

SantGadge Baba Amravati University

Part A

Faculty : **Commerce & Management**

Programme : **Bachelor of Commerce**

Programme Objectives :-

- To impart the basic knowledge of Economics.
- To impart basic knowledge of Accountancy & Statistics.
- To impart knowledge of creating a cash book and ledger books.
- To impart the basic knowledge of management, planning, organizing, directing and controlling
- To impart the basic knowledge of application of computers and its development.
- To impart the knowledge of business sectors, firms, e-commerce, cashless transaction
- To impart the knowledge of local and global enterprises and trade.
- To develop presentation skills and ability of goal setting.
- To bring about the holistic development of the students.
- To develop ethics of life.
- To inculcate Environmental awareness.
- To impart the fundamental knowledge of Computer.

Programme Outcomes :-

The students would be able to –

- Attain requisite skills and knowledge after the completion of the programme.
- Achieve the basic knowledge of Economics.
- Assimilate basic knowledge of Accountancy & Statistics.
- Efficiency in reading and writing skill.
- Achieve requisite skills and knowledge of preparing cashbook, ledger books and balance sheet of company.
- Become knowledgeable about marketing.
- Create a self employment.
- Assimilate ethics of life.
- Achieve Environmental awareness.
- Attain fundamental knowledge of Computer.

Employability Potential of the Programme

Commerce faculty is really very popular as it can earn up lucrative packages and opportunities are more than Arts or Science faculty. As commerce education includes computer, Tally, GST, income tax and English Language and communication Skill so chances of getting jobs in shops and malls are more than before.

Chartered Accountant is a dream career for commerce graduates. With several students failing to clear all stages of the course, CA is one of the hardest courses in the world. Therefore, to do very well in this course, students require specific talents and skills. Even if they cannot become CA they can find suitable jobs in market. Company Secretary is second popular Course. After B Com, M Com and PhD, to become professor is also a good option.

*Jobs for Commerce graduate Students *

Chartered Accountant (CA), Marketing Manager, Investment Banker, Human Resource Manager, Chartered Financial Analyst (CFA), Certified Public Accountant (CPA), Cost Accountant, Business Accountant and Taxation, Retail Manager, Company Secretary, Personal Financial Advisor, Research Analyst, Entrepreneur, Chief Executive Officer (CEO), Cost Management Accountant (CMA), Product Manager, Hotel Manager, Event Manager, Teachers / Instructors / professors Auditors / Clerks

Commerce graduates can prepare for competitive Examination like MPSC or UPSC to become government officers in state and central government. Commerce graduates can start business or Start-ups. They have the potential to create jobs by starting industry.

The present curriculum of B Com designed by the BOS of the Commerce and Management of SantGadge Baba University Amravati has all the potential to create an employable opportunities for the students. The curriculum will develop an innovative and global approach in the field of Commerce and Management. It will acquaint the students with the rapidly changing contemporary scenario in trade and commerce and in the corporate world. It will develop them into more creative and visionary entrepreneurs and boost them to undertake start-up enterprises in near future. The detailed knowledge in trade and commerce, statistical analysis of the global economy, the use of ultra modern technology in e-commerce, the applied nature of the course content and the need based skill oriented curriculum's rapport with the requirement in the region will develop the multi-dimensional view of the students and the feeling of affinity and sense of duty for the development of living standard of the people in the region of Western Vidarbha and thereby fulfil the community services. In this way, the potential and the research

aptitude in the present program will encourage the progression of the students from UG to PG and PhD. The managerial skills in it will boost the commerce students to progress towards ambitious Management courses like MBA in various fields. Moreover, the course will open the vistas for the job opportunities.

The course content in Compulsory English and Supplementary English in particular will develop the all-round personality of the students and the sophisticated communication skills among them in this globalised era of international trade and commerce. The part of grammar and syntax will improve their sense of correct English in written and spoken form while the unit of Word- Formation will enrich their vocabulary. The inter-personal communication and situational communication in the unit of communication skills will boost confidence among students to hold impressive conversation in corporate world. The writing skills as resume, report and letter writing will develop a flair of writing in business correspondence while the content of soft skills like interview skills, body language and managerial skills will broaden the perception and make the students more sensible and mature in the practical world of Commerce and Management. Of course, the highly touching stories by the world famous writers and the biographical sketches of the successful Entrepreneurs and big business tycoons in India will develop the profound sense and fervour to be ambitious and successful. The few selected poems in the content will give an aesthetic and romantic relief and inculcate human and ethical values. In this way, the course like compulsory English and Supplementary English will bring about an all-round and holistic development of the students and ultimately make them sensible and mature global citizens.

The future prospects of a person depend upon the career path he/she chooses. B.Com graduates have many options open upon the completion of graduation. the various avenues open to the B. Com graduates are discussed below, which will be helpful to the candidate at the time of taking the toughest decision related to career.

Acquire various skills-

During the graduation the students have the opportunity to acquire communication skills, interpersonal skills, accounting skills and knowledge, management skills, interpersonal skills, computer skills, team work, coordination, leadership skills and many more. These skills will be beneficial for being self employed or getting employment. the knowledge acquired during the graduation related to law, income-tax, accounting, planing, organisation etc., give an additional weightage at the time of being employable and are definitely useful in self employment.

Higher education

On the completion of the B.Com degree program, the candidates can pursue M. Com., MBA or other similar masters degree program. Candidates can also pursue LL.B.; D. Tax., PGDBM, post graduate diploma in marketing management, HR or finance or such other similar courses.

Banking

The candidates can go into the banking sector. These jobs will add on to their experience and skills. Both the public as well as the private sector banks offer many job opportunities to the B.Com graduates, such as -

- bank officers
- financial administrators
- financial advisors
- junior managers
- bank assistants

Export import manager

At the completion of graduation the candidates can opt for a job as an Export- Import Manager.

Stock broker

After acquiring the required skills a B.Com graduate can become a stock-broker.

Tax Consultant

This is a special privilege to a B.Com graduate that he/she can become a tax consultant.

Financial Planning-

The BBA graduates are expected to acquire the skill of financial planning. Those who choose to be financial planners help individual clients with their funds, and savings along with various investment issues for achieving their personal goals. students who are planning to make career in the financial planning sector, can try for the following programs like:

- CA- Chartered Accountant
- CFA - Chartered Financial Analyst
- CFP - Certified Financial Planner
- CS - Company Secretary

These are renowned certification courses in finance which help the BBA students to be helpful in the financial matters of their individual clients.

Intern at a reputed company -

Many companies offer a variety of internships to the B.Com students so that they can gain the required experience and skills at the beginning of their career. students should be clear with which skills they want to acquire and enhance, what is the deadline and how they can update their resume.

Entrepreneurship-

Once the candidate has completed the graduation, he/she can utilize the learned skills and become his own boss. The curriculum gives knowledge related to finance, accounts, management and some legal aspects also.

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-11	English	60

COs:

1. Able to communicate skilfully in Business correspondence
2. Acquaint with the work culture in corporate world
3. The life of great personalities will motivate them to toil to be successful
4. Learn and gain fluency in the English language and conversation.
5. Become efficient in reading and writing skills.
6. The drafting skills of the learners will be honed through grammar and writing skills
7. Become proficient in the language and to eventually inculcate professional skills

Unit	Content	No. of Periods
I	PROSE I) Commerce Education : Key to Prosperityand Security - Dr. Manjushree Sardeshpande II) DhirubhaiAmbani III) A R Rahman IV) The Romance of A Busy Broker by O. Henry	10
II	Poetry I) Stay Calm - Grenville Kleiser II) All the World's A Stage - William Shakespeare III) Trees - Joyce Kilmer IV) Bright Star - John Keats	10
III	Grammar I) Articles II) Parts of Speech III) Word Formation	10
IV	Communication and Writing Skills I) letter Writing II) Report Writing III) Resume	10
V	Soft Skills I) Critical, Creative and Positive Thinking II) Building Relationship Skills III) Problem Solving Skills	10
VI	Skill Enhancement Module How to open a DMAT account	10

After completion of Skill module students will be able to:

1. Acquaint with National Stock Exchange (NSE), Share Market and Systematic Investment Plan (SIP)
2. Acquaint with the volatile nature of market and Corporate world
3. Broaden their vision about Trade and Commerce
 - i) Assignment: A Report on How to open a DMAT account
 - ii) Class Test: Seminar on How to open a DMAT account

Reference Books:

1. Intermediate English Grammar - Raymond Murphy (Cambridge University Press)
2. Advanced English Grammar - Martin Hewings (Cambridge University Press)
3. ‘Expressions’ by Dr. UdayNavalekar, Published by Pimpalapure Book Distributors
4. A Course in English Grammar - R.NBakshi (Orient Blackswan)

Prescribed Textbook: ‘Oasis’ by Board of Editors & Published by Orient Blackswan

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
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BC-11	English (Business Communication Skill in English Language) AEC	15
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- Course Outcomes of AEC:**
After completion of this course students will be able to:
- 1) The learners will learn to understand and interpret any text they are reading from different perspectives
 - 3) The interest of learners in listening to and watching good quality audio and visualmedia will be aroused.
 - 4) Learners will acquire proficiency in the skills of listening, speaking, reading andwriting that will help them meet the challenges of the world.
 - 5) The learners will develop good oral and written skills of communication in the Englishlanguage.

