

B. Com. I year, Semester : I

Sr. No.	Course Type	Course/Subject Name	Course	Examination Scheme					Total Marks
				Max. Marks (Theory)	Max Marks SEE (PR)	Max. Marks) (Internal)	Total Marks	Min. Passing Marks	
1	Major	Principles of Business Management		80	-	20	100	40	100
2	OE	Foundations of Financial Accounting		80	-	20	100	40	100
3	OE	Schools of Management Thoughts		80	-	20	100	40	100
4	VSC	Content Writing		-	50	50	100	50	100
5	SEC	Stat up support Executive		50	-	50	100	50	100
6	AEC	English		-	50	50	100	50	100
7	VEC	Environmental Studies		80	-	20	100	40	100
8	IKS	Indian Economics and Business Model		80	-	20	100	40	100
9	CC	Culture and Sports		-	-	100	100	50	100

B. Com. I year, Semester : II

Sr. No.	Course Type	Course/Subject Name	Course	Examination Scheme					Total Marks
				Max. Marks (Theory)	Max Marks SEE (PR)	Max. Marks) (Internal)	Total Marks	Min. Passing Marks	
1	Major	Commercial Laws		80	-	20	100	40	100
2	OE	Introduction of Commerce		80	-	20	100	40	100
3	OE	Elements of Statistics		80	-	20	100	40	100
4	VSC	Introduction to Company Law		80	-	20	100	20	100
5	SEC	Office Management		-	50	50	100	50	100
6	AEC	Mutual Fund Agent		-	50	50	100	50	100
7	VEC	Marathi /Hindi /Gujarati /Supplementary English		50	-	50	100	40	100
8	IKS	Constitution of India		80	-	20	100	40	100
9	CC	Culture and Sports		-	-	100	100	50	100

B. Com (Four Year – UG) – Semester – I**Principles of Business Management****Course Outcome**

CO1	The student will be able to identify different functions of management and management thoughts.
CO2	The student will be able to differentiate between Management and Administration as well as identify the skills required for a manager.
CO3	The student will be able to Outline and illustrate plans for various activities.
CO4	The Student will be able to develop competency of decision making while working in a group.
CO5	The student will be able to apply various management principles in his/ her day-to-day life

Unit I: Introduction -Nature, function, definition and importance of management, Definition, nature, purpose and scope of management, Functions of a manager, is management a science or art? Development of Management Thought -Scientific management; Contribution of Taylor, Fayol, Mary Follet, Elton Mayo; Hawthorne experiments, Contingency approach.

Unit II: Management and Administration-Management and administration, Management as a profession, Professionalism of management in India, Management ethics and management culture, Skills required of manager, Classification of skills, Methods of skills development.

Unit III: Management Planning-Concept of planning, objectives, Nature, Types of plan, Stages involved in planning, Characteristics of a good plan, Importance, Limitations of planning, Making planning effective, Strategic planning in Indian Industry.

Unit VI: Decision Making-Concept, characteristics of decisions, Types of decisions, Steps Involved in decision making, Importance of decision making, Methods of decision making, Committee Decision Making. Organisation -Concepts, Principle of organization, Importance, Features of good organization structure, Types of Organisation structure.

Reference Books:

1. Essential of Business Administration - K.Aswathapa Himalaya Publishing House
2. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
3. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
4. Principles of Management By Ramasamy T, Himalaya Publishing House
5. Principles of Management, Dr.Neeru Vashisht & Dr.Namita Rajput, Taxmann

Question paper pattern

Q.1 Very short answer type questions. 8 questions (2 questions from each unit) of 2 marks each = $8 \times 2 = 16$

- A. (Unit I)
- B. (Unit I)
- C. (Unit II)
- D. (Unit II)
- E. (Unit III)
- F. (Unit III)
- G. (Unit IV)
- H. (Unit IV)

Q2. Short answer type questions. 8 questions (2 questions from each unit) of 3 marks each = $8 \times 3 = 24$

- A. (Unit I)
- B. (Unit I)
- C. (Unit II)
- D. (Unit II)
- E. (Unit III)
- F. (Unit III)
- G. (Unit IV)
- H. (Unit IV)

Q3. Long answer type questions (with internal choice) (Unit I)

- A. 5 marks
 - B. 5 marks
- Or**
- C. 10 marks

Q4. Long answer type questions (with internal choice) (Unit II)

