Maratha Vidya Prasarak Samaj's

ARTS AND COMMERCE COLLEGE,KHEDGAON

Tal.: Dindori , Dist.: Nashik (Maharashtra) Pin : 422 205

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PRINCIPAL

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College Code : 732
Centre No. :163
AISHE:C-41301

----------------Affiliated to S.P.Pune University, Pune. (ID No-PU/NS/AC/76/2003)--------------------

1.2.1. Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Programme Code	Programme Name	Year of Introduction	Status of implementation of CBCS / elective course system (Yes/No)	Year of implementation of CBCS / elective course system
BA01	BA-FIRST YEAR	2003	Yes	2019-20
BCOM01	BCOM-FIRST YEAR	2004	Yes	2019-20
BA02	BA-SECOND YEAR	2004	Yes	2020-21
BCOM02	BCOM-SECOND YEAR	2005	Yes	2020-21

Principal
Arts & Commerce College, Khedgaon.
Tal. Dindori, Dist. Nashik

F. Y. B. A Compulsory English
(w. e. f. 2019-2020)
(Choice Based Credit System)
70:30-Pattern
(70-Semester-End Exam & 30-Internal Evaluation)

Prescribed Text: *Literary Gleam: An Anthology of Prose and Poetry* **(Board of Editors-Orient BlackSwan)**

Objectives:

a) To expose students to the best examples of prose and poetry in English so that they realize the beauty and communicative power of English

b) To instill human values and develop the character of students as responsible citizens of the world

c) To develop the ability to appreciate ideas and think critically

d) To enhance employability of the students by developing their linguistic competence and communicative skills

e) To revise and reinforce structures already learnt in the previous stages of learning.

Semester-I

Prose:
1. Engine Trouble — R. K. Narayan
2. On Saying 'Please' — A. G. Gardiner
3. The Gift of the Magi — O. Henry

Poetry:
1. A Red, Red Rose — Robert Burns
2. Leave this Chanting and Singing — Rabindranath Tagore
3. The Felling of a Banyan Tree — Dilip Chitre

Grammar:
1. Articles
2. Prepositions
3. Verbs
   Regular and Irregular Verbs
   Auxiliary Verbs: Primary and Modal
4. Punctuation

Communication Skills:
1. Greeting and Taking Leave

2. Introducing Yourself
3. Introducing People to One Another
4. Making Requests and Asking for Directions
5. Making and Accepting Apology

Semester- II

Prose:
1. In Sahyadri Hills, A Lesson in Humility — Sudha Murthy
2. The Model Millionaire — Oscar Wilde
3. The Eyes are not Here — Ruskin Bond

Poetry:
1. My Heart Leaps Up — William Wordsworth
2. Ozymandias — P. B. Shelley
3. Success is Counted Sweetest — Emily Dickinson

Grammar:
1. Tenses
2. Subject–Verb Agreement
3. Vocabulary

Communication Skills
1. Inviting and Accepting/Declining Invitations
2. Making a Complaint
3. Congratulating, Expressing Sympathy and Offering Condolences
4. Making Suggestions, Offering Advice and Persuading

- Each semester shall have 3 credits for teaching. Each credit is equal to 15 hours, so this course shall have 45 teaching hours. In addition to that there shall be three hours allotted to internal evaluation. Changes as per the university guidelines shall be communicated from time to time.

F. Y. B. A- Optional English (General Paper-1)
(w. e. f. 2019-2020)
(Choice Based Credit System)
70:30-Pattern
(70-Semester-End Exam & 30-Internal Evaluation)

Prescribed Text: *Initiations: Minor Literary Forms & Basics of Phonology* (**Board of Editors- Orient BlackSwan**)

Objectives:

a) To expose students to the basics of literature and language and develop an integrated view about language and literature in them

b) To acquaint them with minor forms of literature in English and help them to appreciate the creative use of language in literature

c) To introduce them to the basics of phonology of English so that they can pronounce better and speak English correctly.

d) To prepare students to go for detailed study and understanding of literature and language

e) To enhance the job potential of students by improving their language skills

Semester - I

Prose Pieces:

1. A Lesson My Father Taught Me - A.P.J. Abdul Kalam

2. Toasted English   -   R. K. Narayan

Short Stories:

1. The Romance of a Busy Broker -   O. Henry

2. The Open Window -   Saki

Poetry:

1. Sonnet 29: 'When in disgrace with Fortune and men's eyes' -   William

   Shakespeare

2. The World is too much with Us -   William Wordsworth

3. The Listeners -   Walter de la Mare

4. No Men are Foreign - James Kirkup

Language Studies:

Introduction to the Sounds of English: Part - I

(Discrepancy between English Spelling and Pronunciation, Phonetic Symbols and Transcription, The Concept of Phoneme and Minimal Pairs.)

Semester - II

Short Stories:

1. The Doll's House   -   Katherine Mansfield

2. The Thief   –   Ruskin Bond

Poetry:

1**.** I remember; I remember – Thomas Hood

2. Where the Mind is without Fear -   Rabindranath Tagore

3. The Mountain and the Squirrel -   R. W. Emerson

4**.** Up – Hill - Christina Rossetti

One Act Plays:

1. The Monkey's Paw - W.W. Jacobs

2. Swansong -   Anton Chekhov

Language Studies:

Introduction to the Sounds of English: Part - II

(The Concept of Syllable, Monosyllabic and polysyllabic Words, The Concept of Word Stress and Different Standards of Pronunciation i.e. British Received Pronunciation, General American English and General Indian English.)

- Each semester shall have 3 credits for teaching. Each credit is equal to 15 hours, so this course shall have 45 teaching hours. In addition to that there shall be three hours allotted to internal evaluation. Changes as per the university guidelines shall be communicated from time to time.

Question paper Pattern (2019-20)

(Choice Based Credit System)

<u>**F Y B A Compulsory English**</u>: **Text: LITERARY GLEAM: A SELECTION OF PROSE AND POETRY**

(70-Semester-End Exam & 30-Internal Evaluation)

<u>**SEMESTER–I**</u>   **Hours: Three**   **Marks: 70**

Q. 1)   **A.** Attempt any One from the following questions:

(Two questions on **Prose piece -1**)

B. Attempt any One from the following questions:

(Two questions on **Prose piece -2**)   **Marks 14**

Q. 2   **A.** Attempt any One from the following questions:

(Two questions on **Prose piece -3**)

B. Attempt any One from the following questions:

(Two questions on **Poem - 1**)   **Marks 14**

Q. 3)   **A.** Attempt any One from the following questions:

(Two questions on **Poem -2**)

B. Attempt any One from the following questions:

(Two questions on **Poem -3**)   **Marks 14**

Q.4) Objective **Questions on Grammar and Punctuation** as under:

a. Use correct articles in the blank space in the sentences given below.   (3 out of 5)

b. Fill in the blanks with correct preposition given in the brackets.   (3 out of 5)

c. Look at the underlined verbs in the sentences below and specify whether it is a regular verb or irregular verb: (3 out of 5)

d. Look at the underlined auxiliaries in the sentences below and specify whether it is a primary or a modal auxiliary: (3 out of 5)

e. Punctuate and rewrite the following sentence correctly.   **Marks 14**

Q.5) Practical **Questions on Communication Skills**: 1, 2, 3, 4, 5.   **Marks 14**

Total Marks: 70

SEMESTER - II

Question Paper Format

Q. 1)   **A.** Attempt any One from the following questions:

(Two questions on **Prose piece -1**)

B. Attempt any One from the following questions:

(Two questions on **Prose piece -2**)   **Marks 14**

Q. 2   **A.** Attempt any One from the following questions:

(Two questions on **Prose piece -3**)

B. Attempt any One from the following questions:

(Two questions on **Poem - 1**)   **Marks 14**

Q. 3)   **A.** Attempt any One from the following questions:

(Two questions on **Poem -2**)

B. Attempt any One from the following questions:

(Two questions on **Poem -3**)   **Marks 14**

Q.4) Objective **Questions on Grammar and Vocabulary** as under:

a. Fill in the blanks with correct tense form of the verb given in the brackets.

(6 out of 9)

b. Fill in the blanks using the appropriate form of the verb given in the brackets.

(4 out of 6)

c. Practical questions on vocabulary (e. g. Give synonyms/antonyms of the following words, Give a list of words related to computer/mobile/wild animals etc.)

(4 out of 6)   **Marks 14**

Q.5) Practical **Questions on Communication Skills**: 1, 2, 3, 4.   **Marks 14**

Total Marks: 70

Pattern for Internal **Evaluation in both the semesters:**

1. Internal Mid-Semester Examination   **– 20**

2. Home Assignments/Tutorials/Oral/Lecture Notes/Project -   – 10

TOTAL – 30 Marks

F Y B A -Optional English (General Paper-1)

Text: INITIATIONS: MINOR LITERARY FORMS & BASICS OF PHONOLOGY

(70-Semester-End Exam & 30-Internal Evaluation)

SEMESTER–I   **Hours: Three**   **Marks: 70**

Question Paper Format

Q. 1)   **A.** Attempt any One from the following questions:

(Two questions on **Prose piece -1**)

    B. Attempt any One from the following questions:

(Two questions on **Prose piece -2**)   **Marks 14**

Q. 2   **A.** Attempt any One from the following questions:

(Two questions on **Short Story -1**)

    B. Attempt any One from the following questions:

(Two questions on **Short Story -2**)   **Marks 14**

Q. 3)   Attempt any 02 out of the 04 given questions:

(Questions on the **Poems for the I st sem**)   **Marks -14**

Q. 4) Explain with reference to context (Any 2 out of 4)

    (**Questions on Poems for the Ist sem**)   :   **Marks 14**

Q.5) A. Write short notes: (any 2 out of 4)   :   **Marks 10**

    B. Practical questions on phonology (any 4 out of 6)   :   **Marks 04**

(**Questions on topics from Introduction to the Sounds of English Part –I**)

                                    Total Marks: 70

SEMESTER - II

                  Hours: Three   **Marks: 70**

Question Paper Format

Q. 1   **A.** Attempt any One from the following questions:

(Two questions on **Short Story -1 from II nd Sem**)

B. Attempt any One from the following questions:

(Two questions on **Short Story -2 from IInd Sem**)   **Marks 14**

Q.2   Attempt any 02 out of the 04 given questions:

(Questions on the **Poems for the II nd Sem**)   **Marks -14**

Q. 3   Explain with reference to context (Any 2 out of 4)

(**Questions on Poetry for the II nd Sem**)   :   **Marks 14**

Q. 4   A. Attempt any One from the following questions:

(Two questions on **the First One Act Play**)

B. Attempt any One from the following questions:

(Two questions on **the Second One Act Play**)   **Marks 14**

Q.5) A. Write short notes: (any 2 out of 4)   :   **Marks 10**

B. Practical questions on phonology (any 4 out of 6)   :   **Marks 04**

(**Questions on topics from Introduction to the Sounds of English Part –II**)

Total Marks: 70

Pattern for Internal **Evaluation in both the semesters:**

1. Internal Mid-Semester Examination   **– 20**

2. Home Assignments/Tutorials/Oral/Lecture Notes/Project/Seminar/G D   – 10

TOTAL   – 30 Marks

शैक्षणिक विभाग
गणेशखिंड, पुणे–४११ ००७
दूरध्वनी क्र. : ०२०–२५६०१२५७/५८/५९
ई–मेल : boards@pun.unipune.ac.in
संकेतस्थळ : www.unipune.ac.in

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)
Savitribai Phule Pune University
(Formerly University of Pune)

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संदर्भ क्र. : CBS/694

दिनांक : 22/7/2019

परिपत्रक क्र. १७९/२०१९

विषय: विद्यापीठातील सर्व विद्याशाखांचे प्रथम वर्ष पदवी अभ्यासक्रम सत्र पध्दत (Semester-wise) व पसंती श्रेयांक पध्दतीनुसार (Choice Based Credit System) शैक्षणिक वर्ष २०१९—२० पासून सुधारित करण्याबाबत...

सर्व संबंधितांना याद्वारे कळविण्यात येते की, विद्यापीठातील सर्व विद्याशाखांचे प्रथम वर्ष पदवी अभ्यासक्रम सत्र पध्दत (Semester-wise) व पसंती श्रेयांक पध्दतीनुसार (Choice Based Credit System) शैक्षणिक वर्ष २०१९—२० पासून सुधारित करण्यास विद्यापीठ अधिकार मंडळाने मान्यता दिलेली आहे.

सदरचे अभ्यासक्रम सावित्रीबाई फुले पुणे विद्यापीठाच्या www.unipune.ac.in या संकेत स्थळावर Syllabi ↔ Revised Syllabus from the Academic Year 2019 (New Syllabus) या शीर्षकाखाली विद्याशाखेनुसार उपलब्ध आहेत.

