NAAC 2022/ Metrics Level Deviations/Cr1-2 Date:- 29/04/2022

Criteria 1.2.1:	Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented
Findings of DVV	1)Kindly provide authenticated List of programs in which CBCS/Elective course system implemented in the last completed academic year certified by the Registrar of the affiliating university. 2)Kindly provide Minutes of relevant Academic Council/BOS meetings highlighting the relevant documents to this metric of the affiliating university. 3)Kindly provide Affiliating University letter stating implementation of CBCS Structure of the program clearly indicating courses, credits/ Electives as approved by the competent board.
Response/ Clarification	**As status of college is affiliated, institute do not have authority/ provision to implement Choice Based Credit System (CBCS)/ elective Course System, but we follow norms of the affiliating university regarding same.** 1) List of the programs implementing Choice Based Credit System (CBCS)/Elective course system attested by Principal is attached. **(Appendix - I)** 2) Letter from Affiliating university implementing CBCS/Elective course system attested by Principal is attached. **(Appendix - II)**

IQAC Coordinator

Seal Of Arts & Commerce College Jawaharnagar

Principal
Principal
Arts & Comm. Degree College
Jawaharnagar(Bhandara)

Appendix-I

Number of programs in which Choice Based Credit System

(CBCS)/elective course system has been implemented

Programme Code	Programme name	Year of Introduction	Status of implementation of CBCS / elective course system (Yes/No)	Year of implementation of CBCS / elective course system
B.A	Bachelor of Arts	2016	Yes	2016-17
B.Com	Bachelor of Commerce	2016	Yes	2016-17
M.A. (Political Science)	Master of Arts (Pol. Sci.)	2016	Yes	2016-17
M.A. (Economics)	Master of Arts (Eco.)	2016	Yes	2016-17

IQAC Coordinator

Seal Of Arts & Commerce College Jawaharnagar

Principal

Principal
Arts & Comm. Degree College
Jawaharnagar(Bhandara)

Appendix-II

B.A

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

DIRECTION NO. 12 OF 2016

DIRECTION RELATING TO THE EXAMINATION LEADING TO THE DEGREE OF BACHELOR OF ARTS, SEMESTER PATTERN (THREE YEAR DEGREE COURSE) (FACULTY OF ARTS AND SOCIAL SCIENCE)

(Issued under Section 14(8) of the Maharashtra Universities Act, 1994)

Whereas, Maharashtra Universities Act No. XXXV 1994 has come into force from 22nd July, 1994 and further amended by Maharashtra Universities (Amendment and Continuance) Act, 2003 (hereinafter referred to as Act) has come into force from 8th August 2003,

AND

Whereas, the University Grants Commission, New Delhi vide letter No.D.O.No.F-1-2/2008 (XI Plan) dated 31st January 2008 regarding new initiatives under the XIth Plan-Academic Reforms in the University has suggested for improving quality of higher education and to initiate the Academic Reforms at the earliest,

AND

Whereas, the Special Task Committee in all the Social Sciences under the subjects of Arts and Social Science in their meeting held during 02nd March 2016 to 16th May,2016 prepared the syllabi and scheme of examination for the Bachelor of Arts Graduate Degree course Semester Pattern in the Faculty of Social Science and recommended to the Hon'ble Vice-Chancellor for starting from the academic session 2016-17.

AND

Whereas The Hon'ble Vice Chancellor of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers vested under 14/7 of the Maharashtra University Act 1994 on behalf of the Board of Studies under the Faculty of Social Science and Faculty of Social Science has considered, accepted and recommended to Academic Council, the policy decision regarding introduction of Bachelor of Arts Semester Pattern syllabi with draft direction and Scheme of examination of Semester-I to VI

AND

Whereas, the Academic Council in its meeting held on 08th June, 2016 vide item No. 1(B) & 4 (B) has considered, accepted and recommended to Management Council, for Bachelor of Arts(Three Year Degree Course) in the Faculty of Arts & Social Science Semester Pattern syllabi with draft direction and Scheme of examination of Semester-I to VI

AND

Whereas, the Management Council in its meeting held on 14th June, 2016 vide item No. 96(B) & 99(B), has considered, accepted the Bachelor of Arts (Three Year Degree Course) in the Faculty of Arts & Social Science Semester Pattern syllabi with draft direction and Scheme of examination of Semester-I to VI

AND

Whereas, the new draft direction and scheme of examination as per Semester Pattern is to be implemented from the Academic Session 2016-17 for B.A. semester- I and onwards which is to be regulated by this direction and as such there is no existence and framing of an Ordinance for the above examination is a time consuming process.

AND

Whereas, the admission of students in the Semester Pattern at B.A. Semester- I and onwards are to be made in the Academic Session 2016-17.

AND

Whereas, ordinance making is a time consuming process, therefore, I, Dr. Pramod G. Yeole, Acting Vice Chancellor Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers vested under Section 14(8) of the Maharashtra University Act 1994 do hereby issue the following Direction.

AND

1. This Direction may be called "Direction relating to examinations leading to the Bachelor Degree of Arts, Semester Pattern. (Three Year Course).

2. The direction shall come into force from the date of its issue by Hon'ble Vice Chancellor and shall remain in force till the relevant ordinance comes into being in accordance with the provisions of the Act.

3. The duration of the B.A. course shall be of three academic years consisting of six semesters with the University examinations at the end of each semester namely:

a) B.A. Semester I Exam

b) B.A. Semester II Exam
c) B.A. Semester III Exam
d) B.A. Semester IV Exam
e) B.A. Semester V Exam
f) B.A. Semester VI Exam

4.The theory examination of Semester-I, II, III, IV, V and VI shall be conducted by the University and shall be held separately at the end of each semester at such places and dates as may be decided and notified by the University and shall be held as per the schedule given in the Table below.

Sr. No.	Name of the examination	Regular Students,Ex And External Students Examination	External Students and Supplementary Students Examination
1	Semester I, III & V	Winter	Summer
2	Semester II, IV & VI	Summer	Winter

ELIGIBILITY TO THE COURSE:

5. Subject to compliance with the provisions of this Direction and of other ordinances in force from time to time, the following persons shall be eligible for admission to the examination:-

(a) A student who has prosecuted a regular course of study for not less than six month prior to that examination;

(b) A teacher in an Educational Institution eligible under the provisions of Ordinance No. 18

Provided that in the case of the persons eligible under clauses (b) and External applicant to the examination shall have attended a course of laboratory instructions by obtaining casual admission in a College in the subject in which laboratory work is prescribed. The candidate shall submit a certificate to that effect signed by the Principal of the college.

(c) For external candidate the internal marks shall be assigned in proportionate to the marks scored by the candidate in theory examination conducted by the University.

6. Eligibility of every applicant for admission to B.A, Semester Course shall be:-

A) In case of the B.A. Semester I Examination:-

The candidate should have passed the 12th standard examination of the Maharashtra State Board of Secondary and Higher Secondary Education in the Faculty of Arts or Faculty of Commerce or Faculty of Science, Vocational Stream, Professional Courses or any other 10+2 examination and one of the subject English is compulsory recognized as equivalent thereto in such subjects and with such standards of attainments as may be prescribed.

B) In the case of the B.A. Semester II, III, IV, V and VI, the student should have attended a minimum of 90 days in the respective semester and passed the previous semester examination as per the ordinance no. 10 of ATKT rules.

7. The ATKT rules to admission for B.A. Course Semester, (Theory and Practical as separate passing head and on calculation fraction, if any, shall be ignored) shall be as given in following table:

	Admission to Semester	**The student should have attended the Session satisfactorily**	**Candidate should have passed at least 50% passing heads of the following examinations (Theory and Practical as separate passing head and on calculation fraction if any, shall be ignored)**
A	B.A.1st Semester	Students who have fulfilled the eligibility criteria as mentioned in Section 6(A) and have been admitted to this course in 1st Semester	----------

B	B.A.2nd Semester	Students who have been admitted to this course in 2nd Semester	----------
C	B.A.3rd Semester	Students who have been admitted to this course in 3rd Semester	50% of the total head prescribed for Sem I and Sem II Examination
D	B.A.4th Semester	Students who have been admitted to this course in 4th Semester	50% of the total head prescribed for Sem I and Sem II Examination and Semester III Appear
E	B.A.5th Semester	Students who have been admitted to this course in 5th Semester	a) Should have passes Sem I and Sem II examination And b) 50% of the total head prescribed for Sem III and Sem IV Examination
F	B.A.6th Semester	Students who have been admitted to this course in 6th Semester	a) Should have passes Sem I and Sem II , Sem III examination And b) 50% of the total head prescribed for Sem IV and Sem V Examination

8) a) Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5, 8, 10 and 31 of the said ordinance shall apply to every student admitted to this course.

b) The students admitted to this Degree Course shall be governed by the general Ordinances/ Directions of the University which are applicable to all the regular or ex-students. These ordinances include complete as well as relevant provision of Ordinance No. 1, 2, 6, 7-A, 9, 10, 19, 109, ordinance No. 30 of 2006, (amended Ordinance No. 4 of 2006), Direction 9 of 2008, Direction 5 of 2004 wherever applicable accordingly AND Direction/Ordinance of ATKT as well as reassessment/ provisional admission as issued from time to time.

9) The fees for the tuition, examination, laboratory and other fees shall be as prescribed by the university from time to time.

10) Students can opt following papers for the B.A. Semester I to VI as per the details given below:-

Paper -I	Compulsory English	Compulsory subject	Compulsory
Paper -II	Second Language: Marathi, Hindi, Urdu, Supplementary English, Gujrati, Bengali, Telugu, Sanskrit, French, German, Russian, Persian, Arabic, Pali and Prakrit or Latin	Any one of these languages	Compulsory
Paper –III to V	Marathi Literature, Hindi Literature Urdu Literature, Gujrati Literature, Bengali Literature, Telugu Literature, French Literature, German Literature, Russian Literature Persian Literature, Arabic Literature, Pali and P rakrit Literature, Latin Literature, Sanskrit Literature Communicative English, Functional English, Music, History, Economics, Political Science, Sociology, Philosophy, Psychology, Geography, Home Economics, Dr. Ambedkar Thought, Public Administration Buddhist Studies, Ancient Indian History Culture & Archaeology, Gandhian Thought , Fashion Design.	Any Three from these subjects	Optional

11) The five subject offered by the students at semester I level will remain unchanged till the final semester.

12) (a) The scope of the subjects shall be as prescribed in the syllabus.

(b) The medium of instruction and examination shall be English, Hindi, Marathi, except for the courses in Languages and Literature.

13) The maximum marks assigned to each paper and minimum marks, an examinee must obtain in order to pass the examination shall be as prescribed in appendices appended with this direction.

14) The practical examination of all semester will be conducted at the end of each semester as indicated in the table given below:

Sr. No.	Name of the examination	Main Examination	Supplementary Examination
1	Semester I, III & V	Winter	Summer
2	Semester II, IV & VI	Summer	Winter

15) The scheme of awarding internal marks shall as per Appendix appended with this Direction.

16) Successful examinees at the B.A. Sem-VI Examination who obtained not less than 60% marks (aggregate of Sem- I, II, III, IV, V and VI Examinations taken together) shall be placed in first division, those obtaining less than 60% but not less than 45% in second Division, and all other successful examinees below 45% in third division.

17) There shall be no classification of successful candidates at Sem- I to Sem-V Examination. The division of the successful candidate shall be declared at the end six semester taking in to consideration the score of all six semesters.

18) An examinee successful in the minimum period prescribed for the examination, obtaining not less than 75% of the maximum marks prescribed in the subject shall be declared to have passed the examination with Distinction at that subject. Distinction shall not be awarded to an examinee availing of the provision of the exemptions and compartments at any of the examination.

19) Provisions of Ordinance No, 7-A relating to the Condonation of Deficiency of Marks for passing an examination and compartment as amended updated vide ordinance No. 45 of 1983 shall apply to the examinations under this Direction.

20) The names of the successful examinee passing the examination as a whole in the minimum prescribed period and securing the grades equivalent to first and second division shall be arranged in order of merit as provided in ordinance 6 relating to examination in general.

21) No candidate shall be admitted to an examination under this direction, if he / she have already passed the same examination of this university or of any other university.

22) Successful examinees at the B.A. Semester I, II, III, IV, V and VI Examinations shall be entitled to receive a Certificate signed by the Controller of Examination of University (COE) and successful examinees at the end of B.A. Semester VI examination shall, on payment of prescribed fees, receive a Degree in the prescribed format, signed by the Vice-Chancellor.

23) The provisions of direction No. 3 of 2007 for the award of grace marks for passing an examination, securing higher grade in subjects(s) as updated from time to time shall apply to the examination under this direction.

24) **Absorption scheme** for failure students of the Annual pattern:

a) While switching over to Semester, the failure students of annual pattern will be given **Five** chances to clear the examination. After availing five chances for clearing the examination as per annual pattern, no examination would be held for annual pattern candidates. The students who fail to clear the examination within the available chances would have to take fresh admission in the semester pattern course.

b) The candidate who have cleared first year annual pattern examination in the subject or are allowed to keep term (ATKT) as per annual pattern shall get admission to semester III directly.

c) The candidate who have cleared second year annual pattern examination in the subject or are allowed to keep term (ATKT) as per annual pattern shall get admission to semester V directly.

d) The candidate of old course (Yearly Pattern) shall be permitted to appear for higher class (Semester III or V) as per the new course (Semester Pattern) examination of the bachelor of Arts programme (Semester Pattern) provided they submit Eligibility Certificate (as per Proforma given below) from the Head of Department/Principal of the College stating that he/she has satisfactorily undergone a course of study.

ELIGIBILITY CERTIFICATE

(For getting admission for Semester III or Semester V of Degree Course)

Name of the Previous Examination _____Year _____

This is to certify that this Shri / Shrimati / Kumari _ is eligible

to get the admission for _____of B.A. Degree Course.

Head of the Department/Principal
Name of the Department/College

Dated _ _ _ / _ _ _ / _ _ _ _ _

SEAL

Teaching & Examination Scheme **Bachelor of Arts Three Year (Six Semester) Degree Course**
B.A. (Semester I, II, III, IV, V, VI)

Subject	Teaching Scheme				Theory					Practical/Internal Assessment	
	Th	Tu	Prac	Total	Time Hrs	Theo Max Marks	Internal Assessment/ Prac. Marks	Total	Min Pass Theory	Min Pass Int. Ass./ Practical	Total Passing Marks
Compulsory English	**04**	**01***	**----**	**05**	**3**	**80**	**20**	**100**	**32**	**08**	**40**
Second Languages	**04**	**----**	**----**	**04**	**3**	**80**	**20**	**100**	**32**	**08**	**40**
Optional Except ELT.	**05**	**----**	**----**	**05**	**3**	**80**	**20**	**100**	**32**	**08**	**40**
Eng. Literature	**06**	**----**	**----**	**06**	**3**	**80**	**20**	**100**	**32**	**08**	**40**
Practical Subjects	**04**	**----**	**01**	**05**	**3(Th) 6-8 (Prac)**	**70**	**30**	**100**	**23**	**11**	**----**

***One tutorial period consisting of 20 students per batch for Compulsory English**

27. Guidelines for **Internal Assessment**, **Theory Paper** and **Practical**

Internal Assessment

1. The internal assessment marks shall be awarded by the concerned teacher.
2. The internal assessment shall be completed by the College / University at least 15 days prior to the final examination of each semester. The Marks shall be sent to the University immediately after the Assessment in the prescribed format.
3. General guidelines for Internal Assessment are:

a) The internal assessment marks assigned to each theory paper as mentioned in Appendix 1 shall be awarded on the basis of assignments like class test, attendance, home assignments, study tour, visit to educational institutions and research organizations, field work, group discussions or any other innovative practice / activity.

b) There shall be one assignment (as described above) per each Theory paper.

c) There shall be no separate / extra allotment of work load to the teacher concerned. He/ She shall conduct the internal assessment activity during the regular teaching days / periods as a part of regular teaching activity.

d) The concerned teacher / department / college shall keep the record of all the above activities until six months after the declaration of the results of that semester.

e) At the beginning of each semester, every teacher / department / college shall inform his / her students unambiguously the method he / she proposes to adopt and the scheme of marking for internal assessment.

f) The Teacher shall announce the schedule of activity for internal assessment in advance in consultation with HOD / Principal.

g) Final submission of internal marks to the University shall be before the commencement of the University Theory / Practical examinations whichever is later.

Theory

The scope of the subjects, **paper pattern for theory examination** and **distribution of marks** shall be as prescribed by the Board of Studies of the relevant subject and would be published in the syllabus.

However broad distribution of marks for different subjects in each semester will be as under:

Subject	Theory	Internal Assessment	Practical	Total
Compulsory English	80	20	-------	100
Second Languages	80	20	-------	100
Social Science's Subjects (Optional)	80	20	-------	100
Social Science's Subjects with Practical(Optional)	70	---------	30	100

Practical Examination

1. Each practical carries 30 marks. For the examination, the distribution of the marks shall be as follows:

   a. Record / Journal / Internal assessment : 10 marks – Evaluated by Internal
   b. Practical Performance : 10 marks – Evaluated jointly by External & Internal
   c. Viva-voce : 10 marks - Evaluated by External

   NOTE: Practical performance shall be jointly evaluated by the External and Internal Examiner. In case of discrepancy, the External Examiner's decision shall be final.
2. Practical exam shall be of 3 to 8 hours duration for one or two days, depending on subject and number of students.
3. The Practical Record of every student shall carry a certificate as shown below, duly signed by the teacher-in-charge and the Head of the Department.
4. If the student fails to submit his / her certified Practical Record duly signed by the Teacher-In-Charge and the Head of the Department, he / she shall not be allowed to appear for the Practical Examination and no Marks shall be allotted to the student.

5. The certificate template shall be as follows:

C E R T I F I C A T E

Name of the college / institution _

Name of the Department: _

This is to certify that this Practical Record contains the bonafide record of the Practical work of Shri / Shrimati / Kumari _ of M. Sc. _ _ _ _ _ _ _

_ _ _ _ _ _ _ Semester _ _ _ _ _ _ _ _ _ _ during the academic year _ _ _ _ _ _ _. The candidate has satisfactorily completed the experiments prescribed by Rashtrasant Tukadoji Maharaj Nagpur University for the subject _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Dated _ _ _ / _ _ _ / _ _ _ _ _

Signature of the teacher who taught the examinee

1._ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

2._ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Head of the Department

Nagpur:
Dated :16th June, 2016

Dr. Pramod Yeole
Acting Vice-Chancellor

B.Com

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

"(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994.)"

Directions, Subject Scheme and Syllabus

For

Bachelor of Commerce

RASHTRASANT TUKDOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

Direction No. 59 of 2016

DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF BACHELOR OF COMMERCE (CREDIT BASE SEMISTER PATTERN) FACULTY OF COMMERCE

(Issued under section 14(8) of the Maharashtra University Act 1994)

WHEREAS, Maharashtra University act No. xxxv of 1994 has come into force with effect from 22nd July 1994 and has been amended from time to time,

AND

WHERAS, the University Grants Commission, New Delhi vide letter no. D.O. No. F-2/2008/(XI Plan), Dated 31st January 2008 regarding new initiatives under the XI Plan-Academic reforms in the University has suggested for improving quality of higher education and to initiate the Academic reform at the earliest.

AND

WHEREAS, faculty of commerce act its meeting held 14.3.2016 has decided to update the existing syllabus for award of the degree of Bachelor of Commerce commensurate with the curricula existing in the various universities in India and with a view to include the latest trends in the commerce stream as well as to design it to suit to the needs of the industries and corporate houses,

AND

WHEREAS, University Grants Commission, New Delhi has prescribed the Model Curriculum for award of the Bachelor degree in the Faculty of commerce and directed to implement the same from the academic session 2016-2017

AND

WHEREAS, Chairman of all the Board of Studies in the Faculty of Commerce in their meeting held on 5.4.2016 prepared the Scheme of Credit Based Semester pattern for conduct of the BCom. Examination,

AND

WHEREAS, Board of Studies viz. (1) Business Administration and Business Management, (2) Commerce, (3) Accounts and Statistics, (4) Business Economics and (5) Ad-hoc Board in Computer Application in its meetings held on 8.2.2016 respectively updated the existing Syllabi and recommended some modifications in the scheme of examination for graduate courses,

AND

WHEREAS, Coordinator of Task Force, Faculty of Commerce has consented to the changes in the syllabus and the scheme of examination for the award of B.Com Degree,

AND

WHEREAS, the Vice-Chancellor, Nagpur University, Nagpur approved the recommendations so made by the Special Task Committee in the Faculty of Commerce duly concurred by the Coordinator, Faculty of Commerce as required under Section 38 (a) of the Act on

AND

WHEREAS, As per the Advice of the Vice Chancellor, Coordinator, Faculty of Commerce & Coordinator, Special Task Committee in the meeting held on 14.3.2016 constituted sub-committee for syllabus restructuring of B.Com with CBCS pattern.
The Sub-committee submitted the Draft Syllabus of B.Com with CBCS pattern in meeting held on 5.4.2016

AND

WHEREAS, ordinance making involve a time consuming process, Now, therefore, I, Dr. S. P. Kane, Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of the powers vested in me under Section 14(8) of the Maharashtra University Act of 1994 do hereby issue the following direction:

This direction shall be called **"DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF BACHELOR OF COMMERCE (CREDIT BASED SEMESTER SYSTEM) FACULTY OF COMMERCE RASHTRASANT TUKDOJI MAHARAJ NAGPURUNIVERSITY,NAGPUR".**

- The Direction shall come into force with effect from the date of its issuance by Honorable Vice-Chancellor.

- The duration of the course shall be of **three** academic years consisting of the **six** semesters with university examination at the end of each semester namely

    - B.Com Semester I Examination
    - B. Com Semester II Examination
    - B. Com Semester III Examination
    - B.Com Semester IV Examination
    - B.Com Semester V Examination
    - B.Com Semester VI Examination

    The examination shall be held at such places and on such dates which are notified by the University.

I. ELIGIBILITYTO THE COURSE

- The duration of B. Com. Course shall be of Three years consisting Semester-I &II in first year ,Semester-III &IV in second year and Semester-V &VI in third year

• Subject to compliance with the provisions of this direction and of other ordinances in force from time to time, an applicant for admission to this course shall have passed the XII Standard Examination of the Maharashtra State Board of Secondary and Higher Secondary Education, with English at Higher or Lower level and any Modern Indian Language at higher or lower level with any combination of optional subjects;

OR

• XII Standard Examination of Maharashtra State Board of Secondary and Higher Secondary Education in Vocational Stream with one language only; OR any other examination recognized as equivalent thereto; in such subjects and with such standards of attainments as may be prescribed Minimum Competition vocation course (MCVC).
•

OR

Any other Equivalent Examination of any State in (10+2) pattern with English & any combination of subjects

• The Examinations for Semesters I,II,III,IV , V and VI shall be held twice a year at Such places and on such dates as notified by the University.

• The fees for examination shall be as prescribed by the Rashtrasant Tukdoji Maharaj Nagpur University from time to time.

- Applicant for the examination pursuing the regular course of study leading to the Bachelor Degree in Commerce shall not be permitted to join any other course in this University or any other University simultaneously.

  - **ATKT Rules** for Admission for the B.Com. Course -An unsuccessful examinee at the any semester examination shall be **ALLOWED TO KEEP TERM in accordance to the following table:**

Admission to Semester	**Candidate should have filled in the examination form of the R.T.M. Nagpur University**	**Candidate should have passed at least 50% of the passing heads of following examinations**
I Semester	As provided eligibility to the course, as above in the direction.	-
II Semester	of semester I	-
III Semester	-	Semester I and II taken together i.e. 6 heads clear
IV Semester	of semester III	-
V Semester	-	Semester I & II all heads clear& semester III & IV together i.e. 6 heads clear
VI Semester	of semester V	-

Note- The consideration of passing heads in respect of all the subjects, including languages, includes the University Theory Examination and Internal Assessment/Practical marks taken together for all subjects.

For providing teaching facility in the subjects of Foundation and Elective Groups minimum requirement of student is 5.

II. <u>CREDIT SYSTEM OF EVALUATION</u>

- The B. COM. programme shall consist of **Thirty Six** Papers/Subjects in old terminology

With the issuance of this Direction, The Direction No 46 of 2016 shall stand repealed.

Sd/-

Nagpur: **(Dr. S.P. Kane)**

Dated : 2/9/2016 Vice-Chancellor

Subjects offered, contact hours, credits attached and allocation of marks shall be as follows:

APPENDIX-I

Scheme of teaching and examination under credit based semester system for B.Com Course.

Semester-I

Course Code	Subjects	Internal /University Exam.	Total Hours	Marks			Credits
				Semester End Exam.	Internal Assessment	Total Marks	
1T1	Financial Accounting-I	Uni.	60	80	20	100	4
1T2	Business Organization	Uni.	60	80	20	100	4
1T3	Company Law	Uni.	60	80	20	100	4
1T4	Business Economics-I	Uni.	60	80	20	100	4
1T5	Compulsory English	Uni.	60	80	20	100	4
1T6	Second Language 1T6.1- Supplementary English 1T6.2- Marathi 1T6.3- Hindi	Uni.	60	80	20	100	4.
Total			**360**	**480**	**120**	**600**	**24**

Note-. Second Language subject of B. Com. Semester ; I, II, III & IV shall be as follows:

A)The syllabus, question paper pattern and question paper of the following subjects :

1. Supplementary English, 2. Marathi, 3. Hindi will be as per the Commerce Language Board.

B) The syllabus , question paper pattern and question paper of the following subjects :

Sanskrit, Urdu, Gujarathi, Telgu, Bengali, Persian, Arebic Pali & Prakrit, Latin will be as per the Boards of the faculty of Arts for B.A. Semester- I, II, III & IV respectively.

Vocational Courses : Semester -I

Course Code	Subjects	Total Hours	Examination Scheme				Total Marks TH. + PR + IM)	Credits
			Theory (Uni)	Internal (College)	Practical (Uni)			
			Max Marks heory Paper (TH)	Max Marks (IM)	Max Marks ractical (PR)	Min Passin Mark		
1T7	Entrepreneurship Development	60	80	20	-	40	100	4
1T8	2T8.1- Computer Application-II **or** 2T8.2- Principles and Practice of Insurance-II **or** 2T8.3- Advertising, Sales Promotion & Sales Management-II	60	80	20	-	40	100	4

Semester-II

Course Code	Subjects	Internal /University Exam.	Total Hours	Marks			Credits
				Semester End Exam.	Internal Assessment	Total Marks	
2T1	Statistics and Business Mathematics	Uni.	60	80	20	100	4
2T2	Business Management	Uni.	60	80	20	100	4
2T3	Secretarial Practice	Uni.	60	80	20	100	4
2T4	Business Economics-II	Uni.	60	80	20	100	4
2T5	Compulsory English	Uni.	60	80	20	100	4
2T6	Second Language 2T6.1- Supplementary English 2T6.2- Marathi 2T6.3-	Uni.	60	80	20	100	4.
Total			**360**	**480**	**120**	**600**	**24**

Note-. Second Language subject of B. Com. Semester ; I, II, III & IV shall be as follows:

A)The syllabus, question paper pattern and question paper of the following subjects :

1. Supplementary English, 2. Marathi, 3. Hindi will be as per the Commerce Language Board.

B) The syllabus , question paper pattern and question paper of the following subjects :

Sanskrit, Urdu, Gujarathi, Telgu, Bengali, Persian, Arebic Pali & Prakrit, Latin will be as per the Boards of the faculty of Arts for B.A. Semester- I, II, III & IV respectively.

Vocational Courses : Semester -II

Course Code	Subjects	Total Hours	Examination Scheme				Total Marks (TH. + PR + IM)	Credits
			Theory (Uni)	Internal (College)	Practical (Uni)			
			Max Marks Theory Paper (TH)	Max Marks (IM)	Max Marks Practical (PR)	Min Passing Marks		
2T7	Entrepreneurship Development	60	80	20	-	40	100	4
2T8	2T8.1- Computer Application-II **or** 2T8.2- Principles and Practice of Insurance-II **or** 2T8.3- Advertising, Sales Promotion & Sales Management-II	60	80	20	-	40	100	4

Semester-III

Course Code	Subjects	Internal /University Exam.	Total Hours	Marks			Credits
				Semester End Exam.	Internal Assessment	Total Marks	
3T1	Financial Accounting -II	Uni.	60	80	20	100	4
3T2	Business Communication & Management	Uni.	60	80	20	100	4
3T3	Business Law	Uni.	60	80	20	100	4
3T4	Monetary Economics –I	Uni.	60	80	20	100	4
3T5	Compulsory English	Uni.	60	80	20	100	4
3T6	Second Language 3T6.1- Supplementary English 3T6.2- Marathi 3T6.3- Hindi	Uni.	60	80	20	100	4.
Total			**360**	**480**	**120**	**600**	**24**

Note-Second Language subject of B. Com. Semester ; I, II, III & IV shall be as follows:

A)The syllabus, question paper pattern and question paper of the following subjects :

1. Supplementary English, 2. Marathi, 3. Hindi will be as per the Commerce Language Board.

B) The syllabus , question paper pattern and question paper of the following subjects :

Sanskrit, Urdu, Gujarathi, Telgu, Bengali, Persian, Arebic Pali & Prakrit, Latin will be as per the Boards of the faculty of Arts for B.A. Semester- I, II, III & IV respectively.

Vocational Courses :Semester-III

Course Code	Subjects	Total Hours	Examination Scheme				Total Marks (TH. + PR + IM)	Credits
			Theory (Uni)	Internal (College)	Practical (Uni)			
			Max Marks Theory Paper (TH)	Max Marks (IM)	Max Marks Practical (PR)	Min Passing Marks		
3T7	Entrepreneurship Development	60	80	20	-	40	100	4
3T8	3T8.1- Computer Application-II **or** 3T8.2- Principles and Practice of Insurance-II **or** 3T8.3- Advertising, Sales Promotion & Sales Management-II	60	80	20	-	40	100	4

Semester-IV

Course Code	Subjects	Internal /University Exam.	Total Hours	Marks			Credits
				Semester End Exam.	Internal Assessment	Total Marks	
4T1	Financial Accounting -III	Uni.	60	80	20	100	4
4T2	Skill Development	Uni.	60	80	20	100	4
4T3	Income Tax	Uni.	60	80	20	100	4
4T4	Monetary Economics-II	Uni.	60	80	20	100	4
4T5	Compulsory English	Uni.	60	80	20	100	4
4T6	Second Language 4T6.1- Supplementary English 4T6.2- Marathi 4T6.3- Hindi	Uni.	60	80	20	100	4.
Total			**360**	**480**	**120**	**600**	**24**

Note-1. For rest of Indian Languages the code is as per syllabus of B.A. Semester –I

2. Second Language subject of B. Com. Semester ; I, II, III & IV shall be as follows:

A)The syllabus, question paper pattern and question paper of the following subjects :

1. Supplementary English, 2. Marathi, 3. Hindi will be as per the Commerce Language Board.

B) The syllabus , question paper pattern and question paper of the following subjects :

Sanskrit, Urdu, Guajarati, Telgu, Bengali, Persian, Arabic Pali & Prakrit, Latin will be as per the Boards of the faculty of Arts for B.A. Semester- I, II, III & IV respectively.

Vocational Courses :Semester-IV

Course Code	Subjects	Total Hours	Examination Scheme				Total Marks (TH. + PR + IM)	Credits
			Theory (Uni)	Internal (College)	Practical (Uni)			
			Max Marks Theory Paper (TH)	Max Marks (IM)	Max Marks Practical (PR)	Min Passing Marks		
4T7	Entrepreneurship Development-IV	60	80	20	-	40	100	4
4T8	4T8.1- Computer Application-IV **or** 4T8.2- Principles and Practice of Insurance-IV **Or** 4T8.3- Advertising, Sales Promotion and Sales Management-IV	60	80	20	-	40	100	4

Semester-V

Course Code	Subjects	Internal /Uni. Examination	Total Hours	Marks			Credits
				Semester End Exam.	Internal Assessment	Total Marks	
5T1	**Core Group** 1. Financial Accounting- IV	Uni.	60	80	20	100	4
5T2	2.Cost Accounting	Uni.	60	80	20	100	4
5T3	3.Management Process 4. Indian Economics- I	Uni.	60	80	20	100	4
5T4		Uni.	60	80	20	100	4
5T5	**Elective Group –I** 5T5.1 Marketing Management **OR** 5T5.2 Computerized Accounting	Uni.	60	80	20	100	4
5T6	**Foundation Group- I** 5T6.1 Business Finance -I **OR** 5T6.2 Auditing	Uni.	60	80	20	100	4
Total			**360**	**480**	**120**	**600**	**24**

Vocational Courses :Semester-V

Course Code	Subjects	Total Hours	Examination Scheme				Total Marks (TH. + PR + IM)	Credits
			Theory (Uni)	Internal (College)	Practical (Uni)			
			Max Marks Theory Paper (TH)	Max Marks (IM)	Max Marks Practical (PR)	Min Passing Marks		
5T7	Entrepreneurship Development-V	60	80	20	-	40	100	4
5T8	5T8.1 Computer Application-V **Or** 5T8.2 Principles and Practice of Insurance-V **Or** 5T8.3 Advertising, Sales Promotion and Sales Management-V	60	80	20	-	40	100	4

Semester-VI

Course Code	Subjects	University Examination	Total Internal /Hours	Marks			Credits
				Semester End Exam.	Internal Assessment	Total Marks	
	Core Group						
6T1	1. Financial Accounting -V	Uni.	60	80	20	100	4
6T2	2.Management Accounting	Uni.	60	80	20	100	4
6T3	3.Advanced Statistics	Uni.	60	80	20	100	4
6T4	4. Indian Economics - II	Uni.	60	80	20	100	4
6T5	**Elective Group-II** 6T5.1 Human Resource Management **OR** 6T5.2- Indirect Tax	Uni.	60	80	20	100	4
6T6	**Foundation Group- II** 6T6.1 Business Finance - II **OR** 6T6.2 Industrial Law	Uni.	60	80	20	100	4
Total			**360**	**480**	**120**	**600**	**24**

Vocational Courses :Semester-VI

Course Code	Subjects	Total Hours	Examination Scheme				Total Marks (TH. + PR + IM)	Credits
			Theory (Uni)	Internal (College)	Practical (Uni)			
			Max Marks Theory Paper (TH)	Max Marks (IM)	Max Marks Practical (PR)	Min Passing Marks		
6T7	Entrepreneurship Development-VI	60	80	20	-	40	100	4
6T8	6T8.1 Computer Application-VI **Or** 6T8.2 Principles and Practice of Insurance-VI **Or** 6T8.3 Advertising, Sales Promotion and Sales Management-VI	60	80	20	-	40	100	4

III Choice of Vocational Courses :

Apart from doing General B.Com, students can opt for vocational courses in B. Com as under :

- ***Vocational subjects:*** The various vocational courses (mainly sponsored by UGC) which can be chosen by the students are given below. As per the UGC letter no. F.9-3/95 (Desk-VE) dated 23.12.1999 a course for **Entrepreneurial Development is compulsory** for students opting for vocational subjects. Thus with every vocational subject there will be one paper of Entrepreneurship Development.

Group –I - Computer Applications
I. Entrepreneurship Development- Paper-I
II. Computer Applications
(2 papers in each year i.e. 6 papers in 3 years)

Group –II - Principles and Practice of Insurance
I. Entrepreneurship Development- Paper-I
II. Principles and Practice of Insurance
(2 papers in each year i.e. 6 papers in 3 years)

Group –III - Advertising, Sales Promotion And Sales Management
I. Entrepreneurship Development- Paper-I
II. Advertising, Sales Promotion And Sales Management
(2 papers in each year i.e. 6 papers in 3 years)

NOTE :
Students opting for UGC Vocational subject (any one group of the two mentioned above) may select the same in lieu of following mentioned subjects in the respective Semester.

B.Com. Semester-I :
a. Second Language subject i.e. Hindi, Marathi, Supp. English, etc.
b. Company Law

B.Com. Semester-II :
a. Second Language subject i.e. Hindi, Marathi, Supp. English, etc.
b. Secretarial Practice

B.Com. Semester-III :
a. Second Language subject i.e. Hindi, Marathi, Supp. English, etc.
b. Business Communication and Management

B.Com. Semester-IV :
a. Second Language subject i.e. Hindi, Marathi, Supp. English, etc.
b. Skill Development

B.Com. Semester-V :
a. Core Group-I
b. Elective Group-I

B.Com. Semester-VI :
a. Core Group-II
b. Elective Group-II

Summary of the Total Marks and Credits

Sr. No.		Instruction Hours	Total Marks) Semester End Exam.	Credits
1	Semester–I	360	600	24
2	Semester–II	360	600	24
3	Semester–III	360	600	24
4	Semester–IV	360	600	24
5	Semester–V	360	600	24
6	Semester–VI	360	600	24
Total		2160	3600	144

- The Semester End written examination of all subjects shall be conducted by the University.

