



Rayat Shikshan Sanstha's

Dhananjayrao Gadgil College of Commerce, Satara

(An Autonomous College)

Affiliated to Shivaji University, Kolhapur

Name of the Programme : B.Com-Regu / BM / IT			Semester – I
Name of the Course (Subject):Business Economics (Paper –I)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To acquaint students with micro-economic principles. 2. To understand the application of principles of economics in the field of managerial decision making 3. To apply economic reasoning to solve problems of business. 4. To stimulate students interest by showing the relevance and use of various economic theories.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I - Introduction to Business Economics 1.1 Definition, Nature and Scope of Business Economics 1.2 Importance of Business Economics in Business Decisions 1.3 Distinction between Micro and Macro Economics 1.4 Goals of Business Firm – Economic and Non-Economic	15	1. Lecture 2. PPT 3. Videos
2	Unit II Consumer Behaviour 2.1 Concept of Demand and Demand Function 2.2 Concept of Utility - Cardinal and ordinal utility. 2.3 Indifference curve- Properties 2.4 Consumer Surplus	15	1. Lecture 2. Use of PPT 3. Videos 4. Video Lectures 5. You tube videos
3	Unit III - Demand Analysis 3.1 Elasticity of Demand – Types of elasticity 3.2 Demand forecasting – Meaning and Importance 3.3 Methods of Demand forecasting – Direct and Indirect 3.4 Case study on demand forecasting, elasticity of demand	15	1. Lecture 2. Use of PPT 3. Videos 4. Case study
4	Unit IV- Production Function 3.1 Concept and features of Production function 3.2 Law of variable proportions 3.3 Law of Returns to Scale 3.4 Economies of scale -Internal and External	15	1. Lecture Method 2. Use of PPT
References 1) Ahuja H.L. (2010). Business Economics.S. Chand & Company New Delhi-110055 2) Mithani D.M. and Murthy G.K. (2007). Fundamentals of Business Economics. Himalaya Publishing House, New Delhi. 3) Zambre G.N. (2004). Business Economics.Pimplapure Publisher, Nagpur. 4) Mankar V.G. (2000).Business Economics. Himalaya Publishing House, New Delhi. 5) Koutsoyiannis (1979). Modern Micro Economics. MacMillan Press Ltd. London. 6) Dewett K. K. (2006). Modern Economic Theory. S.Chand and Company Ltd., New Delhi. 7) Jhingan M. L.(2012) Micro Economic Theory. Vrinda Publication (p) Ltd. 8) Dominick Salvatore (2011). Microeconomics. Shaum series, McGraw Hill Education. 9) Mithani D.M. (2011) Managerial Economics. Himalaya Publishing House, New Delhi, 10) Seth M. L. (1996).Micro Economics. Lakshmi NarainAgarwalEdn. Publishers, Agra. 11) Patil K.E. (2007) UchattarArthiksidhant.Mangesh Publication, Nagpur. 12) Zamare G.N. (2011) SukshamaArthashastra. Pimpalapur and Company Publishers, Nagpur			



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Name of the Programme : B.Com Bank Management / IT			Semester – I
Name of the Course (Subject): Accountancy Paper – I			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: <ol style="list-style-type: none"> To impart basic accounting knowledge as applicable to business. To Awareness about Basic Accounting Terms To Knowledge about Preparation of Bank Final Account 			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Introduction:- Book –Keeping, Accounting- Scope of financial Accounting- Accounting Concepts and Conventions, Accounting Standards- IND AS.	15	1. Lecture 2. PPT 3. Videos
2	A) Basic Accounting terms:- Types of Accounts, Accounting Rules, Journal-Meaning, Importance and journalizing procedure. B) Voucher to Balance Sheet:- Meaning, procedure for recording and posting of transactions, Balancing of Ledger, Trial Balance and Final Accounts.	15	1. Lecture 2. PPT 3. Videos 4. Practical work
3	Preparation of Bank Final Accounts (Vertical Format only) Meaning, Objectives, Importance, Difference between horizontal & Vertical Format, Rebate on Bill discounted Preparation of Profit & Loss Account and Balance Sheet.	15	1.Lecture 2.PPT 3.Videos 4.Practical work
4	Insurance Claim (Loss of Profit and Loss of Stock) (Meaning, Definition, Objectives, Procedures)	15	1.Lecture 2.PPT 3.Practical work
References: <ol style="list-style-type: none"> Gupta R.L. and Gupta V.K. - Principles and Practice of Accountancy. Shukla and Grewal – Advanced Accounts Khan & Jain – Financial Accounting Maheshwari&Maheshwari- An Introduction to Accountancy. Jain &Narang- Advanced Accounting Macmillan Education - Accounting & Finance for Bankers Websites: <ol style="list-style-type: none"> www.accountingtools.com. www.accountingcapital.com 			



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Name of the Programme : B.Com I (Information Technology (Entire) B.Com I Bank Management (Entire))			Semester – I
Name of the Course (Subject): Principles of Business Management			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: <ol style="list-style-type: none"> 1) Acquaintance with term business and management and its principles. 2) Generating Knowledge of functions of management. 3) Conception with modern concepts of management and its techniques. 4) Knowledge of outsourcing methods. 			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I : Business and Management: 1.1. Business: 1.1.1. Meaning & Definition 1.1.2. Characteristics and Scopes of Business 1.2. Management: 1.2.1. Meaning & Definition 1.2.2. Characteristics and Importance of Management 1.2.3. Nature of Management (An art, Science, Management as a Profession) 1.2.4. 14 Principles of Management	15	Lecture, Interactive ICT Based
2	Unit II: Functions of Management: 2.1 Planning – concepts and process 2.2 Organizing- concepts and types 2.3 Staffing- scientific selection procedure 2.4 Directing- concepts and Principles 2.5 Motivation- concepts and types 2.6 Leadership – concepts and styles and qualities 2.7 controlling- concepts and traditional and modern techniques	15	Lecture Interactive ICT Based Discussion Method
3	3.1. Time Management: 3.2.1. Meaning & importance 3.2.2. Techniques of Time Management, pareto theory 3.2 Event Management: 3.3.1. Meaning & importance, Types of events and management of event with practical approach ,Role of event manager	15	Lecture Interactive ICT Based Group Discussion
4	Outsourcing & I-T Management: 4.1. Outsourcing: 4.1.1. Business process outsourcing (concept, importance & Scopes) 4.1.2. Knowledge process Outsourcing (K.P.O.) 4.1.3. Marketing Process outsourcing (M.P.O.) 4.2. I-T Management: 4.2.1. Application of I-T Management 4.2.2. Principles of I-T Management 4.2.3. Importance of IT in Management	15	Lecture Interactive ICT Based Project Industrial Visit
References: <ol style="list-style-type: none"> 1. Dr. C.B. Gupta, Organisation and Management. 2. M. C. Shukla, Business Organisation and Management. 3. Koontz and O' Donnell, Essentials of Management. 4. Stoner, Management. 5. Peter Drucker, Management. 6. L.M. Prasad, Principles and Practice of Management. 			



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Name of the Programme : B.Com I (Information Technology (Entire) B.Com I Bank Management (Entire))			Semester – I
Name of the Course (Subject): Impression Management – Paper –I			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			

Course Objectives:

- 1) Acquaintance with the basics of Impression management.
- 2) Inculcating personality traits.
- 3) Conception with Soft Skills & Interpersonal Skills.
- 4) Understanding Communication Skills.

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Introduction to Impression Management: 1.1 Meaning & Definitions 1.2 Motives and Strategies of Impression Management 1.3 Techniques of Impression Management-(Self Descriptions, Association, Opinion, Conformity, Excuses, Apologies, Acclaiming, Flattery and Favors)	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion
2	Unit II: Personality: 2.1 Concept & definition 2.2 Characteristics of Personality 2.3 Factors influencing Personality 2.4 Types of Personality- (Internal and External Personality)	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion
3	Unit III : Soft Skills & Interpersonal Skills and Time Management: 3.1. Soft Skills & Interpersonal Skills: 3.1.1. Introduction to Soft Skills & Hard Skills 3.1.2 Importance of Soft Skills 3.1.3. Difference between Soft Skills & Hard Skills 3.1.4.Types of Soft Skills and Hard Skills- Motivation, Assertive and Decision Making, Leadership and Team Building , Argumentation Skill. 3.2. Time Management: 3.2.1. Concept & Importance 3.2.2. Techniques of Time management	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion
4	Communication Skills: 4.1. Concept and Definition 4.2. Process of Communication. 4.3. Types of Communication (Oral & Written , Verbal and Non- Verbal, Formal and Informal) 4.4. Digital Communication 4.5. Techniques of Effective Speech- (Face-to-Face Conversation, Tele Conferencing, Demonstration, Meetings	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion 5. Role play 6.Writing exercise

References:

1. Robert A. Giacalone and Paul Rosenfeld, Routledge, (1989) Impression Management in the organization.
2. Barnhart, Adam, (1994) Erving Goffman: The Presentation of Self in Everyday Life.
3. Schlenker, Barry R, Monterey/ California: Brooks/ Cole, (1980) Impression Management: The Self-Concept, Social Identity and Interpersonal Relations.
4. Stephon Robbins, Organizational Behavior.
5. Keith Davis, Human Behavior at Work.
6. Dr. Anjali Ghanekar, Human Behavior.



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B.COM. PART-I BANK MANAGEMENT (ENTIRE)

SEMESTER I

BANK MANAGEMENT PAPER I (PRINCIPLES AND PRACTICE OF BANKING)

Paper Code 16-132

w.e.f. June 2019

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Introduction to Banking A) Evolution of Indian Banking and meaning of banks B) Role and functions of banks C) Structure of Indian Banking and Types of banks D) Principles of banking	15	1.Lecture 2.Use of PPT 3.Discussion 4. Seminar
2	Unit II: Types of Accounts (Deposits) A) Demand deposits - Current and Saving B) Time deposits - Fixed and Recurring C) Bulk Deposits and Interbank Deposits D) NRO, NRE and FCNR	15	1.Lecture 2. Video Lecture 3.Discussion 4. Paper Presentation
3	Unit III: Banker - Customer Relationship A) Meaning, Types of bank customers- Individuals, Minor as Customer and Institutional as Customer B) Banker- Customer Relationship - General and special C) Rights of banker and customers D) Right of Lien and Right of Set-off	15	1.Lecture 2.Use of PPT 3.Case Study 4. Video Lecture
4	Unit IV: Loans and advances A) Basic Principles of lending B) Secured and Unsecured Loans C) Priority and Non-Priority Sector Loans D) NPA – Meaning, Classification and Provisioning	15	1.Lecture 2.Use of PPT 3.Case Study 4. Bank Visits

References:

1. IBF (2015), Principles and Practice of Banking, Indian Institute of banking and Finance.
2. Jain J.N. and. Jain R. K (2008), Modern banking and Insurance, Cambridge University Press
3. ICSI (2015) Banking Law and Practice (2015), The Institute of Company Secretaries of India
4. C.R. Datta & S.K. Kataria (2014) Banking Law and Practice in India, Wadhwa & Company, Nagpur
5. Desai Vasant (1979): Indian Banking: Nature and Problems, Himalaya Publishing House, Bombay.
6. Varshney P.N. (2013), Banking Law and Practice, Sultan Chand & Publication, ISBN, 8180548074
7. Toor N.S. (2016), Handbook of Banking Information, ISBN : 8186141863
8. N.S.Toor & Arundeeep Toor (2016), Principles and Practices of Banking - Objective Type Questions & Answers (Guide to JAIIB)



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B.COM. BANK MANAGEMENT (ENTIRE)PART- I SEMESTER I

BANK MANAGEMENT PAPER II (RURAL BANKING)

Paper Code 16-133

w.e.f. June 2019

Unit No	Name & Contents of Units	No .of Lectur es.	Teaching Method
1	Unit I: Introduction to Rural banking A) Meaning and Structure of Rural Banking in India B) Role of Rural banking in Rural Development C) Lead bank scheme /Service Area Approach D) Regional Rural Banks	14	1.Lecture 2.Use of PPT 3. Discussion 4. Seminar
2	Unit II: Rural Finance A) Indigenous Bankers – Importance and Problems B) Institutional Banking– Importance and Problems C) BC-BF and Bank on Wheels (Mobile Branch) D) Financial Inclusion	16	1.Lecture 2. Video Lecture 3. Discussion
3	Unit III: Agricultural Financing A) Short Term - Crop Loans – Importance and Problems B) Short Term Loans against Warehouse Receipts C) Long Term Loans for Irrigation and Wells D) Finance for mechanization of agriculture	13	1.Lecture 2.Use of PPT 3.Discussions 4. Video Lecture
4	Unit IV: Financing Agri-Allied Activities under different Government Schemes :Process and Problems A. Finance for Floriculture & Horticulture B. Finance for Animal Husbandry – C. Finance for Other Allied activities -Poultry, Fishery and Piggery, Sericulture etc D. Finance for Agrotourism	17	1.Lecture 2.Use of PPT 3.Discussions 4. Bank Visits

References

1. Rural Banking in India- An Empirical Study- G. Savaraiah – Daya Publishing House, Delhi N. B. Gosavi –Chandralok Prakashan
2. K.C. Padhye (2015). Commercial Banks and Rural Development, -Asian Publication Services, Delhi
3. P.K. Kotia (2008) Role of Financial Institutions in Regional Development of India, - Prateeksha Publication Jaypur.
4. IIBF (2015), Principles and Practice of Banking, Indian Institute of banking and Finance. Jain J.N. and. Jain R. K (2008), Modern banking and Insurance, Cambridge University Press
5. C.R. Datta & S.K. Kataria (2014) Banking Law and Practice in India, Wadhwa & Company, Nagpur
6. Toor N.S. (2016), Handbook of Banking Information, ISBN : 8186141863



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Name of the Programme : B.Com-Regu / BM / IT		Semester – II	
Name of the Course (Subject):Business Economics (Paper –II)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To acquaint students with micro-economic principles. 2. To understand the application of principles of economics in the field of managerial decision making 3. To apply economic reasoning to solve problems of business. 4. To stimulate students interest by showing the relevance and use of various economic theories.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I – Cost of production and Revenue 1.1 Concepts of costs: Opportunity cost, Social cost, Environmental Cost, Transaction cost, Sunk cost, Incremental cost 1.2 Total, Average, and Marginal costs. Short run and long run cost curves. 1.3 Revenue – Concept of Revenue – Total, Average, and Marginal Revenue. Average and Marginal Revenue Curves in Perfect Competition and Monopoly market. 1.4 Calculation of cost and revenue of a firm	14	Lecture PPT Videos Calculation of cost and Revenue
2	Unit II - Product Pricing I – 2.1 Perfect competition: - Characteristics – Price and output determination of firm in short run and long run 2.2 Monopoly:- Characteristics – Price determination in monopoly 2.3 Concept and types of Price discrimination. 2.4 Case study on Product pricing	14	Lecture Use of PPT Videos Case Study
3	Unit III- Product Pricing II – 3.1. Monopolistic Competition – Characteristics – 3.2. Price and output determination of firm in short and long run. 3.3. Oligopoly – Concept and Characteristics. 3.4. A Study of Business firm (Market structure)	14	Lecture Use of PPT Videos
4	Unit IV- Factor Pricing 4.1 Rent- Ricardian theory and modern theory of rent. 4.2 Wages – Modern theory of wages 4.3 Interest – Liquidity Preference Theory 4.4 Profit - Risk and Uncertainty bearing theory of Profit	18	Lecture Method Use of PPT
References 1) Ahuja H.L. (2010). Business Economics.S. Chand & Company New Delhi-110055 2) Mithani D.M. and Murthy G.K. (2007). Fundamentals of Business Economics. Himalaya Publishing House, New Delhi. 3) Zambre G.N. (2004). Business Economics.Pimplapure Publisher, Nagpur. 4) Mankar V.G. (2000).Business Economics. Himalaya Publishing House, New Delhi. 5) Koutsoyiannis (1979). Modern Micro Economics. MacMillan Press Ltd. London. 6) Dewett K. K. (2006). Modern Economic Theory. S.Chand and Company Ltd., New Delhi. 7) Jhingan M. L.(2012) Micro Economic Theory.Vrinda Publication (p) Ltd. 8) Dominick Salvatore (2011). Microeconomics. Shaum series, McGraw Hill Education. 9) Mithani D.M. (2011) Managerial Economics. Himalaya Publishing House, New Delhi, 10) Seth M. L. (1996).Micro Economics. Lakshmi NarainAgarwalEdn. Publishers, Agra. 11) Patil K.E. (2007) UchattarArthiksidhant.Mangesh Publication, Nagpur. 12) Zamare G.N. (2011) SukshamaArthashastra. Pimpalapur and Company Publishers, Nagpur			



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Name of the Programme : B.Com Bank Management /IT		Semester – II	
Name of the Course (Subject): Accountancy Paper – II			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To impart knowledge of Depreciation. 2. To Awareness about Single Entry System 3. To Knowledge about Preparation of Company Final Account 4. To Awareness about Cost Accounting			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Depreciation Meaning, important terms, methods of depreciation – Straight Line Method and Written Down Value method and change in the method of depreciation.	15	1.Lecture 2.PPT 3.Videos
2	Single Entry System Conversion of single entry into double entry system.	15	1.Lecture 2.PPT 3.Videos 4.Practical work
3	Company Accounts Meaning and features of Company- types of share and shares capital, Preparation of final Accounts (Vertical format only)	15	1.Lecture 2.PPT 3.Videos 4.Practical work
4	Introduction to Cost Accounting Meaning of cost, cost accounting, objectives, advantages, limitations, difference between cost and financial accounting, elements of cost, Preparation of Cost Sheet.	15	1.Lecture 2.PPT 3.Videos 4.Practical work
References: 1. Gupta R.L. and Gupta V.K.- Principles and Practice of Accountancy. 2. Shuklo and Grewal – Advanced Accounts 3. Khan & Jain – Financial Accounting 4. Maheshwari&Maheshwari- An Introduction to Accountancy. 5. Jain &Narang- Advanced Accounting 6. Arora – Computer Accounts.			
Websites: 1. www.accountingtools.com. 2. www.accountingcapital.com. 3. www.tallysolutions.com			



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Name of the Program : B.Com I Bank Management (Entire)			Semester – II
Name of the Course (Subject): Service Marketing			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Acquaintance with the basic principles and functions of business management. 2) Familiarity with the contributions of different management thinkers. 3) Development of Planning and Decision making skills and abilities. 4) Understanding the concept of organization.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	<u>Introduction to Service and Service Marketing:</u> <u>1.1 Introduction to Service:</u> 1.1.1 Meaning and Characteristics of Service 1.1.2 Difference between service and tangible products 1.1.3 Reasons for growth of services <u>1.2 Service Marketing:</u> 1.2.1 Meaning of Service Marketing 1.2.2 7 P's of Service Marketing 1.2.3 Service Delivery Channels	15	Lecture, Interactive ICT Based
2	<u>Service Consumer Behaviour :</u> <u>2.1. Service Consumer Behaviour:</u> 2.1.1. Meaning of Consumer Behaviour 2.1.2. Consumer Decision Making Process 2.1.3. Factors Influence Consumer Behaviour <u>2.2. Service Failure and Recovery:</u> 2.2.1 Reasons of Service Failure 2.2.2 Elements of effective Recovery 2.2.3 Guidelines for Recovery	15	Lecture Interactive ICT Based Discussion Method
3	<u>Quality Management in Service-</u> 3.1 Service Quality- Meaning 3.2 Dimensions of Service Quality 3.3 Gap Model in Service Quality 3.4 Techniques of Improving Service Quality	15	Lecture Interactive ICT Based Group Discussion
4	<u>New Trends in Service Marketing:</u> 4.1 Emerging Issues in Service Marketing 4.2 Ethical Aspects of Service Marketing 4.3 Innovations in Service Marketing 4.4 Service Marketing Triangle	15	Lecture Interactive ICT Based Project Industrial Visit
References: 1. Service Marketing, Zeithml, Bitner, Gremler and Pandit, TMH Publication 2. Service Marketing, Rao, Pearson Education. 3. Service Marketing, Concept and Cases, Bhattacharjee, Excel Bookis 4. Service Marketing,- Operation, Strategy, Information Technology, Fitzsimmons and Fitzsimmons, McGraw Hill.			



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Name of the Programme : B.Com I (Information Technology (Entire) B.Com I Bank Management (Entire))			Semester – II
Name of the Course (Subject): Impression Management – Paper –II			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			

Course Objectives:

1. Articulate the students with the basics of self-presentation.
2. Conversance with the Interview Techniques.
3. Insight into group discussion.
4. Inculcating with Business Etiquettes.

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Self-Presentation Physical appearance: 1.1 Factors affecting Physical Appearance 1.2 Self Introduction 1.3 Self-Confidence 1.4 Body Language 1.5 Interaction Skill	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion
2	Unit II: Interview Techniques: 2.1 Meaning and definitions of Interview 2.2 Types of Interview 2.3 Preparing for job interview 2.4 Verbal and non-verbal communication during job interview Observation session and role play techniques to be used to demonstrate interview strategies	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion
3	Unit III : Group Discussion: 3.1. Concept & definition 3.2. Features and Scope of Group Discussion 3.3. Process of Group Discussion 3.4. Dynamics of group behavior 3.5. Techniques of effective participation in GD	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion
4	Unit IV: Business Etiquettes: 4.1. Meaning and Definitions of Etiquette and Business Etiquettes 4.2. Etiquettes during Business Meetings 4.3. Etiquettes during Conference 4.4. Dining Table Etiquettes 4.5. Common Etiquette Mistakes 4.6 . Negotiating and Conflict Resolution	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion 5. Role play 6.Writing exercise

Reference books:

1. Schlenker, Barry R, Monterey/ California: Brooks/ Cole, (1980) Impression Management: The Self-Concept, Social Identity and Interpersonal Relations.
2. Stephon Robbins, Organizational Behavior.
3. Keith Davis, Human Behavior at Work.
4. Dr. Anjali Ghanekar, Human Behavior.
5. The ICFAI Center for Management Research, (2003) Business Communication, the ICFAI Publication.
6. Courtland L. Bovee, John S. Thill and Barbara E. Schatzman, Pearson Education, (2003) Business Communication Today.
7. Dr. C.S Rayudu, Business Communication, HH Publication, Eight Revised Edition.



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B.COM. PART- I BANK MANAGEMENT (ENTIRE)

SEMESTER II Paper-No- III

BANK MANAGEMENT PAPER III (CENTRAL BANKING IN INDIA)

Paper Code 16-138

Credit -04 Marks (ESE 70 + CIA 30 = 100)

w.e.f. June 2019

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Introduction to Central banking A) Evolution of Central Bank in India B) Organizational Structure and Management of RBI C) Regulatory, Developmental and Promotional Functions D) Various Departments of RBI	15	1.Lecture 2.Use of PPT 3.Discussion
2	Unit II: Monetary Policy A) Meaning and Objectives of Monetary Policy-MPC B) Quantitative and Qualitative Measures C) Importance and Limitations of Monetary Policy D) Recent Monetary Policy of RBI	15	1.Lecture 2.Use of PPT 3.Discussion 4.Vedio Lectures
3	Unit III: Currency Management System of RBI A) Currency Printing in India – Mint and Press B) Currency Distribution Channels and System C) RBI's Clean Bank Note Policy D) Problems of Counterfeit and Soiled currency notes- Solutions	15	1.Lecture 2.Use of PPT 3.Discussion
4	Unit IV Public Debt Management and Development A) Public Debt Management and RBI B) Role of RBI in Financial Inclusion C) Banking Training Institutions : CAB and NIBM D) Development Institutions - IDRBT,CAFL, IGIDR	15	1.Lecture 2.Use of PPT 3.Discussion

References

1. J. K. Sayan , Prasad S. Vipradas (2009) Bank Lending, Syan, Himalaya Publication House
2. D. Suryachandra Rao (2008), Banking reforms in india, Regal Publication, ISBN: 9788190618427
3. Dr. Rakesh Mohan (2006), Evolution of Central Banking in India, <http://rakeshmohan.com/docs/RBIBulletinJune2006-1.pdf>
4. Money, Banking, International Trade and Public Finance- Dr. D.M. Mithani, Himalaya Publishing
5. Reserve Bank of India (2005b): (History of) Reserve Bank of India (3 volumes), Mumbai: Reserve Bank of India
6. Varshney P.N. (2013), Banking Law and Practice, Sultan Chand & Publication, ISBN, 8180548074
7. Toor N.S. (2016), Handbook of Banking Information, ISBN : 8186141863
8. N.S.Toor & Arundeeep Toor (2016), Principles and Practices of Banking - Objective Type Questions & Answers (Guide to JAIIB)



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B.COM. PART- I BANK MANAGEMENT (ENTIRE)

SEMESTER II Paper No- IV

BANK MANAGEMENT PAPER IV (COOPERATIVE BANKING)

Paper Code 16-139

Credit -04 Marks (ESE 70 + CIA 30 =100)

w.e.f. June 2019

Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Unit I: Introduction to Cooperative banking A) Origin and Evolution of Cooperative Movement in India B) Manchester Principles of Cooperation C) Review of Cooperative Laws in India D) Role of Cooperative Banks in Economic Development	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
2	Unit II: Structure of Cooperative Banking in India A) Structure of Credit Cooperatives B) Multi State Cooperative Banks – Growth and Role C) Urban Cooperative Banks – Types and Growth D) Problems of Dual Control – RBI, NABARD and Cooperative Department of State Government	15	1.Lecture 2.Use of PPT 3.YouTube 4.Bank Visit
3	Unit III: Credit Cooperatives in India A) Primary Agricultural Credit Cooperative Societies B) Non-Agricultural Credit Cooperative Societies C) Micro Finance Institutions – Importance and Growth D) Self Help Groups- Classification and Recent Directives	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
4	Unit IV: Committees on Cooperative Banking A) Vaidyanathan Committee B) Kurian-Alagh Committee C) 97 th Constitutional Amendment D) R Gandhi Committee	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion

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1. Amit Basak (2010), Co-operative Banks in India: Functioning and Reforms, New Century Publications, 2010.
2. S. Nakkiran (1980) Co-operative Banking in India.. Publisher, Rainbow Publications
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3. <http://www.rbi.org.in/scripts/AboutUsDisplay.aspx?pg=RegionalRuralBanks.htm>
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Name of the Programme : B.Com I		Semester – I	
Name of the Course (Subject): Business Mathematics Paper –I			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Students will be in a better position to analyze and make sense of the given data. 2) To make awareness in the students about the new trends in finance and business studies. 3) To apply elementary concept of Mathematics in Economics, Commerce, Business and Management			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	UNIT-1: Permutation Combination And Progressions 1.1 Meaning of Factorial of a number 1.2 Definition of Permutation and Combination, Relation Between Permutation and Combination 1.3 Statement of Fundamental Principle of Counting 1.4 Definition of Arithmetic Progression and Geometric Progression 1.5 Formulae of Arithmetic Progression and Geometric Progression, Formulae to Calculate Sum of n th term of Arithmetic Progression and Geometric Progression 1.6 Simple Examples based on above	15	
2	UNIT-2: RATIO, PROPORTION, PERCENTAGE, AND INTEREST 2.1 Introduction to Ratio and Proportion 2.2 Types of Proportion : Simple Proportion, Direct Proportion, Continued Proportion 2.3 Concept of Percentage and Interest 2.4 Types of Interest : Simple Interest and Compound Interest, Annuity 2.5 Simple Examples based on above	12	
3	UNIT-3: MATRICES AND DETERMINANTS 3.1 Meaning of a matrix, Order of matrix.	18	

	<p>3.2 Types of matrices, Algebra of Matrices : Addition and Subtraction of matrices, Scalar Multiplication of matrix, Multiplication of matrices</p> <p>3.3 Definition of Determinants of order 2 & 3 and their evaluation, Properties of Determinants (Without proof), Singular and Non-Singular Matrix</p> <p>3.4 Minor, Cofactor, Adjoint of a matrix, and Inverse of a square matrix (by Adjoint method) and Inverse of Matrix by transformations</p> <p>3.5 Use of Cramer's Rule to solve System of Linear equations in two and three unknowns</p> <p>3.6 Simple Examples based on above</p>		
4	<p>UNIT -4: Linear Programming Problem</p> <p>4.1 Equation and Plotting of a Line and Region of bounded by Lines</p> <p>4.2 Introduction of L.P.P.</p> <p>4.3 Mathematical formulation of L.P.P.</p> <p>4.4 Solution by Graphical Method</p> <p>4.5 Simple Examples based on above</p>	15	
<p>References :</p> <ol style="list-style-type: none"> 1. Kumbhojkar G.V-Business Mathematics (Phadake Prakashan, Kolhapur.) 2. Shantinayakan-Text book of matrices, (S. Chand and Sons , New Delhi) 3. V.K.Kapoor Business Mathematics (Himalaya Publications, New Delhi) 4. Veena G.R.-Business Mathematics (New age international publishers, New Delhi) 5. Padmalochan Hazarika – A Textbook of Business Mathematics 6. J.P Singh – For BBA Business Mathematics 7. J. K Sharma – Business Mathematics Theory and Applications 8. B. M Aggarwal - Business Mathematics and Statistic 			



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Name of the Programme : B.Com I		Semester – II	
Name of the Course (Subject): Business Mathematics Paper –II			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Students will be in a better position to analyze and make sense of the given data. 2) To make awareness in the students about the new trends in finance and business studies. 3) To apply elementary concept of Mathematics in Economics, Commerce, Business and Management			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	UNIT-1: FUNCTIONS AND LIMIT OF FUNCTIONS 1.1 Introduction of Functions 1.2 Types of Functions – Linear, Quadratic, Exponential ($y=a^x$), Logarithmic, Absolute Value function and their graphs Value of a Function 1.3 Introduction : Limit of Function, Theorems on limits (without proof) 1.4 Evaluation of limits–Direct method, Factorization, Simplification, Rationalization and Substitution 1.5 Exponential and Logarithmic Limits 1.6 Illustration by simple examples	15	
2	UNIT-2: DIFFERENTIATION 2.1 Definition of derivative first order and Second order 2.2 Standard functions : Constant, x^n , a^x , e^x , $\log_e x$, $\log_a x$ 2.3 Differentiation of sum, difference, product and quotient of two functions 2.4 Derivative of composite, exponential, logarithmic, parametric and implicit Functions. 2.5 Illustration by simple examples	12	
3	UNIT-3: APPLICATIONS OF DIFFERENTIATION	18	

	3.1 Meaning of the sign of the derivatives 3.2 Maxima and Minima. 3.3 Cost, Average Cost and Marginal Cost 3.4 Revenue and Marginal Revenue 3.5 Elasticity of demand. 3.6 Illustration by simple examples		
4	UNIT -4: INTEGRATION & ITS APPLICATIONS 4.1 Integration as an anti-derivative process 4.2 Integration Standard functions : $\int x^n dx$, $\int \frac{1}{x} dx$, $\int \frac{dx}{\sqrt{x^2+a^2}}$, $\int \frac{dx}{\sqrt{x^2-a^2}}$, $\int \frac{dx}{x^2-a^2}$, $\int \frac{dx}{a^2-x^2}$, $\int a^x dx$, $\int e^x dx$. 4.3 Integration by substitution and by part 4.4 Applications of integration - Determination of cost, revenue and demand functions. 4.5 Illustration by simple example	15	
References: References : <ol style="list-style-type: none"> 1. Kumbhojkar G.V-Business Mathematics (Phadake Prakashan, Kolhapur.) 2. Shantinayakan-Text book of matrices, (S. Chand and Sons , New Delhi) 3. V.K.Kapoor Business Mathematics (Himalaya Publications, New Delhi) 4. Veena G.R.-Business Mathematics (New age international publishers, New Delhi) 5. Padmalochan Hazarika – A Textbook of Business Mathematics 6. J.P Singh – For BBA Business Mathematics 7. J. K Sharma – Business Mathematics Theory and Applications 8. B. M Aggarwal - Business Mathematics and Statistics 			



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Name of the Progarmme : B.Com-Regu / BM / IT		Semester – I	
Name of the Course (Subject):Business Economics (Paper –I)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			

Course Objectives:

1. To acquaint students with micro-economic principles.
2. To understand the application of principles of economics in the field of managerial decision making
3. To apply economic reasoning to solve problems of business.
4. To stimulate students interest by showing the relevance and use of various economic theories.