COURSE MATERIAL :DEVELOPING COMPREHENSION SKILLS IN ENGLISH

A) Reading Skills		
➤ Skimming and Scanning		
➤ Language Structure		
➤ Note Making		
➤ Summary Writing		
➤ Guessing Meanings of Words		
➤ Drawing Inferences		
A) Prose	i) The students will have to answer THREE out of FOUR short answer questions of 2 marks each.	=6Marks
	ii) The students will have to answer ONE out of THREE long answer questions of 6 markseach.	=6Marks
Unit - II		
B) Poetry	i) The students will have to answer THREE out of FOUR short answer questions of 2 marks each.	=6Marks
	ii) The students will have to answer ONE out of THREE long answer questions of 6 marks each.	=6Marks
Unit - III		
Grammar		
I) Articles		3 Marks
II) Parts of Speech		6 Marks
III) Word Formation		3 Marks
Unit - IV		
Communication and Writing Skills		
I) letter Writing		4 Marks
II) Report Writing		4 Marks
III) Resume		4 Marks
Unit - V		
Soft Skills		
I) Critical, Creative and Positive Thinking		4 Marks
II) Building Relationship Skills		4 Marks
III) Problem Solving Skills		4 Marks
Multiple Choice Questions		
The Student will have to answer 10 MCQs based on Unit I and II		(each MCQ carries 2 Marks) 20 Marks
Internal Assessment (SEM)		
I) Assignment		10 Marks
II) Class Test		10 Marks

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Part B		
Syllabus prescribed for 1st Year Under Graduate Programme		
Programme : Bachelor of Commerce		Semester I
Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-11	Supplementary English	60

- COs**
1. Able to communicate skilfully in Business correspondence
 2. Acquaint with the work culture in corporate world
 3. Learn and gain fluency in the English language and conversation.
 4. Become efficient in reading and writing skills.

- The drafting skills of the learners will be honed through grammar and writing skills
- Become proficient in the language and to eventually inculcate professional skills

Unit	Topic	No. of Periods
I	PROSE I) On Courage – A.G. Gardiner II) The Happy Man - Anton Chekhov III) The Far and the Near – Thomas Wolfe	10
II	PROSE I) An Astrologer’s Day – R.K. Narayanan II) A Cup of Tea – Katherine Mansfield III) Speech on Indian Constitution – Dr. B.R. Ambedkar	10
III	POETRY I) The Gift of India – Sarojini Naidu II) Sonnet No. 101 – William Shakespeare III) Thou has given us to live – Ravindranath Tagore	10
IV	Writing Skills I) Minuets and Agenda II) Blog Writing	10
V	GRAMMAR I) Word Formation A) Noun forms of some adjectives B) Noun forms of some verbs C) Adjective forms of some nouns D) Some words changed into verbs	10
VI	Skill Enhancement Module Review Writing: Books, Film and Others	10

- Course Outcomes of SEM:**
- After completion of this module students will be able to:**
- Develop reading skill
 - Develop critical and analytical approach
 - Develop perception to bring brevity in expression
- Assignment: Precise writing (From unseen passages)
 - Class Test: Reading the unseen passages

- Reference Books:**
- ‘Wren & Martin High School English Grammar and Composition Book, Revised By Rao N.D.V. Prasada Imprint by S Chand Publishing.
 - ‘ESSENTIAL ENGLISH GRAMMER’ by Raymond Murphy, Published ByCambridge University Press.
 - ‘Practical English Usage’ by Michael Swan's by Oxford University Press.
- Prescribed Textbook :SINGING BIRD** by Board of Editors & Published by DnyanPath Publication, Amravati.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-11	Supplementary English (Business Communication Skill in Suppelementary English Language) AEC	15

- Course Outcomes :**
- After completion of this course students will be able to:**
- The learners will learn to understand and interpret any text they are reading fromdifferent perspectives
 - The interest of learners in listening to and watching good quality audio and visualmedia will be aroused.
 - Learners will acquire proficiency in the skills of listening, speaking, reading andwriting that will help them meet the challenges of the world.
 - The learners will develop good oral and written skills of communication in the Englishlanguage.

- COURSE MATERIAL :DEVELOPING COMPREHENSION SKILLS IN ENGLISHSPEAKING SKILLS IN ENGLISH**
- Public Speaking in English
 - Conversation Skills
 - Speaking at an Event

- Unit : I**
- C) Prose** i) The students will have to answer **TWO** out of **THREE** short answer questions of 3marks each.
=6Marks
- ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each.
=6Marks

Unit : II

- D) Prose i) The students will have to answer TWO out of THREE short answer questions of 3marks each.
=6Marks
- ii) The students will have to answer ONE out of THREE long answer questions of 6 marks each.
=6Marks

Unit : III

- C) Poetry i) The students will have to answer TWO out of THREE short answer questions of 3 marks each.
=6Marks
- ii) The students will have to answer ONE out of THREE long answer questions of 6 marks each.
=6Marks

Unit : IV

Writing Skills

- I) Etiquettes and Manners 6 Marks
- II) Writing Blogs 6 Marks

Unit - V

Grammar

- I) Noun forms of some adjectives 3 Marks
- II) Noun forms of some verbs 3 Marks
- III) Adjective forms of some nouns 3 Marks
- IV) Some words changed into verbs 3 Marks

Multiple Choice Questions

The Student will have to answer 10 MCQs based on Unit I, II and III (each MCQ carries 2 Marks)
20 Marks

Internal Assessment (SEM)

- I) Assignment 10 Marks
- II) Class Test 10 Marks

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-12	Marathi	45

Course Outcomes :

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Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-12	Marathi (Communication Skill in Marathi Language) AEC	15

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2. Ὁ Ἰησοῦς ἐστὶν ἐν τῇ ἐκκλησίᾳ / Ὁ ἐν τῇ ἐκκλησίᾳ ἐστὶν ἰσχυρὸς
3. Ἡ ἐκκλησία ἐστὶν ἡ ἐκκλησία ἐκ τῆς ἐκκλησίας / Ὁ ἐκ τῆς ἐκκλησίας ἐστὶν ἰσχυρὸς
4. Ἡ ἐκκλησία ἐστὶν ἡ ἐκκλησία ἐκ τῆς ἐκκλησίας

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Ἰεϋχέ	2	´ΕΣΕΕΕ@ΕΘ ´Ε´Ε,ΕΕΜΕ :- ±ÉΠÉΚé@ ΒΕΘ Ἰεϋχέ	05Μéhé
Ἰεϋχέ	3	±É±ÉιÉ ´Ε´Ε,ΕΕΜΕ :- nòΠÉΚé@ ΒΕΘ Ἰεϋχέ	10Μéhé
Ἰεϋχέ	4	±É±ÉιÉ ´Ε´Ε,ΕΕΜΕ :- ±ÉΠÉΚé@ ΒΕΘ Ἰεϋχέ	05Μéhé
Ἰεϋχέ	5	ΕΘε´ΕιÉÉ ´Ε´Ε,ΕΕΜΕ :- nòΠÉΚé@ ΒΕΘ Ἰεϋχέ	10Μéhé
Ἰεϋχέ	6	ΕΘε´ΕιÉÉ ´Ε´Ε,ΕΕΜΕ :- ±ÉΠÉΚé@ ΒΕΘ Ἰεϋχέ	05Μéhé
Ἰεϋχέ	7	={εαΕΕΕνVείE´ΕΘε`ο :- nòΠÉΚé@ ΒΕΘ Ἰεϋχέ	10Μéhé
Ἰεϋχέ	8	={εαΕΕΕνVείE´ΕΘε`ο :- ±ÉΠÉΚé@ ΒΕΘ Ἰεϋχέ	05Μéhé

(´ΕΘ@±É σ´Ε´Ε ἸεϋΧΕXÉE +ιÉMÉιÉ {εαΕεα ε@ζ@ιÈΘ±É.)

ἑοῖέxε1\ |έηxέ =|έ@EHò +|αέ@é Gò:έέIèò±é ἑ'έ;έέMÉ '+' ἑ 'οέ' αέέ@ |έIαέEò 20 MÈHÉ
 03 |έηxέ +έéhé ἑ'έ;έέMÉ 'Eò' ἑ 'b' αέέ@ |έIαέEò 02 |έηxέ
 ἑοῖέxε1\ |ο'έ |έέEé +@é BEòHÉ 10 0½|έαέEàò |έηxέ ἑ'έSéEò±é
 VέέIèò±é. |έIαέEò |έηxέEé 02 MÈHÉ αέέ|έ'έéhé½é |έηxέ 20 MÈHÉSéEé +@é±é.

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Εὐαγγέλιον Ἐξομολογῆσαι +ἐνέαθόνε +ἡμέρῃ "Ἐπ' ἑξέ :-	-	20	ΜΕΡΕ
• ΜΕΡΕ ἘξέΜΕΜΕΘ			
1) ΠΕ]Εὸ ΣΕΣΕΗΘ (Class Test) - 02	-	10	ΜΕΡΕ
2) Ὁ Ἐνέαθ (Home Assignment) - 02	-	10	ΜΕΡΕ

ΙΕΤΧΕΕΕΙΕΕΟΣΕ ΙΕΕΟΥΕ — ΒΕΟΗΕ ΜΕΗΕ 25
+ΙΕΜΕΙΕ ΙΕΕΕΟΞΕ ΑΕC - 25 ΜΕΗΕ
ΠΕΙΕΟ ΣΕΕΣΕΗΕ - 1 - 10 ΜΕΗΕ
ΜΕΕΕΕ - - 10 ΜΕΗΕ
ΣΕΕΕΟΕΙΕ - - 05 ΜΕΗΕ

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce		Semester I
Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-12	Hindi	45

Course Outcomes

- 1) भाषा, साहित्य, कला, संस्कृति कौशल्य आदि के माध्यम से छात्रों में सकारात्मकता, सृजनात्मकता, मानवतावादी गुणों का विकास होकर उनमें राष्ट्रीयता की भावना वृद्धिगत होगी | अनुवाद कौशल्य के कारण छात्रों के व्यवहार, व्यवसाय आदि क्षेत्रों में संपर्कता बढ़ेगी |
- 2) भाषण कौशल्य, सूत्रसंचालन, वाद-विवाद आदि गुणों से भाषा अध्ययन में निखार आ सकेगा |

- 3) प्रिंट और इलेक्ट्रॉनिक मीडिया में रोजगार के अवसर प्राप्त कर सकेगा ।
- 4) साक्षात्कार प्रणाली के द्वारा छात्रों में प्रश्न निर्माण करने की कला, आत्मविश्वास, विषय जिज्ञासा बढ़ेगी ।

