

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 balancesheet 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, Talley, 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 1<sup>st</sup> Year Under Graduate Programme****Programme : Bachelor of Commerce****Semester I**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
<b>BC-11</b>	<b>English</b>	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
<b>I</b>	<b>PROSE</b> I) Commerce Education : Key to Prosperity and Security - Dr. Manjushree Sardeshpande II) Dhirubhai Ambani III) A R Rahman IV) The Romance of A Busy Broker by O. Henry	<b>10</b>
<b>II</b>	<b>Poetry</b> I) Stay Calm - Grenville Kleiser II) All the World's A Stage - William Shakespeare III) Trees - Joyce Kilmer IV) Bright Star - John Keats	<b>10</b>
<b>III</b>	<b>Grammar</b> I) Articles II) Parts of Speech III) Word Formation	<b>10</b>
<b>IV</b>	<b>Communication and Writing Skills</b> I) letter Writing II) Report Writing III) Resume	<b>10</b>
<b>V</b>	<b>Soft Skills</b> I) Critical, Creative and Positive Thinking II) Building Relationship Skills III) Problem Solving Skills	<b>10</b>
<b>VI</b>	<b>Skill Enhancement Module</b> How to open a DMAT account	<b>10</b>

**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 Pimpalpure 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	<b>English (Business Communication Skill in English Language) AEC</b>	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
- 2) different perspectives
- 3) The interest of learners in listening to and watching good quality audio and visual media will be aroused.
- 4) Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.
- 5) The learners will develop good oral and written skills of communication in the English language.

**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 marks each. =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**

**Part B**

**Syllabus prescribed for 1<sup>st</sup> Year Under Graduate Programme**

**Programme : Bachelor of Commerce**

**Semester I**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
<b>BC-11</b>	<b>Supplementary English</b>	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.

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	<b>PROSE</b> I) On Courage – A.G. Gardiner II) The Happy Man - Anton Chekhov III) The Far and the Near – Thomas Wolfe	10
II	<b>PROSE</b> 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	<b>POETRY</b> I) The Gift of India – Sarojini Naidu II) Sonnet No. 101 – William Shakespeare III) Thou has given us to live – Ravindranath Tagore	10
IV	<b>Writing Skills</b> I) Minuets and Agenda II) Blog Writing	10
V	<b>GRAMMAR</b> 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	<b>Skill Enhancement Module</b> Review Writing: Books, Film and Others	10

#### Course Outcomes of SEM:

After completion of this module students will be able to:

1. Develop reading skill
  2. Develop critical and analytical approach
  3. Develop perception to bring brevity in expression
- i) Assignment: Precise writing (From unseen passages)  
ii) Class Test: Reading the unseen passages

#### 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 ByCambridge University Press.
3. '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	<b>Supplementary English (Business Communication Skill in Suppelementary English Language) AEC</b>	15

#### Course Outcomes :

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
- 2) The interest of learners in listening to and watching good quality audio and visual media will be aroused.
- 3) Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.
- 4) The learners will develop good oral and written skills of communication in the English language.

#### COURSE MATERIAL :DEVELOPING COMPREHENSION SKILLS IN ENGLISH SPEAKING 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

**Part B**

**Syllabus prescribed for 1<sup>st</sup> 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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3. ESEEEEO ME+IEIEME JEESE aEE OEVEE@E+ uEESEa E+TEI aEEKEE +EEo+EXE 1/2 aE. IEOSE SEEE@ aE EIEaE +OE+Ea aEE IEE@ aEHOS aEE VEO EXE EOE aEEEME E+TEI aEEKEE JEOE E E 3 aE +EEHE OEEOJ O E u EEIE EO uxE VEO EXEEIE aE@EO EO 1/2 aEE aEaEa 1/2 E SEEE u IEE aEE EXEO uVeaE.
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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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- 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
<b>Skill Enhancement Module</b>		
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- राघवपब्लिशर्स एंड डिस्ट्रीब्यूटर्स नागपुर

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

### हिंदी भाषायी कौशल्य -Communication Skills

संभाषण कौशल्य

**उपयोगिता-**

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

**अध्ययन इकाई**

- संदर्भ पुस्तक का नाम १. व्यक्तिमत्व विकास - लेखक पी. के. आर्य - व्हीअंडएस. पब्लिशर  
2. इंटरव्यू मे सफल कैसे हो (गुगल पुस्तक) - लेखक पी. के. आर्य - व्हीअंडएस. पब्लिशर  
3. संवाद चलता रहे(गुगल पुस्तक) - लेखक कृपा शंकर चौबे - व्हीअंडएस. पब्लिशर