- A. 5 marks
 - B. 5 marks
- Or**
- C. 10 marks

Q5. Long answer type questions (with internal choice) (Unit III)

- A. 5 marks
 - B. 5 marks
- Or**
- C. 10 marks

Q6. Long answer type questions (with internal choice) (Unit IV)

- A. 5 marks
 - B. 5 marks
- Or**
- C. 10 marks

B. Com (Four Year – UG) – Semester – II**Commercial Laws****Course Outcome**

CO1	The student will be able to understand Various legal provisions related to Contract Act
CO2	The students will be able to understand the provision for special contracts.
CO3	The students will be able to identify the legal provision of formations and management of the company
CO4	The students will be able to understand and identify the rights of consumers and the redressal mechanism
CO5	The students will be able to outline the scope of IT Act in business

Unit 1: Contract Law – Meaning – Law of Contract – Definition – Classification of Contracts – Essential Elements of Valid Contract – Discharge of Contract – Remedies of Breach of Contract – Offer – and Acceptance – Legal Rules relating to Offer and Acceptance – Revocation of Offer and Acceptance.

Unit 2: Contract of Agency - Bailment and Pledge – Essentials of Bailment – Rights and Duties of Bailor and Bailee-Pledge-Essentials-Rights and Duties of Pawnee. Contract of Sale of Goods Act 1930 –Rules regarding Delivery of Goods – Rights and Duties of a Buyer and Seller.

Unit 3: Company – Definition-Characteristics – Kinds – Privileges of Private Company – Formation of a Company – Memorandum of Association – Meaning – Purpose – Alteration of Memorandum – Doctrine of Ultravires – Articles of Association - Meaning Forms – Contents – Alteration of Articles – Doctrine of Indoor management. Prospectus – Definition – Contents – Deemed Prospectus – Misstatement in Prospectus - Shares and Debentures – Meaning – Types – Director and Secretary – Qualification and Disqualification – Appointment – Removal – Remuneration – Powers, Duties and Liabilities. Meeting – Requisites of Valid Meeting – Types of Meeting – Winding up – Meaning – Modes of Winding Up.

Unit 4: Consumer Protection Act, 2019: Definitions, Consumer Protection in India; Rights of Consumers; Consumer Dispute Redressal Forums; Nature and Scope of Remedies. Information Technology Act 2000 – Scope and Objectives, E-Governance, Authorities, Offences and Penalties.

Books for Reference

1. N.D.Kapoor, "Business Law", Sultan Chand & Sons, New Delhi 2005.
2. R.S.N.Pillai & Bagavath, "Business Law" S.Chand, New Delhi 2005
3. Bagrial A.K, "Company Law", Vikas Publishing House, New Delhi
4. Rajiv Kapoor N. D. Kapoor, Rajni Abbi, Bharat Bhushan N.D. Kapoor, Elements of Mercantile Law

Faculty of Commerce and Management

Minor Course – Sem II – 2 Credits

(Common for All Programs in Commerce and Management)

Introduction to Commerce

Course Outcomes

CO1	The students will be able to understand various verticals in commerce education.
CO2	The students will be able to compare various career opportunities in Commerce.
CO3	The students will be able to map various profiles to his/her individual interests
CO4	The students will be able to choose suitable major, minor and other courses of study.

Unit – I:

Verticals in commerce education (Nature, scope and basic contents) – Financial and Management Accounting, Taxation, Cost Accounting, business studies, Financial Management, Marketing Management, Operations Management, HR Management, commercial Laws, International Trade, E Commerce, Capital Markets, Business Analytics etc

Unit – II:

Career Options in Commerce (Role and Profile) involving Maths skills like Chartered Accountant (CA), Investment Banker, Chartered Financial Analyst (CFA), Actuary, Cost Accountant, Company Secretary (CS), Personal Financial Advisor, Research Analyst, and Business Analyst

Unit – III:

Career Options in Commerce (Role and Profile) requiring lesser Maths skills like Marketing, Entrepreneurship, Human Resource Management, Retail Management, Cost Management Accountant (CMA), Product Management, Relationship Manager

Unit – IV:

Skills, competencies and examinations/ certifications for getting into various career options, SBI/ NISM Certifications overview

Reference Books:

1. Engineering Management (English, Paperback, Gupta A. K.) S Chand
2. Engineering Management (English, Undefined, Chauhan A S) Jain Brothers

<https://certifications.nism.ac.in>

Faculty of Commerce and Management

Odd Semester Open Elective – 2 Credits

Foundations of Financial Accounting

Course Outcomes

CO1	The students will be able to understand the concept of accounting and its importance in business.
CO2	The students will be able to record and summarise financial transaction of a business.
CO3	The students will be able to prepare final accounts for a proprietorship business.
CO4	The students will be able to understand norms and standards of accounting practices.