B.COM. Examination Semester–I

Subject	Examination Scheme	Maximum Marks	Minimum Passing Marks (Combined)
1. Financial Accounting – I	*University Theory Examination*	80	40
	Internal Assessment	20	
	Total	100	
2. Business Organization	University Theory Examination	80	40
	Internal Assessment	20	
	Total	100	
3. Company Law	University Theory Examination	80	40
	Internal Assessment	20	
	Total	100	
4.Business Economics-I	University Theory Examination	80	40
	Internal Assessment	20	
	Total	100	
5. Compulsory English	University Theory Examination	80	
	Internal Assessment	20	

	Total	100	40
6. Second Language	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
Total		**600**	**240**

B.COM. Examination Semester–II

Subject	Examination Scheme	Maximum Marks	Minimum Passing Marks (Combined)
1. Statistics &.Business mathematics	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
2. Business Organization	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
3. Company Law	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
4. Business Economics-II	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
5. Compulsory English	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
6. Second Language	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
Total		**600**	**240**

B..COM. Examination Semester–III

Subject	Examination Scheme	Maximum Marks	Minimum Passing Marks (Combined)
1. Financial Accounting –II	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
2. Business Communication and Management	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
3. Business Law	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
4.Monetary Economics-I	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
5. Compulsory English	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
6.Second Language	University Theory Examination	80	
	Internal Assessment	20	40
	Total	100	
Total		**600**	**240**

B..COM. Examination Semester–IV

Subject	Examination Scheme	Maximum Marks	Minimum Passing Marks (Combined)
1. Financial Accounting – III	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
2. Skill Development	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
3. Income Tax	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
4.Monetary Economics-II	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
5. Compulsory English	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
6.Second Language	University Theory Examination	80	
	Internal Assessment	20	
	Total	100	40
Total		**600**	**240**

B.COM. Examination Semester–V

Subject	Examination Scheme	Maximum Marks	Minimum Passing Marks (Combined)
Group **1.** Financial Accounting-IV	University Theory Examination	80	40
	Internal Assessment	20	
	Total	100	
2.Management Accounting	University Theory Examination	80	40
	Internal Assessment	20	
	Total	100	
3.Management Process	University Theory Examination	80	40
	Internal Assessment	20	
	Total	100	
4. Indian Economics- I	University Theory Examination	80	40
	Internal Assessment	20	
	Total	100	
5. Elective Group-I Marketing Management **OR** Computerized Accounting.	University Theory Examination	**80**	40
	Internal Assessment	20	
	Total	100	
6. Foundation Group- I Business Finance -I **OR** Auditing	University Theory Examination	**80**	40
	Internal Assessment	20	
	Total	100	
Total		**600**	**240**

B.COM. Examination Semester–VI

Subject	Examination Scheme	Maximum Marks	Minimum Passing Marks (Combined)
Group 1.Financial Accounting -V	University Theory Examination	80	40
	Internal Assessment	20	
	Total	100	
2.Cost Accounting	University Theory Examination	80	40
	Internal Assessment	20	
	Total	100	
3. Advanced Statistics	University Theory Examination	80	40
	Internal Assessment	20	
	Total	100	
4. Indian Economics-II	University Theory Examination	80	40
	Internal Assessment	20	
	Total	100	
3. Elective Group-II Human Resource Management **OR** Indirect Tax	University Theory Examination	**80**	40
	Internal Assessment	20	
	Total	100	
4. Foundation Group- II Business Finance –II **OR** Industrial Law	University Theory Examination	**80**	40
	Internal Assessment	20	
	Total	100	
Total		**600**	**240**

APPENDIX-II

I. GENERAL RULES AND REGULATIONS

The scope of the subject, percentage of passing in theory will be governed as per following rules:

- In order to pass at the Semester I, II, III & IV examinations an examinee shall obtain not less than 40% marks in each paper. This is to say that out of total 100 marks student should score 40 marks jointly in university examination (80 Marks) and internal examination (20 marks).
- The results of successful candidates at the end of semester-VI shall be classified on the basis of aggregate marks obtained in all the six semesters.
- The candidates who pass all the semester examinations in the first attempt are eligible for ranks.
- The results of the candidates who have passed the Semester-VI examination but not passed the lower semester examinations shall be declared as NCL (not completed lower semester examinations). Such candidates shall be eligible for the Degree only after successful completion of all the lower semester examinations.
- Percentage of marks for declaring class:
  Distinction- 75% and above (First Class With Distinction).
  First Class- 60% and above
  Second Class 45% and above but less than 60%.
  Third Class 40% but not less than 45%
- An unsuccessful examinee at the any semester wise end examination shall be eligible for re-examination on payment of a fresh Examination fee prescribed by the University.

II.TEACHING NORMS FOR THEORY PAPERS

- For all Theory Papers there shall be **FIVE Periods Per week per Subject of 48 Minutes duration** each. Each Theory Paper must cover minimum 60 Clock Hours of Teaching and 360Clock Hours for semester I, II, III IV, V & VI form awl the 6 papers and One Credit, subject of Theory will be of 1 Clock Hour
- No person shall be admitted to this Programme, if he has already passed the same Programme or an Programme of any other statutory University (which has been recognized as equivalent to this programme.)
- A candidate who fails in any of the semester examinations may be permitted to take the examinations again at a subsequent appearance as per the syllabus and scheme of

examination in vogue at the time the candidate took the examination for the first time. This facility shall be limited to the following two years i.e. 4 more attempts.

- Examinee successful at the Semester I, II, III, IV, V and VI examinations shall, on payment of the prescribed fee, receive a Degree in the prescribed form signed by the Vice-Chancellor.

- Qualification of Teacher shall be as per U.G.C. and State Government norms.

APPENDIX- III

Rashtrasant Tukdoji Maharaj Nagpur University

I. SUBJECTS FOR B.Com. EXAMINATION

Semester–I

1. 1T1-Financial Accounting-I
2. 1T2- Business Organization
3.1T3 Company Law
4. 1T4 Business Economics –I
5.1T5 Compulsory English
6.1T6 Second Language

Semester–II

1. 2T1 Statistics and Business Mathematics
2. 2T2 Business Management
3. 2T3 Secretarial Practice
4. 2T4 Business Economics –II
5.2T5 Compulsory English
6.2T6 Second Language

Semester–III

1. 3T1 Financial Accounting-II
2. 3T2 Business Communication and Management
3. 3T3 Business Law
4. 3T4 Monetary Economics –I
5.3T5. Compulsory English
6. 3T6 Second Language

Semester–IV

1. 4T1 Financial Accounting-III
2. 4T2 Skill Development.
3. 4T3 Income Tax
4. 4T4 Monetary Economics –II
5. 4T5 Compulsory English
6.4T6 Second Language

Semester–V

Core Group	1. 5T1 Financial Accounting IV
	2.5T2 Management Accounting
	3. 5T3 Management Process
	4. 5T4 Indian Economics-I
Elective Group-I	5. 5T5 .1 Marketing Management **OR** **5T5.2** Computerizes Accounting
Foundation Group I	6. 5T6.1 Business Finance 1 **OR** 5T6.2 Auditing

Semester–VI

Core Group	1.6T1 Financial Accounting -V
	2. 6T2 Cost Accounting
	3.6T3 Advanced Statistics
	4. 6T4 Indian Economics-Ii
Elective Group-II	5. 6T5.1 Human Resource Management **OR** 6T5.2 Indirect Tax
Foundation Group II	6. 6T6.1 Business Finance-II **OR** 6T6.2 Industrial Law

Workload

Workload Chart (70 periods per week) (Odd Semesters) (July to November)

B. Com. Semester - I			B. Com. Semester – III			B. Com. Semester – V		
S. No.	**Subjects**	**N/o. of Periods**	**S. No.**	**Subjects**	**No. of Periods**	**S. No.**	**Subjects**	**No. of Periods**
1.	Financial Accounting-I	**5**	**1.**	Financial Accounting-II	**5**	**1.**	**Core Group** 1. Financial Accounting IV	**5**
2.	Business Organization	**5**	**2.**	Business Communication and Management	**5**	**2**		**5**
						3	Management Accounting	
						4.	Management Process	**5**
							Indian Economics	**5**
3	Company Law	**5**	**3.**	Business Law	**5**	**5.**	**Elective Group** - I Marketing Management **OR** Computerized Accounting	**5**
4.	Business Economics –I	**5**	**4.**	Monetary Economics -I	**5**	**6.**	**Foundation Group** - I Business Finance -I **OR** Auditing	**5**
Total Periods		**20**	**Total Periods**		**20**	**Total Periods**		**30**

Workload Chart (70 periods per week)(Even Semesters)

(December to April)

B. Com. Semester - II			B. Com. Semester – IV			B. Com. Semester – VI		
S. No.	**Subjects**	**No. of Periods**	**S. No.**	**Subjects**	**No. of Periods**	**S. No.**	**Subjects**	**No. of Periods**
1.	Statistics and Business Mathematics	**5**	**1.**	Financial Accounting-III	**5**		**Core Group**	
						1.	Financial Accounting-V	**5**
						2.	Cost Accounting	**5**
2.	Business Management	**5**	**2.**	Skill Development.	**5**	**3.**	Advanced Statistics	**5**
						4.	Indian Economics-II	**5**
3.	Secretarial Practice	**5**	**3.**	Income Tax	**5**	**5.**	**Elective Group**-I Human Resource Management **OR** Indirect Tax	**5**
4.	Business Economics – II	**5**	**4.**	Monetary Economics –II	**5**	**6.**	**Foundation Group**- I Business Finance-II **OR** Industrial Law	**5**
Total Periods		**20**			**20**			**30**

WEEKLY Workload Chart (LANGUAGES) (For Semesters I, II, III & IV)

	SUBJECT(S)	PERIODS
1.	**Compulsory English**	**5 PERIODS OF THEORY + 1 PERIOD OF TUTORIAL FOR A BATCH OF 20 STUDENTS**
2.	**Second Language - Supplementary English/ Hindi/ Marathi/ Sanskrit etc.**	**5 PERIODS OF THEORY**

II. CONVERSION OF MARKS TO GRADES AND CALCULATIONS OF GPA (GRADE POINT AVERAGE) AND CGPA (CUMULATIVE GRADE POINT AVERAGE) :

In the Credit and Grade Point System, the assessment of individual Subjects in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grades by some mechanism wherein the overall performance of the Learners can be reflected after considering the Credit Points for any given course. However, the overall evaluation shall be designated in terms of Grade. There are some abbreviations used here that need understanding of each and every parameter involved in grade computation and the evaluation mechanism. The abbreviations and formulae used are as follows:-

Abbreviations and Formulae Used

G : Grade

GP : Grade Points

C : Credits

CP : Credit Points

CG : Credits X Grades (Product of credits & Grades)

SGPA = ΣCG: Sum of Product of Credits & Grades points / ΣC: Sum of Credits points

SGPA : Semester Grade Point Average shall be calculated for individual semesters. (It is also designated as GPA)

CGPA : Cumulative Grade Point Average shall be calculated for the entire Programme by considering all the semesters taken together.

While calculating the CG the value of Grade Point 1 shall be consider Zero (0) in case of learners who failed in the concerned course/s i.e. obtained the marks below 40. After calculating the SGPA for an individual semester and the CGPA for entire programme, the value can be matched with the grade in the Grade Point table as per the Five (05) Points Grading System and expressed as a single designated GRADE such as O,A,B,C, F. (Fail).

Marks	Grade	Grade Points
75& above	O (Outstanding)	10
60-74	A (Very Good)	09
45-59	B (Good)	08
40-44	C (Average)	07
39& Below	F (Fail)	00

CGPA	**Grade**	**Division**
10	O (Outstanding)	**Distinction**
9-10	A(Very Good)	**First**
8-9	B (Good)	**Second**
7-8	C (Average)	**Third**

Note: -

- Consider Grade Points equal to Zero for (C x G) calculations of failed Learner/s in the concerned course/s.

The illustration for the conversion of marks into grades in a course and semester Illustrations of Calculation:- Pass

Subjects	Total Maximum Marks	Total Minimum Marks	Total Marks Obtained	Grade(G)	Grade points (GP)	Credit of the Course(C)	(Credit) X (Grade points)(CX GP)	SGPA=ΣCG/ΣC
C-11	100	40	60	A	9	4	36	**SGPA** =208/24 =8.67 **Grade B RESULT =PASS**
C-12	100	40	50	B	8	4	32	
C-13	100	40	75	O	10	4	40	
C-14	100	40	70	A	9	4	36	
C-15	100	40	48	B	8	4	32	
C-16	**100**	**40**	**52**	**B**	**8**	**4**	**32**	
Total	**600**	240	**355**	**--**	**48**	**24**	**208**	

Illustrations of Calculation:- Fail

Subjects	Total Maximum Marks	Total Marks Obtained	Grade(G)	Grade points(GP)	Credit of the Course(C)	(Credit) X (Grade points)(CX GP)	SGPA=ΣCG/ΣC
C-31	100	32	F	0	4	00	**SGPA** =102/24 =4**.24** **Grade FRESUL T –FAIL**
C-32	100	34	F	0	4	00	
C-33	100	60	B	8	4	32	
C-34	100	75	O	10	4	40	
C-35	100	33	F	0	4	00	
C-36	**100**	**55**	**B**	**8**	**4**	**32**	
Total	**600**	**304**	**--**	**26**	**24**	**102**	

Provision of Direction No.44 of 2001 governing the award of grace marks for passing an examination, securing higher Grades shall apply to the examination

III. GUIDELINES FOR SETTING QUESTION PAPERS:

- .The question paper should be set in such a manner so as to cover the complete syllabus as prescribed by the University.

- .The numerical questions in any of the subjects shall be set in ENGLISH only and the candidate shall have to answer such questions in ENGLISH only. The candidate may answer non-numerical questions in ENGLISH, MARATHI or HINDI.

- The duration of the Semester wise End Examination shall be **3.00** Hours per course.

ABSORPTION SCHEME –I

Bachelor of Commerce (B.Com)(Old Course Before 2013-2014)

It is notified for general information of all concerned that the failure students of **Bachelor of Commerce (B.Com) OLD course** shall be absorbed in the **New course** introduced from the session 2014-2015 examination with the following scheme.

1. Those who have completed & passed **B.Com Part - I as per Old course** are eligible for admission in the **B.Com Part - II New course.**

2. Failure students of **B.Com Part - I old course** and having ATKT as per rules are eligible to take admission in **B.Com Part-II New course.** They should clear their **B.Com Part - I old course backlog** papers in next **three attempts (Last Chance Winter 2016).** If they fail to pass in **Winter-2016** attempt they will have to appear in parallel papers of **New course**

Scheme as per absorption scheme indicated in Appendix- I.

Note: The students who will appear in parallel papers of **New course scheme** paper with maximum theory marks 80, will get proportional marks out of 100 updated in **old course marksheet**of**B.Com Part - I**.

3. Those who have completed & passed **B.Com Part - I & B.Com Part -II as per Old course** are eligible for admission in the **B.Com Part - III**

New course.

4. Failure students of **B.Com Part - II old course** and having ATKT as per rules are eligible to take admission in **B.Com Part-III New course.** They should clear their **B.Com Part - II old course backlog** papers in next **three attempts (Last Chance Winter 2017).** If they fail to pass in **Winter-2017** attempt they will have to appear in parallel papers of **New course**

Scheme as per absorption scheme indicated in Appendix- II.

Note: The students who will appear in parallel papers of **New course scheme** paper with maximum theory marks 80, will get proportional marks out of 100 updated in **old course marksheet**of**B.Com Part - II**.

5. Failure students of **B.Com Part-III old course** are having chances up to **Winter 2018** examination **(Last Chance)**. So they should appear**B.Com Part-III old course examination &are required to clear their backlog**. After that those who will have backlog in the **B.Com Part-III old course** will have to appear in parallel papers of **New course scheme** as per the

absorption scheme indicated in Appendix- III.

Note: The students who will appear in parallel papers of **New course scheme** paper with maximum theory marks 80, will get proportional marks out of 100 updated in old course mark sheet of **B.Com Part-III**.

6. The students opted for UGC vocational subjects in **B.Com (old course)** & failed will have to appear in respective vocational paper of**B.Com (new course)** as indicated in Appendix – IV.

Appendix- I B.Com Part- I

Sr. No	**Old course Before 2013-2014**	**Max. Marks**	**Sr.No.**	**New Course from 2014-2015**	**Max. Marks**
	Theory			**Theory**	
1	Compulsory English	100	1	Compulsory English	100
2	II nd Language (Other Indian language as per syllabus) (Hindi, Marathi, etc.)	100	2	II nd Language (Other Indian language as per syllabus) (Hindi, Marathi, etc.)	100
3	Financial Accounting – I	100	3	Financial Accounting - I	100
4	Basics of Computer & Statistical Techniques	100	4	Fundamentals of Statistics & Computer	100
5	Principles of business Management	100	5	Principles of Management	100
6	Business Economics	100	6	Business Economics	100
7	Optional Paper - I (Any Group)	100	7	Company Law & Secretarial Practice (CLSP)	100

Appendix- II B.Com Part-II

Sr.No.	Old course Before 2013-2014	Max. Marks	Sr.No.	New Course from 2014-2015	Max. Marks
	Theory			**Theory**	
1	Compulsory English	100	1	Compulsory English	100
2	II nd Language (Other Indian language as per syllabus) (Hindi, Marathi, etc.)	100	2	II nd Language (Other Indian language as per syllabus) (Hindi, Marathi, etc.)	100
3	Financial Accounting – II	100	3	Financial Accounting - II	100
4	Cost & Management Accounting	100	4	Cost & Management Accounting	100
5	Company Law & Secretarial Practice	100	5	Business and Industrial Law	100
6	Monetary Economics	100	6	Monetary Economics	100
7	Optional Paper - II (Any Group)	100	7	Business Communication	80

Appendix- III B.Com Part-III

Sr.No.	Old course Before 2013-2014	Max. Marks	Sr.No.	New Course from 2014-2015	Max. Marks
	Theory			**Theory**	
1	Financial Accounts & Auditing – III	100	1	Financial Accounting – III	100
2	Income Tax	100	2	Income Tax & Auditing	100
3	Business Law	100	3	Business Finance	100
4	Business Communication & Management	100	4	Functional Management	100
5	Indian Economics	100	5	Indian Economy	100
6	Optional Paper - III (Any Group)	100	6	Computerized Accounting	80

Appendix- IV

B.Com Part- I (Vocational Subjects)

Sr No.	**Old course Before 2013-2014**	**Max. Marks**	Sr No.	**New Course from 2014-2015**	**Max. Marks**
	Theory			**Theory**	
1	Group I. Tax Procedures & Practice Tax Procedures & Practice – I	70	1	Group I. Tax Procedures & Practice Tax Procedures & Practice – I	70
2	Group II. Office management and Secretarial Practice Office Management & Secretarial Practice- I	70	2	Group II. Office management and Secretarial Practice Office Management & Secretarial Practice- I	70
3	Group III. Advertising, Sales Promotion and Sales Management. Advertising, Sales Promotion and Sales Management – I	70	3	Group III. Advertising, Sales Promotion and Sales Management. Advertising, Sales Promotion and Sales Management – I	70
4	Group IV. Computer Applications MIS & IT – I	70	4	Group IV. Computer Applications Information Technology & MIS (IT & MIS)	70
5	Group V. Principles and Practice of Insurance Principles and Practice of Insurance – I	70	5	Group V. Principles and Practice of Insurance Principles and Practice of Insurance – I	70
6	Entrepreneurship Development – I	70	6	Entrepreneurship Development – I	70

B.Com Part- II_____ (Vocational Subjects)

Sr No.	Old course Before 2013-2014	Max. Marks	Sr No.	New Course from 2014-2015	Max. Marks
	Theory			**Theory**	
1	Group I. Tax Procedures & Practice Tax Procedures & Practice – II	70	1	Group I. Tax Procedures & Practice Tax Procedures & Practice – II	70
2	Group II. Office management and Secretarial Practice Office Management & Secretarial Practice-II	70	2	Group II. Office management and Secretarial Practice Office Management & Secretarial Practice- II	70
3	Group III. Advertising, Sales Promotion and Sales Management. Advertising, Sales Promotion and Sales Management – II	70	3	Group III. Advertising, Sales Promotion and Sales Management. Advertising, Sales Promotion and Sales Management – II	70
4	Group IV. Computer Applications MIS & IT – II	70	4	Group IV. Computer Applications Visual Basic & DBMS (VB & DBMS)	70
5	Group V. Principles and Practice of Insurance Principles and Practice of Insurance – II	70	5	Group V. Principles and Practice of Insurance Principles and Practice of Insurance – II	70
6	Entrepreneurship Development – II	70	6	Entrepreneurship Development – II	70

B.Com Part-III

(Vocational Subjects)

Sr No.	**Old course Before 2013-2014**	**Max. Marks**	Sr No.	**New Course from 2014-2015**	**Max. Marks**
	Theory			**Theory**	
1	Group I. Tax Procedures & Practice Tax Procedures & Practice – III	70	1	Group I. Tax Procedures & Practice Tax Procedures & Practice – III	70
2	Group II. Office management and Secretarial Practice Office Management & Secretarial Practice- III	70	2	Group II. Office management and Secretarial Practice Office Management & Secretarial Practice- III	70
3	Group III. Advertising, Sales Promotion and Sales Management. Advertising, Sales Promotion and Sales Management – III	70	3	Group III. Advertising, Sales Promotion and Sales Management. Advertising, Sales Promotion and Sales Management – III	70
4	Group IV. Computer Applications MIS & IT – III	70	4	Group IV. Computer Applications E-Commerce & Web Development (EWD)	70
5	Group V. Principles and Practice of Insurance Principles and Practice of Insurance – III	70	5	Group V. Principles and Practice of Insurance Principles and Practice of Insurance – III	70
6	Entrepreneurship Development – III	70	6	Entrepreneurship Development – III	70

ABSORPTION SCHEME –II (Old Course 2014-2015 & New Course 2016-2017)

Bachelor of Commerce (B.Com)(Old Course 2014-2015) The students of B. Com course of 2014-2015who are not eligible for getting admission in B. Com part- II from B. Com part-I as per prevailing ATKT rules shall have to pass in the subjects given in the absorption scheme as below.

After becoming eligible they will be admitted in Semester III of CBCS2016-2017

Similarly, those students who are not eligible for getting admission in B. Com part-III from B. Com-II shall have to pass in the subjects given in the absorption scheme II as below. After becoming eligible they will be admitted in semester V of CBCS 2016-2017.

Only three attempts of successive examination shall be given to such students

For example- If the student fails in B. Com part –I in summer 2016 shall get winter 2016, Summer 2017, and Winter 2017 attempts only

Appendix- I B.Com Part- I

Sr. No	Old course(2014-2015)	Max. Marks	Sr.No.	New Course (2016-2017)	Max. Marks
	Theory			**Theory**	
1	Compulsory English	100	1	Compulsory English	100
2	II nd Language (Other Indian language as per syllabus) (Hindi, Marathi, etc.)	100	2	II nd Language (Other Indian language as per syllabus) (Hindi, Marathi, etc.)	100
3	Financial Accounting – I	100	3	Financial Accounting - I	100
4	Fundamentals of Statistics & Computer	100	4	Statistics & Business Mathematics	100
5	Principles of business Management	100	5	Business of Management	100
6	Business Economics	100	6	Business Economics-I	100
7.	Company Law & Secretarial Practice(CLSP)	100	7	Company Law	100

Appendix- II B.Com Part-II

Sr.No.	Old course(2014-2015)	Max. Marks	Sr.No.	New Course (2016-2017)	Max. Marks
	Theory			Theory	
1	Compulsory English	100	1	Compulsory English	100
2	II nd Language (Other Indian language as per syllabus) (Hindi, Marathi, etc.)	100	2	II nd Language (Other Indian language as per syllabus) (Hindi, Marathi, etc.)	100
3	Financial Accounting – II	100	3	Financial Accounting - II	100
4	Cost & Management Accounting	100	4	Cost Accounting	100
5	Business Communication	100	5	Business Communication & Management	100
6	Monetary Economics	100	6	Monetary Economics-I	100
7.	Business & Industrial Law	100	7	Business Law	100

Appendix- III B.Com Part-III

Sr.No.	Old course(2014-2015)	Max. Marks	Sr.No.	New Course (2016-2017)	Max. Marks
	Theory			Theory	
1	Financial Accounts – III	100	1	Financial Accounting – III	100
2	Income Tax& Auditing	100	2	Auditing	100
3	Functional Management	100	3	Management Process	100
4	Indian economy	100	4	Indian Economics -I	100
5	Business Finance	100	5	Business Finance - I	100
6	Computerized Accounting	80	6	Computerized Accounting	100

Appendix- IV

B.Com Part- I (Vocational Subjects)

Sr No.	**Old course(2014-2015)**	**Max. Marks**	Sr No.	**New Course (2016-2017)**	**Max. Marks**
	Theory			**Theory**	
1	Group I. Tax Procedures & Practice Tax Procedures & Practice – I	70	1	Group V. Principles and Practice of Insurance Principles and Practice of Insurance – Life Insurance	70
2	Group II. Office management and Secretarial Practice Office Management & Secretarial Practice- I	70	2	Group V. Principles and Practice of Insurance Principles and Practice of Insurance – Life Insurance	70
3	Group III. Advertising, Sales Promotion and Sales Management. Advertising, Sales Promotion and Sales Management – I	70	3	Group III. Advertising, Sales Promotion and Sales Management. Advertising, Sales Promotion and Sales Management – I	70
4	Group IV. Computer Applications MIS & IT – I	70	4	Group IV. Computer Applications Fundamentals of Information Technology (FIT)	70
5	Group V. Principles and Practice of Insurance Principles and Practice of Insurance – I	70	5	Group V. Principles and Practice of Insurance Principles and Practice of Insurance – Life Insurance	70
6	Entrepreneurship Development – I	70	6	Entrepreneurship Development – I	70

B.Com Part- II _____(Vocational Subjects)

Sr No.	**Old course(2014-2015)**	**Max. Marks**	Sr No.	**New Course (2016-2017)**	**Max. Marks**
	Theory			**Theory**	
1	Group I. Tax Procedures & Practice Tax Procedures & Practice – II	70	1	**Principles & Practice of Insurance** **General Insurance – Paper I**	70
2	Group II. Office management and Secretarial Practice Office Management & Secretarial Practice-II	70	2	**Principles & Practice of Insurance** **General Insurance – Paper I**	70
3	Group III. Advertising, Sales Promotion and Sales Management. Advertising, Sales Promotion and Sales Management – II	70	3	**Advertising, Sales Promotion and Sales Management.** **Advertising, Sales Promotion and Sales Management – II**	70
4	Group IV. Computer Applications MIS & IT – II	70	4	Computer application- Software Packages (Word & Excel)	70
5	Group V. Principles and Practice of Insurance Principles and Practice of Insurance – II	70	5	**Principles & Practice of Insurance** **General Insurance – Paper I**	70
6	Entrepreneurship Development – II	70	6	Entrepreneurship Development – II	70

B.Com Part-III

(Vocational Subjects)

Sr No.	**Old course(2014-2015)**	**Max. Marks**	Sr No.	**New Course (2016-2017)**	**Max. Marks**
	Theory			**Theory**	
1	Group I. Tax Procedures & Practice Tax Procedures & Practice – III	70	1	**Principles & Practice of Insurance** **Insurance and Actuarial Science – Paper I**	70
2	Group II. Office management and Secretarial Practice Office Management & Secretarial Practice- III	70	2	**Principles & Practice of Insurance** **Insurance and Actuarial Science – Paper I**	70
3	Group III. Advertising, Sales Promotion and Sales Management. Advertising, Sales Promotion and Sales Management – III	70	3	**Advertising, Sales Promotion and Sales Management.** **Advertising, Sales Promotion and Sales Management. III**	70
4	Group IV. Computer Applications MIS & IT – III	70	4	Group IV. Computer Applications Web Designing using HTML (WD)	70
5	Group V. Principles and Practice of Insurance Principles and Practice of Insurance – III	70	5	**Principles & Practice of Insurance** **Insurance and Actuarial Science – Paper I**	70
6	Entrepreneurship Development – III	70	6	Entrepreneurship Development – III	70

The students of old course shall be given 03 attempts to pass their examination with old course starting from implementation of New Course.

Proposed New syllabusFor B. Com

From the Academic session 2016-2017

B.Com. – First Year

Semester-I

1T1: Financial Accounting-I

Unit – I Financial Accounting

Meaning, objectives and principles of Accounting, Accounting concepts & Conventions, Accounting Standards- AS 1 to AS 10. Final accounts of Sole Traders. **(Theory & Numerical)**

Unit – II Hire Purchase Accounts

Meaning of Hire Purchase Accounts, Features, Merits and Demerits of Hire Purchase System, Distinction between Hire Purchase and Instalment System.
(Theory & Numerical Excluding Instalment System and Repossession of Assets)

Unit – III

Final Accounts of Co - Operative Societies: (As per Maharashtra Co-Operative Societies Act 1960)- Introduction, Types of Co-operative societies Preparation of Trading & Profit and Loss A/C and Balance Sheet. **(Theory & Numerical)**

Unit – IV

Joint Venture Accounts

Meaning, Distinction between Joint venture and Partnership, Methods of joint venture accounting**. (Theory & Numerical on Centralized & Decentralized Method)**

The Financial year ends on 31st March.

Reference Books :

- S. N. Maheshwari :- Financial Accounting – Vikas Publishing House, New Delhi.
- Gupta R. L. – Advanced Financial Accounting – S. Chand & Sons.
- Kumar, Anil S. – Advanced Financial Accounting – Himalaya Publication House.
- Shukla and Grewal : Advanced Accounts (S. Chand & Ltd. New Delhi).
- Jain and Narang : Advanced Accounts (Kalyani Publishers, Ludhiana).
- Sr. K. Paul : Accountancy, Volume –I and II (New Central Book Agency, Kolkata).
- R. K..Lele and Jawaharlal : Accounting Theory (Himalaya Publishers).
- M. A. Arulnandam :- Advance Accounting – Himalay Publication
- Gulhane, Navghare And Others- Financial Accounting –I, Sheth Publishers Pvt. Ltd. Mumbai.
- Prof. PradeepWath, Dr. R. D. Mehta, Dr. DilipGotmare :- Financial Accounting– Payal Pakashan.
- Advanced Accounts (volume –I), M. C. Shukla, T.S. Grewal, Revised by S. C. Gupta. S, Chand Publishing.

1T1-Financial Accounting – I

Paper Pattern

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q. No. 1 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16Marks

Q. No. 2 – Unit II

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 3 – Unit III

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 4 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 5

a)	Unit- I	Problem 04 Marks
b)	Unit –II	Problem 04 Marks
c)	Unit-III	Problem 04Marks
d)	Unit-IV	Problem 04 Marks

1T2: Business Organization

Unit – I

Nature and scope of business: Meaning and definition of business, characteristics, objectives of business, classification of business activities, Industry, Service, Commerce & Trade. Social Responsibility of Business towards different groups.

Unit – II

Forms of Business Units: Meaning, Characteristics, Advantages and Disadvantages of Sole Trader, Partnership, One Person Company, Private Company, Joint Stock Company- Concept, Classification, Service sector business: - meaning, types including BPO and KPO, advantage its role in economy

Unit - III

Organization: Meaning, Definition ,Concept and functions of Organization, Principles of Organization, Types of Organization- Line and Staff, Modern types of organizations- Project, Matrix, Formal and Informal Organization, Advantages and Disadvantages.

Unit IV

Recent Trends in Business Organization: Internal constituents of the Business Organization; key managerial personnel (KMP); chairman- qualities of a chairman, powers, responsibilities and duties of a chairman; chief executive officer (CEO), role and responsibilities of the CEO; E-commerce, E-business, E-banking.

Suggested Books:

1. Jain, Khushpat S : Business Organisation,Mumbai
2. C.P Bose: Business Organisation & Management
3. Sekhri, Arun : Organisation, MUMBAI, Himalaya Publishing House, 2014
4. P.C.Jain: Government and business policy,Galgotia Publishing Com.New Delhi
5. Gulhane, Chopade Choudhary- Business Organization, Sheth Publishers Pvt. Ltd. Mumbai.
6. ‘kekZ] ,l-,y- % O;kolkf;d laxBu] jes’k cwd fMiks] ubZ fnYyh
7. oekZ] ;ksxsUnzizlkn % O;kolkf;d laxBu izca/k ,oa iz’kklu] ,l-pkUn ,aM da-
8. Dr. A. Shende, Dr. M Dixit& Dr. D. Mohture, Business Organization, Anuradha Prakashan Nagpur.

QUESTION PAPER PATTERN

BCOM – I : SEMESTER I

1T2-Business Organisation

TIME:- 3 Hours] **[Full Marks:- 80**

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Q.1.

(a)	UNIT – I		08 Marks
(b)	UNIT – I		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.2.

(a)	UNIT – II		08 Marks
(b)	UNIT – II		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.3.

(a)	UNIT – III		08 Marks
(b)	UNIT – III		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.4.

(a)	UNIT – IV		08 Marks
(b)	UNIT – IV		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.5.

a)	UNIT – I	04 Marks
b)	UNIT – II	04 Marks
c)	UNIT – III	04Marks
d)	UNIT – IV	04 Marks

1T3: Company Law

Level of Knowledge: - Basic Conceptual Knowledge.

Objective: To make aware the students with basic concept of company law

[The Company Act 2013 with Amendments up to June 2016]

UNIT - I

(i) Background of New Company Act 2013.

(ii) Corporate Personality – Company, Meaning of Company, Characteristics of a Company, Lifting of Corporate Veil

(iii) Kinds of Company- Private Company, Public Company, Company limited by Share, Company Limited by guarantee, Unlimited Company, Association not for profit, Government Company, Foreign Company, Holding and Subsidiary and associate company with features of all kinds of company.

(iv) Promotion and incorporation of company- stages in formation and incorporation of company, registration and commencement of business, Certificate of Incorporation

UNIT – II

(i) Memorandum of Association- Meaning, Definition, Importance and Content of Memorandum of Association.

(ii) Articles of Association – Meaning, Definition, Importance and content of Articles of association.

(iii) Private Placement and Prospectus: Meaning and definition of private placement and prospectus, public offer, types of prospectus- Deemed prospectus, Shelf prospectus, Red Herring Prospectus, Abridge prospectus.

(iv) Misrepresentation in prospectus, Consequences of misrepresentation and remedies for misrepresentation in prospectus.

UNIT- III

(i) Share and share capital- Meaning and nature of capital and share capital, kinds of share- equity, preference, sweat equity, bonus, employee stock option scheme, and Right issue.

(ii) Debt Capital (Borrowing and Debenture)- Meaning and nature of debt and debt capital, Types of different types of borrowing

(iii) Difference between- Share and debenture, owned capital and debt capital.

(iv) Depositories and dematerialization of securities- meaning and nature of depositories, procedure of dematerialization of securities.

UNIT – IV

(i) Membership in a company – Meaning of shareholder and member, distinction between shareholder and member, kinds of member.

(ii) Procedure to become member and shareholder of a company, Concept of Transfer and Transmission of Securities (Share and Debenture)

(iii) Directors – Meaning, Appointment, Power and Duties, Managing Director and Whole Time Director – Appointment and Qualification.

(iv) Concept of Small Shareholders Director, Women Director, Resident Director and Independent Director,Auditor – Meaning, Appointment and Removal

Reference Books:

- Company Law By Ashok K. Bagrial:, Vikas Publication House
- Company Law And Practice, Ratan Nolakha: Vikas Publication House
- Business Law Including Company Law, Gulshan, S S and Kapoor, G K , New Age International (P) Ltd., Publishers.
- Company Law - A comprehensive Textbook on New Companies Act 2013 , Kapoor G.K. and Dhamija Sanjay: Tazman Publication
- Company Law & Secretaria lPractice- Appannaian Reddy, Prabhudev, Himalaya Publishing House
- Faroq Haque Company Law., Sheth Publishers Pvt. Ltd. Mumbai
- Company Law Dr. A . Shende, Dr. R. Ingole, Anuradha Prakashan, Nagpur
- Company Law and Secretarial Practice- Dr. R.K. Nelakha, Ramesh Book Depot, Jaipur, New Delhi.
- Secretarial Practice & Company Law- Arunkumar, Rachana Sharma- Atlantic Publishers and Distributors
- A Text Book of Company Law & Corporate Law) P.P.S.Gogna, S. Chand Publishing.

QUESTION PAPER PATTERN

1T3-COMPANY LAW

TIME:- 3 Hours] **[Full Marks:- 80**

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Q.1.			
	(a)	UNIT – I	08 Marks
	(b)	UNIT – I	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.2.			
	(a)	UNIT – II	08 Marks
	(b)	UNIT – II	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.3.			
	(a)	UNIT – III	08 Marks
	(b)	UNIT – III	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.4.			
	(a)	UNIT – IV	08 Marks
	(b)	UNIT – IV	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.5.			
	a)	UNIT – I	04 Marks
	b)	UNIT – II	04 Marks
	c)	UNIT – III	04Marks
	d)	UNIT – IV	04 Marks

1T4: Business Economics – I

Unit I: Nature and Scope of Business Economics

Business Economics-Meaning, scope and objectives of business economics. Nature and types of business decisions. Role and social responsibility of business & business economist. Micro and Macro Economics- Definition, scope, merits and demerits.

Unit II: Theory of Consumption

Law of Demand, Demand determinants, Changes in demand, Indifference Curve Concept- Definition, properties, importance of indifference curves. Elasticity of Demand- Concept, definition, kinds, measurement of elasticity of demand, Factors influencing elasticity of demand, Importance of elasticity of demand. Demand Forecasting- Meaning, need, importance, methods of demand forecasting.

Unit III: Theory of Production

Concept of Production Function- Concept, definition, Types of Products, Total Production, Average Production, Marginal Production. Law of Variable Proportions- Assumptions, significance & limitations. Isoquant Curves- Definition, general properties of Isoquant curves, Expansion Path. Law of Returns to Scale, Internal and External Economies and Diseconomies of Scale, Ridge Lines. Theories of Population - Malthusian Theory of Population, Optimum Theory of Population, Demographic Transition Theory of Population and Criticisms. Law of Supply.

Unit IV- Theory of Cost and Revenue

Law of Supply & Criticisms, Factors influencing supply. Concept of Cost in the Short &Long Run- Accounting Cost, Economic Cost, Opportunity Cost, Fixed Cost, Variable Cost, Direct and Indirect Costs, Real Cost, Explicit & Implicit Costs, Money Cost, Total Cost, Average Cost, Marginal Cost, Selling Costs. Revenues - Total Revenue, Average Revenue, Marginal Revenue and their Relationship.

Books Recommended:

1. Business Economics ,V.G. Mankar, Himalaya Publication House.
2. Business Economics, H.L.Ahuja, S.Chand Publishing
3. Business Economics, Dr. A. shende, Dr. D. Mohture, Dr. Dixit,

Dr. R. Gan,Anuradha Prakashan Nagpur

4. Micro Economics, P.N.Chopra, Kalyani Publishers.
5. Micro Economics, D.D.Chaturvedi, Galgotia Publishing Company.
6. Principles of Economics, D.M.Mithani, Himalaya Publishing House.
7. Advance Micro Economic Theory, M.Maria John Kennedy, Himalaya Publishing House.
8. Business Ecomomics, Rashi Arora, Sheth Publishers, Mumbai
9. Business Economics, Dr. Samudra, Sai Jyoti Prakashan

QUESTION PAPER PATTERN

BCOM – I : SEMESTER I

1T4-Business Economics- I

TIME:- 3 Hours] **[Full Marks:-80**

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Q.1.

(a)	UNIT – I		08 Marks
(b)	UNIT – I		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.2.

(a)	UNIT – II		08 Marks
(b)	UNIT – II		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.3.

(a)	UNIT – III		08 Marks
(b)	UNIT – III		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.4.