मा. प्राचार्य, सर्व संलग्नित महाविद्यालये व मा. संचालक, सर्व मान्यताप्राप्त संस्था यांना विनंती की, सदर परिपत्रकाचा आशय सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

उपकुलसचिव
(शैक्षणिक विभाग)

प्रत माहीतीसाठी व पुढील योग्य त्या कार्यवाहीसाठीः—

१. मा. अधिष्ठाता, विज्ञान व तंत्रज्ञान विद्याशाखा
२. मा. संचालक, परीक्षा व मूल्यमापन मंडळ
३. मा. प्राचार्य, सर्व संलग्नित महाविद्यालये
४. मा. उपकुलसचिव, शैक्षणिक प्रवेश विभाग
५. मा. उपकुलसचिव, नियोजन व विकास विभाग
६. मा. उपकुलसचिव, शैक्षणिक पात्रता विभाग
७. मा. उपकुलसचिव, सभा व दप्तर विभाग
८. सहाय्यक कुलसचिव, परीक्षा समन्वय कक्ष
९. सहाय्यक कुलसचिव, परीक्षा—एस. ॲण्ड टी. विभाग
१०. सहाय्यक कुलसचिव, गोपनीय कक्ष
११. वरिष्ठ कायदा अधिकारी
१२. मा. संचालक, आंतरराष्ट्रीय केंद्र
१३. जनसंपर्क अधिकारी
१४. कक्षाधिकारी (बहि:स्थ)
१५. मा. अधिकारी, सिस्टीम ॲनालिस्ट डेटा प्रोसेसिंग युनिट
१६. सहायक कुलसचिव, मा. प्र—कुलगुरू कार्यालय
१७. प्रमुख, विद्यापीठ उपकेंद्र : अहमदनगर, नाशिक.

Savitribai Phule Pune University
Faculty of Commerce & Management
Structure for Three - Year
B.Com. Degree course (Choice Based Credit System)
(2019 Pattern)
With effect from June 2019

Preamble:-

Commerce education is that area of education, which develops the required knowledge, skills and attitudes for the handling of Trade, Commerce and Industry. Commerce education is entirely different from other disciplines. Hence, it must charter Course routes to service the aspirations of the nation. To meet the growing needs of the business society, there is greater demand for sound development of commerce education. The relevance of commerce education has become more imperative, this means a marked change in the way commerce and management education is perceived in India. The Commerce education is dedicated to developing tomorrow's leaders, managers, and professionals.

The existing education system of imparting commerce education needs to be more dynamic to incorporate all local and global changes in the field of trade and commerce. The curriculum needs to be restructured accordingly. The learning inputs are required to be more update, skill based and with appropriate applications. This will be achieved through the introduction of Choice based Credit System at undergraduate level.

The choice based credit system offers a cafeteria approach where the students have the liberty to choose courses of their own choice. The credit system allows students to opt for additional courses where he /she can score more than the required credits. The system will focus on student centric learning methods, which include use of Information and Communication Technology, innovative methods of teaching and learning and emphasis on industry interaction to enable the learners to take up professional challenges more effectively.

1. **INTRODUCTION**

    The B.Com Degree Course (2019 pattern) will be introduced in the following order:-

a.	First Year B.Com.	2019-2020
b.	Second Year B.Com.	2020-2021
c.	Third Year B.Com.	2021-2022

The B.Com. Degree Course will consist of six semesters divided into three Years.

The first year (Semester I and II) choice based credit system examination will be held at the end of the each semester.

The Second Year (Semester III and IV) and Third Year (Semester V and VI) choice based credit system examination will be held at the end of each semester.

2. ELIGIBILITY

a) No Candidates shall be admitted to the First Year of the B.Com. Degree Course (**2019 pattern**) unless he/she has passed the Higher Secondary School Certificate Examination of the Maharashtra State Board of Higher Secondary Education Board or equivalent or University with English as a passing Course.

b) No candidate shall be admitted to the Third Semester examination of the second year unless he/ she has cleared first two semesters satisfactorily for the course at the college affiliated to this University.

c) No candidate shall be admitted to the Third Year B.Com. (Fifth semester) Degree Course (**2019 pattern**) unless he/she has cleared all the papers of first and second semester Examination of F.Y. B.Com. and has satisfactorily kept terms for the second year (Third and Fourth Semester) and also fifth semester for the third year of B.Com) satisfactorily in a college affiliated to this University.

3. A.T.K.T. Rules :

- If a candidate fails in all the courses (subject heads) of passing of semester I shall be allowed to proceed semester II. However, a student who fails in four theory courses and two practical courses at semester I and II taken together may be admitted to semester III & IV.

- If a candidate fails in all the courses (subject heads) of passing of semester III shall be allowed to proceed to semester IV.

- If a candidate fails in all the courses (subject heads) of passing of semester V shall be allowed to proceed to semester VI. However, a student who fails in four theory courses and two practical courses at semester III and IV taken together may be admitted to semester V & VI.

- No candidate shall be allowed to proceed to semester V unless the candidate has cleared semester I & II in all courses (Subjects).

- ATKT rules are applicable for 2nd and 4th semester.

4. COURSES CARRYING PRACTICALS

a) Each practical course will be of one credit.
b) There will be practical and practical examination for semester I and II of the F.Y.B.Com. For the Course Financial Accounting.
c) There will be practical and practical examinations for the special Courses (Discipline Special Elective) of S.Y.B.Com. (Semester III and IV) and of T.Y.B.Com. (Semester V & VI)
d) There will be Practical for the S.Y.B.Com level Compulsory Course Business Communication (Semester III and IV) & for T.Y.B.Com Auditing and Taxation (Semester V) & (Semester VI)
e) A Student must offer the same Special Course at T.Y.B.Com. (Semester V & VI) which he / she has offered at S.Y.B.Com. (Semester III and IV)
f) In an exceptional case, a student may change the Course chosen by him at third and fourth semester of second year during the first semester of the third year provided he keeps the additional terms of the Course at S.Y.B.Com.

Course having practical examination:-

Semester	Type of Course	Name of Practical Course	Course Code
I	Core Course	Financial Accounting – I	PR - 112
II	Core Course	Financial Accounting – II	PR – 122
III	Core Course	Business Communication – I	PR - 231
III	Discipline Specific Elective	**Special Course Paper (I)** a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	PR- 236
IV	Core Course	Business Communication – II	PR- 241
IV	Discipline Specific Elective	**Special Course Paper (I)** a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics	PR- 246

		g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	
V	Core Course	Auditing & Taxation – I	PR- 354
V	Discipline Specific Elective	**Special Course Paper (II)** a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism **l)** Computer Programming and Application	PR- 355
V	Discipline Specific Elective	**Special Course Paper (III)** a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism **l)** Computer Programming and Application	PR- 356
VI	Core Course	Auditing & Taxation – II	PR- 364
VI	Discipline Specific Elective	**Special Course Paper (II)** a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development	PR- 365

		e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism **l)** Computer Programming and Application	
VI	Discipline Specific Elective	**Special Course Paper (III)** a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism **l)** Computer Programming and Application	PR- 366

5. MEDIUM OF INSTRUCTION

The medium of instruction for B.Com. Degree course shall be either Marathi or English except languages. The Medium of instructions for Business Communication (S.Y.B.Com) shall be English only.

6. UNIVERSITY TERMS

The dates for the commencement and conclusion of the first and the second terms shall be as determined by the University Authorities. Only duly admitted students can keep the terms. The present relevant ordinances pertaining to grant of terms will be applicable.

7. VERIFICATION AND REVALUATION

The candidate may apply for verification and revaluation or result through Principal of the College which will be done by the University as per ordinance framed in that behalf.

8. RESTRUCTURING OF COURSES

This revised course structure shall be made applicable to the colleges implementing 'Restructured Programme at the undergraduate level from June, 2019. The Colleges under the Restructured Programme which has revised their structure in the light of the "2019 Pattern" shall be introduced with effect from academic year 2019-20.

9. STANDARD OF PASSING.

A candidate is required to obtain 40% marks in Internal Assessment, Practical Examination and Semester End University Examination.
It means that passing separately at internal assessment, practical examination and semester end university examination is compulsory.

10. METHODS OF EVALUATION, PASSING, AND EVALUATION CRITERIA:-

The evaluation of students will be done on three parameters:-

    a. Internal assessment

    b. Practical Examination (list of Courses having practical is given in note No. 4)

    c. University examination

For university examination, question papers will be set for seventy marks (three hours duration)

Evaluation will be done on a continuous basis, three times during each semester. Internal assessment will be of 30 marks. The colleges need to adopt any three out of the following methods for internal assessment:-

    a. Written examination

    b. Quiz

    c. Presentations

    d. Projects

    e. Assignments

    f. Tutorials

    g. Oral examination

11. STRUCTURE OF TRANSCRIPT:

Conversion of percentage into credit(s) and grade(s): The following illustrations could be taken as an example for computing SGPA and CGPA from percentage to credits for Honours courses in all disciplines, degree Program courses in Science subjects and degree Program courses in Humanities, Social Sciences and Commerce subjects:

1. Percentage to Grades and Grade Points

The following formula may be used to convert marks (%) into letter grades.

Let $\bar{X}$ = mean of % age marks of all student appeared in the paper.

σ = Standard deviation

m = % of marks obtained

Letter grade	Numerical grade	Formula
O (outstanding)	10	$m \geq \bar{X} + 2.5\sigma$
A+ (Excellent)	9	$\bar{X} + 2.0\sigma \leq m < \bar{X} + 2.5\sigma$
A (Very Good)	8	$\bar{X} + 1.5\sigma \leq m < \bar{X} + 2.0\sigma$
B+ (Good)	7	$\bar{X} + 1.0\sigma \leq m < \bar{X} + 1.5\sigma$
B (Above average)	6	$\bar{X} \leq m < \bar{X} + \sigma$
C (Average)	5	$\bar{X} - 0.5\sigma \leq m < \bar{X}$
D (Pass)	4	$\bar{X} - \sigma \leq m < \bar{X} - 0.5\sigma$
F (Fail)	0	$m < \bar{X} - \sigma$
Ab (Absent)	0	

* Minor variations may be adjusted by the individual institution.

1. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
2. For non credit courses 'Satisfactory' or "Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
3. The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.,
4. The statutory requirement for eligibility to enter as assistant professor in colleges and universities in the disciplines of arts, science, commerce etc., is a minimum average mark of 50% and 55% in relevant postgraduate degree respectively for reserved and general category. Hence, it is recommended that the cut-off marks for grade B shall not be less than 50% and

12. RESTRUCTURING OF COURSES – EQUIVALENCE AND TRANSITORY PROVISION:

The University will conduct examination of old course (2013 Pattern) for next three academic years from the date of implementation of course.

The candidate of old course will be given three chances to clear his/her Courses as per the old course (2013 Pattern) and thereafter he/she will have to appear for the Courses as per the equivalence given to old course (2013 Pattern).

13. SCHEMES OF CREDITS –

Total credits for three year integrated B.Com. Course is as follows:-

Sr. No.	Semester No	No. of courses	Lecture Hours	Credit per course	Credit for practical courses	Add on course credit (*)	Lectures + Practical + add on courses= Total Credits
1	I	7	48	3	1	1	21 +2 =23
2	II	7	48	3	1	1	21 +2 =23
3	III	6	48	3	2	0	18+2 =20
4	IV	6	48	3	2	2	18+2+2 =22
5	V	6	48	3	3	0	18+3=21
6	VI	6	48	3	3	2	18+3+2 =23
	Total No. of credits						**132**

Suggested Add On courses (*)

Sr. No.	Add on course	Class	Semester	Credit
1.	Value added course - I	F.Y.B.Com.	I	1
2.	Value added course – II	F.Y.B.Com.	II	1
3.	Environment Awareness	S.Y.B.Com.	IV	2
4.	Specific Add - on Course related to specialized Course/ Internship	T.Y.B.Com.	VI	2
	Total			**6**

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Revised structure of Choice Based Credit System Course
First Year B. Com. Semester – I w.e.f. 2019- 20

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No of Credits	Internal Assessment	University Assessment Univ. Exam	University Assessment Practical Exam	Total Marks	Duration of Theory Examination
111	Compulsory English- I	Ability Enhancement Compulsory Course	4	3	30	70	--	100	3 Hours
112	Financial Accounting - I	Core Course	4	4	30	50	20	100	3 Hours
113	Business Economics- I	Core Course	4	3	30	70	--	100	3 Hours
114 (A)	Business Mathematics and Statistics - I OR	Core Course	4	3	30	70	--	100	3 Hours
114 (B)	Computer Concepts and Application- I								
115	**Optional Group. (A) (Any one of the Following)** a) Organization Skill Development b) Banking and finance c) Commercial Geography d) Defence Organization and Management in India e) Cooperation f) Managerial Economics	Generic Elective Course	4	3	30	70	--	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
116	**Optional Group. (B) (Any one of the Following)** a) Essentials of E-Commerce b) Insurance & Transport c) Marketing & Salesmanship d) Consumer Protection and Business Ethics e) Business Environment & Entrepreneurship f) Foundation Course in Commerce	Generic Elective Course	4	3 -	30	70	--	100	3 Hours
117	**Any one of the following Language** Additional English/ Marathi/ Hindi/ Guajarati/ Sindhi/ Persian/ Urdu/ French/ German / Sanskrit / Arabic	Ability Enhancement Course	4	3	30	70	--	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
121	Compulsory English- II	Ability Enhancement Compulsory Course	4	3	30	70	--	100	3 Hours
122	Financial Accounting - II	Core Course	4	4	30	50	20	100	3 Hours
123	Business Economics- II	Core Course	4	3	30	70	--	100	3 Hours
124(A)	Business Mathematics and Statistics - II	Core Course	4	3	30	70	--	100	3 Hours
	OR								
124(B)	Computer Concepts and Application- II								
125	**Optional Group. – (A) (Any one of the Following)** a) Organization Skill Development b) Banking and finance c) Commercial Geography d) Defence Organization and Management in India e) Cooperation f) Managerial Economics	Generic Elective Course	4	3	30	70	--	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment Univ. Exam.	University Assessment Practical Exam.	Total Marks	Duration of Theory Examination
126	**Optional Group. (B) (Any one of the Following)** a) Essentials of E- Commerce b) Insurance & Transport c) Marketing & Salesmanship d) Consumer Protection and Business Ethics e) Business Environment & Entrepreneurship f) Foundation Course in Commerce	Generic Elective Course	4	3	30	70	--	100	3 Hours
127	**Any one of the following Language- II** Additional English/ Marathi/ Hindi/ Guajarati/ Sindhi/ Persian/ Urdu/ French/ German / Sanskrit / Arabic	Ability Enhancement Course	4	3	30	70	--	100	3 Hours