Unit	Content	No. of Periods
I	गद्य खंड से प्रथम 6 पाठ	08
II	पद्य खंड से प्रथम 6 कविता	08
III	व्यवहारिक भाषा एवं व्याकरण 1. शब्द-युग्म,अनेक शब्दों के लिए एक शब्दपर्यायवाचीशब्द,सुक्ष्म भिनार्थकशब्द 2. हिंदी में अनुवाद - अंग्रेजी गद्यांश का हिंदी अनुवाद	08
IV	1. पत्र लेखन व्यवसायिक अथवा कार्यालयीन पत्र 2. ब्लॉग लेखन परिचय महत्व	07
V	वस्तुनिष्ठ प्रश्न	07
Skill Enhancement Module		
VI	साक्षात्कार :- परिभाषा सीमाएं उद्देश्य साक्षात्कार अपने परिसर के प्रतिष्ठित उद्यमी, किसान, नेता, मजदूर, पत्रकार आदि का किसी भी एक विषय पर साक्षात्कार	07

Books Recommended:

पाठ्य पुस्तक :- **क्षितिज**

- संपादक मंडल डॉ. निभा उपाध्याय, डॉ. मनोज जोशी, डॉ. सुशांत ठोके
- प्रकाशक- राघवपब्लिशर्सएंडडिस्ट्रीब्यूटर्सनागपुर

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-12	Hindi (Communication Skill in Hindi) AEC	15

हिंदी भाषायी कौशल्य -Comunication Skills

संभाषण कौशल्य

उपयोगिता-

- संभाषण कौशल्य विकास को सहायता होगी ।
- हिंदी भाषा एवं साहित्य का प्रचार - प्रसार होगा ।
- संभाषण कौशल्य द्वारा संपर्क क्षेत्र बढ़ेगा ।
- व्यवसाय क्षेत्रों में रोजगार के अवसर प्राप्त होंगे ।

अध्ययन इकाई

- संदर्भ पुस्तक का नाम १. व्यक्तिमत्व विकास - लेखक पी. के. आर्य - व्हीअंडएस. पब्लिशर
२. इंटरव्यु मे सफल कैसे हो (गुगल पुस्तक) - लेखक पी. के. आर्य - व्हीअंडएस. पब्लिशर
३. संवाद चलता रहे(गुगल पुस्तक) - लेखककृपा शंकर चौबे - व्हीअंडएस. पब्लिशर

संभाषण कौशल्य

- संभाषण कौशल्य
- सूत्रसंचालन
- साक्षात्कार
- वक्तृत्व, वाद-विवाद आदि

पाठ्यपुस्तक का इकाइयोंमें अंक विभाजन एवं प्रश्नोंका स्वरूप निम्नानुसार है-

इकाई एक - गद्य खण्ड - (प्रथम छः पाठों से)

अ) दीर्घोत्तरी प्रश्न् (एक) (०६अंक)

- ब) लघुत्तरी प्रश्न (तीन) (१२अंक)
 इकाई दो - पद्य खण्ड -(प्रथम छः कविताओं से) -
 अ) दो कविताओं के केन्द्रीय भाव (१४अंक)
 इकाई तीन - व्यावहारिक भाषा एवं व्याकरण (१४अंक)
 अ) - १) शब्द-युग्म (दो) (२अंक)
 २)अनेक शब्दों के लिए एक शब्द (दो) (२अंक)
 ३)पर्यायवाची शब्द (दो) (२अंक)
 ४)सुक्ष्म भिनार्थक शब्द (दो)(२अंक)
 ब) - १) हिंदी में अनुवाद - अंग्रेजी गद्यांश का हिंदी अनुवाद (६अंक)
 इकाई चार - कौशल्य आधारित पाठ्यक्रम
 पत्रलेखन (एक) (८अंक)
 क) व्यावसायिक अथवा कार्यालयीन पत्र (शब्दसीमा लगभग १५० शब्द)
 ड) ब्लॉगलेखन : परिचय महत्त्व (६अंक)
 इकाई पाँच - वस्तुनिष्ठप्रश्न (२०अंक)
 (प्रत्येक प्रश्न पर एक अंक)

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-12	Sanskrit	45

Course Outcomes

- Sanskrit Computational Linguistics helps human beings for a better Cognitive Understanding Skill.
- Machine Translation is a modern application of Sanskrit Language as Paninian grammar is having a great potential of transformation from Natural Language to Artificial language through Artificial Intelligence (AI).
- Voice Therapy and Voice Culture are best modern avenues of Sanskrit Scholars.

Unit	Content	No. of Periods
I	घटक 1 गद्यपाठ 1 तथा 2 वाणिज्यसुधा (भाग - 1), प्रथम विभाग	09
II	घटक 2 गद्यपाठ 3 तथा 4 वाणिज्यसुधा (भाग - 1), प्रथम विभाग	09
III	घटक 3 पद्यपाठ 1 तथा 2 वाणिज्यसुधा (भाग - 1), प्रथम विभाग	09
IV	घटक 4 पद्यपाठ 3 तथा 4 वाणिज्यसुधा (भाग - 1), प्रथम विभाग	09
V	Skill Enhancement Module गृहपाठ मौखिक परीक्षा	09

संदर्भ ग्रंथसूची -

- वाणिज्यसुधा (भाग -1), अथर्व प्रकाशन, जळगाव
(Text Book, Edited by Dr. B. N. Panda, Dr. R. V. Kavishwar, Dr. JayshreeSakalkale)
- Web links –

उच्चारण स्थान -<https://youtu.be/zW2vpCF3RyQ>

पठन कौशल्य <https://youtu.be/ARJa2GbgiiQ>

विभक्ति परिचय - <https://youtu.be/bY0sEHjtQLE>, <https://youtu.be/sWikF2JvM3M>

3. Swayam https://onlinecourses.nptel.ac.in/noc22_hs114/preview

- 4) $\forall \epsilon \in \mathbb{R} - \mathbb{B}^c$. $\exists x \in \mathbb{R}^+ \text{ s.t. } \forall y \in \mathbb{R}^+ \text{ s.t. } y \geq x \implies y \in \mathbb{B}^c$
5) $\exists x \in \mathbb{R}^+ \text{ s.t. } \forall y \in \mathbb{R}^+ \text{ s.t. } y \geq x \implies y \in \mathbb{B}^c$
6) $\exists x \in \mathbb{R}^+ \text{ s.t. } \forall y \in \mathbb{R}^+ \text{ s.t. } y \geq x \implies y \in \mathbb{B}^c$
7) $\exists x \in \mathbb{R}^+ \text{ s.t. } \forall y \in \mathbb{R}^+ \text{ s.t. } y \geq x \implies y \in \mathbb{B}^c$
8) $\forall \epsilon \in \mathbb{R} - \mathbb{B}^c$. $\exists x \in \mathbb{R}^+ \text{ s.t. } \forall y \in \mathbb{R}^+ \text{ s.t. } y \geq x \implies y \in \mathbb{B}^c$
9) $\exists x \in \mathbb{R}^+ \text{ s.t. } \forall y \in \mathbb{R}^+ \text{ s.t. } y \geq x \implies y \in \mathbb{B}^c$
10) Email Wikipedia, ebooks, Apps, News paper, Magazines, Paint Social Media, You Tube etc.

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- 2) $\hat{E} \pm E_{JEH} E_0 e^{\eta E \pm a_E} \hat{E}' E_0 \rho' e^{iE} E_0 \theta h$
- 3) $\{\hat{E} \pm E_0 | \hat{E}' E_1 E S_0 = [\hat{E}' E_0 E M i E] \pm E_1 E_1 E P H$
- 4) $\{\hat{E} \pm E_0 | \hat{E}' E_1 E a E E' E E[\hat{E}_1] - E S_0 + E_3 J E E_0^{-1} X E P H$
- 5) $"\hat{E} \pm a_E \hat{E}' E_1 E H E S_0 + v_n^{afar} E X E E_0^{-1} X E P H$

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Part B

Programme : Bachelor of Commerce

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-13	Principle of Accountancy	75

- 1) Student important basic accounting knowledge at applicable to business i.e. meaning of accountancy.
- 2) Able to handling account transaction
- 3) Maintaining sub subsidiary books and all types of cash books
- 4) Calculation of depreciation method of assets
- 5) Preparation of all types of final account.

	Cash Book, and Petty Cash Book, Analytical petty cash book .	
IV	Rectification of errors Rectification of errors : meaning, Type of errors, Rectification entries and suspense Account.	12
V	Depreciation Accounting Concepts of depreciation : Different methods of Depreciation. Problem on 1) Straight Line Method 2) Reducing Balance Method and accounting for Depreciation.	12
VI	Skill Enhancement Module 1) Practical Learning of operation of basic tally software 2) Accounting Cycle :- * Collection and Preparation of different business vouchers like- Receipt voucher, Payment voucher, Cash memo, credit memo, invoice etc. and Preparation of voucher book * Journal entries, ledger posting, preparation of trial balance and preparation of financial statements. * Collection of Bank forms: Withdrawal form, pay in slip, Demand Draft form, RTGS, NEFT, Bank account opening form etc.	12

Books recommended :-

- 1) Advanced Accountancy, Dr. L. K. Karangale, Dr. Arun Yeole, Prashant Publication, Jalgaon
- 2) Anthony R. N. & Reece, J. S. Accounting Principal, Richard Irwin Inc.
- 3) Agrawal A. N., Agrawal K. N., Higher Science of Accountancy, Kitab Mahal, Allahabad (Hindi & English)
- 4) Ashok Banerjee : Financial Accounting
- 5) R. R. Gupta : Advance Accountancy

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-14	Principle of Business Economics	75

Course Outcomes :

1. Application of Micro & Macroeconomic Concepts
2. Application of Utility & Indifference Curve Analysis
3. Application of Demand Pattern
4. Application of Supply and Production Pattern
5. Application of Cost & Revenue Pattern