(a)	UNIT – IV		08 Marks
(b)	UNIT – IV		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.5.

a)	UNIT – I	04 Marks
b)	UNIT – II	04 Marks
c)	UNIT – III	04Marks
d)	UNIT – IV	04 Marks

Allocation of marks for the subjects-

1. **Financial Accounting**
2. **Business Organization**
3. **Company Law and**
4. **Business Economics-I**

1a	**Two periodical class tests**			**10marks**
1b	**An assignment/Viva/Group Discussion/Seminar based on curriculum to be assessed by the teacher concerned**			**10marks**
1			**Internal assessment Total marks**	**20 marks**
2	**Unit- I**	**20 marks**		
	Unit-II	**20 marks**		
	Unit-III	**20 marks**		
	Unit-IV	**20 marks**		
			Semester wise End Examination marks	**80 marks**
			Total marks per subject	**100 marks**

1T5-Compulsory English

Unit –I Short Stories:

1. The Gifts by O Henry
2. The Quality by J. Galsworthy
3. The Axe by R. K. Narayan

Unit –II Poems:

1. You turned away yourself by Kabir
2. Mending wall by Robert Frost
3. Unknown Citizen by W.H. Auden

Unit –III Essays:

1. Tolerance by E.M. Forster
2. The Philosophy of Pleasure by Fulton J. Sheen
3. On Painted Face by A. G. Gardiner

Unit –IV

A) I) Synonym/Antonym of Given words (Match the following format)

II) One Word Substitute
B) Business Correspondence:
Job Application Letter,Interview Call Letter,Job Offer Letter

C) Comprehension of an Unseen Passage

D) Precis Writing

Prescribed Textfor UNITS I, II & III: Swan and Pearls (Raghav Publishers)

Reference Books :

For UNIT IV(A) (Grammar /Vocabulary items)

1. Learner's English Grammar & Composition by Dr. N.D.V.Prasada Rao (S.Chand)
For Unit IV (B)
2. Business Correspondence and Report Writing – R.C.Sharma & Krishna Mohan (Tata McGraw-Hill)
3. Developing Communication Skills – Krishna Mohan & Meera Banerji (Macmillan)

Question Paper Pattern
1T5-: Compulsory English
SEMESTER – I

N.B. LAQ - Long Answer Question to be answered in about 150 words.
SAQ - Short Answer Question to be answered in about 75 words.
VSAQ – Very Short Answer Question to be answered in one or two sentences.

Total Marks- 80

Q 1. A. One LAQ out of Two based on Short Stories (Unit I) 08 Marks
B. Two SAQs with internal choice based on Short Stories (Unit I) 2 x 4 Marks - 08 Marks

Q 2. A. One LAQ out of Two based on prescribed poems (Unit II) 08 Marks
B. One LAQ out of Two based on the prescribed Essays (Unit III) 08 Marks

Q 3. A. Two SAQs with Internal Choice from Unit III (2 x 4 Marks) = 08 Marks
B. (i) Synonyms/Antonyms - Match the following – 4 items against 6 options 04 Marks (4 x 1 Marks)
(ii) One word substitute – 4 out of 6 (4 x 1 Marks) 04 Marks

Q 4. A. One out of Two items based on Business Correspondence (Unit IV) 08 Marks
B. Comprehension of Unseen Passage – 4 VSAQs – 4 x 2 Marks 08 Marks

Q 5. A. Make a Precis of the given passage and give it a suitable Title 08 Marks
B. Five VSAQs based on Unit I and Unit III (4×2 Marks) = 08 Marks

INTERNAL ASSESSMENT : 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The concerned teacher shall provide, in advance, a list of topics/assessment items/Question Bank (to the students) based on the Units prescribed for the Theory Examination. Students shall finalize 2 topics/items from 2 different units with the approval of the concerned teacher and submit the same within the prescribed deadline.

Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons/poems prescribed in the syllabus.

2 Assignments – 6+6 = 12 Marks

Performance & Conduct – 4 Marks

Attendance - 4 Marks

TOTAL – 20 MARKS

Semester - I
1T6.1- Supplementary English

Unit 1- Prose

1. A New Star Rises- Jawaharlal Nehru
2. Mahatma Gandhi- Louis Fischer
3. Jagdish Chandra Bose- Aldous Huxley
4. My Greatest Olympic Prize- Jesse Owens
5. Eating for Health- Rajkumari Amrit Kaur

Unit 2 - Poetry

1. Virtue- George Herbert
2. Solitude- Alexander Pope
3. How Sleep the Brave- William Collins

Non-Textual portion-

Unit 3 – Writing Skills

(A) Social Correspondence:

Letter of Congratulations, Letter of Condolence, Informal Invitation

(B) Writing Classified Advertisements

Unit 4 – Grammar

Spotting errors in the use of - (1) Articles (2) Subject-Verb Agreement

Prescribed Text- *Zenith*- An Anthology of Prose and Poetry (Raghav Publishers)

Reference books

1. Macmillan Foundation English - R.K. Dwivedi, A. Kumar **(for Unit IV)**
2. Developing Communication Skills -- Krishna Mohan & Meera Banerji (Macmillan Publishers) (**for the topic of 'Social Correspondence under Unit III)**
3. Write Right – Sarita Manuja (Macmillan) **(For the topic 'Writing Classified Advertisements' given under Unit III)**

1T6.1- Supplementary English
Question Paper Pattern

Semester - I

Q1.

(A) Unit 1 Prose - LAQ 150 words (2 out of 4)2 x 08 = 16 marks

Q 2.

(B) Unit 1 Prose - SAQ 75 words(4 out of 5)4 x 4 = 16 marks

Q 3.

(A) Unit 2 Poetry- LAQ 150 words (1 out of 2) 1 x 08 = 08 marks
(B) Unit 2 Poetry - SAQ 75 words (2 out of 3) 2 x 4 = 08 marks

Q 4.

Non-textual portion

(A) Social Correspondence: 1 x 08= 08Marks

(B) Writing Classified Ads 1 x 08= 08 Marks

Q 5. (A)i. Correct the error in the use of Articles (4) 04 x 1= 04 Marks

ii. Correct the error in the subject-verb agreement (4)04 x 1 = 04Marks

(B)VSAQs Units 1 & 2

Answer each of the following in one or two lines 04 x 2 =08 Marks

Total Marks of Theory Examination- 80

INTERNAL ASSESSMENT: 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The concerned teacher shall provide, in advance, a list of topics/assessment items/Question Bank (to the students) based on the Units prescribed for the Theory Examination. Students shall finalize 2 topics/items from 2 different units with the approval of the concerned teacher and submit the same within the prescribed deadline.

Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons/poems prescribed in the syllabus.

2 Assignments – 6+6 = 12 Marks

Performance & Conduct – 4 Marks

Attendance - 4 Marks

TOTAL – 20 MARKS

Theory Examination – 80 Marks
Internal Assessment – 20 Marks
Total: 100 Marks

1T6.2 - विषय : मराठी

सत्र पहिले २०१६

प्रश्न क्र.	घटक क्र.	अभ्यासक्रम	गुण	शेरा
१	१	समकालीन राष्ट्रीय, सामाजिक समस्यावर आधारित (चार पर्यायांपैकी एका विषयावर, शब्द मर्यादा-४००)	२०	
२	२	गद्य विभाग : पाठ्य पुस्तक : भाषा दर्शन भाग एक १. लोकशाहीचे भवितव्य (डॉ. बाबासाहेब आंबेडकर) २. नौका (प. भा. भावे) ३. अस्पृश्यांचा आधारवड (शिवाजी सावंत) ४. बेगड (योगीराज वाघमारे) ५. उमा (वि. स. जोग)	३५	
३	३	पद्य विभाग : पाठ्य पुस्तक : भाषा दर्शन भाग एक १. ज्ञानेश्वरांच्या विराण्या (संत ज्ञानेश्वर) २. मन (बहिणाबाई चौधरी) ३. गणपतवाणी (बा. सी. मर्ढेकर) ४. गिरणीची लावणी (नारायण सुर्वे) ५. माउली भुकेले बेट (सुधाकर गायधनी)	३५	
४	४	व्यावहारिक मराठी १. पत्रलेखन २. इतिवृत्त लेखन	१०	

1T6.2-विषय : मराठी

प्रश्न पत्रिकेचे स्वरूप

सत्र : पहिले

वेळ:३ तास)

(एकूण गुण-80)

प्रश्न:१ समकालीन राष्ट्रीय, सामाजिक समस्यांवर आधारित निबंध (चार पर्यायांपैकी एका विषयावर)
शब्दमर्यादा-४०० शब्द (16 गुण)

प्रश्न: २ गद्य विभागावर आधारित दीर्घोत्तरी दोन प्रश्नांपैकी एक सोडवा (16 गुण)

प्रश्न: ३ पद्य विभागावर आधारित दीर्घोत्तरी दोन प्रश्नांपैकी एक सोडवा (16 गुण)

प्रश्न: ४ दोन गद्य विभागावर व दोन पद्य विभागावर आधारित चार लघु प्रश्नांच्या दोन गटांपैकी एक गट सोडवा (16 गुण)

प्रश्न: ५ एक लघु प्रश्न गद्य विभागवर, एक लघु प्रश्न पद्य विभागावर आणि दोन लघु प्रश्न व्यावहारिक मराठीवर आधारित अशा चार लघु प्रश्नांची उत्तरे लिहा (16 गुण)

एकूण गुण विभागणी

१. गद्य विभाग 28 गुण
२. पद्य विभाग 28 गुण
३. व्यव्हारिक मराठी 08 गुण
४. निबंध 16 गुण

एकूण गुण : 80

अंतर्गत मूल्यांकन गुण २० : संबंधित महाविद्यालयातील प्राध्यापकांनी परीक्षार्थ्यांची वर्गातील उपस्थिती (०५ गुण), परीक्षार्थ्याचा वर्गातील सक्रीय सहभाग (०५ गुण) आणि लिखित स्वरूपातील गृह पाठ (१० गुण) या निकषांवर एकूण २० गुणांपैकी विद्यार्थ्यांचे अंतर्गत मूल्यांकन करणे.

सत्र लेखी परीक्षा : ८० गुण
अंतर्गत मूल्यांकन : २० गुण
एकूण गुण : १००

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izFke l=% SSSSemester I

le;%& rhu ?kaVs **dqy vad%&80**

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bdkbZ 1

(Unit-1)

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¼fdUgh pkj esa ls,d fo"k; ij & 'kCn lhek 400 rd½

bdkbZ 2

(Unit-2)

Xk| foHkkx%& ikB~;iqLrd%&^^lkfgR; ohfFkdk**

1½ xi'ki& fuca/k&ukeoj flag

2½ lPph ohjrk& fuca/k&ljnkj iw.kZflag

3½ dQu & dgkuh &izsepan

4½ phQ dh nkor& dgkuh & Hkh"e lkguh

5½ 'kj.kkxr& dgkuh& o`Unkouyky oekZ

i| foHkkx%& ikB~;iqLrd%& ^^lkfgR; ohfFkdk**

bdkbZ 3

(Unit-3)

1½ dchj ds nksgs & dchjnkl

2½ cky yhyk & lwjnkl

3½ HkfDr] uhfr ds nksgs &fcgkjh

4½ oj ns] oh.kkokfnuh oj ns& lw;ZdkUr f=ikBh fujkyk

5½ fgekfnz rqax Ja`x ls & t;'kadj izlkn

vU; ikB~; lkexzh%&

bdkbZ4

(Unit-4)

1½ ikfjHkkf"kd 'kCnkoyh&ikB~;iqLrd esa layXu okf.kT; ls lcaf/kr ikfjHkkf"kd 'kCnksa dk vaxzsth ls fgUnhrFkk fgUnh ls vaxzsth esa v/;;u visf{kr gSA

2½ dYiuk foLrkj&lkkB~;iqLrd esa layXu mfDr;ksa dh lwph ls gh dYiuk foLrkj dk v/;;u visf{kr gSA

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vad&16
¼ fdUgh pkj esa ls ,d fo"k; ij & 'kCn lhek 400 rd½

iz'u&2x|& foHkkx ij vk/kkfjr ikBksa esa ls fodYi ds lkFk nh?kksZRrjh iz'u A
vad&16
¼nks iz'uksa esa ls ,d iz'u dk mRrj visf{kr gSA½

iz'u&3i|& foHkkx ij vk/kkfjr dforkvksa esa ls fodYi ds lkFk nh?kksZRrjh iz'u A
vad&16
¼nks iz'uksa esa ls ,diz'u dk mRrj visf{kr gSA½

iz'u&4 rhu x|&foHkkx lss o rhu i|& foHkkx ij vk/kkfjr dqy Ng y?kq iz'uksa esa ls fdUgha pkj iz'uksa dsmRrj visf{kr gSA 4 x 4vad =**vad&16**

iz'u&5 blds vUrxZr lEiw.kZ ikB~;Øe ls pkj y?kqRrjh iz'u gksaxsaA **izFke iz'u x| ls] f}rh; iz'u i| ls] r`rh; iz'u ikfjHkkf"kd 'kCnkoyh ls vkSj prqFkZ iz'u dYiuk foLrkj ls iwNs tk;saxsa A** lHkh iz'uksa ds mRrj visf{kr gSA

4 x 4 vad **= vad&16**

vkUrfjd ewY;kdau & 20 vad
dqy vad foHkktu%&

fucU/k&16 vad
x| foHkkx&28 vad
i| foHkkx&28 vad
vU; ikB~; lkexzh&08vad
dqy vad&80 vad

Vocational Course

Semester I

(Same syllabus for all vocational group subjects in B. Com. – I)

1T7-Entrepreneurial Development-I

Time : 3 Hours **Full Marks: 80**

Internal Assessment: 20

Level of knowledge: Basic knowledge

Objective: To provide an introductory knowledge about entrepreneurship and its development process.

Unit-I

Entrepreneurship – Evolution of the concept of entrepreneur, Definitions of Entrepreneurship & Entrepreneur, Types of Entrepreneurship, Function of Entrepreneur, Characteristics of Entrepreneur, Socio-economic origins of Entrepreneurship.

Unit-II

Stages in the Entrepreneurial process, Barriers to Entrepreneurship, Environmental factors affecting Entrepreneurship, Entrepreneurial Structures.

Unit-III

Qualities of a successful Entrepreneur. Distinction between an Entrepreneur and a Manger, role of Entrepreneurship in Economic development. Theories of Entrepreneurship- Theory of Achievement Motivation, Conceptual Model of Entrepreneurship.

Unit-IV

Women Entrepreneurship- Concept of Women Entrepreneurs, Functions of Women Entrepreneurs, Growth of women Entrepreneurship and problems of women Entrepreneurs, Development of women Entrepreneurship, Recent Trends.

Books Recommended:

- ✓ Dynamics of entrepreneurial development and management, Vasant Desai
- ✓ Entrepreneurial development, Vasant Desai.
- ✓ Entrepreneurial Development, S. S. Khanka, S. Chand Publishers.
- ✓ M.V. Deshpande : Entrepreneurship of small scale industries.
- ✓ Entrepreneurship Development and Business Communication, Vasant Desai and Urmila Rai, Himalaya Publishing House.
- ✓ Entrepreneurship Development in India, Dr. C. B. Gupta and Dr. N.P. Srinivasan, Sultan Chand & Sons.
- ✓ Entrepreneurial Development, Vasant Desai, Appannaiah, Reddy and Gopal Krishna, Himalaya Publishing House.

Group – I : Computer Applications

1T8.1 : Fundamental of Information Technology (FIT)

Unit-I: Definition of Computer, Block diagram of computer, generations of computer, classification of computers, characteristics, advantages & limitations of computer. Computer organization: Central processing Unit - speed of processor, computer memory: primary & secondary, Storage devices: floppy disk, Hard disk, magnetic tapes, optical disk (CD/ DVD), pen drive. Input devices: keyboard, mouse, joystick, light pen, scanners, OCR, MICR, Touch Screen, Bar code reader. Output devices: monitor, printers, classification of printers, impact & non-impact printers, dot matrix, ink jet, laser, thermal printers, plotters.

Unit-II : Hardware & software, Software and programming languages.
Computer networks – LAN, WAN, MAN
Internet, WWW, E-Mail, education, financial service, e-Commerce, banking, shopping, advertising, e-governance. Virus, Types of Viruses, Anti-Virus, Firewall and Anti-Spy ware Utilities

UNIT – III :
Introduction to Disk Operating System (DOS) :
-File types, Directory Structure, Booting - Warm and Cold Booting, Types of DOS commands (Internal and External)
-Directory commands: DIR, MD, RD, TREE, PATH, SUBST ETC.,Wild card Definitions, Commands related to file management: COPY, DEL, ERASE, REN, ATTRIB, XCOPY, BACKUP and RESTORE , General commands: TYPE DATE, TIME, PROMPT etc., batch commands, wild card characters & its use.

UNIT – IV :
Introduction to Windows Operating System :
Advantages of windows operating system, operating with windows, GUI, use of help features, starting an application, essential accessories, windows explorer, control panel, my computer, my documents, recycle bin, finding folders and files, system tools, new features in windows-7/8/10 versions.
Practical : Practical will be based on Unit-III & IV i.e. MS-DOS and Windows

BOOKS RECOMMENDED:

1. I.T. Today (Encyclopedia) By S. Jaiswal (Test Book)
2. Computer Today By Donald Senders
3. Computer Applications In Management – Ushadahiya,Sapnanagpal(Taxmann's)
4. Information Technology - Dr. Sushilamadan (Taxmann's)
5. Understanding Computer By Dineshkumar
6. Computer Fundamentals By P. K. Sinha
7. Office Automation By K.K. Bajaj (Macmilan)
8. Business On The Net An Introduction To The Whats And Hows Of E-Commerce By K. N. Agarwala & Others (Macmilan)
9. Dos/Unix & Windows: I.T. Today (Encyclopedia) By S. Jaiswal
10. Msdos; Manual

Vocational Course
Semester – I
Group – II : Principles & Practice of Insurance
1T8.2-Life Insurance – Paper I

Time : 3 Hours] Theory : 80 Marks
Internal Assessment: 20 Marks

Level of knowledge - Basic knowledge.

Objective - To create awareness regarding basic knowledge about Life Insurance.

Unit – I

Concept of Risk, Meaning ,Definition, Classification of Risk

Risk management : Meaning and Definition, Objectives, Importance, Classification of Risk,

Methods of Handling Risk, factors affecting Risk Management, Principles of Insurance Management, Process of Risk Insurance Management

Unit – II

Concept of Insurance: Meaning, Definition, Need, Importance and Scope of Insurance, Benefits of Insurance

History of Insurance, Meanings of Terms used - Premium, Compensation, Cover note, Claim, Peril, actor affecting premium calculation

Reinsurance : Important concepts, characteristics, types of reinsurance, double cover, external and internal insurance.

Unit – III

Life Insurance: Meaning and definition of Life Insurance, Organization , Management , regulation , role and functions of life insuranc

Insurance Contract, Essentials of Insurance Contract

Principles of Life Insurance, Classification of Life Insurance Policies.

Unit – IV

Policy conditions of Life Insurance ,

Insurance document – Proposal form, policy form, cover note, certificate of Insurance, endorsement, co-insurance and renewal receipt, procedure of taking Life Insurance Policy.

Settlement of Claim on Maturity of Policy, Death of Policy holder,

Recommended books:

- Fundamental Of Insurance, R.K. Gupta, Himalaya Publishing House.
- Principles & Practice of Insurance, Dr. P. Periasamy, Himalaya Publishing House
- Insurance Principle and Practice,M.M. Mishra and Dr. S.B. Mishra,S. Chand Publication
- Principles of Insurance, Dr. Shakti Pratchbal and Dr. N.P. Dwivedi, Himalaya Publishing House

✓ बीमा के सिध्दांत एवं व्यवहार – भगवती प्रकाळा अर्मा, राजीव जैन, पुरूशोत्तम दयाल– हिमालया पब्लिळिांग हाऊस

Group III.
Advertising, Sales Promotion and Sales Management
Semester-I
1T8.3 -Advertising, Sale Promotion and Sales Management – I

Full Marks : 80 **Time : 3 Hours**
Internal Assessment : 20
Objectives: The aim of the paper is to acquaint the students with concepts, techniques and give experience in the application of concepts for developing an effective advertising programme.
Unit-1
- Advertising Role in the Marketing Process: Legal Ethical and social Aspects of Advertising. Functions and types of advertising.

Unit- 2
Integrated Marketing communication .Brand management , Brand Image, Brand Equity and Brand Building. Ethics of advertising

Unit- 3
The major players in advertising, Advertising agency, Brand manager, market research firms, Media, Type of agencies. Structure of an agency and its functions. The process of developing an ad.

Unit-4
Objective Setting and market Positioning; Dagmar Approach in Determination of Target Audience and understanding them. Assumptions about consumer behavior.
Recommended books:

□□Luick, John F and Siegler, William Lee, Sales promotion and Modern Merchandising (McGraw Hill Book Co., New York, 1968) □
□□□Still, Richard, Edward W & Govoni Norman AP, Sales management Decisions, Strategies and cases (Prentice Hall India Pvt. Ltd., New Delhi, 1981) □
□□□Stanton, William J & Buskrit, management of Sales Force (Richard D, Irwin, Inc. Homewood, 1987)
□□Russell, Frederic A. Beach, Frank H & Buskrit, Richard H, Selling principles and Practices (Mcgraw Hill, International Book Co.1982) □
□□David Aaker, Advertising management (Prentice Hall India Pvt. Ltd., New Delhi) □
□□□Kazmi & Batra, Advertising & Sales Promotion – Excel Books. □
□□□Belch & Belch, Advertising & Promotion – Tata McGrow Hill. □
□□□Jethwaney & Jain – Advertising Management, Oxford Univ. Press □□

SEMESTER I

QUESTION PAPER PATTERN FOR All Vocational Subjects

Computer Application, Insurance & Entrepreneurial Development

TIME:- 3 Hours] **[Full Marks:- 80**

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Q.1.(a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.2. (a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.3. (a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.4. (a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.5. Answer in Brief			
(a)	UNIT – I		4 Marks
(b)	UNIT – II		4 Marks
(c)	UNIT – III		4 Marks
(d)	UNIT – IV		4 Marks

B.Com. – First Year
Semester-II
2T1: Statistics and Business Mathematics

Unit – I Statistics & Measures of Central Tendency

Meaning, Scope, Importance, Functions and Limitations of Statistics. Collection of data, Tabulation and Classification, Frequency distribution.

Mean, Median, Mode, Geometric Mean and Harmonic Mean **(Theory & Numericals)**

Unit – II

Dispersion- Meaning and significance of dispersion, Methods of measuring dispersion, Mean Deviation, Standard Deviation, Quartile Deviation, co-efficient of variation **(Theory & Numericals)**

Unit – III

Skewness-Absolute Measures of Skewness, Relative Measures of Skewness, Karl Pearson's Coefficient of Skewness, Bowley's Coefficient of Skewness. **(Numericals)**

Unit – IV

Business Mathematics:- Ratio Proportion, Percentages, Simple & Compound Interest, Profit/ Loss. **(Numericals)**

Reference Books:

- Fundamentals of statistics : D. V. Elhance&VeenaElhance
- Statistics : V. K. Kapoor – S. Chand & Sons
- Statistics : B. New Gupta – SahityaBhavan Agra
- Fundamentals of statistics and Computer, Dr. M. Datalkar & Mrs. Sindhu Ghate, Sai Jyoti Prakashan, Nagpur
- Business Statistics A Self Study Text Book, Dr. P. C. Tulsian & Bharat Jhunjhunwala, S. Chand Publishing
- Fundamental of Statistics : S. C. Gupta – Himalaya Publishing House
- Business Mathematics & Statistics : NEWK Nag & S.C. Chanda – Kalyani Publishers
- Gulhane, Chopade – Statistics and business mathematics, Sheth Publishers Pvt. Ltd. Mumbai
- Business Mathematics and Statistics- Dr. M. Datalkar & Mrs. S. Ghate, Sai Joyti Publication, Nagpur.
- Problem in statistics : Y. R. Mahajan - Pimplapure Publisher Nagpur

Question Paper Pattern
Semester-II
2T1-Statistics and Business Mathematics
Paper - I

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q. No. 1 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16Marks

Q. No. 2 – Unit II

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 3 – Unit III

a) Problem		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 4 – Unit I

a)Problem		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		08 Marks
d) Problem		08 Marks

Q. No. 5	a)	Unit- I	Problem 04 Marks
	b)	Unit –II	Problem 04 Marks
	c)	Unit-III	Problem 04Marks
	d)	Unit-IV	Problem 04 Marks

2T2: Business Management

Unit I

Introduction: Meaning, Definition ,concept and types of management. Principles of business Management. Scope and significance of business management.

Process of business management. Function of business Management. Management as a science or art.

Unit II

Planning: - Meaning, Nature and Characteristics, Importance, Types & Components of Planning. **Decision Making**: Meaning, characteristics & importance of decision making. Traditional and Modern techniques of Decision-Making.

Unit – III

Delegation of Authority:-– Meaning, Elements, Advantages, & Obstacle of Delegation of Authority. Centralization and decentralization of authority and its merits and demerits.

Co-ordination & Controlling: Meaning, Concept and principles of Coordination, Internal & External Coordination. Meaning, concept and elements of control.

Unit IV

Recent trends in management:

Management of Change Management of Crisis, Total Quality Management, Stress Management, International Management.

Suggested Books:

1. Bajaj: Management Processing and Organization, Excel Publications.

2. Tripathy and Reddy – Principles of Management – Tata McGraw Hill.

3. A. Pardhasaradhy & R. Satya Raju: Management Text and Cases, Prentice Hall of India.

Gulhane, Chopade Choudhary- Business Management, Sheth Publishers Pvt. Ltd. Mumbai

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5- 'kekZ] th-Mh-lwukuk] th-lh-% izcaU/k ds fl/nkar] jes'k cwd fMiks]ubZ fnYyh

6- ns'keq[k] izHkkdj% O;olk; O;oLFkkiukph ewy rRos] fiaiGkiwjs vaM da- ukxiqjs

Question Paper Pattern

Semester-II

2T2-Business Management

N.B. – 1) All questions are compulsory.

2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q.1.

(a)	UNIT – I		08 Marks
(b)	UNIT – I		08 Marks
		OR	
(c)	UNIT – I		16 Marks

Q.2.

(a)	UNIT – II		08 Marks
(b)	UNIT – II		08 Marks
		OR	
(c)	UNIT – II		16 Marks

Q.3.

(a)	UNIT – III		08 Marks
(b)	UNIT – III		08 Marks
		OR	
(c)	UNIT – III		16 Marks

Q.4.

(a)	UNIT – IV		08 Marks
(b)	UNIT – IV		08 Marks
		OR	
(c)	UNIT – IV		16 Marks

Q.5.

a)	UNIT – I	04 Marks
b)	UNIT – II	04 Marks
c)	UNIT – III	04Marks
d)	UNIT – IV	04 Marks

2T3 : Secretarial Practice

Level of Knowledge: - Book Conceptual Knowledge.
Objective: To make aware the student with various function, duties and responsibilities of company secretary and Secretarial Practice
[The Company Act 2013 with Amendments up to June 2016]

UNIT – I

- **(i)** Procedure for Incorporation of Companies, Conversion of Companies – Private Limited to Public Limited and Public Limited to Private Limited
- **(ii)** Procedure for Alteration of Memorandum of Association and Article of Association
- (i) Company Secretary – Meaning, Qualification and Functions/ Role
- (ii) Directors – Procedure for Appointment of Directors and Director's Identification Number (DIN)- allotment and surrender

UNIT- II

- (i) Types and characteristics of company meeting, statutory, board, general and extra ordinary meeting, and meetings of committee of director.
- (ii) Agenda, Notice and provision regarding quorum of Board meeting, Annual General Meeting and Extra ordinary General Meeting
- (iii) Voting and resolution- Meaning of poll, postal ballot and E-Voting, Meaning of ordinary and Special Resolution.
- (iv) Circular Resolution, Explanatory statement, Ordinary and special Business to be transacted in meetings.

UNIT – III

- (i) Report Writing - Essential and content of Board Report and Annual Report.
- (ii) Concept of secretarial audit, Secretarial standards, corporate social responsibility and corporate governance, National Financial Reporting Authority.
- (iii) E-Governance and E-Filling- Meaning, features and procedure of E-Governance and E-Filling, MCA-21

UNIT – IV

- (i) Key managerial personnel- Appointment and function of managing director, whole time director and manager.
- (ii) Procedure for appointment of Additional Directors, Alternate Directors, Nominee Directors.
- (iii) Managerial Remuneration - Remuneration of managing director, whole time director or manager.
- (iv) Provisions regarding resignation, removal of directors, Casual vacancy.

Reference Books:

- Company Law, Ashok K. Bagrial: Vikas Publication House
- Ratan Nolakha: Company Law And Practice, Vikas Publication House
- Gulshan, S S and Kapoor, G K: Business Law Including Company Law , New Age International (P) Ltd., Publishers
- Dr. Arvind shende, Dr. Asha Tiwari, Company Law & Secretarial Practice, Anuradha prakashan, Nagpur.
- Faroq Haque Secretarial Practice., Sheth Publishers Pvt. Ltd. Mumbai

- Kapoor G.K. and Dhamija Sanjay: Company Law -A comprehensive Textbook on New Companies Act 2013 , Tazman Publication
- Secretarial Practice & Company Law- Arunkumar, Rachana Sharma- Atlantic Publishers and Distributors
- Secretarial Practice, M. C. Kuchhal, S. Chand Publishing.

QUESTION PAPER PATTERS
SEMISTER II
2T3-SECRETARIAL PRACTICE

TIME:- 3 Hours] **[Full Marks:- 80**

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Q.1.

(a)	UNIT – I		08 Marks
(b)	UNIT – I		08 Marks
		OR	
(c)	UNIT – I		16 Marks

Q.2.

(a)	UNIT – II		08 Marks
(b)	UNIT – II		08 Marks
		OR	
(c)	UNIT – II		16 Marks

Q.3.

(a)	UNIT – III		08 Marks
(b)	UNIT – III		08 Marks
		OR	
(c)	UNIT – III		16 Marks

Q.4.

(a)	UNIT – IV		08 Marks
(b)	UNIT – IV		08 Marks
		OR	
(c)	UNIT – IV		16 Marks

Q.5.

a)	UNIT – I	04 Marks
b)	UNIT – II	04 Marks
c)	UNIT – III	04Marks
d)	UNIT – IV	04 Marks

2T4 : Business Economics – II

Unit I: Market Structure

Meaning, Definition, Classification of Market Structures. Firm & Industry- Meaning, Difference between Industry and Firm. Pricing of Products-Types, Cost-based pricing, Customer-based pricing, Competitor-based pricing.

Unit II: Perfect & Imperfect Competition Markets

Definition, Features, Price-output determination under Perfect Competition Market. Monopoly - Definition, Features, Types, Price determination under Monopoly. Concept of Price Discrimination .Monopolistic Competition- Meaning, Features, Price determination under Monopolistic Competition.

Unit III: Theories of Distribution

Theory of Distribution -Modern Theory of Distribution. Theories of Rent- Ricardian theory of Rent, Modern theory of Rent, Concept of Quasi Rent. Theory of Wages- Marginal Productivity theory of Wages with Criticisms, Nominal & Real wages. Theories of Interest-Loanable Funds Theory of Interest, Liquidity Preference Theory of Interest, Criticisms, Concept of Gross Interest & Net Interest. Theories of Profit- Dynamic Theory of Profit, Innovation Theory of Profit, Criticisms of the Theories, Gross Profit & Net Profit.

Unit IV- Business Cycles & National Income

Business Cycles-Concept, Features, Types, Phases of Business Cycles. National Income - Meaning, Concepts, Methods of Measuring National Income, Difficulties in National Income Accounting.

Books Recommended:

1. Business Economics , V.G. Mankar, Himalaya Publication House
2. Modern Economics, H.L.Ahuja, S.Chand & Co Ltd.
3. Micro Economics P.N.Chopra, Kalyani Publishers.
4. Micro Economics, D.D.Chaturvedi, Galgotia Publishing Company.
5. Modern Economic Theory, K.K.Dewett, S.Chand & Co Ltd.
6. Business economics, Dr. Arvind Shende, Dr. R. Ingole, Dr. P. Kothiwale, Anuradha Prakashan, Nagpur
7. Managerial Economics,D.N.Dwivedi, Vikas Publishing House Pvt Ltd.
8. Managerial Economics-Theory & Applications, D.M.Mithani, Himalaya Publishing House.
9. Business Economics by Ms. V. Karkare, Mrs. S Ghate, Anuradha Prakashan Nagpur.
1. Business Ecomomics, Rashi Arora, Sheth Publishers, Mumbai

Question Paper Pattern
Semester- II
2T4-Business Economics - II

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q.1.			
	(a)	UNIT – I	08 Marks
	(b)	UNIT – I	08 Marks
		OR	
	(c)	UNIT – I	16 Marks
Q.2.			
	(a)	UNIT – II	08 Marks
	(b)	UNIT – II	08 Marks
		OR	
	(c)	UNIT – II	16 Marks
Q.3.			
	(a)	UNIT – III	08 Marks
	(b)	UNIT – III	08 Marks
		OR	
	(c)	UNIT – III	16 Marks
Q.4.			
	(a)	UNIT – IV	08 Marks
	(b)	UNIT – IV	08 Marks
		OR	
	(c)	UNIT – IV	16 Marks
Q.5.			
	a)	UNIT – I	04 Marks
	b)	UNIT – II	04 Marks
	c)	UNIT – III	04Marks
	d)	UNIT – IV	04 Marks

Allocation of marks for the subjects-

1. **Statistics and Business Mathematics**
2. **Business Management**
3. **Secretarial Practice and**
4. **Business Economics-II**

1a	**Two periodical class tests**	**10marks**
1b	**An assignment/Viva/Group Discussion/Seminar based on curriculum to be assessed by the teacher concerned**	**10marks**
1	**Internal assessment Total marks**	**20 marks**
2	**Unit- I 20 marks** **Unit-II 20 marks** **Unit-III 20 marks** **Unit-IV 20 marks** **Semester wise End Examination marks**	**80 marks**
	Total marks per subject	**100 marks**

Semester-II
2T5-Compulsory English

Unit –I Short Stories

1. Some Day by Issac Asimov
2. Marriage is a private affair by Chinua Achebe
3. The Taxi Driver by Kartar Singh Duggal

Unit –II Poems

1. Art of Life by Tukadoji from Gramgeeta (Translation by Dr. Bhelkar)
2. Horses Graze by Gwendolyn Brooks
3. Swan and Shadow by John Hollander

Unit –III Essays

1. Knowledge and Wisdom by Bertrand Russell
2. On education by Albert Einstein
3. What is Indianness? by Shelia Dhar

Unit –IV

A)a. Degrees of Comparison b. Words often Confused

B) Business Correspondence:

Sales Letter, Inviting Quotations, Placing Orders

C) Comprehension of an Unseen Passage

D) Essay in about 300 words on any one Topics out of the Four Given Topics [Social issues, Economic issues, Environmental issues, Personal (Reflective) essays]

Prescribed Textfor UNITS I, II & III: Swan and Pearls (Raghav Publishers)

Reference Books :

For UNIT IV (A) (Grammar /Vocabulary items)

1.Learner's English Grammar & Composition by Dr. N.D.V.Prasada Rao (S.Chand)

For Unit IV (B)

2. Business Correspondence and Report Writing – R.C.Sharma & Krishna Mohan (Tata McGraw-Hill)

3 Developing Communication Skills – Krishna Mohan & Meera Banerji

2T5-Compulsory English
SEMESTER – II
Question Paper Pattern

Q 1. A. One LAQ out of Two based on Short Stories (Unit I) 08 Marks

B. Two SAQs with internal choice based on Short Stories (Unit I) 2 x 4 Marks - 08 Marks

Q 2. A. One LAQ out of Two based on prescribed poems (Unit II) 08 Marks

B. One LAQ out of Two based on the prescribed Essays (Unit III) 08 Marks

Q 3. A. Two SAQs with Internal Choice from Unit III (2 x 4 Marks) = 08 Marks

B. (i) Degrees of Comparison – 4 out of 6 - 4 x 1 Marks 08 Marks

(ii) Words often confused – 4 out of 6 - 4 x 1 Marks 04 Marks

Q 4. A. One out of Two items based on Business Correspondence (Unit IV) 04 Marks

B. Comprehension of Unseen Passage – 4 VSAQs – 4 x 2 Marks 08 Marks

Q 5. A. Essay in about 300 words (1 out of 4 topics) 08 Marks

B. Four VSAQs based on Unit I and Unit III (4×2 Marks) = 08 Marks

Total = 80 Marks

N.B. LAQ - Long Answer Question to be answered in about 150 words.

SAQ - Short Answer Question to be answered in about 75 words.

VSAQ – Very Short Answer Question to be answered in one or two sentences.

INTERNAL ASSESSMENT : 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The concerned teacher shall provide, in advance, a list of topics/assessment items/Question Bank (to the students) based on the Units prescribed for the Theory Examination. Students shall finalize 2 topics/items from 2 different units with the approval of the concerned teacher and submit the same within the prescribed deadline. Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons/poems prescribed in the syllabus.

2 Assignments – 6+6 = 12 Marks
Performance & Conduct – 4 Marks
Attendance - 4 Marks
TOTAL – 20 MARKS

2T8.1-Supplementary English

Semester - II

Unit 1- Prose

1. Using the Dictionary- Albert Walker and Mary R. Parkman
2. On the Rule of the Road- A.G. Gardiner
3. How I became a Public Speaker- George Bernard Shaw
4. Seeing People Off- Sir Max Beerbohm
5. The Postmaster- Rabindranath Tagore

Unit 2 - Poetry

1. The Daffodils- William Wordsworth

2. Stopping by Woods on a Snowy Evening- Robert Frost

Unit 3 Non-Textual Portion

(A) Social Correspondence:

- Letter of Recommendation
- Letter of Introduction
- Making reservations in hotels for accommodation

(B) Note making :

- Serial or sequential format
- Tree diagram

Unit 4 – Grammar

Spotting errors in the use of- (1) Prepositions s (2) Tenses

Prescribed Text- *Zenith*- An Anthology of Prose and Poetry (Raghav Publishers) **For Unit I and II**

Reference books

1. Macmillan Foundation English - R.K. Dwivedi, A. Kumar **(For Unit IV)**
2. Developing Communication Skills -- Krishna Mohan & Meera Banerji (Macmillan Publishers) **(For the topic 'Social Correspondence' under Unit III)**
3. Write Right by Sarita Manuja (Macmillian Publication) (**For the topic 'Note Making' under unit III)**

2T8.1-Supplementary English
Question Paper Pattern

Semester - II

Q 1.

(C) Unit 1 Prose - LAQ 150 words (2 out of 4) 2 x 08 = 16 marks

Q 2.

(D) Unit 1 Prose - SAQ 75 words(4 out of 5) 4 x 4 = 16 marks

Q 3.

(A) Unit 2 Poetry- LAQ 150 words (1 out of 2) 1 x 08 = 08 marks
(B) Unit 2 Poetry - SAQ 75 words (2 out of 3) 2 x 4 = 08 marks

Q 4.

Non-textual portion

(A) Social Correspondence: 1 x 08= 08Marks

(B) i. Correct the error in the use of prepositions (4 out 5) 04 x 1= 04 Marks

ii. Correct the error in the use of the tense (4 out 5) 04 x 1= 04 Marks

Q 5.

