

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

**Semester: I
Financial Accounting- I**

Course Code - 112

No. of Credits :- 03 and for practical – 01

Objective of the Course:-

1. To impart knowledge of basic accounting concepts
2. To create awareness about application of these concepts in business world
3. To impart skills regarding Computerised Accounting
4. To impart knowledge regarding finalization of accounts of various establishments.

Unit No.	Unit Title	Contents	Purposed Skills to be developed
1	Accounting Concepts, Conventions and Principles and an overview of Emerging Trends in Accounting	<p>(A) Accounting Concepts, Conventions and Principles</p> <ol style="list-style-type: none">1. Money Measurement2. Business Entity3. Dual Aspect4. Periodicity Concept5. Realization Concept6. Matching Concept7. Accrual / Cash Concept8. Consistency Concept9. Conservatism Principle10. Materiality Concept11. Going Concern Concept12. Historical Cost Concept <p>(B) Emerging Trends in Accounting</p>	<ul style="list-style-type: none">• Knowledge about various accounting Concepts, Conventions and Principles.• Understanding emerging trends in accounting and its effect on accounting Practices.

		<ol style="list-style-type: none"> 1. Inflation Accounting 2. Creative Accounting 3. Environmental Accounting 4. Human Resource Accounting 5. Forensic Accounting 	
2	Piecemeal Distribution of Cash	<ol style="list-style-type: none"> 1. Surplus Capital Method only, Asset taken over by a partner, 2. Treatment of past profits or past losses in the Balance sheet, 3. Contingent liabilities 4. Realization expenses/amount kept aside for expenses 5. adjustment of actual, Treatment of secured liabilities, 6. Treatment of preferential liabilities like Govt. dues/labour dues etc., Excluding: Insolvency of partner and Maximum Loss Method. 	<ul style="list-style-type: none"> • Knowledge about process of dissolution of partnership firm.
3	Accounts from Incomplete Records (Single Entry System)	<ol style="list-style-type: none"> 1. Meaning of single entry system 2. Features of Single Entry System 3. Conversion of Single Entry into Double Entry 	<ul style="list-style-type: none"> • Knowledge about single entry systems. • Purpose and advantages of double entry system • Process of conversion of single entry into double entry system.
4	Introduction to Goods and Services Tax laws and Accounting	<ol style="list-style-type: none"> 1. Constitutional Background of GST, Concepts and definition of GST. 2. IGST, CGST and SGST 3. Input and Output Tax credit 4. Procedure for registration under GST 	<ul style="list-style-type: none"> • Knowledge about conceptual framework of the GST • Knowledge about various components of GST. • Types of taxes under GST • Registration process under GST for business establishments.

Practical for Semester- I

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

Teaching methodology

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

References

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

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**Semester-I
Business Economics (Micro) - I**

Course Code - 113

No. of Credits :- 03

Objectives of the course:-

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

Unit No.	Unit Title	Contents	Purpose & skills to be developed
1	Introduction and Basic Concepts	1.1 Meaning, Nature, Scope and Importance of Business Economics 1.2 Concept of Micro and Macro Economics 1.3 Tools for Economic Analysis- Functional Relationship, Schedules, Graphs and Equations 1.4 Basic Concepts: Household, Consumer, Firm, Plant and Industry 1.5 Goals of Firms- Economic and Non-Economic	<ul style="list-style-type: none">• To make the students aware of concepts in micro economics• To help the students understand the difference between micro and macro economics• To make the students understand economic and non-economic goals of firms. Skills : Analyze and think critically, develop writing skills
2	Consumer Behavior	Utility: Concept and Types 2.2 Cardinal Approach: Law of Diminishing Marginal Utility and Law of Equi Marginal Utility 2.3 Consumer Surplus: Concept and Measurement 2.4 Ordinal Approach: Indifference curve	<ul style="list-style-type: none">• To help the students understand the concept of utility• To impart knowledge of cardinal and ordinal approach• To make them understand the concept of consumer surplus Skills: Understanding complex theories and concepts Geometrical skills, mathematical aptitude, writing skills