Unit	Content	No. of Periods
I	Basic Concepts: 1.1 Definition of Economics: Adam Smith, Marshall 1.2 Definition of Economics: Robbins, J. K. Mehta 1.3 Economic Laws: Nature, Characteristics, Limitation & Importance. 1.4 Micro Economics-Meaning, Scope, Merits & Demerits, Importance. 1.5 Macro Economics-Meaning, Scope, Merits & Demerits, Importance.	13
II	Utility Analysis: 2.1 Meaning and Definition. 2.2 Diminishing Marginal Utility Theory. 2.3 Equi Marginal Utility Theory. 2.4 Indifference Curve: Meaning, Definition & Rate of Marginal Substitute. (MRS) 2.5 Characteristics of Indifference Curve.	13
III	Demand Analysis: 3.1 Demand: Meaning, Definition, Change in Demand. 3.2 Law of Demand & its Exceptions. 3.3 Concept and Types of Elasticity of Demand 3.4 Measurements of Elasticity of Demand 3.5 Determinants and Importance of Elasticity of Demand	13
IV	Supply Analysis & Production Function: 4.1 Supply: Meaning, Definition, Change in Supply. 4.2 Law of Supply & its Exceptions 4.3 Law of Variable Proportion. 4.4 ISO quants: Concept & Characteristics. 4.5 Internal & External Economies & Diseconomies.	12
V	COST AND REVENUE: 5.1 Meaning & Types of Cost.	12

	❖ Technique and tools of Controlling ❖ Process of Controlling. ❖ Leadership : Meaning, Concepts and Importance	
VI	Skills Enhancement Module (SEM) ❖ Report on leadership quality of any business enterprise/public Institutions ❖ Report on Scientific Management Principle applied by any Industry ❖ Report on planning function of your institution ❖ Report on controlling majors adopted by local administrations. ❖ Report on Organization of any major event in your town.	10

Outcomes of Skill Development Module :

1. Generate an idea for innovation using Attribute Listing Techniques.
2. Generate an idea for social awareness of cleanliness using Brain-Storming technique.
3. Generate an idea for Pollution Control by using story boarding technique.
4. The employees in your organization have lost their creativity, how will you develop creativity in him.
5. Guide your friend and encourage him for “Make in India” with his new business idea.
6. You plan to initiate a change in your organization, what measures will encourage change in organization.
7. Prepare the proposal for incubation support.
These modules will enhance creativity skills of the students. The students will learn various idea generation techniques and how to overcome the challenges.
8. Build your team for skill enhancement programme for students of your department
9. Establish grievance redressal committee and resolve issues of students
10. Prepare write up for controlling measures adopted by your principles for administrative examination and student affair.

Books Recommended :

- 1) Business Organisation and Management - By R. K. Sharma
- 2) Business Organisation and Management - By C. B. Gupta
- 3) Principles of Business Organisation - By Y. K. Bhushan

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-16	Computer Fundamental And Operating System-I	45

Course Outcomes:

The students will be able to -

1. Get information about evolution and application of computer & its development.
2. Know about different elements of computer system.
3. Aware about different types of memory.
4. Get to know about different input devices and output devices.
5. Learn to prepare a text document with complete formatting and page setting.

Unit	Topic	No. of Periods
I	Fundamentals of Computer: Introduction to Computer-Definition, Evolution, Characteristics, Generations, Types & Applications of Digital Computer,	09
II	Computer Organization: Block Diagram of Computer, Input Unit, Output Unit. CPU: Memory Unit, Arithmetic Logic Unit, Control Unit. Computer Software: Concept of Software and Hardware. Types of Software: System Software, Application Software, and Firmware	09
III	Computer Memory and Types: Primary Memory: Concept,Types; RAM, SRAM, DRAM. Read-Only Memory: PROM, EPROM, EEPROM. Secondary Memory: Concept,HardDisk,OpticalDisk,PenDrive,Blue Ray Disc, SSD, SD Card. Cache Memory: Concept, Advantages and Disadvantages	09
IV	Input/Output Devices: Input Devices: Keyboard, Mouse,MICR, OMR, OCR, Microphone, Touchpad, Touchscreen, Scanner, Barcode Reader, Joystick, Web camera, light pen. Output Devices: Monitor; LCD, LED, Printers and Types; Dot Matrix Printer, Laser Printer, and Inkjet Printer. Speaker, Headphone, LCD Projector.	09
V	Word Processing [MS-WORD 2013/2016]: Concept of Word processing, Screen Components;Quick Access Toolbar, Ribbon, Tabs and Group, Templates. Working with Documents; creating a newfiles from Templates, Editing text document; Inserting, Deleting, Cut, Copy, Paste, Paste options, Clipboard, Undo, Redo, Format Painter. Formatting Document: Text and Paragraph Format, Paragraph Alignment, Line Spacing, Bullets and Numbering, Border and Shading, Change Case, Subscript and	09

	Superscript, Setting Tab Stops and Indent, Header & Footer. Page setup; Page Margins, Page Size, Page break, Section break, Columns. Proofing and printing: Spell and Grammar Checks, Find & Replace, Saving and Printing.	
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BOOKS RECOMMENDED :

1. Computer Fundamentals, P. K. Sinha, V.K.Goyal
2. Computer Fundamentals-B.Ram (WE)
3. Fundamentals of Computers-V. Rajarman(PHI)
4. MS-OFFICE (PHI)
5. MS-OFFICE (BPB)
6. MS-OFFICE (TMH)
7. Yeats :SystemsAnalysis& Design ; Macmillan India, New Delhi.
8. Basics of Computer and Business Mathematics, By Dr. Rajiv Ashtikar, Dr. Santosh Sadar and Prof. Vilas Chopade :PayalPrakashan, Nagpur.
9. Introduction to IBMPC& Applications-Taxali.
10. Principals of Computer, By Prof. S. M. Kolte, Pimpalapure& co. publisher, Nagpur.
11. Computer Fundamentals & Operating System, Dr. C. M. Tembhurnekar, DrSushantJadhao
12. Computer Fundamentals & Operating System, Dr Sanjay Tidke, AakashBele
13. Computer Fundamentals & Operating System :SupriyaBhagade-Pimpalapure&Co. Pub.,Nagpur.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-16	Computer Fundamental And Operating System-I (Practical)	15

- **Course Outcomes:**
Students will be able to do at the end of practical’s:
 - 1) Prepare new document using Templates.
 - 2) Change font size & font color
 - 3) Change line spacing of Paragraph
 - 4) Change case of Paragraph
 - 5) Create Bullets, Numbering list
 - 6) Create Subscript & Superscript
 - 7) Decrease and Increase of Paragraph indent
 - 8) Insert Header & Footer in document
 - 9) Page Setup of Document
 - 10) 10) Insert Page break, Section break, Columns.
 - 11) Students will learn to final Proofing and printing documents

- **List of Practical’s :**
 1. Creating a Blank or New existing Template and Inserting/editing Text
 2. Copying and Moving Text using with the Clipboard
 3. Formatting Text, including Font Size & Font color of the content
 4. Using Paragraph Alignment including setting Alignments and Line Spacing
 5. Setting paragraph including adjusting Indents.
 6. Using Bulleted and Numbered Lists and Converting Text to List.
 7. Changing a Text to Subscript & Superscript.
 8. Creating a content in multiple columns like Newspaper format
 9. Inserting Header & Footer in document
 10. Setting Page Margins and Setting the Page Orientation
 11. Proofing, saving and Printing a document

Division of Marks for Practical’s

Record Preparation	10 Marks
Practical Performance	10 Marks
Viva-Voce	10 Marks
Description	10 Marks
Practical Total	40 Marks

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	English	60

COs:

1. Able to communicate skillfully in Business correspondence
2. Acquaint with the work culture in corporate world
3. The life of great personalities will motivate them to toil to be successful
4. Learn and gain fluency in the English language and conversation.
5. Become efficient in reading and writing skills.
6. The drafting skills of the learners will be honed through grammar and writing skills
7. Become proficient in the language and to eventually inculcate professional skills

Unit	Topic	No. of Periods
I	PROSE I) Sudha Murthy II) Devender Pal Singh III) Jadav Payeng IV) Spoken English and Broken English – G.B Shaw	10
II	PROSE 1. Why a Start-up Needs to Find its Customers First-Pranav Jain 2. Rahul Bajaj 3. Sreelakshmi Suresh 4. The Eyes Are Not Here by Ruskin Bond	10
III	III Grammar I) Tenses II) Voices III) Narration	10
IV	Communication and writing skills I) Notice II) Agenda III) Minutes	10
V	Employability Skills I) Goal Setting II) Presentation Skills III) Time Management	10
VI	Skill Enhancement Module Visit to Bank or Industry	10

Course Outcomes of Skill Enhancement Module :

The students will be able to:

1. Acquaint with work culture in Bank
2. Acquaint with the use of ICT in Finance sector
3. Acquaint with Management Skills in the industry
- i) Assignment: A Report on Visit to Bank or Industry
- ii) Class Test: Sharing experiences on visited Bank or Industry

Reference Books:

1. Intermediate English Grammar - Raymond Murphy (Cambridge University Press)
2. Advanced English Grammar - Martin Hewings (Cambridge University Press)
3. 'Expressions' by Dr. Uday Navalekar, Published by Pimpalapur Book Distributors
4. A Course in English Grammar - R.N Bakshi (Orient Blackswan)

Prescribed Textbook: 'Oasis' by Board of Editors & Published by Orient Blackswan

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	English (Business Communication Skill in English) AEC	15

COURSE MATERIAL : ENGLISH USAGE IN COMMUNICATION

- i) Varieties of English
 - American and British English
 - Indian English
- ii) Non- verbal Communication
- iii) The Elevator Pitch
- iv) ICT and the use of English

Unit - I

A) Prose

- i) The students will have to answer **THREE** out of **FOUR** short answer questions of 2 marks each.