Unit I

Book-Keeping and Accounting, Meaning, Definition & Scope of Accounting, Branches of Accounting; Objectives of Accounting, Accounting Principles: Introductions to Concepts and Conventions; Interaction of accounting with different business verticals

Unit II

Accounting Transactions: Accounting Cycle, Rules, Journal Entries, Ledger Posting. Subsidiary Books (Purchase, Purchase Returns, Sales, Sales Returns & Cash Book – Single & Double Column), Journal Proper, Rectification of Errors

Unit III

Introduction and Preparation of Trial Balance; Introduction to Final Accounts of a Sole Proprietor (Simple Adjustments): Preparation of Trading Account, Profit and Loss Account and Balance Sheet

Unit IV

Introduction to Accounting Standards: (Meaning and Scope), AS 1: Disclosure to Accounting Policies, AS 9: Revenue Recognition., AS 10: Accounting for Fixed Assets, Introduction to IFRS, IAS-1: Presentation of Financial Statements (Introductory Knowledge), IAS-2: Inventories (Introductory Knowledge).

Reference Books:

1. Financial Accounting (Principles and Practices), Jawahar Lal & Seema Srivastava, S Chand Publication
2. Financial Accounting, B. Charumati & N.Vinayakam, S. Chand Publication
3. Financial Accounting, Dr. Kaustubh Sontakke, Himalaya Publication
4. An Introduction to Accountancy-12e, S. N. Maheshwari, Suneel K. Maheshwari, Sharad K. Maheshwari; Vikas Publishing House

Faculty of Commerce and Management

Odd Semester Open Elective – 2 Credits

Schools of Management Thoughts

Course Outcomes

CO1	The students will be able to differentiate various schools of management thoughts during classical period.
CO2	The students will be able to differentiate various schools of management thoughts during neo classical period.
CO3	The students will be able to differentiate various schools of management thoughts during modern period.
CO4	The students will be able to understand and differentiate various theories of motivation

Unit I

Development of Management Thoughts: - The classical Period (1900-1930) Bureaucratic Model of Max Webber, Scientific Management Concept F.W, Taylor, Functional or Administrative Management Theory by Henry Fayol.

Unit II

The Neo-Classical Period (1930-1950), Human Relations Movement by Elton Mayo, Behavioural Sciences Movement A. Maslow, McGregor

Unit III

The Modern Period (1950 Onwards) Quantitative Approach or Operations Research Analysis by Taylor, Systems Approach by Boulding & Johnson, Contingency Approach was by Lorsch & Lawrence

Unit IV

Motivation Thoughts & Theories: Maslow Need Hierarchy Theory, Douglas Mc Gregor Theory 'X' and 'Y', William Ouchi Theory 'Z', Herzberg's Two Factor Theory

Reference Books

1. Organisational Behaviour -L.M.Prasad, Sultan Chand & Sons.
2. Organisational Behaviour- John W. Newstrom & Keith Davis, McGraw Hill Education; 12th edition.
3. Organisation Behaviour - Ashwathappa, Himalaya Publication House Mumbai.
Essentials of Organisational Development - Dr. Anjali Ghanekar Everest Publication House, Pune.
4. Organisational Behaviour - Dr. S S Khanka, S. Chand Publishers
5. Management and Behavioural Processes - K Shridhar Bhatt, Himalaya Publication House Mumbai.

Faculty of Commerce and Management

Even Semesters Open Elective – 2 Credits

Elements of Statistics

Course Outcomes

CO1	The students will be able to create different types of tables for data presentation and will also be identify different types of data series.
CO2	The students will be able to compute measure of central tendency.
CO3	The students will be able to compute various measures of dispersion using quartiles, standard deviation, coefficient of variation etc
CO4	The students will be able to determine the skewness and tailedness of a data series.