		Analysis- Concept, Characteristics, Consumer Equilibrium	
3.	Demand and Supply Analysis	3.1 Concept of Demand 3.2 Determinants of Demand 3.3 Law of Demand 3.4 Elasticity of Demand 3.4.1 Price Elasticity of Demand - Meaning, Types, Measurement, Uses and Significance 3.4.2 Income Elasticity of Demand-Meaning and Types 3.4.3 Cross Elasticity of Demand-Meaning and Types 3.5 Supply : Concept, Determinants and Law of Supply 3.6 Equilibrium of Demand and Supply for Price Determination	<ul style="list-style-type: none"> To understand the concept of demand and elasticity of demand To impart knowledge of law of supply and the determinants of law of supply To help the students understand price determination in varied demand and supply condition <p>Skills imparted: Applying mathematical and statistical analysis methods extracting information, drawing conclusions</p>
4.	Production Analysis	4.1 Concept of Production Function 4.2 Total, Average and Marginal Production 4.3 Law of Variable Proportions 4.4 Law of Returns to Scale 4.5 Economies and Diseconomies of Scale- Internal and External	<ul style="list-style-type: none"> To help the students understand the relation between revenue concepts To understand theories of production function To make students know about economies and diseconomies of scale <p>Skills: Interpret economic theories, writing skills, understand charts and graphs.</p>

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	<ul style="list-style-type: none"> • Open book discussion • Case studies • Problem solving based learning 	You tube lectures on micro and macro economics	<ul style="list-style-type: none"> • Functional relations • Goals of firms 	<ul style="list-style-type: none"> • Students will understand basic concepts of micro economics, • Will be able to analyze and interpret
1.	12	<ul style="list-style-type: none"> • Digital lectures • Jigsaw reading 	You tube lectures	Types of utility	<ul style="list-style-type: none"> • Will know cardinal and ordinal approach • Will understand the concept of consumer surplus
2.	12	<ul style="list-style-type: none"> • Game oriented classes • Pair learning • Group discussion 	<ul style="list-style-type: none"> • Films • You tube lectures 	Type of goods and elasticity of demand	<ul style="list-style-type: none"> • Will understand the concept of demand and elasticity of demand • Will understand the concept of supply • Able to interpret equilibrium in the market
3.	12.	<ul style="list-style-type: none"> • Group discussion • Teacher driven power point presentation • Games and simulation 	<ul style="list-style-type: none"> • You tube lectures • Online PPTs 	Effect of economies of scale on industries (with example of an industry)	<ul style="list-style-type: none"> • Will understand revenue concept • Will know economies and diseconomies of scale

References

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

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

Suggested references

Web reference

Sr. no	Lectures	Films	Animation	PPTs	Articles
1.	https://mitpress.mit.edu/books/lectures-microeconomics	https://www.economicsnetwork.ac.uk/teaching/Video%20and%20Audio%20Lectures/Principles%20of%20Microeconomics	https://www.youtube.com/redirect?q=http%3A%2F%2Fwww.thateconstutor.com&v=Zre4tp90Aog&redir_token=6U11cd7zsOZt8fGKACK3B5JHJNh8MTU1NzkyNzkyMUxNTU3ODQxNTMx&event=video_description	https://ctaar.rutgers.edu/gag/ppc2_files/ppc2ppt	http://scholar.google.co.in/scholar?q=articles+on+microeconomics&hl=en&as_sdt=0&as_vis=1&oi=scholar
2.	https://www.amazon.com/Lectures-Microeconomics-Questions-Approach-Press/dp/0262038188	https://nptel.ac.in/courses/109104125/	https://www.youtube.com/watch?v=ewPNugIqCUM	https://www.slideshare.net/tribhuvan64/presentation-on-importance-of-microeconomics	http://theconversation.com/global-topics/microeconomics-3328

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Semester: I

Business Mathematics & Statistics- I

Course Code – 114 (A)