(A) Note Making 1 x 08 = 08 Marks

(B) VSAQs Units 1 & 2

Answer each of the following in one or two lines 4X2 Marks = 08 Marks

Total Marks of Theory Examination- 80

INTERNAL ASSESSMENT: 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The

concerned teacher shall provide, in advance, a list of topics/assessment items/Question Bank (to the students) based on the Units prescribed for the Theory Examination. Students shall finalize 2 topics/items from 2 different units with the approval of the concerned teacher and submit the same within the prescribed deadline.

Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons/poems prescribed in the syllabus.

2 Assignments – 6+6 = 12 Marks

Performance & Conduct – 4 Marks

Attendance - 4 Marks

TOTAL – 20 MARKS

Theory Examination – 80 Marks
Internal Assessment – 20 Marks
Total: 100 Marks

2T8.2-विषय : मराठी

सत्र दुसरे

प्रश्न क्र.	घटक क्र.	अभ्यासक्रम	गुण	शेरा
१	१	आत्मवृत्तपर, वर्णनपर, विषयांवर आधारित निबंध (चार पर्यायांपैकी एका विषयावर शब्द मर्यादा-४००)	२०	
२	२	गद्य विभाग : पाठ्य पुस्तक : भाषा दर्शन भाग एक १ जेट युगातील मराठी माणूस (शंतनू किर्लोस्कर) २ विठ्ठल तो आला आला (पु. ल. देशपांडे) ३ नवसमाजनिर्मितीचे प्रणेते: महात्मा ज्योतीबा फुले (गंगाधर पानतावणे) ४ भरती (वसंत वऱ्हाडपांडे) ५ महालूट (संदानंद देशमुख)	३५	
३	३	पद्य विभाग : पाठ्य पुस्तक : भाषा दर्शन भाग एक १ तुकारामांचे अभंग (संत तुकाराम) २ प्रेमाचा गुलकंद (केशव कुमार) ३ पृथ्वीचे प्रेमगीत (कुसुमाग्रज्) ४ स्वप्न (ग्रेस) ५ दोन कामागारांच्या गोष्टी (लोकनाथ यशवंत)	३५	
४	४	व्यावहारिक मराठी ३. मुलाखत तंत्र ४. म्हणी व वाक्प्रचार	१०	

2T8.2-विषय : मराठी

प्रश्न पत्रिकेचे स्वरूप

सत्र : दुसरे

वेळ:३ तास)

(एकूण गुण- 80

प्रश्न:१ आत्मवृत्तपर, वर्णनपर निबंध (चार पर्यायांपैकी एका विषयावर)

शब्दमर्यादा- ४०० शब्द (16 गुण)

प्रश्न: २ गद्य विभागावर आधारित दीर्घोत्तरी दोन प्रश्नांपैकी एक सोडवा (16 गुण)

प्रश्न: ३ पद्य विभागावर आधारित दीर्घोत्तरी दोन प्रश्नांपैकी एक सोडवा (16 गुण)

प्रश्न: ४ दोन गद्य विभागावर व दोन पद्य विभागावर आधारित चार लघु प्रश्नांच्या दोन गटांपैकी एक गट सोडवा (16 गुण)

प्रश्न: ५ एक लघु प्रश्न गद्य विभागवर, एक लघु प्रश्न पद्य विभागावर आणि दोन लघु प्रश्न व्यावहारिक मराठीवर आधारित अशा चार लघु प्रश्नांची उत्तरे लिहा (16 गुण)

एकूण गुण विभागणी

१. गद्य विभाग 28 गुण
२. पद्य विभाग 28 गुण
३. व्यव्हारिक मराठी 08 गुण
४. निबंध 16 गुण

एकूण गुण : 80

अंतर्गत मूल्यांकन गुण २० : संबंधित महाविद्यालयातील प्राध्यापकांनी परीक्षार्थ्यांची वर्गातील उपस्थिती (०५ गुण), परीक्षार्थ्याचा वर्गातील सक्रीय सहभाग (०५ गुण) आणि लिखित स्वरूपातील गृह पाठ (१० गुण) या निकषांवर एकूण २० गुणांपैकी विद्यार्थ्यांचे अंतर्गत मूल्यांकन करणे.

सत्र लेखी परीक्षा : ८० गुण
अंतर्गत मूल्यांकन : २० गुण
एकूण गुण : १००

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bdkbZ 1 (Unit-1)	**Tkhouh] o.kZukRed rFkk 'kS{kf.kd fo"k;ksa ij vk/kkfjr fuca/kA** ¼ fdUgh pkj esa ls ,d fo"k; ij & 'kCn lhek 400 rd½	**20**
bdkbZ 2 (Unit-2)	**Xk| foHkkx%& ikB~;iqLrd%& ^^lkfgR; ohfFkdk**** 1½ âf"kds'k eq[kthZ ds lkFk <kbZ fnu & laLej.k& euksgj ';ke tks'kh 2½ lk;kZoj.k vkSj ge & fuca/k & jktho xxZ 3½ lkbcj dkSrqd & ,dkadh & e/kq /kou 4½ jkr dk jgL; & ,dkadh & MkW- jkedqekj oekZ	**35**
bdkbZ 3 (Unit-3)	5½ baLisDVj ekrknhu pk¡n ij & O;aX; & gfj'kadj ijlkbZ **i| foHkkx%& ikB~;iqLrd%& ^^lkfgR; ohfFkdk**** 1½ Bqdjk nks ;k I;kj djks & lqHknzkdqekjh pkSgku 2½ dye vkSj ryokj & jke/kkjhflag ^fnudj* 3½ /kwi pedrh gS pk¡nh dh lkMh igus & dsnkjukFk vxzoky	**35**
bdkbZ 4 (Unit-4)	4½ chrs fnu dc vkus okys & gfjoa'kjk; cPpu 5½ i`Foh fdlfy, ?kwerh jgh & v#.k dey **vU; ikB~; lkexzh%&** 1½ eqgkojs vkSj yksdksfDr;k¡ &ikB~;iqLrd esa lyaXu eqgkojs vkSj yksdksfDr;ksa dk vFkZ ,oa okD; iz;ksx dk v/;;u visf{kr gSA 2½ i= ys[ku& izdkj]xq.k] fo'ks"krk,¡] izk:i] dk;kZy;hu i=]	**10**

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¼nks iz'uksa esa ls ,d iz'u dk mRrj visf{kr gSA½

iz'u&4rhu x|&foHkkx lss o rhu i|& foHkkx ij vk/kkfjr dqy Ng y?kq iz'uksa esa ls fdUgha pkj iz'uksa ds mRrj visf{kr gS A 4 x 4**vad** =**vad&16**

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4 x 4**vad** =**vad&16**

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dqy vad & 80 vad

Vocational Course

Semester II

(Same syllabus for all vocational group subjects in B.Com – I)

2T7:Entrepreneurial Development-I

Full Marks: 80 **Time: 3 Hours**

Internal Assessment: 20

Level of knowledge: Basic knowledge

Objective: To provide an introductory knowledge about rural entrepreneurship and its development process.

Unit I

Rural entrepreneurship-meaning and need of Rural entrepreneurship, problems of Rural entrepreneurship and how to develop Rural entrepreneurship?, rural marketing potential marketing of agricultural inputs-warehousing, cold storage-importance and problems,

Unit II

NGO's and Rural entrepreneurship, entrepreneurship in agriculture, organization and management of agro-based industries, development strategy for Rural entrepreneurs, entrepreneurial development in backward areas.

Unit III

Entrepreneurial growth before and after independence, Factors determining the growth of entrepreneurs, Source of entrepreneurship in India, Causes of slow growth

Unit IV

The concept and need of Entrepreneurial development programmes in India, Phases and contents of Entrepreneurial development programmes in India, the target group, special agencies and schemes for Entrepreneurial Development Institutions conducting Entrepreneurship development programmes.

Books Recommended:

- ✓ Dynamics of entrepreneurial development and management, Vasant Desai
- ✓ Entrepreneurial development, Vasant Desai.
- ✓ Entrepreneurial Development, S. S. Khanka, S. Chand Publishers.
- ✓ M.V. Deshpande : Entrepreneurship of small scale industries.
- ✓ Entrepreneurship Development and Business Communication, Vasant Desai and Urmila Rai, Himalaya Publishing House.
- ✓ Entrepreneurship Development in India, Dr. C. B. Gupta and Dr. N.P. Srinivasan, Sultan Chand & Sons.
- ✓ Entrepreneurial Development, Vasant Desai, Appannaiah, Reddy and Gopal Krishna, Himalaya Publishing House.

Group – I : Computer Applications
2T8.1 : Software Packages (SP)

Time : 3 Hours Theory : 80 Marks

Practical : 20 Marks

Unit –I : Introduction to Word Processing

Introduction, Starting word, Creating document, Structure of Ms-word window and its application, Mouse & keyboard operations, designing a document; formatting-selection, cut, copy, paste, Toolbars, operating on text;

Unit –II : Word Processing Tools

Printing, Saving, Opening, Closing of document; creating a template; Tables, borders, textbox operations; Spelling and Grammar check,

Mail Merge, Envelope and Label, Protection of document, Change the view of document.

Unit-III : Introduction to Excel

Introduction To Ms-Excel, Navigating, Excel Toolbars and Operations, Formatting Features-Copying Data Between Worksheets; Entering and Editing Cell Entries,

Unit-IV : Advance Features of Excel

Creation of Charts, Editing and Formatting Charts, Goal Seek, Auditing, Linking, Workbook, Database in Excel (Auto Filter, Advanced Filter, Sort, Form), Mathematical, Statistical and Financial Functions in MS-Excel.

Practical : Practical will be based on MS-Word and MS-Excel

Books Recommended:

1. Microsoft Office –2000 – Gini Courter , Annelte Marquis BPB
2. IT Today (Encyclopaedia) – S.Jaiswal
3. A First Course In Computers – Sanjay Saxena
4. First Text Book On Information Technology – Srikant Patnaik

Group –: Principles & Practice of Insurance
2T8.2-Life Insurance – Paper II (Semester – II)

Time : 3 Hours] Theory : 80 Marks
Internal Assessment: 20 Marks

Level of knowledge - Basic knowledge.

Objective - To create awareness regarding basic knowledge about Life Insurance.

Unit – I

Insurance Agent – Meaning and Definition of agent as per Insurance Act, Qualification and Disqualification for Appointment of Life Insurance Agent Training, duties, rights, code of conduct for agents, essential qualities for a successful agent.

Unit –II

Life Insurance Corporation of India(LIC) – History and Development and Establishment, Objectives, Organization structure , working of LIC
Accounting procedure in life insurance business, analysis and interpretation of financial statement of life insurance organization

Unit –III

Role of IRDA – Insurance regulatory and development authority – Constitution, objectives, duties and powers, Role of IRDA in appointing agents.
Progress of Life Insurance Business, Privatisation of Life Insurance Business, effect of globalization on insurance sector

Unit – IV

Silent features of Insurance Act 1938
Silent features of Life Insurance Corporation Act 1956
Marketing strategies of Life Insurance Products, insurance funds, investment of life, insurance funds

Recommended books:

- Fundamental Of Insurance, R.K. Gupta, Himalaya Publishing House.
- Principles & Practice of Insurance, Dr. P. Periasamy, Himalaya Publishing House
- Insurance Principle and Practice,M.M. Mishra and Dr. S.B. Mishra,S. Chand Publication
- Principles of Insurance, Dr. Shakti Pratchbal and Dr. N.P. Dwivedi, Himalaya Publishing House

✓ बीमा के सिध्दांत एवं व्यवहार – भगवती प्रकाळा अर्मा, राजीव जैन, पुरूशोत्तम दयाल– हिमालया पब्लिळिांग हाऊस

✓ Entrepreneurial Development, Vasant Desai, Appannaiah, Reddy and Gopal Krishna, Himalaya Publishing House.

Semester - II

2T8.3-Advertising, Sale Promotion and Sales Management – II

Full Marks : 80 **Time : 3 Hours**

Internal Assessment : 20

Unit-1

Building of Advertising Programme-Message, Headlines, Copy, Logo, Illustration, Appeal, layout Campaign Planning. Creative Strategies. Production and execution of TVCs and print ads.

Unit-2

Sales Promotion – Introduction to Sales Promotion; Role and growth of Sales Promotion; its Features and Purpose; Tools and Techniques of Sales promotion, Sales promotion campaign, Developing a logic for sales promotion programmes.

Unit-3

- Role of selling in planed economy, selling as a career**,** Acquiring skills and developing new qualities for salesmen and to improve growth chances,

Unit-4

Tips and suggestions to improve personal ability, skills for salesmen, product knowledge, planned selling system.

Recommended books:

- ✓ Luick, John F and Siegler, William Lee, Sales promotion and Modern Merchandising (McGraw Hill Book Co., New York, 1968)
- ✓ Still, Richard, Edward W & Govoni Norman AP, Sales management Decisions, Strategies and cases (Prentice Hall India Pvt. Ltd., New Delhi, 1981)
- ✓ Stanton, William J & Buskrit, management of Sales Force (Richard D, Irwin, Inc. Homewood, 1987)
- ✓ Russell, Frederic A. Beach, Frank H & Buskrit, Richard H, Selling principles and Practices (Mcgraw Hill, International Book Co.1982)
- ✓ David Aaker, Advertising management (Prentice Hall India Pvt. Ltd., New Delhi)
- ✓ Kazmi & Batra, Advertising & Sales Promotion – Excel Books.
- ✓ Belch & Belch, Advertising & Promotion – Tata McGrow Hill.
- ✓ Jethwaney & Jain – Advertising Management, Oxford Univ. Press

SEMESTER II

QUESTION PAPER PATTERN FOR All Vocational Subjects

Computer Application, Insurance & Entrepreneurial Development &ASM

TIME:- 3 Hours] **[Full Marks:- 80**

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Q.1.(a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.2. (a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.3. (a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.4. (a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.5. Answer in Brief			
(a)	UNIT – I		4 Marks
(b)	UNIT – II		4 Marks
(c)	UNIT – III		4 Marks
(d)	UNIT – IV		4 Marks

B. Com. Second Year
Semester- III
3T1 – : Financial Accounting – II

Unit – I

Consignment Accounts.

Meaning, Needs, Advantages and Formalities in consignment, Difference between a consignment and a sale, Performa invoice, Account Sales, Accounting Procedure of Consignment, Valuation of Consignment Stock. (**Theory & Numerical**)

Unit – II

Branch Accounts (Excluding Foreign Branch)

Meaning of Branch, Objectives of Branch Accounting, Maintenance of Accounting Records , Transactions relating to Branch. Accounting Procedure of Branch(**Theory & Numerical**))

Unit – III

Flotation of Joint Stock Companies and their Capital Structure.

Types of Shares, Methods of issue of shares, Accounting for Issue, Forfeiture of shares & reissue of forfeited shares(**Theory & Numerical**)

Unit – IV

Final Accounts of Joint Stock Companies

Introduction, Statutory provisions regarding preparation of companies final accounts. Provision for interest on debentures, Proposed Dividends, Interim Dividend (**Theory & Numerical**)

The financial year ends on 31st March.

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Reference Books:

- Corporate Accounting:-Maheshwari S N, VikasPublishing house Pvt. Ltd.
- Advanced Financial Accounting, Gupta R. L. ,S. Chand Publishing
- Advanced Accounts Shukla and Grewal : (S. Chand & Ltd. New Delhi)
- Advanced Accounts , Jain and Narang : (Kalyani Publishers, Ludhiana)
- Accountancy, Volume –I and II ,Sr. K. Paul : (New Central Book Agency,Kolkata)
- Accounting Theory, R. K..Lele and Jawaharlal : (Himalaya Publishers)
- Accounting Theory, Dr. L. S. Porwal : (Tata McGraw Hill)
- Corporate Accounting Dr. S. N. Maheshwari : (Viakas Publishing House Pvt. Lit. New Heldi)
- Advanced Financial Accounting ,Dr. Ashok Sehgal& Dr. Deepak Sehgal : (Taxmann, New Delhi)
- Advanced Financial Accointing Dr. R. D. Mehta, Prof. P. Wath & Dr. D. C. Gotmare ,Payal Prakashan, Nagpur.

Question Paper Pattern

Semester-III

3T1 -Financial Accounting – II

N.B. – 1) All questions are compulsory.

2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q. No. 1 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16Marks

Q. No. 2 – Unit II

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 3 – Unit III

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 4 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 5

a)	Unit- I	Problem 04 Marks
b)	Unit –II	Problem 04 Marks
c)	Unit-III	Problem 04Marks
d)	Unit-IV	Problem 04 Marks

3T2 : Business Communication & Management

Unit – I: Introduction

Meaning, Definition and concept of Communication, Objectives of Communication, Functions of communication Written Communication, Oral Communication, Visual Communication, Audio Visual Communication, interpersonal communication, supervisory communication, grapevine communication, barrier in communication

Unit – II: Business communication

Business communication: concept, objective, elements, purpose, importance, salient feature, principles of effective business communication.

customer care communication In business

Types of business communication-company manual, house journal, placement broacher, leaflets, E MAIL . Public Relations Management- Role of public relations officer in business, group discussion,

Unit-III: **Technology and business communication**

Concept of Management Information System, Role of Computer in communication, Barriers of computerized Communication –Use of internet, website and electronic media in business communication. **Social media as a mean of communication.**

Unit-IV:

MS-office aided communication: MS Word and its application in business communication , Role of MS-Excel and MS-Power point in communication skill, MS-excel and financial presentation, MS-power point and business communication, Use of MS-power point in business meeting as a tools of effective communication.

Suggested Books:

1. A guide to business correspondence- Kapoor A- S Chand & Co
2.. Urmila Rai & S.M. Rai, Business Communication, Himalya Publishers,
3. Lesikar I Flatley, Basic Business Communication, Tata McGraw Hill.
4. Microsoft office-2000/2007- Gini courter, annelte Marquis BPB
5. Business Communication, Dr. Arvind Shende, Dr. Asha Tiwari, Anuradha Prakashan, Nagpur.
5. Business Communication , Pooja Khanna, S. Chand Publishing.
5. dwekj] fojsUnz % O;kolkf;d lapkj] dY;k.kh ifCy'klZ]ubZ fnYyh
6-pwMkor] nfj;ko flag] O;olkf;d lapkj] jes'k cwd fMiks]ubZ fnYyh
7-f'kans] ih-,e-% ekfgrh ra=Kku vkf.k O;olk; mi;kstuk]dSyk'k ifCyds'kUl]vkSjkaxkckn

3T2-Business Communication & Management
Paper - II
Question Paper Pattern

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q.1.			
	(a)	UNIT – I	08 Marks
	(b)	UNIT – I	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.2.			
	(a)	UNIT – II	08 Marks
	(b)	UNIT – II	08 Marks
		OR	
	(c)	UNIT – **II**	16Marks
Q.3.			
	(a)	UNIT – III	08 Marks
	(b)	UNIT – III	08 Marks
		OR	
	(c)	UNIT – **III**	16Marks
Q.4.			
	(a)	UNIT – IV	08 Marks
	(b)	UNIT – IV	08 Marks
		OR	
	(c)	UNIT – **IV**	16Marks
Q.5.			
	a)	UNIT – I	04 Marks
	b)	UNIT – II	04 Marks
	c)	UNIT – III	04Marks
	d)	UNIT – IV	04 Marks

3T3– III: Business Law

Level of Knowledge: Basic Conceptual Knowledge
Objective: To make students aware about various Laws relating to Business
[with amendments up to June 2016 in respective Acts]

Unit-I **(i)**Business law : Meaning, evolution and significance

(ii) Law relating to Contract – (Indian Contract Act-1872): important definitions, nature and kinds of contract, essentials of a valid contract, offer and acceptance, consideration, capacities of parties to contract, free consent.

(iii) Void Agreement, Contingent Contract, Quasi Contract

(iv) Contract of Indemnity and Guarantee, Law of Agency.

Unit-II

(i) Law relating to Sale of Goods- (Sale of Goods Act- 1930): contract of sale of goods, Essentials of a contract of sale, concept of goods, sale distinguished from agreement to sell, difference between conditions and warranties; transfer of ownership and delivery of goods, unpaid seller - his rights against the goods and the buyer.

(ii) Law relating to Partnership- (the Indian partnership act 1932): concept of partnership and partnership firm, types of partner, types of partnership.

(iii) Registration of partnership firm, effect of non registration, partnership deed, duties and liabilities of partners including those of newly admitted partners, dissolution of partnership firms.

Unit-III

(i) Law relating to Negotiable Instruments -(Negotiable Instrument Act-1881): Meaning and Definition of Negotiable instruments, Promissory Notes, Bills of Exchange and its Types, Cheques and Its types, Crossing of Cheques.

(ii) Endorsements: Meaning and Types, Holder and Holder in due course and its rights, Discharge of Negotiable Instruments.

(iii) Parties to a Negotiable Instrument - duties, rights, and liabilities

(iv) Prevention of Money Laundering Act-2002: Objectives, Important Definitions and Salient Features.

Unit-IV

(i) Law relating to Consumer protection in India - (Consumer Protection Act-1986): Definition of Consumer, Importance of Consumer, Problems faced by Consumers, Consumer Protection- Need & Importance, Rights & Responsibilities of Consumer

(ii) Definitions: Complaints, Services, Defects & Deficiency, Relief available to consumer, Procedure to file complaints, ways and means of consumer protection, consumer dispute redresser agencies and procedure followed by redresser agencies.

(iv) Law Relating to Information Technology- (Information Technology Act-2000): Objectives, scope and Important Terms, Digital Signature & Electronic Records, Certifying Authority, Digital Signature Certificates, offense and Penalties.

(iv) Cyber Law: Meaning, Important Definitions, Features, Need and Importance of cyber Law in India

Reference Books:

- Gulshan, S S and Kapoor, G K: Business Law Including Company Law , New Age International (P) Ltd., Publishers
- M.C. Kuchhal and Vivek Kuchhal : Business Law, Vikas Publishing House, New Delhi
- V.S. Datey: Business and Corporate Laws, Taxman, New Delhi
- N.D. Kapoor: Mercantile Law, Sultan Chand & Sons, Educational Publishers, New Delhi.
- Dr. V. K. Jain: Mercantile Law, Seth Publications, Nagpur.
- Business Law R.S. N. Pillai& V. Bhagavathi, S. Chand Publishing.
- Sen & Mitra: Cinnercuak Kawn, The World Press Pvt. Ltd., Kolkata.
- C.K. Kapoor: Lectures on Business and Corporate Laws, Vidya Sadan, Delhi.
- K.R. Bulchandani, Business Law Himalaya P. House, Mumbai-2006.
- Business Law, Dr. Arvind shende, Dr. Vijay Upgade, Anuradh Prakashan, Nagpur.

Question Paper Pattern
3T3-Business Law
Paper - III

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q.1.			
	(a)	UNIT – I	08 Marks
	(b)	UNIT – I	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.2.			
	(a)	UNIT – II	08 Marks
	(b)	UNIT – II	08 Marks
		OR	
	(c)	UNIT – **II**	16Marks
Q.3.			
	(a)	UNIT – III	08 Marks
	(b)	UNIT – III	08 Marks
		OR	
	(c)	UNIT – **III**	16Marks
Q.4.			
	(a)	UNIT – IV	08 Marks
	(b)	UNIT – IV	08 Marks
		OR	
	(c)	UNIT – **IV**	16Marks
Q.5.			
	a)	UNIT – I	04 Marks
	b)	UNIT – II	04 Marks
	c)	UNIT – III	04Marks
	d)	UNIT – IV	04 Marks

3T4 MONETARY ECONOMICS-I

Unit I: Money

Evolution, Meaning, Definition, Nature and Functions of Money. Quantity Theory of Money and Criticisms. Paper Currency & Methods of Note Issue- Fixed Fiduciary Method, Proportionate Reserve Method, Minimum Reserve Method.

Unit II: Inflation & Deflation

Inflation- Meaning, Nature, Causes, Effects, Impact of Inflation. Deflation - Meaning, Nature, Causes, Effects, Impact of Deflation. Role of Monetary Policy and Fiscal Policy in controlling Inflation & Deflation.

Unit III: Money Market & Policies

Money Market- Concept of Money Market, Objectives, Importance of Money Market, Instruments of Money Market. Monetary Policy and Fiscal Policy Concept-Meaning, Objectives, Need, Importance, Impact, Recent Changes/Trends.

Unit IV: Public Finance

Concept, Meaning, Importance of Public Finance, Principles of Public Finance, Theory of Maximum Social Advantages & Criticisms. Taxation – Definition, Characteristics& Cannons. Types of Taxation- Proportional, Progressive and Regressive Taxation System .Direct and Indirect Taxes- Merits & Demerits.

Books Recommended:

1. Monetary Economics, RR Paul, Kalyani Publishers.
2. Money,Banking,Trade & Public Finance, M.V.Vaish, New Age International Pvt.Ltd.
3. Money, Banking and International Trade, K.P.M. Sundaram , Sultan Chand,New Delhi.
4. Public Finance, Tyagi , Jai Prakash Nath Publishers.
5. Money and Financial System P.K. Deshmukh, Phadke Prakashan.
6. Monetary Economics, Rashi Arora, Sheth Publishers, Mumbai
7. Modern Macroeconomics(Theory & Policy),B.N.Ghosh, Ane Books Pvt Ltd, 2nd Edition, 2012.
8. Macro Economics, D.D.Chaturvedi, Galgotia Publishing Company,1999.

Question Paper Pattern

Semester -III

3T4-Monetary Economics – I

Paper - IV

N.B. – 1) All questions are compulsory.

2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q.1.

(a)	UNIT – I		08 Marks
(b)	UNIT – I		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.2.

(a)	UNIT – II		08 Marks
(b)	UNIT – II		08 Marks
		OR	
(c)	UNIT – **II**		16Marks

Q.3.

(a)	UNIT – III		08 Marks
(b)	UNIT – III		08 Marks
		OR	
(c)	UNIT – **III**		16Marks

Q.4.

(a)	UNIT – IV		08 Marks
(b)	UNIT – IV		08 Marks
		OR	
(c)	UNIT – **IV**		16Marks

Q.5.

a)	UNIT – I	04 Marks
b)	UNIT – II	04 Marks
c)	UNIT – III	04Marks
d)	UNIT – IV	04 Marks

Allocation of marks for the subjects-

1. **Financial Accounting -II**
2. **Business Communication and Management,**
3. **Business Law and**
4. **Monetary Economics-I**

1a	**Two periodical class tests**	**10 marks**
1b	**An assignment/Viva/Group Discussion/Seminar based on curriculum to be assessed by the teacher concerned**	**10 marks**
1	**Internal assessment Total marks**	**20 marks**
2	**Unit- I 20 marks** **Unit-II 20 marks** **Unit-III 20 marks** **Unit-IV 20 marks** **Semester wise End Examination marks**	**80 marks**
	Total marks per subject	**100 marks**

Semester-III

3T5-Compulsory English

Unit –I PROSE ITEMS FROM "BLOSSOMS"

1.The Portrait of a Lady - Khushwant Singh

2.Youth and the Tasks Ahead – Karan Singh

3.The Verger - W.S.Maugham

4.*The Eyes are not Here* - Ruskin Bond

Unit –II POEMS FROM "BLOSSOMS"

1.*Money Madness* – D.H.Lawrence

2.*The Felling of the Banyan Tree* – Dilip Chitre

3. *A River* - A.K.Ramanujan

Unit –III

(A)Comprehension of UnseenPassage

(B)Transformation of Sentences:

a.Affirmative –Negative and vice-versa

b.Interrogative – Assertive and vice-versa

Unit –IV

(A) Business Correspondence:

Claim and Adjustment Letters – Making Claims/Offering Adjustments

(B)Drafting Agenda/Minutes of a Meeting

Prescribed Text :*Blossoms* (Raghav Publishers)

Reference Books (For Sem III & IV) :

For Unit III – Learner's English Grammar and Composition – N.D.V.Prasada Rao (S.Chand)

For Unit IV – 1. Business Correspondence and Report Writing – R.C.Sharma & Krishna Mohan (Tata

2.Developing Communication Skills – Krishna Mohan & Meera Banerji (Macmillan) (Tata McGraw-Hill)

3T5-Compulsory English

Question Paper Pattern

Q 1. A. One LAQ out of Two based on Prose items (Unit I: Lesson No. 1 & 2) 08 Marks

B. One LAQ out of Two based on Prose items (Unit I: Lesson No 3 & 4) 08 Marks

Q 2. Four SAQs with internal choice based on prescribed Prose items (Unit I) 16 Marks
(4 x 4 Marks)

Q 3. A. One LAQ out of Two from prescribed poems (Unit II) 08 Marks

B. Comprehension of Unseen Passage – 4 VSAQs –4 x 2 Marks 08 Marks

Q 4. A. (i) Four items based on Unit III B (a) – 4 x 1 Mark - 04 Marks

(ii) Four items based on Unit III B (b) – 4 x 1 Mark - 04 Marks

B. One out of Two Questions based on Business Correspondence [Unit IV (A)] 08 Marks

Q 5. A. One out of Two Questions based on UNIT IV (B) 08 Marks

B. Four VSAQs based on Unit I and Unit III - (4×2 Marks) 08 Marks

Total = 80 Marks

N.B. LAQ - Long Answer Question to be answered in about 150 words.
SAQ - Short Answer Question to be answered in about 75 words.
VSAQ – Very Short Answer Questions to be answered in one or two sentences.

INTERNAL ASSESSMENT : 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The concerned teacher shall provide, in advance, a list of topics/assessment items/Question Bank (to the students) based on the Units prescribed for the Theory Examination. Students shall finalize 2 topics/items from 2 different units with the approval of the concerned teacher and submit the same within the prescribed deadline.

Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons/poems prescribed in the syllabus.

2 Assignments – 6+6 = 12 Marks

Performance & Conduct – 4 Marks

Attendance - 4 Marks

TOTAL – 20 MARKS

3T6.1 - Supplementary English

Semester - III

Unit 1 – Prose

1. The Thief- Ruskin Bond
2. Three Hermits – Leo Tolstoy
3. The Power of Prayer- A.P.J. Abdul Kalam
4. A Tryst with Destiny- Jawaharlal Nehru

Unit 2 - Poetry

1. Still I Rise- Maya Angelou
2. Ulysses - Alfred, Lord Tennyson
3. Telephone Conversation- Wole Soyinka

Non-Textual Portion-

Unit 3- Writing Skills

A) **Report Writing**

- Inquiry Report
- Progress Report

(B) **Expansion of an Idea**

Unit 4 - Vocabulary

(A) Business Terminology - Ad Valorem, Authorized Capital, Blue Chip, Benchmark, Credit Rating, Corporation, Debenture, Dividend, Excise Duty, Face Value, Fringe Benefits, Goodwill, Gross Profit, Inventory, Inflation, Joint Venture, Kickback, Lease, Mortgage, Patent, Portfolio, Running Costs, Surety, Social Security, Voucher

(Students to give the appropriate business term for the definition/ explanation given)

Prescribed Text- *Reflections*- A Supplementary English Coursebook for Undergraduates (Raghav Publishers)(**for unit I & II**)

Reference Books-

1. Professional Communication - Roshan Lal Raina, Iftikhar Alam, Falzia Siddiqui. (Himalaya Publishing House)**(For the topic 'Report Writing' under unit III)**
2. Macmillan Foundation English - R.K. Dwivedi, A. Kumar**(for the topic 'Expansion of an Idea' under Unit III)**
3. Business Correspondence & Report Writing- A practical approach to Business & Technical Communication- R.C. Sharma & Krishna Mohan Fourth Edition (McGraw Hill) **(for the topic ' Business Terms' under Unit IV)**

3T6.1 - Supplementary English

Question Paper Pattern

Q1.
(E) Unit 1 Prose - LAQ 150 words (2 out of 4) 2 x 08 = 16 marks
Q 2.
(F) Unit 1 Prose - SAQ 75 words (4 out 5)
4 x 04 =16marks
Q 3.
(C) Unit 2 Poetry- LAQ 150 words- 1 out of 2 1 x 08 = 08 marks
(D) Unit 2 Poetry - SAQ 75 words- 2 out of 3 2 x 04 = 08 marks
Q4.
(A) Unit 3- Report Writing 1X08 =08 marks
(B) Unit 3- Expansion of an idea (1out of 2) 1X 08 = 08 marks
Q 5.
(A) Business Terms (4 out of 6) 4x02= 08 marks
(B) VSAQs from Unit 1 and Unit 2 4X02= 08 marks
Total Marks of Theory Examination- 80

INTERNAL ASSESSMENT: 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The concerned teacher shall provide, in advance, a list of topics/assessment items/Question Bank (to the students) based on the Units prescribed for the Theory Examination. Students shall finalize 2 topics/items from 2 different units with the approval of the concerned teacher and submit the same within the prescribed deadline.

Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons/poems prescribed in the syllabus.

2 Assignments – 6+6 = 12 Marks

Performance & Conduct – 4 Marks

Attendance - 4 Marks

TOTAL – 20 MARKS

Theory Examination – 80 Marks
Internal Assessment – 20 Marks
Total: 100 Marks

3T6.2-विषय : मराठी

सत्र तिसरे

प्रश्न क्र.	घटक क्र.	अभ्यासक्रम	गुण	शेरा
१	१	पर्यावरण, आधुनिकज्ञानविज्ञान आणि प्रसार माध्यमे ह्या विषयांवर आधारित निबंध (चार पैकी एक ; शब्द मर्यादा-४००)	२०	
२	२	गद्य विभाग : पाठ्य पुस्तक : भाषा दर्शन भाग दोन १ दुख:क्रांत लेंकी येणें (म्हाइंभट) २ माझे दत्तक वडील (चि. वि. जोशी) ३ सांगावा (शंकरराव खरात) ४ शेवटची माती (आनंद यादव) ५ जनसामान्यांच्या प्रबोधनाचं गतिचक्र (बा. ह. कल्याणकर)	३५	
३	३	पद्य विभाग : पाठ्य पुस्तक : भाषा दर्शन भाग दोन १ संतवाणी (चोखामेळा, सेना न्हावी, नरहरी सोनार) २ लटपट लटपट तुझें चालणें (होनाजी बाळा) ३ माझी कन्या (बी.) ४ आभाळाची आम्ही लेकरे (वसंत बापट) ५ इथेच (यशवंत मनोहर) ६ जहर खाऊ नका (ज्ञानेश वाकुडकर)	३५	
४	४	व्यावहारिक मराठी १ प्रसारमाध्यमांसाठी वृत्तलेखन २ कल्पना विस्तार	१०	

3T6.2-विषय : मराठी

प्रश्न पत्रिकेचे स्वरूप

सत्र : तिसरे

वेळ:३ तास)

(एकूण गुण-80)

प्रश्न:१ पर्यावरण आधुनिक ज्ञानविज्ञान आणि या विषयावर आधारित निबंध (चार पर्यायांपैकी एका विषयावर)

शब्दमर्यादा- ४०० शब्द (16 गुण)

प्रश्न: २ गद्य विभागावर आधारित दीर्घोत्तरी दोन प्रश्नांपैकी एक सोडवा (16 गुण)

प्रश्न: ३ पद्य विभागावर आधारित दीर्घोत्तरी दोन प्रश्नांपैकी एक सोडवा (16 गुण)

प्रश्न: ४ दोन गद्य विभागावर व दोन पद्य विभागावर आधारित चार लघु प्रश्नांच्या दोन गटांपैकी एक गट सोडवा (16 गुण)

प्रश्न: ५ एक लघु प्रश्न गद्य विभागवर, एक लघु प्रश्न पद्य विभागावर आणि दोन लघु प्रश्न व्यावहारिक मराठीवर आधारित अशा चार लघु प्रश्नांची उत्तरे लिहा (16 गुण)

एकूण गुण विभागणी

१. गद्य विभाग 28 गुण
२. पद्य विभाग 28 गुण
३. व्यव्हारिक मराठी 08 गुण
४. निबंध 16 गुण

एकूण गुण : 80

अंतर्गत मूल्यांकन गुण २० : संबंधित महाविद्यालयातील प्राध्यापकांनी परीक्षार्थ्यांची वर्गातील उपस्थिती (०५ गुण), परीक्षार्थ्याचा वर्गातील सक्रीय सहभाग (०५ गुण) आणि लिखित स्वरूपातील गृह पाठ (१० गुण) या निकषांवर एकूण २० गुणांपैकी विद्यार्थ्यांचे अंतर्गत मूल्यांकन करणे.

सत्र लेखी परीक्षा : ८० गुण

अंतर्गत मूल्यांकन : २० गुण
एकूण गुण : १००

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Vocational Course

`Semester III

(Same syllabus for all vocational group subjects in B.Com – I)

3T7-Entrepreneurial Development-I

Full Marks: 80 **Time: 3 Hours**

Internal Assessment: 20

Level of knowledge: Basic knowledge

Objective: To provide knowledge regarding assisting institutions and preparation of project.

Unit-I

Institutions Assisting Entrepreneurs- District Industries Centres (DICs), State Small Industries Corporations (SSIC), Small Industries Services Institute (SISI), Small Industry Development Corporations (SIDCO), Khadi & village Industries Commission (KVIC)

Unit-II

Commercial Bank & Entrepreneurial Development: State Bank of India (SBI), Punjab National Bank (PNB), Indian Bank (IB), Bank of Baroda, Bank of India (BOI), Canara Bank, Syndicate Bank, Export Import Bank of India (Exim Bank).

Unit-III

Concept of project and classification of project, project identification, project selection, elements of project formulation - project report, contents of project report- project design - project appraisal

Unit-IV

Methods of project appraisal-- Ratio analysis - Break even analysis - Profitability analysis, average rate of return, overrun analysis,

Books Recommended:

- ✓ Dynamics of entrepreneurial development and management, Vasant Desai
- ✓ Entrepreneurial development, Vasant Desai.
- ✓ Entrepreneurial Development, S. S. Khanka, S. Chand Publishers.
- ✓ M.V. Deshpande : Entrepreneurship of small scale industries.
- ✓ Entrepreneurship Development and Business Communication, Vasant Desai and Urmila Rai, Himalaya Publishing House.
- ✓ Entrepreneurship Development in India, Dr. C. B. Gupta and Dr. N.P. Srinivasan, Sultan Chand & Sons.
- ✓ Entrepreneurial Development, Vasant Desai, Appannaiah, Reddy and Gopal Krishna, Himalaya Publishing House.

Group – I : Computer Applications

3T8.1 : Application Software

Time : 3 Hours Theory : 80 Marks

Practical : 20 Marks

Unit-I : Introduction to PowerPoint

Working with PowerPoint Window, Standard Toolbar, Formatting Toolbar, Drawing Toolbar, Moving the Frame, Inserting Clip Art, Picture, Slide; Text Styling, Send to Back, Entering Data to Graph,

Unit-II : Features of PowerPoint

Organization Chart, Table, Design Template, Master Slide, Animation Setting, Saving and Presentation, Auto Content Wizard, Package for CD (Pack & Go Feature).

Unit-III : Introduction to MS-Access

Introduction to database management system, DBMS vs RDBMS, Database Administrator (DBA) and its role.