Second Year B. Com. w.e.f. 2020- 21.
Semester – III

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	Total No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
231	Business Communication- I	Core Course	4	4	30	50	20	100	3 Hours
232	Corporate Accounting- I	Core Course	4	3	30	70	--	100	3 Hours
233	Business Economics - I (Macro)	Core Course	4	3	30	70	--	100	3 Hours
234	Business Management - I	Core Course	4	3	30	70	--	100	3 Hours
235	Elements of Company Law- I	Core Course	4	3	30	70	--	100	3 Hours
236	**Special Course Paper- I (Any One)** a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Special Elective	4	4	30	50	20	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	Total No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
241	Business Communication- II	Core Course	4	4	30	50	20	100	3 Hours
242	Corporate Accounting- II	Core Course	4	3	30	70	--	100	3 Hours
243	Business Economics – II (Macro)	Core Course	4	3	30	70	--	100	3 Hours
244	Business Management - II	Core Course	4	3	30	70	--	100	3 Hours
245	Elements of Company Law- II	Core Course	4	3	30	70	--	100	3 Hours
246	Special Course Paper- I (Any One) a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Special Elective	4	4	30	50	20	100	3 Hours

Third Year B. Com. w.e.f. 2021- 22
Semester – V

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
351	Business Regulatory Framework - I	Core Course	4	3	30	70	--	100	3 Hours
352	Advanced Accounting - I	Core Course	4	3	30	70	--	100	3 Hours
353	Indian and Global Economic Development - I Or International Economics - I	Core Course	4	3	30	70	--	100	3 Hours
354	Auditing & Taxation - I	Core Course	4	4	30	50	20	100	3 Hours
355	**Special Course Paper – II (Same Special Course Offered at S.Y.B.Com)** a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Specific Elective	4	4	30	50	20	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
356	**Special Course Paper – III (Same Special Course Offered at S.Y.B.Com)** a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Specific Elective	4	4	30	50	20	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
361	Business Regulatory Framework - II	Core Course	4	3	30	70	--	100	3 Hours
362	Advanced Accounting - II	Core Course	4	3	30	70	--	100	3 Hours
363	Indian and Global Economic Development - II Or International Economics - II	Core Course	4	3	30	70	--	100	3 Hours
364	Auditing & Taxation - II	Core Course	4	4	30	50	20	100	3 Hours
365	**Special Course Paper – II (Same Special Course Offered at S.Y.B.Com)** a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Specific Elective	4	4	30	50	20	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
366	**Special Course Paper – III (Same Special Course Offered at S.Y.B.Com)** a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Specific Elective	4	4	30	50	20	100	3 Hours

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Revised syllabi (2019Pattern) for three years F.Y. B. Com. Degree course (CBCS)

Semester: I
Financial Accounting- I

Course Code - 112   **No. of Credits :- 03 and for practical – 01**

Objective of the Course:-

    1. To impart knowledge of basic accounting concepts

    2. To create awareness about application of these concepts in business world

    3. To impart skills regarding Computerised Accounting

    4. To impart knowledge regarding finalization of accounts of various establishments.

Unit No.	Unit Title	Contents	Purposed Skills to be developed
1	Accounting Concepts, Conventions and Principles and an overview of Emerging Trends in Accounting	**(A) Accounting Concepts, Conventions and Principles** 1. Money Measurement 2. Business Entity 3. Dual Aspect 4. Periodicity Concept 5. Realization Concept 6. Matching Concept 7. Accrual / Cash Concept 8. Consistency Concept 9. Conservatism Principle 10. Materiality Concept 11. Going Concern Concept 12. Historical Cost Concept **(B) Emerging Trends in Accounting**	• Knowledge about various accounting Concepts, Conventions and Principles. • Understanding emerging trends in accounting and its effect on accounting Practices.

		1. Inflation Accounting 2. Creative Accounting 3. Environmental Accounting 4. Human Resource Accounting 5. Forensic Accounting	
2	Piecemeal Distribution of Cash	1. Surplus Capital Method only, Asset taken over by a partner, 2. Treatment of past profits or past losses in the Balance sheet, 3. Contingent liabilities 4. Realization expenses/amount kept aside for expenses 5. adjustment of actual, Treatment of secured liabilities, 6. Treatment of preferential liabilities like Govt. dues/labour dues etc., Excluding: Insolvency of partner and Maximum Loss Method.	• Knowledge about process of dissolution of partnership firm.
3	Accounts from Incomplete Records (Single Entry System)	1. Meaning of single entry system 2. Features of Single Entry System 3. Conversion of Single Entry into Double Entry	• Knowledge about single entry systems. • Purpose and advantages of double entry system • Process of conversion of single entry into double entry system.
4	Introduction to Goods and Services Tax laws and Accounting	1. Constitutional Background of GST, Concepts and definition of GST. 2. IGST, CGST and SGST 3. Input and Output Tax credit 4. Procedure for registration under GST	• Knowledge about conceptual framework of the GST • Knowledge about various components of GST. • Types of taxes under GST • Registration process under GST for business establishments.

Practical for Semester– I

Topic	Mode of Practical
Constitutional Background of GST, Concepts and Implications of GST.	Library Assignment
IGST, CGST and SGST	Guest Lecture
Procedure for registration under GST	Visit to a business establishment
Input and Output Tax credit	PowerPoint Presentation

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	PowerPoint Presentations	Videos available on YouTube	Library assignment on Types of accounting principles and conventions with its usage and emerging trends in accounting	Students will be able to acquire in-depth knowledge
2	12	Group Activity	Videos available on YouTube	--	Students will be able to acquire in-depth knowledge
3	12	PowerPoint Presentations	Videos available on YouTube	Group activity of conversion of single entry into double entry system	Students will be able to understand the process and importance of conversion of single entry into double entry system
4	12	Visit and interview	Videos available on YouTube	Compilation of information about the contents in the syllabus in a journal	Students will gain knowledge about GST and its implications.

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	Advanced Accounts	M.C. Shukla, T.S. Grewal, S.C. Gupta	S. Chand Publication	New Delhi.
2.	Financial Accounting for B.Com	CA (Dr.) P.C. Tulsian S.C. Gupta	S. Chand Publication	New Delhi.
3.	Introduction to Accountancy	S.R.N Pillai & Bhagavathi	S.Chand & CompanyLtd	New Delhi
4.	Corporate Accounting	Raj Kumar Sah	Cengage Publications	Noida, Uttar Pradesh
5.	**Advanced Accounting**	**S. N. Maheshwari**		
6.	**GST Law and Analysis with Conceptual Procedures**	**Bimal Jain and Isha Bansal (Set of 4 Volumes)**	Pooja Law Publishing Company	New Delhi
7.	**Guidance Note on GST by ICAI**	--	The Institute of Chartered Accountants of India	New Delhi

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Semester-I
Business Economics (Micro) - I

Course Code - 113   No. of Credits :- 03

Objectives of the course:-
1. To impart knowledge of business economics
2. To clarify micro economic concepts
3. To analyze and interpret charts and graphs
4. To understand basic theories, concepts of micro economics and their application

Unit No.	Unit Title	Contents	Purpose & skills to be developed
1	**Introduction and Basic Concepts**	1.1 Meaning, Nature, Scope and Importance of Business Economics 1.2 Concept of Micro and Macro Economics 1.3 Tools for Economic Analysis- Functional Relationship, Schedules, Graphs and Equations 1.4 Basic Concepts: Household, Consumer, Firm, Plant and Industry 1.5 Goals of Firms- Economic and Non-Economic	• To make the students aware of concepts in micro economics • To help the students understand the difference between micro and macro economics • To make the students understand economic and non-economic goals of firms. **Skills :** Analyze and think critically, develop writing skills
2	**Consumer Behavior**	Utility: Concept and Types 2.2 Cardinal Approach: Law of Diminishing Marginal Utility and Law of Equi Marginal Utility 2.3 Consumer Surplus: Concept and Measurement 2.4 Ordinal Approach: Indifference curve	• To help the students understand the concept of utility • To impart knowledge of cardinal and ordinal approach • To make them understand the concept of consumer surplus **Skills:** Understanding complex theories and concepts Geometrical skills, mathematical aptitude, writing skills

		Analysis- Concept, Characteristics, Consumer Equilibrium	
3.	**Demand and Supply Analysis**	3.1 Concept of Demand 3.2 Determinants of Demand 3.3 Law of Demand 3.4 Elasticity of Demand 3.4.1 Price Elasticity of Demand - Meaning, Types, Measurement, Uses and Significance 3.4.2 Income Elasticity of Demand-Meaning and Types 3.4.3 Cross Elasticity of Demand-Meaning and Types 3.5 Supply : Concept, Determinants and Law of Supply 3.6 Equilibrium of Demand and Supply for Price Determination	• To understand the concept of demand and elasticity of demand • To impart knowledge of law of supply and the determinants of law of supply • To help the students understand price determination in varied demand and supply condition **Skills imparted:** Applying mathematical and statistical analysis methods extracting information, drawing conclusions
4.	**Production Analysis**	4.1 Concept of Production Function 4.2 Total, Average and Marginal Production 4.3 Law of Variable Proportions 4.4 Law of Returns to Scale 4.5 Economies and Diseconomies of Scale-Internal and External	• To help the students understand the relation between revenue concepts • To understand theories of production function • To make students know about economies and diseconomies of scale **Skills:** Interpret economic theories, writing skills, understand charts and graphs.

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	• Open book discussion • Case studies • Problem solving based learning	You tube lectures on micro and macro economics	• Functional relations • Goals of firms	• Students will understand basic concepts of micro economics, • Will be able to analyze and interpret
1.	12	• Digital lectures • Jigsaw reading	You tube lectures	Types of utility	• Will know cardinal and ordinal approach • Will understand the concept of consumer surplus
2.	12	• Game oriented classes • Pair learning • Group discussion	• Films • You tube lectures	Type of goods and elasticity of demand	• Will understand the concept of demand and elasticity of demand • Will understand the concept of supply • Able to interpret equilibrium in the market
3.	12.	• Group discussion • Teacher driven power point presentation • Games and simulation	• You tube lectures • Online PPTs	Effect of economies of scale on industries (with example of an industry)	• Will understand revenue concept • Will know economies and diseconomies of scale

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Microeconomics	B. Douglas Bernheim and Michael D. Whinston	Tata McGraw Hill	New York
2	Microeconomics	Pindyck, R.S. and D.L. Rubinfeld	Pearson Education	London

3	Principles of Economics	Stiglitz, J.E. and C.E. Walsh	Oxford Univ. Press	United Kingdom
4	Microeconomics: Theory and Applications	Salvatore, D.L	Oxford Univ. Press	United Kingdom
5	Intermediate Microeconomics: A Modern Approach	Varian, H.R.,	W.W. Norton	United Kingdom, United states
6	Microeconomic Theory,	Sen, Anindya	Oxford Univ. Press	United Kingdom
7	Modern Microeconomics	Koutsoyiannis, A	MacMillan Press	India
8	Principles of Microeconomics	H.L. Ahuja	S. Chand	New Delhi

Suggested references
Web reference

Sr. no	Lectures	Films	Animation	PPTs	Articles
1.	https://mitpress.mit.edu/books/lectures-microeconomics	https://www.economicsnetwork.ac.uk/teaching/Video%20and%20Audio%20Lectures/Principles%20of%20Microeconomics	https://www.youtube.com/redirect?q=http%3A%2F%2Fwww.thateconstutor.com&v=Zre4tp90Aog&redir_token=6U11cd7zsOZt8fGKACK3B5JHJNh8MTU1NzkyNzkzMUAxNTU3ODQxNTMx&event=video_description	https://ctaar.rutgers.edu/gag/ppc2_files/ppc2.ppt	http://scholar.google.co.in/scholar?q=articles+on+microeconomics&hl=en&as_sdt=0&as_vis=1&oi=scholart
2.	https://www.amazon.com/Lectures-Microeconomics-Questions-Approach-Press/dp/0262038188	https://nptel.ac.in/courses/109104125/	https://www.youtube.com/watch?v=ewPNugIqCUM	https://www.slideshare.net/tribhuwan64/presentation-on-importance-of-microeconomics	http://theconversation.com/global/topics/microeconomics-3328

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Semester: I
Business Mathematics & Statistics- I

Course Code – 114 (A)   No. of Credits :- 03

Objective of the Program

1. To introduce the basic concepts in Finance and Business Mathematics and Statistics
2. To familiar the students with applications of Statistics and Mathematics in Business
3. To acquaint students with some basic concepts in Statistics.
4. To learn some elementary statistical methods for analysis of data.
5. The main outcome of this course is that the students are able to analyze the data by using some elementary statistical methods

Unit No.	Unit Title	Contents	Purpose/Skills to be developed
1	**Interest and Annuity**	**Interest:** Concept of Present value and Future value, Simple interest, Compound interest, Nominal and Effective rate of interest, Examples and Problems **Annuity:** Ordinary Annuity, Sinking Fund, Annuity due, Present Value and Future Value of Annuity, Equated Monthly Installments (EMI) by Interest of Reducing Balance and Flat Interest methods, Examples and Problems.	1. To understand the concept of Simple interest, compound interest, effect of compounding. 2. To understand the concept of Annuity and its applications for EMIs and Amortization Schedule.
2	**Shares and Mutual Funds**	**Shares:** Concept of share, face value, market value, dividend, brokerage, equity shares, preferential shares, bonus shares. Examples and Problems **Mutual Funds:** Concept of Mutual Funds, Problems on calculation of Net Income after considering entry load, Dividend, Change in Net Asset Value (NAV) and exit load. Averaging of price under the Systematic Investment Plan (S.I.P.). Examples and Problems	1. To understand the concept of shares and mutual funds. 2. To understand contribution of shares and mutual funds in systematic investment plans 3. To solve problems related to shares and mutual funds
3	**Population and Sample**	Definition of Statistics, Scope of Statistics in Economics, Management Science and Industry. Concept of population and sample, methods of data collection: Census and sampling with illustration. Methods of random sampling – SRSWR, SRSWOR, Stratified, Systematic (Description of sampling procedures only).	1. Collection of data 2. Analyzing and interpreting data. 3. Knowing different method of sampling

| 4 | **Measures of Central Tendency and Measures of Dispersion** | Frequency distribution: Raw data, attributes and variables, Classification of data, frequency distribution, cumulative frequency distribution, Histogram and ogive curves.
Requisites of ideal measures of central tendency, Arithmetic Mean, Median and Mode for ungrouped and grouped data. Combined mean, Merits and demerits of measures of central tendency, Geometric mean: definition, merits and demerits, Harmonic mean: definition, merits and demerits, Choice of A.M., G.M. and H.M.