= 6 Marks

ii) The students will have to answer **ONE** out of **THREE** long answer questions of 5 marks each. = 6 Marks

Unit - II

B) Prose

i) The students will have to answer **THREE** out of **FOUR** short answer questions of 2 marks each. = 6 Marks

ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each. = 6 Marks

Unit - III

Grammar

I) Tenses 4 Marks

II) Voices 4 Marks

III) Narration 4 Marks

Unit - IV

Communication and Writing Skills

I) Notice 4 Marks

II) Agenda 4 Marks

III) Minutes 4 Marks

Unit - V

Employability Skills

I) Goal Setting 4 Marks

II) Presentation Skills 4 Marks

III) Time Management 4 Marks

Multiple Choice Questions

The Student will have to answer 10 MCQs based on Unit I and II (each MCQ carries 2 Marks) 20 Marks

Internal Assessment (SEM)

I) Assignment 10 Marks

II) Class Test 10 Marks

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	Supplementary English	60

COs

1. Able to communicate skillfully in Business correspondence
2. Acquaint with the work culture in corporate world
3. Learn and gain fluency in the English language and conversation.
4. Become efficient in reading and writing skills.
5. The drafting skills of the learners will be honed through grammar and writing skills
6. Become proficient in the language and to eventually inculcate professional skills

Unit	Topic	No. of Periods
I	PROSE I) The Selfish Giant- Oscar II) India, What it can it Teach us?- Max Muller III) Of Travell - Francis Bacon	10
II	PROSE I) The Double Aspect of Goodness- G.H. Palmer II) The Globe of Gold - Bankim Chandra Chattopadhyay III) The Money Box- Robert Lynd	10
III	POETRY I) Good bye Party to Miss Pushpa T.S. - Nissim Ezekel II) Mending Wall - Robert Frost III) After Death- Christina Rosetti	10
IV	Writing Skills I) Creative Writing : Short Story, Expansion of Idea, Poetry Writing, etc. II) Content Writing : For Website, Book Blurb, etc.	10
V	GRAMMAR 1. Subject – Verb Agreement 2. Some Problematic Verb Patterns 3. Question Tags 4. Short Responses	10
VI	Skill Enhancement Module Vocabulary Expansion a) Some common foreign words used in English b) Words with more than one grammatical function and mean in	10

Cos:

The students will be able to:

- 1. Develop Vocabulary
- 2. Develop Spelling sense
- i) Assignment: Vocabulary Expansion ii) Class Test: Spelling Test

Reference Books:

1. ‘Wren & Martin High School English Grammar and Composition Book, Revised By Rao N.D.V. Prasada Imprint by S Chand Publishing.
2. ‘ESSENTIAL ENGLISH GRAMMER’ by Raymond Murphy, Published By Cambridge University Press.
3. ‘Practical English Usage’ by Michael Swan's by Oxford University Press.

Prescribed Textbook :

4. **SINGING BIRD** by Board of Editors & Published by DnyanPath Publication, Amravati.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	Supplementary English (Business Communication Skill in Supplementary English) AEC	15

Course Material : Creative Writing
 Personal Essay
 Memoir
 Short Speech
 Story Writing

Unit : I
A) Prose i) The students will have to answer **TWO** out of **THREE** short answer questions of 3marks each. =6Marks
 ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each. =6Marks

Unit : II
B) Prose i) The students will have to answer **TWO** out of **THREE** short answer questions of 3marks each. =6Marks
 ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each. =6Marks

Unit : III
C) Poetry i) The students will have to answer **TWO** out of **THREE** short answer questions of 3marks each. =6Marks
 ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each. =6Marks

Unit : IV	
Writing Skills	
I) Comprehension	6 Marks
II) Group Discussion	6 Marks
Unit : V	
Grammar	
1. Subject – Verb Agreement	3 Marks
2. Some Problematic Verb Patterns	3 Marks
3. Question Tags	3 Marks
4. Short Responses	3 Marks

Multiple Choice Questions
 The Student will have to answer 10 MCQs based on Unit I, II and III (each MCQ carries 2 Marks)
 20 Marks

Internal Assessment	
I) Assignment	10 Marks
II) Class Test	10 Marks

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Part B		
Syllabus prescribed for 1st Year Under Graduate Programme		
Programme : Bachelor of Commerce		Semester II
Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	Marathi	45

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1. xē'ē±ē±â€œ °ëë½i°ëëiêxé vëò'êxénŋêxé, °ē'ēëòē±ëòxé 'âé'ē½ëð vëéhëò'ëë âéëšëò 'ëëë½iëò ½ë<±é.
 2. 'éšëëëðëò, ±ëë±ëië, ëòë'ëiëë âëë é'ëë'évë 'ëëb.'ëâë jêëðëðëšë yëëxé ½ë<±é. âëë 'ëëb.'ëâë jêëðëðëšë 'émë3jêhë vëéhëxé pëiëò±ë iëiëë âëë'évëò±ë °ëë'âéjênéšë +ëëò±ëxé ½ë<±é.

3. 'ÉSÉÉÉ@Eò MÉtÉiÉxÉ JÉÉsáÉÉ òÉVÉxÉjÉò±É òjÉÉsÉ É'ÉtÉláÉxÉÉ +ÉEò±ÉxÉ ½É<±É. iÉòÉsÉ sÉÉÉ@jáÉÉ'ÉláÉ +òÉ±±áÉÉ lÉÉ@ 'áÉlHòsáÉÉ VÉò'ÉxÉ EòáÉÉiÉxÉ É'ÉtÉláÉxÉÉ jÉòhÉÉ É'É3±É +ÉÉhÉ òÉEò]É'Éò 'ÉÉiÉ Eò'òxÉ VÉò'ÉxÉÉiÉ áÉjÉó'Éò ½ÉiÉÉ áÉiÉ ½É É'ÉSÉÉ@ jáÉÉsáÉÉ 'ÉxÉò òjÉÉ±É.
4. ±ÉÉ±ÉiÉ Eò±ÉÉEòlÉòsáÉÉ 'ÉsÉxÉÉiÉxÉ +Één, òÉÉVÉ, YÉÉxÉ <iáÉénòSÉò jÉÉ{jÉò ½É>òxÉ É'ÉtÉláÉsáÉÉ VÉò'ÉxÉÉ'ÉláÉÉEò VÉÉÉhÉ'ÉÉ òÉ'r l ½ÉiÉò±É.
5. 'ÉSÉÉÉ@EòlÉÉ, iÉÉl'iÉEòlÉÉ, EòÉ'áÉÉi'ÉEòlÉÉ, jÉÉ'ÉxÉÉi'ÉEòlÉÉ, òÉÉ'ÉÉxáÉ MÉÉ1]òlÉò±É +òÉÉ'ÉÉxáÉi'ÉÉsÉ nÉjÉxÉ áÉÉiÉxÉ É'ÉtÉláÉsÉÉ ò1]òEòhÉ òÉjÉZÉ ½É<±É.
6. É'ÉÉ'ÉVÉ jÉEòÉ@sáÉÉ òÉÉÉ½iáÉÉsÉ +ÉEò±ÉxÉ, 'ÉhÉxÉ, +É'òÉÉnxÉ, É'Éj±É'ÉhÉ +ÉÉhÉ 'É±áÉ'ÉÉjÉxÉ Eòh'áÉÉsÉò lÉ'ÉiÉÉ 'ÉÉfixÉ É'ÉtÉláÉsÉò +ÉjÉ'òSÉò É'ÉEòÉ'ÉiÉ ½É<±É.
7. áÉÉ 'ÉÉb.'ÉáÉ jÉEòÉ@iÉxÉ É'ÉÉ'ÉVÉ jÉEòÉ@sÉ xÉòÉiÉ'É±áÉ, VÉò'ÉxÉ'É±áÉ, áÉÉsÉò ÉjÉEò'ÉhÉ É'ÉtÉláÉÉxÉÉ É'É3±É, iáÉÉsÉÉ ={áÉÉÉVÉiÉ' ÉòÉ'ÉÉòÉxÉ ÉVÉ'ÉxÉ VÉMÉh'áÉÉ'òÉÉ`ò ½É<±É.
8. '= {áÉÉÉVÉiÉ' PÉ]EòSáÉÉ 'ÉÉVáÉ'ÉÉiÉxÉ É'ÉÉ'ÉVÉ jÉEòÉ@sÉò EòÉjÉ±áÉ iáÉÉsáÉÉiÉ ÉxÉ'ÉÉhÉ ½ÉiÉò±É 'É iÉ @ÉVÉMÉÉ@lÉ'É ½ÉiÉò±É.
9. É'ÉSÉÉ@ÉiÉ, ±ÉjÉEò, Eò'Éò ½Éh'áÉÉ'óÉÉ`ò ½ +v'ááÉxÉ jÉòEò `ò±É, òÉ½ááÉjÉiÉ `ò±É. áÉÉiÉxÉ É'ÉtÉlÉò jÉÉ'áÉsÉÉ òÉVÉxÉjÉò±É 'ÉÉjÉò Eò'ÉÉ Eòó'ÉÉ ½ òÉ'ÉVÉxÉ PÉiÉò±É 'É É'ÉÉ'ÉVÉ jÉEòÉ@iÉò±É òÉÉÉ½iáÉ ÉxÉl'ÉiÉò EòòlÉò±É. iÉòÉsÉ 'áÉ'É½ÉÉ@Eò = {áÉÉÉVÉxÉ Eò'òxÉ @ÉVÉMÉÉ@lÉ'É ½ÉiÉò±É.