No. of Credits :- 03

Objective of the Program

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

Unit No.	Unit Title	Contents	Purpose/Skills to be developed
1	Interest and Annuity	Interest: Concept of Present value and Future value, Simple interest, Compound interest, Nominal and Effective rate of interest, Examples and Problems Annuity: Ordinary Annuity, Sinking Fund, Annuity due, Present Value and Future Value of Annuity, Equated Monthly Installments (EMI) by Interest of Reducing Balance and Flat Interest methods, Examples and Problems.	<ol style="list-style-type: none"> 1. To understand the concept of Simple interest, compound interest, effect of compounding. 2. To understand the concept of Annuity and its applications for EMIs and Amortization Schedule.
2	Shares and Mutual Funds	Shares: Concept of share, face value, market value, dividend, brokerage, equity shares, preferential shares, bonus shares. Examples and Problems Mutual Funds: Concept of Mutual Funds, Problems on calculation of Net Income after considering entry load, Dividend, Change in Net Asset Value (NAV) and exit load. Averaging of price under the Systematic Investment Plan (S.I.P.). Examples and Problems	<ol style="list-style-type: none"> 1. To understand the concept of shares and mutual funds. 2. To understand contribution of shares and mutual funds in systematic investment plans 3. To solve problems related to shares and mutual funds
3	Population and Sample	Definition of Statistics, Scope of Statistics in Economics, Management Science and Industry. Concept of population and sample, methods of data collection: Census and sampling with illustration. Methods of random sampling – SRSWR, SRSWOR, Stratified, Systematic (Description of sampling procedures only).	<ol style="list-style-type: none"> 1. Collection of data 2. Analyzing and interpreting data. 3. Knowing different method of sampling

4	Measures of Central Tendency and Measures of Dispersion	<p>Frequency distribution: Raw data, attributes and variables, Classification of data, frequency distribution, cumulative frequency distribution, Histogram and ogive curves.</p> <p>Requisites of ideal measures of central tendency, Arithmetic Mean, Median and Mode for ungrouped and grouped data, Combined mean, Merits and demerits of measures of central tendency, Geometric mean: definition, merits and demerits, Harmonic mean: definition, merits and demerits, Choice of A.M., G.M. and H.M.</p> <p>Concept of dispersion, Measures of dispersion: Range, Variance, Standard deviation (SD) for grouped and ungrouped data, combined SD, Measures of relative dispersion: Coefficient of range, coefficient of variation. Examples and problems.</p>	<ol style="list-style-type: none"> 1. To classify and represent data in tabular and graphical form. 2. To compute various measures of central tendency and measures of dispersion.
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Teaching methodology

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

References:

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

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Semester - I

Business Environment & Entrepreneurship - I

Course Code – 116 - E

No. of Credits :- 03

Objectives of the course:

- 1) To understand the concept of Business Environment and its aspects
- 2) To make students aware about the Business Environment issues and problems of Growth
- 3) To examine personality competencies most common to majority of successful entrepreneurs and to show how these competencies can be developed or acquired
- 4) To understand the difference between Entrepreneurial and non-Entrepreneurial behaviour
- 5) To provide knowledge of the significance of Entrepreneurship in economy
- 6) To familiarize the students with the contribution of selected institutes working to promote Entrepreneurship
- 7) To generate entrepreneurial inspiration through the study of successful Entrepreneurs

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

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

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

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

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

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

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Semester: I
BANKING & FINANCE- I
(Fundamentals of Banking I)

Course Code – 115 - B

No. of Credits :- 03

Objectives -

- To provide knowledge of fundamentals of Banking
- To create awareness about various banking concepts
- To conceptualize banking operations.

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1.	Evolution of Banking	<ul style="list-style-type: none">• Meaning, Definition and Origin of 'Bank'• Evolution of Banking in Europe and Asia• Evolution of Banking in India• Structure of Indian Banking System	<ul style="list-style-type: none">• Knowledge of evolution of banking.• Understanding structure of Indian Banking
2.	Functions of Bank	<p>Primary Functions:</p> <ul style="list-style-type: none">o Accepting Deposits:<ul style="list-style-type: none">i. Demand Deposits - Current Deposit and Savings Deposits;ii. Time Deposits - Fixed Deposit and Recurring Flexi Deposits (Auto Sweep)o Granting Loans and Advances-<ul style="list-style-type: none">i. Short Term Loan- Overdraft Facility, Cash Credit Facility, Purchasing and Discounting of Bills,ii. Term Loan	<ul style="list-style-type: none">• Understanding primary and secondary functions of a bank.• Understanding the concepts related to lending and ratios.