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I - Introduction to Business Economics 1.1 Definition, Nature and Scope of Business Economics 1.2 Importance of Business Economics in Business Decisions 1.3 Distinction between Micro and Macro Economics 1.4 Goals of Business Firm – Economic and Non-Economic	15	1. Lecture 2. PPT 3. Videos
2	Unit II Consumer Behaviour 2.1 Concept of Demand and Demand Function 2.2 Concept of Utility - Cardinal and ordinal utility. 2.3 Indifference curve- Properties 2.4 Consumer Surplus	15	1. Lecture 2. Use of PPT 3. Videos 4. Video Lectures 5. You tube videos
3	Unit III - Demand Analysis 3.1 Elasticity of Demand – Types of elasticity 3.2 Demand forecasting – Meaning and Importance 3.3 Methods of Demand forecasting – Direct and Indirect 3.4 Case study on demand forecasting, elasticity of demand	15	1. Lecture 2. Use of PPT 3. Videos 4. Case study
4	Unit IV- Production Function 3.1 Concept and features of Production function 3.2 Law of variable proportions 3.3 Law of Returns to Scale 3.4 Economies of scale -Internal and External	15	1. Lecture Method 2. Use of PPT

References

- 1) Ahuja H.L. (2010). Business Economics.S. Chand & Company New Delhi-110055
- 2) Mithani D.M. and Murthy G.K. (2007). Fundamentals of Business Economics. Himalaya Publishing House, New Delhi.
- 3) Zambre G.N. (2004). Business Economics.Pimplapure Publisher, Nagpur.
- 4) Mankar V.G. (2000).Business Economics. Himalaya Publishing House, New Delhi.
- 5) Koutsoyiannis (1979). Modern Micro Economics. MacMillan Press Ltd. London.
- 6) Dewett K. K. (2006). Modern Economic Theory. S.Chand and Company Ltd., New Delhi.
- 7) Jhingan M. L.(2012) Micro Economic Theory. Vrinda Publication (p) Ltd.
- 8) Dominick Salvatore (2011). Microeconomics. Shaum series, McGraw Hill Education.
- 9) Mithani D.M. (2011) Managerial Economics. Himalaya Publishing House, New Delhi,
- 10) Seth M. L. (1996).Micro Economics. Lakshmi NarainAgarwalEdn. Publishers, Agra.
- 11) Patil K.E. (2007) UchattarArthiksidhant.Mangesh Publication, Nagpur.
- 12) Zamare G.N. (2011) SukshamaArthashastra. Pimpalpure and Company Publishers, Nagpur



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Name of the Programme : B.Com-Regu / BM / IT		Semester – II	
Name of the Course (Subject):Business Economics (Paper –II)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To acquaint students with micro-economic principles. 2. To understand the application of principles of economics in the field of managerial decision making 3. To apply economic reasoning to solve problems of business. 4. To stimulate students interest by showing the relevance and use of various economic theories.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I – Cost of production and Revenue 1.1 Concepts of costs: Opportunity cost, Social cost, Environmental Cost, Transaction cost, Sunk cost, Incremental cost 1.2 Total, Average, and Marginal costs. Short run and long run cost curves. 1.3 Revenue – Concept of Revenue – Total, Average, and Marginal Revenue. Average and Marginal Revenue Curves in Perfect Competition and Monopoly market. 1.4 Calculation of cost and revenue of a firm	14	Lecture PPT Videos Calculation of cost and Revenue
2	Unit II - Product Pricing I – 2.1 Perfect competition: - Characteristics – Price and output determination of firm in short run and long run 2.2 Monopoly:- Characteristics – Price determination in monopoly 2.3 Concept and types of Price discrimination. 2.4 Case study on Product pricing	14	Lecture Use of PPT Videos Case Study
3	Unit III- Product Pricing II – 3.1. Monopolistic Competition – Characteristics – 3.2. Price and output determination of firm in short and long run. 3.3. Oligopoly – Concept and Characteristics. 3.4. A Study of Business firm (Market structure)	14	Lecture Use of PPT Videos
4	Unit IV- Factor Pricing 4.1 Rent- Ricardian theory and modern theory of rent. 4.2 Wages – Modern theory of wages 4.3 Interest – Liquidity Preference Theory 4.4 Profit - Risk and Uncertainty bearing theory of Profit	18	Lecture Method Use of PPT
References 1) Ahuja H.L. (2010). Business Economics.S. Chand & Company New Delhi-110055 2) Mithani D.M. and Murthy G.K. (2007). Fundamentals of Business Economics. Himalaya Publishing House, New Delhi. 3) Zambre G.N. (2004). Business Economics.Pimplapure Publisher, Nagpur. 4) Mankar V.G. (2000).Business Economics. Himalaya Publishing House, New Delhi. 5) Koutsoyiannis (1979). Modern Micro Economics. MacMillan Press Ltd. London. 6) Dewett K. K. (2006). Modern Economic Theory. S.Chand and Company Ltd., New Delhi. 7) Jhingan M. L.(2012) Micro Economic Theory.Vrinda Publication (p) Ltd. 8) Dominick Salvatore (2011). Microeconomics. Shaum series, McGraw Hill Education. 9) Mithani D.M. (2011) Managerial Economics. Himalaya Publishing House, New Delhi, 10) Seth M. L. (1996).Micro Economics. Lakshmi NarainAgarwalEdn. Publishers, Agra. 11) Patil K.E. (2007) UchattarArthiksidhant.Mangesh Publication, Nagpur. 12) Zamare G.N. (2011) SukshamaArthashastra. Pimpalapur and Company Publishers, Nagpur			



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Name of the Programmme : B.Com		Semester – I	
Name of the Course (Subject): Business Management Paper-I			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To acquaint with the basic principles and functions of business management. 2) To familiarise with the contributions of different management thinkers. 3) To develop the Planning and Decision making skills and abilities. 4) To familiarise the concept of organization.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Topic- <u>Business and Management:</u> 1.1. Meaning, definition and Scope of Business 1.2. Meaning and Characteristics of Management 1.3. Significance, 1.4. Scope of Management 1.5. Functions of Management 1.6. Management as an Art and Science, 1.7 Management as profession. 1.8. Professional Management:- (Characteristics and need)	15	Lecture, Interactive ICT Based
2	Unit II: Topic- <u>Contribution to management:</u> 2.1. F.W. Taylor:- (Scientific management, characteristics, Principles and techniques) 2.2 Henry Fayol:- (14 principles of Management) 2.3 Application of 14 Management principles by Chatrapati Shivaji Maharaj 2.4 George Elton Mayo (Hawthorn Experiment and its findings)	15	Lecture Interactive ICT Based Discussion Method
3	Unit III: Topic- <u>Planning & Decision making:</u> <u>3.1. Planning:</u> 3.1.1. Definition and features 3.1.2. Importance 3.1.3. Steps in planning process 3.1.4 Limitations of planning 3.1.5. Rise of Strategic Management and levels of strategies. <u>3.2. Decision Making:</u> 3.2.1. Concept & Definition 3.2.2. decision making process 3.2.3. Techniques of decision making 3.2.4. Decision making Tree	15	Lecture Interactive ICT Based Group Discussion

	3.2.5. Six Hats of decision making 3.2.6 <i>Minimum 5 case studies on practical basis</i>		
4	Unit IV: Topic- Organization: 4.1.1 Meaning and definition 4.1.2. Importance of organization 4.1.3. Types of organization:- (Line, line and staff, functional and committee) 4.1.4. Organization of multinational companies	15	<i>Lecture</i> <i>Interactive</i> <i>ICT Based</i> <i>Project</i> <i>Industrial Visit</i>
References: <ol style="list-style-type: none"> 1. R. N. Singh, Management Thoughts AND Thinkers- Sultan Chand and Sons, 2nd edition. 2. S.M. Kolte, 2011, Business Management, Pimplapure Book Distributors, 1st edition. 3. Samuel C. Centro and S. Travis Centro, 2008, Modern Management, Pearson Education, 2nd edition. 4. Management, stoner, Freeman and Gilbret, person publications 6th edition page 293 to 299 5. management and Organisational Behaviour, P.Subbarao, Himalaya publishing House 			



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Name of the Program : B.Com		Semester – II	
Name of the Course (Subject): Business Management Paper-II			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To acquaint with the basic theories of Motivation. 2) To generate leadership abilities among the students. 3) To give knowledge of the direction and Morale. 4) To provide understanding of techniques of Controlling.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Topic- <u>Motivation:</u> 1.1 Concept and characteristics 1.2 Means of motivation: (Positive and Negative Motivation, Financial and Non- financial) 1.3 Theories of Motivation: 1. Abraham Maslow’s Need hierarchy theory 2. Fredric Herzberg’s theory Douglas McGregor’s X and Y theory	15	Lecture, Interactive ICT Based Use of case lets
2	Unit II: Topic- <u>Staffing and Leadership:</u> <u>2.2. Staffing:</u> 2.2.1. Concept & definition 2.2.2. sources and scientific selection Procedure <u>2.1. Leadership:</u> 2.1.1. Concept of Leadership 2.1.2. functions of a leader 2.1.3. Traits in Leadership 2.1.4. Leadership styles	15	Lecture Interactive ICT Based Discussion Method
3	Unit III: Topic- <u>Directing</u> 2.1.1. Concept, definition and importance 2.1.2. Principles of directing 3.2. Morale 3.2.1 Concept and definition and importance 3.2.2. Factors affecting morale 3.2.3 Measurement of Morale	15	Lecture Interactive ICT Based Group Discussion Industrial Visit
4	Unit IV: Topic - <u>Controlling:</u> 4.1.1. Meaning of control 4.1.2. Control process 4.1.3. Techniques of control traditional and modern 4.1.4 Requirement of effective controlling	15	Lecture Interactive ICT Based Discussion Methods.
References:			

1. VSP Rao and V. Harikrushna, 2002, Management (Text and Cases), Excel Books, 1st edition.
2. P. Subba Rao, 2014, Personnel and Human Resource Management, Himalaya Publishing House, 5th edition.
3. Rajendra Maheshwari and J. P. Mahajan, 2011, Business Organization and Management, International Book House, 1st edition.
4. L.M. Prasad, Principles and Practice of Management.
5. Journal of Commerce and Management Thoughts, Farak Bus link Pvt. Ltd. www.farak.net.
6. Business India, Ashok H. Advani www.wecreatechemistry.com.
7. The Journal for Decision Makers, SAGE Publication www.sagepublishing.com.
8. How to Manage up South Asia, Harvard Business Review www.samsika.com.
9. IIMB Management Review, www.sciencedirect.com.

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Name of the Programme : B.Com		Semester – I	
Name of the Course (Subject): Marketing Management- Paper-I			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To articulate the students with the basics of marketing concepts. 2. To give knowledge of the consumers effectively. 3. To give nsight into market Segmentation, targeting and Positioning. 4. To inculcate marketing planning skills among the students.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Topic-<u>Introduction of Marketing:</u> 1.1. Meaning & Definition 1.2. Features of Marketing 1.3. Importance of Marketing 1.4. Scope of marketing 1.5. Core Concept of Marketing- (Need, Want, Demand, Value, cost and Satisfaction, Exchange, transactions & Relationship Marketing) 1.1.6. Holistic & domestic Marketing concept	15	Lecture Interactive ICT Based Seminar
2	Unit II: Topic- <u>Consumer Behavior and Service Marketing:</u> 2.1. Consumer Behavior 2.1.1. Meaning and Significance 2.1.2. Factors affecting Consumer Behavior 2.1.3. The Buying Decision process 2.2. <u>Service Marketing:</u> 2.2.1. Meaning,Definition & Features 2.2.2. Contemporary Issues in Service Marketing: -Sales decline, Slow Growth, changes in buying pattern, Increasing Competition and Increasing Marketing expenditure. 2.2.3. Remedial Measures to accelerate growth of Service Marketing	15	Thought provoking Methodology/ ICT Based Audio/Visuals
3	Unit III: Topic-<u>Market Segmentation, Targeting and Positioning:</u> 3.1. Market Segmentation: 3.1.1. Meaning and definition 3.1.2. Process of segmentation 3.1.3. Nature and bases of segmentation 3.2. Targeting: 3.2.1. Meaning & concepts 3.2.2. Process and types 3.3. Positioning:	15	Lecture Interactive ICT Based Project

	3.3.1. Meaning and concept 3.3.2. Importance		
4	Unit IV: Topic-<u>Marketing Research</u>: 4.1. Meaning and Definition 4.2. Importance 4.3. Steps in Marketing Research 4.4. Scope/Areas of Marketing Research (Consumer Research, Market Research, Product Research, Sales Research, Advertising & Sales Promotional Research)	15	<i>Lecture</i> <i>Interactive</i> <i>ICT Based</i> <i>Project</i>

References:

1. Dr. K. Karunakaran, 2013, Marketing management (text and cases in India context), Himalaya Publishing House- 3rd edition.
2. Roger Cox and Pual Brittain, 2006, Retailing: an Introduction- Pearson Education Publishing, 15th edition.
3. Krishna K. Havaladar and Vasant m. Cavale, 2010, Sales and Distribution Management (text and cases), Mc Graw Hill Education Pvt. Ltd., 11th edition.
4. Indian Journal of Marketing, Satya Gilani on behalf of Associated Management Consultant Pvt. Ltd www.indianjournalofmarketing.com.
5. Tracy L.Tuten, Michael R.Solomon- Social Media Marketing ,Sage Publication, New Delhi.
6. Harsh V.Verma, Services Marketing Text and Cases,Dorling kindersley(India pvt), 482 FIE, Patpargang, Delhi, 11009



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Name of the Programme : B.Com		Semester – II	
Name of the Course (Subject): Marketing Management- Paper-II (Sem-II)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To acquaint with the strategies of pricing the product. 2) To familiarity with the promotional activities. 3) To develop of retail marketing skills and abilities. 4) To aware about social media to promote the goods and services.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Topic- Marketing Mix: part-1 (Meaning & 4 ‘P’s of marketing mix) 1.1. Product: 1.1.1. Meaning & Definition 1.1.2. Product quality, product design 1.1.3. Product features 1.1.4. Difference between brand name and trade mark 1.1.5. After sales service 1.1.6. Packaging- Role and functions of packaging. 1.2. Price: 1.2.1. Meaning and Importance Factors affecting price of a product/service.	15	
2	Unit II: Topic- Marketing Mix: part-2 2.1. Promotion: 2.1.1. Meaning and Definition 2.1.2. Four elements of promotion mix (Advertising, publicity, personal selling and salesmanship, public relations) 2.1.3. Selling process 2.1.4. Sales promotion techniques 2.2. Place: 2.2.1. Meaning and Importance 2.2.2. Types of distribution channels 2.2.3. Factors affecting choice of a distribution channel	15	
3	Unit III: Topic- Retailing: 3.1. Meaning & Definition 3.2. Nature and Importance 3.3. Classification of Retailers by form of ownership & by key Marketing strategies 3.4. Non-store Retailing.	15	

	3.5 Rural Marketing: Growth and Importance		
4	Unit IV: Topic <i>Social Media Marketing</i> 4.1.1 Meaning & Definition 4.1.2. Zones of Social Media-Social Community, Social Publishing, Social Entertainment and Social Commerce 4.1.3. Evolution of Marketing Communications- Broadcast Print Radio outdoor, Network communities Blogs Microblogs, Banners Microsites, E-mail search 4.1.4. Types of Media- Paid, Earned and Owned Media. 4.1.5. Benefits/ Functions of Social Media	15	
References: <ol style="list-style-type: none"> 1. S. A. Sherlekar, "Marketing Management", Himalaya Publishing House, Mumbai. 2. Philip Kotler: Marketing Management, Prentice Hall of India Ltd, New Delhi. 3. Marchand & B. Vardharajan: An introduction to Marketing, Vikas Publishing House, 5 Ansari Road, New Delhi. 4. Maurice & Mondell & Larry Rosenberg - Marketing: Prentice Hall of India Ltd, New Delhi. 5. Mohammad Amanatullah: Principles of Modern Marketing. Kalyani Publications New Delhi. 6. Arun Kumar and N. Meenakshi- Marketing Management Vikas Publishing House Pvt. Ltd. Ed. 2007. 7. Biplab S Bose, Marketing Management Himalaya publishing House, Edition -2009. 8. William I. Stanton, Ajay Pandit - Marketing Concepts & Cases, - The McGraw Hill companies Ltd., New Delhi. 			



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Name of the Program : B.Com		Semester – I	
Name of the Course (Subject): Insurance Paper-I			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To acquaint students with the basic concepts of Insurance. 2) To give Understanding the nature of Insurance contract. 3) To provide the knowlwdge of the Life insurance policies. 4) To make wareness about employment opportunities in public and private insurance companies.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Topic- <u>An Introduction to Insurance:</u> 1.1. Meaning & Concept 1.2. Need of Insurance 1.3. Physical and Human Asset 1.4. Insurance as a social security tool 1.5. Economic and commercial Significance of insurance.	15	Lecture Interactive ICT Based Seminar Group Discussion
2	Unit II: Topic- <u>Insurance contract and Principles:</u> 2.1. <u>Insurance Contract:</u> 2.1. Nature of Insurance contract 2.2. Difference between Insurance contract and wagering contract 2.3. Types of Insurance contract (Personal Insurance, Property Insurance, Guarantee Insurance) 2.4. <u>Fundamental principles of Insurance-</u> (Primary and secondary)	15	Lecture Interactive ICT Based Seminar Group Discussion
3	Unit III: <u>Life Insurance:</u> 3.1.1. Meaning and Significance 3.1.2. Procedure of taking Life Insurance Policy 3.1.3. Policy conditions 3.1.4. Types of Policy (Whole Life Policy, Endowment Group and Unit Linked insurance Policy (Any five) (Only-meaning, merits and demerits) 3.1.5. Settlement of claims 3.2. <u>Life Insurance Corporation of India</u> 3.2.1. Role of LIC 3.2.2. Marketing and promotion strategy of Insurance services. 3.3 Life Insurance for the under priviledged (Maharashtra	15	Lecture Interactive ICT Based Role playing Trade Fare

	<p>(Any four))</p> <p>3.3.1 Industrial Life Insurance schemes</p> <p>3.3.2 Social Security schemes and Pensions Plans</p> <p>3.3.3 Micro Life Insurance</p>		
4	<p>Unit IV: Topic - <u>Public & Private sector companies in India</u></p> <p><u>4.1 An overview(minimum 5 leading companies)</u></p> <p><u>4.2. Career in Insurance:</u></p> <p>4.2.1. Institutes for Insurance education and Training</p> <p>4.2.2. Procedure for becoming an insurance Advisor-their commission and Rebating</p> <p>4.2.3. Code of conduct</p> <p>4.2.4. Functions of insurance advisor</p> <p>4.3 Reinsurance: Meaning ,Definition and functions</p>	15	<p><i>Lecture</i></p> <p><i>Interactive</i></p> <p><i>ICT Based</i></p> <p><i>Audio / Visual</i></p>
<p>References:</p> <ol style="list-style-type: none"> 1. P. K. Gupta, Fundamental of Insurance (2011), Himalaya Publishing House, 2nd edition. 2. P. K. Gupta, Insurance and Risk Management(2015), Himalaya Publishing House, 5th edition 3. R. Haridas, Life Insurance in India (2011), New Century Publications, 1st edition. 4. M. N. Mishra and Dr. S.B. Mishra, Insurance Principles and Practices(2014), S. Chand Higher Academic, 20th edition. 5. B.S. Bhola and M.G. Garg, Insurance Management(2007), Deep and Deep Publications, 1st edition. 6. G. S. Panda, Principles and Practices of Insurance, Kalyani Publishers Ludhiana. 7. M. Aribkhan -'Theory and practice of Insurance' Educational Book House, Aligarh. 8. M. N. Mishra-'Insurance principles and practice' S. Chand & company Ltd. New Delhi. 9. Kothari & Bahi, principles and practice of Insurance' Sahitya Bhawan, Agra. 10. S. Balachandran, General Insurance, Insurance Institute of India, Mumbai. 11. Insurance Regulatory & Development Authority Act-1999. 			



Rayat Shikshan Sanstha's
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Name of the Program : B.Com		Semester – II	
Name of the Course (Subject): Insurance Paper-II			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To articulate the students with the concept of Fire Insurance. 2. To give understanding with the basics of Marine insurance. 3. To give Insight into General Insurance. 4. To inculcate the knowledge of Insurance acts.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Topic- <u>Fire Insurance:</u> 1.1 Meaning & Definition 1.2 Procedure of taking fire Insurance policy 1.3 policy conditions 1.4 Kinds of policy 1.5 Cancellation and renewal of policy 1.6 Settlement of claims 1.7Progress of fire insurance	15	Lecture Interactive ICT Based
2	Unit II: Topic- <u>Marine Insurance:</u> 2.1. Meaning & Definition 2.2. Procedure of taking marine insurance policy 2.3. Difference between fire and marine Insurance 2.4. Clauses of marine insurance policy 2.5. Marine Losses and perils 2.6. Types of policy 2.7 Progress of marine insurance	15	Lecture Interactive ICT Based
3	Unit III: Topic- <u>General Insurance:</u> (only nature & cover) 3.1. Motor Insurance 3.2. Personal Accidental and Sickness Insurance 3.4. Health Insurance 3.5. Student Insurance plan 3.6. Rural Insurance 3.7. Rashtriya Swasthya Bima Yojana 3.8 Pradhan Mantri Suraksha Bima Yojana 3.9 Pradhan Mantri Jan-Dhan Yojana 3.10 Bancassurance: Meaning, Definition and Advantages	15	Lecture Interactive ICT Based Industrial Visit
4	Unit IV: Topic-<u>IRDA Act -1999 & Privatization of Insurance</u>	15	Lecture

	<p><u>Sector:</u> <u>4.1. IRDA Act -1999:</u> 4.1.1. Nature & Objectives 4.1.2. Organizational set up 4.1.3. Functions of IRDA <u>4.2. Privatization of Insurance</u> <u>Sector:-</u> merits & demerits <u>4.3. Foreign Direct Investment</u> <u>(FDI) in Insurance Sector:-</u> merits and demerits</p>		<p><i>Interactive ICT Based Insurance companies visit for practical exposure</i></p>
<p>References:</p> <ol style="list-style-type: none"> 1. P. K. Gupta, Fundamental of Insurance (2011), Himalaya Publishing House, 2nd edition. 2. P. K. Gupta, Insurance and Risk Management(2015), Himalaya Publishing House, 5th edition 3. R. Haridas, Life Insurance in India (2011), New Century Publications, 1st edition. 4. M. N. Mishra and Dr. S.B. Mishra, Insurance Principles and Practices(2014), S. Chand Higher Academic, 20th edition. 5. B.S. Bhola and M.G. Garg, Insurance Management(2007), Deep and Deep Publications, 1st edition. 6. G. S. Panda, Principles and Practices of Insurance, Kalyani Publishers Ludhiana. 7. M. Aribkhan -'Theory and practice of Insurance' Educational Book House, Aligarh. 8. M. N. Mishra-'Insurance principles and practice' S. Chand & company Ltd. New Delhi. 9. Kothari & Bahi, principles and practice of Insurance' Sahitya Bhawan, Agra. 10. S. Balachandran, General Insurance, Insurance Institute of India, Mumbai. 11. Insurance Regulatory & Development Authority Act-1999. 			



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Name of the Program : B.Com		Semester – I	
Name of the Course (Subject): Global finance Paper-I (Sem-I)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To acquaint with the basics of International Business Environment. 2) To familiarise with the International Finance Environment. 3) To develop of Financial Management making skills and abilities. 4) To provide understanding the International finance sources.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Topic- <u>International Business Environment:</u> 1.1 Meaning and characteristics of International Business 1.2 International Business Activities 1.3 International Business methods 1.4 Motivation for International Business 1.5 Globalization and its impact 1.6WTO and its impact	15	Lecture Interactive ICT Based Industrial visit for practical exposure
2	Unit II: Topic- <u>International Finance Environment:</u> 2.1. Nature 2.2. Scope and significance of International Finance 2.3. World Bank 2.4. International Monetary Fund 2.5. Asian Development Bank	15	Lecture Interactive ICT Based
3	Unit III: Topic- <u>Source of International Finance:</u> 3.1. Trade Settlement methods 3.2. Export Finance 3.3. Buyers Credit and Suppliers Credit International Receivables and Cash Management 3.4. ECB, FCCB, ADR, GDR, FDI.	15	Lecture Interactive ICT Based
4	Unit IV: Topic - <u>Financial Management of the Multinational Firms:</u> 4.1. Cost of Capital and Capital Structure of a Multinational Firm 4.2. Multinational Capital Budgeting 4.3. Multinational Cash Management 4.4. Country Risk Analysis	15	Lecture Interactive ICT Based
1. References: Madhu Vijay, International Financial Management (2010), Excel Book, 3 rd edition. 2. V. A. Advdhani, International Financial Management, Himalaya Publications House. 3. P. G. Apte, International Finance (2011), Mc Graw Hill Education, 2 nd edition.			



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Name of the Program : B.Com		Semester – II	
Name of the Course (Subject): Global finance Paper-II			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To acquaint with the basics Foreign Exchange Market. 2) To give knowledge of Currency exchange and exchange rate. 3) To give conceptual knowledge of the exchange regulation. 4) To give knowledge of Regulatory Framework of International Finance.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	1.1. Unit I: Topic- <u>Foreign Exchange Market:</u> 1.1.1. Distinctive Features and structure of foreign exchange market 1.1.2. Functions of foreign exchange market 1.1.3. Major participants 1.1.4. Types of transactions 1.1.5. Spot market and forward market Interrelationship between exchange and interest rate	15	Lecture Interactive ICT Based Industrial Visit
2	Unit II: Topic- <u>Exchange Rate Mechanism:</u> 2.1.1. Exchange Rate 2.1.2. Quotations 2.1.3. Determination of exchange rate in forward market 2.1.4. Factors influencing exchange rate 2.1.5.Exchange rate system in India	15	Lecture Interactive ICT Based Industrial Visit for practical exposure
3	Unit III: Topic- <u>Exchange control regulation:</u> 3.1.1. Export Credit Guarantee Corporation 3.1.2. EXIM Bank 3.1.3. Foreign Exchange Dealers Association of India 3.1.4. Convertibility 3.1.5. Role of RBI as control authority	15	Lecture Interactive ICT Based Industrial Visit for practical exposure
4	Unit IV: Topic- <u>Regulatory Framework of International Finance:</u> 4.1.1. Indian Perspective- FEMA 4.1.2. International Perspective- Foreign Trade Policy Federal Bank European Central Bank	15	Lecture Interactive ICT Based
References: 1. Rajendra P. Maheshwari, International Business (2011), International Book House, 1 st edition. 2. Subba Rao, International Business (2011), Himalaya Publications House, 2 nd edition. 3. A. K. Bhalla, International Financial Management, Anmol Publication Pvt .LTD. New Delhi.			



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Name of the Program : B.Com		Semester – I	
Name of the Course (Subject): Foreign Trade Paper-I			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To articulate the students with the basic knowledge of foreign trade. 2. To acquaint various export promotional organizations. 3. To give insight into current trends of India’s foreign trade. 4. To inculcate the students with India’s Trade policy and WTO.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Topic- <u>Foreign Trade:</u> 1.1 Meaning & Nature 1.2 Scope & Evolution 1.3 Significance in Economic Development 1.4 Procedural Aspects of Export & Import Trade	15	Lecture Interactive ICT Based Industrial Visit for practical exposure
2	Unit II: Topic- <u>Export Promotion:</u> 2.1. Meaning & Significance 2.2. Functions of Export Promotion Councils 2.3. Commodity Boards 2.4. Indian Institute of Foreign Trade 2.5. The Trade Development Authority 2.6. Export Credit Guarantee Corporation (ECGC) 2.7. Export Import Bank 2.8. Role of Federation of Indian Export Organizations (FIEO).	15	Lecture Interactive ICT Based Industrial Visit for practical exposure
3	Unit III: Topic- <u>India’s Foreign Trade:</u> 3.1. Nature 3.2. Compositions & Directions 3.3. Balance of Payments 3.4. Measures of Substitutions of Import Goods Place of India in World Trade	15	Lecture Interactive ICT Based Group Discussion
4	Unit IV: Topic- <u>India’s Foreign Trade Policy & WTO</u> 4.1. Historical Review & Present policy 4.2. Formation & Functions of WTO 4.3. Legal formalities involved in foreignTrade 4.4. Currency Legislation 4.5. Restrictions	15	Lecture Interactive ICT Based Group Discussion
1. References: M.L.Narasaish, Foreign Trade & the WTO, Discovery Publishing House, New Delhi. 2. Mankal, Kulkarni, Sadasivan, Foreign Trade & Economic Development, Himalaya Publication House, New Delhi.			



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Name of the Programme : M.Com/B.Com		Semester – II	
Name of the Course (Subject): Foreign Trade Paper-II			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To acquaint with International Market Environment. 2) To familiarise with India’s FDI policy. 3) To make awareness of various agreement & co-operation in to the world trade. 4) To provide understanding Legal system in India about Foreign Trade.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	1.1. Unit I: Topic- <u>International Business Environment:</u> 1.1 Introduction & Concept 1.2 Economic, Legal, Technological, Social & Cultural Environmental issues involved in International Business	15	Lecture Interactive ICT Based Group Discussion Case Study
2	Unit II: Topic- <u>Foreign Direct Investment In India (FDI) Policy:</u> 2.1. Meaning & Nature 2.2. Effects of FDI 2.3. India’s FDI Policy after 1991 2.4. FDI in Insurance, Banking, Aviation and Retailing	15	Lecture Interactive ICT Based Group Discussion Case Study
3	Unit III: Topic- <u>Foreign Trade Co-operation & Agreement:</u> 3.1. Structure 3.2. Contribution & Functions of SAARC, NAFTA, ASEAN, EURO.	15	Lecture Interactive ICT Based Group Discussion Case Study
4	Unit IV: Topic- <u>The Foreign Trade Development & Regulation Act 1992:</u> 4.1. Main Provisions Service Sectors 4.2. Contributions to Indians Export	15	Lecture Interactive ICT Based Case Study
References: 1. Dr. Ravindra Saini, Business Environment (2010), Global Vision Publishing House. 2. Francis Cherunilam, International Trade and Finance Management (2013), Himalaya Publishing House, 18 th edition. 3. K Ashwatthap (2010) International Business, Himalaya Publications, Mumbai. 4. P.Subbarao (2010) International Business, Himalaya Publication, Mumbai.			

Rayat Shikshan Sanstha's
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Syllabus

English for Business Communication and Marketing
Semester –I

Module -

- A) Developing Vocabulary
- B) On Smiles – A. G. Gardiner**

Module - II

- A) Description
- B) The Unknown Citizen - W. H. Auden**

Module - III

- A) Writing Classified Advertisement
- B) The Ant and the Grasshopper – S. Maugham**

Module - IV

- A) Kabuliwala - Rabindranath Tagore**
- B) Offering in the Temple - Desika Pillai**
- C) Felling of the Banyan Tree - Dilip Chitre**

Semester –II

Module - V

- A) Business Correspondence
- B) The Necklace - Guy de Maupassant**

Module - VI

- A) Telephonic Communication
- B) The Telephone Conversation- Wole Soyinka**

Module - VII

- A) English for Specific Purposes
- B) I Thank You God – Bernard Dadie**

Module - VIII

- A) This is Just Going to Hurt a Little Bit- Ogden Nash**
- B) Malala's Speech- Malala**
- C) Freedom From Fear – Aung San Suu Kyi**

Shivaji University, Kolhapur
Syllabus of Environmental Studies
as a Compulsory Paper for all Undergraduate Courses
2019-20

Unit 1. Nature of Environmental Studies :

(3 lectures)

Definition, scope and importance.

Multidisciplinary nature of environmental studies

Need for public awareness.

Concept of sustainability. Sustainable development and its goals with Indian context.

Unit 2. Ecosystems :

(9 lectures)

Concept of an ecosystem.

Structure and function of an ecosystem.

Producers, consumers and decomposers.

Energy flow in the ecosystem.

Ecological succession.

Food chains, food webs and ecological pyramids.

Introduction, types, characteristics features, structure and function of the following ecosystem :-

a) Forest ecosystem, b) Grassland ecosystem, c) Desert ecosystem,

d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Degradation of the ecosystems and its impacts.

Unit 3. Natural Resources and Associated Problems :

(8 lectures)

a) Forest resources: Use and over-exploitation, deforestation, dams and their effects on forests and tribal people.

b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.

c) Mineral resources: Usage and exploitation. Environmental effects of extracting and using mineral resources.

d) Food resources: World food problem, changes caused by agriculture, effect of modern agriculture, fertilizer-pesticide problems.

e) Energy resources: Growing energy needs, renewable and non-renewable energy resources, use of alternate energy sources. Solar energy, Biomass energy, Nuclear energy.

f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification. Consumerism, ecological foot prints, carbon foot prints, carbon credits.

Role of an individuals in conservation of natural resources. Equitable use of resources for sustainable lifestyles.

Unit 4. Biodiversity and its conservation :**(8 lectures)**

Introduction- Definition: genetic, species and ecosystem diversity.

Bio-geographical classification of India.

Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values.

India as a mega- diversity nation.

Western Ghat as a biodiversity region. Hot-spots of biodiversity.

Threats to biodiversity: habitat loss, poaching of wildlife, man- wildlife conflicts,

Endangered and endemic species of India, Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity. Convention on Biological Diversity.

Unit 5. Environmental Pollution :**(8 lectures)**

Definition: Causes, effects and control measures of: Air pollution,

Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear hazards.

Global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust.

Solid waste Management: Causes, effects and control measures of urban and industrial wastes. Solid waste management control rules.

Role of an individual in prevention of pollution.

Unit 6. Social Issues and the Environment :**(9 lectures)**

Human population growth, impact on environment. Human Health and welfare.

Environmental ethics: Role of Indian religious traditions and culture in conservation of the environment.

Environmental movements- Chipko Movement, Appiko Movement, Silent Valley.

Resettlement and rehabilitation of people; its problems and concerns.

Water conservation, rain water harvesting, watershed management. water conservation by Dr.Rajendra Singh, Anna Hazare etc.

Disaster management: floods, earthquake, cyclone, tsunami and landslides.

Wasteland reclamation.

Environmental communication and public awareness, case studies.

Unit 7. Environmental Protection- Policies and practises :**(5 lectures)**

Environmental Protection Act.

Air (Prevention and Control of Pollution) Act.

Water (Prevention and control of Pollution) Act

Wildlife Protection Act

Forest Conservation Act

National and International conventions and agreements on environment.

Unit 8. Field Work :**(10 lectures)**

Visit to a local area to document environmental assets-

River/forest/grassland/hill/mountain.

or

Visit to a local polluted site – Urban/Rural/Industrial/Agricultural

or

Study of common plants, insects, birds.

or

Study of simple ecosystems - ponds, river, hill slopes, etc.

(Field work is equal to 10 lecture hours)

References :

- 1) Agarwal, K.C.2001, Environmental Biology, Nidi Pubi. Ltd., Bikaner.
 - 2) Bharucha Erach, The Biodiversity of India, Mapin Publishing pvt. Ltd.,Ahmedabad 380013, India, Email:mapin@icenet.net (R)
 - 3) Brunner R.C.,1989, Hazardous Waste Incineration, McGraw Hill Inc., 480p
 - 4) Clank R.S. Marine Pollution, Clanderson Press Oxford (TB)
 - 5) Cunningham, W.P. Cooper, T.H.Gorhani, E. & Hepworth, M.T.2001,
 - 6) Environmental Encyclopedia, Jaico Publ. Hpise, Mumbai, 1196p
 - 7) De A.K., Environmental Chemistry, Wiley Wastern Ltd.
 - 8) Down to Earth , Cebtre fir Scuebce and Environment (R)
 - 9) Gleick, H.,1993, Water in crisis, Pacific Institute for studies in Dev.,Environment & Security. Stockholm Env. Institute. Oxford Univ. Press 473p
 - 10) Hawkins R.e., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R)
 - 11) Heywood, V.H.& Watson, R.T.1995, Global Biodiversity Assessment,Cambridge Univ. Press 1140p.
 - 12) Jadhav, H.& Bhosale, V.M.1995, Environmental Protection and Laws, Himalaya Pub. Hcuse, Delhi 284p.
 - 13) Mickinney, M.L.& School. R.M.1196, Environmental Science Systems & Solutions, Web enhanced edition, 639p.
 - 14) Mhaskar A.K., Mastter Hazardous, Techno-Science Publications (TB)
 - 15) Miller T.G.Jr., Environmental Science. Wadsworth Publications Co. (TB)
 - 16) Odum, E.P.1971, Fundamentals of Ecology, W.B.Saunders Co. USA, 574p.
 - 17) Rao M.N.& Datta, A.K.1987, Waste Water Treatment, Oxford & IBH Publ. Co. Pvt. Ltd., 345p
 - 18) Sharma B.K., 2001, Environmental Chemistry, Gokel Publ. Hkouse, Meerut
 - 19) Survey of the Environment, The Hindu (M)
 - 20) Townsend C., Harper, J. and Michael Begon, Essentials of Ecology, Blackwell Science (TB)
 - 21) Trivedi R.K. Handbook of Environmental Laws, Rules, Guidelines, Compliances and Standards, vol. I anfd II, Environmental Media (R)
 - 22) Trivedi R.K. and P.K. Gokel, Intriduction to air pollution, Tecgbi-Science Publications (TB)
 - 23) Wagner K.D.,1998, Environmental management, W.B. Saunders Co.Philadelphia, USA 499p.
 - 24) Paryavaran shastra – Gholap T.N.
 - 25) Paryavaran Sahastra – Gharapure
- M) Magazine (R) Reference (TB) Textbook



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Name of the Progarmme :B.Com		Semester – I	
Name of the Course (Subject): Financial Accounting Paper –I			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Introduced from June 2019

Course Objectives:

- 1) To impart basic accounting knowledge as applicable to business.
- 2) To introduce the students to the process of manual to computerized accounting
- 3) To understand how the accounting concepts are applied to the professions of medical practitioners and other professionals.