Unit – I: Introduction to Statistics:

Meaning, Scope, Importance, Objects, Functions and Limitations of Statistics. Collection of data, Primary and Secondary data, Sampling methods of Statistics, Tabulation and Classification, Frequency distribution: Elements of Series, Types of Series: Simple or Individual, Discrete Series, Continuous Series: Exclusive, Inclusive, Cumulative, Less than, More than, Irregular continuous series, Continuous series:, Class Interval, Class Frequency, Mid-values or Central value, Conversion of Inclusive series into Exclusive series (Theory & Problems)

Unit – II: Measures of Central Tendency:

Meaning, Type of average, Advantage and Disadvantage of Mean, median, mode, Calculation Arithmetic Mean, Median, Mode, (Problems)

Unit – III: Dispersion

Meaning, significance and Necessity of measures of dispersion, Methods of measuring dispersion, Standard Deviation, Lower Quartile, Upper Quartile, Quartile Deviation, Co-efficient of Quartile Deviation (Problems)

Unit – IV: Skewness and Kurtosis

Skewness: Meaning and concept of skewness, types of skewness, Karl Pearson and Bowley's Coefficient of skewness, Kurtosis: Concept of Kurtosis, Types of Kurtoses, Computation of Kurtosis

Reference Books:

01. Fundamentals of statistics: D. V. Elhance & Veena Elhance.
02. Business Statistics A Self Study Text Book, Dr. P. C. Tulsian & Bharat Jhunjunwala, S. Chand Publishing.
03. Fundamental of Statistics: S. C. Gupta – Himalaya Publishing House.
04. Business Mathematics & Statistics: NEWK Nag & S.C. Chanda – Kalyani Publishers
05. Statistics and Business Mathematics: Dr. Pramod Fating, Dr. Vijay Bagde, Milind Gulhane Sir Sahitya Kendra, Nagpur
06. Problem in Statistics: Y. R. Mahajan - Pimplapure Publisher Nagpur
07. Statistics and Business Mathematics, Dr. Gulhane, Dr. Chopde

Faculty of Commerce and Management
Even Semester Open Elective – 2 Credits
Introduction to Company Law
Course Outcome

CO1	The students will be able to get familiarise with the concept of company and will be able to differentiate between company and partnership
CO2	The students will be aware of rights and duties of promoters. They will also be able to demonstrate the remedies available to the company against the promoter
CO3	The student will be able to demonstrate the procedure of formation of company and will be able to state the contents of Articles of Association and Memorandum of Association
CO4	The students will be able to recognise different method of becoming member of company
CO5	The students will be able to gain knowledge about share capital and will be able to demonstrate the procedure of alteration and reduction of capital

Unit I

Company: Definition of company, characteristics of company, lifting the corporate veil, company distinguished from partnership, kinds of companies, incorporation of company, promoter and their legal position.

Unit II

Promoters: Definition of the word ‘promoter, Promoters’ contract and the ratification thereof, Promoter’s legal position, Duties of a promoter, Promoter’s duties, Remedies available to the company against the promoter, Liabilities of promoters. Rights of promoters, Remuneration of promoters.

Unit III

Procedural Aspects in the formation of companies: Certificate of incorporation as conclusive evidence. Memorandum of Association (MOA), Articles of Association (AOA), Purpose and Contents of MOA and AOA, Doctrine of ultra-vires, Alteration of MOA and AOA, Distinction between MOA and AO, Legal effect and interpretation of Memorandum and Articles of Association, Doctrine of indoor management and exceptions to it

Unit IV

Membership and Share Capital: Membership in a company: Members and shareholders, modes of becoming member, cessation of membership, rights and liabilities of members. Shares and share capital: kinds of share capital, alteration and reduction of capital, reorganization of capital, voting rights.

Reference Books:

1. A.K. Mujumdar, Dr. G.K. Kapoor, Company Law and Practice; Taxmann, 59/32, New Rohtak Road, New Delhi-110 005.
2. M.C. Kuchhal : Modern Indian Company Law; Shri Mahavir Book Depot, 2603, NaiSarak, Delhi-110 006.
3. A. Ramaiya : Guide to the Companies Act; Lexis Nexis, Butterworths Wadhwa, Nagpur
4. N.D.Kapoor on Company Law, Charles Wild and Stuart Weinstein Smith and Keenan, Company Law, Pearson Longman, 2009

Faculty of Commerce and Management
Vocational Skill Course – Sem I – 2 Credits
Content Writing
Course Outcomes

CO1	The student will be able to understand basic concepts of content writing.
CO2	The student will be able to gain knowledge regarding types of content writing and editing.
CO3	The student will be able to acquire knowledge on various writing styles.
CO4	The student will be able to create plagiarism-free content.
CO5	The student will be able to understand and write effective content without plagiarism.