**संभाषण कौशल्य**

- १) संभाषण कौशल्य
- २) सूत्रसंचालन
- ३) साक्षात्कार
- ४) वक्तृत्व, वाद-विवाद आदि

**पाठ्यपुस्तक का इकाइयोंमें अंक विभाजन एवं प्रश्नोंका स्वरूप निम्नानुसार है-**

इकाई एक - गद्य खण्ड - (प्रथम छः पाठों से)  
अ) दीर्घोत्तरी प्रश्न (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)

Part B

Syllabus prescribed for 1<sup>st</sup> 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	<b>Skill Enhancement Module</b> गृहपाठ मौखिक परीक्षा	09

संदर्भ ग्रंथसूची -

1. वाणिज्यसुधा (भाग -1), अथर्व प्रकाशन, जळगाव  
(Text Book, Edited by Dr. B. N. Panda, Dr. R. V. Kavishwar, Dr. JayshreeSakalkale)
2. 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](https://onlinecourses.nptel.ac.in/noc22_hs114/preview)

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

- उच्चारणकौशल्यम् (पाणिनीयशिक्षा)
- विभक्तिपरिचय (प्रथमा, षष्ठी, सप्तमी)

**Question Paper Pattern**

Theory Marks distribution -

Theory : 80

Time : 3 hrs

- |  |      |
|--|------|
| 1. (a) Long answer question (one out of two) | : 10 |
| (b) Reference to Context (one out of two)    | : 05 |
| 2. (a) Long answer question (one out of two) | : 10 |
| (b) Reference to Context (one out of two)    | : 05 |
| 3. (a) Long answer question (one out of two) | : 10 |
| (b) Reference to Context (one out of two)    | : 05 |
| 4. (a) Long answer question (one out of two) | : 10 |
| (b) Reference to Context (one out of two)    | : 05 |
| 5. Multiple Choice Questions (Ten)           | : 20 |

**Internal marks distribution – (SEM)**

Total marks - 20

- |                    |      |
|--------------------|------|
| 6. Home Assignment | : 10 |
| 7. Oral Test       | : 10 |

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100

**Part B**

**Syllabus prescribed for 1<sup>st</sup> 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	Pali and Prakrit	45

Course Outcomes -

- 1) मत्तुं (संज्ञा) विभक्तिपरिचयम् (पाणिनीयशिक्षा) अत्राद्यम्।
- 2) मत्तुं (संज्ञा) विभक्तिपरिचयम् (पाणिनीयशिक्षा) अत्राद्यम्।
- 3) मत्तुं (संज्ञा) विभक्तिपरिचयम् (पाणिनीयशिक्षा) अत्राद्यम्।
- 4) मत्तुं (संज्ञा) विभक्तिपरिचयम् (पाणिनीयशिक्षा) अत्राद्यम्।
- 5) मत्तुं (संज्ञा) विभक्तिपरिचयम् (पाणिनीयशिक्षा) अत्राद्यम्।

Unit	Content	No. of Periods
Unit-I विभक्तिपरिचयम्	1) मत्तुं (संज्ञा) विभक्तिपरिचयम् 2) मत्तुं (संज्ञा) विभक्तिपरिचयम्	09
Unit-II संज्ञा विभक्तिपरिचयम्	1) मत्तुं (संज्ञा) विभक्तिपरिचयम् 2) मत्तुं (संज्ञा) विभक्तिपरिचयम् 3) मत्तुं (संज्ञा) विभक्तिपरिचयम्	09
Unit-III संज्ञा विभक्तिपरिचयम्	1) मत्तुं (संज्ञा) विभक्तिपरिचयम् 2) मत्तुं (संज्ञा) विभक्तिपरिचयम्	09
Unit-IV संज्ञा विभक्तिपरिचयम्	1) मत्तुं (संज्ञा) विभक्तिपरिचयम् 2) मत्तुं (संज्ञा) विभक्तिपरिचयम्	09
Unit - V	<b>Skill Enhancement Module</b>	
	{मत्तुं (संज्ञा) विभक्तिपरिचयम् 1) मत्तुं (संज्ञा) विभक्तिपरिचयम् 2) मत्तुं (संज्ञा) विभक्तिपरिचयम् 3) मत्तुं (संज्ञा) विभक्तिपरिचयम्	09