		<p>Secondary Functions:</p> <p>A. Agency Functions- Payment and Collection of a Cheque, Bill and Promissory Note, Execution of standing instructions, Acting as a Trustee and Executor</p> <p>B. General Utility Functions- Safe Custody, Safe Deposit Vaults, Remittance of funds, Pension payments, Acting as a Dealer in Foreign Exchange (FOREX) Market.</p> <p>C. Distribution of Third Party Products, Bancassurance, Mutual Funds, Issuance of Credit Card and Debit Card</p> <p>D. Non Fund Based Credit Facilities- Letter of Credit, Bank Guarantee and Deferred Payment.</p> <p>E. Government Business – Collecting GST, Stamp Duty, Excise Payment, etc.</p> <ul style="list-style-type: none"> • Concepts of Priority and non- priority sector lending Security Based and Purpose Oriented Lending, Bridge Loans, Reserve Ratios- CRR and SLR. Credit Appraisal and Credit Monitoring 	
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3.	Procedure for Opening and Operating of Deposit Account	<p>Procedure for Opening of Deposit Account: Know Your Customer Norms, (KYC Norms), Application Form, Introduction, Proof of Residence, Specimen Signature, and Nomination Facility: Their Importance. No Frill Account</p> <p>Procedure for Operating Deposit Account: Pay-in-slip, Withdrawal slip, Issue of Pass Book, (Current, Savings or Recurring Deposit), Issue of Cheque Book, Issue of Fixed Deposit Receipt, Premature encashment of a Fixed Deposit and Loan against Fixed Deposit. Recurring Deposit: Premature encashment and loan against Recurring Deposit.</p> <p>a) Closure of Account</p> <p>b) Transfer of Account</p> <p>c) Death Claim Procedure</p> <p>Types of Account Holders</p> <p>a) Individual Account Holders- Individual Account, Joint Account, Illiterate, Minor, Married Woman, Pardahnashin Woman, Non-Resident Account</p> <p>b) Institutional Account Holders- Sole Proprietorship, Partnership Firm, Joint Stock Company, Hindu Undivided Family, Clubs, Associations, Societies and Trusts.</p>	<ul style="list-style-type: none"> • Understanding the process of opening and operating procedure of bank accounts. • Understanding various types of bank accounts holders
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4	Methods of Remittance	<p>Demand Draft, Bankers' Cheque</p> <p>Electronic Funds Transfer (EFT) – Real Time Gross Settlement (RTGS), National Electronic Funds Transfer (NEFT), Procedure of fund transfer through NEFT/ RTGS,</p> <p>Society for Worldwide</p> <p>Interbank Financial Telecommunication (SWIFT)</p> <p>Immediate Payment Service (IMPS) - Interbank (Bank to Bank) and Intra Bank (Branch to Branch) Fund Transfer</p>	<ul style="list-style-type: none"> Understanding various methods of remittance.
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Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1.	10	Lecture, PPT/ Poster Presentation, Group Discussion, Library / Home Assignment	Relevant YouTube videos	NA	<ul style="list-style-type: none"> Knowledge of evolution of banking. Understanding structure of Indian Banking
2.	14	Lecture, PPT/ Poster Presentation, Group Discussion, Library / Home Assignment	Relevant YouTube videos	Report writing of expert lecture	<ul style="list-style-type: none"> Understanding primary and secondary functions of a bank. Understanding the concepts related to lending and ratios.

3.	14	Lecture, Expert Lecture, PPT/ Poster Presentation, Group Discussion, Library / Home Assignment,	Relevant YouTube videos	Visit to a bank	<ul style="list-style-type: none"> Understanding the process of opening and operating procedure of bank accounts. Understanding various types of bank accounts holders
4.	10	Lecture, Expert Lecture, PPT / Poster Presentation, Group Discussion, Library / Home Assignment,	Relevant YouTube videos	Visit to a bank	<ul style="list-style-type: none"> Understanding various methods of remittance.