Unit I

Basics of Content Writing: Concept of Content Writing and its relevance, Role and functions of Content Writers, Print and Web Content Writing, Scope and Types of Content Writing, Principles and processes of Content Writing.

Unit II

Types of Content Writing: Process of Content Writing: getting the brief, ideating, researching, structuring, formatting; editing and Proof-Reading: following company style sheet, grammar, copy flow, restructuring, market research,

Unit III

Writing Styles: Writing Styles: Non-fiction (Essays, Reports), Advertising, Newspapers, writing blogs, Case Studies, White Papers; Corporate Communications: writing for business to business (B2B), business to consumer (B2C), press releases; Newsletters: focus on language, jargon, writing style, and target audience, formal and informal language.

Unit IV

Plagiarism and Content Writing: Introduction to plagiarism, rules of plagiarism, techniques of writing plagiarism-free content.

Reference Books:

- 1.Turk, Christopher and John Kirkman. Effective Writing. London and New York: Chapman & Hall. Indian Reprint 2003
- 2.Pinker, Steven. The Sense of Style: The Thinking Person’s Guide to Writing in the 21st Century . Penguin Books, Reprint edition ,2015
- 3.Seely, John. Oxford Guide to Effective Writing and Speaking. OUP 2nd edition, 2005
- 4.Goins, Jeff. You Are a Writer (So Start Acting Like One). Tribe Press
- 5.Brohaugh, William. Write Tight: Say Exactly What You Mean with Precision and Power.
- 6.Janzer. Anne. The Writer's Process: Getting Your Brain in Gear. Cuesta Park Consulting, 2016
- 7.King, Stephen. On Writing: A Memoir of the Craft. Scribner, 2010

Practical Marks – 50

Faculty of Commerce and Management
Vocational Skill Course – Sem II – 2 Credits

Office Management

Course Objectives

CO1	The student will understand the concept and importance of office management.
CO2	The student will be able Create mails and letter for internal and external communication.
CO3	The student will be able to Prepare a policy and manuals for office.
CO4	The student will be able to prepare document for office meetings.

Unit I

Office Management

Office Management: Concept and Definition, Nature and Scope. Elements and Functions, Office Manager: Functions, Duties and Responsibilities, Challenges before Modern Office Manager, Effective Management Techniques.

Unit II

Office Communication

Meaning, Types: Internal and External communications, Features of good communication. Process of Communications. Basic Principles of communications. Barriers to communications. Measures to overcome barriers.

Unit III

Office Manuals & Reports

Office Manuals & Reports Introduction, need, sources, types, advantages of manuals. Introduction, functions, classification of reports, basic Principles of writing reports, specimen of report.

Unit IV

Office Meeting

Office Meeting: Meaning, Definition, Importance, Purposes and Types of Meetings. Meeting: Essentials of Valid meeting & drafting notices, Agenda & Minutes, Factors of Successful meeting.

Reference Books

1. Office Organization and Management- Dr. C B Gupta, Sultan Chand & Sons.
2. Office Organization and Management- N.Kumar & R.Mittal, Anmol Publication Pvt.Ltd.
3. Fundamental of Office Management- J.P.Mahajan, Pitamber Publishing Co.
4. Office Management-Dr. A H Lokhandwala & V.K.Behere, Nirali Prakashan,

Practical Marks – 50

Practical Works for Course

COURSE OUTCOMES:

At the end of the course, students shall be able to:

- Explain the basics of Environmental Science and Atmospheric Science along-with the components of Environment
- Explicate the importance of Environmental Education.
- Elucidate the fundamentals of atmospheric science including formation, depletion and effects of ozone layer and acid rain on environment.
- Describe the various physical and chemical characteristics and properties of Water and Soil
- Understand the Ecology and its allied branches
- Comprehend about Population and Community Ecology
- Study the changes in Population by understanding the concept of Population ecology

Unit-I: Basics of Environmental Science (7.5 Hrs)

- A. Introduction of Environmental Science: Definition, Types, Classification, Characteristics, Components and principles of environment. Scope and need for environmental science, Multidisciplinary nature of environmental science, Environmental ethics.
- B. Environmental Education: Goals, Objectives and principles of environmental education, formal and non-formal environmental education, environmental programme, importance of environmental education, environmental awareness.
- C. Components of Environment: Atmosphere (Structure and composition), hydrosphere – distribution of water, hydrological cycle, global water balance, lithosphere – Internal structure of Earth, types of rocks, Biosphere- Boundaries of biosphere.