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É'ÉjÉÉMÉ - +	'ÉSÉÉÉ@Eò	12
1)	@ÉVÉ'áÉò jÉÉ½ : 'ÉòÉ +ÉÉhÉ 'ÉÉ@'ÉÉ - MÉÉÉ'én {ÉÉxÉ'òÉ@	
2)	MÉÉVÉòVÉò +ÉÉhÉ @É'Ép'xÉÉiÉ jÉMÉÉ@ - òÉ@jÉ uÉnÉjÉó'ÉÉ@	
3)	áÉjÉÉ'ÉiÉ@É'É sÉ'½ÉhÉsáÉÉ òÉ{xÉÉiÉ±ÉÉ 'É½É@É'1] - VÉxÉÉnxÉ 'ÉÉPÉ'ÉÉ@	
4)	É±ÉVVÉiÉsÉò ±ÉVVÉiÉ - V'áÉÉiÉò xÉÉ<Eò - jÉEòÉjÉ ÉòáÉÉhÉò, òÉ'ÉhÉÉ áÉbEò@	
É'ÉjÉÉMÉ - áÉ	±ÉÉ±ÉiÉ	11
1)	½É@{É3]hÉÉ@ò 'É'ÉiÉÉ - EòjÉ@ò 'É,ÉÉ'É	
2)	'É±áÉ'ò'òEòÉ@ - jÉÉ'óÉ'É jÉÉb	
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4)	+ÉòÉ PáÉÉ... +ÉòÉ - É'É'É±É jÉÉ±óÉ'É	
É'ÉjÉÉMÉ - Eò	EòÉ'ÉiÉÉ	11
1)	{ÉÉ½É {EònÉ@É VÉxÉÉxáÉ òÉ'ÉÉxÉ - òÉiÉ xÉÉ'én'É	
2)	jÉÉ{áÉÉ'ÉVÉò jÉÉ{ÉÉ - òÉÉ½hÉÉòÉÉ< sÉÉVÉ@ò	
3)	+É'ÉsÉÉ 'ÉÉ]É - 'ÉÉ'ÉxénÉnÉ EòbEò	
4)	{EòÉVÉòxÉ - xÉò±ÉEò¹hÉ nÉjÉ{ÉÉb	
5)	BÉ@É'òÉÉ'É jÉiÉÉEò +ÉVÉsÉ iÉÉ@jÉxÉ'òÉÉ@ - +V'áÉ jÉb'òÉ	
6)	i'áÉÉ½@jÉ±ÉòEòb VÉÉ'áÉsÉ +É½ 'É±ÉÉ ! -òÉ@jÉÉ n'É@É'É'ÉVÉ	
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	2) ÉxÉÉ'énÉ'òÉsÉxÉ ±ÉjÉxÉ	

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- 2) ±ÉjÉxÉ EòÉjÉ±áÉ — jÉÉiÉiÉÉ MÉÉiÉ'É iÉÉ±ÉMÉEò@ EòlÉ±É
- 3) òÉ'Één ±ÉjÉxÉ - @ÉVÉEò'ÉÉ@ ±Él'i'ÉhÉ@É'É iÉÉnÉb
- 4) VÉÉÉ½@ÉiÉ ±ÉjÉxÉ — @É'É {É'ÉÉ@
- 5) MÉòlÉ ±ÉjÉxÉ — É'ÉxÉÉ'áÉEò {É'ÉÉ@

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	Marathi (Communication Skill in	15

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- 2) ॲॲॲॲ (Home Assignment)- 02 - 10 ॲॲॲ

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce		Semester II
Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	Hindi	45

Unit	Syllabus	No. of Lectures
I	इकाई एक - गद्यखण्ड - (6 से12पाठोंसे) अ) दीर्घोत्तरी प्रश्न् (एक) ब) लघुत्तरी प्रश्न् (तीन)	08
II	इकाई दो - पद्यखण्ड -(6से12कविताओंसे) - अ) दो कविताओं के केन्द्रीय भाव	08
III	अ) व्यावहारिक भाषा एवं व्याकरण १) पदनाम (कोई दो) २) पारिभाषीक प्रशासनिक शब्दावली (कोई दो) ३) मुहावरे (कोई दो) ४) वाक्यशुध्दी (कोई दो) आ) हिंदी अनुवाद - मराठी गद्यांश का हिंदी अनुवाद	08
IV	इकाई चार - अ) निबंध (एक) व्यावसायिक एवं पर्यावरण विषयो पर आधारित ब) ब्लॉग लेखन : प्रकार, सावधानियाँ	07
V	इकाई पाँच - संपूर्ण पाठयक्रम पर आधारीत वस्तुनिष्ठप्रश्न् (प्रत्येक प्रश्न्पर एक अंक)	07
VI	Skill Enhancement Module साक्षात्कार :-अ]साक्षात्कार के प्रकार एवं विशेषताएं आ]साक्षात्कार अपने परिसर के प्रतिष्ठित शिक्षक प्राध्यापक, प्राचार्य, खिलाड़ी, किसी विभाग विशेष के अधिकारी इत्यादि किसी भी एक का साक्षत्कार लेना	07

संदर्भ पुस्तक का नाम

पाठ्यपुस्तक -क्षितिज संपादक -डॉ. निभा उपाध्याय
 डॉ. मनोज जोशी
 डॉ.सुशांत ठोके
 प्रकाशक- राघव पब्लिशर्स एंड डिस्ट्रीब्यूटर्स नागपुर
 व्यवहारिक हिंदी व्याकरण लेखक श्याम चंद्र कपूर
 हिंदी ज्ञान विकास लेखक डॉ हरी प्रसाद पांडे

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	Hindi (Communication Skill in	15

	Hindi) AEC	
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***संभाषण कौशल्य**

१)संभाषण कौशल्य

२)सूत्रसंचालन

३)साक्षात्कार

४)वक्तृत्व, वाद-विवाद आदि

पाठ्य पुस्तक का इकाइयों में अंक विभाजन एवं प्रश्नों का स्वरूप निम्नानुसार है

इकाई एक	-	गद्यखण्ड - (प्रथम छह पाठों से)	
अ) दीर्घोत्तरी प्रश्न (एक)			(०६अंक)
ब) लघुत्तरी प्रश्न (तीन)			(१२अंक)
इकाई दो	-	पद्यखण्ड -(प्रथम छह कविताओं से) -	
अ) दो कविताओं के केन्द्रीय भाव			(१४अंक)
इकाई तीन	-	अ) व्यावहारिक भाषा एवं व्याकरण	
१) पदनाम (कोई दो)			(०२अंक)
२) पारिभाषिक प्रशासनिक शब्दावली (कोई दो)			(०२अंक)
३) मुहावरे (कोई दो)			(०२अंक)
४) वाक्यशुद्धी (कोई दो)			(०२अंक)
आ) हिंदी अनुवाद - मराठी गद्यांश का हिंदी अनुवाद			(०६अंक)
इकाई चार	-	अ) निबंध (एक)	
व्यावसायिक एवं पर्यावरण विषयो आधारित			(०८अंक)
ब) ब्लॉग लेखन : प्रकार, सावधानियाँ			(०६अंक)
इकाई पाँच	-	संपूर्ण पाठ्यक्रम पर आधारित वस्तुनिष्ठ प्रश्न	(२०अंक)
		(प्रत्येक प्रश्न पर एक अंक)	
आंतरिक मुल्यांकन - (कौशल्य आधारित मॉड्युल)			(२०अंक)
१. साक्षात्कार-अपने परिसर के कलाकार,पत्रकार,साहित्यकार,शिक्षक, नेता, मजदुर,पत्रकार आदि मे से किसी भी एक का साक्षात्कार लेना			(१०अंक)
२. गृहपाठ, इकाई परीक्षा, समुहचर्चा, प्रस्तुतीकरण आदि			(१०अंक)

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	Sanskrit	45

Course Outcomes :

This course will help Students to –

- Study of Sanskrit has a wide scope in the field of Translation. So many Sanskrit manuscripts are there still untouched, which, if translated into other languages, would be a great serve to the mankind.
- Transliteration is one of specialties of Sanskrit Language. Sanskrit text can be transliterated into other foreign languages for a better understanding of Indian Culture and Heritage.
- Sanskrit Computational Linguistics helps human beings for a better Cognitive Understanding Skill.
- Machine Translation is a modern application of Sanskrit Language as Paninian grammar is having a great potential of transformation from Natural Language to Artificial language through Artificial Intelligence (AI).
- Voice Therapy and Voice Culture are best modern avenues of Sanskrit Scholars.

Unit	Content	No. of Periods
I	घटक 1 गद्यपाठ 1 तथा 2 वाणिज्यसुधा (भाग - 1), द्वितीय विभाग	09

II	घटक 2 गद्यपाठ 3 तथा 4 वाणिज्यसुधा (भाग - 1), द्वितीय विभाग	09
III	घटक 3 पद्यपाठ 1 तथा 2 वाणिज्यसुधा (भाग - 1), द्वितीय विभाग	09
IV	घटक 4 पद्यपाठ 3 तथा 4 वाणिज्यसुधा (भाग - 1), द्वितीय विभाग	09
V	Skill Enhancement Module गृहपाठ मौखिक परीक्षा	09

- संदर्भ ग्रंथसूची -
- वाणिज्यसुधा (भाग -1), अथर्व प्रकाशन, जळगाव
(Text Book, Edited by Dr. B. N. Panda, Dr. R. V. Kavishwar, Dr. Jayshree Sakalkale)
 - Web links – उच्चारण स्थान - <https://youtu.be/zW2vpCF3RyQ>
पठन कौशल्य <https://youtu.be/ARJa2GbgiiQ>
विभक्ति परिचय - <https://youtu.be/bY0sEHjtQLE>
<https://youtu.be/sWikF2JvM3M>
 - Swayam** https://onlinecourses.nptel.ac.in/noc22_hs114/preview

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	Sanskrit (Communication Skill in Sanskrit) AEC	15

Course Material –

पठनकौशल्यम् (पाणिनीयशिक्षा)

विभक्तिपरिचय (द्वितीया ते पञ्चमी)

Question Paper Pattern

- (a) Long answer question (one out of two) : 10
(b) Reference to Context (one out of two) : 05
 - (a) Long answer question (one out of two) : 10
(b) Reference to Context (one out of two) : 05
 - (a) Long answer question (one out of two) : 10
(b) Reference to Context (one out of two) : 05
 - (a) Long answer question (one out of two) : 10
(b) Reference to Context (one out of two) : 05
 - Multiple Choice Questions (Ten) : 20
- Internal marks (SEM)**
Total marks - 20
- Home Assignment : 10
 - Oral Test : 10