References:

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



सावित्रीबाई फुले पुणे विद्यापीठ, पुणे

प्रथम वर्ष वाणिज्य (मराठी)

F. Y. B. Com. (मराठी)

मराठी विषयाचा पुनर्रचित अभ्यासक्रम- जून २०१९ पासून

निवड आधारित श्रेयांक पद्धत

Choice Based Credit System [CBCS]

सत्र	विषयाचे नाव
पहिले	भाषा, साहित्य आणि कौशल्यविकास [११७] (Ability Enhancement Course)
दुसरे	भाषा आणि कौशल्यविकास [११७] (Ability Enhancement Course)

प्रश्नपत्रिकेचे स्वरूप : पहिले आणि दुसरे सत्र

पहिले सत्र		
विद्यापीठ सत्र परीक्षा		
वेळ : ३ तास		गुण : ७०
प्रश्न क्रमांक	घटकनिहाय प्रश्न तपशील	गुण
प्रश्न १ ला	निबंध लेखन- वैचारिक, ललित आणि वाणिज्य विषयक (३०० शब्दांपर्यंत) (घटक १)	१५
प्रश्न २ रा	४ पैकी २ प्रश्नांची उत्तरे प्रत्येकी ५० शब्दांपर्यंत (घटक २)	१५
प्रश्न ३ रा	४ पैकी २ प्रश्नांची उत्तरे प्रत्येकी १५० शब्दांपर्यंत (घटक २)	२०
प्रश्न ४ था	२ पैकी १ प्रश्नाचे उत्तर प्रत्येकी ३०० शब्दांपर्यंत (घटक २)	२०
सत्र परीक्षा एकूण गुण		७०
अंतर्गत मूल्यमापन		
लेखी परीक्षा (घटक २)		१५
प्रश्नमंजुषा / सादरीकरण / प्रकल्प / गृहपाठ (घटक २)		१५
सत्र परीक्षा आणि अंतर्गत मूल्यमापन एकूण गुण		१००
दुसरे सत्र		
विद्यापीठ सत्र परीक्षा		
वेळ : ३ तास		गुण : ७०
प्रश्न क्रमांक	घटकनिहाय प्रश्न तपशील	गुण
प्रश्न १ ला	अ. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक १)	२०
	ब. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक १)	
प्रश्न २ रा	अ. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक २)	२०
	ब. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक २)	
प्रश्न ३ रा	अ. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक ३)	३०
	ब. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक ३)	
सत्र परीक्षा एकूण गुण		७०
अंतर्गत मूल्यमापन		
प्रश्नमंजुषा / सादरीकरण / प्रकल्प / गृहपाठ (घटक १)		१५
लेखी परीक्षा (घटक २ आणि ३)		१५
सत्र परीक्षा आणि अंतर्गत मूल्यमापन एकूण गुण		१००

संदर्भ ग्रंथ -

१. व्यावहारिक मराठी - पुणे विद्यापीठ प्रकाशन.
२. व्यावहारिक मराठी - डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे, निराली प्रकाशन, पुणे.
३. व्यावहारिक मराठी - संपा. डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे.
४. व्यावहारिक मराठी - डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, स्नेहवर्धन प्रकाशन
५. व्यावहारिक मराठी - डॉ. सयाजीराजे मोकाशी, प्रा. रंजना नेमाडे
६. व्यावहारिक मराठी - डॉ. ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर
७. प्रसारमाध्यमांसाठी लेखन कौशल्ये - य.न.म.मुक्त विद्यापीठ, नाशिक.
८. कहाणी वर्तमानपत्राची-चंचल सरकार, अनुवाद - दिनकर गांगल, नॅशनल बुक ट्रस्ट.
९. द्विभाषी व्यावहारिक शब्दकोश (इंग्लिश - मराठी) - गणेश ओतुरकर
१०. प्रसारमाध्यमे आणि मराठी भाषा - संपादक डॉ. भास्कर शेळके.
११. व्यावहारिक मराठी भाषा - शरदिनी मोहिते
१२. भाषांतर मीमांसा - डॉ. कल्याण काळे
१३. भाषांतर चिकित्सा - डॉ. मधुकर मोकाशी
१४. व्यावहारिक , उपयोजित मराठी आणि प्रसारमाध्यमे - संपा. डॉ. संदीप सांगळे
१५. व्यावहारिक आणि उपयोजित मराठी - डॉ. मनोहर रोकडे
१६. मराठी भाषा उपयोजन आणि सर्जन - प्रा. सुहासकुमार बोबडे
१७. पारिभाषिक संज्ञा कोश (इंग्लिश -मराठी)- डॉ. स्नेहल तावरे.
१८. उपयोजित मराठी- डॉ. केतकी मोडक, प्रा. सुजाता शेणई ,संतोष शेणई
१९. व्यावहारिक मराठी - प्रकाश परब
२०. जाहिरातशास्त्र - डॉ. वंदना खेडीकर
२१. निबंध : शास्त्र व कला - डॉ. प्र. न. जोशी
२२. निबंध व लेखन - निर्मला किराणे.