Concept of dispersion, Measures of dispersion: Range, Variance, Standard deviation (SD) for grouped and ungrouped data, combined SD, Measures of relative dispersion: Coefficient of range, coefficient of variation. Examples and problems. | 1. To classify and represent data in tabular and graphical form.
2. To compute various measures of central tendency and measures of dispersion. |

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Expected Outcome
1	16	ICT	Students will be able to apply concepts of interests and annuities to calculate EMI, prepare amortization schedule, calculate insurance premiums etc
2	8	ICT	Students will be able calculate dividend, brokerage on shares and mutual funds. Also students will be able to able to identify the contribution of shares and mutual funds in systematic investment plans and to select best investment options
3	8	ICT	Students will be able to recognize and classify different types of data. Students will be able to take a sample of appropriate size using suitable method of sampling.
4	16	ICT	Students will be able to calculate measures of central tendency and measures of dispersion. Students will be able to use appropriate measure of central tendency or measure of dispersion for given data to given problems from business or economics.

References:

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Practical Business Mathematics	S. A. Bari	New Literature Publishing Company	New Delhi
2	Mathematics for Commerce	K. Selvakumar	Notion Press	Chennai
3	Business Mathematics with Applications	Dinesh Khattar & S. R. Arora	S. Chand Publishing	New Delhi
4	Business Mathematics and Statistics	N.G. Das & Dr. J.K. Das	McFraw Hill	New Delhi
5	Fundamentals of Business Mathematics	M. K. Bhowal	Asian Books Pvt. Ltd	New Delhi
6	Operations Research	P. K. Gupta & D. S. Hira	S. Chand Publishing	New Delhi
7	Mathematics for Economics and Finance: Methods and Modeling	Martin Anthony and Norman Biggs	Cambridge University Press	Cambridge
8	Financial Mathematics and Its Applications	Ahmad Nazri Wahidudin	Ventus Publishing ApS	Denmark
9	Fundamentals of Mathematical Statistics	Gupta S. C. and Kapoor V. K.:,	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002
10	Statistical Methods	Gupta S. P.:	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002
11	Applied Statistics	Mukhopadhya Parimal	New Central Book Agency Pvt. Ltd.	Calcutta.
12	Fundamentals of Statistics	Goon A. M., Gupta, M. K. and Dasgupta, B.	World Press	Calcutta.
13	Fundamentals of Applied Statistics	Gupta S. C. and Kapoor V. K.:,	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002

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Semester: I
Computer Concepts and Application - I

Course Code – 114 (B)   **No. of Credits :- 03**

Objective:

1. To make the students familiar with Computer environment.
2. To make the students familiar with the basics of Operating System and business   communication tools.
3. To make the students familiar with basics of Network, Internet and related concepts.
4. To make awareness among students about applications of Internet in Commerce.
5. To enable make awareness among students about e-commerce and M commerce**.**

Unit 1 Introduction to Computer and Operating system   **[12]**

Introduction to Computer
Definition, Block Diagram, Computer Hierarchy, (Classification),
Characteristics of Computer

Computer System Hardware
Computer Memory
Input and Output Devices

Definition – Software
Software Types - System Software, Application Software

Definition of Operating System

Types of Operating Systems,
Functions of Operating Systems

Working with Windows Operating System:

Introduction, The Desktop, Structure of Windows, Windows Explorer, File and Folder Operations, The Search, The Recycle Bin, Adding or Removing New Programs using, Control Panel, Applications in windows (Paint, Notepad, WordPad, and Calculator)

Introduction to Free and Open Source Software

Definition of Computer Virus, Types of Viruses, Use of Antivirus software.

Unit 2 Office automation tools [12]

Definition of Information Technology (IT)
Benefits of Information Technology (IT)
Applications of Information Technology (IT)

Office automation tools

MS-Word: Introduction, Starting MS-Word, MS-Word Screen and its
Components, Elementary Working with MS-Word

MS-Excel: Introduction, Starting MS-Excel, Basics of Spread sheet, MS-Excel
Screen and Its Components, Elementary Working with MS-Excel

MS-PowerPoint: Introduction, Starting MS-PowerPoint, Basics of PowerPoint,
MS-PowerPoint Screen and Its Components, Elementary Working with MS PowerPoint

Data Processing: Files and Records, File Organization (Sequential,
Direct/Random, Index)

Unit 3 Introduction to Computer Network [12]

Introduction
Importance of Networking
Computer Network (LAN, WAN, MAN)

Network Components (Hub, Switch, Bridge, Gateway, Router, Modem)
Network Topology, Wireless Network
Internet and Internet application
Introduction, Internet evolution, Working of Internet, Use of Internet

Overview of World Wide Web (Web Server and Client)
Introduction to Search engine and Searching the Web, Downloading files, Introduction to Web Browsers, Working with E-mail (creation and use of the same)

Introduction to Internet Security
Security, Privacy, Ethical Issues & Cyber Law

Unit 4 Computer applications in Commerce   [12]

Computer Applications in Business – Need and Scope

Computer Applications in various fields of Commerce:
Personnel Administration, Accounting, Cost and Budgetary Management, Purchasing, Banking, Insurance and Stock-broking, e-governance

E-Commerce

Defining e-Commerce, Main Activities of Electronic Commerce, Benefits of E-Commerce; Broad Goals of Electronic Commerce; Main Components of E-Commerce; Functions of Electronic Commerce – Communication, Process Management, Service Management, Transaction Capabilities;

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Semester: I

Organizational Skills Development- I

Course Code – 115 - A   **No. of Credits :- 03**

Objectives of the course

1. To introduce the students to the emerging changes in the modern office environment
2. To develop the conceptual , analytical , technical and managerial skills of students efficient office organization and records management
3. To develop the organizational skills of students
4. To develop Technical skills among the students for designing and developing effective means to manage records , consistency and efficiency of work flow in the administrative section of an organsation
5. To develop employability skills among the students

Depth of the program – Fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	Concept of Modern Office	a. Modem Office :- Definition, Characteristics, importance and functions b. Office environment:- Meaning and Importance c. Office Location :- Meaning, Principles and factors affecting Office location d. Office Layout :- Meaning, Principles and factors affecting Office Layout	1. Conceptual Clarity on the meaning of a modern office 2. Developing understanding on the internal and external factors of an office environment 3. Developing analytical and technical skills to contribute towards planning office location and layout
2	Office Organisation and Management	a. Office Organisation : Definition, Importance, Principles and Types of Organisation b. Office Management:- Definition, Functions c. Scientific Office Management :- Meaning, Aims, Techniques of Scientific Office Management and Steps for installation of Scientific Office Management	1. Conceptual clarity on the meaning of Scientific office management 2. Development of understanding in various techniques for scientific management

3	Office Records Management	a. Office Records Management -Definition, Objectives, Scope of Records Management, Significance, Principles of Records management. b. Digitalization of records:- Advantages and Problems of Digitalization c. Form Design:- Objectives, types of forms, Significance, Principles of form designing d. Office Manual – Definition, Contents Types , benefits and limitations	1. Introduction to concept of digitalization of records 2. Technical skills and critical analysis skills for designing of various office documents for effective records creation and maintenance
4	Office work	Office work :-Meaning and Characteristics, Flow of work :- Significance, Features of Ideal flow of work ,benefits of flow of work ,problems in smooth flow of work , suggestions for even flow of work	1. Analytical skills for process improvement in office work.

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Power Point Presentation	Online Videos	Making a model of office layout in groups	Conceptual Clarity on meaning of Modern Office, internal and external factors of an office environment
2	12	Power Point Presentation			Conceptual clarity on the meaning of Scientific office management and understanding various techniques for scientific management

3	12	Guest Lectures by Experts	Visit to any organization , college, bank etc (group assignment)	Report on the records management system based on the visit	Technical skills and Critical analysis skills
4	12	PPT , Educational Videos	Visit to any organization , college, bank etc (group assignment)	Report on the visit and suggestions for improvement in work flow of the organization visited	Development of Technical and Analytical abilities

References :

List of Books Recommended :-

1. Modern Office Management – By Mills, Geoffrey
2. Office Management – By Dr. R.K. Chopra , Priyanka Gauri
3. Office Management – By R.S.N. Pillai
4. Office Management – By K.L.Maheshwari , R.K . Maheshwari
5. Modern Office Management : Principles and Techniques – By J.N.Jian , P.P.Singh

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Revised syllabi (2019Pattern) for three years F.Y. B. Com. Degree course (CBCS)

Semester: I
BANKING & FINANCE- I

(Fundamentals of Banking I)

Course Code – 115 - B   **No. of Credits :- 03**

Objectives -

• To provide knowledge of fundamentals of Banking

• To create awareness about various banking concepts

• To conceptualize banking operations.

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1.	**Evolution of Banking**	• Meaning, Definition and Origin of 'Bank' • Evolution of Banking in Europe and Asia • Evolution of Banking in India • Structure of Indian Banking System	• Knowledge of evolution of banking. • Understanding structure of Indian Banking

2.	**Functions of Bank**	**Primary Functions:**
		○ **Accepting Deposits:**
		  i. Demand Deposits - Current Deposit and Savings Deposits;
		  ii. Time Deposits - Fixed Deposit and Recurring Flexi Deposits (Auto Sweep)
		○ **Granting Loans and Advances-**
		  i. Short Term Loan- Overdraft Facility, Cash Credit Facility, Purchasing and Discounting of Bills,
		  ii. Term Loan
			• Understanding primary and secondary functions of a bank.
			• Understanding the concepts related to lending and ratios.

Secondary Functions:

A. Agency Functions- Payment and Collection of a Cheque, Bill and Promissory Note, Execution of standing instructions, Acting as a Trustee and Executor

B. General Utility Functions- Safe Custody, Safe Deposit Vaults, Remittance of funds, Pension payments, Acting as a Dealer in Foreign Exchange (FOREX) Market.

C. Distribution of Third Party Products, Bancassurance, Mutual Funds, Issuance of Credit Card and Debit Card

D. Non Fund Based Credit Facilities- Letter of Credit, Bank Guarantee and Deferred Payment.

E. Government Business – Collecting GST, Stamp Duty, Excise Payment, etc.

- Concepts of Priority and non- priority sector lending Security Based and Purpose Oriented Lending, Bridge Loans, Reserve Ratios- CRR and SLR. Credit Appraisal and Credit Monitoring

3.	**Procedure for Opening and Operating of Deposit Account**	Procedure for Opening of Deposit Account: Know Your Customer Norms, (KYC Norms), Application Form, Introduction, Proof of Residence, Specimen Signature, and Nomination Facility: Their Importance. No Frill Account	• Understanding the process of opening and operating procedure of bank accounts.
		Procedure for Operating Deposit Account: Pay-in-slip, Withdrawal slip, Issue of Pass Book, (Current, Savings or Recurring Deposit), Issue of Cheque Book, Issue of Fixed Deposit Receipt, Premature encashment of a Fixed Deposit and Loan against Fixed Deposit. Recurring Deposit: Premature encashment and loan against Recurring Deposit.	• Understanding various types of bank accounts holders
		a) Closure of Account	
		b) Transfer of Account	
		c) Death Claim Procedure	
		Types of Account Holders	
		a) Individual Account Holders- Individual Account, Joint Account, Illiterate, Minor, Married Woman, Pardahnashin Woman, Non-Resident Account	
		b) Institutional Account Holders- Sole Proprietorship, Partnership Firm, Joint Stock Company, Hindu Undivided Family, Clubs, Associations, Societies and Trusts.	

| 4 | **Methods of Remittance** | Demand Draft, Bankers' Cheque

Electronic Funds Transfer (EFT) – Real Time Gross Settlement (RTGS), National Electronic Funds Transfer (NEFT), Procedure of fund transfer through NEFT/ RTGS,

Society for Worldwide

Interbank Financial Telecommunication (SWIFT)

Immediate Payment Service (IMPS) - Interbank (Bank to Bank) and Intra Bank (Branch to Branch) Fund Transfer | • Understanding various methods of remittance. |

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1.	10	Lecture, PPT/ Poster Presentation, Group Discussion, Library / Home Assignment	Relevant YouTube videos	NA	• Knowledge of evolution of banking. • Understanding structure of Indian Banking
2.	14	Lecture, PPT/ Poster Presentation, Group Discussion, Library / Home Assignment	Relevant YouTube videos	Report writing of expert lecture	• Understanding primary and secondary functions of a bank. • Understanding the concepts related to lending and ratios.