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce		Semester II
Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	Pali and Prakrit	45

- Programme Outcomes -**
- मेq {EE`ESEÉ !EE^EEiÉ@ E@iEE ¢É<±É.
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- 4) {t {é`ésé`éeséxé Eò`uxé` oééé{ééí`ééò o{1} Eòíéé a<±.
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Unit	Contents	No. of Periods
Unit-I VÉÉÍÉÈÒ ÈÒÍÉÉ	1) $\sigma\{ \begin{matrix} \text{ÉÉ} & \text{ÈÒ} & \text{VÉÉÍÉÉ} & \text{ÈÒ} \end{matrix} \}$ 2) $\text{ÈÒ} \} \begin{matrix} \text{ÉÉÉ} & \text{hÉV} & \text{aÉ} & \text{VÉÉÍÉÉ} & \text{ÈÒ} \end{matrix}$	09
Unit-II ÍÉÒÓMÉÉÍÉÉ	1) $\text{JÉ} \begin{matrix} \text{ÉÉÍÉ} & \text{ÈÒ} \end{matrix}$ 2) $\text{ÉÉÒ} \sigma \begin{matrix} \text{ÉÉ} & \text{MÉÉÍÉ} & \text{É} & \text{ÉÒ} \end{matrix}$	09
Unit-III vé ⁺ É{Én	1) $\sigma \begin{matrix} \text{ÉÉ} & \pm & \text{É} \end{matrix} \text{ÉMMÉ}$ 2) $\{ \begin{matrix} \text{ÉÉ} & \text{b} & \text{íÉ} \end{matrix} \text{ÉMMÉ}$	09
Unit-IV vé ⁺ É{Én	1) $\{ \begin{matrix} \text{É} & \{ & \text{i} & \text{ó} \end{matrix} \text{ÉMMÉ}$ 2) $+ @ \frac{1}{2} \text{x} \text{iÉ} \text{ÉMMÉ}$	09
Unit - V	Skill Enhancement Module $\{ \begin{matrix} \text{ÉÉ} & \pm & \text{ÉÒ} \end{matrix} \} \begin{matrix} \text{ÉÉ} & \text{ÉÉ} & \text{É} & \sigma \end{matrix} \begin{matrix} \text{É} & \text{MÉ} & \text{hÉ} & \text{É} & \text{ÈÒ} \end{matrix}$	09

Course Outcomes of SEM

1. $\dot{E}j\ddot{E}\{E\}E^0 \circ \ddot{E}\ddot{E}\frac{1}{2}j^a\ddot{E}\ddot{E}\ddot{E} + j^a\ddot{E}\ddot{E}\ddot{E} E^0 @ h\dot{E}$
2. $v\ddot{E}^{\dots}\ddot{E}\ddot{E}n\dot{E}i\ddot{E}^0 \pm x\ddot{E}\ddot{E}i\ddot{E}E^0 \dot{E}\ddot{E}\ddot{E}E^0 \dot{E}h\dot{E} + j^a\ddot{E}\ddot{E}\ddot{E}h\dot{E}$

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- 1) VEEIEO EOLIEE (EEIEE - xEEIEE OEOOHIE, <MEIEEEO)
- 2) IEOOMEIEE - IEE. bE. EEIEEEOIEO - OEAEEO IEOEIEE - xEE ENEE
- 3) VEIEEEN - bE. IENIE +EEN EOEAEIE
- 4) {EEEO} OEEIIEE <IEIEE - IEOIEE = {EEAE}
- 5) VEEIEO EOLIEE, VEIEEEN EOEEO, xEE IEOEIEE - xEIEE@-2011
- 6) VEIEEEN, bE. OJEE IEIEE, OMEIE IEOEIEE
- 7) VEIEEEN, MEIEE IE EOLIEE, EEJEE, bE. OENEOICJIEE, IEOEIEE, OEAEEO VEIEEIE JO], +EEIEIEO-2019.
- 8) VEEIEO EOLIEE - VEIEEEN EOEEO, xEE IEOEIEE xEIEE@-2011.
- 9) IEOOMEIEE-+xEEENEO IEE.bE.IEEIEE IE, EEIE, IEOEIEE- OEEIE IEIEE] OENAE OEEIIEE +EIEE OEOIEO "Eb", "EO<.1993
- 10) {EEEO} EEIE EOEIEE- bE.OEEENEO MEIEE] - OEEOXEIE IEOEIEE - {EOIEO - 2017.
- 11) Email Wikipedia, ebooks, Apps, News paper, Magazines, Paint Social Media, You Tube etc.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	Pali and Prakrit (Communication Skill in Pali and Prakrit) AEC	15

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- 1) 'ÉÉÉÉÉÉÉÉÉÉ ÉÉÉÉÉÉÉÉÉÉ ÉÉÉÉÉÉÉÉÉÉ ÉÉÉÉÉÉÉÉÉÉ
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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-23	Financial Accounting	75

Course outcome :

- 1 Rectification of Journal entry
- 2 Student acquire the knowledge of nonprofit organization
- 3 Prepare the all types of cooperative society account
- 4 Students should be acquired partnership farm accountancy
- 5 The bill of exchange contest and unconditional order to pay a create amount on as agree day.

Unit	Topic	No. of Periods
I	Final Account of individual, manufacturing Account, Trading Account, Profit & Loss Accounts, Balance Sheet with Adjustment entry.	13
II	Bill of Exchange	13
III	Accounts of Non-profit organization.	13
IV	Final Accounts of co-operative societies.	12
V	Final Accounts of partnership Firms, Basic Terminology, Method Capital.	12
VI	Skill Enhancement Module :- 1) Finalization of Accounts with the help of Tally 2) Visit to office of C.A. and submission of visit report.	12

Books recommended :

- 1) Financial Accounting : Dr.L.K.Karangale, Dr.W.D.Golait, Dr.Arun Yeole,Prashant Publication, Jalgaon
- 2) Financial Accounting : Dr.Sanjay P.Kale, Dr.Arun N.Dasode,Saijyoti Prakashan, Nagpur
- 3) Financial Accounting : Dr.Prof.Pradip Wath, Dr.Raju Jadhao, Dr.Rajendra Selukar
- 4) Financial Accounting : Ku.Jaiprabha Mahadev Bhagat, Aakash Anandrao Budhe
- 5) Advanced Accountancy : R.R.Gupta

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce		Semester II
Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-24	Business Economics	75

Course Outcomes

1. Examine the difference between business and managerial economics.
2. Application of Discriminative nature of monopolist.
3. Application of monopolistic competition, oligopoly, and perfect competition
4. Application of demand and supply pattern of rent and wage.
5. Application of the theories of interest and profit.

Unit	Content	No. of Periods
I	Business and Managerial Economics: 1.1 Meaning and characteristics of Business Economics. 1.2 Meaning and characteristics of Managerial Economics. 1.3 Nature and Scope of Managerial Economics. 1.4 Objectives and Importance of Managerial Economics. 1.5 Relation of Managerial Economics with Business Economics	13
II	Market Structure: Monopoly 2.1 Meaning and classification of Markets. 2.2 Working of Price Mechanism. 2.3 Monopoly: Meaning and Characteristics. 2.4 Price determination under monopoly 2.5 Price discrimination under monopoly.	13
III	MARKET STRUCTURE : Competitive Market 3.1 Monopolistic competition: Meaning and Characteristics. 3.2 Price determination in monopolistic competition. 3.3 Oligopoly: Meaning and Characteristics. 3.4 Price determination under Oligopoly. 3.5 Perfect competition: Meaning, Characteristics and Price Determination.	13
IV	FACTORS PRICING: LAND & LABOUR 4.1 Factors Inputs: Nature, Demand &Supply 4.2 Marginal Productivity Theory. 4.3 RENT: Concept, Ricardian Theory, Quasi Rent. 4.4 WAGES: Meaning & Types. 4.5 Determination of wages.	12
V	FACTORS PRICING: CAPITAL & ENTREPRENURSHIP 5.1 INTEREST: Concept and time preference. 5.2 Loanable funds and Liquidity preference theory of Interest. 5.3 PROFIT: Meaning and Definition. 5.4 Dynamic & Risk bearing theory of Profit. 5.5 Innovation theory of Profit.	12
VI	Skill Enhancement Module Application of Price Determination for consumer products and services and factors of productions.	12

BOOKS RECOMMENDED

1. Ahuja H.L. : Business Economics : S. Chand & Co. New Delhi

2. Business Economics : Pimpalkar, Bapat, Joshi, Orient-Logmans

3. Koustsoyiani A Moden Micro Economics, Macmilan New Delhi

4. +IÉÉÉjÉÉSÉ ÉÓÉrÉiÉ — JÉÉ. VÉÖ.BxÉ. ZÉÉ"ÉÖ, É{É{É3É{ÉÖ JÉÉÖÉÉxÉ

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8. 'aÉ'ÉÓÉÉÉÉÖ +IÉÉÉjÉ — JÉÉ. BSÉ.+ÉÖ. ÉiÉÉÉÖ, bÉ. ÈÖ.ÈÖ. {ÉÉ]Ö±É, bÉ. ÖÖ.ÖÖ. iÉÉaÉÉÉb +ÉÉhÉ 'ÉÉaÉ.ÉÖ. ÉÓÉÉ - +uiÉ JÉÉÉÉxÉ, +ÉÉ±É

9. Business Economics : Dr. Sudhir Bodhankar, Dr. Medha Kanetkar, Shri Sainath Prakashan, Nagpur

10. Business Economics : Dr.(Mrs..) Pushpa T

11. Ayade-Shree Mangesh Prakashan, Ramdaspath, Nagpur-10

12. Business Economics (English Edition) : Dr. G.N. Zamare-Pimpalpure & Co. Publishers, Nagpur

13. 'aÉÉ'ÉÓÉÉÉÉÖ +IÉÉÉjÉ ('ÉÖÉ`Ö +É'ÉkÉÖ) : bÉ. VÉÖ.BxÉ. ZÉÉ"ÉÖ, Pimpalapure & Co. Publishers, Nagpur

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce		Semester II
Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-25	Principle of Business Organization	60

COURSE OUTCOMES

The students will be able to:

- 1) To Familiar with business organization.
- 2) Understand the concepts related to Business policies.
- 3) Demonstrate the roles, skills and functions of management.
- 4) To diagnose and solve organizational problems and develop optimal managerial decisions.