**Course Outcomes of SEM**

मत्तुं (संज्ञा) विभक्तिपरिचयम् (पाणिनीयशिक्षा) अत्राद्यम्।

**विभक्तिपरिचयम् -**

- 1) मत्तुं (संज्ञा) विभक्तिपरिचयम् (पाणिनीयशिक्षा) अत्राद्यम्।
- 2) मत्तुं (संज्ञा) विभक्तिपरिचयम् (पाणिनीयशिक्षा) अत्राद्यम्।
- 3) मत्तुं (संज्ञा) विभक्तिपरिचयम् (पाणिनीयशिक्षा) अत्राद्यम्।

- 4) VÉ É(Énu- bā |Énū |É +ÉÉÁEÉÉ +ÉÉÁEÉÉ +ÉÉÁEÉÉ  
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10) 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
<b>BC-12</b>	<b>Pali and Prakrit (Communication Skill in Pali and Parkrit) AEC</b>	<b>15</b>

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**Part B**

**Syllabus prescribed for 1<sup>st</sup> Year Under Graduate Programme**

**Programme : Bachelor of Commerce**

**Semester I**

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

**Course Outcome :**

- 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.

Unit	Topic	No. of Periods
<b>I</b>	<b>Book-keeping and Accountancy</b> 1.1 Meaning, definition, features, scope, need and development of Book Keeping & Accounting objective, meaning, definition of Accounting, scope, objective, advantages, Branches of Accounting, Difference between accounting and book-keeping, Accounting concepts, Principles and conventions. 1.2 Basic Terminology of Accountancy.	<b>13</b>
<b>II</b>	<b>Accounting Transaction</b> 2.1 Classification of Accounts, Traditional Accounts Approach, Equation Account approach, Rules of debit and credit, Journal and ledger, Ledger posting and balancing of Ledger Account and preparation of Trial Balance.	<b>13</b>
<b>III</b>	<b>3.1 Sub-sidiary Book :-</b> Purchase Book, Sales Book, Sales Return Book, Purchase Return Book. <b>3.2 Cash Book –</b> Single Column/simple cash Book, double column cash book, Triple Column	<b>13</b>

	Cash Book, and Petty Cash Book, Analytical petty cash book .	
<b>IV</b>	<b>Rectification of errors</b> Rectification of errors : meaning, Type of errors, Rectification entries and suspense Account.	<b>12</b>
<b>V</b>	<b>Depreciation Accounting</b> Concepts of depreciation : Different methods of Depreciation. Problem on 1) Straight Line Method 2) Reducing Balance Method and accounting for Depreciation.	<b>12</b>
<b>VI</b>	<b>Skill Enhancement Module</b> 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.	<b>12</b>

**Books recommended :-**

- 1) Advanced Accountancy, Dr. L. K. Karangale, Dr. Arun Yeole, Prashant Publication, Jalgaon
- 2) Anthony R. N. & Reece, J. S. Accounting Principles, 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

**Part B**

**Syllabus prescribed for 1<sup>st</sup> Year Under Graduate Programme**

**Programme : Bachelor of Commerce**

**Semester I**

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

**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
<b>I</b>	<b>Basic Concepts:</b> 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.	<b>13</b>
<b>II</b>	<b>Utility Analysis:</b> 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.	<b>13</b>
<b>III</b>	<b>Demand Analysis:</b> 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	<b>13</b>
<b>IV</b>	<b>Supply Analysis &amp; Production Function:</b> 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.	<b>12</b>
<b>V</b>	<b>COST AND REVENUE:</b> 5.1 Meaning & Types of Cost.	<b>12</b>

	5.2 Short run Cost Curve. 5.3 Long run Cost Curve. 5.4 Meaning & Types of revenue. 5.5 Total, Average & Marginal Revenue Curve.	
<b>VI</b>	<b>Skill Enhancement Module</b> Application of Utility, Demand, Supply, Production, Cost and Revenue Patterns in Retail and Wholesale Market. For examples: APMC, Vegetable Markets, Flower Market	<b>12</b>