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Basics of Accounting & Computerized Accounting 1.1. Accounting – Meaning, Definitions, scope & Importance 1.2. Accounting Cycle – vouchers to Balance Sheet (Theory and Practical) 1.3. Basics of Computerized Accounting Introduction, Tally, Creation of Company, Groups, Ledgers 1.4. journal entries using vouchers, Reports (Theory & Practical)	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
2	Accounts of Professionals 2.1. Practical Problems based on preparation of Receipts and Expenditure Account 2.2. Preparation of Balance Sheet of Medical Practitioners and Professional Accountants.	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
3	Dissolution of Partnership firm Piecemeal Distribution 3.1. Introduction, Meaning 3.2. Objectives 3.3. Methods followed under piecemeal distribution.	15	1. Lecture 2. PPT 3.Practical Work
4	Departmental Final Account 4.1. Introduction ,Meaning, Definitions	15	1. Lecture 2. PPT 3. Videos

	4.2. Objectives 4.3. Preparation of Departmental Final Account		4. Practical Work
References: 3.1.T.S.Grewal - Double Entry Book Keeping Financial Accounting - Along with Project Work 3.2.Gupta R. L. and Radhaswamy M - Financial Accounting 3.3.Shukla M. C., Grewal T.S., Gupta S.C.- Advanced Accounts 3.4.Agarwala A.N., Agarwala K.N. - Higher Science of Accountancy 3.5.Jain & Narang - Advanced Accountancy 3.6.Maheshwari S.N. - Advanced Accountancy			
Websites: 1. <u>www.icai.org</u> . 2. <u>www.icsi.org</u> . 3. <u>www.tallysolutions.com</u>			



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Name of the Programme : B.Com		Semester – II	
Name of the Course (Subject):Financial Accounting Paper – II			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. 1) To understand the basic concepts of accounting and GST. 2. To study the accounting of small traders. 3. To study the accounting of branch. 4. To study the conversion of partnership firm into limited company and their accounts.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	A) Theoretical Framework 1.1. Accounting Principles - Concepts and Conventions 1.2.Accounting Standards - Introduction, Meaning, List, Definitions, Objectives, Scope and Applicability. B)Goods and Services Tax (GST) 1.1. Concept and Applicability 1.2. Journal Entries and Ledgers.	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
2	Single Entry System 2.1. Meaning, Needs, Objectives, 2.2. Advantages and Procedure for Conversion of Single Entry System into Double Entry System 2.3. Practical Illustrations.	15	1.Lecture 2. PPT 3. Videos 4. Practical Work
3	Branch Accounts 3.1. Dependent Branch - Preparation of Branch Account and Branch Trading and Profit & Loss A/c. 3.2. Stock & Debtor System.	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
4	Conversion of Partnership Firms into a limited company 4.1. Accounting treatment in the books of partnership firm. 4.2.Accounting treatment in the books of limited company Limited Liability Partnership 4.1. Concept, Advantages, Disadvantages 4.2. Difference between LLP and a company.	15	1.Lecture 2.PPT 3.Videos 4.Practical Work

NCC (Military Science) Paper – II/ Semester – II

Adventure Activities in NCC

Subject Code:

Unit I: Drill & Adventure Training (15)

- a) Saluting at the halt, Getting on parade, falling out & Visarjan.
- b) Marching in quick time & halt.
- c) Adventure training- Cycling and Trekking,
- d) Planning and Preparation of Adventure Training

Unit II: Map Reading (15)

- a) Introduction to map & conventional signs.
- b) Types of North and Grid Reference
- c) Service protector, Prismatic compass and its use
- d) Setting a map and finding own position.
- e) Importance of GPS

Unit III : Leadership (10)

- a) Introduction to Leadership Traits
- b) Duties of good citizen
- c) Man Management
- d) Personality Development and Officer Like Qualities

Unit IV : Social Services (10)

- a) Types of social service
 - i) Tree plantation ii) Blood donation iii) Aids awareness iv) *Swaccha Bharath Abhiyan* v) *Beti Bachao-Beti Padhao*
- b) Aid during natural calamities
- c) Fire fighting and equipments fire fighting operation
- d) Role of GOs and NGOs



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Name of the Programme : B.Com-Regu / BM / IT			Semester – I
Name of the Course (Subject):Business Economics (Paper –I)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To acquaint students with micro-economic principles. 2. To understand the application of principles of economics in the field of managerial decision making 3. To apply economic reasoning to solve problems of business. 4. To stimulate students interest by showing the relevance and use of various economic theories.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I - Introduction to Business Economics 1.1 Definition, Nature and Scope of Business Economics 1.2 Importance of Business Economics in Business Decisions 1.3 Distinction between Micro and Macro Economics 1.4 Goals of Business Firm – Economic and Non-Economic	15	1. Lecture 2. PPT 3. Videos
2	Unit II Consumer Behaviour 2.1 Concept of Demand and Demand Function 2.2 Concept of Utility - Cardinal and ordinal utility. 2.3 Indifference curve- Properties 2.4 Consumer Surplus	15	1. Lecture 2. Use of PPT 3. Videos 4. Video Lectures 5. You tube videos
3	Unit III - Demand Analysis 3.1 Elasticity of Demand – Types of elasticity 3.2 Demand forecasting – Meaning and Importance 3.3 Methods of Demand forecasting – Direct and Indirect 3.4 Case study on demand forecasting, elasticity of demand	15	1. Lecture 2. Use of PPT 3. Videos 4. Case study
4	Unit IV- Production Function 3.1 Concept and features of Production function 3.2 Law of variable proportions 3.3 Law of Returns to Scale 3.4 Economies of scale -Internal and External	15	1. Lecture Method 2. Use of PPT
References 1) Ahuja H.L. (2010). Business Economics.S. Chand & Company New Delhi-110055 2) Mithani D.M. and Murthy G.K. (2007). Fundamentals of Business Economics. Himalaya Publishing House, New Delhi. 3) Zambre G.N. (2004). Business Economics.Pimplapure Publisher, Nagpur. 4) Mankar V.G. (2000).Business Economics. Himalaya Publishing House, New Delhi. 5) Koutsoyiannis (1979). Modern Micro Economics. MacMillan Press Ltd. London. 6) Dewett K. K. (2006). Modern Economic Theory. S.Chand and Company Ltd., New Delhi. 7) Jhingan M. L.(2012) Micro Economic Theory. Vrinda Publication (p) Ltd. 8) Dominick Salvatore (2011). Microeconomics. Shaum series, McGraw Hill Education. 9) Mithani D.M. (2011) Managerial Economics. Himalaya Publishing House, New Delhi, 10) Seth M. L. (1996).Micro Economics. Lakshmi NarainAgarwalEdn. Publishers, Agra. 11) Patil K.E. (2007) UchattarArthiksidhant.Mangesh Publication, Nagpur. 12) Zamare G.N. (2011) SukshamaArthashastra. Pimpalapur and Company Publishers, Nagpur			



Rayat Shikshan Sanstha's

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Affiliated to Shivaji University, Kolhapur

Name of the Programme : B.Com Bank Management / IT			Semester – I
Name of the Course (Subject): Accountancy Paper – I			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: <ol style="list-style-type: none"> To impart basic accounting knowledge as applicable to business. To Awareness about Basic Accounting Terms To Knowledge about Preparation of Bank Final Account 			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Introduction:- Book –Keeping, Accounting- Scope of financial Accounting- Accounting Concepts and Conventions, Accounting Standards- IND AS.	15	1. Lecture 2. PPT 3. Videos
2	A) Basic Accounting terms:- Types of Accounts, Accounting Rules, Journal-Meaning, Importance and journalizing procedure. B) Voucher to Balance Sheet:- Meaning, procedure for recording and posting of transactions, Balancing of Ledger, Trial Balance and Final Accounts.	15	1. Lecture 2. PPT 3. Videos 4. Practical work
3	Preparation of Bank Final Accounts (Vertical Format only) Meaning, Objectives, Importance, Difference between horizontal & Vertical Format, Rebate on Bill discounted Preparation of Profit & Loss Account and Balance Sheet.	15	1.Lecture 2.PPT 3.Videos 4.Practical work
4	Insurance Claim (Loss of Profit and Loss of Stock) (Meaning, Definition, Objectives, Procedures)	15	1.Lecture 2.PPT 3.Practical work
References: <ol style="list-style-type: none"> Gupta R.L. and Gupta V.K. - Principles and Practice of Accountancy. Shukla and Grewal – Advanced Accounts Khan & Jain – Financial Accounting Maheshwari&Maheshwari- An Introduction to Accountancy. Jain &Narang- Advanced Accounting Macmillan Education - Accounting & Finance for Bankers Websites: <ol style="list-style-type: none"> www.accountingtools.com. www.accountingcapital.com 			



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Name of the Programme : B.Com I (Information Technology (Entire) B.Com I Bank Management (Entire))			Semester – I
Name of the Course (Subject): Principles of Business Management			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: <ol style="list-style-type: none"> 1) Acquaintance with term business and management and its principles. 2) Generating Knowledge of functions of management. 3) Conception with modern concepts of management and its techniques. 4) Knowledge of outsourcing methods. 			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I : Business and Management: 1.1. Business: 1.1.1. Meaning & Definition 1.1.2. Characteristics and Scopes of Business 1.2. Management: 1.2.1. Meaning & Definition 1.2.2. Characteristics and Importance of Management 1.2.3. Nature of Management (An art, Science, Management as a Profession) 1.2.4. 14 Principles of Management	15	<i>Lecture, Interactive ICT Based</i>
2	Unit II: Functions of Management: 2.1 Planning – concepts and process 2.2 Organizing- concepts and types 2.3 Staffing- scientific selection procedure 2.4 Directing- concepts and Principles 2.5 Motivation- concepts and types 2.6 Leadership – concepts and styles and qualities 2.7 controlling- concepts and traditional and modern techniques	15	<i>Lecture Interactive ICT Based Discussion Method</i>
3	3.1. Time Management: 3.2.1. Meaning & importance 3.2.2. Techniques of Time Management, pareto theory 3.2 Event Management: 3.3.1. Meaning & importance, Types of events and management of event with practical approach ,Role of event manager	15	<i>Lecture Interactive ICT Based Group Discussion</i>
4	Outsourcing & I-T Management: 4.1. Outsourcing: 4.1.1. Business process outsourcing (concept, importance & Scopes) 4.1.2. Knowledge process Outsourcing (K.P.O.) 4.1.3. Marketing Process outsourcing (M.P.O.) 4.2. I-T Management: 4.2.1. Application of I-T Management 4.2.2. Principles of I-T Management 4.2.3. Importance of IT in Management	15	<i>Lecture Interactive ICT Based Project Industrial Visit</i>
References: <ol style="list-style-type: none"> 1. Dr. C.B. Gupta, Organisation and Management. 2. M. C. Shukla, Business Organisation and Management. 3. Koontz and O' Donnell, Essentials of Management. 4. Stoner, Management. 5. Peter Drucker, Management. 6. L.M. Prasad, Principles and Practice of Management. 			



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Name of the Programme : B.Com I (Information Technology (Entire) B.Com I Bank Management (Entire))			Semester – I
Name of the Course (Subject): Impression Management – Paper –I			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: <ol style="list-style-type: none"> 1) Acquaintance with the basics of Impression management. 2) Inculcating personality traits. 3) Conception with Soft Skills & Interpersonal Skills. 4) Understanding Communication Skills. 			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	<u>Unit I: Introduction to Impression Management:</u> 1.1 Meaning & Definitions 1.2 Motives and Strategies of Impression Management 1.3 Techniques of Impression Management-(Self Descriptions, Association, Opinion, Conformity, Excuses, Apologies, Acclaiming, Flattery and Favors)	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion
2	<u>Unit II: Personality:</u> 2.1 Concept & definition 2.2 Characteristics of Personality 2.3 Factors influencing Personality 2.4 Types of Personality- (Internal and External Personality)	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion
3	<u>Unit III : Soft Skills & Interpersonal Skills and Time Management:</u> <u>3.1. Soft Skills & Interpersonal Skills:</u> 3.1.1. Introduction to Soft Skills & Hard Skills 3.1.2 Importance of Soft Skills 3.1.3. Difference between Soft Skills & Hard Skills 3.1.4.Types of Soft Skills and Hard Skills- Motivation, Assertive and Decision Making, Leadership and Team Building , Argumentation Skill. <u>3.2. Time Management:</u> 3.2.1. Concept & Importance 3.2.2. Techniques of Time management	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion
4	<u>Communication Skills:</u> 4.1. Concept and Definition 4.2. Process of Communication. 4.3. Types of Communication (Oral & Written , Verbal and Non- Verbal, Formal and Informal) 4.4. Digital Communication 4.5. Techniques of Effective Speech- (Face-to-Face Conversation, Tele Conferencing, Demonstration, Meetings	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion 5. Role play 6.Writing exercise
References: <ol style="list-style-type: none"> 1. Robert A. Giacalone and Paul Rosenfeld, Routledge, (1989) Impression Management in the organization. 2. Barnhart, Adam, (1994) Erving Goffman: The Presentation of Self in Everyday Life. 3. Schlenker, Barry R, Monterey/ California: Brooks/ Cole, (1980) Impression Management: The Self-Concept, Social Identity and Interpersonal Relations. 4. Stephon Robbins, Organizational Behavior. 5. Keith Davis, Human Behavior at Work. 6. Dr. Anjali Ghanekar, Human Behavior. 			



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Name of the Programme : B.Com-Regu / BM / IT		Semester – II	
Name of the Course (Subject):Business Economics (Paper –II)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To acquaint students with micro-economic principles. 2. To understand the application of principles of economics in the field of managerial decision making 3. To apply economic reasoning to solve problems of business. 4. To stimulate students interest by showing the relevance and use of various economic theories.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I – Cost of production and Revenue 1.1 Concepts of costs: Opportunity cost, Social cost, Environmental Cost, Transaction cost, Sunk cost, Incremental cost 1.2 Total, Average, and Marginal costs. Short run and long run cost curves. 1.3 Revenue – Concept of Revenue – Total, Average, and Marginal Revenue. Average and Marginal Revenue Curves in Perfect Competition and Monopoly market. 1.4 Calculation of cost and revenue of a firm	14	Lecture PPT Videos Calculation of cost and Revenue
2	Unit II - Product Pricing I – 2.1 Perfect competition: - Characteristics – Price and output determination of firm in short run and long run 2.2 Monopoly:- Characteristics – Price determination in monopoly 2.3 Concept and types of Price discrimination. 2.4 Case study on Product pricing	14	Lecture Use of PPT Videos Case Study
3	Unit III- Product Pricing II – 3.1. Monopolistic Competition – Characteristics – 3.2. Price and output determination of firm in short and long run. 3.3. Oligopoly – Concept and Characteristics. 3.4. A Study of Business firm (Market structure)	14	Lecture Use of PPT Videos
4	Unit IV- Factor Pricing 4.1 Rent- Ricardian theory and modern theory of rent. 4.2 Wages – Modern theory of wages 4.3 Interest – Liquidity Preference Theory 4.4 Profit - Risk and Uncertainty bearing theory of Profit	18	Lecture Method Use of PPT
References 1) Ahuja H.L. (2010). Business Economics.S. Chand & Company New Delhi-110055 2) Mithani D.M. and Murthy G.K. (2007). Fundamentals of Business Economics. Himalaya Publishing House, New Delhi. 3) Zambre G.N. (2004). Business Economics.Pimplapure Publisher, Nagpur. 4) Mankar V.G. (2000).Business Economics. Himalaya Publishing House, New Delhi. 5) Koutsoyiannis (1979). Modern Micro Economics. MacMillan Press Ltd. London. 6) Dewett K. K. (2006). Modern Economic Theory. S.Chand and Company Ltd., New Delhi. 7) Jhingan M. L.(2012) Micro Economic Theory.Vrinda Publication (p) Ltd. 8) Dominick Salvatore (2011). Microeconomics. Shaum series, McGraw Hill Education. 9) Mithani D.M. (2011) Managerial Economics. Himalaya Publishing House, New Delhi, 10) Seth M. L. (1996).Micro Economics. Lakshmi NarainAgarwalEdn. Publishers, Agra. 11) Patil K.E. (2007) UchattarArthiksidhant.Mangesh Publication, Nagpur. 12) Zamare G.N. (2011) SukshamaArthashastra. Pimpalapur and Company Publishers, Nagpur			



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Name of the Programme : B.Com Bank Management /IT		Semester – II	
Name of the Course (Subject): Accountancy Paper – II			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To impart knowledge of Depreciation. 2. To Awareness about Single Entry System 3. To Knowledge about Preparation of Company Final Account 4. To Awareness about Cost Accounting			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Depreciation Meaning, important terms, methods of depreciation – Straight Line Method and Written Down Value method and change in the method of depreciation.	15	1.Lecture 2.PPT 3.Videos
2	Single Entry System Conversion of single entry into double entry system.	15	1.Lecture 2.PPT 3.Videos 4.Practical work
3	Company Accounts Meaning and features of Company- types of share and shares capital, Preparation of final Accounts (Vertical format only)	15	1.Lecture 2.PPT 3.Videos 4.Practical work
4	Introduction to Cost Accounting Meaning of cost, cost accounting, objectives, advantages, limitations, difference between cost and financial accounting, elements of cost, Preparation of Cost Sheet.	15	1.Lecture 2.PPT 3.Videos 4.Practical work
References: 1. Gupta R.L. and Gupta V.K.- Principles and Practice of Accountancy. 2. Shuklo and Grewal – Advanced Accounts 3. Khan & Jain – Financial Accounting 4. Maheshwari&Maheshwari- An Introduction to Accountancy. 5. Jain &Narang- Advanced Accounting 6. Arora – Computer Accounts.			
Websites: 1. www.accountingtools.com. 2. www.accountingcapital.com. 3. www.tallysolutions.com			



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Name of the Programme : B.Com I (Information Technology (Entire) B.Com I Bank Management (Entire))			Semester – II
Name of the Course (Subject): Impression Management – Paper –II			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. Articulate the students with the basics of self-presentation. 2. Conversance with the Interview Techniques. 3. Insight into group discussion. 4. Inculcating with Business Etiquettes.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	<u>Unit I: Self-Presentation Physical appearance:</u> 1.1 Factors affecting Physical Appearance 1.2 Self Introduction 1.3 Self-Confidence 1.4 Body Language 1.5 Interaction Skill	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion
2	<u>Unit II: Interview Techniques:</u> 2.1 Meaning and definitions of Interview 2.2 Types of Interview 2.3 Preparing for job interview 2.4 Verbal and non-verbal communication during job interview Observation session and role play techniques to be used to demonstrate interview strategies	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion
3	<u>Unit III : Group Discussion:</u> 3.1. Concept & definition 3.2. Features and Scope of Group Discussion 3.3. Process of Group Discussion 3.4. Dynamics of group behavior 3.5. Techniques of effective participation in GD	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion
4	<u>Unit IV: Business Etiquettes:</u> 4.1. Meaning and Definitions of Etiquette and Business Etiquettes 4.2. Etiquettes during Business Meetings 4.3. Etiquettes during Conference 4.4. Dining Table Etiquettes 4.5. Common Etiquette Mistakes 4.6 . Negotiating and Conflict Resolution	15	1.Lecture 2.Use of PPT 3.Case Study 4. Discussion 5. Role play 6.Writing exercise
Reference books: 1. Schlenker, Barry R, Monterey/ California: Brooks/ Cole, (1980) Impression Management: The Self-Concept, Social Identity and Interpersonal Relations. 2. Stephon Robbins, Organizational Behavior. 3. Keith Davis, Human Behavior at Work. 4. Dr. Anjali Ghanekar, Human Behavior. 5. The ICFAI Center for Management Research, (2003) Business Communication, the ICFAI Publication. 6. Courtland L. Bovee, John S. Thill and Barbara E. Schatzman, Pearson Education, (2003) Business Communication Today. 7. Dr. C.S Rayudu, Business Communication, HH Publication, Eight Revised Edition.			

B.Voc - Accounting and Taxation Syllabus**Name of the course: Communication Skills Semester-I****Paper No- GEC-1 Marks - 100 Credits - 4****Course Objectives:**

1. To enable the students to communicate effectively, impressively in English considering the global needs.
2. To prepare the students in English communication for vocational jobs.
3. To make them able, confident and competent for upcoming challenges

Contents	Theory	Practical	Total	Course Outcome
Section I : English for Financial Markets and Services Unit I Developing Vocabulary for Financial Markets and Services Unit II English for Banking Services	08	04	12	Marketing Skills
Unit III English for Marketing Unit IV Presentations in Business Situations (E-Communications)	08	07	15	Presentation Skills
Section II : Reading Comprehension Unit V The Hare and Tortoise(A Management Fable)- K.V. Suryamohan Unit VI A Real Life Experience – Sudha Murthy	10	06	16	Reading Skills
Unit VII The Accountants' House -Vikram Seth Unit VIII Executive- John Betjeman	10	07	17	Vocabulary
Total Hours	36	24	60	

Activities for Practical :

- Presentation on various topics

- Practical on marketing skills
- Practical on vocabulary
- Practical on reading comprehension and group discussion

References :

- 1)Textbook of English for Business Communication B.Com part I /II published by Shivaji University ,Kolhapur,2014
- 2) Dhanvel,S.P.,English and Soft Skills:Orient Black Swan
- 3)Klaus Peggy,Jane Rohman and Molly Hamker.The Hard Truth about Soft Skills ,London Harper Collins
- 4)Stein,Steven J.&Howard E Book.The EQ Edge :Emotional Intelligence and Your Success.Canada:Willey &Sons,2006
- 6) Murthy,Sudha.A Real Life Experience,an article,2007.

B.Voc - Accounting and Taxation (Semester -I)**Business Economics****Paper No- GEC-2****Marks - 100****Credits - 4****Course Objectives:**

1. To aware the students about fundamentals of economics and its applications in financial institutes
2. To make familiar the students with economic issues and its relevance with financial services
3. To provide skill education in use of economic principles and theories in financial services
4. To make able to the students for applications of business economics in banking and financial sector

Contents	Theory	Practical	Total	Output
Unit 1- Introduction to Business Economics <ul style="list-style-type: none">• Meaning and scope of business economics• Factors of Production and Its Features• Business Decisions- Types and Nature• Characteristics of wants	10	02	12	Understanding about nature of business economics
Unit 2- Demand, Supply and Service Quality <ul style="list-style-type: none">• Law of demand and factors affecting on demand• Elasticity of Demand and its Types• Law of Supply - factors affecting on supply• Service Quality and its dimensions	10	05	15	Understanding about and use of law of demand and supply , service quality parameters

Unit 3 - Consumer Behaviour <ul style="list-style-type: none"> • Utility analysis and its Applications • Indifference Curve and Its Properties • Psychological Law of Consumption • Concept of Consumer's surplus 	12	04	16	Understanding about consumer behaviour in market
Unit 4- Cost, Revenue and Profit <ul style="list-style-type: none"> • Cost and Revenue -Concepts and its applications • Pricing of Services - Pricing Practices • Break Even Analysis and its applications • Profit- meaning, concepts and rationale • Applications of concepts in business 	12	05	17	Understanding about cost, revenue and profit issues in business organization
Total Hours	44	16	60	

B.Voc - Accounting and Taxation
Syllabus of B. Vocation Part- I Semester-I
Subject: Fundamentals of Management
Paper Code:

Objectives:

- 1) To acquaint the students with the basic Concepts of management.
- 2) To make the learners aware about conceptual knowledge and evolution of Management
- 3) To familiarize the learners with the Techniques of Modern Management.

Sr. No.	Unit Name	Content	Theory Hours	Practical Hours	Total	Skill Outcome	Credits
1	<u>Introduction to Management:</u>	1.1. Introduction, meaning and nature of Management 1.2. Characteristics of Management 1.3. Functions 1.4. Significance 1.5. Scope of Management 1.6. Managerial Skills and Competencies 1.7. Management as an Art and Science 1.8. Professional	09	06	15	Understanding of concept of management	01

		Management (Characteristics and need)					
2	<u>Contribution to management:</u>	<p>2.1.1. F.W. Taylor:- (Scientific management, characteristics, Principles and techniques)</p> <p>2.1.2. Henry Fayol:- (14 principles of Management)</p> <p>2.1.3. Elton Mayo:- (Hawthorne Experiment and its findings)</p> <p><u>2.1.4. M.B.O by Peter Ducker</u></p> <p>Process of M.B.O Advantages of M.B.O</p>	09	06	15	Understanding the Contribution to management	01
3	<u>Planning & Decision making</u>	<p><u>3.1. Planning:</u></p> <p>3.1.1. Definition and features</p> <p>3.1.2. Steps in Planning</p> <p>3.1.3. Significance in planning process</p> <p>3.1.4. Components of Planning</p> <p><u>3.2. Decision Making:</u></p> <p>3.2.1. Concept & Definition</p> <p>3.2.2. decision making process</p> <p>3.2.3. Essential of a sound Decision making,</p>	09	06	15	Understanding of Planning & Decision making	01

		3.2.4. Techniques of decision making 3.2.5. Use of Management Information System in Decision making <u>3.3 Controlling-</u> 3.3.1 Concept 3.3.2 Process 3.3.3 Techniques					
4	<u>Techniques of Modern Management:</u>	4.1.1. Types of Management Techniques 4.1.2. Total Quality Management (TQM) Concepts of quality, Meaning of TQM, Elements of TQM, Contribution of Deming and Juran 4.2. Six Sigma: Meaning and features, Levels of Six Sigma. 4.3. Benchmarking: Concepts, Types, Advantages and Limitations.	09	06	15	Understanding the Techniques of Modern Management	01
		Total Hours	36	24	60		04

Bachelor of Vocation in Accounting & Taxation Part I, Sem I

Fundamentals of Accounting

Paper No- SC-1

Marks - 100

Credits – 6

Objective:- To impart basic accounting knowledge as applicable to business.

Contents	Theory	Practical	Total	Course Outcome
<p>Unit 1 - Introduction to Accounting</p> <p>Accounting Concepts and conventions, objectives, advantages and limitations, Types of Accounting, users of Accounting information and their needs, Basic Accounting terms.</p>	10	07	17	Understanding about accounting concepts and basic terms used in accounting
<p>Unit 2 - Accounting Standards</p> <p>Concepts, objectives and importance of Accounting Standards and International Financial reporting Standards (Theory only)</p>	10	07	17	Understanding about Indian Accounting Standards and International Accounting Standards
<p>Unit 3 - Journal , Ledger and Secondary Books</p> <p>Introduction , Definitions , Needs and Importance , terms associated with Journals , features, advantages of Journal and Ledger , Cash Book , Sales Book , Purchase Book , Return Inward Book ,</p>	08	20	28	Understanding about recording of transactions in various books

Return Outward Book , Debit Note , Credit Note .				
Unit 4 - Basic Financial Statements Introduction, Needs and Importance of Balance Sheet, Income Statement and Cash flow statement and discussion on how to prepare these statements.	08	20	28	Understanding and Preparation of Financial Statements
Total Hours	36	54	90	

Reference Books and Journal

- 1. T.S.Grewal - Double Entry Book Keeping Financial Accounting - Along with Project Work**
- 2. Gupta R. L. and Radhaswamy M - Financial Accounting**
- 3. Shukla M. C., Grewal T.S., Gupta S.C.- Advanced Accounts**
- 4. Agarwala A.N., Agarwala K.N. - Higher Science of Accountancy**
- 5. Jain & Narang - Advanced Accountancy**
- 6. Maheshwari S.N. - Advanced Accountancy**
- 7. ICAI Journal**

Bachelor of Vocation in Accounting & Taxation Part I, Sem I

Legal Framework of Income Tax, PF and ESI

Paper No- SC-2

Marks - 100

Credits – 6

Objectives:- - To provide basic knowledge about income tax, PF and ESI.

- To impart practical knowledge regarding filing of income tax returns.

Contents	Theory	Practical	Total	Course Outcome
Unit 1- Income Tax(Applicable to Individual) <ul style="list-style-type: none">• Applicability & Definitions• Basis of Charge & validation documents (PAN, Aadhaar etc.)• Residential Status• Income Exempt u/s 10.• Deductions while Computing Total Income.• Computation of Total Income – Simple problems	10	07	17	Understanding Basics of Income Tax Framework in India
Unit 2– Statutory Advice – Income Tax <ul style="list-style-type: none">• Statutory deductions carried out in Organizations(Sec 30 to38)• Special provisions with respect to certain business and professions (40 to 44AE)• Due Dates of Return Filing and Penalties (Section – 271,271C & 271F)• Income Tax Forms (Other than Returns) (Form No:15G,15H,16,16A, 26AS,49A,60)• Income Tax Returns:(ITR-1 SAHAJ, ITR-2, ITR-3, ITR-4- SUGAM, ITR-5,	10	07	17	Understanding Practical aspects of Income Tax filings for an organization

ITR-6, ITR-7)				
Unit 3- Employees Provident Fund (PF) <ul style="list-style-type: none"> • Applicability & Definition • Employee Provident Fund Scheme • PF Deductions for Employer & Employee • PF Provisions with respect to Withdrawal & Closure of PF Account. • PF Regulatory Authority (Central Board ,Executive Committee)(Theory only) 	08	20	28	Understanding basics of Provident fund Framework in India and practical aspects relating to PF
Unit 4- Employees State Insurance (ESI) <ul style="list-style-type: none"> • Applicability & Definition • Constitution of Corporation • Employee State Insurance Fund • Contribution (Employer & Employee) • Benefits (Sec 46 to 51E) • Penalties (Sec 84 , 85 &88) (Theory Only) 	08	20	28	Understanding basics of Employee State Insurance Framework in India and practical aspects relating to ESI
Total Hours	36	54	90	

References

1. Law & Ethics & Communication(CA- IPCC) :- Munish Bhandari
2. Taxman's Income Tax Act As amended by Finance Act 2018
3. Income Tax Law and Practice: Dr. N. Hariharan
4. Students Guide To Income Tax :Monica Singhanian Vinod K Singhanian
5. Law, Ethics and Communication: Padhuka CA IPCC
6. ICAI Journal

Bachelor of Vocation in Accounting & Taxation Part I, Sem I**Tally ERP 9.1****Paper No- SC-3****Marks - 100****Credits – 6**

Objective:- To obtain knowledge of various accounting software's and practical areas of accounting.

Contents	Theory	Practical	Total	Course Outcome
Unit 1 - Introduction to Tally Features of Tally, Importance of Tally, Vouchers in Tally, latest version, creation of company, loading, selection, shutting, altering, groups, ledgers, advance usage of ledger.	10	07	17	Understanding about Tally software and it's features
Unit 2 - Payroll Accounting functions (PF, ESI, PT) Introduction to Payroll, Payroll function in Tally ,Enable & configure Payroll , Generation of reports, Pay slip, Pay sheet , Payroll Register ,Gratuity report, Expert reports, Configuring Printing Report, Group Summary, Attendance Register, Payroll practice Exercises,	10	07	17	Understanding the Payroll System and preparation of Salary Slip in Tally
Unit 3 - GST with Tally Creating a Company in Tally for GST System , Activating GST in Tally , Enable GST Classification , Creating GST Classification , Display GST Classification , Alter GST Classification	08	20	28	Understanding GST and enable GST in Tally

Unit 4 - Reports in GST With Tally Creating Stock Groups with GST details , Creating Stock items with GST details , Creating Party ledgers with GST details , Creating Purchase and Sales Ledger Creating GST Tax Ledgers, Transactions for GST, Purchase and Sales Transactions, GST Tax Payment, GST Reports.	08	20	28	Understanding the reports and preparation of various reports in Tally
Total Hours	36	54	90	

Reference Books

1. Tally ERP 9.1 with GST -: BPB Publication
2. Tally ERP 9.1 -: Soumya Ranjan Behera

B.Voc - Accounting and Taxation (Semester -II)**Logical Thinking****Paper No- GEC-4 Marks – 100 Credits - 4****Course Objectives:**

1. To aware the students about General Mental Ability
2. To aware the students about Critical Thinking Process and its applications in business
3. To aware the students about Logical Ability and its applications in business
4. To improve Decision Making capacity of the students

Contents	Theory	Practical	Total	Course Outcome
Unit 1- General Mental Ability <input type="checkbox"/> Analogy Classification <input type="checkbox"/> Coding and Decoding and Blood Relations <input type="checkbox"/> Inequalities , Figural Analogy, Space Orientation <input type="checkbox"/> Direction Sense Test, Artificial Language	07	05	12	Development of Mental ability
Unit 2- Logical Ability <input type="checkbox"/> Logical Sequence of Words <input type="checkbox"/> Time and Calendar <input type="checkbox"/> Inserting the Missing Character <input type="checkbox"/> Rule Detection, Logical Venn diagrams	09	06	15	Development of Logical Thinking Capabilities
Unit 3 - Critical Thinking Process <input type="checkbox"/> Statement - Arguments, Statement - Assumptions <input type="checkbox"/> Statement - Courses of Action , Statement - Conclusions <input type="checkbox"/> Symbolic operations, Symbolic/Number Analogy	10	06	16	Improve critical thinking abilities

<input type="checkbox"/> Emotional Intelligence, Word Building, Social Intelligence,				
Unit 4- Decision Making <input type="checkbox"/> Assertion and Reason , Course of action <input type="checkbox"/> Situation Reaction Test, Problem Solving <input type="checkbox"/> Verification of Truth of the Statement <input type="checkbox"/> Sequential output Tracing	10	07	17	Improve right decision making abilities
Total Hours	36	24	60	
Activities for Practical : <input type="checkbox"/> Practical on Coding and Decoding and Blood Relations <input type="checkbox"/> Practical on Statement - Courses of Action , Statement - Conclusions <input type="checkbox"/> Practical on Sequential output Tracing References : 1. Marilyn vos Savant (1996). The Power of Logical Thinking: Easy Lessons in the Art of Reasoning, ISBN: 9780312156275, 0312156278 2. William Dettner (2015). The Logical Thinking Process : A Systems Approach to Complex Problem Solving, ISBN-13: 978-8174890412 3. Ranga Raghuram (2009). Critical Thinking and Logical Reasoning - Workbook 2, ISBN 0981998313 4. RS. Agarwal (2017). A Modern Approach to Verbal & Non-Verbal Reasoning, S Chand Publishin, ISBN-10: 9789352832163 5. M. K. Pandey (2018). Analytical Reasoning (2018-2019) Session, Bsc Publishing Co. Pvt. Ltd; 3rd edition ISBN-10: 8190458914 6. Indu Sijwali & B. S. Sijwali (2014)-A New Approach to Reasoning: Verbal, Non – Verbal & Analytical 7. R.S. Agarwal (2016)- Verbal and Non-Verbal Reasoning , S Chand Publishing 8. R.S. Agarwal(2017) - Modern Approach to Logical Reasoning, S Chand Publishing				

9. Praveen R. V.(2016). Quantitative Aptitude and Reasoning, PHI Learning Pvt. Ltd.
10. Sinha RP (2015). The Pearson Guide to Logical Reasoning and Data Interpretation for the CAT 2/e, Pearson Education India
11. Arihant; Single edition (28 July 2014) -How to Crack Test of Reasoning: In All Competitive Exam, ISBN-10: 935176222X

DGSC

B.Voc - Financial Markets & Services/ B.Voc - Accounting and Taxation (Semester -II)**Monetary Economics****Paper No- GEC-2****Marks - 100****Credits - 4****Course Objectives:**

1. To aware the students about fundamentals of monetary economics and its applications in financial institutes
2. To make familiar the students with monetary issues and its relevance with financial services
3. To provide skill education for using principles and theories of monetary economic in financial services

Contents	Theory	Practical	Total	Course Outcome
Unit 1- Introduction to Money <ul style="list-style-type: none">• Meaning and Functions of Money• Currency system and its management in India• Electronic Money -Nature, Types and Features• Demand for Money	07	05	12	Able to understand the money system
Unit 2- Money Supply and Inflation <ul style="list-style-type: none">• Value of Money and Quantity Theory of Money• Measurement of Money Supply• High-Power Money, Money Multiplier• Inflation, Concepts and measurements (CPI & WPI)• Measures to control inflation	09	06	15	Understand the various concept of money and inflation
Unit 3 Interest Rate Determination <ul style="list-style-type: none">• Concept of Real and Nominal rate of Interest Rate -Factors affecting on rate of interest	10	06	16	Understand the concepts, theory and trends in interest rate determination

<ul style="list-style-type: none"> • Term Structure of Interest Rates • Loanable fund theory of interest • Calculation and comparison of Interest Rates (Practical) 				
Unit 4- Foreign Exchange Market <ul style="list-style-type: none"> • Meaning, functions, Participants and transactions of Foreign Exchange market • Purchasing Power Parity Theory • Type of exchange Rates • Nominal, Real, Spot and Forward exchange Rate-Review of Exchange Rates 	10	07	17	Understand the exchange rates, its determination and convertibility of rupee
Total Hours	36	24	60	
Activities for Practical : <ul style="list-style-type: none"> • Seminar on Currency system and its management in India • Calculation of CPI & WPI • Presentation on Factors affecting on rate of interest • Presentation on Foreign Exchange market • Discussion on forex market • Comparison of Term Structure of Interest Rates 				
References : <ol style="list-style-type: none"> 1. Bain, Keith & Howells, Peter (2009), Monetary Economics: Policy and Its Theoretical Basis, Palgrave. 2. Friedman, Ben & Hahn F.H. (Eds.), (1990), Handbook of Monetary Economics, Vols. 1, 2, & 3, North Holland Publishers. 3. Gupta, S.B. (1983), Monetary Economics, S. Chand & Company, New Delhi. 4. Mankiw N. Gregory (2012), Macroeconomics, Worth Publisher, New York 5. Mishkin Frederic (2007), The Economics of Money Banking and Financial Markets, 8th ed Addison Wesley Longman Publishers. 				

B.Voc - Accounting and Taxation

Syllabus of B. Vocation Part- I Semester-I

Subject: Service Marketing

Paper Code:

Objectives:

- 1) To enable the students to understand the basic Concepts of Service Marketing Management
- 2) To make the learners aware about evolution of Service Marketing Management
- 3) To familiarize the learners with the Service Marketing and Service Marketing Research

Sr. No.	Unit Name	Content	Theory Hours	Practical Hours	Total	Skill Outcome	Credits
1	Introduction to Service Marketing	1.1 Marketing: Meaning and Definitions, Nature, Scope, and Importance of Marketing 1.2 Service Marketing: Meaning, Concepts and Characteristics 1.3 Service Sectors: Concepts and Reasons for the Growth of Services Sector 1.4 Difference in Goods and Services in Marketing, Myths	09	06	15	Understanding of Concept of Service Marketing	01

		about Services 1.5.Service Marketing mix, Physical Evidence in Services					
2	Consumer Behaviour in Services and Customer Relationship Management	A) Consumer Behaviour in Services 2.1 Customer Expectation of Services 2.2 Factors influencing Customer Expectation of Services 2.3 Factors influencing Customer Perception of Services 2.4 Strategies for Influencing Customer Perception 2.5 Service Encounters, Customer Satisfaction B) Customer Relationship Management 2.6 Meaning and Importance 3.2 Evolution of Customer Relationship Management 3.3 Benefits of Customer Relationship 3.4 Levels of	09	06	15	Understanding of Consumer Behaviour in Services and Customer Relationship Management	02

		Retention Strategies 3.5 Building Customer Relationship in Financial Sectors 3.6 Market Segmentation-Basis & Targeting in Services.					
3	Research in Service Marketing	3.1 Meaning , Steps involved in Service Marketing Research 3.2 Service Marketing Research Approaches- Observational, Survey and Experimental Research 3.3 Steps involved in Service Marketing Research 3.4 Research Areas in Financial Services	09	06	15	Understanding of Research in Service Marketing	01
4	Customer Defined Service Standards	4.1 “Hard” & “Soft” Standards, 4.2Process for Developing Customer Defined Service Standards 4.3Leadership &Measurement System for Market Driven Service Performance 4.4 Service Quality as Profit Strategy 4.5 Role of Service	09	06	15	Understanding of Service Standards	01

		Quality in Offensive and Defensive Marketing 4.6 Service Design and Positioning 4.7 Challenges of Service Design, 4.8 New Service Development-Types, Stages 4.9 Service Blue Prints-Using & Reading Blue Prints 4.10 Service Positioning-Positioning on the Five Dimensions of Service Quality 4.11 Service Recovery.					
		Total Hours	36	24	60		04

Practical:

1. Role-play
2. Advertising posters
3. Case Study
4. Home Assignment
5. Seminar
6. Group Discussion
7. Project-work on consumer behavior
8. Survey and Report

References-

Sr.No.	Title	Publisher	Publication
1.	<i>Service Management and Marketing</i>	Christian Grönroos	Lexington Books
2.	Advanced Producer Services: Just a Service to Manufacturing	L.E. Juleff-Tranter	<i>The Service Industries Journal</i>

1. T.S.Grewal - Double Entry Book Keeping Financial Accounting - Along with Project Work

2. Gupta R. L. and Radhaswamy M - Financial Accounting
3. Shukla M. C., Grewal T.S., Gupta S.C.- Advanced Accounts
4. Agarwala A.N., Agarwala K.N. - Higher Science of Accountancy
5. Jain & Narang - Advanced Accountancy
6. Maheshwari S.N. - Advanced Accountancy
7. ICAI Journal

DDGC

Credits – 6

Objective: - To obtain knowledge of various provisions of Income Tax Act and their application in computation of income of individuals under various heads of income.