Introduction to Microsoft Access, creating a database in access, using database wizards and blank database, creating table, database view and design view,

Unit-IV : Introduction to MS-Access

Creating queries, forms, reports and macros in MS-Access, Relationship in MS-Access

Practical : Practical will be based on MS-PowerPoint and MS-Access

Books Recommended:

1. Microsoft Office –2000 – Gini Courter , Annelte Marquis BPB
2. IT Today **(Encyclopedia)** – S.Jaiswal
3. A First Course In Computers – Sanjay Saxena
4. First Text Book On Information Technology – Srikant Patnaik
5. Guide To Microsoft Access – Carl Townsand
6. An Introduction To Database Management System – Bipin C. Desai (Galgotia Pub.)

7. Database Management Design – CSV Murthy (Himalaya)

(Semester – III)
Group – II : Principles & Practice of Insurance
3T8.2:General Insurance – Paper I

Time : 3 Hours] Theory : 80 Marks

Internal Assessment: 20 Marks

Level of knowledge - Basic knowledge.

Objective - To create awareness regarding basic knowledge about General Insurance.

Unit – I
- General Insurance : Meaning Definition ,Functions, Importance of General Insurance
- Principle of General Insurance ,History and Development of Insurance

Unit – II
- Types of Insurance, Life Insurance Vs.General Insurance
- Silent features of General Insurance Business (Nationalisation) Act,1972
- Concept of Reinsurance ,Double Insurance and Over insurance and its features

Unit-III

- Fire Insurance : Meaning, features and policy conditions for Fire Insurance, premium calculation, fire insurance contracts.

- Procedure of Taking of Fire Policy, Types of Fire insurance, Settlement of Claim of Fire Insurance, rate of fixation in fire insurance

Unit IV- Introduction to miscellaneous insurance, nature and utility of miscellaneous insurance, progress of miscellaneous insurance, general insurance business in India.

- Introduction to National Agricultural Insurance Scheme, property, motor vehicle, health, cattle and engineering insurance, public liability insurance

Recommended books:

Fundamental Of Insurance,□□ R.K. Gupta, Himalaya Publishing House.
Principles□□ & Practice of Insurance, Dr. P. Periasamy, Himalaya Publishing House
□ Insurance Principle and Practice,M.M. Mishra and Dr. S.B. Mishra,S. Chand Publication

 Principles of Insurance, Dr. Shakti Pratchbal and Dr. N.P. Dwivedi, Himalaya Publishing House

✓ बीमा के सिध्दांत एवं व्यवहार – भगवती प्रकाळा अर्मा, राजीव जैन, पुरूशोत्तम दयाल– हिमालया पब्लिळिांग हाऊस

Group-III

3T8.3- Advertising, Sales Promotion and Sales Management – III

Full Marks : 80 **Time : 3 Hours**

Internal Assessment : 20

- Level of knowledge: basic knowledge
- Objectives: to acquaint students with the theory and practice of advertising as well also management of a firm's sales operation.

CONTENTS

Unit-I

- **Introduction:** meaning of advertising, importance of advertising from the viewpoint of marketing and communication, role of advertising in the marketing mix – inter-relationship with product decisions, Pricing Decision, Channels Decision. Personal Selling, Sales Promotion and Publicity.

Unit-II

- **Scope of advertising:** How advertising works (a few case studies), Stimulating, Expanding and sustain scale: secure sales lead, Increasing profits, Demarketing, Supporting other promotion tools etc.

Unit – III

Various forms of advertising: National, Retail, Trade, Cooperative, Industrial, Corporate/Institutional, Financial, Public Service, Political, Primary and Selective demand Ad; Push and Pull Ad.

Unit – IV

- **Advertising objectives:** Meaning and importanc4e, Difference between objective, goals and strategy, possible Ad objectives, Sales as an objective, communication objectives, DAGMAR Approach of RH Colley.

Recommended books:

✓ Luick, John F and Siegler, William Lee, Sales promotion and Modern Merchandising (McGraw Hill Book Co., New York, 1968)

✓ Still, Richard, Edward W & Govoni Norman AP, Sales management Decisions, Strategies and cases (Prentice Hall India Pvt. Ltd., New Delhi, 1981)

✓ Stanton, William J & Buskrit, management of Sales Force (Richard D, Irwin, Inc. Homewood, 1987)

✓ Russell, Frederic A. Beach, Frank H & Buskrit, Richard H, Selling principles and Practices (Mcgraw Hill, International Book Co.1982)

✓ David Aaker, Advertising management (Prentice Hall India Pvt. Ltd., New Delhi)

✓ Rajiv BAtra, Myers, David Aaker, Advertising Management (Prentice Hall India Pvt. Ltd., New Delhi)

SEMESTER III

QUESTION PAPER PATTERN FOR All Vocational Subjects

Computer Application, Insurance & Entrepreneurial Development &ASM

TIME:- 3 Hours] **[Full Marks:- 80**

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Q.1.(a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.2. (a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.3. (a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.4. (a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks

Q.5. Answer in Brief

(a)	UNIT – I	4 Marks
(b)	UNIT – II	4 Marks
(c)	UNIT – III	4 Marks
(d)	UNIT – IV	4 Marks

B.Com. – Second Year
Semester-IV
4T1-: Financial Accounting – III

Unit – I

Final Accounts of Banking Companies

Meaning of Banking Companies, Functions of Banking, Restrictions for a Banking Company, Provision of the Banking Companies Regulation Act 1949, Preparation of Annual accounts as per Banking Companies Regulation Act 1949 as per amendment by RBI.
(Theory & Numericals)

Unit – II

Final Accounts of General Insurance Companies

Introduction, Types of General Insurance, Important Terms- Reserve for unexpired Risk, Reinsurance Claims, Reinsurance Premium, Commission, Bonus in Reduction of Premium and preparation of final accounts
(Theory & Numericals)

Unit – III

Valuation of Goodwill

Meaning, Characteristics of Goodwill, Factors influencing the value of goodwill, Need for Valuation of goodwill , Valuation of goodwill as per -Average Profit Method, Weighted Average Profit Method, Super Profit Method, Capitalization Method. **(Theory & Numericals)**

Unit – IV

Liquidation of Company.

Meaning, Types of Liquidation, Steps in Voluntary Liquidation, Functions of Liquidator, Liquidators remuneration/Commission. Preparation of Liquidator's Final Statement of Account only. **(Theory & Numericals)**

The Financial year ends on 31st March.

Books Recommended

- Gupta R. L. – Advanced Financial Accounting – S. Chand & Sons
- Kumar, Anil S. – Advanced Financial Accounting – Himalaya PublicationHouse
- Shukla and Grewal : Advanced Accounts (S. Chand & Ltd. New Delhi)
- Jain and Narang : Advanced Accounts (Kalyani Publishers, Ludhiana)
- Sr. K. Paul : Accountancy, Volume –I and II (New Central Book Agency,Kolkata)
- R. K..Lele and Jawaharlal : Accounting Theory (Himalaya Publishers)
- Dr. L. S. Porwal : Accounting Theory (Tata McGraw Hill)

 Robert Anthony, D. F. Hawkins & K. A. Merchant : Accounting Text & Cases(Tata McGraaw Hill)
 Dr. S. N. Maheshwari : Corporate Accounting (Viakas Publishing House Pvt.Lit. New Heldi)
 Dr. Ashok Sehgal& Dr. Deepak Sehgal : Advanced Accounting (Taxmann,New Delhi)

Question Paper Pattern
Semester IV
4T1-Financial Accounting – III
Paper - I

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q. No. 1 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16Marks

Q. No. 2 – Unit II

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 3 – Unit III

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 4 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 5 a) Unit- I Problem 04 Marks

b)	Unit –II	Problem 04 Marks
c)	Unit-III	Problem 04Marks
d)	Unit-IV	Problem 04 Marks

4T2- : Skill Development

Unit I: Introduction:

Basic of personality, Human growth and behavior, Motivation and morality, Meaning of Skill, types; soft and hard skill, need for developing skill, human skill and behavior, Motivation and morality, skill development and employment

Unit II: Communication skills and Personality Development:

Intra-personal communication and Body Language, Inter-personal Communication and Relationships, Leadership Skills, Team Building and public speaking, Communication in English, Presentation Skills, and Quality required for good public speaker,

Unit III: Techniques in Personality development

Self confidence, Mnemonics, Goal setting, Time Management and effective planning, Stress Management, Meditation and concentration techniques, Self Motivation Self acceptance and Self growth

Unit IV : Entrepreneurial skill development

Skill development of rural industrial sectors - small scale - handloom - agro based industries, rural artisans - handicrafts and sericulture. Meaning of entrepreneurship, types skill required for entrepreneurship

Suggested Books:

1. Personality Development –Transform yourself by Rajiv K Mishra.
2. Personality Development and Communication Skills – II by Dr.C.B.Gupta
3. Business Communication and Personality Development: Lessons for Paradigm Change in Personality by Biswajit Das and Ipseeta Satpathy.
4. Entrepreneurship development.

Question Paper Pattern
Semester-IV
4T2-Skill Development

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q.1.

(a)	UNIT – I		08 Marks
(b)	UNIT – I		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.2.

(a)	UNIT – II		08 Marks
(b)	UNIT – II		08 Marks
		OR	
(c)	UNIT – **II**		16Marks

Q.3.

(a)	UNIT – III		08 Marks
(b)	UNIT – III		08 Marks
		OR	
(c)	UNIT – **III**		16Marks

Q.4.

(a)	UNIT – IV		08 Marks
(b)	UNIT – IV		08 Marks
		OR	
(c)	UNIT – **IV**		16Marks

Q.5.

a)	UNIT – I	04 Marks
b)	UNIT – II	04 Marks
c)	UNIT – III	04Marks
d)	UNIT – IV	04 Marks

4T3-: Income Tax

Unit I: Introduction of Income Tax

i) Basic Concepts of Income Tax, Meaning & Definition of Assesses, Assessment Year, Previous Year, Gross Total Income, Types of Assesses, Income Exempt from tax, Capital & Revenue Expenditure. Agricultural Income.

Residential Status

ii) Residential Status and its effects on Tax incidence: Residential status of Individual, HUF, Firm & Association of Person, Company, Basic Conditions & Additional Conditions**.(Theory)**

Unit II: Income from Salary

i) Definition of Salary, Allowances, Types of Allowances, Taxable Allowances, Tax Free Allowances, Partly Taxable Allowances,

ii) Perquisites, Types of Perquisites, Taxable Perquisites, Tax Free Perquisites,

iii) Types of Provident Fund, Tax treatment of P.F, E.P.F., Superannuation Fund and Computation of Salary Income/Taxable Salary and tax liability. **(Theory & Numericals)**

Unit II Income from House Property

i)Meaning of Annual Value, Fully exempted income of house property, deemed owner.

ii)Deduction from income from house property, unreleased rent, computation of income from house property. **(Theory & Numericals)**

Unit IV : i) Income Tax Slab Rates, Rebates, Income which do not form part of total Income

ii)Deduction under section 80C, 80CCC, 80CCD, 80D, 80DDB, 80E, 80G, 80GG, 80U

iii) Income from Other Sources

Income specifically included under the head of other sources, specified income, casual income, deduction allowed from the income of other sources, computation of income from other sources**. (Theory & Numericals)**

Books Recommended :

Ahuja G. K. and Ravi Gupta :- Systematic Approach to Income and Central Sales tax, Bharat law house, New Delhi.

- Singhania V. K. :- Direct taxes :- Law and Practice, Taxman's publication, Delhi.

- Jain K. C., Gour V. P., Narang D. B. :- Direct taxes Kalyani Publishers, Delhi.
- Datey V. S. :- Indirect taxes law and Practice, Taxman, New Delhi, customs and excise Law Time - various issues.
- Dr. V. Upgade and Shende Dr. A. K. Income Tax, Anuradha publication, Nagpur.

Question Paper Pattern

Semester-IV

4T3-Income Tax

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q. No. 1 – Unit I	a) Theory		08 Marks
	b) Theory		08 Marks
		OR	
	c) Theory		08 Marks
	d) Theory		08 Marks
Q. No. 2 – Unit II	a) Theory		08 Marks
	b) Problem		08 Marks
		OR	
	c) Problem		16 Marks
Q. No. 3 – Unit III	a) Theory		08 Marks
	b) Problem		08 Marks
		OR	
	c) Problem		16 Marks
Q. No. 4 – Unit I	a) Theory		08 Marks
	b) Problem		08 Marks
		OR	
	c) Problem		16 Marks
Q. No. 5	a)	Unit- I	Problem 04 Marks
	b)	Unit –II	Problem 04 Marks
	c)	Unit-III	Problem 04Marks
	d)	Unit-IV	Problem 04 Marks

4T4-: MONETARY ECONOMICS-II

Unit I: **Commercial Banking**

Evolution, Meaning, Functions of Commercial Banks. Role commercial banks in a developing economy. Process of Credit Creation by Commercial Banks & its Limitations, Investment Policy of Commercial Banks. Non-Performing Assets- Meaning, Criteria and Causes.

Unit II: E-Banking & Core Banking

Meaning, Features, Advantages & Disadvantages of ATM (Automated Teller Machines.) Meaning, Features, Merits and Demerits of Credit cards, Plastic cards, Smart cards, e-purse, Laser cards. EFT (Electron Fund Transfer), ECS (Electronics clearing system).

Unit III: Banks and Customers Relationship and Services

Introduction, Meaning of Customer. Bank & Customer Relationship- Debtor & creditor, Trustee and Beneficiary, Agent and Principal, Bailer and Bailee. Opening, operating and closing of various bank accounts. Demat Account -Advantages, Opening and Operation of Demat Account. Methods of Calculating Interest Rates on deposits and on loans.

Unit : IV Central Bank

Meaning, Objectives, Functions, Role of Central Bank. Credit Control- Meaning, Objectives, Methods : Quantitative- Bank Rate, Open Market Operations, Cash Reserve Ratio(CRR), Statutory Liquidity Ratio(SLR), Repo Rate. Qualitative – Varying margin requirement, Regulation of consumer‘s credit, Issuing directives, Publicity measure, Moral suasion, Credit rationing and limitations.

Books Recommended:

1. Monetary Economics, RR Paul, Kalyani Publishers.
2. Money, Banking and International Trade, K.P.M. Sundaram , Sultan Chand,New Delhi.
3. Macroeconomics, Mankiw, N. Gregory, Macmillan Worth Publishers New York, Hampshire U.K.

4. Financial Institutions and Markets , Agrawal & Gupta, Kalyani Publishers.
5. Modern Banking ,Vaish, M.C, Oxford & IBH Publishing Co.,New Delhi
6. Money and Financial System P.K. Deshmukh, Phadke Prakashan.
7. Monetary Economics, Rashi Arora, Sheth Publishers, Mumbai

Question Paper Pattern
Semester-IV
4T4-Monetary Economics- II

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q.1.

(a)	UNIT – I		08 Marks
(b)	UNIT – I		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.2.

(a)	UNIT – II		08 Marks
(b)	UNIT – II		08 Marks
		OR	
(c)	UNIT – **II**		16Marks

Q.3.

(a)	UNIT – III		08 Marks
(b)	UNIT – III		08 Marks
		OR	
(c)	UNIT – **III**		16Marks

Q.4.

(a)	UNIT – IV		08 Marks
(b)	UNIT – IV		08 Marks
		OR	
(c)	UNIT – **IV**		16Marks

Q.5.

a)	UNIT – I	04 Marks
b)	UNIT – II	04 Marks
c)	UNIT – III	04Marks
d)	UNIT – IV	04 Marks

Allocation of marks for the subjects-

1. **Financial Accounting -III**
2. **Skill Development**
3. **Income Tax and**
4. **Monetary Economics-II**

1a	**Two periodical class tests**	**10 marks**
1b	**An assignment/Viva/Group Discussion/Seminar based on curriculum to be assessed by the teacher concerned**	**10 marks**
1	**Internal assessment Total marks**	**20 marks**
2	**Unit- I 20 marks** **Unit-II 20 marks** **Unit-III 20 marks** **Unit-IV 20 marks** **Semester wise End Examination marks**	**80 marks**
	Total marks per subject	**100 marks**

Semester-IV

4T5-Compulsory English

Unit –I PROSE ITEMS FROM "BLOSSOMS"

PROSE ITEMS FROM "BLOSSOMS" :

1. *Go! Kiss the World* - Subroto Bagchi

2.*The Gold Frame* - R.K.Laxman

3.*The Cabuliwallah* - Rabindranath Tagore

4.*The Struggle for an Education* - Booker T. Washington

Unit –II POEMS FROM "BLOSSOMS"

POEMS FROM "BLOSSOMS" :

1.*If* – Rudyard Kipling

2.*Stay Calm* - Grenville Kleiser

3. *Ballad of the Landlord* - Langston Hughes

Unit –III

(A)Comprehension of Unseen Passage

(B) Transformation of Sentences:

- **a.** Exclamatory-Assertive and vice-versa
- **b.** Change the Voice

Unit –IV

(A) Business Correspondence:

Credit and Collection Letters – Granting Credit/Refusing Credit, Reminders for payment

(B)Interoffice Memorandum/Office Order

Prescribed Text :*Blossoms* (Raghav Publishers)

Reference Books (For Sem III & IV) :

For Unit III – Learner's English Grammar and Composition – N.D.V.Prasada Rao (S.Chand)

For Unit IV – 1. Business Correspondence and Report Writing – R.C.Sharma & Krishna Mohan (Tata

2.Developing Communication Skills – Krishna Mohan & Meera Banerji (Macmillan) (Tata McGraw-Hill)

4T5-Compulsory English

Question Paper Pattern

Q 1. A. One LAQ out of Two based on Prose items (Unit I: Lesson No. 1 & 2) 08 Marks

B. One LAQ out of Two based on Prose items (Unit I: Lesson No 3 & 4) 08 Marks

Q 2. Four SAQs with internal choice based on prescribed Prose items (Unit I) 16 Marks
(4 x 4 Marks)

Q 3. A. One LAQ out of Two from prescribed poems (Unit II) 08 Marks

B. Comprehension of Unseen Passage – 4 VSAQs –4 x 2 Marks 08 Marks

Q 4. A. (i) Four items based on Unit III B (a) – 4 x 1 Mark - 04 Marks

(ii) Four items based on Unit III B (b) – 4 x 1 Mark - 04 Marks

B. One out of Two Questions based on Business Correspondence [Unit IV (A)] 08 Marks

Q 5. A. One out of Two Questions based on UNIT IV (B) 08 Marks

B. Four VSAQs based on Unit I and Unit III - (4×2 Marks) 08 Marks

Total = 80 Marks

N.B. LAQ - Long Answer Question to be answered in about 150 words.
SAQ - Short Answer Question to be answered in about 75 words.
VSAQ – Very Short Answer Questions to be answered in one or two sentences.

INTERNAL ASSESSMENT : 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The concerned teacher shall provide, in advance, a list of topics/assessment items/Question Bank (to the students) based on the Units prescribed for the Theory Examination. Students shall finalize 2 topics/items from 2 different units with the approval of the concerned teacher and submit the same within the prescribed deadline.

Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons/poems prescribed in the syllabus.

2 Assignments – 6+6 = 12 Marks

Performance & Conduct – 4 Marks

Attendance - 4 Marks

TOTAL – 20 MARKS

4T6.1-Supplementary English

Semester - IV

Unit 1 - Prose

1. The Last Salvation- R.P. Sisodia
2. The Romance of a Busy Broker- O' Henry
3. Playing the English Gentleman- M.K. Gandhi
4. My Financial Career- Stephen Leacock

Unit 2 - Poetry

1. Dulce et Decorum est- Wilfred Owen
2. At the Lahore Karhai- Imtiaz Dharker
3. Leisure- W.H. Davies

Non-Textual Portion-

Unit 3 - Writing Skills

A) Report Writing

- Recommendation Report
- Situational Report about an event or function

B) Writing a dialogue with minimum 5 exchanges

Unit 4 - Vocabulary

(A) Business Terminology

(Advice Note, Arbitration, Boom, Brand, Buffer, Curriculum Vitae, Capital, Devaluation, Duty, Entrepreneur, Gilt-Edged Stock, Infrastructure, Internal Audit, Ledger, Petty Cash, Raw Data, Scrip, Social Audit, Stock Exchange, Tender, Trademark, Underwrite, Warranty, Wildcat Strike, Write-Off) (Students to give the appropriate business term for the definition/ explanation given)

Prescribed Text:

Reflections - A Supplementary English Coursebook for Undergraduates

(Raghav Publishers) **(For Unit I & II)**

Reference Books-

1. Professional Communication - Roshan Lal Raina, Iftikhar Alam, Faizia Siddiqui (Himalaya Publishing House) **(For the topic 'Report Writing' under Unit III)**
2. English for Practical Purposes - Z.N. Patil, B.S. Valke, Ashok Thorat, Zeenat Merchant. (Macmillan) **(for the topic 'Dialogue Writing' under Unit III)**
3. Business Correspondence & Report Writing - A Practical Approach to Business & Technical Communication- R.C. Sharma & Krishna Mohan. (McGraw Hill Higher Education) **(for the topic 'Business Terms' under Unit IV)**

4T6.1-Supplementary English
Question Paper Pattern

Semester - IV

Q1.

(G) Unit 1 Prose - LAQ 150 words (2 out of 4) 2 x 08 = 16 marks

Q 2.

(H) Unit 1 Prose - SAQ 75 words (4 out of 5)

4 x 04 =16 marks

Q 3.

(E) Unit 2 Poetry- LAQ 175 words- 1 out of 2 1 x 08 = 08 marks

(F) Unit 2 Poetry - SAQ 75 words- 2 out of 3 2 x 04 = 08 marks

Q 4.

(A) Unit 3- Report Writing (1 out of 2) 1 x 08 = 08 Marks

(B) Unit 3- Writing a dialogue (with minimum4 exchanges) 1 x 08=08 Marks

Q 5. (A) Business Terms (4 out of 6) 4x02 Marks= 08 Marks

(B) VSAQ from Unit 1 and Unit 2 4X02Marks =08 Marks

Total Marks of Theory Examination- 80

INTERNAL ASSESSMENT: 20 MARKS

The Internal Assessment would be done on the basis of the assignments submitted by the student and his/her performance, attendance and conduct during the Semester. The concerned teacher shall provide, in advance, a list of topics/assessment items/Question Bank (to the students) based on the Units prescribed for the Theory Examination. Students shall finalize 2 topics/items from 2 different units with the approval of the concerned teacher and submit the same within the prescribed deadline.

Students may be given freedom to submit a creative writing assignment on human values/world peace/environmental issues inspired by or related to the lessons/poems prescribed in the syllabus.

2 Assignments – 6+6 = 12 Marks
Performance & Conduct – 4 Marks
Attendance - 4 Marks
TOTAL – 20 MARKS

Theory Examination – 80 Marks
Internal Assessment – 20 Marks
Total: 100 Marks

4T6.2-विषय : मराठी

सत्र चौथे

प्रश्न क्र.	घटक क्र.	अभ्यासक्रम	गुण	शेरा
१	१	साहित्यविषयक निबंध (चार पैकी एक; शब्द मर्यादा- ४००)	२०	
२	२	गद्य विभाग : पाठ्य पुस्तक : भाषा दर्शन भाग दोन १ इंद्रायणीच्या वाळवंटात (श्री. म . माटे) २ मित्र (ना. सी. फडके) ३ माणसांत विरलेला माणूस (दुर्गा भागवत) ४ रामा मैलकुली (व्यंकटेश माडगुळकर) ५ प्रेम (मारोती चित्तमपल्ली) ६ विज्ञान युगात भारत (जयंत नारळीकर)	३५	
३	३	पद्य विभाग : पाठ्य पुस्तक : भाषा दर्शन भाग दोन १ दोन भारुडे (संत एकनाथ) २ विद्यार्थ्याप्रत (केशवसुत) ३ आई (यशवंत)	३५	

		४ विचार झाला पाहिजे (वसंत आबाजी डहाके) ५ आता आम्ही (वैभव सोनारकर)		
४	४	व्यावहारिक मराठी १ स्मरणिका संपादन २. वाक्प्रचार	१०	

4T6.2-विषय : मराठी

प्रश्न पत्रिकेचे स्वरूप

सत्र : चौथे

वेळ:३ तास) (एकूण गुण-80

प्रश्न:१ साहित्य विषयक निबंध (चार पर्यायांपैकी एका विषयावर)

शब्दमर्यादा- ४०० शब्द (16 गुण)

प्रश्न: २ गद्य विभागावर आधारित दीर्घोत्तरी दोन प्रश्नांपैकी एक सोडवा (16 गुण)

प्रश्न: ३ पद्य विभागावर आधारित दीर्घोत्तरी दोन प्रश्नांपैकी एक सोडवा (16 गुण)

प्रश्न: ४ दोन गद्य विभागावर व दोन पद्य विभागावर आधारित चार लघु प्रश्नांच्या दोन गटांपैकी एक

गट सोडवा (16 गुण)

प्रश्न: ५ एक लघु प्रश्न गद्य विभागवर, एक लघु प्रश्न पद्य विभागावर आणि दोन लघु प्रश्न व्यावहारिक मराठीवर आधारित अशा चार लघु प्रश्नांची उत्तरे लिहा (16 गुण)

एकूण गुण विभागणी

१. गद्य विभाग 28 गुण

२. पद्य विभाग 28 गुण

३. व्यव्हारिक मराठी 08 गुण

४. निबंध 16 गुण

एकूण गुण : 80

अंतर्गत मूल्यांकन गुण २० : संबंधित महाविद्यालयातील प्राध्यापकांनी परीक्षार्थ्याची वर्गातील उपस्थिती (०५ गुण), परीक्षार्थ्याचा वर्गातील सक्रीय सहभाग (०५ गुण) आणि लिखित स्वरूपातील गृह पाठ (१० गुण) या निकषांवर एकूण २० गुणांपैकी विद्यार्थ्यांचे अंतर्गत मूल्यांकन करणे.

सत्र लेखी परीक्षा : ८० गुण
अंतर्गत मूल्यांकन : २० गुण
एकूण गुण : १००

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bdkbZ 2 (Unit-2)	**Xk| foHkkx%& ikB~;iqLrd%& ^^lkfgR; ohfFkdk &Hkkx&2****	35
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bdkbZ 3 (Unit-3)	5½ ydh &dgkuh&eerk dkfy;k	
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Vocational Course
Semester IV
(Same syllabus for all vocational group subjects in B.Com – I)
4T7-- Entrepreneurial Development-I

Full Marks: 80 **Time: 3 Hours**
Internal Assessment: 20

Level of knowledge: Basic knowledge
Objective: To provide knowledge about small business and environment consideration.

Unit-I

Small Enterprises

Definition, Characteristics, Relationship between Small and Large Units, Objectives, Scope, Role of Small Enterprises in Economic Development.

Unit-II

Selection of Types of Organisation

Sole proprietorship, Partnership, Joint stock company, Factors influencing the choice of organization

Unit-III

Legal Aspects of Small Business – Major provisions of Income Tax, Sales Tax, Patent Rules, Excise Rules – Factory Act and Payment of Wages Act.

Unit-IV

Environmental considerations – Concept of ecology and environment – Factors contributing to Air, Water, Noise pollution – Air, Water and Noise pollution standards and control – regulatory bodies. Personal Protection Equipment (PPEs) for safety at work places.

Books Recommended:

- ✓ Dynamics of entrepreneurial development and management, Vasant Desai
- ✓ Entrepreneurial development, Vasant Desai.
- ✓ Entrepreneurial Development, S. S. Khanka, S. Chand Publishers.
- ✓ M.V. Deshpande : Entrepreneurship of small scale industries.
- ✓ Entrepreneurship Development and Business Communication, Vasant Desai and Urmila Rai, Himalaya Publishing House.
- ✓ Entrepreneurship Development in India, Dr. C. B. Gupta and Dr. N.P. Srinivasan, Sultan Chand & Sons.
- ✓ Entrepreneurial Development, Vasant Desai, Appannaiah, Reddy and Gopal Krishna, Himalaya Publishing House.

Group – I : Computer Applications

4T8.1 : Computerized Accounting (C/A)

Time : 3 Hours Theory : 80 Marks

Practical : 20 Marks

Unit-I :

Introduction to Accounting, Advantages of accounting, Books of accounts, Classification of Accounts, Financial Statements, Inventory management, Computerized Accounting, Need of Computerized Accounting, Accounts Organization, Accounts group, Loans Liabilities, Assets and Budget.

Unit-II :

Accounting Software's Introduction to tally Software, Features of Tally Screen, Company information, Creating new Company, Gateway, Selection of Company, selection of Options, Buttons at Gateway, Working with multiple Companies, Company Features,

Configuration- General, Numeric Symbols, Voucher Entry, Creation of Voucher Screen, invoice Order Entry, Printing.

Unit-III :

Accounts info menu, Account Groups- create new group, creation of primary group. Normal and advance information, Ledger Accounts, cost categories, Cost Centers. Creation of Budget, Types of budget. Voucher- Voucher Entry, creation of Vouchers Screen, types of Voucher, Selection of Voucher types, Post Dated Voucher, printing of Vouchers, Cheque Printing.

Unit-IV :

Inventory info, Features of Inventory info. Configure- Inventory Info, balance Sheet, Audit Trail, Ratio Analysis. Display-Accounting Report Display, Inventory report Display, and MIS Report Display. Printing Reports, Export, Export of Data.

Practical : Practical will be based on Tally S/W

Tally Software – All Accounting Problems Viz. Balance sheet, Profit & Loss, Cash Book, Loans, Cost Accounting, Vouchers, Budget, Sales and Purchase, Assets & Liabilities, Inventory Management, Financial Statements, Books of accounts, Ledger, etc.

Books Recommended:

1. Accounting with Tally : K.K. Nadhani, BPB Publication
2. Tally Tutorial : K.K. Nadhani and A.K. Nadhani, BPB Publication.
3. Advances Accounts Vol-I: M.C. Shukla, T.S.Grewal and S.G,Gupta, S.Chand & Company, Delhi.
4. Accounting Principles: Anthony R.N. and J.S. Richard, Irwin Inc.
5. Advanced Accountancy By P.C. Tulsian, Tata McGraw HILL Publication.
6. Tally By S.B. Kishor (Dasganu)
7. Fundamentals of Computers – ITL Education Solutions Ltd. (Pearson)

Group – II: Principles & Practice of Insurance

4T8.2- General Insurance – Paper II (Semester – IV)

Time : 3 Hours] Theory : 80 Marks

Internal Assessment: 20 Marks

Level of knowledge - Basic knowledge.

Objective - To create awareness regarding basic knowledge about General Insurance.

Unit – I

- Nature of Marine Insurance, Marine insurance contract, Marine insurance policies, premium calculation, kinds of Marine insurance policies.

- Types of Marine losses, payment of claims, proximity clause, voyage warranties, progress of Marine insurance business in India.

Unit - II

- Policy conditions for Marine Insurance, Procedure of taking out Marine Policy

- Settlement of claim of Marine loss, Growth of Marine Insurance Business

Unit –III

- Nature of insurance benefits, insurers liability, resources to life and general table, value of benefits, basic plan of assurance.
- Temporary assurance and pure endowment.

Unit- IV

- Fidelity Guarantee Insurance, Public liability, Health Insurance, Personal Accident and Sickness Insurance
- Growth of Miscellaneous Insurance business in India
- Growth of General Insurance Business after Privatisation.

Recommended books:

Fundamental□□ Of Insurance, R.K. Gupta, Himalaya Publishing House.

Principles□□ & Practice of Insurance, Dr. P. Periasamy, Himalaya Publishing House

□ Insurance Principle and Practice,M.M. Mishra and Dr. S.B. Mishra,S. Chand Publication

□ Principles of Insurance, Dr. Shakti Pratchbal and Dr. N.P. Dwivedi, Himalaya Publishing House

✓ बीमा के सिध्दांत एवं व्यवहार – भगवती प्रकाळा अर्मा, राजीव जैन, पुरूशोत्तम दयाल– हिमालया पब्लिळिांग हाऊस

Group-III

4T8.3-Advertising, Sales Promotion and Sales Management – IV

Full Marks : 80 **Time : 3 Hours**

Internal Assessment : 20

Unit-I

- **Advertising Budget:** Consideration to be kept in mind while deciding the budget, different methods. The budget-making process.

Unit-II

- **Media planning:** Importance of the exercise, Evaluation of important media-print, audio-visual, outdoor, direct mail, advertising on internet misc. media, the media planning process, important considerations- cost, coverage, flexibility, impact etc. computerized media selection, current Ad, Media scene in India.

Unit-III

- Role of selling in planed economy, selling as a career

- Acquiring skills and developing new qualities for salesmen and to improve growth chances.
- Tips and suggestions to improve personal ability, skills for salesmen, product knowledge, planned selling system.
- Practical suggestions to improve day to day field working, customer psychology, buying motives, trade relations, effective distribution network.
- Sales organizations- types, principles, aims and objectives.

Unit-IV
- Selection and training of sales force, latest techniques in training.
- Motivation and compensation plans
- Sales planning (forecasting) methods, budgets, implementation, review techniques.
- Communication, how to develop skills for effective communication, principles, objectives and methods.
- Sales mangers/supervisors – their role, authority and responsibility

Recommended books:

✓ Luick, John F and Siegler, William Lee, Sales promotion and Modern Merchandising (McGraw Hill Book Co., New York, 1968)

✓ Still, Richard, Edward W & Govoni Norman AP, Sales management Decisions, Strategies and cases (Prentice Hall India Pvt. Ltd., New Delhi, 1981)

✓ Stanton, William J & Buskrit, management of Sales Force (Richard D, Irwin, Inc. Homewood, 1987)

✓ Russell, Frederic A. Beach, Frank H & Buskrit, Richard H, Selling principles and Practices (Mcgraw Hill, International Book Co.1982)

✓ David Aaker, Advertising management (Prentice Hall India Pvt. Ltd., New Delhi)

✓ Rajiv BAtra, Myers, David Aaker, Advertising Management (Prentice Hall India Pvt. Ltd., New Delhi)

SEMESTER IV

QUESTION PAPER PATTERN FOR All Vocational Subjects

Computer Application, Insurance & Entrepreneurial Development &ASM

TIME:- 3 Hours] **[Full Marks:- 80**

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Q.1.(a)	UNIT – I	8 Marks
(b)	UNIT – I	8 Marks
	OR	
(c)	UNIT – I	8 Marks
(d)	UNIT – I	8 Marks

Q.2. (a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.3. (a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks
Q.4. (a)	UNIT – I		8 Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks

Q.5. Answer in Brief

(a)	UNIT – I	4 Marks
(b)	UNIT – II	4 Marks
(c)	UNIT – III	4 Marks
(d)	UNIT – IV	4 Marks

B.Com. – Third Year
Semester-V
5T1- : Financial Accounting – IV

Unit – I

Amalgamation and Absorption of Companies

Introduction, Meaning, Characteristics, Objectives, Methods of purchase Consideration, Accounting Procedure of Amalgamation and Absorption.

(Theory & Numericals)

Unit – II

Reconstruction of Companies.

(Internal and External Reconstruction of Companies)

Meaning, Characteristics, Objectives, Difference between Reconstruction and Reorganization, Accounting Procedure of Reorganization and Reconstruction.

(Theory & Numericals)

Unit – III

Accounts of Public Utility Companies (Electricity, Gas and Water Supply Companies) According to Double Accounting System-

Meaning, Main features of Double Accounting system, Objective of Double Accounting System, Difference between Double Accounting System and Single Accounting System, Merits, Demerits of Double Accounting System, Preparation of Final Accounts.

(Theory & Numericals)

Unit – IV

Valuation of Shares

Meaning, Need of Valuation of Shares, Factors affecting the value of shares, Methods of valuation of shares, Net Assets Method/Intrinsic Value Method, Yield Method.

(Theory & Numericals)

The Financial year ends on 31st March.

Books Recommended

- Gupta R. L. – Advanced Financial Accounting – S. Chand & Sons
- Kumar, Anil S. – Advanced Financial Accounting – Himalaya PublicationHouse
- Shukla and Grewal : Advanced Accounts (S. Chand & Ltd. New Delhi)
- Jain and Narang : Advanced Accounts (Kalyani Publishers, Ludhiana)
- Sr. K. Paul : Accountancy, Volume –I and II (New Central Book Agency,Kolkata)
- R. K..Lele and Jawaharlal : Accounting Theory (Himalaya Publishers)
- Dr. L. S. Porwal : Accounting Theory (Tata McGraw Hill)
- Robert Anthony, D. F. Hawkins & K. A. Merchant : Accounting Text & Cases (Tata McGraawHill)
- Dr. S. N. Maheshwari : Corporate Accounting (Viakas Publishing House Pvt.Lit. New Heldi)
- Dr. Ashok Sehgal& Dr. Deepak Sehgal : Advanced Accounting (Taxmann,New Delhi)

Question Paper Pattern
Semester -V
5T1-Financial Accounting – IV

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q. No. 1 – Unit I

a) Theory	08 Marks
b) Problem	08 Marks
OR	
c) Problem	16Marks

Q. No. 2 – Unit II

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 3 – Unit III

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 4 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 5

a)	Unit- I	Problem 04 Marks
b)	Unit –II	Problem 04 Marks
c)	Unit-III	Problem 04Marks
d)	Unit-IV	Problem 04 Marks

5T2– :Cost Accounting

Unit – I

Cost Accounting :-

Meaning, Importance, Element of Cost, Cost-Absorption, Allocation of Overheads and Methods of costing, Difference between Cost Accounting and Financial Accounting. Simple Problems on Cost Sheet, Tender and Quotations. **(Theory & Numericals)**

Unit – II

Reconciliation of Profit /Loss shown by Cost and Financial Accounts:

Need for reconciliation of profit, reason for the difference between cost accounts and financial accounts, objectives of reconciliation statement, methods of preparation of reconciliation statement. **(Theory & Numericals)**

Unit – III

Process Cost Accounting :
Methods of costing, advantages and limitations of process costing, difference between job costing and process costing, Normal loss, Abnormal loss and Abnormal effectives,
(Theory & Numericals)

Unit –IV
Contract Costing:
Features of contract costing, Types of contracts, Elements of contract cost, Nature of contract-completed contract, incomplete contract**(Theory & Numericals)**

- **Books Recommended -**
- S. N Maheshwari : Cost Accounting Theory and problems –Shri Mahavir Book Depot, New Delhi
- V.K. Saxena : Cost Accounting Text Book- Sultan Chand and Sons New Delhi
- M.C. Shukls – T.S. – Grewal, M.P. Gupta – Cost Accounting – S. Chand , NewDelhi
- R. S. N. Pallai, V Bhagavathi – Cost Accounting – S. Chand, New Delhi
- S. M. Shukla :- Cost Accounts (Hindi)
- Nigam R. S. – Advanced Cost Accounting , S. Chand & Company
- Jain S. P. – Advanced Cost Accounting – Kalyani Publication
- Gawada, J Made – Advanced Cost Accounting – Himalaya Publication House

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Question Paper Pattern
Semester –V
5T2-Cost Accounting
Compulsory Paper- II

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q. No. 1 – Unit I
a) Theory 08 Marks

b) Problem 08 Marks

OR

c) Problem 16Marks

Q. No. 2 – Unit II

a) Theory 08 Marks
b) Problem 08 Marks

OR

c) Problem 16 Marks

Q. No. 3 – Unit III

a) Theory 08 Marks
b) Problem 08 Marks

OR

c) Problem 16 Marks

Q. No. 4 – Unit I

a) Theory 08 Marks
b) Problem 08 Marks

OR

c) Problem 16 Marks

Q. No. 5 -	Unit- I	a)	Problem 04 Marks
	Unit –II	b)	Problem 04 Marks
	Unit-III	c)	Problem 04Marks
	Unit-IV	d)	Problem 04 Marks

5T3-MANAGEMENT PROCESS

Objective: To equip the students with the knowledge of Management Process and inspire them to acquire required quality to face the managerial challenges.