3.	14	Lecture, Expert Lecture, PPT/ Poster Presentation, Group Discussion, Library / Home Assignment,	Relevant YouTube videos	Visit to a bank	• Understanding the process of opening and operating procedure of bank accounts. • Understanding various types of bank accounts holders
4.	10	Lecture, Expert Lecture, PPT / Poster Presentation, Group Discussion, Library / Home Assignment,	Relevant YouTube videos	Visit to a bank	• Understanding various methods of remittance.

References:

1. Majumdar N. C., 'Fundamentals of Modern Banking', New Central Book Agency
   (P) Ltd., New Delhi.
2. Arondekar A.M. & Others, 'Principles of Banking', Macmillan India Pvt. Ltd.
3. Srinivasan D. & Others, 'Principles & Practices of Banking', Macmillan India Pvt. Ltd.
4. Agarwal O.P., (4th Edition, 2017), 'Banking and Insurance', Himalaya Publishing House.
5. Gopinath M. N.,(1st Edition, 2008),'Banking Principles and Operations', Snow White Publications Pvt. Ltd, Mumbai
6. Gordon E. & Natarajan K., 'Banking - Theory, Law and Practice', (21st Revised Edition), Himalaya Publishing House.
7. Joshi Vasant & Joshi Vinay, (3rd Edition), 'Managing Indian Banks', Sage Publication, New Delhi.
8. VarshneyP.N. (12th Edition, 2003), 'Banking - Law and Practice', Sultan Chand & Co. New Delhi
9. Kothari V., (26th Edition) 'Tannan's Banking Law & Practice in India,' Lexis Nexis Publication.

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Revised syllabi (2019Pattern) for three years F.Y. B. Com. Degree course (CBCS)

Semester- I
Defense Organization and Management in India

DEFENSE ORGANISATION AND MANAGEMENT IN INDIA-I

Course Code – 115 - D   **No. of Credits :- 03**

Objectives:

1) To understand the role of Armed Forces and Defense structure of Indian Armed Forces.

2) To know the vital elements of Indian Defense Organization in India.

3) To know the second line of Defense in India

Unit No.	Topic	No. of Lectures	Teaching Method	Skills to be developed
1.	**Development of Defense Organization after Independence** 1.1 Reconstruction of Indian Armed Forces since 1947. 1.2 Development of the Army after Independence. 1.3 Development of the Navy after Independence. 1.4 Development of the Air Force after Independence. 1.5 Principles of Defense Organisation.	12	Lecture, PPT, Group Discussion, Library Work, Assignment	• Understanding defence organization after independence. • Understanding the principles of Defense organization
2.	**Elements of Defense Organization in India.** 2.1 Powers of the President in relation to the Armed Forces. 2.2 Defense Committee of the Cabinet. 2.3 Ministry of Defense – its organizational & function.	12	Lecture, PPT, Group Discussion, Library Work, Study Visit	• Understanding the elements of defense organization in India.

	2.4 National Security Council.			
3.	**Defense Structure of Indian Armed Forces** 3.1 Chief of Staff Committee. 3.2 Organization of Army, Naval & Air Headquarters. 3.3 Organization of Army, Naval & Air Commands.	12	Lecture,PPT, Group Discussion, Library Work,	• Understanding the defense structure of Indian Armed Forces
4.	**Para Military Forces of Defense** 4.1 Border Security Force. 4.2 Coast Guard. 4.3 Territorial Army. 4.4 Home Guard. 4.5 Civil Defense. 4.6 National Cadet Corps (N.C.C.) 4.7 Central Reserve Police Force. 4.8 State Reserve Police Force.	12	Lecture,PPT, Group Discussion, Library Work, Assignment	• Understanding the paramilitary force of defense.
	Total	48		

References:

1) Ron Mathews, "Defense Production in India" ABC, New Delhi.
2) Raju G. C. Thomas (1978), ''The Defense of India a Budgetary Perspective of Strategy and Politics', Mac Millan Publication, New Delhi.
3) Sam C.Sarhesian – The Military Industrial Complex a Reassessment', Sage Publication, New Delhi.
4) Maj. Gen. Pratap Narain [Retd] (1998), India's Arms Bazar," Shilpa Publication, New Delhi.
5) L t. Gen. R. K. Jasbir Singh(1999),Indias Defense Year Books', Nataraj Publication, Dehradun.
6) Chaudhari A.P., 'संरक्षणशास्त्र' Nilkantha Publication, Pune
7) Jadhav V.Y, 'भारताची राष्ट्रीय सुरक्षा', Snehvardhan Publication , Pune.
8) Venkateshwaram A. L. 'Defense Organisation in India'
9) C. Lakshmi (1998) 'Trends in India's Defense Expenditure,' ABC, New Delhi.

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Revised Syllabi (2019 Pattern) for three years B.Com Degree Course (CBCS)
Semester- I
Theory and Practice of Co-operation- I

Course Code – 115 - E   **No. of Credits :- 03**

Objectives of the course:

1. To acquaint the students with the concept of co-operative movement.

2. To introduce the scope of Co-operation.

3. To make students build their career in the field of Co-operation and Rural Development.

Depth of Programme: - Fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	**Co-operation-**	Meaning & Definitions, Objectives, Nature and Scope of Co-operation, Strength and Weakness of Co-operative Movement ,Principles of Co-operative **International Co-operative Alliance (ICA)** Meaning ,objectives, ICA Board Code of Governance, International Co-operative Alliance (I.C.A) Committee-1937,1966,1995 Problems & Challenges faced by the Co-operative sector	i. To understand the objectives, Nature and scope of co-operation ii. To understand the Co-operative Movement iii. To understand International Co-operative Alliance and ICA Committee 1937,1966,1995

2	**History of Co-operative Movement in India**	Introduction and Development of Co-operative Movement in Pre Independence period. Strength and weakness of Co-operative Movement , Sir Fedrick Nicholson Report 1904 , Maclagen Committee Report 1912 , Study of eminent supporters and their contribution	i. To understand the development of Co-operative Movement in India ii. To understand Sir Fedrick Nicholson Report and Maclagen Committee Report To understand eminent supporters and their contribution in Co-operative Movement of India
3	**Development of Co-operative Movement in India in post Independent Era**	Contribution of Co-operative Leaders in post Independent Era up to the present Stage, Gorewala Committee Report 1954 , Vaidyanathan Committee Report 2005 , Development of Co-operative Movement in Maharashtra , Current scenario of Co-operative Movement in India	i. To understand the Contribution of Co-operative Leaders in India ii. To understand the Gorewala Committee Report, Vaidyanathan Commiittee Report iii. To understand Current scenario of Co-operative Movement in India
4	**Government and Co-operative Movement**	Role of Central Government , Role of State Government Co-operative Vs Capitalism & Communism	i. To understand the role of Government in Co-operative Movement ii. To understand Co-operative Vs Capitalism & Communism

Teaching Methodology

Topic No.	Total Lectures	Innovative Methods to be used	Film Shows and AV Application	Project	Expected Outcome
1	12	Pre reading, Class discussion, examples from real life through newspapers and internet resources. Debate on The Strength and Weakness of co-operative movement in Maharashtra, Poster presentation	Short Film Show on Co-operative Movement, AV Application (Audio and Visual Application)	Project on Current scenario of Co-operative Movement in Maharashtra	Understanding of basic knowledge of co-operative movement Understanding Scope, Strength and Weakness of co-operative movement. Understanding International Co-operative Alliance

2	12	Organise Semesterinar/workshop for students, Pre reading, Class discussion, Internet resources. case studies, Field visit to Co-operative Sugar Factory, visit to Agriculture Co-operative and Non Agriculture Co-operative society, Survey report	You Tube Video on History of Co-operative Movement **in India**	Project Report on Co-operative Sugar Factory, Rural Co-operative and Urban Co-operative credit Society	Understanding History and current scenario of Co-operative Movement in India
3	12	Guest Lectures of eminent personalities in co-operative movement and Rural Development , experience sharing, Pre reading, Class discussion, examples from real life through newspapers and internet resources, case studies, PPT, Interview of co-operative leader	Presentation on Contribution of Co-operative Leaders in post Independent Era up to the present Stage	Project Report on Development of Co-operative Movement in Maharashtra	Understanding Contribution of Co-operative Leaders in post Independent Era up to the present Stage , Development of Co-operative Movement in Maharashtra
4	12	Pre reading, Class discussion, examples of various co-operative institution through Newspapers and internet resources, Guest Lectures of eminent personalities ,PPT	Group discussion on Co-operative Vs Capitalism & Communism	Project Report on Role of Government in Co-operative Movement	Understanding Role of Government in Co-operative Movement

References

Sr. No	Title of Book	Author/s	Publication	Place
1	Co-operation and Rural Development	Principal Dr.Nitin Ghorpade	Success	Pune
2	Co-operation- Principles and Practice-	Dr. D.G. Karve		
3	Theory, History and Practice of Co-operation	Dr. R.D. Beddy		
4	Bhartiya Sahkari Chalval- Tatve va Vyavhar (Marathi)	Prof. Jagdish Killol; Prof. Arvind Bondre; Prof. A. C. Bhavsar		
5	Sahkari Chalval 1904-2004 (Marathi)	Prof. K. L. F ale		
06	Rural Development in India-Policies and Programme	Abdul Azees NP and S.M. Javed Aktar	Kalpaz Publication	
07	Human Resource Management Practices in Co-operative sector	Principal Dr.Shaikh Aftab Anwar	Idea Publication	New Delhi
08	Report of the High Power Committee on Co-operative May 2009 Ministry of Agriculture Government of India			
09	Journal of Commerce and Management Thought(JCMT)			
10	Journal Co-operative Organization and Management , Journal of Co-operative studies			

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Revised Syllabi (2019 Pattern) for three years B.Com Degree Course (CBCS)

Managerial Economics I
Semester - I

Course Code – 115 - F   **No. of Credits :- 03**

Objectives:

1. To acquaint the students with the concepts and techniques used in micro and macroeconomics.
2. To give the introduction to basic principles of microeconomics and to demonstrate how application of economic theory can improve decision making.
3. To build a perspective necessary for the application of modern economic concepts, precepts, tools and techniques in evaluating business decision taken by a firm.

Unit No.	Unit Title.	Content	Purpose Skills to be developed
1	Introduction	1.1 Nature, Scope and significance of managerial economics. 1.2 Managerial economics and microeconomics. 1.3 Managerial economics and macroeconomics. 1.4 Main characteristics of managerial economics. 1.5 Fundamental economic concepts- opportunity cost, Discounting Principle, Time perspective, incremental reasoning, equi-marginal concept. 1.6 Application of economics in managerial decision making. 1.7 Role and responsibilities of managerial economist in business.	i) To know the meaning, nature of managerial economics ii) To understand fundamental principles of economics. iii) To know the application of principles of managerial economics in business decision making.
2	Demand Analysis	2.1 Basis for demand - concept of utility 2.2 Cardinal Utility approach- Law of marginal utility, maximization of utility, consumer surplus. 2.3 Ordinal Utility approach- Indifference Curve, maximization of utility. 2.4 Law of demand- determinants of demand. 2.5 Elasticity of demand- Price, Income and Cross elasticity of demand. 2.6 Managerial application and importance of elasticity of demand.	i. To understand the concept of utility. ii. To understand the law of diminishing marginal utility in law of demand. iii. To understand the concept of elasticity and its importance in managerial decision making process.

3	Demand forecasting	3.1 Demand forecasting-Meaning, Methods of demand forecasting- Expert opinion, surveys and market experiments, Time series analysis, Trend Projection, Barometric forecasting. 3.2 Demand forecasting for a new product.(Developing, Testing and launching of new products)	i. To understand the concept of demand forecasting and its utility in demand forecasting of new product. ii. To make the students understand different methods of demand forecasting
4	Production and Cost Analysis	4.1 Law of supply- Determinants of supply. 4.2 Theory of production- Meaning and concept of production, 4.3 Law of Variable Proportions and Returns to a Scale. 4.4 Cost Analysis- Types of Cost - Economic cost and accounting cost, Private cost and social cost, Actual cost and opportunity cost, Past cost and future cost, Explicit cost and implicit cost, Incremental cost and Sunk cost. 4.5 Cost and cost curves under short-run and long run- Fix cost and variable cost, Average cost and marginal cost, Relation between average cost and marginal cost. 4.7 Revenue Curves- Concept of average, marginal and total revenue under different market conditions, relation between average and marginal revenue.	i. To understand the law of supply. ii. To know the various concept of costs and revenues.