Contents	Theory	Practical	Total	Output
Unit 1 - Introduction to Taxation: <ul style="list-style-type: none"> • Concept, Nature and characteristics • Different types of taxes • Difference between tax, fees and cess • Tax evasion, tax planning, tax avoidance (Case study) • Organizational structure of Tax Authorities 	15	0	15	Understanding basics of taxati system
Unit 2 - Basics of Income Tax: <ul style="list-style-type: none"> • Important Definitions • Residential status of an assessee • Tax Liability of individual, HUF, partnership, & limited companies 	5	15	20	Practical application of income tax provisions to determine residential status & to calculate tax liability
Unit 3 - Exemptions & Deductions: <ul style="list-style-type: none"> • Exempted Incomes u/s 10 • Deductions under Chapter (VIA) applicable to individuals 	5	15	20	Conceptual understanding of exemptions and deductions
Unit 4 - Indirect Tax <ul style="list-style-type: none"> • Concept • Types of indirect tax (Customs , central excise & GST) • Features • Right to impose indirect taxes by Centre and States/Union Territories) 	06	09	15	Conceptual understanding of indirect taxes
Unit 5 - GST in India: <ul style="list-style-type: none"> • Genesis of GST in India • Constitutional Provisions • Concept and need of GST • Registration • Benefits of GST • Legal framework of GST • Input Credit & set off 	10	10	20	Basic understanding of GST & practical understanding of registration & input credit & set off
Total Hours	41	49	90	

Reference Books:

- (i) Students Guide to Income - Tax - V. K. Singhania, Taxmann Publications
- (ii) Income Tax Law & Practice - V. K. Singhania
- (iii) Income - Tax Law & Practice - Dinkar Pagare
- (iv) Indirect Tax Laws – Taxman

An Introduction to Auditing

Marks - 100

Objective:- To gain working knowledge of generally accepted auditing procedures, techniques and skills.

Reference Books:-

- (i) Principles of Auditing - De Paula
- (ii) Practical Auditing - B. N. Tandon
- (iii) Contemporary Auditing - Kamal Gupta



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Name of the Programme : B.C.A.		Semester – I	
Name of the Course (Subject): Fundamentals of Computers			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To learn basic concepts of computer 2) To learn functions of input and output devices 3) To learn computer number system 4) To learn concept of operating system			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Introduction to Computer 1.1. Introduction ,Characteristics of computer, 1.2. History & Evolution 1.3. Organization of Computers, 1.4. Concept of Hardware & Software 1.5. Applications of Computers in Various Fields 1.6. Computer Languages–Machine Language, Assembly Language, High-level Language 1.7. Language translators: Compiler, Interpreter, Assembler 1.8. Types of Computer- PC, Workstation, Minicomputer, Mainframe, Supercomputer	15	Lecture, Interactive ICT Based
2	Unit II: Input Devices 2.1. Keying: Keyboard, Touch screen, 2.2. Pointing devices: Mouse, digitizer, Joystick 2.3. Scanning devices: Scanner, OMR, OCR, and MICR 2.4. Output devices – Monitors (CRT, TFT, LCD, Plasma)Screen Image Projector, 2.5. Printers & its types, Plotters 2.6. Memory Devices - 2.6.1 Primary Memory & its types (RAM, ROM), 2.6.2 Secondary memory & its types (Hard Disk, Flash Drives, Magnetic Tape, Optical Discs- CD, DVD, Blue Ray)	15	Lecture, Interactive ICT Based

3	Unit III: Number System 3.1. Decimal, Binary, Octal & Hexadecimal 3.2. Conversion from One base to another base 3.3. Computer Codes - : BCD, EBCDIC, ASCII	15	Lecture, Interactive ICT Based
4	Unit IV: Operating System 4.1. Meaning and Definition 4.2. Structure of O.S. 4.3. Types of O.S. 4.4. Functions of O.S. 4.5. DOS -Internal & External commands. 4.6. Windows Operating system <ul style="list-style-type: none"> 4.6.1 Components of window-Desktop, Windows Explorer, Control Panel 4.6.2 Managing the files and folders 4.6.3 Accessories: Paint, calculator and notepad, calculator 	15	Lecture, Interactive ICT Based
References: 1. Computer Fundamentals by P.K.Sinha and PritiSinha. 2. Computer fundamentals by Rajaraman. 3. Introduction to Data Processing By Prof. D. R. Patil, Pawar, Lad, Shinde(Dreamtech Publication) 4. Computer Today – Basandara			



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Name of the Programme : B.C.A.		Semester – I	
Name of the Course (Subject): Programming in ‘C’ - Part-I			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To learn the basic concept of C Programming. 2) To understand how to use programming			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Algorithm and Flowchart 1.1 ALGORITHM: Definition, notations, characteristics of algorithm, examples on algorithm. 1.2 FLOWCHARTS: Definition, features of flowcharts, symbols, examples, coding, running, debugging-types of errors (syntax, Logical, runtime errors.)	15	Lecture, Interactive ICT Based
2	Unit II: Introduction to ‘c’ History, features of c language, Character set, Identifiers: variables, constants, Symbolic constants, keywords. Data types, Operators: Arithmetic, relational, logical, Assignment, bitwise, increment /decrement and special operators. Structure of program, Input and Output Functions	15	Lecture, Interactive ICT Based
3	Unit III: Conditional Flow Statements Conditional Statements : if, If-else nested if-else, switch statement. Loops: while, for, do-While loop, Unconditional statements: Break, continue, exit, goto statements	15	Lecture, Interactive ICT Based
4	Unit IV: Arrays & String 4.1 Meaning and definition, Declaration, Initialization and types of arrays (single and multidimensional arrays). 4.2 Strings: Meaning and definition, Declaration, Initialization String functions strlen(), strrev(), strlwr(),strupr(), strcat(), strcmp(), strcpy().Handling of character array.	15	Lecture, Interactive ICT Based
References: 1. The C programming Language by Ritchie and Kernighan. 2. Let us C by Y.C. Kanetkar 3. Introduction to programming using C by Prof.D.R.Patil, Pawar, Shinde and Lad(Dreamtech). 4. Programming in C by D Ravichandran. 5. C Programming by venugopal			



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Name of the Programmme : B.C.A		Semester – I	
Name of the Course (Subject): Principals of Management			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Acquaintance with the basic principles of business management. 2) Familiarity with planning and organizing. 3) Understanding the concept of motivation. 4) Development of leadership and controlling skills and abilities.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Management 1.1 Definition of Management 1.2 Nature and importance of management. 1.3 Functions of Management 1.4 Management as an art, science and Profession 1.5 14 principles of Management	15	Lecture, Interactive ICT Based
2	Unit II: Planning & Organizing 2.1 Planning: 2.1.1 Meaning & definition 2.1.2 Nature and Importance 2.1.3 Process of planning 2.1.4 Limitations of planning 2.2 Organizing: 2.2.1 Meaning & definition 2.2.2 Importance 2.2.3 Principles of organizing Line, line and staff, functional organisation , committee organization	15	Lecture, Interactive ICT Based
3	Unit III: Staffing & Motivation 3.1. Staffing: 3.1.1. Meaning & Definition 3.1.2. Human resource planning 3.1.4. Sources of Recruitment & Scientific Selection Procedure Training & Development. 3.2 Directing 3.2 Motivation: 3.2.1. Meaning & definition 3.2.2. Importance of motivation 3.2.3. Theories of motivation- (Need Theory & Theory X & Y)	15	Lecture, Interactive ICT Based
4	Unit IV: Leadership & Controlling	15	Lecture, Interactive

	4.1. Leadership: 4.1.1. Meaning & Definition 4.1.2. Qualities of successful leader 4.1.3. Functions of a Leader 4.1.4. Leadership Styles 4.2. Controlling: 4.2.1. Meaning & definition 4.2.2. Importance 4.2.3. Steps in Control Process 4.2.4 Techniques of control		ICT Based
References: 1. Vaishali Sheth, Principles of Management. 2. P.C.Tripathi, Principles of Management. 3. Koontz.H, Essentials of Management. 4. Pardesi P.C, Principles & Practices of Management. 5. Prasad L.M, Principles & Practices of Management. 6. Shejwalkar P.C, Principles & Practices of Management. 7. Geage Terry, Principles & Practices of Management. 8. Tripathi C.Reddy, Principles & Practices of Management. 9. Stepham P.Robbins, Fundamentals of Management. 10. Journal of Management.			



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Name of the Programme : B.C.A.		Semester – I	
Name of the Course (Subject): Financial Accounting			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To impart the knowledge about recording of transactions and preparation of final accounts 2) To acquaint the students about accounting software packages			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Final Accounts of Non Profit Concerns Preparation of Receipts and Payments A/c, Income and Expenditure A/c and Balance Sheet	15	1) Lecture 2) PPT 3) Videos 4) Practical Work
2	Unit II: Company Final Account (vertical form) Meaning, Objectives, Importance, Difference between horizontal & vertical format, preparation of Profit & Loss Account and Balance Sheet.	15	1) Lecture 2) PPT 3) Videos 4) Practical Work
3	Unit III: Introduction to Tally Introduction to Tally - Features of tally, creation of company, Accounts only and Accounts with, Gateway of Tally, Accounts confiscation, Groups and Ledgers, Voucher entry with Bill wise details, Interest computation, order processing	15	1) Lecture 2) PPT 3) Videos 4) Practical Work
4	Unit IV: Introduction to Goods and Service Tax Important Definitions, Advantages & limitations, Classifications of Goods and Services, Composition scheme under GST, Journal entries and Ledgers	15	1) Lecture 2) PPT 3) Videos 4) Practical Work
References: 1. Advanced Accountancy- Shukla, Grewal and Gupta 2. Advanced Accountancy- Jain and Narang 3. Advanced Accountancy- Maheshwari 4. Advanced Accountancy- L.B. Singh & V.P. Singh 5. Computerized Financial Accounting Using Tally – RajanChougale.			
Websites: 1. www.accountingtools.com 2. www.accountingcapital.com 3. www.tallysolutions.com			



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Name of the Programme : B.C.A.			Semester – I
Name of the Course (Subject): Office Management and Communication			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To enable the students to communicate effectively, impressively in English considering the global needs. 2) To make students familiar with Information Technology.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Introduction to Office Management Office Management-meaning elements of office management-purpose, environment, means and personnel, function of office management- planning, organizing, staffing directing, motivating, co-ordinating, and controlling,	15	Lecture, Interactive ICT Based
2	Unit II: Location, Layout and Environment of Office Location of office-meaning, principles-factors affecting location. Office layout-meaning and objectives, factors affecting office layout. Office environment-meaning-importance-elements-office lighting, ventilation and temperature control, interior decoration, furniture, freefrom noise and dust, safety, sanitary arrangement, security and secrecy.	15	Lecture, Interactive ICT Based
3	Unit III: Communication Meaning, characteristics and importance of communication-classification of communication formal and informal communication-advantages and disadvantages-means of formal and informal communication.	15	Lecture, Interactive ICT Based
4	Unit IV: Communication Process Steps in communication process-role of communication in business organization-barriers to effective communication-remedies for improving effectiveness of communication, E-communication-meaning-importance tools-benefits and limitations, Business Communication-Writing E-Mail. Social Media Communication- Instagram, WhatsApp, Twitter, Facebook	15	Lecture, Interactive ICT Based
References: 1. J.C. Denyar-Office Management 2. R.K.Chopra-Office Management 3. Leffingwell and Robinson-Text book of Office Management 4. George R.Terry-Office Management and Control 5. P.H.Reddy-Office Management and Communication 6. Sharma, Gupta and Nayyar-Office Management 7. Essentials of Business Communication - Rajendra Pal and J.S.Korlahalli 8. Business Communication-U.S.Rai and S.M.Rai 9. Bussiness Correspondence and Report Writing-R.C.Sharma and Krishna Mohan 10. Business Communication-Robert MaArcher, Ruth Pearson.			



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Name of the Programmme : B.C.A.		Semester – I	
Name of the Course (Subject):Lab Course based on Fundamentals of Computers			
Semester End Exam (SEE) 35 Marks	Continuous Internal Assessment (CIA) 15	Total Marks 50	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives:			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	WINDOWS OS /Linux OS 1. Creating folder, cut, copy, paste, managing file and folder in windows. 2. Arrange icons, set display properties 3. Adding and removing software and hardware 4. Setting date and time, screen saver and appearance. 5. Using windows accessories.(Notepad, WordPad, Paint) 6. Settings of all control panel items 7. Search file	40	1) Practical Work 2)PPT 3) Videos
2	Unit II: DOS OS 1)Introduction ,installation and working of DOS 2)Internal DOS Commands 3)External DOS commands	20	1) Practical Work 2)PPT 3) Videos



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Name of the Programme : B.C.A.		Semester – I	
Name of the Course (Subject): Lab Course Programming In ‘C’- Part-I			
Semester End Exam (SEE) 35 Marks	Continuous Internal Assessment (CIA) 15	Total Marks 50	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives:			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	WINDOWS OS /Linux OS 1. Creating folder, cut, copy, paste, managing file and folder in windows. 2. Arrange icons, set display properties 3. Adding and removing software and hardware 4. Setting date and time, screen saver and appearance. 5. Using windows accessories.(Notepad, WordPad, Paint) 6. Settings of all control panel items 7. Search file	40	1) Practical Work 2)PPT 3) Videos
2	Unit II: DOS OS 1)Introduction ,installation and working of DOS 2)Internal DOS Commands 3)External DOS commands	20	1) Practical Work 2)PPT 3) Videos



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Name of the Programme : B.C.A.		Semester – II	
Name of the Course (Subject): Software Package			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA)40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To understand the concept of software package 2) To learn how to format MS-WORD document using table, picture, tools etc. 3) To learn different formulas to prepare worksheet 4) To understand the animation and transition effects			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Introduction To MS-Office 1.1.Introduction to software packages, 1.2.Components of MS-Office, 1.3.Features of MS-Office	7	Lecture, ICT based, Interactive
2	Unit II: MS-Word 2.1.Menus, Shortcuts, Document types, Working With Documents- Opening, Saving, Closing, Editing Document, Using Toolbars, Rulers, Help, 2.2.Formatting Documents-Setting font, paragraph, Page Style- Setting foot notes, page break, Line break, creating sections and frames, Inserting clip arts, pictures, Setting document styles, 2.3.Creating Tables-Settings, borders, alignments, Merging, splitting, sorting rows and columns, Drawing-Inserting, drawing, formatting, grouping, ordering, rotating pictures, 2.4.Tools-Word completion, Spell check, Macros, Mail merge Tracking Changes, Security, Printing Documents	20	Lecture, ICT based, Interactive
3	Unit III: MS Excel 3.1.Spread sheet application, Menus, Tool bars and icons, Spreadsheet- Opening, saving, closing, printing file, setting margins, Converting file to different formats, 3.2.spread sheet addressing, Entering And Editing Data- Copy, cut, paste, undo, redo, find, search, replace, filling continuous rows and columns, inserting data cells, columns,	18	Lecture, ICT based, Interactive

	<p>rows and sheet, Computation Data-</p> <p>3.3. Setting formula, finding total in rows and columns, Functions Types- Mathematical, Group, string, date and time, Formatting Spread Sheet- Alignment, font, border, hiding, locking, cells, Highlighting values,</p> <p>3.4. background color, bordering and shading, Working With Sheet-Sorting, filtering, validation, consolidation, subtotals, Charts-Selecting, formatting, labeling, scaling, Tools- Error checking, spell check, formula auditing, tracking changes, customization.</p>		
4	<p>Unit IV: MS-Power Point</p> <p>4.1. Introduction, Opening new presentation, Presentation templates, presentation layout,</p> <p>4.2. Creating Presentation- Setting presentation style, adding text, Formatting- Adding style, color, gradient fills, arranging objects, adding header and footer, slide background, slide layout, Slide Show,</p> <p>4.3. Adding Graphics-Inserting pictures, movies, tables, Adding Effects-Setting animation and transition effects, audio and video, Printing handouts.</p>	15	Lecture, ICT based, Interactive
<p>References:</p> <ol style="list-style-type: none"> 1. Microsoft Office 2010 Bible- WILEY. 2. Microsoft Office-Word 2007 inside out Microsoft Press Publication. 3. Microsoft Office-Excel 2007 inside out 4. Microsoft Press Publication. 4. ..Step by step 2007 Microsoft Office system by Curtis Frye, Joyce Cox, 			



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Name of the Programme : B.C.A.		Semester – II	
Name of the Course (Subject): Programming In ‘C’- Part-II			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA)40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To learn the concept of functions and pointer in programming 2) To understand the file handing concept			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Functions 1.1.Need, types of function , 1.2.User defined functions ,multi functioned program, 1.3.category of functions , calling a function, 1.4.functions with array , function call by value and by reference, recursive function , 1.5.Storage classes: auto, external, static and register.	15	Lecture, ICT based, Interactive
2	Unit II: Pointers 2.1. Understanding pointers, 2.2.accessing address of variable, declaration and initializing pointers, 2.3.pointer expression, pointer to array and functions.	15	Lecture, ICT based, Interactive
3	Unit III: Structures and Unions 3.5.Defining and processing a structure, 3.6.array of structure, 3.7.array within structure, structure within structure, 3.8.Defining and processing a Unions.	15	Lecture, ICT based, Interactive
4	Unit IV: File Handling and Graphics 4.4.Defining and opening a file, File opening mode- open, modify, write, Closing a file, 4.5.Functions : fopen(), fclose(), fscanf(), 4.6.Input /Output Operations on file: getc(), putc(), getw(), putw(), fprintf(), fscanf(), ftell(), fseek(), rewind(). 4.7.Introduction to GraphicsDeclaration, Initialization and types of arrays (single and multidimensional arrays).	15	Lecture, ICT based, Interactive

References:

1. Introduction to Programming Using C- A. J Pawar, R. A. Lad, S. S. Shinde, D.R. Patil (Wiley-Dreamtech)
2. Programming in ANSI C - E. Balagurusamy
3. Programming in C – Schuam outline Series
4. Let Us C – YashwantKanetkar

DDGC



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Name of the Programme : B.C.A		Semester – II	
Name of the Course (Subject): Bank Management			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Acquaintance with the basic concept of Bank. 2) Understanding of importance of money position. 3) Development of fundamental principles of CRAR. 4) Understanding of concept of Cyber Security.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Bank Organization 1.1.1. Meaning and concept of Bank 1.1.2. Role and Functions of Bank 1.1.3. Organizational set up of commercial bank & Bank organization 1.1.4. Role of General manager and Branch manager 1.1.5. Important Provisions in Banking Regulation Act- 1949. 1.1.6. Principles of Banking	15	Lecture, ICT based, Interactive
2	Unit II: Liquidity and credit Management 2.1.1. Liquidity policies 2.1.2 Principles of Lending 2.1.3. Day to Day management of the Cash Position 2.1.4. Concept of NPA and Its Management 2.1.5. Supervision and Monitoring of Advances	15	Lecture, ICT based, Interactive
3	Unit III: Investment 3.1.1. Portfolio and profit Management 3.1.2. Investment policies of Bank 3.1.3. Fundamental principles of security Investment 3.1.4. The determinants of bank profits 3.1.5. Management of Long term & Short term Funds 3.1.6 Capital to Risk Assets Ratio (CRAR) 3.1.7 Risk Management procedure of Bank	15	Lecture, ICT based, Interactive
4	Unit IV: Role of IT in Bank Management 4.1.1. E- banking 4.1.2. Capital adequacy 4.1.3. Concept and Importance of Cyber Security 4.1.4. E-money Cyber Law 4.1.5. Management Information system 4.1.6. Electronic fund transfer(RTGS) 4.1.7. NEFT and UPI Transfer Fund	15	Lecture, ICT based, Interactive

References:

1. R. M. Srivastawa, Management of Indian Financial Institutions.
2. Edward W. Reed ,Commercial Bank Management
3. Roland I Robinsion, The Management of Bank Funds.
4. O. P. Agarwal, Modern Banking of India.
5. Vasant Desai, Development Banking - Issues & Options.
6. M. N. Gopinath, Banking Principles & Operation.
7. Vision Publication, Competitive Exam Banking Book.

DGSC



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Name of the Programme : B.C.A		Semester – I	
Name of the Course (Subject): Financial Accounting with Tally			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To impart the knowledge about recording of transactions and preparation of final Accounts			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Book-Keeping & Accounting Meaning, Internal & External uses of Accounting information, Accounting Concepts & Conventions, Accounting Procedure:- Transactions, Types of accounts, Rules of accounting, Source Documents:- Cash voucher, Petty Cash voucher, cash Memo, Receipt, Debit Note, Credit Note, Paying slips, withdrawals, Cheque.	15	1) Lecture 2) PPT 3) Videos 4) Practical Work
2	Unit II: Journal & Ledger Journal, Subsidiary Books, Cash Book, Ledger Posting. Voucher System and Accounting Process	15	1) Lecture 2) PPT 3) Videos 4) Practical Work
3	Unit III: Final Accounts Preparation of final Accounts Including Adjustment, Final Accounts for Sole Traders & Partnership firms	15	1) Lecture 2) PPT 3) Videos 4) Practical Work
4	Unit IV: Depreciation Methods of Depreciation - Straight line Methods, Reducing Balance Method, Change in Depreciation Method	15	1) Lecture 2) PPT 3) Practical Work
References: 1. Advance Accountancy:- M.C. Shukla& T.S. Grewal 2. Advance Accountancy:- S.C. Jain & K.L. Narang 3. Advance Accountancy:- S.M. Shukla 4. Introduction to Accountancy – R. L. Gupta. 5. Advanced Accountancy – Maheshwari. Websites: 1. www.accountingtools.com 2. www.accountingcapital.com			



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Name of the Programme : B.C.A.		Semester – II	
Name of the Course (Subject): Principles of Marketing			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Articulate the students with the basics of marketing concepts. 2) Conversance with the Marketing of Services. 3) Insight into Consumer Behaviour. 4) Inculcating E-Marketing skills among the students			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	1.1. Unit I: Introduction to marketing 1.1.1. Meaning, & definition of Marketing 1.1.2. Features of Marketing 1.1.3. Significance of marketing 1.1.4. Core concepts of Marketing- (Need, Want, Demand, Cost, Value, Satisfaction, exchange, transaction &relationship) 1.1.5. Holistic marketing & green marketing Concept of Rural Marketing	15	Lecture, Interactive ICT Based
2	Unit II: Marketing of Services: 2.1.1 Meaning & definition 2.1.2 Characteristics of services 2.1.3 problems in services Marketing 2.1.4 Outsourcing of I.T. services 2.1.5 7 P's of marketing mix	15	Lecture, Interactive ICT Based
3	Unit III: Consumer Behavior: 3.1.1. Meaning & definition 3.1.2. Significance of consumer behavior 3.1.3. Factors affecting consumer behavior 3.2. Market Segmentation Targeting and Positioning: 3.2.1. Concept & definition 3.2.2. Importance of marketing segmentation 3.2.3. Bases of Market segmentation 3.2.4. Concept of Targeting and Positioning.	15	Lecture, Interactive ICT Based
4	Unit IV: E-Marketing 4.1.1. Concept & techniques 4.2.2 Significance of E-Marketing 4.2.3 Types of online marketing 4.2.4 Online Marketing Trends 4.2.5 Domains of E-Business	15	Lecture, Interactive ICT Based
References: 1. Philip Kotler, Marketing Management. 2. Ravi Shankar, Service Marketing. 3. S.M.Jha, Service Marketing.			

4. V.S.Ramaswamy, Marketing Management.
5. Amukumanr, Marketing Management.
6. William Stamtora, Marketing Concepts.
7. Ajay Pandit, Marketing Concepts.
8. Vision Publication, Principles of Marketing

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Name of the Programme : B.C.A.		Semester – II	
Name of the Course (Subject):Lab course based on Software Package			
Semester End Exam (SEE) 35 Marks	Continuous Internal Assessment (CIA)15	Total Marks 50	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	MS-Word 1. Creating & Editing Document 2. Formatting Document 3. Use of Auto-text, Autocorrect, Spelling and Grammar Tool, 4. Page Formatting, Page Border, Background, 5. Creation of MS-Word-Mail Merge, Macros, Tables. 6. Practice of Printing, page setup etc.	15	1) Practical Work 2)PPT 3) Videos
2	MS-Excel 1. Creating & Editing Worksheet, Fill Handle 2. Use Formulas and Functions 3. Preparing Charts	15	1) Practical Work 2)PPT 3) Videos
3	MS-PowerPoint 1. Creating, Manipulating & Enhancing Slides, 2. Inserting Organizational Charts, Excel Charts 3. Using Word Art 4. Putting Animations and Sounds 5. Inserting Animated Pictures 6. Inserting Recorded Sound Effect	15	1) Practical Work 2)PPT 3) Videos
4	Tally Different sections of Gateway of Tally, Creation, alteration and deletion of company, recording transactions, creation of ledgers and groups, creation of voucher types, creation of different reports using tally software.	15	1) Practical Work 2)PPT 3) Videos



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Name of the Programmme : B.C.A.		Semester – II	
Name of the Course (Subject):Lab course based on Programming in C Part-II			
Semester End Exam (SEE) 35 Marks	Continuous Internal Assessment (CIA)15	Total Marks 50	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	1. Programs based on user defined functions (covering categories of functions) 2. Programs based on recursion 3. Programs based on pointers (pointer arithmetic, pointer expressions) 4. Programs based on Structures (array of structures, array within structures and structure within structure) 5. Programs based on Unions 6. Programs based on File handling covering basic file operations 7. Programs based on File handling (single and multiple file handling). 8. Program on Graphics	15	1) Practical Work 2)PPT 3) Videos

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English for Business Communication and Marketing

B.Com II Syllabus (June 2020 onwards)
Semester–III

Module I

- A) Soft Skills for Interview
- B) Phenomenal Woman – Maya Angelou**

Module II

- A) Group Discussion
- B) The Childless One – Jai Nimbkar**
- C) Those Winter Sundays – Robert Hayden**

Module III

- A) English for Competitive Examination – I
- B) Four Minutes that get you Hired– Connie Brown Glaser and Barbara Steinberg Smalley**

Module IV

- A) Stormy Arrival in South Africa – **Mohandas Karamchand Gandhi**
- B) The Road Not Taken – Robert Frost**

Semester IV

Module V

- A) E-Communication
- B) Breathing Spaces – Rana Nayar**

Module VI

- A) English for Competitive Examination – II
- B) My Financial Career – Stephen Leacock**

Module VII

- A) English for Banking and Industries
- B) Senior Payroll – William E. Barrett**

Module VIII

- A) The Verger – **Somerset Maugham**
- B) The Same Questions – Arundhati Subramaniam**
- C) One Day I Wrote Her Name – Edmund Spenser**

B.Com. II Regular
Sem - III
Fundamentals of Entrepreneurship-Paper-I
Subject code- 19-302

Course Outcomes:

- 1) Students will acquaint with the knowledge of Entrepreneurship.
- 2) Students will able to develop their Entrepreneurship qualities and skills.
- 3) Students will acquaint with necessary skills of managing entrepreneurial activities.

Sr. No.	Content	Learning Outcomes	Teaching Methods	Teaching Hours
Unit I	<p>Entrepreneur and Entrepreneurship</p> <p>A) Entrepreneur:</p> <p>1.1 Meaning and Definition</p> <p>1.2 Competencies of Entrepreneurs</p> <p>1.3 Types of Entrepreneurs</p> <p>1.4 Functions of Entrepreneur</p> <p>B) Entrepreneurship:</p> <p>1.5 Meaning and Definition</p> <p>1.6 Importance</p> <p>1.7 Theories of Entrepreneurship - Joseph Schumpeter's Innovation Theory, McClelland's Theory of need achievement.</p> <p>1.8 Obstacles before entrepreneurship in modern era.</p>	<i>Acquaintance with concept and qualities of entrepreneur.</i>	<i>Lecture, Interactive ICT Based</i>	15 Periods
Unit II	<p>Micro, Small and Medium Enterprises (MSME):</p> <p>2.1 Definition and importance of MSME</p> <p>2.2 Government Policy and Support</p> <p>2.3 MSME Act 2006.</p> <p>2.4 Problems & remedies of MSME.</p> <p>2.5 Steps for formation of MSME (Opportunities, Selection of Location, Licencing and Registration, Infrastructure, Capital formation, HR, Production and Marketing etc.,)</p>	<i>Knowledge regarding MSME</i>	<i>Lecture Interactive ICT Based Discussion Method Visit</i>	15 Periods
Unit III	<p>Entrepreneurship Development :</p> <p>3.1 Concepts and Objectives</p> <p>3.2 Factors contributing to growth of Entrepreneurship</p> <p>3.3 Process of EDP</p> <p>3.4 Problems and measures of EDP in India</p> <p>3.5 Institutional support for</p>	<i>Knowledge about entrepreneurship Development process</i>	<i>Lecture Interactive ICT Based Group Discussion</i>	15 Periods

	Entrepreneurship development- EDI, NIESBUD, MCED, DIC.			
Unit IV	Recent Trends in Entrepreneurship 4.1 Franchising- concept, Characteristics & importance. 4.2 Special Economic Zones (SEZ) - (Concepts, importance, present position.) 4.3 Entrepreneurship in Service Sector 4.4 Government Initiatives- Start up India, Stand up India. – Skills India and Make in India. 4.5 Entrepreneurship and Skill Hub - Innovation, Invention and Incubation	<i>Understanding about new Trends in the area of Entrepreneurship.</i>	<i>Lecture Interactive ICT Based Project Industrial Visit</i>	15 Periods

References books:

1. Dynamics of Entrepreneurial Development & Management By Vasant Desai.
2. Udyojakata by Prabhakat Deshmukh
3. Entrepreneurship Development in India by C.B. Gupta & N.P. Shrinivasan
4. Project preparation Appraisal, implementation By Prasanna Chandra
5. Entrepreneurship and small Business management By Shukla M. B.
6. Entrepreneurial Development by Khanak S. S.
7. Entrepreneurial Development by Godron E. & Natarajan K.
8. Entrepreneurial Development by Tanejasatish & Gupta S. L.
9. Current Trends in Entrepreneurship by Mohan S. Elangovan R.
10. Entrepreneurship Robert D. Hisrich Michael, P. Peter
11. Dr. Parag Ajagaonkar, Dr. Anjali Patkar, Introduction to Business – Sheth Publication – 5th edition June 2016
12. Vasant Desai, Entrepreneurship Management – Himalaya Publishing House – 1st edition 2011

B.Com-II Regular Semester IV
Fundamentals of Entrepreneurship-Paper II
Subject code- 19-402

Course Outcome:

- 1) Students will acquaint with the concept of rural and women entrepreneurship.
- 2) Students will have conceptual knowledge of project management.
- 3) Students will encourage through successful stories of Entrepreneurs.

Sr. No.	Content	Learning outcomes	Teaching Methods	Teaching Hours
Unit I	Women Entrepreneurship: 1.1 Definition & Characteristics 1.2 Problems of women entrepreneurs 1.3 Remedies for women Entrepreneurship development in India. 1.4 Role of Self Help Groups (SHGs) in Women Entrepreneurship Development. 1.5 Success stories of women entrepreneurs – Veena Patil, Chetana Sinha.	Acquaintance with concept and qualities of women entrepreneur.	Lecture, Interactive ICT Based Videos on SHG, s and Lijjat papad.	15 Periods
Unit II	Rural and Agro Entrepreneurship A) Rural Entrepreneurship : 2.1 Meaning and Concept, Importance 2.2 Problems of Rural Entrepreneurship 2.3 Strategies for Rural Entrepreneurship Development B) Agro Entrepreneurship 2.4 Meaning, Concept and Importance 2.5 Scope in Agricultural Sector 2.6 Problems and Measures in Agro Entrepreneurship	Understanding of the concept and scope of rural and Agro Entrepreneurs hip.	Lecture Interactive ICT Based Discussion Method Industrial visit	15 Periods
Unit III	Project Management: 3.1 Concept of project 3.2 Classification of project 3.3 Stages of Project Management 3.4 Reasons for failure of project 3.5 Project report on- Retail stores, Hotel, Agro- processing Unit and Beauty Parlor, Online Business.	Identification of business opportunities	Lecture Doing through learning ICT Based Module presentation .	15 Periods
Unit IV	A) Family Business 4.1 Meaning 4.2 Advantages and Disadvantages of family business 4.3 Challenges and Strategies for family business in India	Development of abilities to become successful Entrepreneurs.	Lecture Interactive ICT Based Video on successful	15 Periods

	B)Stories of successful Entrepreneurs: 4.4 Kalyani Group of Industries 4.5 Hanamantrao Gaikwad (BVG Group) 4.6 Ramdas Mane (Their entrepreneurial sketch and qualities)		<i>Entrepreneu rs.</i>	
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References books: Paper I& II

1. Dynamics of Entrepreneurial Development & Management by Vasant Desai.
2. Udyojakata by Prabhakat Deshmukh
3. Entrepreneurship Development in India by C.B.Gupta & N.P. Shrinivasan
4. Project preparation Appraisal, implementation By Prasanna Chandra
5. Entrepreneurship and small Business management ByShukla M. B.
6. Entrepreneurial Development by Khanak S. S.
7. Entrepreneurial Development by Godron E. &Natarajan K.
8. Entrepreneurial Development by Tanejasatish& Gupta S. L.
9. Current Trends in Entrepreneurship by Mohan S. Elangovan R.
10. Entrepreneurship Robert D. Hisrich Michael, P. Peter.

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B.Com - (General)/ B.Com -BM / B.Com IT Part - II - Semester- III
Business Economics P-III
Syllabus Introduced from June 2020

Course Outcomes:

1. Learner will understand the concept and importance of macro economics
2. Learner will able to apply the macro economic theories in business
3. Learners will become expert in macroeconomic policy analysis

Expected Skills : Critical thinking, Analysis and Interpretation Skills

Marks : 100

Total Lectures of Teaching : 60

Credits : 4

Unit-1:	Unit 1: Introduction to Macro Economics and National Income 1.1 Meaning , Nature and Scope 1.2 Importance and Limitations 1.3 Meaning, Concepts of National Income and Importance of National Income Data 1.4 Methods of Measurement of National Income	12 Lectures
Unit-2:	Unit 2: Value of Money: Theory and Measurement 2.1 Concept and Theories of Value of Money: Quantity theory and Cambridge Approach 2.2 Inflation: Meaning, types, causes, effects and remedial measures 2.3 Concepts of Deflation and Stagflation 2.4 Index Number: Meaning, Types and Construction of Simple and Weighted Index Number	18 Lectures
Unit-3:	Unit 3: Theory of Output ,Income and Employment 3.1 J.B. Say's law of market 3.2 Keynesian theory of output , income & employment 3.3 Consumption Function: APC & MPC, Factors influencing consumption function 3.4 Multiplier and Accelerator	13 Lectures
Unit-4:	Unit 4: Economic Growth and Development 4.1 Concepts of Economic Development and Growth, Inclusive Growth & Sustainable Development 4.2 Indicators of Economic Development 4.3 Rostow's Stages of Economic Growth 4.4 Lewis Theory of Development	17 Lectures

Reference Books:-

- 1) Vaish M.C. (1966), Monetary Theory, Ratanprakashan Mandir, Agra.
- 2) Agarwal H.S. (2010), Principles of Economics, Ane Books, Delhi.
- 3) Jhingan M.L. (1986) Advanced Economics Theory, Konark Publication, Delhi.
- 4) Haberler (1986), Theory of International Trade, Wiliam Hodge and Company, Ltd. London.
- 5) Dudley Dillard (1977), Economics of J.M. Keynes, Vikas Publishing House, New Delhi.
- 6) Samuelson and Willam D. Nordhan (2005), Economics, Tata McGraw Hill Publishing Company, New York.
- 7) Lipsey R.G. and Rechar G. (1983), an Introduction to Positive Economics, The English Language Book Society, London.
- 8) Dewett K.K. (1983), Modern Economic Theory, S. Chand & Company Ltd. New Delhi.
- 9) Mithani D. M. (1970), Monetary Theory, Vora & Co. Publishers Pvt. Ltd., Mumbai.
- 10) Ahuja H. L. (2010), Advance Economic Theory, S. Chand & Company Ltd, New Delhi.
- 11) Seth M. L. (2008), Macro Economics, Laxmi Narayan Publication, Agra.
- 12) Datir and Kadam (2013), Sthul Arthashastra, Nirali Publication, Pune.