दुसरे सत्र

विषयाचे नाव – भाषा आणि कौशल्यविकास [११७]

(Ability Enhancement Course)

घटक	तपशील	श्रेयांक	तासिका
१	<p>अर्जलेखन व पत्रलेखन :</p> <p>१. अर्जलेखन : अर्जाचे विविध नमुने - विनंती अर्ज, नोकरीसाठी अर्ज, माहितीच्या अधिकारातील अर्ज, संगणकीय अर्जलेखन-युनिकोडमधून मायक्रोसॉफ्ट वर्डमध्ये अर्ज.</p> <p>२. पत्रलेखन : खासगी पत्रव्यवहार, प्रशासनिक पत्रव्यवहार, व्यावसायिक पत्रव्यवहार, ई-मेल.</p>	१	१५
२	<p>प्रशासनिक मराठी :</p> <p>१. इतिवृत्त लेखन</p> <p>२. माहितीपत्रक</p> <p>३. जाहीर निवेदन</p> <p>४. वाणिज्य व माहिती तंत्रज्ञानविषयक पारिभाषिक संज्ञा</p>	१	१५
३	<p>प्रगत भाषिक कौशल्ये :</p> <p>१. सारांशलेखन</p> <p>२. भाषांतर- (इंग्लिश - मराठी)</p> <p>जाहिरातलेखन :</p> <p>१. आकाशवाणी</p> <p>२. वृत्तपत्र</p> <p>३. दूरचित्रवाणी</p>	१	१५

पहिले सत्र

विषयाचे नाव – भाषा, साहित्य आणि कौशल्यविकास [११७]
(Ability Enhancement Course)

अभ्यासक्रमाची उद्दिष्टे -

१. विविध क्षेत्रातील भाषा व्यवहाराचे स्वरूप व गरज समजावून देणे.
२. या व्यवहार क्षेत्रातील मराठी भाषेचे स्थान स्पष्ट करणे व त्यातील मराठीच्या प्रत्यक्ष वापराचा अभ्यास करणे.
३. विविध क्षेत्रीय मराठी भाषेच्या वापराची कौशल्ये विकसित करणे.
४. विविध लेखनप्रकारांचा अभ्यास व प्रत्यक्ष लेखनाची कौशल्ये वापरण्यास सक्षम करणे.
५. विविध क्षेत्रातील कर्तृत्ववान व्यक्तींच्या कार्याची व विचारांची ओळख करून देणे.
६. विद्यार्थ्यांमध्ये नैतिक, व्यावसायिक व वैचारिक मूल्यांची जोपासना करणे.