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	14	i. Open book discussion ii. Interactive lectures	i. Online PPTs ii. You tube lectures	i. Study costs in a local project. ii. Application of cost principles	The students will be able to decipher, analyze and apply the theory and practice of Managerial Economics
2	12	i. Open book discussion. ii. Group discussion with examples.	i. Online PPTs ii. You tube lectures	i. Study of types of elasticity of demand. ii. Study of elasticity of demand in managerial decision.	Students will develop an understanding of the need of businessman to locate the various factors affecting demand of the product and plans of marketing and business strategies accordingly.
3	08	i.) Interactive lectures	i. Online PPTs ii. You tube lectures	i. Study of methods of demand forecasting in a local firm.	Students will understand the demand forecasting of existing and new

		ii.) Case studies. iii.) Teacher driven power point presentation.		ii. Comparative study of advantages of methods of demand forecasting.	product and its importance in managerial decision making.
4	14	i. Case studies. iiInteractive lectures.	i. Online PPTs ii. You tube lectures	i. Study of law of variable proportions in a firm. ii. Study of concept of costs in short run and long run.	Students will understand the analytics of supply and its various uses. Students will follow the relationship between costs, revenue, profit and losses.

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Managerial Economics	Domnik Salvatore-	Oxford University Press	Oxford University Press
2	"Managerial Economics-	Mark Hirschey, .	2. Mark Hirschey, Log "managerial Economics-An Integrative Approach", Cengage Learning.	2. Mark Hirschey, Log "managerial Economics-An Integrative Approach", Cengage Learning.
3	Managerial Economics-	D.M.Mithani,	Himalaya Publishing House	Mumbai
4	Managerial Economics,	P.L.Mehatha,	S.Chand Publishing	Mumbai
5	Managerial Economics, Pearson Education	Craig Peterson, Lewis and Jain,	Pearson Education	Pearson Education
6	Modern Economic Theory	K.K.Dewett,		
7	Managerial Economics, Margham Publications, Madras	Shankaran S.	Margham Publications, Madras	Madras
8	Managerial Economics,	Thomas Christopher R. and Charles,Maurice S.	McGraw Hill Irwin, Boston.	McGraw Hill Irwin, Boston.

Suggested references
Web reference

1. https://nptel.ac.in/courses/110101005/2

2. https://nptel.ac.in/downloads/110101005/

3. http://cec.nic.in/Pages/Home.aspx

4. http://en.wikipedia.org/wiki/Economics

5. http://www.investopedia.com/university/economics/#axzz1XwhFTmtm

6. http://www.tutor2u.net/blog/index.php/economics/

7. http://www.economicshelp.org/

8. https://www.intelligenteconomist.com/economics-blogs/

9. https://www.coursera.org/courses?query=managerial%20economics

10. https://www.edx.org/course/introduction-to-managerial-economics-0

11. https://www.mooc-list.com/tags/managerial-economics

12. https://online.stmary.edu/mba/courses/managerial-economics

13. https://www.tru.ca/distance/courses/econ3041.html

14. https://www.euromba.org/managerial-economic

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Essentials of E- Commerce

Course Code – 116 A   **No. of Credits :- 03**

Objectives of the course
1. To acquaint the learner with knowledge on the basics of E-commerce.
2. To develop knowledge on various types of E-commerce business.
3. To develop practical knowledge on effective design of Website and Domain Registration.
4. To Develop knowledge on various modes of online transaction for crating convenience in day to day financial transactions and promoting cashless economy.
5. To introduce the learner to the concept of Electronic Data Inter exchange and its significance.

Depth of the program – Fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	**Overview of Electronic Commerce(EC)**	Concept, Features and Functions of e-commerce practices v/s traditional practices ,scope and limitations of e-commerce , Recent trends in e-commerce , Risks in e- commerce and preventive measures	1. Conceptual understanding of basics of e-commerce
2	**Types of e-Commerce Business**	Definition and types of e-commerce business : B2B, B2C, C2B, C2C,B2G, C2G, B2A, C2A and P2P, B2B service provider.	1. Awareness on the various forms of e-commerce
3	**Infrastructure**	Internet and its role in e-commerce, Mobile and its role in e-commerce , procedure of registering an Internet domain , establishing connectivity to Internet ,tools and services of Internet , Requisites of selecting an appropriate domain name ,Website – Essential factors in designing and importance of an effective website	1. Technical knowledge on registration of a domain 2. Practical Knowledge on role of Internet in e-commerce 3. Analytical skills and Creative skills for web page designing

| 4 | **E- Payment and Electronic Data Inter exchange** | A. **E- Payment :** Transactions through Internet , requirements of e-payments systems, functioning of Debit and credit cards, pre and post payment services
Overview on Online Payment Portals and apps in India, CC Avenue, Paytm, BHIM, UPI, Phone Pe etc.
Concept of Payment Gateway and Payment Processor
B. **Electronic Data Inter exchange**: Evolution, uses, benefits, Working of EDI, EDI standards (includes variable length EDI standards), Cost Benefit Analysis of EDI, Electronic Trading Networks, EDI Components, File types, EDI Services , EDI Software. | 1. Practical Oriented Skills on E-commerce
2. Conceptual Clarity on Online Payment Process
3. Conceptual Clarity on EDI and Electronic |

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	10	Lecture Methods / Guest Lectures	Online Educational Videos		Developing understanding on E-commerce
2	12	Guest Lectures by subject Experts / Case Study	Online Educational Videos and Success stories	Case study on any one success story	Awareness on various e-commerce platforms
3	12	PPT / Lectures / Guest Lectures	Demonstration by Industry Expert		Technical , Practical , Analytical and Creative Skills
4	14	Live Demonstrations/PPT/Lectures	Online Educational Videos	Actual online transactions of Money transfer and online purchase via online payment for small value orders (can be	Technical and Practical Skills

			undertaken as a group) Payments to vendors via various payment apps apps	

Method of Evaluation

Subject	Internal Evaluation	External Evaluation	Suggested Add on Course
Unit – I	MCQ /Written Test /PPT	As per University norms	Certificate Web Page Designing
Unit – II	MCQ/Written test /Report Writing	As per University norms	Certificate course on Digital Marketing
Unit – III	Written Test/ Report and /or PPT on any 5 well designed websites	As per University norms	
Unit – IV	Written Test / MCQ	As per University norms	

References :

List of Books Recommended :-

1. The Complete E-Commerce Book - By Janice Reynolds

2. E-Commerce Website optimization – By Dan Corxen- John and Johaan van Tonder

3. E- Commerce – An Indian Perspective – By P.T.Joseph S.J.

4. E- Commerce – Business, Technology, Society – By Kenneth c. Laudomn and Carol Guercio Traver

5. Essentials of E-Commerce Technology – By. V.Rajaraman

6. E Business R(Evolution)- By Daniel Amor

7. E-Commerce Management - By Krishnamurthy

8. E-Commerce: Strategy, Technologies and Applications By David Whiteley

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Revised Syllabi (2019 Pattern) for three years B.Com Degree Course (CBCS)

Semester - I
Insurance and Transport- I
(Insurance)

Course Code – 116 - B   **No. of Credits :- 03**

Objectives:

1. To acquaint students with the concepts of Insurance.

2. To create awareness regarding basic knowledge about Life Insurance, Fire Insurance and Marine Insurance.

3. To make the students aware of career opportunities in the field of Insurance

Unit No.	Topic	No. of Lectures	Teaching Method	Proposed skills to be developed
1.	**Introduction to Insurance** 1.1 Meaning and Nature of Insurance 1.2 Importance of Insurance 1.3 Scope of Insurance 1.4 Principles of Insurance 1.5 Risk and Insurance 1.6 Types – Life and General Insurance 1.7 Difference between Life and General Insurance 1.8 Career opportunities in Insurance Sector	16	Lecture, PPT, Group Discussion, Library Work, Assignment Companies	• Understanding the concept of insurance
2.	**Life Insurance** 2.1 Meaning and Features of LifeInsurance 2.2 Nature of Life Insurance 2.3 Origin of Life Insurance 2.4 Importance of Life Insurance 2.5 Principles of Life Insurance 2.6 Types of Life Insurance Policies 2.7 Procedure of Life Insurance Contract	16	Lecture, PPT, Group Discussion, Library Work, Study Visit to Office of the Insurance	• Understanding the concept of life insurance.

3.	**Fire Insurance** 3.1 Meaning and Features 3.2 Nature of Fire Insurance Contract 3.3 Types of Fire Insurance Policies	**08**	Lecture,PPT, Group Discussion, Library Work,	• Understanding the concept of fire insurance
4.	**Marine Insurance** 4.1 Meaning and Features 4.2 Marine Insurance Contract 4.3 Types of Marine Insurance Policies	**08**	Lecture,PPT, Group Discussion, Library Work, Assignment	• Understanding the concept of marine insurance
	Total	**48**		

References:

1. Khan M.Y. (1997), Financial Services, Tata McGrew-Hill Publishing Company Limited New Delhi .
2. Mishra M.N. (2004) Insurance - Principles and Practice, S. Chand and Company Ltd. New Delhi.
3. Gulati Neelam C., Principles of Insurance Management, Excel Books.
4. Haridas R., Life Insurance in India, New Century Publication New Delhi.
5. Godwin Frank, The Principles and Practice of Fire Insurance, Isaac Pitman and Sons Ltd. London.
6. Panda G.S., Principles and Practice of Insurance, Kalyani Publishers Ludhiyana.
7. Kanwal L.S., Text Book of Insurance, Kalyani Publishers Ludhiyana.
8. Mathhew M.J., Insurance, RBSA Publisher Jaipur.
9. सराफमोहन,विमाशास्त्र,सी .जमनादासआणिकंपनी

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Revised syllabi (2019 Pattern) for three years B.com Degree course (CBCS)

Semester - I

Marketing and Salesmanship- I

(Fundamentals of Marketing)

Course Code – 116 - C   **No. of Credits :- 03**

Objectives of the Course
1. To introduce the basic concepts in Marketing.
2. To give the insight of the basic knowledge of Market Segmentation and Marketing Mix
3. To impart knowledge on Product and Price Mix.
4. To establish link between commerce, business and marketing.
5. To understand the segmentation of markets and Marketing Mix.
6. To enable students to apply this knowledge in practicality by enhancing their skills in the field of Marketing.

Unit No.	Unit Title	Contents	Purposed Skills To Be Developed
1	Introduction to Market and Marketing	1.1 Meaning and Definition of Market 1.2 Classification of Markets 1.3 Marketing Concept: Traditional and Modern 1.4 Importance of Marketing 1.5 Functions of Marketing: Buying, Selling, Assembling, Storage, Transportation, Standardization, Grading, Branding, Advertising, Packaging, Risk Bearing, Insurance, Marketing Finance, Market Research and Marketing Information. 1.6 Selling vs. Marketing	The basic knowledge of Market and Marketing will be developed amongst students.

2	Market Segmentation and Marketing Mix	2.1 Market Segmentation: - 2.1.1 Introduction 2.1.2 Meaning and Definition 2.1.3 Importance 2.1.4 Limitations 2.1.5 Bases for Segmentation 2.2 Marketing Mix 2.2.1 Introduction 2.2.2 Meaning & Definition 2.2.3 Elements of Marketing Mix- Product, Price, Place and Promotion 2.2.4 Importance of Marketing Mix	Students will develop the Marketing Segmentation knowledge along with the basic concept of Marketing Mix.
3	Product Mix and Price Mix	3.2 Product Mix 3.2.1 Meaning and Definition 3.2.2 Product Line and Product Mix 3.2.3 Product Classification 3.2.4 Product Life Cycle 3.2.5 Factors Considered for Product Management 3.3 Price Mix 3.3.1 Meaning and Definition 3.3.2 Pricing Objectives 3.3.3 Factors Affecting Pricing Decision 3.3.4 Pricing Methods	Students will get proper insight of Product and Price Mix.

| 4 | Place Mix and Promotion Mix | a. Place Mix

  i. Meaning and Definition of Place Mix

  ii.   Importance

  iii.   Types of Distribution Channels – consumer goods and Industrial Goods

  iv.   Factors Influencing selection of Channels

4.2 Promotion Mix

  4.2.1 Meaning of Promotion Mix

  4.2.2 Elements of Promotion Mix- Personal Selling, Public Relation and Sales Promotion

  4.2.3 Factors Affecting Market Promotion Mix

  4.2.4 Promotion Techniques or Methods | Students will develop the skills of promoting a product along with gaining knowledge about the distribution channels. |

Teaching Methodology

Topic No.	Total Lectures	Innovative Methods to be used	Film shows and AV Applications	Expected Outcome
1	14	Power Point Presentation, Survey Analysis	Short Film AV Application	Student will get acquainted with the basics of marketing field.
2	07	Power Point Presentation, Survey Analysis, Group Discussion	Short Film AV Application	It will highlight on the core marketing concepts namely 'Marketing Mix'. It will help students to implement this knowledge in practicality by enhancing their skills in the field of market segmentation.
3	14	Conceptual Learning Group Discussion	AV Application	Students will develop the skills of Pricing the product along with gaining knowledge on Product Mix
4	13	Conceptual Learning, Power Point Presentation, Group Discussion	Short Film, AV Application Use of You Tube	It will help the students to apply the various techniques of Promotion and understand the various channels of distribution

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Marketing Management	Philip Kotler	Pearson Publication	
2	Marketing Management	Rajan Saxena	McGraw Hill Education	
3	Principles of Marketing	Philip Kotler	Pearson Publication	
4	Sales & Distribution Management	Tapan K Panda	Oxford Publication	
5	Advertising Management	Rajiv Batra	Pearson Publication	
6	Retail Management	Swapna Pradhan	McGraw Hill Publication	
7	Retail Management	Gibson Vedamani	Jayco Publication	
8	Marketing Management	V. S. Ramaswamy & S. Namakumari	Macmillan Publication	
9	Supply Chain Management	Sunil Chopra, Peter Meindl& D. V. Karla	Pearson Publication	

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Revised syllabi (2019 Pattern) for three years B.com Degree course (CBCS)

Semester - I

Consumer Protection and Business Ethics - I

Course Code – 116 - D   **No. of Credits :- 03**

Objectives of the Program

1. To develop general awareness of consumerism among the students.

2. To understand the consumers rights, responsibility and role of United Nations.

3. To have a comprehensive understanding about the existing law on consumer protection in India.

4. To create awareness among the students about dispute redresses machinery and basic procedures for handling consumer dispute.