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B.Com - (General)/ B.Com -BM / B.Com IT Part - II - Semester- IV
Business Economics P-IV
Syllabus Introduced from June 2020

Course Outcomes:

1. Learner will understand the concept and importance of public finance and Business Cycle theories
2. Learner will able to apply the international trade theories in business
3. Learners will become expert in macroeconomic policy analysis

Expected Skills : Critical thinking, Analysis and Interpretation Skills

Marks : 100

Total Lectures of Teaching : 60

Credits : 4

Unit-1:	Unit 1: Theory of Business Cycles 1.1 Meaning ,Phases and Types 1.2 Hawtrey's Theory 1.3 Schumpeter's Theory 1.4 Control of Business Cycles	12 Lectures
Unit-2:	Unit 2: Theory of Public Finance 2.1 Meaning, Nature, and Scope of Public Finance 2.2 Meaning, Merits and Demerits of Direct and Indirect Taxes 2.3 Meaning of Public Expenditure and Debt; Causes of Growth, Effects and Remedies 2.4 Public Budget - Types and Provisions in Recent Union Budget of India	18 Lectures
Unit-3:	Unit 3: Theory of International Trade 3.1 Concept of International Trade - Difference between Internal and International Trade 3.2 Absolute cost Advantage Doctrine of Adam Smith 3.3 Comparative cost Advantage Theory of Ricardo 3.4 Balance of Trade and Balance of Payments- Structure, Disequilibrium of Balance of Payment Causes and Remedies	13 Lectures
Unit-4:	Unit 4: Theory of Foreign Exchange 4.1 Concept of Exchange rate: Fixed, Flexible and Floating -Spot and Forward 4.2 Purchasing Power Parity Theory 4.3 Convertibility of Indian Rupee 4.4 Foreign Exchange Market: Features and Participants	17 Lectures

Reference Books:-

- 1) Vaish M.C. (1966), Monetary Theory, Ratanprakashan Mandir, Agra.
- 2) Agarwal H.S. (2010), Principles of Economics, Ane Books, Delhi.
- 3) Jhingan M.L. (1986), Advanced Economics Theory, Konark Publication, Delhi.
- 4) Haberler (1986), Theory of International Trade, William Hodge and Company, Ltd. London.
- 5) Dudley Dillard (1977), Economics of J.M. Keynes, Vikas Publishing House, New Delhi.
- 6) Samuelson and William D. Nordhan (2005), Economics, Tata McGraw Hill Publishing Company, New York.
- 7) Lipsey R.G. and Richard G. (1983), An Introduction to Positive Economics, The English Language Book Society, London.
- 8) Dewett K.K. (1983), Modern Economic Theory, S. Chand & Company Ltd. New Delhi.
- 9) Mithani D. M. (1970), Monetary Theory, Vora & Co. Publishers Pvt. Ltd., Mumbai.
- 10) Ahuja H. L. (2010), Advance Economic Theory, S. Chand & Company Ltd, New Delhi.
- 11) Seth M. L. (2008), Macro Economics, Laxmi Narayan Publication, Agra.
- 12) Datir and Kadam (2013), Sthul Arthashastra, Nirali Publication, Pune.

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B.Com - (General) Part - II (Entire) - Semester- III
Banking and Financial System P-I
Syllabus Introduced from June 2020

Course Outcomes:

1. Learner will understand the concept and importance of banking industry
2. Learner will able to apply the knowledge of loan products in banking practices
3. Learners will become expert in banking practices
4. Learners will able to conduct retail banking business in appropriate manner

Expected Skills : Critical thinking, Analysis and Interpretation Skills

Marks : 100

Total Lectures of Teaching : 60

Credits : 4

Unit-1:	Introduction to Money and it's Measurement 1.1 Evolution, Meaning, Types and Functions of Money 1.2 Currency Management System in India 1.3 Know your Bank Note Policy- Issues of Counterfeit Currency in India 1.3 Measures of Money Supply -NM1, NM2,NM3, L1, L2 & L3	12 Lectures
Unit-2:	Financial Institutes 2.1 Structure of Financial System and Institutes 2.2 Meaning, Types, Functions and Principles of Banking 2.3 Important Development Banks & Their Role – NABARD, SIDBI, NHB and EXIM 2.4 Meaning, Features, Types and Growth of NBFCs	18 Lectures
Unit-3:	Deposits Products of the Banks 3.1 Types and Features of Bank Deposits (CASA, RAFA, BSBDA, BDA, FCNR, NRE & NRO) 3.2 Meaning and Features of ASBA- Mandate Form 3.3 Legal Provisions for Nomination 3.4 Review of Special Deposit Schemes of Banks (For Case Study)	13 Lectures
Unit-4:	Loan Products and Loan Appraisal System 3.1. Loan Appraisal Method - Procedure and Importance 3.2. Review of Loan Products of the Banks (For Case Study) 3.3. MUDRA Loan Scheme- Features, Procedure and Problems 3.4. NPA - Causes, Provisions and Remedies - Prompt Corrective Action (PCA)	17 Lectures

Suggested Activities: Case study & Visit to commercial and cooperative banks

Reference Books:

1. Indian Institute of Banking and finance (IIBF) (2015) Banking Products and Services, M/s Taxman Publications Pvt. Ltd
2. IIBF (2016), Digital Banking, M/s Taxman Publication Ltd.
3. IIBF (2012) IT Security, M/s Taxman Publications Pvt. Ltd
4. IIBF (2011) Handbook on debt. Recovery in English, M/s Taxman Publications Pvt. Ltd.
5. The Art of Vetter Retail Banking (2005), Croxford, Hugh et al. John Wiley and sons
6. Achieving Excellence in Retail Banking (2003), Leichtfuss, Reinhold, John Wiley and sons- 2003
7. IIBF (2010) International Banking, M/s Macmillan India Limited
8. HUFBAUER, G.C. (1975) The multinational corporation and direct investment. In P.B. Kenen, ed., International Trade and Finance: Frontiers for Research . New York: Cambridge University Press.
9. Mehta, D. R. and H. Fung. (2003). International Bank Management. Blackwell Publishing.

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 An Autonomous college affiliated to Shivaji University, Kolhapur
B.Com - (General) Part - II (Entire) - Semester- IV
Banking and Financial System P-II
Syllabus Introduced from June 2020

Course Outcomes:

1. Learners will become expert in retail banking services
2. Learner will understand the concept and importance of e-banking
3. Learners will able to understand the recent trends in Indian Banking
4. Learner will able to know financial markets and services

Expected Skills : Critical thinking, Analysis and Interpretation Skills

Marks : 100

Total Lectures of Teaching : 60

Credits : 4

Unit-1:	E-Banking Services 1.1 E-Banking - Meaning and E-Banking and Mobile Products of NPCI 1.2 NEFT, RTGS and SWIFT - Features, Procedures and Settlement System 1.3 Debit Cards/Credit Card - Types, Applications and Precaution - RFID Based Cards 1.4 CTS Clearing -Participant, Greed, CTS Standard , Inward and Outward Clearing	12 Lectures
Unit-2:	Recent Issues and New Trends in India Banking 2.1 BCSBI Code of Bank's Commitment to Customers 2.2 Payment Banks Small Finance Banks : Licensing and functions 2.3 Mergers of Banks – Types, Advantages and Disadvantages 2.4 Application of Robotics and Artificial Intelligence in Banking Sector	18 Lectures
Unit-3:	Reserve Bank of India 3.1 Organizational Structure and Functions of RBI 3.2 Meaning and Objectives Monetary Policy 3.3 Instruments of Monetary Policy 3.4 Monetary Policy Committee; Issue of RBI's Autonomy & Section-7 of RBI Act 1934	13 Lectures
Unit-4:	Financial Markets & Institutions 4.1 Meaning and Structure of Financial Markets in India 4.2 Money Market - Sub Markets, Instruments and Intermediaries 4.3 Capital Market - Sub Markets, Instruments and Intermediaries 4.4 Stock Markets- Functions and Important Indices of BSE and NSE-SEBI	17 Lectures

Suggested Activities: Case study & Visit to commercial and cooperative banks

Reference Books:

1. Bhole L.M. (2009), Financial Institutions and Market, Tata McGraw Hill, New Delhi
2. Bhasin Nitin(2010), Financial Institutions and Financial Markets in India :Functioning and Reforms. New Century Publications, New Delhi
3. Berg Braam van den (2015),Understanding Financial Markets & Instruments, Academy of Financial Market, <https://eagletraders.com/books/afm/afm4.php>
4. Gupta, L.C (1997),Stock Exchange Trading in India; Society for Capital Market Research and Development
5. National Stock Exchange (2015), Securities Market (Basic) Module, NCFM, National Stock Exchange of India Limited
6. RTGS System Regulations, 2013. https://rbidocs.rbi.org.in/rdocs/RTGS/PDFs/RTGSB111013_2013.pdf
7. Internet Banking in India –RBI's Guidelines <http://rbidocs.rbi.org.in/rdocs/notification/PDFs/21569.pdf>
8. RBI's Guidelines for Licensing of Small Finance Banks in the Private Sector, <https://rbidocs.rbi.org.in/rdocs/PressRelease/PDFs/IEPR1090GLS1114.pdf>
9. RBI's Guidelines for Licensing of Payments Banks,

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Name of the Programme:B.Com. Part II		Semester – III	
Name of the Course (Subject): Corporate Accounting Paper –I (19-301)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1) To develop awareness among the students with the provisions of Indian Companies Act, 2013 and Accounting of corporate sector. 2) To understand the accounting of redemption of debentures and preference shares.			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Issue of Shares 1.1 Meaning of Company 1.2 Types of Company, Shares, Share Capital 1.3 Methods of Share issue – Instalments, Bid, Underwriting and private placements 1.4 Forfeiture of Shares and reissue of shares 1.5 Book Building	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
2	Valuation of Shares 2.1 Intrinsic Value 2.2 Return on Capital employed 2.3 Introduction to other methods (Yield Value, Fair Value, Price Earnings Ratio)	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
3	Redemption of Debentures and Preference Shares 3.1 Redemption of Debentures (Problems on Sinking Fund Method Only) 3.2 Redemption of Preference Shares	15	1. Lecture 2. PPT 3.Practical Work
4	Final Accounts of Companies 4.1 Preparation of final accounts of Companies along with schedules in vertical format only as per Companies Act, 2013 (As per revised Schedule No. VI)	15	1. Lecture 2. PPT 3. Videos 4. Practical Work



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Name of the Programme: B.Com. Part II		Semester – IV	
Name of the Course (Subject):Corporate Accounting Paper – II (19-401)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1) To prepare accounting for liquidation of Company. 2) To prepare accounting for alteration of share Capital and Internal Reconstruction.			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Accounting for Amalgamation and Absorption of companies as per AS- 14 (Purchase Method only)	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
2	Internal Reconstruction of a Company	15	1.Lecture 1.PPT 2. Videos 3.Practical Work
3	Accounting for Liquidation of Companies – Preparation of Liquidators Final Statement of Account	15	1.Lecture 2.PPT 3. Videos 4.Practical Work
4	Computer Application through Accounting Package Tally. (Latest Version) - Preparation of following records on Tally (with inventory). A) Creation of company, Group of Accounts, Ledger Accounts, Feeding of Accounting data- Receipts, Payments. Purchase, Sales, Contra, Journal, Credit Note and Debit Note. B) Inventory Information - Groups, Items and Valuation. C) Generation of Various Accounting Reports D) GST – Introduction, GST Returns, Accounting in form of GST	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
Note: 1) College should make a provision of necessary computers to train the students in Computer Accounting as prescribed in the syllabus. 2) A study tour may be arranged for increasing awareness of students regarding Corporate Accounting.			



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Name of the Programme : B.Com II		Semester – III	
Name of the Course (Subject): Business Statistics Paper –I (19-305)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs. Per Week
Introduced from June 2020			
Course Objectives: <div>1. To explain the scope of statistics in business, perform classification and tabulation; also represent the data by graphs.</div> <div>2. To acquaint the students with the concept in Statistics and its applications in Economics.</div> <div>3. To explain and apply sampling techniques in real life.</div> <div>4. To develop the ability to summarize the data by means of measures of central tendency and dispersion.</div> <div>5. To perform analysis of bivariate data using correlation and regression.</div>			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method/Aids
1	Unit- I : Introduction to Statistics 1.1. Meaning and scope of statistics. 1.2. Primary and secondary data, Qualitative and Quantitative data, Discrete and continuous variables, terms in classification, Frequency and Frequency Distribution. 1.3. Graphical representation: Histogram, Ogive curves, simple examples, Use of graphs to find median and mode. Sampling Techniques 1.4. Need and meaning of sampling techniques, Definitions of Population, Sample, Sampling and Census method, Advantages of sampling method over census method. 1.5. Methods of Sampling: Simple random sampling with and without replacement, Stratified random sampling, Systematic sampling (Concept only).	15	1. PPT 2. Problem Solving. 3. Videos
2	Unit- II : Measures of Central Tendency (Averages) 2.1 Concept of central tendency (Averages), Requirements of good statistical average. 2.2 Arithmetic Mean: Definition, Properties of A.M.	15	1. PPT 2. Problem Solving

	<p>(without proof), Combined mean, with numerical examples, concept of Geometric Mean and Harmonic mean with their uses.</p> <p>2.3 Concept of Median, Quartiles and Mode, Numerical examples.</p> <p>2.4 Empirical relation between mean, median and mode.</p> <p>2.5 Merits and Demerits of mean, median and mode</p>		3. Videos
3	<p>Unit- III : Measures of Dispersion (Variations) :</p> <p>3.1 Concept of dispersion, Requirements of good measures of dispersion.</p> <p>3.2 Types of measures of Dispersion: Absolute and Relative</p> <p>3.3 Definition of Range, Quartile Deviation, Standard Deviation and their relative measures.</p> <p>3.4 Definition of C.V. and its use. Merits and Demerits of S.D.</p> <p>3.5 Numerical Examples</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>
4	<p>UNIT-IV: Analysis of Bivariate Data:</p> <p>Correlation:</p> <p>4.1 Concept of bivariate data and correlation, types of correlation (Positive, Negative, Linear and Non-linear).</p> <p>4.2 Methods of studying correlation: Scatter Diagram, Karl Pearson's coefficient of correlation (r), Spearman's Rank correlation coefficient (R), Interpretation of correlation coefficient (r), Computation of r and computation of R (with and without tie) for ungrouped data.</p> <p>Regression:</p> <p>4.3 Concept of regression, Lines of regression, Regression coefficients.</p> <p>4.4 Relation between Correlation coefficient and Regression coefficients, properties of regression coefficient, Interpretation of Regression coefficient.</p> <p>4.5 Numerical examples on ungrouped data.</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>

	<p>Note:</p> <ol style="list-style-type: none"> 1. Use of nonprogrammable calculator is allowed. 2. For computation of Mean, Median, Mode, Quartiles, range, Quartile Deviation and Standard Deviation for continuous data use only inclusive and exclusive type data. 		
<p>References :</p> <ol style="list-style-type: none"> 1. G. V. Kumbhojkar, Business Statistics for B.Com. Part-II, Sem-III, Phadke Prakashan 2. S. S. Desai, Business Statistics, for B.Com. Part-II, Sem-III , 3. Business Statistics –SIM-Shivaji University, Kolhapur 4. B. M. Agrawal, Essentials of Business Statistics, Ane Books Pvt. Ltd. 5. B. M. Agrawal, Business Mathematics and Business Statistics, Ane Books Pvt. Ltd. 6. R.S.N. Pillai and Bagavathi, Practical Statistics , S. Chand Publications 7. Dr.S.P.Gupta, Statistical Methods, 8. C.B.Gupta, Introduction to Statistics 9. H.C.Saxena and J.N.Kapur, Mathematical Statistics 10. S.C.Gupta, Fundamentals of statistics 			



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Name of the Programme : B.Com II		Semester – IV	
Name of the Course (Subject): Business Statistics Paper –II (19-405)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs. Per Week
Introduced from June 2020			
Course Objectives: <div>1. To Compute the probabilities and apply laws of probabilities.</div> <div>2. To identify the applications of binomial and normal distributions.</div> <div>3. To measure the trend and seasonal variations in time series data.</div> <div>4. To compute and interpret simple and weighted index number in real life examples.</div> <div>5. To construct and apply variable and attribute control charts.</div>			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method/Aids
1	Unit I: Probability and Probability Distributions: Probability: 1.1 Definition of various terms used in probability, Classical definition of probability, Addition and Multiplication laws of probability (Without proof). 1.2 Examples without use of permutation and combination. Probability Distribution: 1.3 Binomial Distribution: probability mass function (p.m.f.), Mean and Variance (without proof). Poisson distribution: probability mass function (p.m.f.), Mean and Variance (without proof). 1.4 Normal Distribution: probability density function (p.d.f.), Mean and variance (without proof). 1.5 Numerical examples to find probabilities and parameters.	15	1. PPT 2. Problem Solving. 3. Videos
2	Unit II: Time Series: 2.1 Definition and uses of Time series 2.2 Components of time series, Additive and Multiplicative models. 2.3 Methods of determination of trend by (i) Method of Moving Averages (ii) Method of Least Squares (only for straight line)	15	1. PPT 2. Problem Solving 3. Videos

	<p>2.4 Measurement of Seasonal variations using Simple Average method</p> <p>2.5 Numerical Examples and real life situations.</p>		
3	<p>Unit III: Index Numbers :</p> <p>3.1 Need, Meaning and uses of index numbers, Problems involved in construction of index numbers.</p> <p>3.2 Price, Quantity and Value based index numbers.</p> <p>3.3 Unweighted (Simple) index numbers by (i) Simple Aggregate Method (ii) Simple Average of Relatives Method (A.M.)</p> <p>3.4 Weighted index numbers by (i) Laspeyre's, Paasche's and Fisher's. Construction of Cost of living index number</p> <p>3.5 Numerical Examples.</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>
4	<p>Unit -IV: Statistical Quality Control (S.Q.C.)</p> <p>4.1 Concept and Need of S.Q.C., Advantages of S.Q.C. in industry.</p> <p>4.2 Chance and Assignable causes, Process control and Product control(Concept Only).</p> <p>4.3 Control Chart and its construction.</p> <p>4.4 Types of Control Chart: i) Variables ii) Attributes. Control charts for variables: Mean and Range Charts, Control charts for Attributes: Control chart for number of defectives (np-chart) for fixed sample size, Control chart for number of defects per unit (C-Chart).</p> <p>4.5 Numerical problems.</p> <p>Note: Use of nonprogrammable calculator is allowed.</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>
<p>References :</p> <ol style="list-style-type: none"> 1. G. V. Kumbhojkar, Business Statistics for B.Com. Part-II, Sem-IV, Phadke Prakashan 2. S. S. Desai, Business Statistics, for B.Com. Part-II, Sem-IV, 3. Business Statistics –SIM-Shivaji University, Kolhapur 4. B. M. Agrawal, Essentials of Business Statistics, Ane Books Pvt. Ltd. 5. B. M. Agrawal, Business Mathematics and Business Statistics, Ane Books Pvt. Ltd. 6. R.S.N. Pillai and Bagavathi, Practical Statistics , S. Chand Publications 7. Dr.S.P.Gupta, Statistical Methods, 8. C.B.Gupta, Introduction to Statistics 9. H.C.Saxena and J.N.Kapur, Mathematical Statistics 10. Kapur and Gupta, Applied Statistics 11. D.C. Sanchety and V.K.Kapur, Mathematical Statistics 12. D.N. Elance Elements of Statistics 			



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Name of the Programme: B.C.A. Part II		Semester – III	
Name of the Course (Subject): Cost Accounting (19-371)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1. To understand the basic concepts of cost accounting. 2. To acquaint the students with methods and techniques of cost accounting.			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Introduction to Cost Accounting 1.1 Meaning of Cost, Expenses, Loss, Costing, Cost Accounting, Cost Accountancy, Cost Unit, Cost Centre 1.2 Cost Accounting – Objectives and Advantages 1.3 Limitations of Financial Accounting and Cost Accounting 1.4 Difference between Financial and Cost Accounting	15	1.Lecture 2.PPT 3.Videos
2	Elements of Cost 2.1 Material, Labour and Expenses, Prime Cost and Overheads 2.2 Preparation of Cost Sheet and Estimated Cost Sheet 2.3 Tenders and Quotations	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
3	Pricing of Materials 3.1 Methods of pricing material issues – LIFO, FIFO, Simple Average, Weighted Average Method	15	1. Lecture 2. PPT 3.Practical Work
4	Methods and Techniques of Costing 4.1 Methods of Costing 4.2 Meaning and Definitions of Contract Costing 4.3 Features of Contract Costing 4.4 Cost Plus Contract 4.5 Practical Problems on Contract Costing	15	1. Lecture 2. PPT 3. Videos 4. Practical Work

B.C.A. Part – II
Semester –III
Subject: Human Resource Management
Subject Code-16-372

Course Outcome:

- 1) Students will acquaint with the basic functions of Human Resource Management.
- 2) Students will get the Knowledge of HR Planning, Development & Stress Management.

Sr. No.	Content	Learning Out Comes	Teaching Methods	No. of Lectures
Unit I	Introduction to Human Resource Management (HRM): 1.1 Definition & concept 1.2 Nature and scope 1.3 Importance & Functions of Human Resource Management. 1.4 Recent trends in I.T. Industry. (employer brand ,competency, business process outsourcing ,HR issues) 1.5 Challenges before HRM in I.T. Industry.	Students will understand the basic Knowledge of Management	Lecture, ICT Based, Interactive sessions	15
Unit II	Human Resource Planning 2.1 Meaning and objectives 2.2 Process of HRP in I.T. Industry (job analysis,job description,job specification) 2.3 Recruitment- Definition, objective, Factors affecting recruitments, Sources of recruitments 2.4 Selection Meaning ,essentials of selection, Scientific Process of selection 2.5 Induction- Concept and objectives	Students will be Aware of Human Resources Process Planning and development.	Lecture, ICT Based, Interactive sessions	15
Unit III	Performance Appraisal and Employee Training 3.1 Performance Appraisal Meaning, need ,purpose, Methods 3.2 Employee Training Definition ,Types, Methods –On the Job Training and Off the Job Training	Students will have Awareness about administrative practices & Training.	Lecture, ICT Based, Interactive sessions	15
Unit IV	Contemporary human resource management 4.1 Employee Separation practices in I.T. industry 4.2 Causes for separation	Students will be aware about Contemporary human resource management	Lecture, ICT Based, Interactive sessions ICT Based	15

	4.3 Virtual organization 4.4 Human Resource Information System, 4.5 Exit Interview 4.6 External Mobility			
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Reference Books:

1. K. Ashwathapa- Human Resource Management- Mcgraw Hill Publication- 6th edition- Page- 771-778
2. HRM-D'Cenzo Robinson
3. Geometry if HR -Sadri S. Jayashree S, &Ajagaonkar
4. HRM- V.S.P.Rao
5. HRM- Patnaik
6. Essentials of HRM- IndranilMutsuddi
- 7- Personnel & HRM, P. SuhbaRao
- 8- HRM-Gary Dessler.

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Bachelor of Computer Applications Degree Course

Syllabus and Scheme of Examination

B.C.A. Part – II Semester –III

Subject Name: System Analysis & Design

Subject Code:

Objectives: After completion of syllabus student will be able

1. To learn basic concept of system
2. To understand how to apply software engineering perspective through software design and construction in SDLC
3. To learn concept of Software Requirement Specification

Sr. No.	Unit wise Content	Teaching Methods	Teaching Hours
Unit I	Introduction to System 1.1 System Concept, elements, types of System, Characteristics of System 1.2 Program, Software System 1.3 Computer based System 1.4 Need for Software engineering 1.5 Software Characteristics 1.6 Software quality 1.7 SDLC(System Development Life Cycle)	Lecture, ICT Based, Interactive	15
Unit II	Requirement Analysis 2.1 Roles of System Analyst 2.2 Fact Finding –Review of existing documents, Observation, Questionnaire, and Interview 2.3 User Transaction Requirement 2.4 User Decision Requirement 2.5 Software Requirement Specification 2.6 Characteristics of Software Requirement Specification	Lecture, ICT Based, Interactive	15
Unit III	Analysis and Design 3.1 Introduction to Analysis and Design 3.2 DFD ,ERD,FDD 3.3 Introduction to UML 3.4 Input design - Guidelines for designing data entry screens ,	Lecture, ICT Based, Interactive	15

	Data entry methods 3.5 Output design - Guidelines, Formatting reports, report types, 3.6 File design - Sequential access files, indexed files, direct access files		
Unit IV	Testing and Maintenance - 4.1 Introduction to Software testing strategies 4.2 Validation testing - Unit Testing, Integration Testing, System Testing ,User Acceptance Testing , debugging , Testing Tools Introduction to Testing Tools 4.3 Maintenance - Problems with maintenance, Structured and unstructured maintenance 4.4 Organizing for maintenance 4.5 Maintenance side effects 4.6 Case Studies	Lecture, ICT Based, Interactive	15

REFERENCE BOOKS:

- 1) System analysis and design - Perry Edwards Mc Guraw Hill international Education.
- 2) Software Engineering - A practitioners approach - Roqerr pressman (Mc Graw Hill Series)
- 3) System Analysis and Design - Elias M. Awad
- 4) Engineering MIS for Strategic Business Process - Arpita Gopal
- 5) Analysis and Design of Information System - James A Sen.

Semester –III
Subject Name: Object Oriented Programming with C++
Subject Code:

Objectives: After completion of syllabus student will be able

1. To understand the difference between procedure oriented programming and object oriented programming.
2. To enable students to understand Object Oriented Concepts through C++.
3. To learn the concept of polymorphism and inheritance.

Sr. No.	Unit wise Content	Teaching Methods	Teaching Hours
Unit I	Programming with C++ 1.1 Difference between POP & OOP 1.2 Introduction 1.3 Data types 1.4 Constants & variables 1.5 Arrays 1.6 Operators 1.7 Operator precedence 1.8 Control structures (selective and iterative) 1.9 Function & Pointer	Lecture, ICT Based, Interactive	15
Unit II	Introduction to object oriented programming 2.1 Basic concept of OOP 2.2 Benefits and futures 2.3 Class-Definition, Syntax 2.4 Member functions and data members 2.5 Access specifiers, static data member & static member functions 2.6 Array of object friend function 2.7 Object as function argument friend class.	Lecture, ICT Based, Interactive	15
Unit III	Constructor, Destructors 3.1 Constructor- Definition, syntax, rules 3.2 Types of Constructors- default, parameterized, copy 3.3 Destructor- definition, syntax, rules 3.4 Function Overloading & Inline Function – Definition, syntax, rules	Lecture, ICT Based, Interactive	15
Unit IV	Polymorphism and Inheritance 4.1 Polymorphism: Meaning, compile Time and Run time 4.2 Virtual functions and Pure virtual function 4.3 Inheritance: meaning, types- single, multilevel, multiple.	Lecture, ICT Based, Interactive	15

REFERENCE BOOKS

- 1) Object oriented programming with C++ - by E Balagurusamy
- 2) Object Oriented Programming with C++ by Robert Lafore
- 3) Object Oriented Programming in C++ by Dr. G. T. Thampi, Dr. S. S. Mantha, DreamTech Press
- 4) Practical Programming in C++ by Steve Oualline, O'Reilly
- 5) The C++ Code book by D. Ryan Stephens, Christopher Diggins, Jonathan Turkanis, and Jeff Cogswell, O'Reilly
- 6) The C++ Programming Language (3rd Edition) by Bjarne Stroustrup
- 7) C++ the Complete Reference 5th Edition Herbert Schildt, McGraw-Hill
- 8) Jumping into C++ by Alex Allain
- 9) Programming with C++, Third Edition by D Ravichandran
- 10) Mastering C++ by Venugopal, McGraw Hill Education

Semester -III
Lab Course Based on Object Oriented Programming with C++
Subject Code:

Unit 1: Simple C++ Programs without Class.

- a) Using Control structures
- b) Illustrating function and

Unit 2: Programs based on Class

- a) Defining class & creating an object
- b) Using various accesses specifies
- c) Using static data members.
- d) Creating array of object
- e) Friend class and friend function.

Unit 3: Programs based on Constructor, Destructor

- a) Creating constructor, parameterized, copy, multiple constructors
- b) Program using destructor.

Unit 4: Programs on Polymorphism, Inheritance & File handling

- a) Programs based on following concepts
 - i) Compile Time
 - ii) Run Time
 - iii) Virtual Function
- b) Inheritance - Simple, Multiple, multilevel.
- c) Function overloading and Operator overloading
- d) File handling – Creating file, Reading data, Writing new data, Closing a file

Note: All programs are to be written in C++ Language and **minimum 16 assignments** to be covered during practical.

BCA-II Semester –IV
Subject :Database Management System

Subject Code:

Objectives: After completion of syllabus student will be able

1. To learn the basic concepts of Database Management System.
2. To understand the different types of Models in DBMS.
3. To enable the students to create different types of SQL Commands.

Sr. No.	Unit wise Content	Teaching Methods	Teaching Hours
Unit I	Introduction of Database 1.1 Definition of Database, Needs, features Database Management Systems (DBMS): Definition 1.2 components, file system, comparison of file processing system with DBMS, functions of DBMS 1.3 advantages, disadvantages of DBMS, Structure of DBMS, Services provided by DBMS, schema, subschema, data abstraction, data independence, architecture of database system, data dictionary 1.4 database administration, database manager 1.5 Primary Domain Controller and Backup Domain Controller 1.6 ACID Properties	Lecture, ICT Based, Interactive	15
Unit II	File Organization of Database System 2.1 Introduction of file- (Field, Record) 2.1.1 file types 2.2 file organization- 2.2.1 Heap / Pile file organization, 2.2.2 Serial file organization, 2.2.3 Sequential file 2.2.4 Indexed sequential file, 2.2.5 Random access file (Direct access file) 2.3 Types of Database System: 2.3.1 Centralized database system 2.3.2 Client-server system 2.3.2 Distributed database system	Lecture, ICT Based, Interactive	10
	Data Models 3.1 Introduction, definition, features of data models, Object based data models- Entity Relationship 3.2 Model, cardinality, Record based models- Relational Model, Network Model, Hierarchical Model, Physical Data Models 3.3 Keys: Primary key, foreign key, candidate key, super key, unique key		15

Unit III	3.4 Normalization: Concept of normalization, advantages, First NF, Second NF, Third NF, examples of normalizations 3.5 Introduction to Database Security	Lecture, ICT Based, Interactive	
Unit IV	Introduction to MS-Access and SQL 4.1 Database Management through MS-Access: Introduction of MS-Access, features, database creation, table creation, insert records, queries 4.1.1 Forms and report creation, introduction to latest versions of MS-Access. 4.1.2 Case Study: Design Database System for- Library management system, Inventory management system 4.2 SQL (Structured Query Language): 4.2.1 Introduction 4.2.2 History Of SQL 4.2.3 Basic Structure, 4.2.4 DDL Command, 4.2.5 DML Commands 4.2.6 Simple Queries 4.2.7 Nested Queries 4.2.8 Aggregate Functions	Lecture, ICT Based, Interactive	20

Reference Books:

1. Database System Concept – Silberschatz, Korth
2. Fundamentals of Database System- Ramez Elmasri, Shamkant B. Navathe(Pearson)
3. Database Management System- Raghu Ramkrishnan,Gehrke (McGraw Hill)
4. Database Management System- R.Panneerselvam
5. Ms-Office Complete reference
6. Structured Query Language- by Osborne
7. Database system concept 5th Edition -Henry F.Korth ,Publisher: McGraw-Hill Book Company

Semester –IV
Subject Name: Web Technology
Subject Code:

Objectives: After completion of syllabus student will be able

1. To enable students to understand concept of Internet programming .
2. To learn to develop web based applications using HTML , CSS, Java Script.
3. To learn and understand ASP.

Sr. No.	Unit wise Content	Teaching Methods	Teaching Hours
Unit I	Internet and WWW 1.1 Introduction to internet and its applications, browsers, web servers 1.2 Web Development- introduction, features, steps in web development, limitations 1.3 HTML: Introduction, HTML tag and attributes, heading tags, text formatting tags, paragraph tags, and font tag 1.4 List Tags-Ordered and Unordered 1.5 Tags: , <HR>,<Marquee>, Hyperlink <A> 1.6 Image and Image maps, , <MAP>, <AREA> 1.7 Tables: table tags, aligning entire table, alignment of row, cell and contents, table attributes, background color setting, width, adding a border, spacing within a cell, spacing between the cells, rowspan and colspan, Table Sections and column properties 1.8 Insert audio and video files-<BGSOUND> <EMBED> 1.9 Frames: Introduction to Frames, the <FRAMESET> tag, nesting <FRAMESET> tag, placing content in frames with the <FRAME> tag, targeting named frames, creating floating frames <IFRAME> 1.10 Introduction to HTML 5 Tags Features of HTML5, HTML5 DocType, New Structure Tags, New Media Tags- Audio Tag, Video Tag, Introduction to HTML5 Forms, New Attributes, New types	Lecture, ICT Based, Interactive	20
Unit II	Style Sheets 2.1 Introduction of CSS 2.2 Types -Inline, Internal and External Style Sheet 2.3 CSS selector- element, id, class, group 2.4 Cross Browser Testing 2.5 Forms : Creating Forms, The <FORM> tag, form attributes, named input fields 2.6 <INPUT> Tag-Drop Down and List boxes, Hidden, Text area, Password, Button, Image, Radio, Checkbox. 2.7 Action buttons- Submit, Reset 2.8 <INPUT> 2.9 Limitations of HTML	Lecture, ICT Based, Interactive	10
Unit III	Unit-III- Java Script 3.1 Introduction to Java script 3.2 Difference in Client-Side and Server-Side Script 3.3 Features	Lecture, ICT Based, Interactive	15

	3.4 Keywords, Data Types, Control Statements (if-else, looping) with examples 3.5 Objects in Java. 3.6 Events and Event Handlers, 3.7 Dialogue boxes 3.8 Built-in functions 3.9 Validations		
Unit IV	Introduction to Server-Side scripting 1.1 ASP – Advantages and limitations 1.2 Server set-up for ASP (PWS/IIS) 1.3 Built in ASP objects 1.4 Loop Structure, Control Structure (If-Else-Then) 1.5 Methods to get data from Clients – (GET and POST), difference between GET and POST 1.6 Database handling, connections and record set object 1.7 Database Connectivity Case Studies: Online Shopping Website, University Website	Lecture, ICT Based, Interactive	15

REFERENCE BOOKS

1. HTML, JavaScript, DHTML and PHP, Ivan Bayross, BPB publications, 2010 Edition
2. HTML Black Book, Steven Holzner, DreamTech Press, 2009 Edition
3. Web Technologies Black Book, Kogent Learning Solutions Inc., Dreamtech press, 2011 Edition
4. ASP.NET 4.0 Black Book, Kogent Learning Solutions Inc., Dreamtech press, 2012 Edition
5. ASP.NET 4.0 Programming, Joydip Kanjilal, TATA McGraw-Hill Education Private Ltd., 2010 Edition

BCA-II Semester –IV
Lab course based on Database Management System and Web Technology
Subject Code:

I] Lab course based on Database Management System

1) Practical's on MS-Access (Take sample tables)

1. Write procedure for creating database in Ms-Access.
2. Generate form in Ms-Access and write steps in detail.
3. Establish relationship between tables and write steps for it.
4. Create reports using different queries based on multiple tables and write steps in detail for it.

I. Library system:

1. Create database for library system
2. Establish essential relationship between tables
3. Design form for above library system
4. Generate following reports for library system.
 - a. List of book with accession numbers
 - b. List of books according to author
 - c. List of books issued to student
 - d. Demand books report of students

II. Design Database System for Payroll management system:

1. Draw ER diagram
2. Create database- contains 1. At least 5 tables 2. At least 3 fields with proper data type
3. Set primary key wherever required
4. Create relationship structure
5. Create form for each table
6. Insert at least 5 records in each table
7. Create different query using query wizard
8. Create at least 3 reports using report wizard (at least 5 records)

III. Design Database System for Hospital management system

1. Draw ER diagram
2. Create database- contains 1. At least 5 tables 2. At least 3 fields with proper data type
3. Set primary key wherever required
4. Create relationship structure
5. Create form for each table
6. Insert at least 5 records in each table
7. Create different query using query wizard
8. Create at least 3 reports using report wizard (at least 5 records)

2) Practical Based on SQL:

1. SQL queries on DDL statements.
2. SQL queries on DML statements.
3. SQL queries on Operators-relational, Logical, Like, Between, IN operator
4. SQL queries

II) Lab Course Based on Web Technology

Unit-I

1. Programs based on singular and paired tags, formatting tags, list tags,
2. Programs based on marquee, hyperlink, image maps
3. Program based on frame tags

Unit-II

4. Programs based on CSS, cross browser testing
5. Programs based on creating forms, inputting values
6. Programs based on drop down and list box, text area, password
7. Program based on action buttons, radio, checkbox

Unit-III

8. Programs based on control statements
9. Programs based on event handling and built in functions
10. Program based on validations

Unit-IV

11. Programs based on control statements (branching and looping)
12. Programs based on GET and POST method
13. Programs based on database handling
14. Design and develop interactive website using different HTML tags, ASP, Java Script and database handling.
15. Database Connectivity

Note : Minimum **16 assignments** to be covered during practical.