Unit I:-

Management and Administration: - Management concept, levels of management, importance & functions of various levels of management. Administration- meaning, concept and functions of administration. Differences between Management and Administration.

Unit II:-

Managerial Development & Group Dynamics: - Need for developing managerial skills, skills required of a manager, classification of managerial skill, methods of developing skills of managers, group dynamics ,meaning & significance, types of groups, group formation development, group composition.

Unit III:-

Managerial Style: - Meaning and types of managerial styles X and Y Theory of Macgregor, factors' influencing managerial style, organization conflict- traditional and modern approaches to conflict, Management as a profession, significance of professional manager in current scenario,

Unit IV:-

Motivation: Definition, Meaning and concept of motivation, kinds of motivation and its importance, Theories of motivation- Maslow's theory of need hierarchy, Herzberg's theory of motivation, relationship between motivation & productivity.

Refefence:

1. **Sherlekar"Management Value Oriented Holistic Approach" Himalaya Publishing.**
2. **Stephen Robbins : Organizational Behaviour, Prentice Hall of India.**
3. **Terry George: Principles of Management.**
4. **R.S.Dewedi "Human Relation and organizational behaviour.**
5. **Shejwalkar and Ghanekar : Principal and Practices of Management**
6. **Sharma, : Organisational behaviour**
7. **Saxena, Principal and Practices of Management**

QUESTION PAPER PATTERN
BCOM – III: SEMESTER V

5T3-Management Process

TIME:- 3 Hours] **[Full Marks:- 80**

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Q.1.

(a)	UNIT – I		08 Marks
(b)	UNIT – I		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.2.

(a)	UNIT – II		08 Marks
(b)	UNIT – II		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.3.

(a)	UNIT – III		08 Marks
(b)	UNIT – III		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.4.

(a)	UNIT – IV		08 Marks
(b)	UNIT – IV		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.5.

a)	UNIT – I	04 Marks
b)	UNIT – II	04 Marks
c)	UNIT – III	04Marks
d)	UNIT – IV	04 Marks

5T4: Indian Economy – I

Unit I:

Indian Economy & Planning

Economic Planning- Characteristics, Rationale, Features, Objectives of Economic Planning. Strategy of India's Development Plans. Objectives and Evaluation of 11th Plan. Objectives of 12th Plan. Resources allocation and financing of five years plans. Regional Planning in India- Aspects of regional planning , Conceptualization, Magnitude &Challenges. Achievements and shortcomings of India's Economics Planning. NITI Aayog-Aims, Objectives & Structure. From Economic Planning to NITI Aayog-Differences in the two Approaches.

Unit II:

Indian Economy & Policy

Concept of Economic Growth & Economic Development. Characteristics of underdeveloped/ developing countries. Broad features of Indian economy. Natural resources- Land, soil, water, forest, mineral. Infrastructure - Sources of Energy in India. Power, Coal, Oil and Gas, Atomic, Non-conventional Sources, India's Energy Strategy. Transport System in India- Railways, Road, Water & Air Transport.

Unit III-

Population & Unemployment

India's Population: Size and Growth Trends, Causes of Population Explosion, Consequences on Economic Development, Remedies, Population Policy. Employment and Unemployment- Trends, Structure of Employment in India. Nature & Estimates of Unemployment. Urban & Rural Unemployment- Causes, Effect, Government Policy for Removing Unemployment.

Unit IV:

India's Public Finance

Public Expenditure-Classification, Role of Public Expenditure in India, Causes of increase in Public Expenditure. Public Revenue-Sources of Public Revenue in India. Public Debt- Meaning, Concept, Classification, Role, Problem and Remedies. India's Fiscal Deficit-Causes, Recent Policy Measures towards Controlling Fiscal Deficit.

Books Recommended:

1. Indian Economy, Datt & Sundharam, S Chand
2. The Indian Economy: Problems and Prospects, D .R.Gadgil.
3. Globalization And Indian Economy, R.Chaddha, Sumit Enterprises.
4. Indian Economy : Problems of Development and Planning, A.N.Agrawal, New Age International.
5. Indian Economy, Misra & Puri, Himalaya Publishing House Pvt. Ltd.
6. Government of India- Five Year Plans.
7. Government of India- Economy Survey.
8. Reserve Bank of India- Annual Reports on Currency and Finance.
9. Indian Ecomomics, Rashi Arora, Mumbai

Question Paper Pattern
Semester –V
Elective–I
5T4- Indian Economics – I

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q.1.

(a)	UNIT – I		08 Marks
(b)	UNIT – I		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.2.

(a)	UNIT – II		08 Marks
(b)	UNIT – II		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.3.

(a)	UNIT – III		08 Marks
(b)	UNIT – III		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.4.

(a)	UNIT – IV		08 Marks
(b)	UNIT – IV		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.5.

a)	UNIT – I	04 Marks
b)	UNIT – II	04 Marks
c)	UNIT – III	04Marks
d)	UNIT – IV	04 Marks

5T5.1 : Marketing Management

Unit – I

Introduction: Meaning and Concept of Marketing and Marketing Management. Traditional and Modern concept of Marketing, Functions and importance of Marketing Management, Market segmentation: - evaluation, criteria's, advantages and disadvantages of market segmentation, types

Unit-II

Market and pricing policies: Meaning, concept and characteristics of Consumer Market, Industrial Market and Service Market, their difference, government and reseller market, online market: - issues and challenges **Pricing policies: -** meaning, types and factors governing them.

Unit – III

Product Planning and Distribution: Product Planning – New Product Development – Product Life Cycle – Branding and Packaging , Distribution Channels for Consumer Product, Industrial Product and Service Product, Function of Distribution of Channels, Factors Affecting Distribution of Channels.

Unit – IV

Consumer behavior and Promotion:

Consumer behavior: - Meaning, concept and factors affecting consumer behavior, Customer Satisfaction, measurement of Customer Satisfaction, After Sales Services and its role in modern business, **Promotion**: techniques of promotion, Personal Selling; Advertising, Direct Marketing. E-marketing

Suggested Books:

1. Marketing Management, Philip Kotler and Kevin Lane Keller: Prentice Hall of India / Pearson Education, New Delhi.
2. Marketing Management,V. J. Ramaswami and S. Namakumari:, Macmillan Business Books, Delhi.
3. Principles of Marketing Management, Dr. Arvind Shende, Dr. Dilip Vairagade, Anuradha Prakashan, Nagpur.
4. Services Marketing; S M Jha; Himalaya Publishing House.
5. Industrial Marketing Practices in India- S.L. Gupta, Sanjeev Bahadur and Hitesh Gupta Excel *Books*, New Delhi.
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Question Paper Pattern
Semester –V
Elective Group–I
5T5.1- Marketing Management

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q.1.

(a)	UNIT – I		08 Marks
(b)	UNIT – I		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.2.

(a)	UNIT – II		08 Marks
(b)	UNIT – II		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.3.

(a)	UNIT – III		08 Marks
(b)	UNIT – III		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.4.

(a)	UNIT – IV		08 Marks
(b)	UNIT – IV		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.5.

a)	UNIT – I	04 Marks
b)	UNIT – II	04 Marks
c)	UNIT – III	04Marks
d)	UNIT – IV	04 Marks

Elective Group–I

5T5.2 : Computerized Accounting

Unit-I

Introduction - Computerized Accounting, Advantages of Computerized Accounting, Manual Vs Computerized Accounting, Need of Computerized Accounting, Accounts Organization, Accounts group, Loans, Liabilities, Assets and Budget.

Unit-II

Accounting Software's, - Introduction to Tally Software, Features of Tally, Tally Screen, Company Information, Creating new Company, Gateway, Selection of Company, Selection of Options, Buttons at Gateway, Working with multiple Companies, Company Features, Configuration – General, Numeric Symbols, Voucher Entry, Invoice Order Entry, Printing.

Unit-III

Accounts Info Menu, Account Groups – Create new group, creation of Primary group. Normal and Advance Information, Ledger Accounts, Cost Categories, Cost Centers. Creation of Budget, Types of Budget. Voucher – Voucher Entry, Creation of Voucher Screen, Types of Voucher, Selection of Voucher Types, Post Dated Voucher, Printing of Vouchers, Cheque Printing, advance Features of account Voucher.

Unit-IV

Inventory Info, Features of Inventory Info. Configure – Inventory Info, Balance Sheet, Audit trail, Ratio Analysis. Display – Accounting Report Display, Inventory report Display, and MIS Report Display. Printing Reports, Export of Data. Maintenance – Bank Reconciliation, House Keeping, Data Maintenance. Security – Users and Password, Security Controls, Types of Security, Creation New Security Levels and Tally Audit.

Books Recommended:

- Accounting with Tally : K.K. Nadhani, BPB Publication.
- Tally. ERP 9 : Prof. C. M. Tembhurnekar& Dr. D. N. Khadse , Saijyoti publication , Nagpur.
- Tally Tutorail : K.K. Nadhani and A.K. Nadhani, BPB Publication.
- Advances Accounts Vol-I: M.c.Shukla, T.S.Grewal and S.G, Gupta, S. Chand& Company, Delhi.
- Accounting Principles: Anthony R.N. and J.S. Richard, Irwin Inc.
- Advanced Accountancy By P.C. Tulsian, Tata McGraw HILL Publication.
- Microsoft Office -2000/2007- Gini Courter, Annelte Marquis BPB.
- It Today (Encyclopaedia) - S.Jaiswal.
- Gulhane, Dr,. Tiwari, Naidu Computarized Accounting, Sheth Publishers Pvt. Ltd. Mumbai
- A First Course In Computers - Sanjay Saxena.
- First Text Book On Information Technology – SrikantPatnaik.

Question Paper Pattern
Semester –V
Elective Group–I
5T5.2-Computerized Accounting

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q.1.

(a)	UNIT – I		08 Marks
(b)	UNIT – I		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.2.

(a)	UNIT – II		08 Marks
(b)	UNIT – II		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.3.

(a)	UNIT – III		08 Marks
(b)	UNIT – III		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.4.

(a)	UNIT – IV		08 Marks
(b)	UNIT – IV		08 Marks
		OR	
(c)	UNIT – I		16Marks

Q.5.

a)	UNIT – I	04 Marks
b)	UNIT – II	04 Marks
c)	UNIT – III	04Marks
d)	UNIT – IV	04 Marks

Foundattion Group–I
5T6.1 : Business Finance -I

Unit –I Business Finance-Meaning, Nature, Significance, Objects and Scope of Business Finance, Functions of Financial Executive in an Organization.

Sources of Business Finance-Long- Medium and Short Term Sources of Finance, Equity, Preference shares, Sweat equity shares, Shares with differential rights, debentures & Bonds **.(Theory)**

Unit – II Project Financing: Meaning, Steps involved in Project Financing, Appraisal of project, Means of Project finance, Aspect of Project Appraisal. **(Theory)**

Inventory Management : Need and Cost of Inventory , Economic Order Quantity under constant price and with varying price , Various inventory levels**. (Theory & Numericals)**

Leverages -Concept of Leverages, Operating and Financial Leverages. **(Theory & Numericals)**

Unit – III Management of Working Capital.

Meaning & Concept ,Need or Objects of Working Capital, types, and Advantages of Working Capital , disadvantages of Excessive Working Capital, Determinant's , assessment of Working Capital requirements**(Theory & Numericals)**

Unit – IV Debtors Management.: Introduction to Debtors Management, Cost of extending credits, Credit / discount policy, Effective cost of bill discounting . **(Theory & Numericals)**

Creditors Management: Introduction, Cost of Credit, Accruals / expenses payable as source of finance. **(Theory & Numericals)**

Venture Capital Financing: Meaning, Methods of Venture Financing, Problem areas facing the Venture Capital Industry. **(Theory)**

Books Recommended:

1. Financial Management Problems &Solutions :- Kishore Ravi M (Taxman Allied Service (p) Ltd.)
2. Fundamentals of Financial Management :- Chandra Prasanna (Tata McGraw Hill Publishing Co. Ltd.)
3. Management Accounting & Financial Management :-Arora M N (Himalaya Publishing House Pvt. Ltd.)
4. Business Finance : Dr.Jain V. K. ,And Sharma D.G. (Shethe publishers PVT. LTD.

Question Paper Pattern
Semester –V
Foundattion Group–I
5T6.1-Business Finance -I

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q. No. 1 – Unit I

a) Theory	08 Marks
b) Theory	08 Marks
OR	
c) Theory	08Marks
c) Theory	08Marks

Q. No. 2 – Unit II

a) Theory	08 Marks
b) Theory	08 Marks
OR	
c) Problem	08 Marks
d) Problem	08 Marks

Q. No. 3 – Unit III

a) Theory	08 Marks
b) Theory	08 Marks
OR	
c) Problem	08 Marks
d) Problem	08 Marks

Q. No. 4 – Unit I

a) Theory	08 Marks
b) Problem	08 Marks
OR	
c) Problem	08 Marks
d) Problem	08 Marks

Q. No. 5 -	Unit- I	a) Theory 04 Marks
	Unit –II	b) Problem 04 Marks
	Unit-III	c) Problem 04Marks
	Unit-IV	d) Problem 04 Marks

Foundattion Group–I

5T6.2 : Auditing

UNIT- I: Basic of Auditing

(i) **Audit, Auditing and Auditor:** Meaning, definition, object and scope of Audit and auditing, basic principles governing an audit, Advantage and Disadvantages of Audit, Difference between Internal Audit and External Audit, **Types of Audit:** Meaning, Objective and Importance of Continuous Audit, Annual Audit, Periodical Audit, Internal Audit.

(ii) Internal Control and Internal Audit System: Meaning, definition, advantages and disadvantages of Internal Control, Internal Check, Internal Audit, EDP Audit: Meaning of EDP audit, Control in EDP (Electronic Data Processing) Environment- General EDP Control, Application Control

UNIT- II: Audit Working and Procedure.

i)Audit Planning, Evidence Audit programme: Meaning and Definition, Objective, Advantages and Disadvantages of Audit Programme, Formulation of audit programme, precaution to be taken for preparation of audit programme.

ii)Audit Documentation and Evidence: Meaning, definition, content, advantages of audit note book, audit working paper, essential of good audit working paper, Ownership and custody of audit working paper, Audit evidence, Method of obtaining audit evidence

UNIT-III

(i) **Standard on Auditing**: Standard Auditing Policies- Introduction of auditing standard issued by ICAI (From AAS-1 to AAS -30 and AAS-34)

ii) Vouching & Verification

Vouching: Meaning and definition of vouching, objective, importance and limitation of vouching, Vouching procedure and precaution to be taken for vouching of - Cash book, purchase book, sales book.

iii) Verification of Assets and Liabilities: Meaning, object, importance and limitation of Verification. Audit of Fixed Assets, Current Assets, General principle regarding verification of assets, Audit of Liabilities, General principle of regarding verification of liabilities.

UNIT- IV: Company Audit & Audit Report

(i) Company Auditor: Legal provision related with appointment of auditor under Companies Act 2013, Qualification and disqualification of auditor, Right, Power, and liabilities of company auditor, civil and criminal liabilities of company auditor, Legal provision related with remuneration, removal of company auditor.

(ii) Company Audit : Meaning, definition, feature, objective, advantages and criticism of Financial audit, Management audit, Special audit, Cost Audit, Difference between Financial audit and cost audit, Management audit and financial audit.

iii) Audit report and Certificate: Meaning, definition, content, scope and significance of audit report

Reference Books:

- Aruna Jha: Students Guide to Auditing and Assurance, Taxman Publication, New Delhi
- S.D. Sharma: Auditing Principle and Practice, Taxman Publication , New Delhi
- Dr. Arvind shende, Dr. Dilip Vairagade; Auditing-Anuradha Prakashan, Nagpur.
- L. N. Chopde, D.H. Choudhari, Dr. Baban Taywade: Auditing – Sheth Publishers
- Dr. K. R. Dixit: Auditing – Vishwa Publishers & Distributors, Nagpur
- B. N. Tandon, S. Sudharsanam, S. Sundharabahu: Practical Auditing – S. Chand & Company Ltd.
- S. K. Mehta: Auditing , Diamond Publication Pune

Question Paper Pattern
Semester –V
Foundattion –I
5T6.2Auditing

TIME:- 3 Hours] **[Full Marks:- 80**

Q.1.			
	(a)	UNIT – I	08 Marks
	(b)	UNIT – I	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.2.			
	(a)	UNIT – II	08 Marks
	(b)	UNIT – II	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.3.			
	(a)	UNIT – III	08 Marks
	(b)	UNIT – III	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.4.			
	(a)	UNIT – IV	08 Marks
	(b)	UNIT – IV	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.5.			
	a)	UNIT – I	04 Marks
	b)	UNIT – II	04 Marks
	c)	UNIT – III	04Marks
	d)	UNIT – IV	04 Marks

Allocation of marks for all subjects-

1a	**Two periodical class tests**	**08marks**
1b	**An assignment/Viva/Group Discussion/Seminar based on curriculum to be assessed by the teacher concerned**	**08marks**
1c	**Overall conduct as a responsible learner**	**04marks**
1	**Internal assessment Total marks**	**20 marks**
2	**Unit- I 20 marks** **Unit-II 20 marks** **Unit-III 20 marks** **Unit-IV 20 marks** **Semester wise End Examination marks**	**80 marks**
	Total marks per subject	**100 marks**

Vocational Course: Semester V
(Same syllabus for all vocational group subjects in B.Com – I)
5T7:Entrepreneurial Development-I

Full Marks: 80 **Time: 3 Hours**
Internal Assessment: 20

Level of knowledge: Basic knowledge
Objective: To provide knowledge regarding documentation franchising and business plan.

Unit-I
Documents:- Types of documents - Commercial, Regulatory and Assistance Document, procedure of processing of an export order.

Unit-II
Franchising and Financing:- Definition, Advantages, Disadvantages of franchising in India, Financing of new ventures – Types of finance – Short, Medium and Long Term.

Unit-III
Business Plan – Meaning of Business Plan, Importance and Preparation of Business Plan, Financial and Social aspects of Business Plan.

Unit-IV
Meaning and Concepts – Management, Marketing, Accounting, Inventory Management, Working Capital Management, Human Resource Management and Total Quality Management.

Books Recommended:

- ✓ Dynamics of entrepreneurial development and management, Vasant Desai
- ✓ Entrepreneurial development, Vasant Desai.
- ✓ Entrepreneurial Development, S. S. Khanka, S. Chand Publishers.
- ✓ M.V. Deshpande : Entrepreneurship of small scale industries.
- ✓ Entrepreneurship Development and Business Communication, Vasant Desai and Urmila Rai, Himalaya Publishing House.
- ✓ Entrepreneurship Development in India, Dr. C. B. Gupta and Dr. N.P. Srinivasan, Sultan Chand & Sons.

Entrepreneurial Development, Vasant Desai, Appannaiah, Reddy and Gopal Krishna, Himalaya Publishing House

Group – I : Computer Applications
5T8.1 : Web Designing using HTML (WD)
Paper - I

Time : 3 Hours Theory : 80 Marks

Practical : 20 Marks

Unit –I :

HTML : Introduction, Designing web site, Advantages and Disadvantages of HTML, Flow of Web Information, Role of Web Browser and Web Server, Process of Web Publishing,

Creating a Simple Static Web Page : About HTML, Basic elements : <html>, <head>, <title>, <p>, <br>, <h1> to <h6>, <ol>, <ul>, <li>, <dl>, <pre>, <marquee>, <hr>, Physical and Logical tags **Path :** Relative and Absolute path, Comments, Special Characters, Text Formatting tags,

Unit –II :

Hyperlinks <a href …>, Creating links to web pages and URLs, Creating links within the same page, various types of URLs that can be used in links, Image tag and their related attributes, Inline images, Links to (external) images, Using Inline images, Using images as hyperlinks, Popular images formats for internet and HTML.

Tables : Basic table tags and their related attributes.

Unit –III :

Frames, Image Map and Web Font Creator : Frames and their creation, the <Frame> and <Frameset> tags, Frame linking, Floating or Inline Frames, Image Maps <map> and <area> tags, Client – Side and Server – Side image maps.

Unit –IV :

Form designs, Form Controls, Text controls, password fields, radio buttons, checkboxes, reset and submit buttons, form control selection, option processing and textarea.

Practical : The Practical will be based on HTML

BOOKS RECOMMENDED :

1. Web Publishing : Monic D'souza and J D'souza
2. Complete HTML : BPB
3. E-Commerce : Bhushan Dean – S. Chand
4. HTML – 4 Unleashed : SAMS
5. Dynamic HTML : O'RELLY (SPD)

(Semester – V)

Group – II: Principles & Practice of Insurance
5T8.2-Insurance and Acturial Science – Paper I

Time : 3 Hours] Theory : 80 Marks
Internal Assessment: 20 Marks

Level of knowledge - Basic knowledge.

Objective - To create awareness regarding basic knowledge about Insurance and Actuarial Science

Unit – I

- Investment of Insurance Funds
- Nature and Method of According procedure in Life Insurance and General Insurance
- Meaning of policy values, retrospective policy value, prospective policy value, symbols of policy value, calculation of policy value, progress of policy value

Unit - II

- Risk selection, Identification of Risk, Principles of Risk Management, Sources of Risk Information
- Rate Making, Types of Rate Making ,Principles of Rate Making

Unit –III

- Acturial Science : Meaning ,Nature of actuarial science, scope of actuarial science in Finance, economics, statistics, Mathematics and computer science
- Concept of terms: Accumulated value and present value ,Nominal and effective rates of Interest, Discount and Discounted value, Redemption of Loan, Sinking fund.

Unit- IV

- Annuities : Meaning and classification of Annuities, perpetuities, immediate annuities
- Mortality ,Meaning, Nature of Mortality, Factors included in construction of Mortality Table I and II, Survival rate , Death rate

Recommended books:

- Fundamental Of Insurance, R.K. Gupta, Himalaya Publishing House.
- Principles & Practice of Insurance, Dr. P. Periasamy, Himalaya Publishing House
- Insurance Principle and Practice,M.M. Mishra and Dr. S.B. Mishra,S. Chand Publication

- Principles of Insurance, Dr. Shakti Pratchbal and Dr. N.P. Dwivedi, Himalaya Publishing House
  - ✓ बीमा के सिध्दांत एवं व्यवहार – भगवती प्रकाळा अर्मा, राजीव जैन, पुरूशोत्तम दयाल– हिमालया पब्लिळिांग हाऊस

V - Semester

5T8.3- Advertising, Sales Promotion and Sales Management – III

Full Marks : 80 **Time : 3 Hours**

Internal Assessment : 20

OBJECTIVES:

 To expose students to the principles and practices of advertising and sales promotion and develop the conceptual abilities in this functional area of marketing.

 To develop the skills of the students, which will help them to prepare effectively for a career in the advertising and sales promotion function of any company or in the advertising agency.

CONTENT:

Unit-I

- Communication Process - Communication models for rural communication and urban communication

Unit-II

- Advertising - Organizational structure of advertising agency and its functions. Evaluation of agency functioning, Creativity in Advertising including Message development, copy righting, layout; Media selection

Unit-III

- Advertising Research. Effectiveness of advertising- methods of measurement. Rationale of testing Opinion and Attitude Tests, Recognition, Recall

Unit-IV

- Message Strategy: Attention and comprehension, Associating Feelings with the Brand, Brand Equity, Image and Personality and Group Influence and word of month advertising

Recommended books:

- Advertising Management – Concepts and Cases, Manendra Mohan (Tata McGraw Hill)
- Sales Promotion and Advertising Management (6thEd.)Himalaya Publishing House
- Advertising Excellence by Bovee, Thill, Dovel and Wood (McGraw Hill)
- Advertising Management – Shelekar, Victor & Nirmala Prasad (Himalaya Publishing House)
- Foundations of Advertising – Theory & Practice – S.A. Chunawala
- Brand Positioning – Subroto Sengupta, Tata McGraw Hill

SEMESTER V

QUESTION PAPER PATTERN FOR All Vocational Subjects

Computer Application, Insurance & Entrepreneurial Development &ASM

TIME:- 3 Hours] **[Full Marks:- 80**

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Q.1.

(a)	UNIT – I		8Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks

Q.2.(a) UNIT – I 8Marks

(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks

Q.3.

(a)	UNIT – I		8Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks

Q.4(a) UNIT – I 8Marks

(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks

Q.5. Answer in Brief

(a)	UNIT – I	4 Marks
(b)	UNIT – II	4 Marks
(c)	UNIT – III	4 Marks
(d)	UNIT – IV	4 Marks

B.Com. Third Year

Semester-VI

6T1-Financial Accounting- V

Unit-I- Accounts of Holding Company-

Introduction, Meaning of Wholly-owned subsidiary, partly-owned subsidiary, preparation of Consolidated Balance Sheet and Profit and Loss Account,simple problem on involving two companies only.

Unit-II- Insurance Claims

Introduction, oss of stock Average clause practical problem on loss of stock.

Unit-III- Investment Accounts

Meaning , Need,Utility and objectives, Sales and Purchase of different types of Securities, Simple problem on Investment and Securities.

Unit-IV- Profit prior to incorporation-

Meaning Methods of ascertain the pre-incorporation profit, Issue and Redemption of preference shares Redemption out of new issue of shares Redemption at premium out of new issue of shares, Redemption out of profit.

Books

S. N. Maheshwar :- Financial Accounting – Vikas Publishing House, New Delhi
□□Gupta R. L. – Advanced Financial Accounting – S. Chand & Sons
□□Kumar, Anil S. – Advanced Financial Accounting – Himalaya Publication House
□□Shukla and Grewal : Advanced Accounts (S. Chand & Ltd. New Delhi)
□□Jain and Narang : Advanced Accounts (Kalyani Publishers, Ludhiana)
□□Sr. K. Paul : Accountancy, Volume –I and II (New Central Book Agency, Kolkata)
□□R. K..Lele and Jawaharlal : Accounting Theory (Himalaya Publishers)
□□M. A. Arulnandam :- Advance Accounting – Himalay Publication
24
□□Prof. PradeepWath, Dr. R. D. Mehta, Dr. DilipGotmare :- Financial Accounting– Payal Prakashan

Question Paper Pattern
Semester -VI
6T1-Financial Accounting – V

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q. No. 1 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16Marks

Q. No. 2 – Unit II

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 3 – Unit III

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 4 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 5

a)	Unit- I	Problem 04 Marks
b)	Unit –II	Problem 04 Marks
c)	Unit-III	Problem 04Marks
d)	Unit-IV	Problem 04 Marks

Semester-VI
6T2-Management Accounting

Unit_I

Management Accounting :-

Meaning, Scope, Importance, and Limitations of Management Accounting. Difference between Cost Accounting and Management Accounting, Role of Management Accounting. Break -Even Point Analysis **(Theory & Numericals)**

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Unit – II

Business Budget & Budgetory Control:

Meaning,Characteristics, Objectives ,Advantages, Limitations. Classification &Types of Budgets. Problems on Cash Budget and Flexible Budget Only **(Theory & Numericals)**

Unit – III

Ratio Analysis:

Meaning, Importance and Limitations of Ratio Analysis, Classification of Ratio, Computation of Profitability Ratio, Financial Ratio with special reference to Current Ratio, Acid Test/ Liquid Ratio, Inventory Turnover Ratio Debtors and Creditors Turnover Ratio, Fixed Assets Turnover Ratio, Debt-Equity Ratio, Working Capital Ratio, , Earnings per Share Ratio. **(Theory & Numericals)**

Unit – IV

Fund Flow Analysis:

Meaning, Sources of fund, Uses of fund, Distinguish between fund flow statement and Balance Sheet. Preparation of Statement showing Changes in Working Capital, Profit from operation, Fund flow Statement **(Theory & Numericals)**

Books Recommended –

- S. N Maheshwari : Cost Accounting Theory and problems –Shri Mahavir Book Depot, New Delhi
- V.K. Saxena : Cost Accounting Text Book- Sultan Chand and Sons New Delhi
- M.C. Shukls – T.S. – Grewal, M.P. Gupta – Cost Accounting – S. Chand , New Delhi
- R. S. N. Pallai, V Bhagavathi – Cost Accounting – S. Chand, New Delhi
- S. M. Shukla :- Cost Accounts (Hindi)
- Nigam R. S. – Advanced Cost Accounting , S. Chand & Company
- Jain S. P. – Advanced Cost Accounting – Kalyani Publication
- Gawada, J Made – Advanced Cost Accounting – Himalaya Publication House
- Pillai R. S. N. – Management Accounting – S. Chand & Co. Pvt. Ltd.
- Agrawal N. K. – Managements Accounting – Galgotia Publication
- Singh, Jagwant - Managements Accountings – KitabMahal
- Rathnam P. V. - Managements Accountings – KitabMahal
- Sharma R. K. - Managements Accountings – Kalyani Publication

Question Paper Pattern
Semester –VI

6T2-Management Accounting

Time :- 3 hours **Marks-80**

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks**.**

Q. No. 1 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16Marks

Q. No. 2 – Unit II

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 3 – Unit III

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 4 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 5 -	Unit- I	a)	Problem 04 Marks
	Unit –II	b)	Problem 04 Marks
	Unit-III	c)	Problem 04Marks
	Unit-IV	d)	Problem 04 Marks

Semester VI
6T3-Advanced Statistics

UNit I

Correlation- Types of correlation, Karl Pearson's coefficient of correlation in Bivariate frequency table, probable error, interpretation of 'r', Rank Correlation Method.

Unit II

Regression Analysis- Lines of Regression/Regressions Equation, Coefficient of regression for a Bivariate frequency table.

Unit III

Index Number- Uses of I N, Types of I No. Methods of Index Number.Test of consistency of Index No.- unit test Time Reversed Test, Factor cost of living Index No.

Unit IV

. Time series Analysis-Introduction components of a Time series- a) Trend b)Short Term Variation c)Irregular variation d)Measurement of Trend- (Simple Problems)
Graphic Methods ,Methods of Seminar,Methods of Curve by the square
Methods of Movig Average

6T4- Indian Economy – II

Unit I: Indian Agriculture

Nature, Role of Agriculture in Indian Economy. Cropping Pattern in India and its Determining Factors. Land Reforms. Cooperative Farming & Marketing. Green Revolution: Impact and Constraints. Cause & Remedies to Low Agricultural Production and Productivity. Agriculture Marketing-Problems & Remedies. Agricultural Labour - Problems & Remedies. Sources of Agriculture Finance. NABARD (National Bank for Agriculture and Rural Development). Financial Inclusion. Agricultural Price Policy- Objectives and Constituents. Agricultural Subsidies in India. Crop & Live Stock Insurance -Problems and Remedies.

Unit II: Indian Industry

Industrial Policy 1991. Small Scale and Cottage Industries- Role, Performance, Problems and Remedies. Public Sector Industries - Role, Performance, Problems and Remedies. Privatization of Public Sector Industries: Meaning, Methods of Privatization Policy in India. Arguments in favor and against privatization. Policy of Disinvestment. Industrial Sickness in India- Definition, Causes, Effects, Remedial Measures. Indian Trade Union Movement: Role, Functions, Strength and Weaknesses.

Unit III: Indian Service Sector

Growth of Services Sector in India. Nature, Scope, Trends & Importance of Service Sector in Current Scenario. Share of Service Sector in India's Employment Generation. Contribution of Service Sector to India's GDP. Government's reforms in various Services. IT & ITES Sector-Trend, Role & Importance. Challenges and Opportunity in IT & ITES Sector. Banking & Insurance Sector- Importance of Banking and Insurance Industry in India's Service Sector, Challenges and Opportunities.

Unit IV: India's International Trade

Foreign Trade -Concept and Meaning, Advantages, Disadvantages, Composition and Direction of India's Exports & Imports. Special Economic Zones- Concept, History, Benefits, Arguments against SEZS. Foreign Capital and Aid- Need, Role, Problems. India's External Debt. Multinational Corporations(MNCs)- Role, Importance, Advantages and Disadvantages. Impact of MNCs on Indian Economy. Liberalization, Privatization, Globalization(LPG)- Meaning, Role, Impact of LPG on Indian economy. World Trade Organization (WTO)- Objectives, Working and Functions, WTO & India.

Books Recommended:

1. Indian Economy, Datt & Sundharam, S Chand.
2. The Indian Economy: Problems and Prospects, D .R.Gadgil.
3. Globalization And Indian Economy, R.Chaddha, Sumit Enterprises.
4. Indian Economy : Problems of Development and Planning, A.N.Agrawal, New Age International.
5. Indian Economy, Misra & Puri, Himalaya Publishing House Pvt. Ltd.
6. Government of India- Five Year Plans.
7. Government of India- Economy Survey.
8. Reserve Bank of India- Annual Reports on Currency and Finance.

Question Paper Pattern
6T4- Indian Economy – II

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q.1.

(a)	UNIT – I	08 Marks
(b)	UNIT – I	08 Marks
	OR	
(c)	UNIT – I	16Marks

Q.2.

(a)	UNIT – II	08 Marks
(b)	UNIT – II	08 Marks
	OR	
(c)	UNIT – I	16Marks

Q.3.

(a)	UNIT – III	08 Marks
(b)	UNIT – III	08 Marks
	OR	
(c)	UNIT – I	16Marks

Q.4.

(a)	UNIT – IV	08 Marks
(b)	UNIT – IV	08 Marks
	OR	
(c)	UNIT – I	16Marks

Q.5.

a)	UNIT – I	04 Marks
b)	UNIT – II	04 Marks
c)	UNIT – III	04Marks
d)	UNIT – IV	04 Marks

Elective Group- II
6T5.1- Human Resource Management

UNIT-I

Introduction

Human Resource Management, Definition, Objectives, Functions, Scope, Importance. Quality of a ideal Human Resource Managers

UNIT-II

Recruitment selection and training

Recruitment: - meaning, source; selection process and importance, placement and induction, career planning v/s manpower planning

Training: - meaning, method, training and development,

UNIT-V

Labour welfare and Collective bargaining

Labour welfare: - Safety and Health Measures Workers Participation in Management - Objectives for Wage Incentive - Fringe Benefits

Collective Bargaining - Features - Pre-requisite of Collective Bargaining - Agreement at different levels, Successful Participation of workers in Management.

UNIT-IV

Human resource planning and accounting

Human Resource Planning - Human Capital Investment - Expenditure vs. Productivity Meaning and Definition of Human Resource Accounting, Importance; Human Resource Accounting - Measurement of Human Value addition into Money Value

Suggested Books:

1. Human Resource Management - Dr. C.B. Gupta - Sultan and Sons.

2. Personnel & Human Resource Management - P. Subba Rao - Himalaya Publishing House.

3. Human Resource and Personnel Management - K. Aswathappa - Tata Mc Graw Hill Publishing Co. Ltd.

Human Resource Management, Dr. Arvind shende, Dr. Dilip Vairagade, Dr. Devendra. Mohture, Anuradha Prakashan, Nagpur.

4. Personnel Management & Human Resources - C.S. Venkata Rathnam & B.K. Srivastava. TMPL.

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Question Paper Pattern
6T5.1- Human Resource Management

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q.1.			
	(a)	UNIT – I	08 Marks
	(b)	UNIT – I	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.2.			
	(a)	UNIT – II	08 Marks
	(b)	UNIT – II	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.3.			
	(a)	UNIT – III	08 Marks
	(b)	UNIT – III	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.4.			
	(a)	UNIT – IV	08 Marks
	(b)	UNIT – IV	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.5.			
	a)	UNIT – I	04 Marks
	b)	UNIT – II	04 Marks
	c)	UNIT – III	04Marks
	d)	UNIT – IV	04 Marks

Semester-VI
6T5.2-Indirect Taxes

UNIT-I: Central Excise Laws

Basis of chargeability of duties of central excise-goods, manufacture, classification and valuation of excisable goods; Registration and routine procedures in central excise, payment of duties of excise and removal of goods, Cenvat on inputs and on capital goods, excise and small scale industries.

UNIT-II: Customs Laws

Nature of customs duty, types of customs duty, classification for customs and rate of duty, valuation for customs duty, procedures for import and export.

UNIT-III: Service Tax

Charging of service tax, Services on which tax is payable, registration, records to be maintained by the assessee, returns and payment of tax, Provisions of law and procdures.

UNIT-IV: State Sales Tax Law

Basic Concepts, value added tax on sale or purchase of goods, levy or incidence of tax, goods liable to tax, rate of tax and exemptions, dealer and registration method of computing tax liability, credit, set-off and refunds, documents, records and maintenance of accounts, returns and assessments (the state sales tax law applicable will be the Bombay Sales Tax Act or the new sales tax enactment in its place).

Central Sales Tax Act, 1956

Definitions, Concepts of inter-state sales, Sale outside the state, sale in the course of export and import, Liability to tax and rate of tax, Registration of dealers.