Unit-II: Basics of Atmospheric Science (7.5 Hrs)

- A. Atmospheric Chemistry: Structure of atmosphere based on temperature, photochemical reaction in the atmosphere, temperature inversion and lapse rate, smog formation, types of smog (sulphur and photochemical smog), adverse effect of smog on human being, aerosol.
- B. Green House Effect: Greenhouse gases, relative contribution and effects of greenhouse effect, control of greenhouse gases. Ozone depletion: chemistry of ozone depletion, Dobson Unit, ozone depleting substances (ODS), ozone hole, consequences of ozonedepletion, mitigation measures and international protocols.
- C. Acid Rain: Chemistry of Acid Rain, effect of acid rain on ecosystem, control measures. Precipitation – Forms of precipitation (rain, drizzle, snow, sleet, and hail), types of precipitation (conventional, orographic, and cyclonic).

Unit-III: Basics of Ecology (7.5 Hrs)

- A. Ecology: Definition, subdivision and modern branches of ecology, ecology spectrum, scope of ecology. Application and significance of ecology to human beings.
- B. Abiotic Factors: Temperature: effect of temperature on plants and animals, Adaptation to meet extreme temperature. Light: Zonation in marine habitat, effects of light on plants and animals, Microclimate and fire, Shelford law of tolerance, Leibigs law of minimum.

- C. Biotic Factor: Inter specific relationship Positive: Mutualism (symbiosis), commensalism, proto-cooperation Negative: Parasitism, predation, competition, Antibiosis, Neutralism.

Unit-IV: Ecosystems and food chain (7.5 Hrs)

- A. Ecosystem: Definition, structure and function of ecosystem, types of ecosystem: Terrestrial (forest, grassland, desert, cropland), Aquatic (Marine and freshwater)
- B. Food chain: Definition & types: Grazing food chain, detritus food chain, and parasitic food chain, food web in forest and grassland ecosystem. Ecological pyramids (number biomass and energy), energy flow in ecosystem (Y-shaped). Energy flow and the law of thermodynamics.
- C. Biogeochemical Cycles: Definition, classification, gaseous cycle (oxygen, carbon and nitrogen) Sedimentary cycle (phosphorus and sulphur).

Reference Books:

1. Text Book of Environment: K M Agrawal, P.K. Sikdar, and S.C. Deb, McMillan Publication, Mumbai.
2. Man and Environment: M.C. Dash and P.C. Mishra, McMillan Publication, Mumbai.
3. Environmental Science: S.C. Santra, New Central Book Pvt.Ltd, Kolkatta.
4. Environmental Problems and Solution: D.K. Asthana, S.Chand Publication, New Delhi.
5. Environmental Chemistry: S.S. Dara, S.Chand Publication, New Delhi.
6. Environmental Chemistry: A.K. Dey, New Age International Publishers, 2001.
7. A Textbook of Environmental Studies: Dr S.Satyanarayan, Dr S.Zade, Dr S Sitre and Dr P.U. Meshram, Allied Publishers, New Delhi.
8. Environmental Biology: Biswarup Mukherjee, Tata McGraw-Hill Publishing Company Ltd, New Delhi, 1996.
9. Animal Ecology and Distribution of Animals: Veer Bala Rastogi, Rastogi Publication, Meerut (U.P).
10. Ecology and Environment: P.D.Sharma, Rastogi Publication, Meerut (U.P).
11. Fundamentals of Environmental Biology: S. Arora, Kalyani Publishers.
12. Environmental Biology: P.K.G. Nair, Himalaya Publication.
13. Environmental Biology: K.C. Agrawal, Agro Botanical Publisher, Bikaner, 1994

B. Com./BBA/B.Sc. (Finance) Semester – II

Value Education Course

Name of the Course: Constitution of India

UNIT – I:

- Historical Background to the Framing of the Indian Constitution: General Idea about the Constituent Assembly of India.