**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. Business Economics - Dr. V.V. Bhat, Zee Education, Mumbai
5. Business Economics - Dr. V.V. Bhat, Zee Education, Mumbai
6. Business Economics - Dr. V.V. Bhat, Zee Education, Mumbai
7. Business Economics - Dr. V.V. Bhat, Zee Education, Mumbai
8. Business Economics - Dr. V.V. Bhat, Zee Education, Mumbai
9. Business Economics : Dr. SudhirBodhankar, Dr. MedhaKanetkar, Shri SainathPrakashan, Nagpur
10. Business Economics : Dr.(Mrs..) Pushpa T
11. Ayade-Shree MangeshPrakashan, Ramdaspath, Nagpur-10
12. Business Economics (English Edition) : Dr. G.N. Zamare-Pimpalpure& Co. Publishers, Nagpur
13. Business Economics (English Edition) : Dr. G.N. Zamare-Pimpalpure& Co. Publishers, Nagpur

**Part B**

**Syllabus prescribed for 1<sup>st</sup> Year Under Graduate Programme**

**Programme : Bachelor of Commerce**

**Semester I**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
<b>BC-15</b>	<b>Principle of Business Management</b>	<b>60</b>

**COURSE OUTCOME**

The students will be able to :

- 1) With this course, students will be able to have clear understanding of managerial functions.
- 2) Students will have the knowledge of planning process in the organization.
- 3) Students will be able to demonstrate the ability to directing, leadership and communicate effectively.
- 4) Students able to analyze isolate issues and formulate best control tools and techniques.

<b>Unit</b>	<b>Topic</b>	<b>No. of Periods</b>
<b>I</b>	<b>ManagementConcept</b> ❖ Management-Concept, Meaning, Definition and Importance ❖ Management Thought and Schools ❖ Contribution of Fredrik Taylor ❖ Contribution of Henry Fayol ❖ Contribution of Elton Mayo	<b>10</b>
<b>II</b>	<b>Planning</b> ❖ Planning: Concept, Meaning and Definition. ❖ Nature and Importance of Planning ❖ Objectives of Planning ❖ Forecasting and Planning ❖ Planning Process.	<b>10</b>
<b>III</b>	<b>Organizing</b> ❖ Organization -Concept, Nature, Meaning and Importance ❖ Principles of Organization. ❖ Line Organization ❖ Staff Organization ❖ Departmentalization	<b>10</b>
<b>IV</b>	<b>Directing</b> ❖ Directing- Concept, Meaning, Definition and Importance. ❖ Nature of Direction ❖ Advantages and Disadvantages ❖ Motivations- Concept, Meaning and Theories & Importance ❖ Coordination: - Meaning and Principle	<b>10</b>
<b>V</b>	<b>Controlling</b> ❖ Controlling-Concept, Meaning, Definition and Importance. ❖ Advantages and Disadvantages	<b>10</b>

	<ul style="list-style-type: none"> <li>❖ Technique and tools of Controlling</li> <li>❖ Process of Controlling.</li> <li>❖ Leadership : Meaning, Concepts and Importance</li> </ul>	
<b>VI</b>	<b>Skills Enhancement Module (SEM)</b> <ul style="list-style-type: none"> <li>❖ Report on leadership quality of any business enterprise/public Institutions</li> <li>❖ Report on Scientific Management Principle applied by any Industry</li> <li>❖ Report on planning function of your institution</li> <li>❖ Report on controlling majors adopted by local administrations.</li> <li>❖ Report on Organization of any major event in your town.</li> </ul>	<b>10</b>

**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

**Part B**

**Syllabus prescribed for 1<sup>st</sup> Year Under Graduate Programme**

**Programme : Bachelor of Commerce**

**Semester I**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
<b>BC-16</b>	<b>Computer Fundamental And Operating System-I</b>	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
<b>I</b>	<b>Fundamentals of Computer:</b> Introduction to Computer-Definition, Evolution, Characteristics, Generations, Types & Applications of Digital Computer,	<b>09</b>
<b>II</b>	<b>Computer Organization:</b> 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	<b>09</b>
<b>III</b>	<b>Computer Memory and Types:</b> 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	<b>09</b>
<b>IV</b>	<b>Input/Output Devices:</b> 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.	<b>09</b>
<b>V</b>	<b>Word Processing [MS-WORD 2013/2016]:</b> 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	<b>09</b>

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, Pimpalpure& co. publisher, Nagpur.
11. Computer Fundamentals & Operating System, Dr. C. M. Tembhonekar, DrSushantJadhao
12. Computer Fundamentals & Operating System, Dr Sanjay Tidke, AakashBele
13. Computer Fundamentals & Operating System :SupriyaBhagade-Pimpalpure&Co. Pub.,Nagpur.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
<b>BC-16</b>	<b>Computer Fundamental And Operating System-I (Practical)</b>	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
<b>Practical Total</b>	<b>40 Marks</b>