Reference Books

Dr. H. C. Mehrotra and S, P. Goyal : Direct and Indirect Taxes (Sahitya Bhawan, Agra)

V. S. Datey : Indirect Taxes Law and Practice (Taxman, New Dehli)

V. Balchandran : Indirect Taxes (Sultan Chand & Sons, Dehli)

C. A. Farooq Haque : Indirect Tax (Sheth Publishers Ltd., Mumbai)

Question Paper Pattern
Semester -VI
6T5.2-Indirect Tax

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q. No. 1 – Unit I

a) Theory 08 Marks
b) Problem 08 Marks

OR

a) Theory 08 Marks
b) Problem 08 Marks

Q. No. 2 – Unit II

a) Theory 08 Marks
b) Problem 08 Marks

OR

a) Theory 08 Marks
b) Problem 08 Marks

Q. No. 3 – Unit III

a) Theory 08 Marks
b) Problem 08 Marks

OR

a) Theory 08 Marks
b) Problem 08 Marks

Q. No. 4 – Unit I

a) Theory 08 Marks
b) Problem 08 Marks

OR

a) Theory 08 Marks
b) Problem 08 Marks

Q. No. 5

a) Unit- I Problem 04 Marks
b) Unit –II Problem 04 Marks
c) Unit-III Problem 04Marks
d) Unit-IV Problem 04 Marks

Foundation Group II

6T6.1- Business Finance – II

Unit – I

Financial Market in India : significance of Financial Markets, Objectives and functions of the financial System, Types of Financial Markets,
Money Market- Meaning , features, functions, Composition
Capital Market- Meaning ,Composition & Structure of Capital Market Market segment. Products and Participant's in Primary market. Regulatory authorities governing financial and capital market.
SEBI - (Security Exchange Board of India)Organisational structure of SEBI, Rol*e* and Functions of Stock Exchange and SEBI, Regulation issued by SEBI, Achievements of SEBI**.(Theory)**

Unit – II **Primary Market**: Meaning, Functions, Scope & Significance of PrimaryMarket,Developments in the Primary Market, Primary Market Intermediaries.
Secondary Market: Meaning , Difference between Primary Market & Secondary Market, Products dealt in the Secondary Market, Stock Exchange, Secondary Market Intermediaries. Listing Procedure. NSE and BSE. **(Theory)**

Capital Budgeting - Meaning, Nature and Importance of Capital Budgeting, Investment Appraisal Techniques, Pay Back Period Method, Rate of return method, Net Present Value Method, Discounted Cash Flow Method, **(Theory & Numericals)**

Unit – III **NBFC's-** Meaning, Formation of NBFC's , Types and Regulation of NBFC's,

Credit Rating: Meaning /Concept, Scope & Significance of credit rating, Benifits to Investors. Credit Rating Agency in India CRISIL, ICRA, CARE. **(Theory)**

Dividend Policies- Essentials of Sound Dividend Policy, Determination of Dividend Policy and its types ,Surplus and Reserve Policy, **(Theory & Numericals)**

Unit -I V - Cash Flow for Investment Analysis- Meaning, Benefits and Uses of Cash Flow Statement. Significance ,Limitations of Cash Flow Statement.

Format of Cash Flow Statement as per AS-3. **(Theory & Numericals)**

Books Recommended:

Financial Management Problems &Solutions :- Kishore Ravi M (Taxman Allied Service (p) Ltd.)
Fundamentals of Financial Management :- Chandra Prasanna (Tata McGraw Hill Publishing Co. Ltd.)
Management Accounting & Financial Management :-Arora M N (Himalaya Publishing House Pvt. Ltd.)
Business Finance : Dr.Jain V. K. ,And Sharma D.G. (Shethe publishers PVT. LTD.

Question Paper Pattern
Foundation Group II
6T6.1- Business Finance – II

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Time :- 3 hours Marks-80

Q. No. 1 – Unit I

a) Theory		08 Marks
b) Theory		08 Marks
	OR	
c) Theory		08Marks
c) Theory		08Marks

Q. No. 2 – Unit II

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 3 – Unit III

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 4 – Unit I

a) Theory		08 Marks
b) Problem		08 Marks
	OR	
c) Problem		16 Marks

Q. No. 5 -	Unit- I	a)	Theory 04 Marks
	Unit –II	b)	Problem 04 Marks
	Unit-III	c)	Problem 04Marks
	Unit-IV	d)	Problem 04 Marks

Foundation Group II
6T6.2- Industrial Law

Level of Knowledge: Basic Conceptual Knowledge

Objective: To make students aware about Various Laws relating to Industries [with amendments up to June 2016 in respective Acts]

Unit -I

(i) Indian Factories Act-1948: Important Definitions, Object & Scope, Provision regarding workers Health, Provision regarding Safety of Workers,
(ii) Rules regarding Labour Welfare, Provision regarding Adults, women workers and Young Workers.
(iii) Industrial Dispute Act-1947: Concept, Objectives and Significance, Authorities for settlement of Industrial Dispute-their work procedure & Powers,
(iv) Concept and Distinction between Strike, Lockouts, Layoff & Retrenchments

Unit-II

(i) Law relating to Wages: Object, Scope and Application of Minimum Wages Act-1948 and Payment of Wages Act 1936
(ii) Law Relating to Bonus and Gratuity: Object, Scope and Application of Payment of Bonus Act 1965 and Payment of Gratuity Act 1972
(iii) Law Relating to Employee State Insurance and Provident Fund: Object, Scope and Application of The Employee's State Insurance Act 1948 and Employee's Provident Fund & Miscellaneous Provision Act 1952
(iv) Law Relating to Workmen Compensation and Maternity Benefits: Object, Scope and Application of Workmen Compensation Act-1923 and Maternity Benefits Act 1961

Unit-III

(i) Child Labour (Prohibition and Regulation) Act 1986: Object Scope and Application
(ii) Trade Union Act 1926: Object Scope and Application. Regsitration of Trade Union.
(iii) International Labour Organization (ILO): Background and Importance of ILO and its impact on Indian Labor Laws
(iv) Contract Labour Act: Object Scope and Application

Unit-IV

(i) Meaning and Nature of Industrial Estate, Software Technology Park, SEZ, Co-operative Industrial Estate
(ii) Intellectual Property Rights Law In India: Object and Scope of Patent, Copyrights, Trademark and Industrial Design
III) Procedure for registration of Trademarks and Copyrights.
(IV) Environment Protection Act 1986: Objective and Scope, Location of Industries, Processes & Operation, offense and Penalties

Reference Books:

- Business Law Including Company Law, Gulshan, S S and Kapoor, G K: , New Age International (P) Ltd., Publishers
- Business Law, M.C. Kuchhal and Vivek Kuchhal , Vikas Publishing House, New Delhi
- Business and Corporate Laws, V.S. Datey, Taxman, New Delhi
- Mercantile Law, N.D. Kapoor, Sultan Chand & Sons, Educational Publishers, New Delhi.
- Business & Industrial Law , Dr. Arvind shende, Dr. Mohture, Dr. Dixit, Anuradha Prakashan Nagpur.

Question Paper Pattern
Foundation Group II
6T6.2- Industrial Law

TIME:- 3 Hours] **[Full Marks:- 80**

Q.1.			
	(a)	UNIT – I	08 Marks
	(b)	UNIT – I	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.2.			
	(a)	UNIT – II	08 Marks
	(b)	UNIT – II	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.3.			
	(a)	UNIT – III	08 Marks
	(b)	UNIT – III	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.4.			
	(a)	UNIT – IV	08 Marks
	(b)	UNIT – IV	08 Marks
		OR	
	(c)	UNIT – I	16Marks
Q.5.			
	a)	UNIT – I	04 Marks
	b)	UNIT – II	04 Marks
	c)	UNIT – III	04Marks
	d)	UNIT – IV	04 Marks

Allocation of marks for all the subjects

1a	**Two periodical class tests**	**08marks**
1b	**An assignment/Viva/Group Discussion/Seminar based on curriculum to be assessed by the teacher concerned**	**08marks**
1c	**Overall conduct as a responsible learner**	**04marks**
1	**Internal assessment Total marks**	**20 marks**
2	**Unit- I 20 marks** **Unit-II 20 marks** **Unit-III 20 marks** **Unit-IV 20 marks** **Semester wise End Examination marks**	**80 marks**
	Total marks per subject	**100 marks**

Vocational Course : Semester VI
6T7- Entrepreneurial Development-I

Full Marks: 80 **Time: 3 Hours**
Internal Assessment: 20

Unit-I

Government policy and schemes for setting up agricultural & rural industries, financing schemes for khadi and village industries, small scale industries. WTO and small & village industries.

Unit-II

Incentives and Subsidies – Meaning of Incentives and Subsidies, Need and problems of Incentives and Subsidies, Incentives for development of backward areas.

Unit-III

Entrepreneurial systems – Search for a business ideas, sources of ideas, idea processing and selection, role of industrial fairs.

Unit-IV

Concept of cyber space and internet – importance of cyber marketing, internet usage applications, Technology as driver for entrepreneurship.

Books Recommended:

- ✓ Dynamics of entrepreneurial development and management, Vasant Desai
- ✓ Entrepreneurial development, Vasant Desai.
- ✓ Entrepreneurial Development, S. S. Khanka, S. Chand Publishers.
- ✓ M.V. Deshpande : Entrepreneurship of small scale industries.
- ✓ Entrepreneurship Development and Business Communication, Vasant Desai and Urmila Rai, Himalaya Publishing House.
- ✓ Entrepreneurship Development in India, Dr. C. B. Gupta and Dr. N.P. Srinivasan, Sultan Chand & Sons.
- ✓ Entrepreneurial Development, Vasant Desai, Appannaiah, Reddy and Gopal Krishna, Himalaya Publishing House.

Group – I: Computer Applications
6T8.1 : Introduction to Visual Basic (IVB)

Time : 3 Hours Theory : 80 Marks

Practical : 20 Marks

Unit –I

Introduction to Visual Basic, Event driven programming, Programming constructs - Variables, Types of Variables, Data Types, Scope of Variables, Constants, system defined functions, Operators (Precedence and Associatively), Creating User Interface, VB Controls (Label, Text box, Command button, Frame, Check box, Option button,

Unit –II

List box, Combo box, Timer, Drive list box, Directory list box, File list box, Horizontal and vertical scroll bars, Image, Picture box, Shape, Line, Data, OLE container), Microsoft windows common controls (Tab Strip, Tool bar, Status Bar, Progress Bar, Tree View, List View, Image List, Slider, Date Picker, Month View)

Unit –III

Working with Procedure, Function and Modules (Form, Class, Standard Modules)
Scope of Procedures, Calling Procedures, Calling Functions, Passing Arguments,
Control Structures : If-Then, If-Then-Else, Select Case, Loops Structures : Do-While, While - Wend, For-Next, For-Each, With-End With.

Unit – IV

Arrays : Declaring an Array, Types of Array (Fixed arrays, Single-dimensional arrays, Multidimensional arrays, Dynamic arrays), Control Array.
Menus : Creating Menus, Adding Menu Items, Adding Code for the Menus, Modifying menus at run time, Creating Pop-Up Menus.
Database connectivity through data access object. Types of recordset , setting properties and record editing & updating , searching records.

Practical : Practical will be based on Visual Basic

BOOKS RECOMMENDED :

1. PAUL SHERIFF TEACHES VB-6 BY SHERIFF (PHI)
2. VISUAL BASIC: PETER WRITES
3. LEARN VB 6 BY HALVARSON (MICROSOFT/PHI)
4. VB PROGRAMMING FOR A ABSOLUTE BEGINNER – MICHAEL VINE (PHI)
5. VISUAL BASIC: SUPPER BIBLE TECH MEDIA
6. VISUAL BASIC: STEPHEN SOLOSKY (PHI)
7. COMPLETE REFERENCE VISUAL BASIC – TATA MCGROW HILL

8. FRONT END DEVELOPMENT USING VISUAL BASIC BY DR. S.B.KISHOR(DASGANU)
9.

Group –: Principles & Practice of Insurance
6T8.2 -Insurance and Acturial Science – Paper II (Semester – VI)

Time : 3 Hours]

Theory : 80 Marks
Internal Assessment: 20 Marks

Level of knowledge - Basic knowledge.

Objective - To create awareness regarding basic knowledge about Insurance and Acturial Science

Unit – I-- Privatisation of Insurance Business in India, Contribution of Private sector, Liberalisation required for privatization, Effect of globalization on Insurance sector.

- Methods of payment of amount insured, premium as consideration for insurance benefits, , nature of installment premiums.

Unit – II

- General Insurance Corporation(GIC) of India : Background ,main provisions of General Insurance Act 1972,Establishment and objectives, Functions of subsidiary companies
- Banc assurance - Meaning, nature and scope
- Insurance Innovation – Innovation ,use of Technology by Insurance Industry\

Unit – III

- Policy Value – Meaning ,Types of Policy value, equation, Alteranation of policy contracts
- Special reserves : Meaning, types of services maintained in Insurance
- Valuation of liability – Meaning and Importance

Unit – IV

- Probability – Meaning and nature, its use in insurance business
- Surrender of policy , surrender value , Lapse of policy ,Reserve for Revival of Lapse Policy

Recommended books:

- Fundamental Of Insurance, R.K. Gupta, Himalaya Publishing House.
- Principles & Practice of Insurance, Dr. P. Periasamy, Himalaya Publishing House
- Insurance Principle and Practice,M.M. Mishra and Dr. S.B. Mishra,S. Chand Publication

 Principles of Insurance, Dr. Shakti Pratchbal and Dr. N.P. Dwivedi, Himalaya Publishing House

✓ बीमा के सिध्दांत एवं व्यवहार – भगवती प्रकाळा अर्मा, राजीव जैन, पुरूशोत्तम दयाल– हिमालया पब्लिळिांग हाऊस

VI - Semester
6T8.3-Advertising, Sales Promotion and Sales Management – III

Full Marks : 80 **Time : 3 Hours**
Internal Assessment : 20

Unit-I
- Sales Territories - Concept of Sales territory - Procedures for setting up Sales territories - Deciding assignment of sales personnel to territories.

Unit-II
Sales Budget and Sales Quota - Sales budget - Purpose, form and content of sales budgets, Sales Quota - Concept, Types of quota, Quota setting procedures, Administering the quota system.

Unit-III
- Consumer Promotions and Trade Promotions – Their purpose and types How to plan and evaluate a successful promotion, The relationship between advertising and promotions. Introduction to Global Marketing, Advertising and sales promotion.

Unit-IV
Laws for protection against Malpractices: Introduction, civil and penal codes Applicable to Advertising; laws relating to Intellectual Property Rights. Consume Protection Act 1986. Monopolies and restrictive trade practices Act 1969. Regulation Governing Broadcast Media Advertising.

Recommended books:
Advertising Management – Concepts and Cases, Manendra Mohan (Tata McGraw Hill)
Sales Promotion and Advertising Management (6thEd.)Himalaya Publishing House
Advertising Excellence by Bovee, Thill, Dovel and Wood (McGraw Hill)

Advertising Management – Shelekar, Victor & Nirmala Prasad (Himalaya Publishing House)

Foundations of Advertising – Theory & Practice – S.A. Chunawala

Brand Positioning – Subroto Sengupta, Tata McGraw Hill

Cases in Marketing Management – M.L. Bhasin, Excell Books

Sales & Distribution Management (Units 12-16 for Sales Promotion) F.L. Lobo, Global Business Press

□□Successful Sales Promotion – Choudhry, Elliot & Toop, Orient Longman □

SEMESTER VI

QUESTION PAPER PATTERN FOR All Vocational Subjects

Computer Application, Insurance & Entrepreneurial Development &ASM

TIME:- 3 Hours] **[Full Marks:- 80**

N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Q.1.

(a)	UNIT – I		8Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks

Q.2.(a) UNIT – I 8Marks

(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks

Q.3.

(a)	UNIT – I		8Marks
(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks

Q.4(a) UNIT – I 8Marks

(b)	UNIT – I		8 Marks
		OR	
(c)	UNIT – I		8 Marks
(d)	UNIT – I		8 Marks

Q.5. Answer in Brief

(a)	UNIT – I	4 Marks
(b)	UNIT – II	4 Marks
(c)	UNIT – III	4 Marks
(d)	UNIT – IV	4 Marks

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M.A.
(Economics)

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

SYLLABUS PRESCRIBED FOR M.A. PART — I AND PART II ECONOMICS

(Choice Based Credit System CBCS) from 2016-17 onwards

M. A. Part I	
Semester I	**Semester II**
Compulsory Course	
1T1 : Micro Economic Analysis I **1T2 : Macro Economic Analysis I**	**2T1 : Micro Economic Analysis II** **2T2 : Macro Economic Analysis II**
Elective Course : Any one from the Group	
Group A	**Group C**
1T3 : Statistics for Economics - I **1T4 : Indian Economic Policy I** **1T5 : Economics of Infrastructure** **1T6 : Trade Cycle** **1T7 : Regional Economics**	**2T3 : Statistics for Economics - II** **2T4 : Indian Economic Policy II** **2T5 : Agricultural Economics** **2T6 : Urban Economics** **2T7 : Rural Economy and Social Change**
Group B	**Group D**
1T8 : Mathematical Economics-I **1T9 : Industrial Economics – I** **1T10: Public Economics - I** **1T11: Economics of Education and Health** **1T12: Human Development**	**2T8 : Mathematical Economics –II** **2T9 : Industrial Economics – II** **2T10: Public Economics-II** **2T11: Environmental Economics** **2T12: History of Economic Thought**

Note:

The Concepts Given in current year ECONOMIC SURVEY will be part of the SYLLABUS at the respective subject to which the topic will be related.The copy of Economic Survey is available on Internet in English and Hindi . It is available on the day of Union Budget of the respective year This year the Concept of Economic Survey (2016-17) will be applicable in SEM I,SEM II,SEM III, SEM IV .The Questions related to Economic Survey will be treated as within the syllabus.

For Semester I

1. Compulsory Course (Two) i.e. 1T1 and 1T2
2. Elective Course (Any one from Each group A and B) i.e. 1T3 to 1T7 and from 1T8 to 1T12

For Semester II

1. Compulsory Course (Two) i.e. 2T1 and 2T2
2. Elective Course (Any one from Each group C and D) i.e. 2T3 to 2T7 and from 2T8 to 2T12

M. A. Part II	
Semester III	**Semester IV**
Compulsory Course	
3T1 : Economics of Growth and Development-I **3T2 : International Trade & Finance – I**	**4T1 : Economics of Growth and Development–II** **4T2 : International Trade & Finance - II**
Elective Course : Any one from the Group	
Group E	**Group G**
3T3 : Financial Institutions & Markets-I **3T4 : Gender Economics** **3T5 : Labour Economics** **3T6 : Poverty and Income Distribution** **3T7 : Basic Econometrics**	**4T3 :Financial Institutions & Markets-II** **4T4 : Economics of Marketing** **4T5 : Computer Application in Economics** **4T6 : Rural Development** **4T7 : Advanced Econometrics**
Foundation Course (For the students of other Departments)	
3T8 : Economics - 1	**4T8 : Economics - 2**
Core Course (Any One) (For the Students of Economics Department who do not want to opt foundation course from other department)	
Group F	**Group H**
3T9 : International Monetary System and Finance **3T10 : Research Methodology-I**	**4T9 : Welfare Economics** **4T10 : Research Methodology-II**

Note:

The Concepts Given in current year ECONOMIC SURVEY will be part of the SYLLABUS at the respective subject to which the topic will be related. The copy of Economic Survey is available on Internet in English and Hindi . It is available on the day of Union Budget of the respective year . This year the Concept of Economic Survey (2016-17) will be applicable in SEM I, SEM II, SEM III, SEM IV

For Semester III

1. Compulsory Course (Two) i.e. 3T1and 3T2
2. Elective Course (Any one from group E) i.e. 3T3 to 3T7.
3. Foundation course for students of other department 3T8

4. Core Course for students of Economics department (Any one from group F) i.e.3T9 or 3T10

For Semester IV

1. Compulsory Course (Two) i.e. 4T1and 4T2
2. Elective Course (Any one from group G) i.e. 4T3 to 4T7.
3. Foundation course for students of other department 4T8
4. Core Course for students of Economics department (Any one from group H) i.e. 4T9 or 4T10

M.A. (Pol. Science)

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

Revised Syllabus of Two-Years' Post-graduate Degree Course (Master of Arts) in Political Science

(A) OBJECTIVES

Political Science as a discipline of study is basically known as the science of ruling and the study of the rulers and the ruled. Traditionally, it covered the study of man in the process of governing himself. Today, Political Science is known as the Master of Social Sciences. It encompasses the study of Man in relation to the State, Society, Nation and the World. It deals with not merely the structure of governments and administration and study of political theories that hold sway over human life, rights and duties of the citizens, but also the developmental processes. Political Science has today entered into various realms and touched many horizons. It has assumed an inter-disciplinary character. The subject matter of Political science is changing fast and so we need to rely on new conceptual instruments that allow us a better understanding of political phenomena. Similarly we need to explore new tools for analysis within the discipline. This is a time to ponder over whether Political Science's categories and concepts are useful for an increasingly complex world. A student of Political Science cannot remain oblivious of the processes of every decision-making and the socio-economic orientations behind them. The proposed postgraduate course in Political Science is designed in the light of these new dimensions of political science in the changing world. It will impart basic principles, ideas, themes, concepts of the subject as well as relate those to the latest developments. It is also expected to spread the understanding our new political reality and the relationship between Political Science and the professionals of politics.

Following are the broad objectives of the course :-

1. To enable students to understand the entire gamut of Political science and its inter-relationship with other disciplines;
2. To appraise the students of recent trends in Political Science and the new methodologies of studying new trends;
3. To develop those analytical faculties of the students that will help him study the changes taking place around him;
4. To appraise students of changing social and economic situation in India and in the world and their impact on the political sphere;
5. To develop inter-disciplinary outlook and comprehensive understanding among the students about political realities;
6. To inculcate research and analytical abilities among students and encourage re-conceptualization of politics vis-à-vis the economy;
7. To enable students to understand basic rights and duties of the citizen and their own role in the whole process of development;

8. To enlighten the students regarding the need for new tools for analysis within the discipline;
9. To equip them to act as sensitized individuals & active citizens and to explore variety of careers in life.

(B) ELIGIBILITY :

1) All the students who have passed post-Std.XII or post-HSSC 3-year OR 5-year degree course in any discipline from a UGC recognized statutory University/Institute in India.
2) The eligibility will be, however, subject to the fulfillment of other eligibility conditions and rules of admission laid down by the RTM Nagpur University as in force.
3) This course is open for regular, full time students only admitted to any PG institute recognized by RTM Nagpur University. There will be no examination for 'External' OR 'Private' candidates.
4) Rest of the Eligibility criteria will be governed by various rules, ordinances, etc. issued by RTMNU from time to time.

(C) DATE OF COMMENCEMENT

1) New syllabi will come into force from the academic year 2012-2013 for M.A. (Part-I) i.e.: Semester I and Semester II. Syllabi for M.A. (Part-II) students i.e.: Semester III and IV will come into force from the academic year 2013-2014.
2) Examination based on the new syllabi for Semester-I will be held in October-2012 and for Semester-II it will be held in April-2013.

(D) PATTERN OF NEW COURSE

1) New syllabi are designed as per the semester pattern with Continuous Internal Evaluation (CIE).
2) Entire course will be Full-time Course of Two-years duration divided into Four semesters
3) Each semester will have 4 (Four) papers and the entire course will consist of 16 papers.
4) First Two papers of each semester shall be compulsory and other two can be selected from the options given in the syllabi.
5) The system is based on Continuous Internal Evaluation having a written, descriptive examination of 80 marks and Internal Evaluation of 20 marks for each paper.
6) Thus the entire course will be of 1600 marks.

(E) PATTERN OF EXAMINATION AND QUESTION PAPER

Students will be evaluated at two levels in the following manner :

(a) <u>Written Examination</u> :
1) There will be written examination of descriptive type for each paper at the end of every semester.

2) Each paper will be of 80 (Eighty) marks of 3-hours duration
3) There will be two questions on each unit of syllabus
4) The question-paper will consist of Five questions with two internal choices in question.
5) The fifth question will be common from all Units.
6) Student will have to answer all the five questions.
7) Each question will carry 16 marks.

(b) Internal Evaluation :

1) There will be Internal Evaluation of each student in each paper at the end of every semester.
2) Internal evaluation will be of 20 marks for each paper. It will consist of 10 marks for Assignments / Research Paper Writing / Book Review / Survey / Project / Study Tour.
3) The teacher concerned will decide the task to be given to the student and will also evaluate the performance of the student
4) Internal Assessment will also consist of 10 marks for Personal Interview.
5) Personal Interview will be conducted jointly by the faculty of the department OR teachers concerned and the Principal of the College.

(F) STANDARD OF PASSING

1) The students should secure minimum 32 marks out of 80 in the Written Semester examination in each paper.
2) Minimum passing marks is 8 (Eight) out of 20 in Continuous Internal Evaluation in each paper.
3) The students **must pass in both**, the Written Semester Examination and Continuous Internal Evaluation, **separately**.

(G) CREDIT AND GRADE POINT SYSTEM

The Semester pattern, award of Credits and allotment of Grade Points will be decided by the RTMNU as per the ordinances, rules, & regulations passed by it on this matter.

(H) ABSORPTION SCHEME

1. The failure students appearing as per annual pattern i.e., old pattern of syllabi will get two (2) chances to clear the annual pattern examination; one in summer and one in winter.
2. In the Semester pattern, students seeking admission to third semester must clear first semester in both, theory and internal.
3. First year annual pattern students can get admission to third semester directly, provided they clear all the papers in one attempt.
4. Rules & regulations passed by RTMNU in this matter will govern the absoption scheme.

(I) SYLLABI

(i) Semester-wise papers and contents of each paper (Syllabi) along with the list of reading and reference material are given below. The workload prescribed for each paper is 60 hours to be completed in 90 days.

(ii) Besides the reference books given for each paper, the students are also advised to consult relevant newspaper articles, journals on the concerned paper and latest information available on the internet. A list of Journals (Marathi, English & Hindi) and a list of important websites is given below for the benefit of students.

(a) List of Journals with publisher's address & Websites :

- MARATHI -

- **Samaj Prabodhan Patrika** – Editor – Dr. Ashok Chausalkar, Deptt. Of Political Science, Shivaji University, Kolhapur.
- **Anubhav** – 8, Amit Complex, 474, Sadashiv Peth, Pune-30.
- **Andolan** – 6, Raghav, Shri-Raghuraj 118-A, Simhagarh Road, Pune-30
- **Parivartanacha Vatsaru** – C/o. The Unique Academy, Vastu Chambers, Shirole Road, Opp. Fergusson College, Pune.
- **Sadhana** – Sadhana Media Center, 431, Shaniwar Peth, Pune -30.
- **Vichar Shalaka** – Dr. Nagprao Kumbhar, Aai, Shiv Nagar, Sut-Mill Road, Latur – 413512.
- **Nav Bharat** – Pradnya Pathshala Mandal, 315, Gangapuri, Dist: Satara, WAI – 412803.
- **Pradnyalok** – C/o. S. M. Halde, 487-A, Hanuman Nagar, Nagpur – 440009.
- **Aajcha Sudharak** – Gaurivandan, 123, Shivaji Nagar, Nagpur 440010.

- HINDI -

- Shodharthi – Dr. Anilkumar Varma, 78, New Civil Lines, Behind Gurudeo Palace, Kanpur – 208024.
- Samayeek Varta – Yogendra Yadav, XB-4, Sahavikas Society, 68, Indraprastha Vistar, Patadganj, Delhi – 110092.
- Chintan Srujan - Dr. B. B. Kumar, Secretary, Astha Bharati, 12/604, East End Apts., Mayur Vihar, Phase-I Extn., Delhi – 110096. *www.asthabharati.org*
- Journal of Asia For Democracy and Development, by the Council for Peace, Development & Cultural Unity, Modi Niwas, MORENA, (MP)
- Samanyajan Sandesh – Lohiya Adhyayan Kendra, Subhash Road, Near Cotton Market, Nagpur – 440018

- ENGLISH –

- Economic & Political Weekly – *www.epw.org.in*
- Indian Political Science Journal – Dr. Sanjeev Kumar Sharma, Professor & Head, Department of Political Science, CCS University, Meerut (UP) – *available in Hindi also*.
- Manthan – C/o. Deendayal Research Institute, 7-E, Swami Ramtirtha Nagar, Rani Jhansi Road, New Delhi – 110055.
- World Focus – *www.cnfworldfocus.org*
- Bhartiya Pradnya – Dr. T. H. Chowdhary, 3-4-705/4, Narayanguda, Hyderabad – 5000020.
- Dialogue (Ashta Bharati Journal) – Dr. B. B. Kumar, Secretary, Astha Bharati, 12/604, East End Apts., Mayur Vihar, Phase-I Extn., Delhi – 110096. *www.asthabharati.org*
- Indian Journal of Public Administration, C/o. Editor, IIPA, Indraprastha Estate, Ring Road, New Delhi – 110002.
- Organiser – C/o. Bharat Prakashan Ltd., Sanskriti Bhavan, Deshbandhu Gupta Road, Jhandewala, New Delhi – 110055. *www.organiser.org*
- Comparative Political Studies (SAGE) - *http://cps.sagepub.com*
- India Quarterly: A Journal of International Affairs (SAGE) - *http://iqq.sagepub.com*
- International Relations (SAGE) - *http://ire.sagepub.com*
- Indian Social Science Review Indian Council of Social Science Research
- Philosophy and Social Action, Editor : Dhirendra Sharma, Philosophy & Social Action, “Nirmal Nilay" , Dehradun - 248009, (Uttaranchal) India. - *http://www.psaindia.org*
- Journal of Indian School of Political Economy (Arthabodh), Indian School of Political Economy, Pune

(b) Supplementary Reading Material :

- Marathi Vishwa Kosh (Marathi Encyclopedia) – Vols 1 to 16,
- Bhartiya Samaj Vidnyan Kosh
- Rajyashastra Kosh by Vora & Palshikar
- Rajyashastra Kosh by Dr. P.D.Deore & others, Diamond Publishers
- Rajniti Shastra Parichay by Acharya S.D. Jawdekar
- All Books on Political Science by Yashvantrao Chavan Maharashtra Open University

(c) Important Institutional Websites :

- Indian Parliament & Central Government Ministries – *www.parliamentofindia.nic.in*
- Election Commission – *www.eci.gov.in*
- Census of India – *www.censusindia.net*
- Supreme Court – *http://supremecourtofindia.nic.in*

- United Nations – *www.un.org*
- Reserve Bank of India - *www.rbi.org.in*
- Maharashtra Government - *maharashtra.gov.in*
- Tata Institute of Social Science – *www.tiss-uirf.org*
- Lokniti-CSDS – *www.lokniti.org*
- Prayas – *www.prayaspune.org*
- International Institute for Democracy & Electoral Assistance – *www.idea.int*
- Rambhau Mhalgi Prabodhini - *http://rmponweb.org*

(J) Following is the outline of the compulsory and optional papers of all the semesters :-

(M.A.-PART : I)

SEMESTER-I

PS-01 : MODERN INDIAN POLITICAL THOUGHT (Compulsory)
PS-02 : INDIAN DEMOCRACY AND POLITICAL PROCESS (Compulsory)
PS-03 : COMPARATIVE POLITICS (compulsory)
PS-04 : PUBLIC ADMINISTRATION (Compulsory)

SEMESTER-II

PS-05 : INDIAN ADMINISTRATION (Compulsory)
PS-06 : PRESSURE GROUPS AND SOCIAL MOVEMENTS (Compulsory)
PS-07 : POLITICS OF MAHARASHTRA (Compulsory)
PS-08 : INTERNATIONAL RELATIONS (Compulsory)

(M.A. – PART : II)

SEMESTER-III

PS-09 : RESEARCH METHODOLOGY (Compulsory)
PS-10 : WESTERN POLITICAL THOUGHT (Compulsory)

Optionals --- (Any one of the following combinations)

(A-i) PS-11 : INTERNATIONAL LAW
(A-ii) PS-12 : DIPLOMACY & FOREIGN POLICY

OR

(A-iii) PS-11 : MODERN POLITICAL IDEOLOGIES
(A-iv) PS-12 : POLITICS OF DEVELOPING COUNTRIES

SEMESTER-IV

PS-13 : STATE POLITICS IN INDIA (Compulsory)
PS-14 : HUMAN RIGHTS : PROBLEMS AND PROSPECTS (Compulsory)

Optionals --- (Any one of the following combinations)

(B-i) PS-11 : POLITICAL SOCIOLOGY
(B-ii) PS-12 : POLITICAL ANTHROPOLOGY

OR

(B-iii) PS-11 : GLOBALIZATION AND ITS IMPACT ON THE POLITICAL SYSTEM
(B-iv) PS-12 : SOUTH ASIAN POLITICAL SYSTEM
(PAKISTAN, SRILANKA, NEPAL, BANGLADESH)

(K) Detail Semester-wise contents of the syllabi are given below :-

SEMESTER - I

PS-01 : MODERN INDIAN POLITICAL THOUGHT (Compulsory)

UNIT-1 : Raja Rammohun Roy, Jyotiba Fuley, Ambedkar
UNIT-2 : Aurobindo Ghosh, V. D. Savarkar
UNIT-3 : M. K. Gandhi, Vinoba Bhave, Jayprakash Narayan
UNIT-4 : Jawaharlal Nehru, Lohia, M.N.Roy

Reading Material :

1. A. Appadorai, Documents on Political Thought in Modern India, 2 vols. Bombay, Oxford University Press, 1970.
2. ————, Indian Political Thinking Through the Ages, Delhi, Khanna Publishers, 1992.
3. M. A. Azad, India Wins Freedom, Hyderabad, Orient Longman, 1988.
4. J. Bandhopadhyaya, Social and Political Thought of Gandhi, Bombay, Allied, 1969.
5. J. V. Bondurant, Conquest of Violence: The Gandhian Philosophy of Conflict, Berkeley, University of California Press, 1965.
6. N. K. Bose, Studies in Gandhism, Calcutta, Merit Publishers, 1962.

7. R. J. Cashman, The Myth of the 'Lokmanya' Tilak and Mass Politics in Maharasthra, Berkeley, University of California Press, 1975.
8. A. Chandra, Nationalism and Colonialism in Modern India, Delhi, Vikas, 1979.
9. P. Chatterjee and G. Pandey (eds.), Subaltern Studies VII, Delhi, Oxford University Press, 1992.
10. K. Damodaran, Indian Thought: A Critical Survey, London, Asia Publishing House, 1967.
11. T. de Bary, Sources of Indian Tradition, New York, Columbia University Press, 1958.
12. A. G. Dalton, India's Idea of Freedom: Political Thought of Swami Vivekananda, AurobindoGhose, Mahatma Gandhi and Rabindranath Tagore, Delhi, Academic Press, 1982.
13. A. R. Desai, Social Background of Indian Nationalism, Bombay, Popular, 1954.
14. A. Diehl, E.V. Ramaswami Naicker - Periyar: A Study of the Influence of a Personality in Contemporary South India, Lund Esselte Studium, 1977.
15. R. P. Dutt, India Today, Calcutta, Manisha, 1970.
16. A. T. Embree (ed.), Sources of Indian Tradition: from the Beginning to 1800, India, Penguin Books, 1991.
17. R. Gandhi, Eight Lives: A Study of the Hindu-Muslim Encounter, Albany, NY, State University of New York Press, 1986.
18. V. Geetha and S. V. Raja Durai, Towards a Non Brahmin Millennium: Iyothee Thass to Periyar, Calcutta, Samya, 1998.
19. S. Ghose, The Renaissance to Militant Nationalism, Bombay, Allied Publishers, 1969.
20. ————, Socialism, Democracy and Nationalism in India, Bombay, Allied Publishers, 1973.
21. ————, Modern Indian Political Thought, Delhi, Allied, 1984.
22. U. N. Ghoshal, A History of Indian Political Ideas, London, Oxford University Press, 1959.
23. R. Hardgrave, The Dravidian Movement**,** Bombay, Popular Prakashan, 1965.
24. S. Hay, Sources of Indian Tradition: Modern India and Pakistan, India, Penguin Books, 1991.
25. A. Heimsath, Indian Nationalism and Social Reform, Princeton NJ, Princeton University Press, 1964.
26. R. Iyer, The Moral and Political Thought of Mahatma Gandhi, Delhi, Oxford University Press, 1973.
27. T. N. Jagdisan (ed.), Wisdom of a Modern Rishi: Writings and Speeches of Mahadev Gobind Ranade, Madras, Rouchbuse, 1969.
28. K. Jones, Socio-Religious Reform Movement in British India, Cambridge, Cambridge University Press, 1984.
29. K. N. Kadam (ed.), Dr. B. R. Ambedkar, New Delhi, Sage, 1992.
30. M. J. Kanetkar, Tilak and Gandhi: A Comparative Study, Nagpur, Author, 1935.
31. K. P. Karunakaran, Modern Indian Political Tradition, New Delhi, Allied Publishers, 1962.
32. ————, Religious and Political Awakening in India, Begum Bridge, Meenakshi Prakashan, 1969.
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PS-02 : INDIAN DEMOCRACY AND POLITICAL PROCESS (Compulsory)

UNIT-1 : (a) Democratic thinking and traditions in India since ancient times
(b) Modern Basis of Democracy : Philosophy of Indian Constitution

UNIT-2 : Nature of Indian Democracy :
(a) Role of Parliament; Parliamentary Sovereignty
(b) Role of Executive: President, Prime Minister

UNIT-3 : Process of Indian Democracy:
(a) Party System, Elections & Election Commission
(b) Pressure Groups, Interest Groups and Social Movements

UNIT-4 : Social and Economic Determinants of Indian Democracy:
(a) Caste, Language, Religion, Region
(b) Poverty, Unemployment, Malnutrition, Regional & Sub-regional Backwardness

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PS-03 : COMPARATIVE POLITICS (Compulsory)

(Note : This paper is to be studied with reference to the political systems in UK, USA, Switzerland, Russia and China)

UNIT-1 : Approaches to the Study of Comparative Politics :
(a) Political Sociology and Political Economy
(b) Systems and Structural Functionalism
UNIT-2 : (a) Constitutionalism and features of Constitution
(b) Executive, Legislature and Judiciary
UNIT-3 : (a) Political Modernisation and Role of Women in Politics
(b) Elections and Voting Behaviour
UNIT-4 : (a) Political Culture, Socialisation and Communication
(b) Political Parties, Pressure Groups and Social Movements

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PS-04 : PUBLIC ADMINISTRATION (Compulsory)

UNIT-1 : Public Administration :
- (a) Meaning, Evolution and Scope
- (b) Theories : Decision-making, Human Relations, Scientific Management

UNIT-2 : Basic Concepts:
- (a) Organisation, Hierarchy, Unity of Command
- (b) Authority, Responsibility, Delegation

UNIT-3 : Financial Administration :
- (a) Role of Administration in Planning, Budgeting and Development
- (b) Accountability & Control of the Legislature & Executive

UNIT-4 : (a) Personnel Administration - Recruitment, Training, Performance Appraisal and Promotion
(b) Issues & New Trends - Role of Civil Society, Ombudsmen, Good Governance, E-Governance

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17. लोकप्रशासन, माहेश्वरी श्रीराम व अवस्थी, अग्रवाल प्रकाशन, आगरा, २००६.
18. लोक प्रशासन, छाया बकाणे, श्री विद्या प्रकाशन, पुणे.
19. लोकप्रशासन के नये आयाम, मोहित भट्टाचार्य, जवाहर प्रकाशन, दिल्ली.
20. लोकप्रशासन, ना. र. इनामदार, दास्ताने प्रकाशन, पुणे.
21. लोक प्रशासनाची मूलतत्वे, अलिम वकील, दिलीप धर्म, दूर शिक्षण केंद्र, पुणे विद्यापीठ.
22. *Tukaram Jadhav – Good Governance, Unique Bulletin. (Marathi)*

SEMESTER - II

PS-05 : INDIAN ADMINISTRATION

UNIT-1 : (a) Indian Administration : Colonial and Post-Independence Period
(b) Prime Minister and his cabinet, Cabinet committees and Cabinet Secretariat
UNIT-2 : (a) Central Ministries and Departments, Parliamentary Committees and Control over Administration
(b) State Secretariat, Chief Secretary; Role of Chief Minister and Council of Ministers
UNIT-3 : Field Administration : 73rd & 74th Amendment Acts
(a) District Administration - Role & Functions of District Collector; Zilla Parishad, Gram Panchayat, Role of the CEO
(b) Urban Administration - Municipal Corporation, Municipal Commissioner, Mayor
UNIT-4 : Constitutional Functionaries and PSU's :
(a) UPSC, CAG; Public Sector Undertakings – Functioning & Problems
(b) IAS and other Specialised services, Administrative Reforms, Corruption, Bureaucracy in the Globalised era

Reading Material :

1. R. K. Arora (ed.), Administrative Change in India, Jaipur, Alekh Publishers, 1974.
2. P. L. Bansal, Administrative Development in India, New Delhi, Sterling, 1974.
3. C. P. Bhambri, Bureaucracy and Politics in India, Delhi, Vikas Publications, 1971.
4. M. Bhattacharya, Bureaucracy and Development Administration, New Delhi, Uppal, 1978.
5. R. Braibhanti and J. Spengler (eds.), Administration and Economic Development in India, Durnham, Duke University Press, 1963.
6. A. Chandra, Indian Administration, London, Allen & Unwin, 1968.
7. P. R. Dubshashi, Rural Development Administration in India, Bombay, Popular Prakahsan, 1972.
8. S. C. Dube (ed.), Public Services and Social Responsibility, Shimla, Institute of Advanced Studies, 1979.
9. R. B. Jain, Contemporary Issues in Indian Administration, Delhi, Visha, 1976.
10. S. R. Maheswari, Evolution of Indian Administration, Agra, Lakshmi Narain Aggarwal, 1970.
11. ————, Indian Administration, New Delhi, Orient Longman, 1998.
12. M. V. Mathur, and I. Narain (ed.), Panchayti Raj, Planning & Democracy, Bombay, Asia Publishing House, 1969.
13. O. P. Motiwal (ed.), Changing Aspects of Public Administration in India, Allahabad, Chugh Publications, 1976.
14. Organization of Government of India, Department of Personnel and Administrative Reforms, Ministry of Home Affairs, Govt. of India, New Delhi, 1971.
15. V. A. PaiPanandiker (ed.), Development Administration in India, Madras, Macmillan, 1974.
16. G. R. Reddy (ed.), Pattern of Panchayati Raj in India, Madras, Macmillan, 1977.
17. Prasad K (ed.) - Planning & its implementation, New Delhi, IIPA, 1984.
18. Maheshwari Shriram, Local Government in India, Laxminarayan Agrawal, Agra, 1996

19. Hoshiar Singh & Monindar Singh, Pub Administration in India, Sterling Publishes, Delhi,1995.
20. R. Hooja, Planning Concepts, Setting and State level application, Jaipur, Alok,1979.
21. G. Ram Reddy, Patterns of Panchayati Raj in India, MacMillion, Delhi 1971
22. Somasekhara, State's Planning in India, Bombay, Himalaya, 1984.
23. भारतीय प्रशासन, अवस्थी एवं अवस्थी, लक्ष्मी नारायण अग्रवाल प्रकाशन, आगरा.
24. भारतीय प्रशासन इसका विकास, डॉ. एस. आर. माहेश्वरी, लक्ष्मी नारायण अग्रवाल प्रकाशन, आगरा.
25. भारत मे लोकप्रशासन, अवस्थी एवं अवस्थी, लक्ष्मी नारायण अग्रवाल प्रकाशन, आगरा.