UNIT – II

- Preamble – Nature and key concepts/Constitutional values, Socialism, Secularism, Democracy, Justice, Liberty, Equality and Fraternity
- Salient Features of the Constitution of India

UNIT – III

- General study about the kinds, nature and importance of; Fundamental Rights, Directive Principles of State Policy and Fundamental Duties.

UNIT –IV

Introduction of the Constitutional Institutions and Authorities;

- Central Legislature and Executive (Parliament of India, President of India and Council of Ministers)
- State Legislature and Executive (State legislative Assemblies, Governors and Council of Ministers)
- Higher Judiciary (Supreme Court of India and High Courts)

Faculty of Commerce and Management

IKS (Indian Knowledge System) Course – 2 Credits

Indian Economics and Business Model

Course Outcomes

CO 1	The students will be able to compare past and present Indian thoughts.
CO 2	The students will be able to understand Kautilya's Economic thoughts.
CO 3	The students will be able to understand agriculture and manufacturing framework in ancient India.
CO 4	The students will be able to compare various Indian Business Models.

Unit 1:

History of Indian Economy Thoughts, New Indian Economic Model & Sectorial Contribution Past vs Present History of Indian Economy Thoughts: Context from Dharmashastras, Shukraniti, Mahabharata, and Arthashastra

Unit 2:

Kautilya's Economic thoughts in specific. India and Global GDP: Ancient India; Beyond Capitalism and Communalism, Dharmic, Caste as Social Capital, Black Money, and Tax Heaven.

Unit 3:

Agriculture: Ancient India, Manufacturing: Ancient India, Education in India, Wealth in India, Governance, and Business in India, Where India Stands Globally.

Unit 4:

Indian Business Model: Based on 10-point formula: Family Base, High Level of Savings, Self-Employment, Highly Entrepreneurial Nature, Non-corporate Sector as the Core of the Economy, Community Orientation and Higher Social Capital, Faith and Relationship in Economic Affairs, A Society-driven Economy, Driven by Norms and Values.

Reference Books:

1. Kanagasabapathi; "Indian Models of Economy, Business and Management", Third Edition, Prentice Hall India Ltd., Delhi.
2. Lotus and Stones; Garuda Prakashan (31 October 2020); Garuda Prakashan Pvt. Ltd.
3. Dwivedi D.N., Essentials of Business Economics, Vikas Publications, Latest Edition.
4. Inida Uninc by Prof. R Vaidyanathan, Westland Ltd. Publication
5. Economic Sutras by Prof. Satish Y. Deodhar, IIMA Books series
6. Black Money Tax Heaven by R Vaidyanathan, Westland Ltd. Publication.

Web resources:

- Goswami Anandajit, Economic Modeling, Analysis, and Policy for Sustainability, IGI Global, Latest Edition.
- Ganguly Anirban, Redefining Governance, published by Prabhat Prakashan, Latest Edition.
- VaidyanathanR., India Unincorporated, ICFAI Books, Latest Edition.

Faculty of Commerce and Management
Ability Enhancement Course for B.Com Semester 1
Language : English

Semester 1 (2 Credits) (50 Marks)

Unit:1

1. Reading Skills (Skimming, Scanning, Understanding graphs, charts, deciphering information)
2. Customer-relation skills (Persuasion, justification, convincing, man-management)
3. Leadership Skills (positivity, confidence building , taking initiative & Nonverbal Communication Skills – gesture, tone, language etc)

Unit:2

Writing Skill

- a) Vocabulary Building
- b) Sentence Structure
- c) Correction of Errors

Unit 3

Practical (30 Marks)

1. Interview skills- Preparing Interview Questions, Conducting an Interview
2. Content Writing for advertisement
3. Taglines of a product

Internal Assessment(20 Marks)

- Assignment (10 marks)
- Viva- Voce(5 Marks)
- Attendance(5 Marks)

Annexure - IX

Basket for Skill Enhancement Courses (SEC)

Faculty of Commerce and Management

Semester	Course Title	Board of Studies
Semester I	Start-up Support Executive	Commerce
	Customer Care Executive (Call Centre)	Business Management
Semester II	Mutual Fund Agent	Business Management
	Sales Associate – Direct Channel	Business Management
Semester IV	Travel Consultant	Business Management
	Warehouse Supervisor	Commerce

Semester – I

SEC Name - **Start-up Support Executive**

QP Code	: MEP/Q1203
Sector	: Management & Entrepreneurship and Professional Skills
Sub-Sector	: Office Management and Professional Skills
Occupation	: Legal and Compliance

SEC Outcome

At the end of the SEC, the learner should have acquired the listed knowledge and skills:

- Describe ideas and the legality of Start-up solutions.
- Discuss registrations and statutory compliances of Partnership.
- Identify Ideas and analyses the applicability of statutory filings
- Describe procedural codes of Registrar of Company
- Elaborate Preparation of documents.