BCA-II Semester- IV

Subject : Mini Project

A group of maximum four students prepare a mini project under the guidance of internal teacher.

Guidelines for Mini Project:

Number of Copies: The student should submit **two spiral copies** of the Project Report.

Acceptance/Rejection of Project Report: The student must submit an outline of the project report to the college for approval. The college holds the right to accept the project or suggest modifications for resubmission. Only on acceptance of draft project report, the student should make the final copies.

Format of the Project Report:

The student must adhere strictly to the following format for the submission of the Project Report.

a. Paper:

The Report shall be typed on white paper, A4 size, for the final submission. The Report to be submitted to the must be original and subsequent copies may be photocopied on any paper.

b. Typing:

The typing shall be of standard letter size, 1.5 spaced and on one side of the paper only. (Normal text should have Arial Font size 11 or 12. Headings can have bigger size)

c. Margins:

The typing must be done in the following margins:

Left -----1.5 inch, Right ----- 1 inch

Top ----- 1 inch, Bottom ----- 1 inch

d. Front Cover:

The front cover should contain the following details:

TOP: The title in block capitals of 6mm to 15mm letters.

CENTRE: Full name in block capitals of 6mm to 10mm letters.

BOTTOM: Name of the Affiliating University and College, Course, Year of submission -all in block capitals of 6mm to 10mm letters on separate lines with proper spacing and centering.

f. Blank Sheets:

At the beginning and end of the report, two white black bound papers should be provided, one for the purpose of binding and other to be left blank.

Documentation Format

- a) Cover Page**
- b) Institute/College Recommendation**
- c) Guide Certificate**
- d) Declaration**
- e) Acknowledgement**
- f) Index**
- g) Chapter Scheme**

1) Introduction to Project

- Introduction
- Existing System
- Need and scope of Computer System
- Organization Profile

2) Proposed System

- Objectives
- Requirement Engineering
 - Requirement Gathering
 - SRS

3) System Analysis

- System Diagram
 - DFD
 - ERD
 - UML(if applicable)

4) System Design

- Database Design
- Input Design
- Output Design

5) Implementation

- System Requirement
- Hardware
- Software
- Installation process
- User Guideline

6) Output (with valid Data)

(Minimum 6 reports)

7) Conclusion and Suggestions

- Conclusion
- Limitations
- Suggestion

8) References:-

- i. Books:-
- ii. Journals:-
- iii. Periodicals and Newspapers:-
- iv. Web
- v. Questioner/Schedule(if used)
- vi. Source code(Include Main Logic source code)

B.C.A. Part – II
Semester –IV
Subject: Entrepreneurship Development
Subject Code - 19-471

Course Outcome:

1. Students will acquaint with the theoretical knowledge of Entrepreneurship.
2. Students will develop of Entrepreneurial qualities and skills among the students.

Sr. No.	Contents	Learning Out Comes	Teaching Methods	No. of Lectures
Unit I	Entrepreneur: 1.1 Meaning and Concept 1.2 Qualities of successful Entrepreneur 1.3 Functions of Entrepreneur 1.4 Types of Entrepreneur 1.5 Challenges before Entrepreneurs in modern Era.	Students will get basic Knowledge of Entrepreneur.	Lecture, ICT Based, Interactive	15
Unit II	Entrepreneurship: 2.1 Meaning and Concept 2.2 Importance of Entrepreneurship 2.3 Theories of Entrepreneurship- a) Joseph Schumpeter's Innovation Theory, b) McClelland's Theory of need achievement 2.4 Factors contributing to growth of Entrepreneurship 2.5 Obstacles in Entrepreneurship Growth.	Students will be Acquaintance with theory of Entrepreneurship	Lecture, ICT Based, Interactive	15
Unit III	Entrepreneurship Development: 3.1 Concept & objectives 3.2 Process of ED 3.3 problems and measures in Entrepreneurship Development 3.4 Entrepreneurship in service sector 3.5 Information Technology Park 3.6 Entrepreneurship and Skill Hub - Innovation, Invention and Incubation 3.7 Government Initiatives- Start up India, Stand up India, Make in India.	Students will Compare role of Entrepreneurship Development	Lecture, ICT Based, Interactive	15
Unit IV	Project Management: 4.1 Concept of project 4.2 Stages of Project Management 4.3 Reasons for failure of project 4.4 Project report on Call Center, Internet Café, Computer Training Centre, Online shop, E-Retailing Unit. 4.6 Success story of Infosys and Quick Heal	Students aware about practical work of project Management	Lecture, ICT Based, Interactive ICT Based	15

Reference Books:

- 1- Dynamics of Entrepreneurship Development –By Vasant Desai
- 2- Entrepreneurship Development in India- By C.B.Gupta and N.P.Srinivasan
- 3- Entrepreneurship Development- By S.S. Khanka
- 4- Entrepreneurship Development-By Godron E and Natarajan .
- 5-Udyojakata- By Prabhakar Deshmukh
- 6- Project Preparation, Appraisal & Implementation –By Prasanna Chandra
- 7- Entrepreneurship Development –By S.L.Gupta & Arun Mittal

B.C.A. Part – II
Semester –IV
Subject: Organizational Behaviour
Subject Code-16-472

Objectives:-

1. Students will acquaint with the individual and group behaviour within the organization.
2. Students will get the knowledge of behavioural model in the Organization.

Sr. No.	Contents	Learning Out Comes	Teaching Methods	No. of Lectures
Unit I	Fundamentals of Organizational Behaviour: 1.1 Definition & Nature 1.2 Significance of Organizational Behavior 1.3 Evolution of Organizational Behavior. 1.4 Elements of organizational Behavior 1.5 Disciplines continuing to Organizational Behavior.	Students recognize basic Knowledge of Organizational Behaviour	Lecture, ICT Based, Interactive Sessions	15
Unit II	Individual Behaviour 2.1 Attitude- Concept, Functions of attitudes, components of Attitude, 2.2 Values: Concept, Personal and organizational Values. 2.3 Personality- Definition of personality, Determinants of personality, Theories of personality: - Trait Theory, Myers Time big five model. Type A and Type B personality 2.4 Perception- Meaning, Process of Perception	Students aware about Individual Attitude, Values and Motivation	Lecture, ICT Based, Interactive	15
Unit III	Motivation and Group Behaviour- 3.1 Motivation: Concepts, Nature and Importance of Motivation, Theories of Motivation- Maslow's Need Hierarchy Theory. Herzberg's Two Factor Theory, McGregor's X and Y Theory. McClelland's theory 3.2 Group Behavior- meaning and definition, Types of Groups, Team Building and Effective team works, Stages of group formation	Knowledge about Motivation and Group Behaviour	Lecture, ICT Based, Interactive	15
Unit IV	Work Stress and Conflict: 4.1 Work Stress- Meaning and detection of stress, Sources of stress- Individual & Organizational level, , Types of stress, Stress Management 4.2 Conflict- Concept of conflict, Interpersonal Conflict, Intrapersonal Conflict, Intergroup Conflict & organizational Conflict, Johari window, strategies for managing conflict.	Capability to handle the stress and conflicts	Lecture, ICT Based, Interactive ICT Based	15

REFERENCE BOOKS

1. Organizational Behaviour Text, Course and Games- By K.Aswathappa. Himalaya publishing House, Mumbai.
2. Organizational Behaviour- By Final Luthans McGraw-Hill
3. Organizational Behaviour through Indian Philosophy- By M.N. Mishra, Himalaya Publication House.
4. Organizational Behaviour- By Steplen Robbins, Timotly Judge, SeemaSangliPeason Prentice Hall



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Name of the Programme : B.C.A. II		Semester – III	
Name of the Course (Subject): Computer Oriented Statistical Methods (19– 375)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs. Per Week
Introduced from June 2020			
Course Objectives: 1. To explain the scope of statistics in business, perform classification and tabulation; also represent the data by graphs. 2. To acquaint the students with the concept in Statistics and its applications in Technology, explain and apply sampling techniques in real life. 3. To develop the ability to summarize the data by means of measures of central tendency and dispersion. 4. To perform analysis of bivariate data using correlation and regression. 5. To measure the trend and seasonal variations in time series data.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method/Aids
1	Unit-I Introduction to Statistics: 1.1. Meaning and scope of statistics. 1.2. Primary and secondary data, Qualitative and Quantitative data, Discrete and continuous variables, terms in classification, Frequency and Frequency Distribution 1.3. Graphical representation : Histogram, Ogive curves, simple examples, Use of graphs to find median and mode Sampling Techniques: 1.4. Need and meaning of sampling techniques, Definitions of Population, Sample, Sampling and Census method. 1.5. Methods of Sampling: Simple random sampling with and without replacement, Stratified random sampling, Systematic sampling (Concept only).	15	1. PPT 2. Problem Solving. 3. Videos
2	Unit- II : Measures of Central Tendency and Dispersion Measures of Central Tendency: 2.1 Concept of central tendency (Averages), Requirements of good statistical average 2.2. Definition, Merits and demerits of Mean, Median and Mode, Quartiles. Empirical relation between mean,	15	1. PPT 2. Problem Solving 3. Videos

	<p>median and mode.</p> <p>Measures of Dispersion:</p> <p>2.3 Concept of dispersion, Requirements of good measures of dispersion, Absolute and relative measures of dispersion</p> <p>2.4 Definition of Range, Quartile Deviation Standard Deviation and their relative measures, Merits and Demerits of S.D., Coefficient of variation and its uses, Combined S.D. for two groups</p> <p>2.5 Computation of all the measures of central tendency and dispersion mentioned above.</p>		
3	<p>UNIT-IV: Analysis of Bivariate Data:</p> <p>Correlation:</p> <p>3.1 Concept of bivariate data and correlation, types of correlation (Positive, Negative, Linear and Non-linear).</p> <p>3.2 Methods of studying correlation: Scatter Diagram, Karl Pearson's coefficient of correlation (r), Spearman's Rank correlation coefficient (R), Interpretation of correlation coefficient (r), Computation of r and computation of R (with and without tie) for ungrouped data.</p> <p>Regression:</p> <p>3.3 Concept of regression, Lines of regression, Regression coefficients.</p> <p>3.4 Relation between Correlation coefficient and Regression coefficients, properties of regression coefficient, Interpretation of Regression coefficient.</p> <p>3.5 Numerical examples on ungrouped data.</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>
4	<p>Unit II: Time Series:</p> <p>4.1. Definition and uses of Time series</p> <p>4.2. Components of time series, Additive and Multiplicative models.</p> <p>4.3. Methods of determination of trend by (i) Method of Moving Averages (ii) Method of Least Squares (only for straight line)</p> <p>4.4. Measurement of Seasonal variations using Simple Average method</p> <p>4.5. Numerical Examples and real life situations.</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>

References :

1. G. V. Kumbhojkar, Business Statistics for B.Com. Part-II, Sem-III and Sem-IV, Phadke Prakashan
2. S. S. Desai, Business Statistics, for B.Com. Part-II, Sem-III and Sem-IV,
3. Business Statistics –SIM-Shivaji University, Kolhapur
4. B. M. Agrawal, Essentials of Business Statistics, Ane Books Pvt. Ltd.
5. B. M. Agrawal, Business Mathematics and Business Statistics, Ane Books Pvt. Ltd.
6. R.S.N. Pillai and Bagavathi, Practical Statistics , S. Chand Publications
7. Dr.S.P.Gupta, Statistical Methods,
8. C.B.Gupta, Introduction to Statistics
9. H.C.Saxena and J.N.Kapur, Mathematical Statistics
10. Kapur and Gupta, Applied Statistics
11. D.C. Sanchety and V.K.Kapur, Mathematical Statistics
12. D.N. Elance, Elements of Statistics



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Name of the Programme : B.C.A. II		Semester – IV	
Name of the Course (Subject): Mathematical Foundation (19-475)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs. Per Week
Introduced from June 2020			
Course Objectives: 1. The student will be able understand the concepts involved in the set theory and also solve the practical problems involved in set theory. 2. Be able to communicate mathematical/logical ideas in writing also use this concepts for the computer programming 3. To use matrices to represent a system of equations 4. To Study of graphs, which are mathematical structures used to model pairwise relations between objects			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method/Aids
1	Unit-I: Set Theory 1.1 Meaning and definition of a set, Methods of describing a set : Tabular form, Set builder form 1.2 Types of a set : Finite set, Cardinality of set, Infinite set, Empty set, Subset, Universal set, cardinality of set, Equal sets, Disjoint sets, Complementary set, Venn diagram. 1.3 Operation on Sets: Union of sets, Intersection of sets Difference of sets. 1.4 De Morgan’s Laws (without proof), Idempotent laws, Identity laws, Commutative Laws, Associative laws, Distributive laws, Inverse laws, Domination Laws, Absorption laws, Involution laws 1.5 Cartesian product of two sets, Duality, Relation : Reflexive, symmetric, transitive, Real life applications of set 1.6 Examples.	15	1. PPT 2. Problem Solving. 3. Videos
2	Unit-II: Mathematical Logic. 2.1.Logic: Introduction, Meaning of Statement (Proposition): Simple and compound statements, Truth	15	1. PPT 2. Problem Solving

	<p>values of a statement, Logical connectivity's.</p> <p>2.2. Logical Operations: Negation, Conjunction, Disjunction, Implication, Double Implication, Equivalence of Logical statements.</p> <p>2.3. Truth Tables and construction of truth tables. Converse, Inverse and Contra positive, Statement forms: Tautology, Contradiction, and Contingency.</p> <p>2.4. Duality, Laws of logic: Idempotent laws, Commutative laws, Associative laws, Identity laws, Involution laws, Distributive laws, Complement laws, De Morgan's laws.</p> <p>2.5. Argument: Valid and Invalid arguments.</p> <p>2.6. Numerical Examples.</p>		3. Videos
3	<p>Unit – III: Matrices and Determinants</p> <p>3.1 Introduction of a matrix.</p> <p>3.2 Types of matrices : Row matrix, Column matrix, Null matrix, Unit matrix, Square Matrix, Diagonal matrix, Scalar matrix, Symmetric matrix, Skew - symmetric matrix, Transpose of a matrix.</p> <p>3.3 Definition of Determinants of order 2 & 3 and their evaluation, Properties of Determinants (without proof) Singular and Non-Singular Matrices</p> <p>3.4 Algebra of Matrices: Equality of matrices, Scalar Multiplication of matrix, Addition of matrices, Subtraction of matrices, Multiplication of matrices</p> <p>3.5 Minor, Cofactor, Adjoint of a matrix, and Inverse of square matrix (by Adjoint method), Inverse of Matrix by transformations.</p> <p>3.6 Examples based on above.</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>
4	<p>Unit – IV: Graph Theory</p> <p>4.1. Introduction of Graph. Simple, Multi and Pseudo Graph, Loops, Digraph and Weighted Graph.</p> <p>4.2. Degree of Vertex, Isolated Vertex, Pendant vertex, Path, Cycle, A-Cycle, Handshaking theorem with examples</p> <p>4.3. Types of Graph: Complete, Regular, Bi-Partite, Complete Bi-partite, Isomorphism of Graph, Connected graph.</p> <p>4.4. Matrix Representation of Graph: Adjacency and Incidence matrix with examples</p> <p>4.5. Operations on Graph: Union, Intersection, Complement, Product of Graphs, Fusion of Graphs</p> <p>4.6. Examples.</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>

	Note: Use of nonprogrammable calculator is allowed.		
References : <ol style="list-style-type: none"> 1. Padmalochan Hazarika – A Textbook of Business Mathematics\ 2. Veena G.R.-Business Mathematics (New age international publishers, New Delhi) 3. V.K.Kapoor , Business Mathematics (Himalaya Publications, New Delhi) 4. J. K Sharma – Business Mathematics Theory and Applications 5. Shantinarayan-Text book of matrices, (S. Chand and Sons , New Delhi) 6. J.P Singh – For BBA Business Mathematics 7. B. M Aggarwal - Business Mathematics and Statistic, Ane books Pvt. Ltd. 8. Kumbhojkar G.V-Business Mathematics (Phadake Prakashan, Kolhapur.) 9. J.P Singh –Business Mathematics For BCA 10. Schaum’s Outlines, Graph Theory 11. S.K Yadav, Discrete Mathematics with Graph Theory, Ane Books Pvt. Ltd. 			



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Name of the Programme: B.Com. (Bank Management) Part II			Semester – III
Name of the Course (Subject): Accountancy Paper –III (19-331)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Introduced from June 2020

Course Objectives:

- 1) To acquaint the students with accounts of professionals, analysis of financial statements and working capital management.
- 2) To create awareness among the students about the recent trends in accounting.

Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Accounts of Professionals 1.1 Preparation of Receipts and Expenditure A/c 1.2 Preparation of Balance Sheet of Medical Practitioners and Professional accounts	15	1.Lecture 2.PPT 3. Videos 4.Practical Work
2	Analysis of Financial Statements 2.1 Financial Statements – Meaning and Types 2.2 Ratio Analysis – Meaning, Advantage and Limitations 2.3 Classification of Ratios – Liquidity Ratios, Solvency Ratios and Profitability Ratios	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
3	Working Capital Management 3.1 Meaning of Working Capital 3.2 Necessity of Working Capital 3.3 Estimation of Working Capital 3.4 Funds Flow Statement	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
4	Recent Trends in Accounting (Theory only) 4.1 Human Resource Accounting 4.2 Green Accounting 4.3 Inflation Accounting 4.4 Social Responsibility Accounting 4.5 Forensic Accounting 4.6 Values and Ethics in Accounting	15	1. Lecture 2. PPT 3. Videos

Reference Books:-

1. Principles and Practice of Accountancy - Gupta R.L. and Gupta V.K.
2. Advanced Accounts - Shukla and Grewal
3. Advanced Accounting - Jain Narang
4. An Introduction to Accountancy - Maheshwari and Maheshwari -
5. Cost Accounting - Methods and Practice - B.K.Bhar
6. Cost Accounting - Problems and Solutions - Khanna, Pandey, Ahuja
7. Cost Accounting - Jain & Narang

Websites:-

1. www.accounting-simplified.com
2. www.icaai.org.
3. www.accountingcapital.com



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Name of the Programme: B.Com. (Bank Management) Part II			Semester – IV
Name of the Course (Subject): Accountancy Paper –IV (19-431)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1) To acquaint the students with the meaning and process of Auditing. 2) To introduce the students with the computation of taxable income from salary & business.			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Introduction to Audit: 1.1 Meaning and Definitions of Auditing 1.2 Principles of Auditing 1.3 Advantages and Limitations of Auditing 1.4 Types of Audit	15	1.Lecture 2.PPT 3.Videos
2	Process of Audit 2.1 Vouching, Verification and Valuation of Assets and Liabilities 2.2 Investigation – Meaning, Objects and Importance 2.3 Audit of Bank – Special Features 2.4 Audit Reports – Meaning and Types	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
3	Taxation 3.1 Introduction to Income Tax 3.2 Definitions (Assessment Year, Previous Year, Assessee, Person etc.) 3.3 Exempted Incomes U/s 10 3.4 Deductions of Chapter VI A applicable to Individuals 3.5 Introduction to GST (Goods and Service Tax)	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
4	Heads of Income 4.1 Computation of Taxable Income from Salary 4.2 Computation of Profits and Gains from Business and Profession	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
Note :- 1) Finance Act in force at the time of Commencement of academic year shall be applicable. Respective academic year should be treated as assessment year. 2) Language of answer should be English			

Reference Books:

1. Practical Auditing - Ghatalia, Spicer & Pegglar
2. Practical Auditing-B.N. Tondon
3. Counterparty Auditing- Kamal Gupta
4. Students Guide To Income Tax - Dr. Vinod Singhania.
5. Income Tax-A simple Approach - Dr. Prakash Hereker
6. Income Tax Law & Practice - Dinkar Pagare

Websites:-

1. www.accounting-simplified.com
2. www.icaai.org.
3. www.accountingcapital.com

B.Com. II
Information Technology and Bank Management (Entire)
Semester-III
Human Resource Management
Subject Code- 16-352/16-332

Course Outcome:

- 1) Students will acquaint with the basic functions of Human Resource Management.
- 2) Students will get the Knowledge of the HR Compensation Management and International HRM.

Sr. No	Contents	Learning Outcomes	Teaching Methods	No. of Lectures
Unit I	Introduction to Human Resource Management: 1.1 Meaning 1.2 Objectives 1.3 Functions 1.4 Importance of HRM 1.5 Recent trends in HRM	Understanding about the concept of Human Resource Management.	<i>Lecture, Interactive ICT Based Use of case lets</i>	10
Unit II	Human Resource-Acquisition & Training: 2.1 Human Resource Planning - Meaning, Objectives & process 2.2 Recruitment -Meaning, Sources- internal & external 2.3 Selection -Meaning, scientific selection procedure 2.4 Training -Meaning, Objectives & methods of employee training.	Understanding of the roll of HR Manager in Acquisition & Training	<i>Lecture Interactive ICT Based Discussion Method</i>	20
Unit III	Human Resource Remuneration & Performance Appraisal: 3.1 Human Resource Remuneration - Meaning, Methods of remunerations -Time wage-Piece wage method and incentive plans. Fringe benefits. 3.2 Performance Appraisal - Meaning, importance and Methods -Traditional and Modern	Acquaintance with HR Compensation Management and Performance Appraisal.	<i>Lecture Interactive ICT Based Group Discussion Industrial Visit</i>	15
Unit IV	International Human Resource Management: 4.1 Meaning & importance 4.2 Comparison of Domestic and international Human Resource Management. 4.3 Challenges in International Human Resource Management 4.4 Repatriation Process 4.5 Reasons for Expatriate Failure	Development of abilities for managing International HR	<i>Lecture Interactive ICT Based Discussion Methods.</i>	15

Reference Books-

1. Arun Monappa and Mirza Saiyadin, Human Resource Management, Tata Mc Graw Hill Publication
2. A. S. Sharma, Personnel and Human Resource Management, Himalaya Publishing House, 2005
3. K. Ashwathapa. Human Resource Management- Text and Cases, Tata Mc Graw Hill Publishing House, Seventh Edition
4. Bhattacharya Deepak Kumar, Human Resource Planning, Excel Books, ISBN:81-7446-498-0

DRGCS

B.Com. II
Information Technology and Bank Management (Entire)
Semester-IV
Subject - Organizational Behavior
Subject Code-19-452/19-432

Course Outcome:

1. Students will understand the individual and group behaviour at work place.
2. Students will acquaint with the Change management.
3. Students will get Knowledge about basics of Organisational Behaviour and Organisational Dealings.

Sr.No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
Unit I	Basics of Organizational Behavior: 1.1 Evolution of an Organizational Behavior 1.2 Meaning, Definitions & Characteristics 1.3 Significance of Organizational Behavior. 1.4 Disciplines contributing to Organizational Behavior. 1.5 Foundations of Organizational Behavior	Knowledge about the concept of Organisational Behaviour.	Lecture, Interactive ICT Based Use of case lets	15
Unit II	Individual Behavior 2.1 Personality – Meaning, stages of personality development. 2.2 Perception – Perceptual process, perceptual destruction, perception and individual decision making. 2.3 Attitudes – Components of attitudes, Types of attitude. 2.4 Learning- Concept & Theories of learning. 2.5 Emotions- Meaning, Application in Organizational Behavior	Acquaintance with determinants of Individual behavior.	Lecture Interactive ICT Based Discussion Method	20
Unit III	Group Behavior– 3.1 Meaning and Definition 3.2 Types of groups 3.3 Formation of group 3.4 Factors influencing group performance 3.5 Impact of E-Organization on group Behavior	Acquaintance with Group Behavior.	Lecture Interactive ICT Based Group Discussion Industrial Visit	10
Unit IV	Organizational Culture and Change Management: 4.1 Organizational Culture- Meaning, Effects of Culture, Strategies for Sustaining Culture 4.2 Organizational development- Meaning, Characteristics, Development Techniques. 4.3 Change Management –Concept, Need, Causes of change, Resistance to change. Implementation of change successfully.	Understanding of Organizational System and Managing Change.	Lecture Interactive ICT Based Discussion Methods.	15

Reference Books:

1. Robbins Stephen P., Organizational Behaviour, 9th Edition, Prentice Hall Publication, new Jersey.
1. Robbins Stephen P., Judge Timonthy A. and Sanghi Seems, Organizational Behaviour, Person Education, 13th Edition.
2. Newstrom John W., Organizational Behaviour: Human Behaviour at work, McGraw-Hill India, 12th Edition, Ninth Reprint 2010.
4. Luthans Fred, Organizational Behaviour, McGraw Hill International Edition, 11th Edn. 2008.
5. Aswathappa K., Organizational Behaviour, Himalaya Publishing House, New Delhi, 8th revised edn.
6. Keith Devis and John Newstorm, Human Behaviour at work. 7. P.SubbaRao, 'Management and Organizational Behaviour, Himalaya Publishing House, 1st edn, 2004.

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Dhananjayrao Gadgil College of Commerce, Satara
 An Autonomous college affiliated to Shivaji University, Kolhapur
B.Com -Bank Management Part - II (Entire) - Semester- III
Bank Management Paper - V (Corporate Banking)
Syllabus Introduced from June 2020

Course Outcomes:

1. Learner will understand the concept and importance of corporate banking
2. Learner will able to apply the knowledge of corporate banking products in banking practices
3. Learners will become expert in corporate banking services
4. Learners will able to conduct corporate banking business

Expected Skills : Critical thinking, Analysis and Interpretation Skills

Marks : 100

Total Lectures of Teaching : 60

Credits : 4

Unit-1:	Basics of Corporate Banking 1.1. Meaning and Role of Corporate Banking in Economic Development 1.2. Meaning, Features and Process of Factoring and Forfeiting services 1.3. Meaning, Nature and sources of Working Capital Finance 1.4. Nature and Importance of Business Advisory services	12 Lectures
Unit-2:	Foreign Exchange Business and Services 2.1. Foreign Exchange- Meaning, Types and Sources 2.2. Meaning and Importance of Forex Management 2.3. Nature, Scope and Risk in Foreign Exchange Business 2.4. Concept of Hedging, SWAP and Arbitrage	18 Lectures
Unit-3:	Investment Banking 3.1. Meaning, Evolution and Scope of Investment Banking. 3.2. Meaning and Functions of Merchant Banks 3.3. Meaning and Nature of Venture Capital Funds 3.4. Meaning and Importance of Loan Syndication	13 Lectures
Unit-4:	Project and Infrastructure Finance 4.1. Characteristics and sources of Project Finance. 4.2. Project Report and Balance-Sheet Analysis 4.3. Leading Infrastructure Finance Companies in India 4.4. Problems Related to Project and Infrastructure finance	17 Lectures

Suggested Activities: Case study & Visit to corporate banks, Merchant banking units

References

1. Desai Vasant(2015) Bank Management, Himalaya PublishingHouse,New Delhi
2. Mathav S B.(2013) Financial Management, Mac-Millan Publications.
3. Yadhav S. S.(2010) Foreign Exchange Markets (Latest Edition) Mac-Millan Publications.
4. Indian Institute of Banking & finance –Corporate Banking (2015) Mac-Millan Publications.
5. IIBF – International Corporate Finance, Mac-Millan Publications.
6. Ramamurthy Natarajan (2016) Corporate Banking: A Guide Book for Novice ,Create Space Independent Publishing Platform
7. Financial, Treasury and Forex Management - ICSI-
<https://www.icsi.edu/media/webmodules/publications/5.%20Financial,%20Treasury%20and%20Forex%20Management.pdf>

Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
 An Autonomous college affiliated to Shivaji University, Kolhapur
B.Com -Bank Management Part - II (Entire) - Semester- III
Bank Management Paper - VI (Retail Banking)
Syllabus Introduced from June 2020

Course Outcomes:

1. Learner will understand the concept and importance of retail banking
2. Learner will able to apply the knowledge of loan products in banking practices
3. Learners will become expert in retail banking services
4. Learners will able to conduct retail banking business in appropriate manner

Expected Skills : Critical thinking, Analysis and Interpretation Skills

Marks : 100

Total Lectures of Teaching : 60

Credits : 4

Unit-1:	Introduction to Retail Banking 1.1. Evolution and concept of Retail Banking 1.2. Importance of Retail banking in Indian Economy 1.3. Difference between Retail banking and Corporate banking 1.4. Changing scenario of Retail Banking in India	12 Lectures
Unit-2:	Retail Banking Loan Products 2.1. Loan Appraisal - Meaning, Steps and Importance 2.2. Home Loan- Types, Sanctioning and Required Documents - Application Form 2.3. Vehicle Loans- Types, Sanctioning and Required Documents - Application Form 2.4. New Retail Loan Products-Consumer Durables, Loan against Security, Mutual Fund, Loan through ATM, Bank Guarantee etc SME Loans	18 Lectures
Unit-3:	Retail Banking Services 1.1 Credit Cards – Meaning, Features, Eligibility, Card Services -Precaution to be taken 1.2 Debit Cards - Ordinary and RFID Based Cards - Card Services -Precaution to be taken 1.3 Safe Deposit Lockers -Features, Application Form and Use of Lockers 1.4 Meaning and Nature of Standing Instructions - Nature of ASBA Account Services	13 Lectures
Unit-4:	New Trends in Retail Banking 2.1 NEFT, RTGS and SWIFT - Features, Procedures and Settlement System 2.2 E-Banking Products of NPCI (BHIM, NACH, NETC, IMPS, AePS, BBPS, *99#) 2.3 CTS Clearing -Participant, Greeds, CTS Standard , Inward and Outward Clearing 2.4 Application of Artificial Intelligence in Retail Banking (Card less Withdrawal)	17 Lectures

Suggested Activities: Case study & Visit to commercial and cooperative banks

Reference Books:

1. Indian Institute of Banking and finance (IIBF) (2015) Banking Products and Services, M/s Taxman Publications Pvt. Ltd
2. IIBF (2016), Digital Banking, M/s Taxman Publication Ltd.
3. IIBF (2012) IT Security, M/s Taxman Publications Pvt. Ltd
4. IIBF (2011) Handbook on debt. Recovery in English, M/s Taxman Publications Pvt. Ltd.
5. The Art of Vetter Retail Banking (2005), Croxford, Hugh et al. John Wiley and sons
6. Achieving Excellence in Retail Banking (2003), Leichtfuss, Reinhold, John Wiley and sons- 2003
7. IIBF (2010) International Banking, M/s Macmillan India Limited
8. HUFBAUER, G.C. (1975) The multinational corporation and direct investment. In P.B. Kenen, ed., International Trade and Finance: Frontiers for Research . New York: Cambridge University Press.
9. Mehta, D. R. and H. Fung. (2003). International Bank Management. Blackwell Publishing.

Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
 An Autonomous college affiliated to Shivaji University, Kolhapur
B.Com -Bank Management Part - II (Entire) - Semester- IV
Bank Management Paper - VII (International Banking)
Syllabus Introduced from June 2020

Course Outcomes:

Expected Skills Impartation

Marks : 100

Total Lectures of Teaching : 60

Credits : 4

Unit-1:	Introduction to International Banking 1.1. Meaning, Concept and Features of International banking 1.2. Scope and Importance of International Banking Operations 1.3. Offshore Banking- Concept and Features 1.4. Global Trends and developments in International Banking.	12 Lectures
Unit-2:	International Financial Institutions 1.1. IMF - Origin, Organization, Functions, SDR and Recent Developments 1.2. IBRD - Origin, Organization, Functions and Recent Developments 1.3. BIS - Origin, Organization, Functions and Recent Developments 1.4. ADB and International Financial Centers	18 Lectures
Unit-3:	Export-Import Credit Facilities 3.1. Pre shipment and Post Shipment finance- Objectives, Eligibility and Stages 3.2. Letter of Credit for Import and Export - Meaning, Types and Provisions 3.3. Export Promotion Measures - Financial and Non-Financial Measures 3.4. Export Credit Guarantee Corporation of India - Organization, Products and Services	13 Lectures
Unit-4:	External Commercial Borrowings (ECB) 4.1. External Commercial Borrowings - Meaning and Methods 4.2. Eligible Borrowers for Automatic Route & Approval Route of ECB 4.3. FEMA 1999 - Objectives, Provisions and Importance 4.4. RBI Guidelines on External Commercial Borrowings and Trade Credits	17 Lectures

References

1. IIBF (2010) International Banking, M/s Macmillan India Limited
2. Hufbauer, G.C. (1975) The multinational corporation and direct investment. In P.B. Kenen, ed., International Trade and Finance: Frontiers for Research . New York: Cambridge University Press.
3. Mehta, D. R. and H. Fung. (2003). International Bank Management. Blackwell Publishing.
4. ICAI (2018) External Commercial Borrowings: A Practitioner's Guide-
<http://kb.icai.org/pdfs/PDFFile5b28b5a03ae7d6.91029462.pdf>
5. External Commercial Borrowings and Trade Credits-
<https://www.rbi.org.in/Scripts/NotificationUser.aspx?Id=11510&Mode=0>
6. Export Promotion Councils in India https://www.fieo.org/view_section.php?lang=0&id=0,34,551
7. Export Promotion Councils in India <https://commerce.gov.in/InnerContent.aspx?Id=6>
8. Export Credit Guarantee Corporation of India <https://www.ecgc.in/>
9. Andrew W. Mullineux and Victor Murinde (2003) Handbook of International Banking, Edward Elgar Publishing Limited, UK
10. IIBF (2017) International Trade Finance, M/s Macmillan India Limited
11. IIBF (2012) International Banking Operations, M/s Macmillan India Limited
12. BIS (2002) International Banking and Financial Market Developments,
<https://www.bis.org/publ/r qt0002.pdf>
13. P. Natarajan (2017) International Trade and Finance
<http://www.pondiuni.edu.in/sites/default/files/Int-trade%20%26%20fin%20-260214.pdf>

Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
 An Autonomous college affiliated to Shivaji University, Kolhapur
B.Com -Bank Management Part - II (Entire) - Semester- IV
Bank Management Paper - VIII (Development Banking)
Syllabus Introduced from June 2020

Course Outcomes:

- 1.1. Ability to explain concepts and functions of Development Banks
- 1.2. To enhance knowledge about Specialized Financial Institutions in India
- 1.3. To Provide knowledge about Functions, Progress and Problems of Development Banks.