PS-06 : PRESSURE GROUPS AND SOCIAL MOVEMENTS

Unit-1 : (a) Group Theory and their significance in politics
(b) Pressure Groups – Evolution, Kinds and Techniques
Unit-2 : (a) Relationship between Pressure Groups and Political Parties
(b) Dynamics of Social Movements: Origin, Objectives and Constraints
Unit-3 : (a) Social Movements in India since independence
(b) Social Movements and the Development Process
Unit-4 : (a) Pressure Groups, Social Movements and the Democratic Process
(b) Future of Pressure Groups & Social Movements in Global Perspective

Reading Material :

1. G. Almond and G. B. Powell, Comparative Politics Today: A World View, 6th edn., New York, Harper Collins, 2000.
2. A. Bentley, The Process of Government, Chicago, University of Chicago Press, 1908.
3. P. Brooker, Twentieth Century Dictatorships: The Ideological One Party States, Basingstoke, Macmillan, 1995.
4. C. Campbell and G. Wilson, The End of Whitehall: Death of a Paradigm? Oxford and Cambridge Massachusetts, Blackwell, 1995.
5. C. Cigler and B. Loomis (eds.), Interest Group Politics, 5th edn., Washington DC, Congressional Quartely Press, 1998.
6. R. A. Dahl, Who Governs? Democracy and Power in an American City, New Haven CT,Yale University Press, 1961.
7. ————, Modern Political Analysis, 5th edn., Englewood Cliffs NJ, Prentice Hall, 1991.
8. ————, "Pluralism" in J. Kriegar (ed.), The Oxford Companion to Politics of the World, New York and Oxford, Oxford University Press, 1993.
9. R. Dalton, The Green Rainbow: Environmental Groups in Western Europe, New Haven CT, Yale University Press, 1994.
10. ———— and M. Kuechler, Challenging the Political Order: New Social and Political Movements in Western Democracies, Cambridge, Polity, 1990.
11. ———— and M. Wattenberg, Politics without Partisans: Political Change in Advanced Industrial Democracies, Oxford, Oxford University Press, 2000.
12. R. Domoff, Who Rules America Now? A View for the 1980s, Engelwood Cliffs NJ, Prentice Hall, 1983.

13. I. Duchacek, Power Maps: The Comparative Politics of Constitutions, Santa Barbara California, ABC Clio, 1973.
14. A. Escobar and S. Alvarez (eds.), The Making of Social Movements in Latin America: Identity, Strategy and Democracy, Boulder Colorado, Westview Press, 1992.
15. R. Hrebenar and R. Scott, Interest Group Politics in America, 3rd edn., Englewood Cliffs NJ, Prentice Hall 1997.
16. L. LeDuc, R. Niemi and R. Norris, Elections and Voting in Global Perspective, Thousand Oaks California, Sage, 1996.
17. R. Kvavik, Interest Groups in Norwegian Politics, Oslo, Bergen and Tromsø, Universitetforlaget, 1976.
18. T. Lowi, The End of Liberalism, New York, Norton, 1969.
19. T. Mathews, "Interest Groups" in R. Smith and L. Watson (ed.), Politics in Australia, Sydeny, Allen and Unwin, 1989.
20. S. Mazey and J. Richardson (eds.), Interest Inter-Mediation and the EU, London and New York, Routledge, 1998.
21. D. McKay, American Politics and Society, 4th edn., Oxford, and Cambridge Massachusetts, Blackwell, 1997.
22. T. Moe, The Organization of Interests, Chicago, University of Chicago Press, 1980.
23. M. Olson, The Logic of Collective Action: Public Goods and the Theory of Groups, New York, Schoken Books, 1968.
24. J. Richardson (ed.), Pressure Groups, Oxford and New York, Oxford University Press, 1993.
25. W. Riker, The Theory of Political Coalitions, New Haven CT, Yale University Press, 1962.
26. M. Smith, Pressure Politics, Manchester UK, Baseline Books, 1995.
27. S. Tarrow, Power in Movement: Social Movements and Contentious Politics 2nd edn., Cambridge, Cambridge University Press, 1998.
28. C. Thomas (ed.), First World Interest Groups: A Comparative Perspective, Westport Connecticut, Greenwood Press, 1993.
29. C. Thomas (ed.), Political Parties and Interest Groups: Shaping Democratic Governance, Boulder Colorado, Lynne Rienner, 2001.
30. J. Waddington and R. Hoffman (eds.), Trade Unions in Europe: Challenging and Searching for Solutions, Brussels, European Trade Union Institute, 2001.
31. T. Weiss and C. Gordenker (ed.), Nongovernmental Organizations, the United Nations and Global Governance, Boulder Colorado, Lynne Rienner, 1996.
32. G. Wilson, Interest Groups, Oxford and Cambridge Massachusetts, Blackwell, 1990.

PS-07 : POLITICS OF MAHARASHTRA

UNIT-1 : (a) Historical background of State of Maharashtra, Maharashtra Ekikaran Samiti
(b) Socio-Cultural Determinants of Maharshtra Politics - Role of Caste, Language

UNIT-2 : (a) Economic determinants of Politics in Maharashtra: Cooperative Sector, Agriculture, Sub-regional backwardness

(b) Political Parties in Maharashtra: Ideology, Support Base and Electoral Performance, Role of Leadership

UNIT-3 : (a) Politics of rural & urban Maharashtra, Impact of 73rd Amendment, Politics in Mumbai

(b) Pressure Groups and Social Movements in Maharashtra

UNIT-4 : (a) Relations between Maharashtra and the Central Govt.

(b) Emerging issues in politics of Maharashtra : Demand for Separate Vidarbha, Farmers' Suicide, Movement against Corruption, Energy Crisis, Threat of Terrorism, Bureaucracy in Maharashtra, Administrative Reforms

Reading Material :

1) V.M. Sirsikar - Politics of Modern Maharashtra, Orient Longman Pub.,
2) Usha Thakkar & Mangesh Kulkarni - Politics in Maharashtra, Himalaya Publishing House, Mumbai, 1990.
3) Livi Rodrigues - Rural Political Protest in Western Maharashtra, Oxford University Press, New Delhi.
4) K.R. Bombwall - The Foundations of Indian Federalism, Bombay, Asia Publishing House, 1967
5) P. Chatterjee (Ed.) - States and Politics in India, Delhi, Oxford University Press, 1997
6) Zoya Hasan - Politics and States in India, New Delhi, Sage, 2000
7) Rajani Kothari - Politics in India, New Delhi, Orient Longman, 1970
8) Iqbal Narain (Ed.) - State Politics in India, Meerut, Meenakshi Publication, 1967
9) Baviskar B. S.; The Politics of Development, Sugar Co-operative in Rural Maharashtra, Oxford Uty, 1980.
10) Jayant Lele - Elite Pluralism and Class Rule, Political Development in Maharashtra, Popular, Mumbai, 1982
11) M. S. A Rao/Francis Frankel, 'Politics in Maharashtra' Vol.2 Oxford University Press 1990
12) Phadake Y. D.; Language and Politics, Himalaya, 1969.
13) Inamdar N. R. & others (Ed.) Social, Political and Economic Processes in Contemporary India.
14) Gail Omvedit; 'New social movements in India'
15) Zellot and Eleanor; Buddhism and Politics in Maharashtra', in Smith D. E. (Ed.) South Asian Politics and Religion, Princeton Uty. Press, 1966.
16) --"--; From untouchables to Dalits.
17) Jugale, V. B. and Dange, S. A.; 'Challenges to economy of Maharashtra'
18) जात व महाराष्ट्रातील सत्ताकारण, सुहास पळशीकर, सुगावा प्रकाशन, पुणे, 1998.
19) महाराष्ट्रातील सत्ता संघर्ष, राजकीय यशाची वाटचाल, सुहास पळशीकर, सुहास कुलकर्णी, समकालीन प्रकाशन, पुणे.
20) महाराष्ट्राचे राजकारण, राजकीय प्रक्रियेचे स्थानिक संदर्भ, सुहास पळशीकर, नितीन बिरमल, प्रतिभा प्रकाशन, पुणे 2007.
21) विसाव्या शतकातील महाराष्ट्र, य. दी. फडके, खंड १ ते 8, श्री विद्या व मौज प्रकाशन, पुणे.
22) बदलता महाराष्ट्र, भास्कर भोळे, किशोर बेडकिहाळ डॉ. आंबेडकर अकादमी, सातारा, 2003.
23) जात आणि राजकारण, भास्कर भोळे, डॉ. आंबेडकर अकादमी, सातारा, 1999
24) महाराष्ट्रातील सत्तांतर, राजेंद्र व्होरा, सुहास पळशीकर, ग्रंथाली प्रकाशन, मुंबई, 1996.
25) आधुनिक महाराष्ट्राचे राजकारण, व. म. सिरसीकर कॉन्टिनेन्टल प्रकाशन, पुणे.

26) आजचा महाराष्ट्र, पन्नालाल सुराणा, किशोर बेडकिहाळ, श्री विद्या प्रकाशन, पुणे 1988.
27) भारतीय शासन आणि राजकारण, डॉ. अलका वि. देशमुख, श्री साईनाथ प्रकाशन, नागपूर.

PS-08 : INTERNATIONAL RELATIONS (Compulsory)

UNIT-1 : International Relations:
- (a) Meaning, Nature, Development and Scope
- (b) Theories of International Relations : Realist, Idealist and Marxist theory

UNIT-2 : Concepts :
- (a) National Power, Balance of Power
- (b) Collective Security and Cooperative Security

UNIT-3 : Phases and Issues in World Politics :
- (a) Cold War: Meaning and Nature; Post-Cold War World Order
- (b) Arms Control, Human Rights, Environmentalism, Terrorism

UNIT-4 : World Organisations :
- (a) United Nations, Its Structure, Allied Agencies
- (b) Regional Organisations : EU and SAARC

Reading Material :

1) S.P.Verma - International System and Third World, New Delhi, Vikas Pub.1988.
2) Vinaykumar Malhotra - International Relations.
3) Ghosh, Peu – International Relations, PHI Learning Pvt. Ltd., Delhi, 2009.
4) Prem Arora - Comparative Politics and International relations, Bookhives, New Delhi.
5) Kashikar, M. S. – SAARC : Its Genesis, Development & Prospects, Himalaya Publishing House, Mumbai, 2000.
6) P. Allan & Goldman (Ed.) - The End of the Cold War, Dordrecht, Martinus Nijhoff, 1992
7) A. Appadurai - National Interest and Non-Alignment, New Delhi, Kalinga Publication, 1999
8) R. Aron - Peace and War: A Theory of International Relations, London, Fontana, 1966
9) S. Burchill et. Al., - Theories of International Relations, Hampshire, Macmillan, 2001
10) I. Claude- Power and International Relations, New York, Random House, 1962.
11) A.A Couloumbis & Wolf - Introduction to International relations: power and Justice, New York, Praeger, 1989.
12) K.W. Deutsch - The Analysis of International Relations, New Delhi, Prentice Hall, 1989
13) Dougherty & Ofaltzfraff Jr. - Contending Theories of International Relations, Philadelphia, J.B. Lippincott Co., 1970
14) J. Frankel - The Making of Foreign Policy, London, Oxford University Press, 1963
15) J. Fankel - Contemporary International Theory and the behavior of States, New York, Oxford University press, 1973

16) Greenstein & Polsby - Theory of International Relations, Reading Massachusetts, Addison-Wesley,1979
17) Groom & Lights (Ed.) - Contemporary International Relations: A Guide to Theory, London, Printer, 1993
18) S.H. Hoffman - Essays in Theory and Practice of International relations, Boulder Colorado, Westview Press, 1989
19) K.J. Holsti - International Relations: A Framework of Analysis, Englewood Cliffs NJ, Prentice Hall, 1967
20) Hans J. Margenthau - Politics Among Nations, 6th edition, revised by K.W. Thompson, New York, Alfred Knopf, 1985
21) W.C. Olson & A.J.R. Groom - International Relations: Then and Now, London, Harpercollins Academic, 1991
22) J.N. Rosenau - International Studies and Social Sciences, Beverly Hills California and London, Sage, 1973
23) M.P. Sullivan - Theories of International Politics: Enduring Paradigm in a Changing World, Hampshire, Macmillan, 2001
24) वसंत रायपूरकर, अंतरराश्ट्रीय संबंध; सुधारित आवस्त्ती, नागपूर, श्री मंगे"ा प्रका"ान, २००६.
25) फाडीया बी. एल. अंतरराश्ट्रीय संबंध साहित्य प्रका"ान सिरिज, आगरा.
26) भारत आणि जग, डॉ. बी. डी. तोडकर, डायमंड पब्लिकेशन्स, पुणे, २०११.
27) संयुक्त राष्ट्र आणि इतर आंतरराष्ट्रीय संघटना, प्रा. जॉन्सन बोर्जेस, डायमंड पब्लिकेशन्स, पुणे, २०११.
28) आंतरराष्ट्रीय संबंध, डॉ. वसंत रायपूरकर, श्री मंगेश प्रकाशन, नागपूर, २००६.
29) आंतरराष्ट्रीय संबंध सिध्दांत आणि व्यवहार, प्रा. बी. आय. कुलकर्णी, प्रा. अशोक नाईकवाडे, श्री विद्या प्रकाशन, पुणे, २००४.
30) आंतरराष्ट्रीय संबंध, डॉ. एस. सी. सिंहल, लक्ष्मीनारायण अग्रवाल प्रकाशन, आगरा, २००८.
31) आंतरराष्ट्रीय संबंध, शैलेंद्र देवळणकर, औरंगाबाद, विद्या बुक्स.
32) आंतरराष्ट्रीय संबंध, शीतयुध्दोतर व जागतिकीकरणाचे राजकारण, अरूणा पेंडसे, उत्तरा सहस्त्रबुध्दे, ओरिएंट लागमन, २००८.
33) काशीकर, श्री. गो. : आंतरराष्ट्रीय संबंध, महाराष्ट्र विद्यापीठ ग्रंथ निर्मिती मंडळ, नागपूर, १९७८

SEMESTER - III

PS-09 : RESEARCH METHODOLOGY (Compulsory)

UNIT-1 : (a) Objectivity, Generality, Probability and Neutrality in Political Science research
(b) Research design, Literature Review & Its importance
UNIT-2 : (a) Hypotheses and Variables
(b) Tools and Techniques of Data Collection - Observation, Questionnaire, Interviews
UNIT-3 : (a) Sampling : Meaning, Significance, Types and Selection
(b) Field Survey method and Library Research
UNIT-4 : (a) Data Processing & analysis - Statistical techniques of data analysis, Use of

computers
(b) Thesis and Report Writing, bibliography, footnotes, references, Chapterization, Characteristics of a Good Report

Reading Material :

1. Techniques of Social Research: Dr. P.L. Bhandarkar and Wilkinson, Himalaya Publishing House.
2. Research Methodology Methods/Techniques. C.R. Kothari, Vishwa Prakashan, New Delhi.
3. Methodology & Social Science Research. Dr. Raj Kumar, Book Enclave- Jaipur.
4. Research Methodology in Political Science. Theory and Analysis. S. L. Verma, Rawat Publication- Jaipur.
5. H.N. Blalock, An Introduction to Social Research, Englewood Cliffs NJ, Prentice Hall, 1970.
6. M.J. Brenner, J. Brown and D. Canter (eds.), The Research Interview : Uses and Approaches, London, Academic Press, 1985.
7. A. Bryman, Quantity and Quality in Social Research, London, Unwin Hyman, 1988.
8. M. Bulmer (ed.), Sociological Research Methods : An Introduction, London, Macmillan, 1984.
9. De D.A. Vaus, Surveys in Social Research, 2nd edn., London, Unwin Hyman 1991.
10. N. Gilbert (ed.), Researching Social Life, London, Sage, 1993.
11. W.J. Goode and P.K. Hatt, Methods of Social Research, New York, McGraw Hill, 1952.
12. A.C. Isaak, Scope and Methods of Political Science, Homewood IIlinois, Dorsey Press, 1985.
13. J.B. Johnson and R.A. Joslyn, Political Science Research Methods, Washington DC, C.O. Press, 1986.
14. A. Kaplan, The Conduct of Inquiry, Methodology for Behavioural Science.
15. D. Marsh and G. Stoker (ed.), Theory and Methods in Political Science, Basingstoke, Macmillan, 1995.
16. G. Mydral, Objectivity in Social Science, New York, Pantheon Books, 1969.
17. Sir, K.R. Popper, The Logic of Scientific Discovery, London, Hutchinson, 1959.
18. B. Smith, Political Research Methods, Boston, Hougton Milton, 1976.
19. D.P. Warwick and M. Bulmer (eds.), Social Research in Developing Countries : Surveys and Consciousness in the Third World, Delhi, research Press, 1993.
20. P.V. Young, Scientific Social Surveys and Research.
21. डॉ. व्ही.एल. जरारे, सामाजिक भास्त्रांची संबोधन प्रणाली (Research Methodology) अव्दैत प्रका"न, अकोला.
22. डॉ. व्ही.एल. जरारे, भोध प्रणाली एबीडी पब्लि"र्स.

PS-10 : WESTERN POLITICAL THOUGHT (Compulsory)

UNIT-1 : Classical political thought : Plato and Aristotle
UNIT-2 : Social Contract : Hobbes, Locke, Rousseau

UNIT-3 : Theory of Utilitarianism : Bentham and Mill

UNIT-4 : Scientific Socialism : Hegel and Marx

Reading Material :

1. Adams Ian and R. W Dyson., 2004, *Fifty Great Political Thinkers*, London, Routledge
2. Boucher David and Paul Kelly, 2003, *Political Thinkers*, Oxford University Press.
3. Jones W. T. (series editor), 1959, *Masters of Political Thought*, (Vols.2 & 3), London, George Harrap & Co.
4. Mehta V. R., 1996, *Foundations of Indian Political Thought*, New Delhi, Manohar.
5. Nelson Brian, 2004, *Western Political Thought*, Pearson Education
6. Parekh Bhikhu and Thomas Pantham, *Political Discourse: Explorations in Indian and Western Political Thought*, 1987, New Delhi, Sage.
7. Sabine G. H., 1971, *A History of Political Theory*, Calcutta, Oxford & I.B.H.
8. Blakeley Georgina & Valerie Bryson (eds.), 2002, *Contemporary Political Concepts*, London, Pluto Press.
9. Goodwin Barbara, 2004, *Using Political Ideas*, Chichester, John Wiley & Sons.
10. Hampton Jean, 1998, *Political Philosophy*, New Delhi, OUP.
11. Hawkesworth Mary and Maurice Kogan (eds.), 1992, *Encyclopaedia of Government and Politics* (Vol. I), London, Routledge Knowles Dudley, 2001, *Political Philosophy*, London, Routledge.
12. Pierson Christopher, 2004, *The Modern State*, London, Routledge.
13. Swift Adam, 2001, *Political Philosophy*, Cambridge, Polity
14. Nelson Brian R, 2006, Western Political Thought, Second Edition, Pearson Education, New Delhi.
15. पाश्चात्य राजनीतिक सिध्दांत, डॉ. एस. सी. सिंहल, लक्ष्मीनारायण अग्रवाल प्रकाशन, आगरा, २००८.
16. पाश्चात्य राजकीय विचारवंत, डॉ. ना. य. डोळे.
17. पाश्चात्य राजकीय विचारवंत, डॉ. भा. ल. भोळे, पिंपळापुरे पब्लिकेशन, नागपूर.१९९५
18. *Rege, M. P., Swatantrya, Samata ani Nyaya, Mumbai, Shanta Rege-2005*
19. *Rege, M. P., Pashchatya Nitishastracha Itihas, Pune, Samaj Prabodhan Sanstha, 1974*
20. *Bhole Bhaskar, Rajakiya Siddhanta ani Vishleshan, Nagpur, Pimpalapure, 2002*

OPTIONAL PAPERS FOR SEMESTER-III

STUDENT SHOULD SELECT "ANY ONE COMBINATION" FOR PAPER 11 AND 12 FROM THE FOLLOWING OPTIONS :-

(A-i) PS-11 : INTERNATIONAL LAW

UNIT-1 : (a) The Origin, Development and Sources of International Law
(b) Subjects of International Law : States, International Organizations, Rights & Duties of Individuals

UNIT-2 : (a) Recognition and Jurisdiction of State, Treaty Obligations, Law of the Sea

(b) State Territory, Acquisition & Loss of Territory, State Succession, Intervention

UNIT-3 : (a) Piracy, Hijacking, Extradition, Asylum
(b) Laws of War, War Crimes, Prisoners of War and Refugees

UNIT-4 : (a) Laws of Neutrality, Blockade, Right of Visit & Search
(b) International Court of Justice, International Criminal Court

Reading Material :

1. S. D. Bailey, Prohibitions and Restraints in War, London and New York, Oxford University Press, 1972.
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(A-ii) PS-12 : DIPLOMACY & FOREIGN POLICY

UNIT-1 : (a) Diplomacy : Meaning, Nature and Scope.
(b) Foreign Policy : Meaning, Nature and Scope

UNIT-2 : (a) Evolution of Diplomatic Practices and methods, Diplomatic Offices & Agents, Diplomatic Language
(b) Negotiations, Treaties, Alliance; Different Types of Diplomacy

UNIT-3 : (a) Internal & External Determinants of Foreign Policy
(b) Making of Foreign Policy : Role of Foreign Ministry, Foreign Secretary and Diplomatic Missions

UNIT-4 : (a) Diplomacy and Foreign Policy in the Era of Globalisation
(b) Impact of Technology, Role of Diaspora

Reading Material :

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OR

(A-iii) PS-11 : MODERN POLITICAL IDEOLOGIES

Unit-1 : (a) Social Democracy
(b) Libertarianism
Unit-2 : (a) Feminism
(b) Conservatism
Unit-3 : (a) Environmentalism
(b) Post-Modernism
Unit-4 : (a) Fascism
(b) Radicalism

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(A-iv) PS-12 : POLITICS OF DEVELOPING COUNTRIES

Unit-1 : (a) Genesis of Colonialism, Types of Colonialism
(b) Nature of anti colonial Struggle in Developing countries
Unit-2 : (a) Constitutionalism and Post colonial State
(b) Political Institutions
Unit-3 : (a) Political Leadership
(b) Political Parties
Unit-4 : (a) New Social Movement
(b) Role of Military, Waves of Democratic Expansion: recent trends

Reading Material :

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SEMESTER - IV

PS-13 : STATE POLITICS IN INDIA (Compulsory)

UNIT-1 : (a) Significance of study, Patterns of state politics
(b) Socio-economic determinants of state politics

UNIT-2 : (a) Centre-State Political and Economic relationship
(b) Impact of national politics on state politics; Role of Regional Political Parties

UNIT-3 : (a) Local politics and Impact of 73rd & 74th Amendments, Sarkaria Commission Report
(b) Issues in State Politics : Demand of autonomy and small states, terrorism, border and river disputes

UNIT-4 : (a) Manifestations of the sub-regional imbalances in the era of economic liberalization
(b) Human Development issues : literacy, sex ratio, poverty, unemployment

Reading Material :

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PS-14 : HUMAN RIGHTS : PROBLEMS AND PROSPECTS (Compulsory)

Unit-1 : (a) Human Rights: Conceptual and Historical Development
(b) The Internationalization of Human Rights : The evolving inter-governmental institutional structure

Unit-2 : (a) Human Rights and the United Nations: Charter Provisions
(b) Universal Declaration of Human Rights and the Various other Conventions

Unit-3 : (a) International Protection of Human Rights : Civil, Political, Social and Economic Rights
(b) Human Rights Issues in the West and in Developing countries

Unit-4 : (a) Collective Rights: The Right of Self Determination; Individual Human Rights; Rights of Women, Children & deprived sections
(b) Human Rights in World Perspective - Problems and Prospects

Reading Material :

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44. L. Sermet, The European Convention on Human Rights and Property Rights, Document H. (90) 2, 10 May 1990, Strasbourg, Council of Europe, 1990.
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48. P. Thornberry, International Law and the Rights of Minorities, Oxford, The Clarendon Press, 1991.
49. R. Tuck, Natural Rights Theories, Cambridge, Cambridge University Press, 1979.
50. UNESCO (ed.), Human Rights, Comments and Interpretations, with an Introduction by Jacques Maritain, London and New York, Alan Wingatet, 1949.
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52. J. J. Waldron (ed.), Theories of Rights, Oxford, Oxford University Press, 1984.

OPTIONAL PAPERS FOR SEMESTER-IV

STUDENT SHOULD SELECT "ANY ONE COMBINATION" FOR PAPER 15 AND 16 FROM THE FOLLOWING OPTIONS :-

(B-i) PS-15 : POLITICAL SOCIOLOGY

UNIT-1 : (a) Political Sociology : Meaning and Scope
(b) Approaches : Systems, Marxist and Developmental
UNIT-2 : (a) Bureaucracy – Meaning & Nature, Weber's Contribution
(b) Power, Authority, Legitimacy, Social Stratification
UNIT-3 : (a) Political Culture – Meaning, Nature and Types
(b) Political Socialization – Meaning, Nature, Process
UNIT-4 : (a) Change and Development, Political Participation
(b) Sanskritization and Westernization, Political Mobilisation

Reading Material :

1. Saroj Kumar Jena - Political Sociology, Anmol Publications
2. Ali Ashraf & L.N. Sharma - Political Sociology : A New Grammar of Politics, University Press
3. Ram Ahuja - Indian Social System, Rawat Publications
4. Harihar Dass & B. C. Chaudhary : Introduction to Political Sociology, Vikas Publishing House, Delhi, 1997.
5. D. C. Bhattacharya : Political Sociology, Vijaya Publishing House, Kolkata, 2005.
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7. S. Bayly, Caste, Society and Politics in India from the Eighteenth Century to the Modern Age, Cambridge, Cambridge University Press, 1999.
8. U. Baxi, Political Justice, Legislative Reservation for Scheduled Castes, and Social Change, Madras, University of Madras, 1990.
9. R. Benaix, and S. M. Lipset, Class, Status and Power, 2nd edn., New York, The Free Press, 1966.
10. P. R. Brass, Caste, Faction and Party in Indian Politics, Vols.2, Delhi, Chanakya Publications, 1984-1985.
11. J. Dennis, Socialization of Politics, New York, Wiley, 1973.
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22. ____ , From Untouchables to Dalit : Essays on the Ambedkar Movement, Delhi, Manohar, 1992.
23. राजनीतिक समाजशास्त्र, डॉ. एस. सी. सिंहल, लक्ष्मी नारायण अग्रवाल प्रकाशन, आगरा, आवृत्ती २००८.
24. एकविसाव्या शतकातील बदलते समाजकारण आणि राजकारण, डॉ. अलका वि. देशमुख, श्री साईनाथ प्रकाशन, नागपूर.
25. भारतातील सामाजिक चळवळी, घनश्याम शहा, डायमंड प्रकाशन, पुणे, २००८.

(B-ii) PS-16 : POLITICAL ANTHROPOLOGY

Unit-1 : (a) Political Anthropology : Meaning, Nature, Scope & Development
(b) Ordering and establishment of Human Relations,
Control of Human Behaviour
Unit-2 : (a) Nature & Aspects of Culture, Culture & Political Sphere
(b) Economic Organisation of Human Society at different stages
Unit-3 : (a) Social Organisations and Leadership in Human Society
at different stages of development
(b) Kinship and Power; Social Stratification in Primitive Society
Unit-4 : (a) Religion and Power, Value System in Primitive Society
(b) Political System in Primitive and Traditional socities

Reading Material :

1. Political Anthropology: An Introduction [Paperback]; Ted Lewellen Publisher: Bergin & Garvey, Westport, CT; 1992.
2. Irawati Karve (1989) [1928]. *The Chitpavan Brahmins - A Social and Ethnic Study*. pp. 96–97. ISBN 81-7022-235-4.
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18. Jogendra Nath Bhattacharya, Hindu Castes and Sects, Munshiram Manoharlal, Delhi, first edition 1896, new edition 1995.
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20. Christopher Alan Bayly, Rulers, Townsmen, and Bazaars: North Indian Society in the Age of British Expansion, 1770–1870, Cambridge University Press, 1983.
21. Anand A. Yang, Bazaar India: Markets, Society, and the Colonial State in Bihar, University of California Press, 1999.
22. Acharya Hazari Prasad Dwivedi Rachnawali, Rajkamal Prakashan, Delhi.
23. Bibha Jha's Ph.D thesis *Bhumihar Brahmins: A Sociological Study* submitted to the Patna University.
24. Arvind Narayan Das, Agrarian movements in India : studies on 20th century Bihar (Library of Peasant Studies), Routledge, London, 1982.
25. M. N. Srinivas, Social Change in Modern India, Orient Longman, Delhi, 1995.
26. Ambedkar, B.R. (1946). *The Untouchables: Who Were They and Why They Became Untouchables?* as reprinted in Volume 7 of *Dr. Babasaheb Ambedkar Writings and Speeches*, published by Government of Maharashtra 1990; Complete Writings.
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28. Atal, Yogesh (1968) "The Changing Frontiers of Caste" Delhi, National Publishing House.
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48. Liz Stuart, in the Guardian Weekly, January 10, 2002
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50. Adam Kuper, *The Reinvention of Primitive Society. Transformations of a Myth*, Taylor & Francis Ltd. 2005, ISBN 0-415-35761-6
51. Joseph Campbell, *The Masks of God: Primitive Mythology*, Viking, 1959; reissued by Penguin, 1991 ISBN 978-0-14-019443-2
52. Joseph Campbell, *The Historical Atlas of World Mythology*, vols. I and II, Harper and Row 1988, 1989.
53. *Primitive Religion Its Nature And Origin* (1937). Author: Paul Radin Publisher: The Viking Press
54. E Durkheim, The Elementary Forms of Religious Life (1915)
55. M Eliade, The Sacred and the Profane (1959), and A History of Religious Ideas (1978)
56. E E Evans - Pritchard, Theories of Primitive Religion (1965);
57. B Malinowski, Magic, Science and Religion and Other Essays (1948)
58. J Skorupski, Symbol and Theory: A Philosophical Study of Theories of Religion in Social Anthropology (1976)

59. E B Tylor, Primitive Culture (1891);
60. A F C Wallace, Religion: An Anthropological View (1966).
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OR

(B-iii) PS-15 : GLOBALIZATION AND ITS IMPACT ON THE POLITICAL SYSTEM

Unit-1 : (a) Concept of Globalization and its contours
(b) Factors that led to Globalization
Unit-2 : (a) Internationalization of the Nation State and the Question of National Sovereignty
(b) Political Economy and Globalization - Role of TNCs and MNCs
Unit-3 : (a) Role of WTO, IMF and IBRD
(b) Global Conflicts and their Management - Military Power and National Security, Coercive Diplomacy and intervention
Unit-4 : (a) Critics of Globalization, Alternative models as an answer to Globalisation
(b) New World Global System: Women and Environmental Groups

Reading Material :

1. P. Aghin and J. Williamson, Growth Inequality and Globalization, Cambridge, Cambridge University Press, 1998.
2. M. Albrow and E. King (eds.), Globalization, Knowledge and Society, London, Sage, 1990.
3. ————, The Global Age, Cambridge, Polity, 1996.
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7. J. T. Bhagwati, A Stream of Windows: Unsettling Reflections on Trade, Immigration, and Democracy, Cambridge Massachusetts, MIT Press, 1998.
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15. R. Burbach, O. Núnez and B. Kagatlitsky, Globalization and its Discontents: The Rise of Postmodern Socialisms, London, Pluto, 1997.
16. J. M. Bystdzienski (ed.), Women Transforming Politics: Worldwide strategies for Empowerment, Bloomington, Indiana University Press, 1992.
17. P. Dicken, Global Shift: The Internationalization of Economic Activity, London, Paul Chapman, 1992.
18. P. Doremus, et al., The Myth of the Global Corporation, Princeton NJ, Princeton University Press, 1998.
19. F. Cairncross, The Death of Distance: How the Communications Revolution Will Change Our Lives, Boston, Harvard Business School Press, 1997.
20. T. Courschene, Room to Maneuver? Globalization and Policy Convergence, Kingston Ontario, McGill-Queen's University Press, 1999.
21. A. Davis, and D. Wessel, Prosperity: The Coming Twenty-Year Boom and What It Means to You, New York, Times Books, 1998.
22. R. dehoussse, "European Integration and the Nation State" in M. Rhodes, P. Heywood and V. Wright (eds.), Developments in West European Politics, Basingstoke, Macmillan, 1997.
23. L. Diamond. J. Linz and S. Lipset (eds.), Politics in Developing Countries: Comparing experiences with Democracy, Boulder Colorado and London, Lynne Rienner, 1995.
24. ———— and M. Plattner, The Global Resurgence of Democracy, 2nd edn., Baltimore, Johns Hopkins Press, 1996.
25. P. Drucker, "The Global Economy and the Nation State", Foreign Affairs, September/October, 1997.
26. ————, Managing in a time of Great Change, New York, Truman Talley, 1996.
27. ————, The Concept of the Corporation, New York, Mentor, 1983.
28. A. Elazar, Constitutionalizing Globalization: the Postmodern Revival of Confederal Arrangements, Lanham Oxford, Rowman and Littlefield, 1998.
29. G. Esping-Andersen (ed.), Welfare States in Transition: National Adaptations in Global Economies, Thousand Oaks California, Sage, 1996.
30. P. Evans, D. Rueschemeyer and T. Skocpol (eds.), Bringing the State Back In, Cambridge, Cambridge University Press, 1985.
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(B-iv) PS-16 : SOUTH ASIAN POLITICAL SYSTEM

(PAKISTAN, SRI LANKA, NEPAL, BANGLADESH)

Unit-1 : (a) South Asia - Historical Background during the Colonial Period
(b) Independence and the efforts at Constitution Making in South Asia
Unit-2 : (a) Nature of the Political System: A Comparative Assessment
(b) Democracy in the Region: Problems and Prospects
Unit-3 : (a) Role of Military and Nuclear Politics in South Asia
(b) Developmental Issues and Dilemma of Strategies
Unit-4 : (a) Major Issues: Language, Ethnicity and Religion
(b) Impact of Globalization on South Asia

Reading Material :

1) N. Ahmed and P. Norton (eds.), Parliaments in Asia, London, Frank Cass, 1999.
2) Alavi, H. "Authoritarianism and legitimation of state power in Pakistan", in S.K.Mira (ed.) The Post-Colonial State in Asia: Dialectics of Politics and Culture, London, Harvester Wheatsheaf, 1990.
1) ———— and T. Shanin (eds.), Introduction to the Sociology of Developing Societies, London: Macmillan, 1982.
2) ———— and J. Harriss, The Sociology of Developing States in South Asia, Basingstoke, Macmillan, 1987.
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4) K. Bahadur, Democracy in Pakistan: Crises and Conflicts, New Delhi, Har Anand, 1998.
5) C. Baxter et.al., Government and Politics in South Asia, Lahore, Vanguard, 1988.
6) P. Bidwai, and A. Vanaik, South Asia on a Short Fuse: Nuclear Politics and the Future of Global Disarmament, Delhi, Oxford University Press, 1999.
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