Unit - I

Role and competencies required to be a Start-up Support Executive, Common organizational structures, hierarchy and reporting relationships, Employment opportunities and market, Formation of Start-up.

Practical –

Prepare a Unique Selling Proposition, Prepare bylaws for the organization, Carry out SWOT analysis for the given case, Prepare budget for the proposed start-up.

Unit - II

SWOT analysis of start-up, Unique Selling Proposition of start-up, Requirements of Start-ups, The overview of Market.

Practical –

Prepare a Partnership deed, Demonstrate Registration of partnership in State-Government Portal, Prepare documents to apply for Limited Liability Partnership.

Unit - III

Documents required to start Start-ups, Legal structure of corporations, The Partnership Deed, Performa of Partnership Deed, State Laws for registration, The applicability of different documents for registration; Bank Account, PAN, etc.

Practical –

Prepare Memorandum of Association and Articles of Association,

Unit - IV

Limited Liability Partnership Act 2008, Incorporation of Limited Liability Partnership, Designated Partner Identification Number Discuss Name Approval from Registrar of Company, Features of Director Identification Number, Law of Registration, Registrar of Company filing in Ministry of Corporate Affairs portal, One-person Company, Form INC-3

Practical –

Demonstrate registering for Director Identification Number, Demonstrate filling forms in Ministry of Corporate Affairs Portal.

Assessment by Teacher based on performance during Practical (40%), documents Created while performing practical / solving assignments given by teacher or MCQ based exam (40%) and viva-voce (20%)

Semester – II

SEC Name –**Mutual Fund Agent**

QP Code : **BSC/Q0601**
Sector : **Banking Financial Services and Insurance (BFSI)**
Sub-Sector : **Non-Banking Financial Service**
Occupation : **Mutual Fund Agent**

SEC Outcome

After completing this SEC, participants will be able to:

- Conduct research on mutual funds
- Keep up to date on the mutual fund market
- Approach and market various mutual funds schemes to prospective customer identified
- Assist customer with determining most suitable mutual fund scheme according to needs
- Receive approval for initiating purchase process
- Assist customer with the application process for purchasing the mutual fund
- Collect and ensure payments are processed at the bank/organization
- Deliver proof of purchase and plan follow-up sessions
- Develop long-term relationships with customers
- Respond to customer queries and clarifications and advise the customers on existing product and new schemes
- Assist in termination of investment

Unit – I

Introduction, History of Mutual Funds, Structure of Mutual Funds, Financial Planning and Potential Investors, Role of a Mutual Fund Agent, Legal & Regulatory Environment, Macro Economic Environment.

Practical –

Update knowledge on mutual fund market, Keep up to date on regulations and guidelines, Impact of Macro Economic factors on mutual fund market.

Unit – II

Structure of Mutual Fund Products, Accounting of Mutual Funds, Tax and Tax-Related Regulations, Financial Planning, Marketing of Mutual Funds.

Practical –

Approach and market various mutual funds schemes to prospective customer identified, Assist customer with determining most suitable mutual fund scheme according to needs, Receive approval for initiating purchase process.

Unit- III

Offer Documents and Application Forms, Account Opening and KYC Process, Modes of Investment, Timing of Investment, Risk Allocation and Portfolio Selection.

Practical –

Assist customer with the application process for purchasing the mutual fund, Collect and ensure payments are processed at the bank/organization, Deliver proof of purchase and plan follow-up sessions

Unit – IV

Customer Relationships, After Sales Service.

Practical –

Develop long-term relationships with customers, Respond to customer queries and clarifications and advice the customers on existing product and new schemes, assist in termination of investment.

Assessment by Teacher based on performance during Practical (40%), documents Created while performing practical / solving assignments given by teacher or MCQ based exam (40%) and viva-voce (20%)