5. To understand the issues relating to e-commerce, e-Banking emerging issues and internet regulations.

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	**Consumer Protection - An Overview**	Consumerism- Meaning, Evolution, Rational, Need and Importance of Consumerism, Consumer protection- objectives, scope and importance, Consumer rights and Standardization United Nations guideline on consumer protection- Objectives, scope of application , general principles and framework for consumer protection	understand the concept of consumerism Equip the students with knowledge the evolution, need and importance, of consumerism Understand the role of United Nations to protect consumer's interest.
2	**Consumer Education and Awareness**	Consumer education-Need and importance, Consumer Responsibility Role of consumer Association and Councils in consumer education and Awareness- Voluntary organization, Consumer protection councils, Media, Educational Institute and Government Skills required for career in Consumer studies field	Handling the emerging issues about consumer protection Acquaint knowledge and skills for career opportunity.

5.	**Consumer Protection Law in India ***	Consumer Protection Movement in India **Consumer Protection Act 1986**- Overview features, important definitions-consumers, Goods, services, Defect , Deficiency, unfair trade practices, Dispute, Complaint - Objectives, Consumer Disputes Redressal Agencies. (Composition, Jurisdiction, Powers and Functions.) Procedure of filling complaint and Procedure to deal with complain.	Compressive understanding about the existing consumer protection Act 1986. Apply the Law for consumer protection
6.	**E -Commerce and consumer Protection**	E Commerce- scope and limitations, Need and importance of E commerce , Prospects and challenges of Ecommerce and its effect on consumer Need and importance of E-Education consumer Protection in E-Banking Recent Emerging Issues in E-Commerce	Understand the concept of E commerce and Consumer Protection Acquaint students about various issues of E commerce. Able to appreciate the emerging questions and policy issues

[Note: Recent amendments in the Acts and relevant Landmark cases decided by courts are expected to be studied]

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Documentary , PPT, Narration, Quiz, Survey Analysis Article review	Short film about consumer movement, Role of UN	Report Review	Acquaint knowledge and maturity to understand the consumers interest
2	12	Project making, Street play, jingles, slogan Competition,	Use of You tube, Review of Movie	New Emerging Issues in consumer protection	To get training to face emerging issues. To seek career opportunity in this field.

| 3 | 12 | Case study, Poster making, Interview of lawyer , Mute court | Case Analysis, Mute court ,E filing of the case | Recent Laws and silent feature | To Acquaint knowledge and application of laws |
| 4 | 12 | Virtual Learning, Group Discussion, | Film on cyber security, Internet precautions | Project on E COMMERCE and Consumer protection | To defend and safety in e commerce. To learn e skills |

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Grahak Darshan	Mr. Bindu Madhav Joshi	Akhil Bhartiy Grahak Panchayat	Pune
2	Grahak Sanrakshan Adhiniyam	Ad Ghare S S	Mukund Publication	Pune
3	E- Commerce : An Indian Perspective	Dr.P. T. Joshep	PHI Publication	New Delhi
4	E Banking in India	Dr R K Uppal	New Century Publication	New Delhi
5	Consumer education and empowerment	Dr. S. S. Singh, Dr.Sapna Chadah	Abhijit Publication	New Delhi
6	GrahakRaja Jaga Ho	Prof. G. V. Kayandepatil	Chaitanya Publication	Nashik
7	United Nations Guidelines on Consumer Protection	unctad.org	UNCTAD	UNCTAD Geneva Switzerland
8	The Consumer Protection Act, 1986	Act	Govt of India	Delhi
9	The law of E Commerce	Dr A Alghamdi	Auther House	Mumbai

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Revised syllabi (2019 Pattern) for three years B.com Degree course (CBCS)

Semester - I

Business Environment & Entrepreneurship - I

Course Code – 116 - E   **No. of Credits :- 03**

Objectives of the course:

1) To understand the concept of Business Environment and its aspects

2) To make students aware about the Business Environment issues and problems of Growth

3) To examine personality competencies most common to majority of successful entrepreneurs and to show how these competencies can be developed or acquired

4) To understand the difference between Entrepreneurial and non-Entrepreneurial behaviour

5) To provide knowledge of the significance of Entrepreneurship in economy

6) To familiarize the students with the contribution of selected institutes working to promote Entrepreneurship

7) To generate entrepreneurial inspiration through the study of successful Entrepreneurs

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	**Business Environment**	Concept- Importance - Inter relationship, between environment and entrepreneur, Aspects of Environment- Natural- Economic - Political - Social - Technical - Cultural - Educational - Legal & Cross-cultural – Geographical etc.	Understanding the concept of Business Environment and its aspects Skill-correlating aspects of business environment and entrepreneur
2	**Environment Issues**	Pollution-Concept and types –Causes of pollution- Remedies of Pollution, Remedies of pollution- protecting the natural environment-Conservation of natural resources **-** Opportunities in Environment	Making students aware about business environment issues and problems of growth Skills-capable of understanding and analysing environment issues and finding out solutions to resolve these issues

3	**Problems of growth**	Unemployment- Concept-Types-Causes-Remedies, Poverty- Concept- Causes- Remedies , Regional Imbalance- Concept-Effects –Solutions , Social injustice- Concept, Effects, Solutions ,Black Money –Meaning – Sources –Effects- Measures, Lack of technical knowledge and information-Problems-Remedies	Understanding the problem of growth Skill-Application of mind to resolve the problem of growth
4	**The Entrepreneur**	Evolution of the term entrepreneur –Definition - Competencies of an Entrepreneur – Distinction between a) entrepreneur and manager- b)Entrepreneur and Enterprise, Intrapreneur- Concept and importance –Distinction between Entrepreneur and Intraprenuer	Understanding the concept of entrepreneur, competencies of a successful entrepreneur, realising the difference between various concepts Skill-knowing the entrepreneurial competencies and imbibing the same by students

Teaching Methodology- F.Y.B.Com Semester-I, Paper-I

Topic No.	Total Lectures	Innovative Methods to be used	Film Shows and A.V. Application	Project	Expected Outcome
1	12	Case Study-Role play	Related videos and PPT	Distribute aspects of business environment in group and ask them to prepare in brief report on it- Field Assignment	Understanding of various aspects business environment useful for would be entrepreneurs
2	12	Conducting survey and collecting information about various types of pollution	Film shows with the help of environment related organizations	Undertake survey of pollution level, its ill effects and remedies	Understanding of various aspects of pollution and its ill effects
3	12	Collecting necessary information through various resources	Related videos and PPT	Compilation of facts, figures and remedies	Understanding of Problems and their causes and remedies
4	12	Case Study	Biographical CDs of successful entrepreneurs	Interview of various types of entrepreneurs e.g. First Generation entrepreneur, Women entrepreneur, Social entrepreneur and collect entrepreneurial competencies, Collection of success stories	Understanding the concept of entrepreneur, competencies of a successful entrepreneur

			of persons organisation in the area, arranging guest lecture by eminent entrepreneurs on various aspects of entrepreneur and entrepreneurship	

References

Sr. No	Title of Book	Author/s	Publication	Place
1	Business Environment	Francis Cherunilam	Himalaya Publishing House	New Delhi
3	Dynamics of Entrepreneurship Development and Management	Desai Vasant	Himalaya Publishing House	New Delhi
4	Entrepreneurial Development	Khanka S.S.	S. Chand	New Delhi
5	Entrepreneurial Development	Gupta, Shrinivasan	S. Chand	New Delhi
6	Udyog	--	Udyog Sanchalaya	Mumbai
7	Indian Economy	Ruddar Datt, K.P.M. Sundharam	S. Chand	New Delhi

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Semester – I

Foundation Course in Commerce

Course Code – 116 – F   **No. of Credits :- 03**

Objectives of the course

1. To acquaint the student with knowledge of forms of business organizations and new business models.
2. To understand the latest government regulations and policies with relation to business in Indi .
3. To introduce the students to the various entrepreneurial development programmes in India .
4. To update the students with the latest developments in Service sector in India.

Depth of the program – Fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	**Forms of Business Organization**	A. Organization – Meaning , Importance B. Sole Proprietorship , Partnership , LLP , Joint Stock Companies, Joint Ventures , Cooperative, Government form of Business Organization(Departmental, Corporation , Government company), Non Government Organizations – Meaning , Definition , Structure , Advantages and Disadvantages	▪ Conceptual Understanding on the various forms of Business Organization,
2	**Types of Business Models**	Franchise, Brick and Mortar, e- Commerce, Bricks and Clicks ,Nickel and Dime, Freemium , Subscription ,Aggregator, Online Market Place , Data Licensing/ Data Selling , Digital Advertising ,Affiliate Marketing, Drop Shipping , Agency Based, Peer to Peer Catalyst/Platform, Block Chain	1. Overview of the emerging types of business models

| 3 | **Industrial Policies and Recent Programmes for Start ups in India** | 1. Overview of recent Industrial Policies in India – New Industrial Policy 1991, EXIM Policy , India New Foreign Trade Policy 2015 – 2020 , FDI Policy
2. Overview of :
  a. Start up India
  b. Attal Innovation Mission (AIM)
  c. Make in India
  d. Digital India
  e. Support To Training And Employment Programme For Women (STEP)
  f. **Trade-Related Entrepreneurship Assistance And Development (TREAD)**
  g. **Pradhan Mantri Kaushal Vikas Yojana (PMKVY)** | 4. Overview of the various policies supporting business in India
5. Awareness on the recent progmammes to promote and support for business |
| 4 | **Emerging Trends in Service Sector** | Overview of Recent trends –
1. Banking Sector - Internet and Mobile Banking
2. Indian Post Payments Bank
3. Insurance Sector –Malhotra Committee Report
4. Logistics
5. BPO, KPO , TPO , and LPO
6. New trends in Tourism- Religious, Rural, & Medical trourism | 4. Awareness of Recent Trends in the Service Sector |

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	PPT , Project Charts	Educational Videos	Individual assignment report	Developing understanding on various forms of business organizations
2	08	Guest Lectures by subject Experts / Industry Expert , Internet Assignments , Case Study Discussion on Real Life success stories	Educational Videos, Videos on Real Life success stories	Case analysis and Discussions, Business Games	Conceptual Clarity and Awareness on Latest Changes
3	14	PPT and Internet Research	https://www.india.gov.in/my-government/schemes	Report Writing , Presentation	Understanding on various Government Policies and Promotion of Entrepreneurial spirit among learners
4	14	Demonstration Method of Online Banking and Mobile Banking , Guest Lectures from experts of respective areas	Educational Videos	Field Visit Internet Research Report	Hands on Training to understand online Baking Awareness on emerging trends and knowledge enhancement

Method of Evaluation

Subject	Internal Evaluation	External Evaluation	Suggested Add on Course
Unit – I	MCQ / PPT / Written Test	As per University norms	
Unit – II	Chart Presentation / MCQ/ Written Test	As per University norms	Undertaking a small course under **Pradhan Mantri Kaushal Vikas Yojana (PMKVY)**
Unit – III	Written Test / Open Book Examination	As per University norms	Certificate Course on Soft Skills for Business
Unit – IV	PPT/ MCQ/Written Test/ Field Visit and Report	As per University norms	

References :

List of Books Recommended :-

1. Financial Management – I. M. Pandey.
2. Financial Management – Theory & practical – Prasanna Chandra
3. Financial Management – S. C. Kuchhal
4. Public Sector in India – Laxmi Nariyan
5. Indian Economy – Rudder Datt
6. Indian Economy – KPM Sundaram
7. Law & practice of banking – S. R. Davar
8. The Business Model Book – Adam J Bock , Gerard George
9. Business Model Innovation – Alexander Osterwalder , Yves Pigneur
10. https://www.india.gov.in/my-government/schemes

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सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)

परिपत्रक क्र. ९९७ /२०२०

विषय :– Choice Based Credit System 2019 च्या अभ्यासक्रमांमधील Evaluation Criteria (मूल्यमापन निकषांच्या) सुधारीत नियमांबाबत..

विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार सर्व संबंधितांस या परित्रकाद्वारे कळविण्यात येते CBCS 2019 लागू करण्यात आलेल्या अभ्यासक्रमांमधील सर्व विद्याशाखांच्या नियमांमध्ये सुसूत्रता येण्यासाठी व परीक्षांचे निकाल अचूक लागण्याच्या दृष्टीने मूल्यमापन निकषांबाबत चारही विद्याशाखांचे मा. अधिष्ठाते यांनी सुचविलेल्या सुधारित नियमांना मा. विद्यापरिषदेने ठराव क्र. अ १३ पीए/१३/२०२०, दि. २३ जानेवारी, २०२० अन्वये मान्यता दिली आहे.

सदर सुधारीत नियम खालीलप्रमाणे नमूद करण्यात येत आहेत.