Unit	Topic	No. of Periods
I	Commerce and Industry ❖ Commerce and Industry - Meaning, Scope and Evolution ❖ Industrial Revolution- Its Effects ❖ Emergence of Indian MNC ❖ Recent Trends in Business World ❖ Indian Business in New Millennium.	10
II	Business ❖ Business Sectors and Its Form ❖ Forms of Business Organization ❖ Unorganized Business- Peddlers and Hawkers, Market Traders and Street Traders ❖ E-Commerce - Concepts and Scope ❖ E- Tailers, Cashless Transaction and Its various modes1	10
III	Entrepreneurship Development ❖ Concepts: Function and Need ❖ Entrepreneurship: Characteristics and Competencies ❖ Process of Entrepreneurship Development ❖ Entrepreneurship Values: Attitudes and Motivation - Meaning and Concepts	10
IV	New Enterprises ❖ Decisions in Setting up Enterprises ❖ Opportunity and Idea Generation ❖ Role of Creativity and Innovation ❖ Feasibility Study and Business Plan ❖ Business Size and Location Decision	10
V	Trade in India ❖ Whole Sale and Retail Trade ❖ Malls, Super Markets, Hypermarket ❖ Stores-Speciality, Convenience, Departmental and Discount ❖ Transport, Insurance, Communication and Other Services ❖ Import E port Trade Procedure	10
VI	Skills Enhancement Module (SEM) ❖ Visit any local organization / local governing bodies (Panchayat Samittee Offices / Magarparishad / Municipal Corporation) and Prepared Report ❖ Gathered details about any ISO- 9000 certified organization	10

	❖ Gathered details on administrative audit report and methods adopted by any organization. ❖ Report on motivational tools for employees adopted by any organization. ❖ Report on contribution of any organization for conservation of environment, energy and heritage.	
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BOOKS RECOMMENDED

1. Organization : Text, Cases and readings on the Management of Organizational Design and Change, J.P. Kotter, L.A. Schlesinger and V. Sathe
2. Business Organization & Management, Mr. Mahesh Chaudhary
3. Business Organization & Management, Kaul V (Pearson Education 2012)
4. Business Organization & Management, Tulsian P and Pandey V (Pearson Education 2011)
5. Business Environment, Cherunilam F. (Himalaya Publishing House 2010)
6. Business Sutra, Pattnaik D. (Aleph Book Company 2013)
7. Organizational Traps : Leadership, Culture, Organizational Design, Chris A (Oxford University, Press 2010)
8. World Class in India, Piramal G and Ghoshal S (Penguin India 2002)
9. Business Maharajas, Parimal G (Penguin India 2011)
10. On Becoming a Leader, Warren B. (Perseus Books Group 2009)

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce		Semester II
Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-26	Computer Fundamental & Operating System II	45

- **Course Outcome**
The students will be able to-
 1. Get basic introduction of Computer and mobile operating systems
 2. Know concept of windows versions.
 3. Create and delete file in File Explorer.
 4. Know concept of modern communication and network topologies.
 5. Create e-mail account and compose e-mail massage.
 6. Create table, utilizing existing Template provided by Microsoft and add customization on Template according to user needs.
 7. Identify steps in the process and complete an activity to create a mail merge.
 8. Develop the skill of power point programs.
 9. Insert various graphical object on slide.
 10. Add different Transition, Animation, Sound and Timing effect to Slide.
 11. Run a presentation on computer screen.

Unit	Topic	No. of Periods
I	Operating System (OS): Operating System Basics: Introduction, Definition, Basic Functions. Types of Operating Systems: Batch OS, Single User, Multiuser, Time Sharing/Multitasking OS, Real Time OS, Distributed OS, Network OS and Mobile OS. Concepts of Popular Operating Systems: MS DOS, Microsoft Window, UNIX, LINUX, Apple iOS,Google Android, BlackBerry, Macintosh.	09
II	MS-WINDOWS: Concept &Version of Windows: Windows 1.0, Windows NT, Windows 95, Windows 98, Windows XP, Windows 7 and Windows 8 Windows 10: Introduction, Features,Screen Element of Window 10. Desktop: This PC, Icons, Recycle Bin, Microsoft Edge (Browser), Taskbar, Start Menu, Notification area. Manage Files and Folders with File Explorer:Creating, Deleting, Opening, Copying, Moving And Renaming Files and Folders. Microsoft Cortana; meaning and features.	09
III	Modern Communications: (Concept Only) Definition, Characteristics of Modern communication Technology. Communications Methods; SMS (Text Massaging), IM (Instant Massaging), Voice Calling, Video Chat, Blogging, Social Media and e-mail. Audio and Video Conferencing tools: concept and features of Zoom, Google Meet, Google Hangouts, Skype and YouTube. Networking: Concept, Topology. Network types:PAN, LAN, MAN and WAN. Communication Devices: Smart Phone, Bandwidth; Modem, Wi-Fi, Bluetooth	09
IV	AdvancedTable, Graphics and Mail Merge: [MS-WORD 2013/2016] Working with Tables: Creating, Inserting data, Aligning Data in a Table, inserting, Moving, Resizing Rows & Columns. Adding Border & Shading to Table, Convert Text to Table.	09

	Illustrations and Objects: Insert Pictures, SmartArt, Shapes, Screenshot, Hyperlink, Text Box, WordArt, Drop Cap and Symbol. Document Designing: Themes, Watermark, Page Color, Page Border. Mail Merge: Meaning and Advantages. Procedures of Mail merge; Create Main Document, Edit Recipient's list, Insert Merge fields, Preview Results and Finish & Merge documents.	
V	PowerPoint Presentation: [2013/2016] Concept of Presentation: MS-PowerPointScreen, Creating a new Presentation Using a Template. Inserting and Editing: Text, Pictures, screenshot, Shapes, SmartArt, WordArt, Video and Audio effects. Formatting Slide: Resizing and Scaling an Object, Slide Size, format background and Changing Slide layouts. Slide Effects; Adding Transition and Animation effect, Setting Slide Show Timings, Different Slide Views, Running a Slide Show, Saving, Sharing and Printing a presentation.	09

Books Recommended :

1. Computer Fundamentals, P. K. Sinha, V.K.Goyal
2. Computer Fundamentals-B.Ram (WE)
3. Fundamentals of Computers-V. Rajarman(PHI)
4. Introduction to IBMPC & Applications-Taxali.
5. Computer Fundamentals & Operating System : Dr. Sanjay Kadu, Dr. Arun Harne
6. MS-OFFICE (PHI)
7. MS-OFFICE (BPB)
8. MS-OFFICE (TMH)
9. Yeats : Systems Analysis & Design ; Macmillan India, New Delhi.
10. Basics of Computer and Business Mathematics, By Dr. Rajiv Ashtikar, Dr. Santosh Sadar and Prof. Vilas Chopade : Payal Prakashan, Nagpur.
11. Computer Fundamentals & Operating System : Supriya Bhagade-Pimpalapur & Co. Pub., Nagpur.
12. Principles of Computer, By Prof. S. M. Kolte, Pimpalapur & co. publisher, Nagpur.
13. Computer Fundamentals & Operating System, Dr. C. M. Tembhurnekar, Dr. Sushant Jadhao
14. Computer Fundamentals & Operating System, Dr. Sanjay Tidke, Aakash Bele
15. Computer Fundamentals & Operating System : Prof. Sunil Ishwarkar, Prof. Sharad Kulat

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-26	Computer Fundamental And Operating System-II (Practical)	15

• **Course Outcome:**

Students will be able to do at the end of practical's:

- 1) Know how to organize files/folder in File Explorer
- 2) Understand different customization setting in windows 10.
- 3) Create windows login Account which is necessary for Windows 10
- 4) Create table, utilizing existing Template provided by Microsoft and add customization Template according to user needs.
- 5) Add header and footer to long list of pages which is crucial.
- 6) Complete Mail Merge process.
- 7) Change layout of pages
- 8) Create Presentation, designing slides and add different Transition and Animation effect to objects and Slide

• **List of Practical's:**

- 1) Create a new folder on desktop
- 2) Create, rename, delete, and restore File from Recycle Bin.
- 3) Change icon of Folder from Disk.
- 4) Open Control Panel or Setting in Windows 10 to customize and personalize.
- 5) Creating Windows Login User Account
- 6) Change Time Zone and Language of Keyboard.
- 7) Personalization your computer according to your need like changing theme, changing color, changing start menu app.
- 8) Create class time Table in table format, save file.
- 9) Open any existing Template and customize according to your need.
- 10) Create two column page, add border to page and add Picture /Text Watermark.
- 11) Create two pages with Header and Footer, add current date on Footer and your College name on Header.

- 12) Create main document (letter/Notice/Invitation etc,) along with Recipients’ Address (minimum five) then insert merge field, merge document, Preview and save/print it.
- 13) Create Blank or New Existing Template, Add few Slides and Edit content on each slides.
- 14) Change Background color of each slides make sure each slides has different background.
- 15) Create a Presentation Title and Content slide layout. Add class name as a Title and add Exam Table (Sample) in table format in Content Section.
- 16) Create two Slides with Transition Effect on Each Slides
 - I) Insert WordArt on First Slide and Animate it.
 - II) Insert Picture on Second slide and Animate it with Sound.

Division of Marks for Practical’s

Record Preparation	10 Marks
Practical Performance	10 Marks
Viva-Voce	10 Marks
Description	10 Marks
Practical Total	40 Marks