Expected Skills Impartation

Marks : 100

Total Lectures of Teaching : 60

Credits : 4

Unit-1:	Introduction to Development Banking 1.1 Meaning, origin and Features of Development Banks. 1.2 Types of Development Banks in India - A Review 1.3 Functions of Development Banks - Financial functions and Promotional 1.4 Difference between Commercial Banks and Development Banks	12 Lectures
Unit-2:	NABARD and SIDBI 2.1 NABARD- Departments, Management and Schemes of NABARD 2.2 Role and Contribution of NABARD in Agriculture and Rural Development 2.3 SIDBI - Departments, Management and Schemes of SIDBI 2.4 Role and Contribution of SIDBI in Development of Small Scale Industries	18 Lectures
Unit-3:	Specialized Development Banks 3.1 IFCI - Origin, Management, Subsidiaries of IFCI and Products and Services 3.2 NHB - Organization, Functions, Schemes and Recent Developments 3.3 EXIM Bank - Organization, Functions, Schemes and Recent Developments 3.4 Problems of Development Banks and Remedies	13 Lectures
Unit-4:	Development Finance Corporations 4.1. Tourism Finance Corporation of India Ltd - Role, Schemes and Recent Developments 4.3. National Small Industries Corporation - Role, Schemes and Recent Developments 4.4 Power Finance Corporation Ltd - Role, Products and Services 4.1. State Finance Corporations – Introduction of Various Bodies and Corporations in Maharashtra	17 Lectures

Subsidiaries of IFCI- IFCI Factors Limited, IFCI Financial Services Ltd, IFCI Infrastructure Development Limited, IFCI Venture Capital Funds Limited & Stock Holding Corporation of India Ltd

References

1. Datta and A. Mahajan , (2013), 'Indian Economy' - S.Chand and company , New Delhi.
2. Mithani D.M.(2010) , 'Money, Banking, International Trade and Public Finance'- Himalaya Publishing House, New Delhi.
3. IIBF (2010) International Banking, M/s Macmillan India Limited
4. HUFBAUER, G.C. (1975), 'The multinational corporation and direct investment. In P.B. Kenen, ed., International Trade and Finance: Frontiers for Research . New York: Cambridge University Press.
5. Mehta, D. R. and H. Fung. (2003). 'International Bank Management'- Blackwell Publishing.
6. Bhasin Niti, " Banking Development in India"-1947 to 2007, New Century Publication, New Delhi.
7. National Small Industries Corporation <https://www.nsic.co.in/>
8. NABARD - <https://www.nabard.org/>
9. Profile of SIDBI - <https://sidbi.in/files/publicationreport/Profile-2016-17.pdf>
10. Annual Report of SIDBI - <https://sidbi.in/files/publicationreport/SIDBI Annual Report English Part1.pdf>
11. IFCI - <https://www.ifcilt.com>
12. Exim Bank - <https://www.eximbankindia.in/>
13. Power Finance Corporation Ltd- <https://pfcindia.com/Home/VS/10>
14. Annual Report of Power Finance Corporation Ltd-



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
(An Autonomous College)
Affiliated to Shivaji University, Kolhapur

Name of the Programme : B.Com (B.M.) II		Semester – III	
Name of the Course (Subject): Business Mathematics Paper –I (19-334)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs. Per Week
Introduced from June 2020			
Course Objectives: 1. The student will be able understand the concepts involved in the set theory and also solve the practical problems involved in set theory. 2. To prepare for competitive examinations. 3. To understand the concept related to time, speed, distance and work. 4. To find the area and volume of given geometry. 5. To understand the concept and applications of Profit and loss, shares etc. 6. To understand the concept of simple interest and compound interest and EMI. 7. To understand the concept and techniques of different terms in quantitative aptitude.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method/Aids
1	Unit-I: Set Theory and Basic Mathematics Set Theory : 1.1 Meaning and definition of a set, Methods of describing a set : Tabular form, Set builder form 1.2 Types of a set : Finite set, Cardinality of set, Infinite set, Empty set, Subset, Universal set, cardinality of set, Equal sets, Disjoint sets, Complementary set, Venn diagram. 1.3 Operation on Sets: Union of sets, Intersection of sets Difference of sets. 1.4 De Morgan’s Laws, Cartesian product of two sets. 1.5 Duality, Relation: Reflexive, symmetric, transitive, Real life applications of set. 1.6 Examples.	15	1. PPT 2. Problem Solving. 3. Videos
2	Unit –II: Time , Distance Area and Volume 2.1. Relation between time speed and distance, 2.2. Time and Work, Boats and Stream. 2.3. Concept of average and speed 2.4. Area: Triangle, Quadrilateral, Circle. 2.5. Volume: Cuboid, Cube, Cylinder, Cone, Sphere. 2.6. Examples	15	1. PPT 2. Problem Solving 3. Videos
3	Unit-III: Quantitative Techniques 3.1. Ratio and Proportion: Direct proportion, Inverse proportion, Continued proportion 3.2. Percentage, Profit Loss: Concept of cost price, marked price and selling price. 3.3. Trade Discount and Cash Discount 3.4. Commission and Brokerage	15	1. PPT 2. Problem Solving 3. Videos

	3.5.Partnership, Shares and debentures 3.6.Examples		
4	Unit-IV: Progression and Interest 4.1 Odd man out and Series, Definition of Arithmetic Progression and Geometric Progression 4.2 Formulae for nth term of arithmetic progression and geometric progression. 4.3 Simple interest. 4.4 compound interest, Growth and Depression. 4.5 Equated Monthly Installments (EMI)(Reducing and flat rate of interest) 4.6 Examples.	15	1. PPT 2. Problem Solving 3. Videos
Pre- requisites : Number System, H.C. F and L.C.M. of numbers, Decimal fractions, Simplification, Problems on numbers, Surds and Indices.			
References : <ol style="list-style-type: none"> 1. Dr. R. S. Aggarwal, Quantitative Aptitude, S. Chand Publications. 2. TCY , Reasoning ability and Quantitative Aptitude, Wiley Publications. 3. Dinesh Khattar , Quantitative Aptitude for Competitive Examinations, Pearson Publications. 4. M. Tyra , Magical Book on Quicker Maths 5. Quantitative Aptitude for Competitive Exams, Disha Publications 6. Arun Sharma, Quantitative Aptitude ,Mc Graw Hill Education 7. Padmalochan Hazarika – A Textbook of Business Mathematics\ 8. Veena G.R.-Business Mathematics (New age international publishers, New Delhi) 9. V.K.Kapoor , Business Mathematics (Himalaya Publications, New Delhi) 10. J. K Sharma – Business Mathematics Theory and Applications 11. Shantinarayan-Text book of matrices, (S. Chand and Sons , New Delhi) 12. J.P Singh – For BBA Business Mathematics 13. B. M Aggarwal - Business Mathematics and Statistic, Ane books Pvt. Ltd. 14. J.P Singh –Business Mathematics For BCA 			



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Name of the Programme : B.Com (B.M) II		Semester – IV	
Name of the Course (Subject): Business Statistics			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs. Per Week

Introduced from June 2020

Course Objectives:

1. To acquaint the students with the concept in Statistics and its applications in Banking and finance.
2. To perform classification and tabulation; also represent the data by graphs also interpret the results.
3. To develop the ability to summarize the data by means of measures of central tendency and dispersion.
4. To perform analysis of bivariate data using correlation and regression.
5. To Compute the probabilities and apply laws of probabilities, identify the applications of normal distributions in real life.

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method/Aids
1	Unit-I Introduction to Statistics: 1.1. Meaning and scope of statistics. 1.2. Primary and secondary data, Qualitative and Quantitative data, Discrete and continuous variables, terms in classification, Frequency and Frequency Distribution 1.3. Diagrammatical representation: Tabulation, Line diagram, Bar diagram, Pie chart, Interpretation of given graphs. 1.4. Graphical representation : Histogram, Ogive curves, simple examples, Use of graphs to find median and mode	15	1. PPT 2. Problem Solving. 3. Videos
2	Unit- II : Measures of Central Tendency and Dispersion Measures of Central Tendency: 2.1 Concept of central tendency (Averages), Requirements of good statistical average 2.2. Definition, Merits and demerits of Mean, Median and Mode, Empirical relation between mean, median and mode. Measures of Dispersion: 2.3 Concept of dispersion, Requirements of good	15	1. PPT 2. Problem Solving 3. Videos

	<p>measures of dispersion, Absolute and relative measures of dispersion</p> <p>2.4 Definition of Range and Standard Deviation and their relative measures, Merits and Demerits of S.D., Coefficient of variation and its uses, Combined S.D. for two groups</p> <p>2.5 Computation of all the measures of central tendency and dispersion mentioned above.</p>		
3	<p>UNIT-IV: Analysis of Bivariate Data:</p> <p>Correlation:</p> <p>3.1 Concept of bivariate data and correlation, types of correlation (Positive, Negative, Linear and Non-linear).</p> <p>3.2 Methods of studying correlation: Scatter Diagram, Karl Pearson's coefficient of correlation (r), Spearman's Rank correlation coefficient (R), Interpretation of correlation coefficient (r), Computation of r and computation of R (with and without tie) for ungrouped data.</p> <p>Regression:</p> <p>3.3 Concept of regression, Lines of regression, Regression coefficients.</p> <p>3.4 Relation between Correlation coefficient and Regression coefficients, properties of regression coefficient, Interpretation of Regression coefficient.</p> <p>3.5 Numerical examples on ungrouped data.</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>
4	<p>Unit IV: Permutation and Combination and Probability</p> <p>Permutation And Combination</p> <p>4.1 Meaning of Factorial of a number. Meaning of Permutation and Combination. Statement of Fundamental Principle of Counting.</p> <p>4.2 Determination of number of permutations of n objects taken r at a time (when all n objects are different). Determination of number of combinations of n objects \ taken r at a time (when all n objects are different).</p> <p>Probability:</p> <p>4.3 Definition of various terms used in probability.</p> <p>4.4 Classical definition of probability, Addition and Multiplication laws of probability (Without proof), Conditional probability</p> <p>4.5 Examples without use of permutation and combination.</p> <p>Note:</p> <p>1. Use of nonprogrammable calculator is allowed.</p> <p>2. For computation of Mean, Median, Mode, range and</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>

	Standard Deviation for continuous data use only inclusive and exclusive type data. Use of nonprogrammable calculator is allowed.		
<p>References :</p> <ol style="list-style-type: none"> 1. G. V. Kumbhojkar, Business Statistics for B.Com. Part-II, Sem-III and Sem-IV, Phadke Prakashan 2. S. S. Desai, Business Statistics, for B.Com. Part-II, Sem-III and Sem-IV, 3. Business Statistics –SIM-Shivaji University, Kolhapur 4. B. M. Agrawal, Essentials of Business Statistics, Ane Books Pvt. Ltd. 5. B. M. Agrawal, Business Mathematics and Business Statistics, Ane Books Pvt. Ltd. 6. R.S.N. Pillai and Bagavathi, Practical Statistics , S. Chand Publications 7. Dr.S.P.Gupta, Statistical Methods, 8. C.B.Gupta, Introduction to Statistics 9. H.C.Saxena and J.N.Kapur, Mathematical Statistics 10. Kapur and Gupta, Applied Statistics 11. D.C. Sanchety and V.K.Kapur, Mathematical Statistics 12. D.N. Elance, Elements of Statistics 			



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
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Name of the Programme: B.Com. (Information Technology) Part II			Semester – III
Name of the Course (Subject): Accountancy Paper –III (19-351)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Introduced from June 2020

Course Objectives:

- 1) To acquaint the students with accounts of professionals, analysis of financial statements and working capital management.
- 2) To create awareness among the students about the recent trends in accounting.

Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Accounts of Professionals 1.1 Preparation of Receipts and Expenditure A/c 1.2 Preparation of Balance Sheet of Medical Practitioners and Professional accounts	15	1.Lecture 2.PPT 3. Videos 4.Practical Work
2	Analysis of Financial Statements 2.1 Financial Statements – Meaning and Types 2.2 Ratio Analysis – Meaning, Advantage and Limitations 2.3 Classification of Ratios – Liquidity Ratios, Solvency Ratios and Profitability Ratios	15	1.Lecture 2.PPT 3. Videos 4.Practical Work
3	Working Capital Management 3.1 Meaning of Working Capital 3.2 Necessity of Working Capital 3.3 Estimation of Working Capital 3.4 Fund Flow Statement	15	1. Lecture 2. PPT 3.Practical Work
4	Recent Trends in Accounting (Theory only) 4.1 Human Resource Accounting 4.2 Green Accounting 4.3 Inflation Accounting 4.4 Social Responsibility Accounting 4.5 Forensic Accounting 4.6 Values and Ethics in Accounting	15	1. Lecture 2. PPT 3. Videos

Reference Books:-

1. Principles and Practice of Accountancy - Gupta R.L. and Gupta V.K.
2. Advanced Accounts - Shukla and Grewal
3. Advanced Accounting - Jain Narang
4. An Introduction to Accountancy - Maheshwari and Maheshwari -
5. Cost Accounting - Methods and Practice - B.K.Bhar
6. Cost Accounting - Problems and Solutions - Khanna, Pandey, Ahuja
7. Cost Accounting - Jain & Narang

Websites:-

1. www.accounting-simplified.com
2. www.icaai.org.
3. www.accountingcapital.com



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
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Name of the Programme: B.Com. (Information Technology) Part II			Semester – IV
Name of the Course (Subject): Accountancy Paper –IV (19-451)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1) To acquaint the students with the meaning and process of Auditing. 2) To introduce the students with the computation of taxable income from salary & business.			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Introduction to Audit: 1.1 Meaning and Definitions of Auditing 1.2 Principles of Auditing 1.3 Advantages and Limitations of Auditing 1.4 Types of Audit	15	1.Lecture 2.PPT 3.Videos
2	Process of Audit 2.1 Vouching, Verification and Valuation of Assets and Liabilities 2.2 Investigation – Meaning, Objects and Importance 2.3 Audit of Bank – Special Features 2.4 Audit Reports – Meaning and Types	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
3	Taxation 3.1 Introduction to Income Tax 3.2 Definitions (Assessment Year, Previous Year, Assessee, Person etc.) 3.3 Exempted Incomes U/s 10 3.4 Deductions of Chapter VI A applicable to Individuals 3.5 Introduction to GST (Goods and Service Tax)	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
4	Heads of Income 4.1 Computation of Taxable Income from Salary 4.2 Computation of Profits and Gains from Business and Profession	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
Note :- 1) Finance Act in force at the time of Commencement of academic year shall be applicable. Respective academic year should be treated as assessment year. 2) Language of answer should be English			

Reference Books:

1. Practical Auditing - Ghatalia, Spicer & Pegglar
2. Practical Auditing-B.N. Tondon
3. Counterparty Auditing- Kamal Gupta
4. Students Guide To Income Tax - Dr. Vinod Singhania.
5. Income Tax-A simple Approach - Dr. Prakash Hereker
6. Income Tax Law & Practice - Dinkar Pagare

Websites:-

1. www.accounting-simplified.com
2. www.icaai.org.
3. www.accountingcapital.com

B.Com. II
Information Technology and Bank Management (Entire)
Semester-III
Human Resource Management
Subject Code- 16-352/16-332

Course Outcome:

- 1) Students will acquaint with the basic functions of Human Resource Management.
- 2) Students will get the Knowledge of the HR Compensation Management and International HRM.

Sr. No	Contents	Learning Outcomes	Teaching Methods	No. of Lectures
Unit I	Introduction to Human Resource Management: 1.1 Meaning 1.2 Objectives 1.3 Functions 1.4 Importance of HRM 1.5 Recent trends in HRM	Understanding about the concept of Human Resource Management.	<i>Lecture, Interactive ICT Based Use of case lets</i>	10
Unit II	Human Resource-Acquisition & Training: 2.1 Human Resource Planning - Meaning, Objectives & process 2.2 Recruitment -Meaning, Sources- internal & external 2.3 Selection -Meaning, scientific selection procedure 2.4 Training -Meaning, Objectives & methods of employee training.	Understanding of the roll of HR Manager in Acquisition & Training	<i>Lecture Interactive ICT Based Discussion Method</i>	20
Unit III	Human Resource Remuneration & Performance Appraisal: 3.1 Human Resource Remuneration - Meaning, Methods of remunerations -Time wage-Piece wage method and incentive plans. Fringe benefits. 3.2 Performance Appraisal - Meaning, importance and Methods -Traditional and Modern	Acquaintance with HR Compensation Management and Performance Appraisal.	<i>Lecture Interactive ICT Based Group Discussion Industrial Visit</i>	15
Unit IV	International Human Resource Management: 4.1 Meaning & importance 4.2 Comparison of Domestic and international Human Resource Management. 4.3 Challenges in International Human Resource Management 4.4 Repatriation Process 4.5 Reasons for Expatriate Failure	Development of abilities for managing International HR	<i>Lecture Interactive ICT Based Discussion Methods.</i>	15

Reference Books-

1. Arun Monappa and Mirza Saiyadin, Human Resource Management, Tata Mc Graw Hill Publication
2. A. S. Sharma, Personnel and Human Resource Management, Himalaya Publishing House, 2005
3. K. Ashwathapa. Human Resource Management- Text and Cases, Tata Mc Graw Hill Publishing House, Seventh Edition
4. Bhattacharya Deepak Kumar, Human Resource Planning, Excel Books, ISBN:81-7446-498-0

DRGCS

B.Com. II
Information Technology and Bank Management (Entire)
Semester-IV
Subject - Organizational Behavior
Subject Code-19-452/19-432

Course Outcome:

1. Students will understand the individual and group behaviour at work place.
2. Students will acquaint with the Change management.
3. Students will get Knowledge about basics of Organisational Behaviour and Organisational Dealings.

Sr.No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
Unit I	Basics of Organizational Behavior: 1.1 Evolution of an Organizational Behavior 1.2 Meaning, Definitions & Characteristics 1.3 Significance of Organizational Behavior. 1.4 Disciplines contributing to Organizational Behavior. 1.5 Foundations of Organizational Behavior	Knowledge about the concept of Organisational Behaviour.	Lecture, Interactive ICT Based Use of case lets	15
Unit II	Individual Behavior 2.1 Personality – Meaning, stages of personality development. 2.2 Perception – Perceptual process, perceptual destruction, perception and individual decision making. 2.3 Attitudes – Components of attitudes, Types of attitude. 2.4 Learning- Concept & Theories of learning. 2.5 Emotions- Meaning, Application in Organizational Behavior	Acquaintance with determinants of Individual behavior.	Lecture Interactive ICT Based Discussion Method	20
Unit III	Group Behavior– 3.1 Meaning and Definition 3.2 Types of groups 3.3 Formation of group 3.4 Factors influencing group performance 3.5 Impact of E-Organization on group Behavior	Acquaintance with Group Behavior.	Lecture Interactive ICT Based Group Discussion Industrial Visit	10
Unit IV	Organizational Culture and Change Management: 4.1 Organizational Culture- Meaning, Effects of Culture, Strategies for Sustaining Culture 4.2 Organizational development- Meaning, Characteristics, Development Techniques. 4.3 Change Management –Concept, Need, Causes of change, Resistance to change. Implementation of change successfully.	Understanding of Organizational System and Managing Change.	Lecture Interactive ICT Based Discussion Methods.	15

Reference Books:

1. Robbins Stephen P., Organizational Behaviour, 9th Edition, Prentice Hall Publication, new Jersey.
1. Robbins Stephen P., Judge Timonthy A. and Sanghi Seems, Organizational Behaviour, Person Education, 13th Edition.
2. Newstrom John W., Organizational Behaviour: Human Behaviour at work, McGraw-Hill India, 12th Edition, Ninth Reprint 2010.
4. Luthans Fred, Organizational Behaviour, McGraw Hill International Edition, 11th Edn. 2008.
5. Aswathappa K., Organizational Behaviour, Himalaya Publishing House, New Delhi, 8th revised edn.
6. Keith Devis and John Newstorm, Human Behaviour at work. 7. P.SubbaRao, 'Management and Organizational Behaviour, Himalaya Publishing House, 1st edn, 2004.

Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
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B.Com - (General)/ B.Com -BM / B.Com IT Part - II - Semester- III
Business Economics P-III
Syllabus Introduced from June 2020

Course Outcomes:

1. Learner will understand the concept and importance of macro economics
2. Learner will able to apply the macro economic theories in business
3. Learners will become expert in macroeconomic policy analysis

Expected Skills : Critical thinking, Analysis and Interpretation Skills

Marks : 100

Total Lectures of Teaching : 60

Credits : 4

Unit-1:	Unit 1: Introduction to Macro Economics and National Income 1.1 Meaning , Nature and Scope 1.2 Importance and Limitations 1.3 Meaning, Concepts of National Income and Importance of National Income Data 1.4 Methods of Measurement of National Income	12 Lectures
Unit-2:	Unit 2: Value of Money: Theory and Measurement 2.1 Concept and Theories of Value of Money: Quantity theory and Cambridge Approach 2.2 Inflation: Meaning, types, causes, effects and remedial measures 2.3 Concepts of Deflation and Stagflation 2.4 Index Number: Meaning, Types and Construction of Simple and Weighted Index Number	18 Lectures
Unit-3:	Unit 3: Theory of Output ,Income and Employment 3.1 J.B. Say's law of market 3.2 Keynesian theory of output , income & employment 3.3 Consumption Function: APC & MPC, Factors influencing consumption function 3.4 Multiplier and Accelerator	13 Lectures
Unit-4:	Unit 4: Economic Growth and Development 4.1 Concepts of Economic Development and Growth, Inclusive Growth & Sustainable Development 4.2 Indicators of Economic Development 4.3 Rostow's Stages of Economic Growth 4.4 Lewis Theory of Development	17 Lectures

Reference Books:-

- 1) Vaish M.C. (1966), Monetary Theory, Ratanprakashan Mandir, Agra.
- 2) Agarwal H.S. (2010), Principles of Economics, Ane Books, Delhi.
- 3) Jhingan M.L. (1986) Advanced Economics Theory, Konark Publication, Delhi.
- 4) Haberler (1986), Theory of International Trade, Wiliam Hodge and Company, Ltd. London.
- 5) Dudley Dillard (1977), Economics of J.M. Keynes, Vikas Publishing House, New Delhi.
- 6) Samuelson and Willam D. Nordhan (2005), Economics, Tata McGraw Hill Publishing Company, New York.
- 7) Lipsey R.G. and Rechard G. (1983), an Introduction to Positive Economics, The English Language Book Society, London.
- 8) Dewett K.K. (1983), Modern Economic Theory, S. Chand & Company Ltd. New Delhi.
- 9) Mithani D. M. (1970), Monetary Theory, Vora & Co. Publishers Pvt. Ltd., Mumbai.
- 10) Ahuja H. L. (2010), Advance Economic Theory, S. Chand & Company Ltd, New Delhi.
- 11) Seth M. L. (2008), Macro Economics, Laxmi Narayan Publication, Agra.
- 12) Datir and Kadam (2013), Sthul Arthashastra, Nirali Publication, Pune.

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B.Com - (General)/ B.Com -BM / B.Com IT Part - II - Semester- IV
Business Economics P-IV
Syllabus Introduced from June 2020

Course Outcomes:

1. Learner will understand the concept and importance of public finance and Business Cycle theories
2. Learner will able to apply the international trade theories in business
3. Learners will become expert in macroeconomic policy analysis

Expected Skills : Critical thinking, Analysis and Interpretation Skills

Marks : 100

Total Lectures of Teaching : 60

Credits : 4

Unit-1:	Unit 1: Theory of Business Cycles 1.1 Meaning ,Phases and Types 1.2 Hawtrey's Theory 1.3 Schumpeter's Theory 1.4 Control of Business Cycles	12 Lectures
Unit-2:	Unit 2: Theory of Public Finance 2.1 Meaning, Nature, and Scope of Public Finance 2.2 Meaning, Merits and Demerits of Direct and Indirect Taxes 2.3 Meaning of Public Expenditure and Debt: Causes of Growth, Effects and Remedies 2.4 Public Budget - Types and Provisions in Recent Union Budget of India	18 Lectures
Unit-3:	Unit 3: Theory of International Trade 3.1 Concept of International Trade - Difference between Internal and International Trade 3.2 Absolute cost Advantage Doctrine of Adam Smith 3.3 Comparative cost Advantage Theory of Ricardo 3.4 Balance of Trade and Balance of Payments- Structure, Disequilibrium of Balance of Payment Causes and Remedies	13 Lectures
Unit-4:	Unit 4: Theory of Foreign Exchange 4.1 Concept of Exchange rate: Fixed, Flexible and Floating -Spot and Forward 4.2 Purchasing Power Parity Theory 4.3 Convertibility of Indian Rupee 4.4 Foreign Exchange Market: Features and Participants	17 Lectures

Reference Books:-

- 1) Vaish M.C. (1966), Monetary Theory, Ratanprakashan Mandir, Agra.
- 2) Agarwal H.S. (2010), Principles of Economics, Ane Books, Delhi.
- 3) Jhingan M.L. (1986), Advanced Economics Theory, Konark Publication, Delhi.
- 4) Haberler (1986), Theory of International Trade, Wiliam Hodge and Company, Ltd. London.
- 5) Dudley Dillard (1977), Economics of J.M. Keynes, Vikas Publishing House, New Delhi.
- 6) Samuelson and Willam D. Nordhan (2005), Economics, Tata McGraw Hill Publishing Company, New Yark.
- 7) Lipsey R.G. and Rechard G. (1983), An Introduction to Positive Economics, The English Language Book Society, London.
- 8) Dewett K.K. (1983), Modern Economic Theory, S. Chand & Company Ltd. New Delhi.
- 9) Mithani D. M. (1970), Monetary Theory, Vora & Co. Publishers Pvt. Ltd., Mumbai.
- 10) Ahuja H. L. (2010), Advance Economic Theory, S. Chand & Company Ltd, New Delhi.
- 11) Seth M. L. (2008), Macro Economics, Laxmi Narayan Publication, Agra.
- 12) Datir and Kadam (2013), Sthul Arthashastra, Nirali Publication, Pune.

Revised Syllabus w.e.f.June 2020-21

B. Com. IT Part-II Semester III

Subject:-E-Commerce Code-19-355

Course Outcomes –

- 1) Students will be able to possess the knowledge of E-Commerce Technology and its Applications;
- 2) Students will be aware about electronic banking and e-commerce securities;
- 3) Students will be acquainted with various issues of E-commerce.

Sr.No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	Introduction to E-Commerce: Meaning and definition of E-Commerce and E-Business, Components of E-commerce, characteristics and scope of E-commerce, Advantages and disadvantages of E-Commerce, Difference between Traditional commerce and E-Commerce. E-Commerce Models and matrix of ecommerce models, Introduction to EDI. Trade Cycle and examples of E-commerce Portals.	Students will acquire Basic concepts of E-Commerce	Lecture, PPT, Interactive Methods	15
2	Electronic-Banking(E-banking): Overview of the electronic payment Technology, Payment gateways, Prepaid and Postpaid payment system-UDP,IMS,RTGS,NEFT,IMS,Debit Card, Credit Card Advantages and limitations of prepaid and postpaid payment system.	Students will get familiar with Electronic payment system.	Lecture, PPT, Interactive Methods	15
3	E-Commerce security- Concept, need and significance of E-Commerce Security. Security threats- viruses, worms, trojan horses, malware, unauthorized access, DOS Firewalls, Cryptography, Encryption Digital certificates & signature. Types of Computer Crime,	Students will get familiar with Security Concepts. And Various types of attacks.	Lecture, PPT, Interactive Methods	15
4	Legal, Ethical and Societal Issues of E-Commerce: Legal Issues: Privacy, Intellectual	Students will	Lecture,	15

	property rights, patents, Electronic contracts. Ethical Issues: Channel conflict, Internal conflicts, Dis-intermediation, Trust, Non work related use of internet and code of ethics. Societal Issues: Digital divide, Educational related issues, public safety and criminal justice,. Health aspects and virtual communities. Future of E-Commerce in India.	get familiar with Legal, Ethical and Societal Issues of E-Commerce.	PPT, Interactive Methods	
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Reference Books-

- 1) Introduction to E-Commerce- SAGE Publication- New Delhi
- 2) Electronic Commerce -2004 (A managerial Perspective)
Efraim Turban and others- PEARSON publication
- 3) E-Commerce : Kamlesh Bajaj & Debjani Nag.(TMH)
- 4) E-Commerce: S. Jaiswal
- 5) E-Commerce A Managers Guide. by Ravi Kalakota
- 6) E-Commerce By Kenneth C Laudon and Carol Guercio Traver, Pearson Edn.
- 7) E-Commerce By C.S.V Murthy, Himalaya Publication
- 8) E-Commerce Fundamentals and applications by Henry Chan, Raymond Lee, Tharan Dillon and Elizabeth

Revised Syllabus w.e.f.June 2020-21

Subject:-Lab Course-III E-Commerce

Paper Code-19-356

Course Outcomes-

1. Students will able to get the knowledge of E-Commerce Technology and its applications;
2. Students will able to understand various issues of E-Commerce.

Sr. No.	Units for Practical (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
01.	How to open online bank account.	Students will familiar with Basic concepts of E-Commerce and its' online Transactions, Different Security Aspects.	Experiments & Demonstration	60
02.	Visiting online shopping website, ordering a product.			
03.	Selling & Buying e-commerce websites-review , rank, sell a day			
04.	Practical's on e-commerce online money transactions			
05.	Practical on e-payment banking including prepaid and postpaid payment system.			
06.	Different shopping modules i.e web portals in E-commerce			
07.	Different security aspects in e-commerce.			
08.	Firewall configuration.			
09.	Case Study of E-commerce Web Portals.			
10.	Case Study of E-banking.			

Revised Syllabus w.e.f.June 2020-21

Subject:- Computer based Accounting by using Tally

Code-19-455

Course Outcomes- To impart the knowledge of Accountancy with Tally Software.

Sr.No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	Fundamental of Tally ERP 9 - Introduction, Silent features, Getting Functional with Tally, Start-up, Screen Components, Switching between Screen Areas, shutting Tally, Creation of Company, Base Currency Information, Working with Multiple companies.	Students will be acquainted with Basic concepts of Tally.	Lecture, PPT, Interactive Methods	15
2	Creating Accounting Masters in Tally- Features, configurations, voucher Entry, Invoice/ Order Entry, Setting up account heads, creating Inventory masters.	Students will be able to know the Features, configurations and Voucher Entry..	Lecture, PPT, Interactive Methods	15
3	Advanced Accounting in Tally- Bill-wise details, Cost Centers and Cost categories, voucher class and Cost Centre Class, Bank reconciliation, interest Calculation, Budgets and Controls.	Students will be able to know the Advance accountancy Concepts.	Lecture, PPT, Interactive Methods	15
4	Goods and Service Tax (GST)- Basics of GST,Configuring GST in Tally, Entering transactions, GST reports, Enabling GST in Tally, GST reports.	Students will be familiar with VAT,CST .	Lecture, PPT,Interactive Methods	15

Reference Books-

- 1) Accounting by Tally-L.B. Singh and V.P. Singh
- 2) Computerized Financial Accounting using Tally- Rajan Chougule
- 3) Tally & (Implementing) Comprehensive Guide for Tally & and 8,1-A.K._adhani, K.K._adhani,

Revised Syllabus w.e.f.June 2020-21

B. Com.IT-II Subject:-Lab Course-IV

Code-19-456

Course of Syllabus

1) Students will able get practical knowledge of Accountancy with Tally Software.

Sr.No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	Introduction to Tally: 1) Creating Company. 2) Configuring a company 3) Creating and managing groups. 4) Ledger- Creating,displaying,altering and deleting 5) Voucher entries in tally. 6) Purchase/sales order and invoicing 7) Creating cost Centre and cost category.	Students will be able well aquatinted with practical knowledge of tally.	Experimentation and Demonstration.	35
2	Inventory Information 1)Stock Category 2)Stock Item 3) Stock Group 4)Unit of measure 5)Go down /warehouse 6)budget etc.	Students will be able to understand Inventory Information.	Experimentation and Demonstration.	25



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Name of the Programme : B.Com (I.T.) II		Semester – III	
Name of the Course (Subject): Business Mathematics Paper –I (19-354)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs. Per Week
Introduced from June 2020			
Course Objectives: 1. The student will be able understand the concepts involved in the set theory and also solve the practical problems involved in set theory. 2. To explain the concepts of fundamental statement of principal counting, permutation, combination and real life problem based on it. 3. Be able to communicate mathematical/logical ideas in writing also use this concepts for the computer programming 4. To use matrices to represent a system of equations.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method/Aids
1	Unit-I: Set Theory 1.1 Meaning and definition of a set, Methods of describing a set : Tabular form, Set builder form 1.2 Types of a set : Finite set, Cardinality of set, Infinite set, Empty set, Subset, Universal set, cardinality of set, Equal sets, Disjoint sets, Complementary set, Venn diagram. 1.3 Operation on Sets: Union of sets, Intersection of sets Difference of sets. 1.4 De Morgan’s Laws (without proof), Idempotent laws, Identity laws, Commutative Laws, Associative laws, Distributive laws, Inverse laws, Domination Laws, Absorption laws, Involution laws 1.5 Cartesian product of two sets, Duality, Relation : Reflexive, symmetric, transitive, Real life applications of set 1.6 Examples.	15	1. PPT 2. Problem Solving. 3. Videos
2	Unit-II: Permutation And Combination 2.1 Meaning of Factorial of a number. 2.2 Meaning of Permutation and Combination. 2.3 Statement of Fundamental Principle of Counting. 2.4 Determination of number of permutations of n objects taken r at a time (when all n objects are different). 2.5 Determination of number of combinations of n objects taken r at a time (when all n objects are different). 2.6 Numerical Examples	15	1. PPT 2. Problem Solving 3. Videos

3	<p>Unit-III: Quantitative Technique and Mathematical Logic</p> <p>Quantitative Technique :</p> <p>3.1 Ratio and Proportion: Introduction to ratio and percentage, simple problems on ratio and percentage, concept of proportion, simple and compound proportion, simple problems on proportion, applications to divisions into proportional part, Profit and loss.</p> <p>3.2 Simple and Compound interest: Different types of interest, simple and compound, examples on compound and simple interest.</p> <p>Mathematical Logic :</p> <p>3.3 Logic: Introduction, Meaning of Statement (Proposition): Simple and compound statements, Truth values of a statement, Logical connectivity's. Logical Operations: Negation, Conjunction, Disjunction, Implication, Double Implication, Equivalence of Logical statements.</p> <p>3.4 Truth Tables and construction of truth tables. Converse, Inverse and Contra positive, Statement forms: Tautology, Contradiction, and Contingency.</p> <p>3.5 Duality, Laws of logic: Idempotent laws, Commutative laws, Associative laws, Identity laws, Involution laws, Distributive laws, Complement laws, De Morgan's laws. Argument: Valid and Invalid arguments.</p> <p>3.6 Numerical Examples.</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>
4	<p>Unit – IV: Matrices</p> <p>4.1 Concept of a matrix.</p> <p>4.2 Types of matrices : Row matrix, Column matrix, Null matrix, Unit matrix, Square Matrix, Diagonal matrix, Scalar matrix, Symmetric matrix, Skew - symmetric matrix, Transpose of a matrix.</p> <p>4.3 Definition of Determinants of order 2 & 3 and their evaluation, Properties of Determinants (without proof) Singular and Non-Singular Matrices</p> <p>4.4 Algebra of Matrices: Equality of matrices, Scalar Multiplication of matrix, Addition of matrices, Subtraction of matrices, Multiplication of matrices.</p> <p>4.5 Minor, Cofactor, Adjoint of a matrix, and Inverse of square matrix (by Adjoint method), Inverse of Matrix by transformations</p> <p>4.6 Examples.</p> <p>Note: Use of nonprogrammable calculator is allowed.</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>
<p>References :</p> <ol style="list-style-type: none"> 1. Padmalochan Hazarika – A Textbook of Business Mathematics\ 2. Veena G.R.-Business Mathematics (New age international publishers, New Delhi) 3. V.K.Kapoor , Business Mathematics (Himalaya Publications, New Delhi) 4. J. K Sharma – Business Mathematics Theory and Applications 			



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Name of the Programme : B.Com (I.T.) II		Semester – IV	
Name of the Course (Subject): Business Statistics (19-454)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs. Per Week
Introduced from June 2020			
Course Objectives: 1. To explain the scope of statistics in business, perform classification and tabulation; also represent the data by graphs. 2. To acquaint the students with the concept in Statistics and its applications in Information Technology, explain and apply sampling techniques in real life. 3. To develop the ability to summarize the data by means of measures of central tendency and dispersion. 4. To perform analysis of bivariate data using correlation and regression. 5. To Compute the probabilities and apply laws of probabilities, Identify the applications of normal distributions in real life.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method/Aids
1	Unit-I Introduction to Statistics: 1.1. Meaning and scope of statistics. 1.2. Primary and secondary data, Qualitative and Quantitative data, Discrete and continuous variables, terms in classification, Frequency and Frequency Distribution 1.3. Graphical representation : Histogram, Ogive curves, simple examples, Use of graphs to find median and mode Sampling Techniques: 1.4. Need and meaning of sampling techniques, Definitions of Population, Sample, Sampling and Census method. 1.5. Methods of Sampling: Simple random sampling with and without replacement, Stratified random sampling, Systematic sampling (Concept only).	15	1. PPT 2. Problem Solving. 3. Videos
2	Unit- II : Measures of Central Tendency and Dispersion Measures of Central Tendency: 2.1 Concept of central tendency (Averages), Requirements of good statistical average 2.2. Definition, Merits and demerits of Mean, Median and Mode, Empirical relation between mean, median and	15	1. PPT 2. Problem Solving 3. Videos

	<p>mode.</p> <p>Measures of Dispersion:</p> <p>2.3 Concept of dispersion, Requirements of good measures of dispersion, Absolute and relative measures of dispersion</p> <p>2.4 Definition of Range and Standard Deviation and their relative measures, Merits and Demerits of S.D., Coefficient of variation and its uses, Combined S.D. for two groups</p> <p>2.5 Computation of all the measures of central tendency and dispersion mentioned above.</p>		
3	<p>UNIT-IV: Analysis of Bivariate Data:</p> <p>Correlation:</p> <p>3.1 Concept of bivariate data and correlation, types of correlation (Positive, Negative, Linear and Non-linear).</p> <p>3.2 Methods of studying correlation: Scatter Diagram, Karl Pearson's coefficient of correlation (r), Spearman's Rank correlation coefficient (R), Interpretation of correlation coefficient (r), Computation of r and computation of R (with and without tie) for ungrouped data.</p> <p>Regression:</p> <p>3.3 Concept of regression, Lines of regression, Regression coefficients.</p> <p>3.4 Relation between Correlation coefficient and Regression coefficients, properties of regression coefficient, Interpretation of Regression coefficient.</p> <p>3.5 Numerical examples on ungrouped data.</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>
4	<p>Unit IV: Probability and Probability Distributions:</p> <p>Probability:</p> <p>4.1 Definition of various terms used in probability.</p> <p>4.2 Classical definition of probability, Addition and Multiplication laws of probability (Without proof), Conditional probability</p> <p>4.3 Examples without use of permutation and combination.</p> <p>Probability Distribution:</p> <p>4.4 Normal Distribution: probability density function (p.d.f.), Mean and variance (without proof).</p> <p>4.5 Numerical examples to find probabilities</p> <p>Note:</p>	15	<p>1. PPT</p> <p>2. Problem Solving</p> <p>3. Videos</p>