1. Letter grades & grade points :

प्रचलित grading system 10 points व 6 points असुन बऱ्याचशया अभ्यासक्रमामध्ये UGC च्या निकषानुसार 10 point grading system नमूद केली आहे परंतु काही सुधारित अभ्यासक्रमांमध्ये (उदा. PGDHM) 6 points grading system ने निकाल जाहीर करण्याबाबत नमूद केले आहे. अभियांत्रिकी अभ्यासक्रमामध्ये (उदा. BE) 10 point grading system नमूद केली आहे. परंतु Letter Grade मध्ये फरक आहे. BE अभ्यासक्रमामध्ये A+ व B+ ही Grade नमूद नाही. याबाबतीत सर्व विद्याशाखेच्या सर्व UG व PG अभ्यासक्रमामध्ये UGC च्या Guidelines प्रमाणे 10 points Grading System वापरून निकाल जाहीर करण्यात येईल.

2. Rules for Promotion to next year (ATKT) :-

a. Minimum number of credits required to take admission to $2^{nd}/3^{rd}/4^{th}$ year याबाबतीत खालील सूत्र वापरण्यात येईल.

n = current year of the course (where student is to be admitted)
समजुन (n-1) वर्षासाठी 50% credits पूर्ण होणे आवश्यक आहे. व (n-2) वा त्यापूर्वीच्या वर्षाची 100% credits पूर्ण होणे आवश्यक आहे.

उदा. B.Sc. अभ्यासक्रमासाठी

१. तृतीय वर्षात प्रवेशासाठी n = 3

  n-1=2 S.Y.B.Sc. मधील 50% क्रेडीट्स् अर्जित करणे आवश्यक व

  n-2=1 F.Y.B.Sc. मधील 100% क्रेडीट्स् अर्जित करणे आवश्यक

२. द्वितीय वर्षात प्रवेशासाठी n = 2

  n-1=1 F.Y.B.Sc. मधील 50% क्रेडीट्स् अर्जित करणे आवश्यक

वरील सूत्र सर्व UG व PG साठी लागू राहील.

b. Architecture अभ्यासक्रमासाठी चतुर्थ व पंचम वर्ष एकत्र असल्याने ATKT चे नियम चतुर्थ वर्षातून पंचम वर्षात जाताना लागू राहणार नाहीत.

c. Exclusions:-

Master Courses साठी n+2 मोजताना Project Submission हेच अंतिम submission गृहीत धरण्यात येईल. (for e.g. M.E., M.Pharm, M.Arch., M.Sc. Industrial Mathematics, MCA Examinations)

d. Mandatory Non-GPA Credit Courses:-

Completion of non-grade and mandatory courses before completion of degree is necessary. This shall not block the admission to the next year of course.

3. **Rules of Standard of Passing :**

या संदर्भात मा. अधिष्ठाते यांनी केलेल्या खालील शिफारशी मान्य करण्यात आल्या आहेत.

a. To pass the subject head student has to earn minimum 40% marks in the Internal & External heads of passing separately for Theory /Internal /Practical /Oral /Presentation / Seminar /Project etc.

b. Further, if a student passes Internal examination, those internal examination marks is to be carried forward. But if the student fails S/he has to appear for next odd/even Internal examination only.

c. Comprehensive Continuous Evaluation (CCE) tools for internal examinations is to be used and marks for the same shall be entered in the university systems immediately, upon completion of the said component of the examination.

d. In particular, Engineering of 2019 pattern has Insem examinations, where Question papers are set by the university and assessed by the college. Compulsory passing is not required for Insem examinations. That is (0/30)+(28/70) and (40/100) is the criteria to pass a subject. Since the

examinations are already over for Oct./Nov. 2019 term the decision regarding conduction/paper setting shall be discussed in the faculty of Science and Technology and upon consensus, decision has to be taken. Remedial measures have to be implemented in case of the issues with the failing students for October 2019 examinations. Faculty shall discuss and conclude upon remedial measures for the same.

e. For Architecture courses, rules of passing and ATKT shall be followed as per Council of Architecture, Rules of passing are mentioned in course structure of B.Arch. 2019-20.

4. **Obtained Marks to Grade Conversion:-**

Science & Technology विद्याशाखेने तयार केलेल्या Rules & Regulations for UG Choice based Credit System for Science Program Effective from June 2019 Handbook मधील पान क्र. १३ वरील Table क्र. ३ Percentage to Grades & Grade Points ची शिफारस चारही विद्याशाखांच्या मा. अधिष्ठाते यांनी UGC अंतर्गत सर्व अभ्यासक्रमांसाठी केली आहे.

परंतु Apex bodies such as AICTE, BCI, PCI, COA ने यासंदर्भात grade points विहित केले असतील तर ते वापरण्यात यावेत.

A. **Subject to Grade conversion Tables:**

1. Table to be used for **UG and PG Courses under UGC** of Humanities / Science / Commerce / IDS for conversion of marks Obtained in Subject to Grade Conversion.

Sr. No.	% of Max. Marks	Grade Point	Grade Letter
1	$90 \leq$ Marks ≤ 100	10	O(Outstanding)
2	$75 \leq$ Marks ≤ 89	9	A+(Excellent)
3	$60 \leq$ Marks ≤ 74	8	A (Very Good)
4	$55 \leq$ Marks ≤ 59	7	B+(Good)
5	$50 \leq$ Marks ≤ 54	6	B(Above Average)
6	$45 \leq$ Marks ≤ 49	5	C(Average)
7	$40 \leq$ Marks ≤ 44	4	D(Pass)
8	Marks <40	0	F(Fail)
9	Nil	0	Ab(Absent)
10	--	0	FX (Detained, Repeat the Course)
11	--	0	IC (Incomplete Course- Absent for Exam but continue for the course)
12	--	0	AC (Audit Course Completed)
13	--	--	ACN (Audit Course Not Completed)

2. Table to be used for **UG and PG Courses under AICTE** i.e. Engineering, Architecture and Management courses :

Sr. No.	% of Max. Marks	Grade Point	Grade Letter
1	$90 \leq$ Marks ≤ 100	10	O(Outstanding)
2	$80 \leq$ Marks ≤ 89	9	A(Excellent)
3	$70 \leq$ Marks ≤ 79	8	B (Very Good)
4	$60 \leq$ Marks ≤ 69	7	C(Good)
5	$50 \leq$ Marks ≤ 59	6	D(Above Average)
6	$45 \leq$ Marks ≤ 49	5	E(Average)
7	$40 \leq$ Marks ≤ 44	4	P(Pass)
8	Marks <40	0	F(Fail)
9	Nil	0	Ab(Absent)
10	--	0	FX (Detained, Repeat the Course)
11	--	0	IC (Incomplete Course- Absent for Exam but continue for the course)
12	--	0	AC (Audit Course Completed)
13	--	--	ACN (Audit Course Not Completed)

3. Table to be used for **UG and PG Courses under Pharmacy Council of India (PCI)**

Sr. No.	% of Max. Marks	Grade Point	Grade Letter
1	$90 \leq$ Marks ≤ 100	10	O (Outstanding)
2	$80 \leq$ Marks ≤ 89.99	9	A (Excellent)
3	$70 \leq$ Marks ≤ 79.99	8	B (Good)
4	$60 \leq$ Marks ≤ 69.99	7	C (Fair)
5	$50 \leq$ Marks ≤ 59.99	6	D (Average)
6	Marks <50	0	F (Fail)
9	Nil	0	Ab (Absent)
10	--	0	FX (Detained, Repeat the Course)
11	--	0	IC (Incomplete Course- Absent for Exam but continue for the course)
12	--	0	AC (Audit Course Completed)
13	--	--	ACN (Audit Course Not Completed)

B.   Calculation of SGPA for PG Science Courses:

Calculation of SGPA for PG Science courses has to be followed as per 1.1 Rules- Rule 9 and Rule 10 of PG CBCS for Science program of Affiliated colleges w.e.f. 2019 for considering subjects for SGPA calculation or making it a non-graded subject.

C.   In all other such course, where student can opt more electives than required, PG science rules shall be applicable for all such courses.

5. Award of Class of the degree from CGPA distribution:

For UGC Courses under Humanities, Science, Commerce and IDS the class shall be awarded on the basis of CGPA as follows:

Sr. No.	CGPA	Grade Letter
1	9.50 and above	O(Outstanding)
2	8.25 or more but less than 9.50	A+(Excellent)
3	6.75 or more but less than 8.25	A (Very Good)
4	5.75 or more but less than 6.75	B+(Good)
5	5.25 or more but less than 5.75	B(Above Average)
6	4.75 or more but less than 5.25	C(Average)
7	4.00 or more but less than 4.75	D(Pass)

However, as students and employers demands declaration of class for various purposes, equivalent class is to be declared. For declaration of equivalent class, following formula on page no. 18 of Handbook for Rules & Regulations for UG CBCS for Science Program effective from June 2019 should be used and class shall be declared on passing certificates only using following formula.

Percentage of Marks =
$$
\begin{cases}
\text{If O grade then } 20 \times CGPA - 100 \\
\text{If A+ grade then } 12 \times CGPA - 25 \\
\text{If A grade then } 10 \times CGPA - 7.5 \\
\text{If B+ grade then } 5 \times CGPA - 26.25 \\
\text{If B grade then } 10 \times CGPA - 2.50 \\
\text{If C grade then } 10 \times CGPA - 2.50 \\
\text{If D grade then } 6.6 \times CGPA + 13.6
\end{cases}
$$

For courses under AICTE, the class shall be awarded on the basis of CGPA as follows:

First Class with Distinction = CGPA of 7.75 and above

First Class = CGPA of 6.75 and above

Higher Second Class = CGPA of 6.25 and above

Second Class = CGPA of 5.50 and above

For Pharmacy courses, the class shall be awarded on the basis of CGPA as follows:

First Class with Distinction = CGPA of 7.50 and above

First Class = CGPA of 6.00 to 7.49

Second Class = CGPA of 5.00 to 5.99

6. Conversion Formula of CGPA to % of marks:-

For UGC Courses under Humanities, Science, Commerce and IDS यासाठी Rules & Regulations for UG CBCS For Science Program यासाठी effective from June 2019 या Handbook मधील पान क्र. १८ वरील खालील Formula वापरण्यात यावे.

Percentage of Marks =
$$
\begin{cases}
\text{If O grade then } 20 \times CGPA - 100 \\
\text{If A+ grade then } 12 \times CGPA - 25 \\
\text{If A grade then } 10 \times CGPA - 7.5 \\
\text{If B+ grade then } 5 \times CGPA - 26.25 \\
\text{If B grade then } 10 \times CGPA - 2.50 \\
\text{If C grade then } 10 \times CGPA - 2.50 \\
\text{If D grade then } 6.6 \times CGPA + 13.6
\end{cases}
$$

For Engineering, Architecture and Pharmacy Courses and others course under AICTE conversion of final Grade Point to Percentage should be calculated as per following table:

Grade Point	Equivalent Percentage of Marks
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

तसेच विद्यार्थ्यांच्या Passing Certificate वर त्याचा Class, Grade, Percentage of marks नमूद करण्यात येईल.

उपरोक्त नमुद मुद्यांबाबत Bar Council of India ने विधी अभ्यासक्रमाच्या मूल्यांकनाबाबत व Council of Architecture ने Architecture अभ्यासक्रमाच्या मूल्यांकनाबाबत जर काही नमुद केले असेल तर ते त्या Apex body च्या शिफारशीनुसार घेण्यात येईल. अन्यथा वरीलप्रमाणे शिफारशी लागू करण्यात येतील.

मा. प्राचार्य/संचालक, सर्व संलग्नित महाविद्यालये व संस्था यांना विनंती की, सदर परिपत्रकाचा आशय सर्व संबंधितांच्या निदर्शनास आणुन देण्यात यावा.

20/03/2020

सहायक कुलसचिव
शैक्षणिक विभाग

प्रत माहिती साठी व योग्य त्या कार्यवाही साठी :—

१. मा. अधिष्ठाता, विज्ञान व तंत्रज्ञान विद्याशाखा

२. मा. संचालक, परीक्षा व मूल्यमापन मंडळ

३. मा. प्राचार्य/संचालक, सर्व कला, विज्ञान व वाणिज्य महाविद्यालये व संस्था

४. मा. उपकुलसचिव, शैक्षणिक विभाग

५. मा. उपकुलसचिव, नियोजन व विकास विभाग

६. मा. उपकुलसचिव, शैक्षणिक पात्रता विभाग

७. मा. उपकुलसचिव, सभा व दप्तर समन्वय कक्ष

८. सहाय्यक कुलसचिव, परीक्षा समन्वय कक्ष

९. सहाय्यक कुलसचिव, परीक्षा— एस.ऑण्ड टी.विभाग

१०. मा. उपकुलसचिव, पदवी प्रमाणपत्र विभाग

११. सहाय्यक कुलसचिव, गोपनीय कक्ष

१२. वरिष्ठ कायदा अधिकारी

१३. मा.संचालक, आंतरराष्ट्री केंद्र

१४. जनसंपर्क अधिकारी

१५. कक्षाधिकारी (बहि:स्थ)

१६. मा. अधिकारी, सिस्टीम ॲनालिस्ट डेटा प्रोसेसिंग युनिट

१७. सहायक कुलसचिव, मा. प्र—कुलगुरू कार्यालय

१८. प्रमुख, विद्यापीठ उपकेंद्र : अहमदनगर, नाशिक.

संदर्भ :— १. मा. विद्यापरिषदेचा ठराव क्र. अ १३ पीए/१३/२०२० दि. २३ जानेवारी २०२०