घटक	तपशील	श्रेयांक	तासिका
१	निबंध लेखन- वैचारिक, ललित आणि वाणिज्य विषयक	१	१५
२	अभ्यासपुस्तक : उत्कर्षवाटा शब्दालय प्रकाशन, श्रीरामपूर संपादक : प्रा. डॉ. शिरीष लांडगे, प्रा. डॉ. तुकाराम रोंगटे, प्रा. डॉ. राजेंद्र सांगळे	२	३०

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

Prescribed Text: *Success Avenue* (Board of Editors- Orient Blackswan)

Objectives:

- a) To offer relevant and practically helpful pieces of prose and poetry to students so that they not only get to know the beauty and communicative power of English but also its practical application
- b) To expose students to a variety of topics that dominate the contemporary socio-economic and cultural life
- c) To develop oral and written communication skills of the students so that their employability enhances
- d) To develop overall linguistic competence and communicative skills of students

Semester- I

Prose

Unit-I- The Beggar- Anton Chekhov

Unit-II- Black Money and the Black Economy- C. Rammanohar Reddy

Unit-III- The Nightingale and the Rose- Oscar Wilde

Unit-IV- Muhammad Yunus: An Economics for Peace- Farida Khan

Poetry

Unit-V- Up-Hill- Christina Rossetti

Unit-VI- Stay Calm- Grenville Kleiser

Communication and Life Skills

Unit-VII- Meeting and Greeting People and Dialogue Writing

Unit-VIII- Group Discussions, Interview and Interviewing Skills

Unit-IX- Presentation Skills

Question Paper Format (Semester-I End Exam)
(From June 2019-20)

Textbook: *Success Avenue*

Time: Three Hours

Total Marks: 70

- Q. 1) Attempt any **three out of five** - 15 Marks
(Questions on Prose Unit I, II & III)
- Q. 2) Attempt any **three out of five** - 15 Marks
(2 Questions on Prose Unit IV & 3 Questions on Poetry Unit V & VI)
- Q. 3) Attempt any **two out of four** - 20 Marks
(2 Questions on Meeting & Greeting People & Dialogue Writing and 2 Questions on Group Discussion,)
- Q. 4) Attempt any **four out of six** -20Marks
(3 Questions on Interview & Interview Skills and 3 Questions on Presentation Skills)

Question Paper Format (Semester II End Exam)
(From June 2019-20)

Textbook: *Success Avenue*

Time: Three Hours

Total Marks: 70

- Q. 1) Attempt any **three out of five** - 15 Marks
(Questions on Prose Unit I, II & III)
- Q. 2) Attempt any **three out of five** - 15 Marks
(2 Questions on Prose Unit IV & 3 Questions on Poetry Unit V & VI)
- Q. 3) Attempt any **two out of four** - 20 Marks
(1 Question each on Letter Writing, Report Writing, Blog Writing & Resume Writing)
- Q. 4) Attempt any **four out of six** -20Marks
(3 Questions each on E-mail Writing & Non-verbal Communication)

Internal Evaluation- Total- 30 Marks
(Applicable to both Semester I & II)

- 1)Written Test (on prescribed texts)- **20 Marks**
- 2)Project/Group Discussion/Tutorial/Home Assignment/Seminar/Participation in A Classroom Activity- **10 Marks**

Semester- II

Prose

Unit-I - Indra Nooyi: A Corporate Giant- Indra Krishnamurty Nooyi

Unit-II- Appro JRD- Sudha Murthy

Unit-III- Fur- Saki

Unit-IV- After Twenty Years- O' Henry

Poetry

Unit-V- O Captain! My Captain- Walt Whitman

Unit-VI - The Prayer for My Daughter- W. B. Yeats

Communication and Life Skills

Unit-VII- Letter Writing, Report Writing and Blog Writing

Unit-VIII- Resume Writing and E-Mails

Unit-IX- Non-Verbal Communication

As indicated in the CBCS (Choice Based Credit System) Restructured Programme of Savitribai Phule Pune University at undergraduate level to be introduced from the academic year 2019-20, this subject (Compulsory English), like other subjects under B. Com. Degree Course, shall have 70+30 pattern. There will be written examination of 70 marks of 3 hrs duration for this subject at the end of each semester. The class work (internal evaluation) shall carry 30 marks. Each semester shall have 3 credits for teaching. Each credit is equal to 15 hours so this course shall have 45 teaching hours. In addition to that there shall be three hours allotted to internal evaluation. Changes as per the university guidelines shall be communicated from time to time.