	1. Use of nonprogrammable calculator is allowed. 2. For computation of Mean, Median, Mode, range and Standard Deviation for continuous data use only inclusive and exclusive type data. Use of nonprogrammable calculator is allowed.		
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References :

1. G. V. Kumbhojkar, Business Statistics for B.Com. Part-II, Sem-III and Sem-IV, Phadke Prakashan
2. S. S. Desai, Business Statistics, for B.Com. Part-II, Sem-III and Sem-IV,
3. Business Statistics –SIM-Shivaji University, Kolhapur
4. B. M. Agrawal, Essentials of Business Statistics, Ane Books Pvt. Ltd.
5. B. M. Agrawal, Business Mathematics and Business Statistics, Ane Books Pvt. Ltd.
6. R.S.N. Pillai and Bagavathi, Practical Statistics , S. Chand Publications
7. Dr.S.P.Gupta, Statistical Methods,
8. C.B.Gupta, Introduction to Statistics
9. H.C.Saxena and J.N.Kapur, Mathematical Statistics
10. Kapur and Gupta, Applied Statistics
11. D.C. Sanchety and V.K.Kapur, Mathematical Statistics
12. D.N. Elance, Elements of Statistics



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Name of the Programme : M.Com.II (Regular, BM, IT)			Semester – III			
Name of the Course (Subject):Business Finance Paper –I						
Semester End Exam (SEE) 60 Marks		Continuous Internal Assessment (CIA) 40 Marks	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week		
Introduced from June 2020						
Course Outcomes: 1) Students will acquaint with Systems of Business Finance; 2) Students will familiarize about Lease and Working Capital.						
Unit No	Name & Contents of Units			Learning Outcomes	Teaching Methods	Teaching No .of Lectures. Method
1	Unit I: Environment of Business Finance: 1.1 Business Finance - Concept, Scope and Significance, Organization of Finance, Role and Functions of Financial Manager, Relationship of Finance with Economics and Accounting. 1.2 Decision Making in Financial Management- Finance Decision, Investment Decision, Liquidity Decision, and Dividend Decision.			Understanding Environment of Business Finance	Lecture, Interactive	15
2	Unit II : Capitalization and Capital Structure: 2.1 Capitalization- Concept and Theories, Over Capitalization, Under Capitalization and Optimum Capitalization - Concept, Symptoms, Causes, Effects and Remedies. 2.2 Capital Structure (Only Theory): Concept, Principles, Theories, and Determinants of Capital Structure.			Application of Capitalization and Capital Structure	Lecture, Interactive Discussion method	15
3	Unit III: Sources of Long Term Finance and Marketing of Securities : 3.1 Sources of Long Term Finance - Equity Shares, Preference Shares, Venture Capital, Term Loans and Debentures- Meaning, Characteristics, Merits, Demerits and Legal Provisions, SEBI - Genesis, Organization, Objectives, Functions, Role of SEBI in Capital Market. 3.2 Marketing of Securities – Listing of Securities, Initial Public Offer (IPO), Secondary Market, Further Public Offer (FPO), Rights Issue, Private			Understanding the Sources of Long Term Finance and Marketing of Securities.	Lecture, Interactive Discussion method	15

	Placement, and Preferential Allotment and Under Writing of Securities- Stock Market Operations, Online Marketing Process of Securities.			
4	Unit IV: Lease Finance and Working Capital Management: 4.1 Lease Finance: Meaning, Mechanism, Causes and Types of Leasing, RBI Guidelines for Leasing, Prospects and Problems of Leasing in India. 4.2 Working Capital Management: Concept, Types and Significance of Working Capital, Factors determining Working Capital Requirements, Sources of Working Capital, Cash and Liquidity Management, Credit Management and Inventory Management.	Know the concepts of Lease Finance and Working Capital Management.	<i>Lecture, Interactive Discussion method</i>	15
References: 1) Essentials of Business Finance – Dr.R.M.Shrivastav 2) Corporation Finance – S.C.Kuchal 3) Investment and Securities Market in India – V.A.Avdhani 4) Corporate Financial Policy – Guthmann and Dougall 5) Readings in Indian Financial Services – Digvijay 6) Corporate Finance – Brealey, Richard A. & Steward CMyers 7) Stock Exchange and Investment - Raghunathan 8) Stock Exchange Trading in India – Gupta L.C. 9) Capital Issues, SEBI and Listing – Chandratre K.R. 10) Corporate Mergers, Amalgamations & Take over – Verma J.C. 11) Corporate Restructuring and Indian Perspective – Mattoo P.K. 12) Financial Services in India – M.A.Kohok 13) Ravi M Kishore, Financial management (2008) Taxman,Allied services pvt.Ltd, New Delhi. 14) prasanna Chandra, Financial management (2010) TMH, New Delhi. 15) Bhole L.M. Financial Institutions and Markets (2007) TMH, N. Delhi. 16) Aswthappa, International Business				



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Name of the Programme : M.Com.II (Regular, BM, IT)		Semester –IV		
Name of the Course (Subject):Business Finance Paper –II				
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40 Marks	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week	
Introduced from June 2020				
Course Outcomes: 1) Students will able to acquaint with the Corporate Restructuring and International Finance; 2) Students will familiarize with Mutual Funds, Credit Rating and International Finance.				
Unit No	Name & Contents of Units	Learning Outcomes	Teaching Method	No .of Lectures.
1	Hire Purchase Arrangements and Project Finance- 1.1 Hire-Purchase Arrangements- Meaning, Features, Choice between Leasing and Hire Purchase Arrangements. 1.2 Project finance - Meaning, Features and Main Parties.	Students compare the Hire Purchase Arrangements and Project Finance.	<i>Lecture Interactive ICT Based Discussion Method</i>	15
2	Mutual Funds and Credit Rating- 2.1 Mutual funds - Meaning, Significance, Kinds of Mutual Funds Schemes, Performance of Mutual Funds in India. 2.2 Credit Rating - Meaning, Need, Credit Rating Agencies in India- Types and Methodology of Credit Rating.	Students interpret the concepts of Mutual Funds and Credit Rating.	<i>Lecture Interactive ICT Based Group Discussion Industrial Visit</i>	15
3	Corporate and Financial Restructuring : 3.1 Meaning and Forms of Corporate Restructuring, Acquisitions, Divestures. Mergers & Take over's: Meaning, Reasons and Benefits of Mergers & Take Over's and Legal Procedure. 3.2 Financial Restructuring and Strategic Alliances- Meaning,Types, Benefits and Legal Procedure.	Students explain the process of Corporate and Financial Restructuring.	<i>Lecture, Interactive ICT Based Use of case lets</i>	15
4	Introduction to International Finance- 4.1 Meaning, Need of International Finance, Foreign Currency Boards 4.2 Export and Import Financing: Meaning, Need, Benefits and Documents required. 4.3 Instruments of International Finance: Brief Introduction of various instruments:	Students describe the concepts and instruments of International Finance.	<i>Lecture Interactive ICT Based Discussion Methods.</i>	15

	Foreign Direct Investment (FDI) American Depository Receipts (ADR), Global Depository Receipts (GDR), Indian Depository Receipts (IDR).			
	References: <ol style="list-style-type: none"> 1. Essentials of Business Finance – Dr. R. M. Shrivastav 2. Corporation Finance – S.C.Kuchal 3. Investment and Securities Market in India – V.A.Avdhani 4. Corporate Financial Policy – Guttman and Dougall 5. Readings in Indian Financial Services – Digvijay 6. Corporate Finance – Brealey, Richard A. & Steward C Myers 7. Stock Exchange and Investment - Raghunathan 8. Stock Exchange Trading in India – Gupta L.C. 9. Capital Issues, SEBI and Listing – Chandratre K.R. 10. Corporate Mergers, Amalgamations & Take over – Verma J.C. 11. Corporate Restructuring and Indian Perspective –Mattoo P.K. 12. Financial Services in India – M.A.Kohok 13.Ravi M Kishore, Financial management (2008) Taxman, Allied services pvt.Ltd, New Delhi. 14. Prasanna Chandra, Financial management (2010) TMH, New Delhi. 15.Bhole L.M. Financial Institutions and Markets (2007) TMH, N. Delhi. 16. Aswthappa, International Business THM, N. Delhi. 17. David K. Eiteman: Multinational Business Finance, Pearson Education Asia 2001 			



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Name of the Programme: M.Com. (Bank Management) Part II			Semester – III
Name of the Course (Subject): Management Accounting Paper I (Paper Code MBM 19-302)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2020			
Course Objectives: <ol style="list-style-type: none"> 1) To understand the application of accounting techniques for management. 2) To develop competency among the students for taking managerial decisions. 			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Introduction to Management Accounting 1.1 Meaning and Nature of Management Accounting 1.2 Role of Management accounting in decision making 1.3 Management Accounting Vs Financial Accounting 1.4 Tools and techniques of Management Accounting	15	- Lecture - PPT - Videos
2	Inflation Accounting (Price Accounting) 2.1 Limitations of historical Accounting 2.2 Methods of Accounting for charging prices 2.3 Current purchasing power method 2.4 Determination of Profit 2.5 Current cost accounting method 2.6 Features of CCA system 2.7 Current cost operating profit 2.8 Depreciation Adjustment 2.9 Cost of sales adjustment 2.10 Monetary working Adjustment 2.11 Gearing Adjustment 2.12 Merits & Demerits of inflation accounts	15	- Lecture - PPT - Videos - Practical Work
3	Mergers and Acquisitions 3.1 Meaning and Definitions of Mergers and Acquisitions 3.2 Types of Mergers 3.3 Accounting Procedure and Interpretations	15	- Lecture - PPT - Videos - Practical Work
4	Funds flow Statement & Cash flow Statement 4.1 Meaning of Funds and Funds Flow Statement 4.2 Identifying of flow of funds 4.3 Preparation of Funds Flow Statement 4.4 Meaning of Cash Flow Statement	15	- Lecture - PPT - Videos - Practical

	4.5 Cash and cash equivalents 4.6 Cash flow from operating, investing and financing activities 4.7 Preparation of Cash Flow Statement (AS-3) 4.8 Difference between Funds Flow Statement and Cash Flow Statement.		Work
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Reference Books:

1. Management Accounting- Khan M.Y. and Jain P.K.
2. Introduction to Management Accounting - Charles T. Horngren -
3. Management Accounting - Pandey I. M. -
4. Principles of Management Accounting - Manmohan & Goyal
5. Principles of Management Accounting - Maheshwari
6. Management Control System - Robert Anthony and Vijay Govindrajana
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Affiliated to Shivaji University, Kolhapur

Name of the Programme: M.Com. (Bank Management) Part II			Semester – IV
Name of the Course (Subject): Management Accounting Paper II (Paper Code MBM 19-402)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1) To acquaint with knowledge of management control system and techniques there under. 2) To apply marginal costing in decision making. 3) To apply the concept of standard costing for variance analysis.			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Management Control System 1.1 Meaning and Importance of Management Control System 1.2 Management Control Process 1.3 Management Information System (MIS) - Meaning and Characteristics 1.4 Responsibility Accounting - Meaning and Objectives 1.5 Types of Responsibility Centre	15	- Lecture - PPT - Videos
2	Marginal Costing 2.1 Meaning and application of Marginal Costing 2.2 Difference between Absorption Costing and Marginal Costing 2.3 Break Even Analysis 2.4 Cost Volume - Profit Analysis 2.5 Decision making by using marginal costing - Make or buy decisions, Shut down or continue decisions, Alternative-course of action etc.	15	- Lecture - PPT - Videos - Practical Work
3	Budgetary Control 3.1 Meaning of Budget & Budgetary Control 3.2 Objectives 3.3 Advantages & limitations 3.4 Types of Budgets (Theory only) 3.5 Practical problems on cash, flexible and capital budget only	15	- Lecture - PPT - Videos - Practical Work
		15	- Lecture

4	Standard Costing and Variance Analysis 4.1 Meaning of Standard Cost and Standard Costing 4.2 Advantages and Limitations 4.3 Variance Analysis - Material, Labour and Overheads variances		- PPT - Videos - Practical Work
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Reference Books:

1. Management Accounting- Khan M.Y. and Jain P.K.
2. Introduction to Management Accounting - Charles T. Horngren -
3. Management Accounting - Pandey I. M. -
4. Principles of Management Accounting - Manmohan & Goyal
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Name of the Progarmme : M.Com - BM		Semester – III	
Paper No V - Research Methodology in Banking & Finance MBM-19-303			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week

Introduced from June 2020

Course Outcomes:

1. Learners will be able to understand the Research Design, Research Process
2. Learners will be able to understand types of hypothesis and importance of hypothesis testing
3. Learners will be able to understand the Sampling Techniques, Data Processing & Report Writing
4. Learners will be able to understand the use of Technology in Research

Expected Skills Impartation

1. Ability to apply research methods for investigation of banking issues and problems
2. Ability to analyze banking problems and conduct investigations
3. Ability to scientific report writing and use of technology for conducting banking research

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Introduction to Research 1.1. Meaning, definitions and types of Research 1.2. Characteristics of scientific research method 1.3. Ethics in Banking and Financial Research 1.4. Limitations of Research in Banking sector	20	Practical
2	Research Design and Process 2.1. Research Design: Meaning, Types 2.2. Components of Research Design 2.3. Formulation of Research Problem 2.4. Research Process	20	Practical
3	Testing of Hypothesis 3.1. Hypothesis – Meaning, Types, Formulation 3.2. Type –I and Type II Error 3.3. T-Test and F Test 3.4. Z Test and Chi Square Test	20	Practical
4	Packages for Data Analysis 4.1. Introduction to SPSS – Features 4.2. Applications of SPSS 4.3. Introduction to R – Features 4.4. Applications of R	20	Practical

References :

1. Krishnaswamy O. R., Rangnatham M. (2005) .Methodology of Research in Social Sciences, Himalaya Publishing House, New Delhi.
2. Kothari C. R. (2014). Research Methodology: Methods and Techniques, New Age International Publishers, Mumbai.
3. Michel V.P. (2012) Research Methodology for Management, Himalaya Publishing House, New Delhi.
4. Fisher R. A. (2002). Statistical Methods for Research Workers by, Cosmo Publications, New Delhi.
5. Montgomery D.C. (2001). Design and Analysis of Experiments, John Wiley,
6. Suchdeva J. K. (2017). Business Research Methodology, Himalaya Publishing House, New Delhi.

7. Wilkinson T.S., Bhandarkar P.L. (2010). Methodology and Techniques of Social Research, Himalaya Publishing House, New Delhi.
8. Hans Raj (2011). Theory & Practice in Social Research, Surjeet Publications, Delhi
9. Hansa L. M. (2016). Data Analysis and Business Modelling using Microsoft Excel, PHI Learning Pvt. Ltd., New Delhi.
10. IBM SPSS Statistics 22 Core System User's Guide
11. Parasuraman, A., Zeithaml, V.A. and Berry, L.L. (1988), "SERVQUAL: a multi-item scale for measuring consumer perceptions of the service quality", Journal of Retailing, Vol. 64, No. 1, pp.

DRCS



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Name of the Progarmme : M.Com - BM		Semester – III	
Name of the Course: Banking & Finance (Paper-VI) Banking Operations and Management MBM-19-304			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week

Introduced from June 2020

Course Objectives:

1. To develop effective communication skills and interpersonal relations
2. To enhance letter writing skills among the students
3. To expose various management aspects of banks in India

Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Unit -1: Business Communication and Time Management 1.1. Meaning, Methods and Problems of Communication 1.2. Applications of ICT in Bank Business Communication 1.3. Meaning, Types and Importance of Products Advertisement 1.4. Time Management -Techniques and Importance	20	<ul style="list-style-type: none"> • Lecture • Demo • Practical • Discussion
2	Unit -2: Business Communicative Drafts in Banking (Marathi, Hindi & English) 2.1. Nature and Contents of Letters/Email to Higher Authorities 2.2. Letters/Email to Higher Authorities of the Bank 2.3. Letters/Email, Memos & Notices to Subordinates 2.4. Business and Personal Letters/Email to Individual and Institutional Customers- Telephonic Communication and Etiquettes	20	<ul style="list-style-type: none"> • Lecture • PPT • Practical
3	Unit 3: Banking Operations and Management 3.1. Modes of Creation of Bank Charge - Collateral and its Characteristics 3.2. Debt Recovery- Debt Recovery Tribunal-Systems and Procedures 3.3. Customer Relationship Management in Banking- eCRM 3.4. Business Continuity and Disaster Recovery Planning	20	<ul style="list-style-type: none"> • Video • Demo • Practical • Analysis
4	Unit 4: Management of IT Systems in Bank 4.1. Data Centre Management (DC & DR)–Hardware and Network Management 4.2. Information Security Procedures and RBI guidelines 4.3. Cheque Truncation System and Its Procedures for Banker 4.4. Applications of Artificial Intelligence and Robotics in Banking Sector	20	<ul style="list-style-type: none"> • Lecture • Demo • Practical • Analysis

References

1. IIBF, Principles and Practices of Banking, 3 rd Edition, MacMillan Education. 2015
2. IIBF, Legal and Regulatory Aspects of Banking, 3rd Edition, MacMillan Education. 2015
3. IIBF-Information Systems for Banks, 3rd Edition, MacMillan Education. 2018
4. M.Y.Khan, Indian Financial System, McGraw Hill Education Pvt. Ltd, 9 th Edition, 2015
5. Preethi Singh, Dynamics of the Indian Financial system: Markets, Institutions and Services, Ane Books Private Ltd. 2015.
6. V.Nityanada Sharma, Banking and Financial System, Cambridge University Press-New Delhi, 2011.



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Name of the Programme : M.Com - BM		Semester – III	
Banking & Finance (Paper-VIII) Security Analysis & Portfolio Management MBM-19-404			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1. To provide the basics of Portfolio Management 2. To enhance security trading skills and expertise 3. To provide skill training in Fundamental and Technical analysis 4. To provide skill training in Industry, Company and Financial analysis			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit -1: Fundamentals of Portfolio Management 1.1.Portfolio Management Process- Objectives, Investment Alternatives 1.2. Approaches to Investment and Problems in Investment Decision 1.3. Retirement Benefit Products - PF, EPS, NPS, Gratuity etc 1.4. Time Value of Money - Present and Future Value of Amount	20	<ul style="list-style-type: none">• Lecture• Demo• Practical• Analysis
2	Unit -2: Trading and Settlement of Securities 2.1. Shares Trading - Types of Orders- Buying on Margin-Short Sale 2.2. Market Indices – Free float System - Sensex & Nifty 2.3. Corporate Bond Market- Types, Pricing and Yield 2.4. Meaning and Types of Risk in Bonds -Rating of Bonds	20	<ul style="list-style-type: none">• Lecture• Demo• Practical• Analysis
3	Unit 3: Fundamental and Technical Analysis 3.1. Nature and scope of Fundamental Analysis 3.2. Objectives, Scope of Industry, Sector & Company Analysis 3.3. Technical Analysis - Meaning & Technical indicators-Calculators 3.4. The Dow Theory and Charting Techniques	20	<ul style="list-style-type: none">• Lecture• Demo• Practical• Analysis
4	Unit 4: Financial Statement Analysis (FSA) 3.1. Analysis of Balance Sheet 3.2. Basic and Diluted Earnings Per Share - Calculations 3.3. Financial Ratios - PE Ratio and Industry PE - its Applications 3.4. Importance/Applications and Problems of FSA	20	<ul style="list-style-type: none">• Lecture• Demo• Practical• Analysis
References 1. Prasanna Chandra, Investment Analysis and portfolio Management, Tata McGraw Hill, New Delhi, Third Edition 2006 2. Fisher & Jordan, „Portfolio Management”, Prentice Hall, New York, 2012. (Text Book) 3. Reilly Brown, Investment Analysis and Portfolio Management, Cengage Learning 8th Edition 2006 4. Alexander, Gordon J and Sharpe, William F., Fundamentals of Investment, Englewood Cliffs, New Jersey, Prentice Hall Inc, 2004 5. Elton, Edwin J and Gruber, Martin J., Modern Portfolio Theory and Investment Analysis, John Wiley, NY, 2001 6. Lee, Cheng F., et. al., Security Analysis and Portfolio Management, Foresman, Scott, 1999 Jack Clark Francis, Investments, Prentice Hall Inc, NY, 2004			



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Research Project & Viva MBM-19-403
Banking & Finance (Paper-VII)
Introduced from June 2020

Course Outcomes:

1. Ability to understand data analysis and data interpretation techniques
2. Ability enhancement in writing skills
3. Ability enhancement of application of research methodology and statistical tools

Marks : 100

Credits : 5

Guidelines for Evaluation of Project

• Selection of Topic/Statement of problem	: 05
• Research Methodology	10
• Review of Literature & Research Gap	10
• Efforts Taken for Data Collection	10
• Tools and Methods used for Data Analysis	: 10
• Data Analysis and Interpretation	15
• Hypothesis Testing	05
• Findings	05
• Suggestions	05
• References and Referencing Styles	05
Total for Project Report	60
Viva-Voce	40
Total Marks	100

Reference Books:

1. Management Accounting- Khan M.Y. and Jain P.K.
2. Introduction to Management Accounting - Charles T. Horngren -
3. Management Accounting - Pandey I. M. -
4. Principles of Management Accounting - Manmohan & Goyal
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Name of the Programme : M.Com.II (Regular, BM, IT)			Semester – III		
Name of the Course (Subject):Business Finance Paper –I					
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40 Marks	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week		
Introduced from June 2020					
Course Outcomes: 1) Students will acquaint with Systems of Business Finance; 2) Students will familiarize about Lease and Working Capital.					
Unit No	Name & Contents of Units		Learning Outcomes	Teaching Methods	Teaching No .of Lectures. Method
1	Unit I: Environment of Business Finance: 1.1 Business Finance - Concept, Scope and Significance, Organization of Finance, Role and Functions of Financial Manager, Relationship of Finance with Economics and Accounting. 1.2 Decision Making in Financial Management- Finance Decision, Investment Decision, Liquidity Decision, and Dividend Decision.		Understanding Environment of Business Finance	Lecture, Interactive	15
2	Unit II : Capitalization and Capital Structure: 2.1 Capitalization- Concept and Theories, Over Capitalization, Under Capitalization and Optimum Capitalization - Concept, Symptoms, Causes, Effects and Remedies. 2.2 Capital Structure (Only Theory): Concept, Principles, Theories, and Determinants of Capital Structure.		Application of Capitalization and Capital Structure	Lecture, Interactive Discussion method	15
3	Unit III: Sources of Long Term Finance and Marketing of Securities : 3.1 Sources of Long Term Finance - Equity Shares, Preference Shares, Venture Capital, Term Loans and Debentures- Meaning, Characteristics, Merits, Demerits and Legal Provisions, SEBI - Genesis, Organization, Objectives, Functions, Role of SEBI in Capital Market. 3.2 Marketing of Securities – Listing of Securities, Initial Public Offer (IPO), Secondary Market, Further Public Offer (FPO), Rights Issue, Private		Understanding the Sources of Long Term Finance and Marketing of Securities.	Lecture, Interactive Discussion method	15

	Placement, and Preferential Allotment and Under Writing of Securities- Stock Market Operations, Online Marketing Process of Securities.			
4	Unit IV: Lease Finance and Working Capital Management: 4.1 Lease Finance: Meaning, Mechanism, Causes and Types of Leasing, RBI Guidelines for Leasing, Prospects and Problems of Leasing in India. 4.2 Working Capital Management: Concept, Types and Significance of Working Capital, Factors determining Working Capital Requirements, Sources of Working Capital, Cash and Liquidity Management, Credit Management and Inventory Management.	Know the concepts of Lease Finance and Working Capital Management.	<i>Lecture, Interactive Discussion method</i>	15
References: 1) Essentials of Business Finance – Dr.R.M.Shrivastav 2) Corporation Finance – S.C.Kuchal 3) Investment and Securities Market in India – V.A.Avdhani 4) Corporate Financial Policy – Guthmann and Dougall 5) Readings in Indian Financial Services – Digvijay 6) Corporate Finance – Brealey, Richard A. & Steward CMyers 7) Stock Exchange and Investment - Raghunathan 8) Stock Exchange Trading in India – Gupta L.C. 9) Capital Issues, SEBI and Listing – Chandratre K.R. 10) Corporate Mergers, Amalgamations & Take over – Verma J.C. 11) Corporate Restructuring and Indian Perspective – Mattoo P.K. 12) Financial Services in India – M.A.Kohok 13) Ravi M Kishore, Financial management (2008) Taxman,Allied services pvt.Ltd, New Delhi. 14) prasanna Chandra, Financial management (2010) TMH, New Delhi. 15) Bhole L.M. Financial Institutions and Markets (2007) TMH, N. Delhi. 16) Aswthappa, International Business				



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Name of the Programme : M.Com.II (Regular, BM, IT)		Semester –IV		
Name of the Course (Subject):Business Finance Paper –II				
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40 Marks	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week	
Introduced from June 2020				
Course Outcomes: 1) Students will able to acquaint with the Corporate Restructuring and International Finance; 2) Students will familiarize with Mutual Funds, Credit Rating and International Finance.				
Unit No	Name & Contents of Units	Learning Outcomes	Teaching Method	No .of Lectures.
1	Hire Purchase Arrangements and Project Finance- 1.1 Hire-Purchase Arrangements- Meaning, Features, Choice between Leasing and Hire Purchase Arrangements. 1.2 Project finance - Meaning, Features and Main Parties.	Students compare the Hire Purchase Arrangements and Project Finance.	<i>Lecture Interactive ICT Based Discussion Method</i>	15
2	Mutual Funds and Credit Rating- 2.1 Mutual funds - Meaning, Significance, Kinds of Mutual Funds Schemes, Performance of Mutual Funds in India. 2.2 Credit Rating - Meaning, Need, Credit Rating Agencies in India- Types and Methodology of Credit Rating.	Students interpret the concepts of Mutual Funds and Credit Rating.	<i>Lecture Interactive ICT Based Group Discussion Industrial Visit</i>	15
3	Corporate and Financial Restructuring : 3.1 Meaning and Forms of Corporate Restructuring, Acquisitions, Divestures. Mergers & Take over's: Meaning, Reasons and Benefits of Mergers & Take Over's and Legal Procedure. 3.2 Financial Restructuring and Strategic Alliances- Meaning,Types, Benefits and Legal Procedure.	Students explain the process of Corporate and Financial Restructuring.	<i>Lecture, Interactive ICT Based Use of case lets</i>	15
4	Introduction to International Finance- 4.1 Meaning, Need of International Finance, Foreign Currency Boards 4.2 Export and Import Financing: Meaning, Need, Benefits and Documents required. 4.3 Instruments of International Finance: Brief Introduction of various instruments:	Students describe the concepts and instruments of International Finance.	<i>Lecture Interactive ICT Based Discussion Methods.</i>	15

	Foreign Direct Investment (FDI) American Depository Receipts (ADR), Global Depository Receipts (GDR), Indian Depository Receipts (IDR).			
	References: <ol style="list-style-type: none"> 1. Essentials of Business Finance – Dr. R. M. Shrivastav 2. Corporation Finance – S.C.Kuchal 3. Investment and Securities Market in India – V.A.Avdhani 4. Corporate Financial Policy – Guttman and Dougall 5. Readings in Indian Financial Services – Digvijay 6. Corporate Finance – Brealey, Richard A. & Steward C Myers 7. Stock Exchange and Investment - Raghunathan 8. Stock Exchange Trading in India – Gupta L.C. 9. Capital Issues, SEBI and Listing – Chandratre K.R. 10. Corporate Mergers, Amalgamations & Take over – Verma J.C. 11. Corporate Restructuring and Indian Perspective –Mattoo P.K. 12. Financial Services in India – M.A.Kohok 13.Ravi M Kishore, Financial management (2008) Taxman, Allied services pvt.Ltd, New Delhi. 14. Prasanna Chandra, Financial management (2010) TMH, New Delhi. 15.Bhole L.M. Financial Institutions and Markets (2007) TMH, N. Delhi. 16. Aswthappa, International Business THM, N. Delhi. 17. David K. Eiteman: Multinational Business Finance, Pearson Education Asia 2001 			



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Name of the Programme: M.Com. Part II		Semester – III	
Name of the Course (Subject): Management Accounting Paper I (Paper Code M19-302)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1) To understand the application of accounting techniques for management. 2) To develop competency among the students for taking managerial decisions.			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Introduction to Management Accounting 1.1 Meaning and Nature of Management Accounting 1.2 Role of Management accounting in decision making 1.3 Management Accounting Vs Financial Accounting 1.4 Tools and techniques of Management Accounting	15	- Lecture - PPT - Videos
2	Inflation Accounting (Price Accounting) 2.1 Limitations of historical Accounting 2.2 Methods of Accounting for charging prices 2.3 Current purchasing power method 2.4 Determination of Profit 2.5 Current cost accounting method 2.6 Features of CCA system 2.7 Current cost operating profit 2.8 Depreciation Adjustment 2.9 Cost of sales adjustment 2.10 Monetary working Adjustment 2.11 Gearing Adjustment 2.12 Merits & Demerits of inflation accounts	15	- Lecture - PPT - Videos - Practical Work
3	Mergers and Acquisitions 3.1 Meaning and Definitions of Mergers and Acquisitions 3.2 Types of Mergers 3.3 Accounting Procedure and Interpretations	15	- Lecture - PPT - Videos - Practical Work
4	Funds flow Statement & Cash flow Statement 4.1 Meaning of Funds and Funds Flow Statement 4.2 Identifying of flow of funds 4.3 Preparation of Funds Flow Statement 4.4 Meaning of Cash Flow Statement	15	- Lecture - PPT - Videos - Practical

	4.5 Cash and cash equivalents 4.6 Cash flow from operating, investing and financing activities 4.7 Preparation of Cash Flow Statement (AS-3) 4.8 Difference between Funds Flow Statement and Cash Flow Statement.		Work
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3. Management Accounting - Pandey I. M. -
4. Principles of Management Accounting - Manmohan & Goyal
5. Principles of Management Accounting - Maheshwari
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 (An Autonomous College)
 Affiliated to Shivaji University, Kolhapur

Name of the Programme: M.Com. Part II		Semester – IV	
Name of the Course (Subject): Management Accounting Paper II (Paper Code M19-402)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1) To acquaint with knowledge of management control system and techniques there under. 2) To apply marginal costing in decision making. 3) To apply the concept of standard costing for variance analysis.			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Management Control System 1.1 Meaning and Importance of Management Control System 1.2 Management Control Process 1.3 Management Information System (MIS) - Meaning and Characteristics 1.4 Responsibility Accounting - Meaning and Objectives 1.5 Types of Responsibility Centre	15	- Lecture - PPT - Videos
2	Marginal Costing 2.1 Meaning and application of Marginal Costing 2.2 Difference between Absorption Costing and Marginal Costing 2.3 Break Even Analysis 2.4 Cost Volume - Profit Analysis 2.5 Decision making by using marginal costing - Make or buy decisions, Shut down or continue decisions, Alternative-course of action etc.	15	- Lecture - PPT - Videos - Practical Work
3	Budgetary Control 3.1 Meaning of Budget & Budgetary Control 3.2 Objectives 3.3 Advantages & limitations 3.4 Types of Budgets (Theory only) 3.5 Practical problems on cash, flexible and capital budget only	15	- Lecture - PPT - Videos - Practical Work
4	Standard Costing and Variance Analysis	15	- Lecture

	4.1 Meaning of Standard Cost and Standard Costing 4.2 Advantages and Limitations 4.3 Variance Analysis - Material, Labour and Overheads variances		- PPT - Videos - Practical Work
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2. Introduction to Management Accounting - Charles T. Horngren -
3. Management Accounting - Pandey I. M. -
4. Principles of Management Accounting - Manmohan & Goyal
5. Principles of Management Accounting - Maheshwari
6. Management Control System - Robert Anthony and Vijay Govindrajana

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Name of the Programme : M.Com II(Regular, BM and IT)		Semester – III	
Name of the Course (Subject):Research Methodology Paper-VII			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Outcome: 1) Knowledge about the Fundamentals of Research; 2) Capability of Analysis and Interpretation skills among the students; 3) Insights about report writing among the students.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Fundamentals in Research : 1.1 Meaning and Definitions, Objectives and Types of research, Research Process. Importance of Research. 1.2 Methods of research – Survey Method, Case Study Method, Experimental Method. 1.3 Areas of Research in Commerce, Management and Information Technology.	15	Lecture, Interactive ICT Based
2	Research Design: 2.1 Meaning, Characteristics, Components and Advantages of Research Design, 2.2 Types of Research Design: Exploratory research design, descriptive research design, diagnostic research design and experimental research design. 2.3 Steps involved in Formulation of Research Problem	15	Lecture Interactive ICT Based Discussion Method
3	Sampling and Data Collection: 3.1 Sampling: Meaning and techniques of sampling, random and non-random sampling methods. 3.2 Types and Sources of data- qualitative and quantitative, Primary and Secondary.	10	Lecture Interactive ICT Based Group Discussion
4	Analysis and Interpretation of the Data and Report Writing: 4.1 Classification, Tabulation and Graphical Presentation of Data. 4.2 Analysis and Interpretation by using various descriptive statistical tools. (Measures of Central Tendency, Correlation and Regression). Testing of hypothesis by parametric and nonparametric tests. 4.3 Report Writing: - Characteristics and significance of good research report, Layout of project report, Steps involved in report writing.	20	Lecture Interactive ICT Based Project Industrial Visit

References: Michael V.P., 'Research Methodology in Management', Himalaya Publishing House, New Delhi.

1. Krishnaswami O.R. and Ranganatham M., 'Methodology of Research in Social Sciences', Himalaya Publishing House, New Delhi.
2. Kothari C.R., 'Research Methodology – Methods and Techniques', New Age International Publishers.
3. Pauline V. Young, 'Scientific Social Surveys and Research', Prentice-Hall of India Pvt. Ltd., New Delhi.
4. Sachdeva J.K., Business Research Methodology, Himalaya Publishing House.
5. Gupta S.P., Statistical Methods, Sultan Chand & Sons.
6. Herekar P.M; Research Methodology and Project Work, Phadke Prakashan, Kolhapur.
7. Chawala Deepak and Sondhi Neena: Research Methodology Concepts and Cases, Vikas Publication House, Noida.
8. P.P.Arya, Yash Pal: Research Methodology in Management, Deep and Deep Publications, Delhi.
9. Kishor, Ravi M. :Business Statistics.

Note: Research Methodology and project report papers syllabus is common for all optional papers. Nature of Question Paper Same as per compulsory paper of M.Com- II

<div> Rayat Shikshan Sanstha's Dhananjayrao Gadgil College of Commerce, Satara (An Autonomous College) Affiliated to Shivaji University, Kolhapur</div>			
Name of the Progarmme : M.Com. II (Information Technology)		Semester – IV	
Name of the Course (Subject):Project Work and Viva-voce- Paper –VIII			
Project Report: 60 Marks	Viva-Voce: 40 Marks	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Name & Contents of Units			
	M.Com. II Semester III Research Methodology Paper-VII Subject Code-M19-305		
	M.Com. II Semester IV Project Work and Viva-voce- Paper -VIII For all optional paper Subject Code- M 19- 405		



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
(An Autonomous College)
Affiliated to Shivaji University, Kolhapur

Name of the Programme: M.Com. Part II		Semester – III	
Name of the Course (Subject): Advanced Accountancy Paper V (Paper Code M19 - 303)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1) To gain the understanding of costing concepts. 2) To acquaint the students with Cost Accounting procedure and techniques.			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Introduction and Elements of Cost 1.1 Meaning of Cost Accounting 1.2 Scope and Objectives of Cost Accounting 1.3 Elements of Cost 1.4 Differences between Cost and Expenses 1.5 Classification of Cost 1.6 Cost Unit and Cost Centre 1.7 Preparation of Cost Sheet and Estimated Cost Sheet 1.8 Tender and Quotation	15	- Lecture - PPT - Videos - Practical Work
2	Cost Accounting of Material, Labour and Overheads 2.1 Methods of Pricing the Issue of Materials - LIFO, FIFO, Simple Average, Weighted Average 2.2 Stock Levels 2.3 Economic Order Quantity (EOQ) 2.4 Methods of Payment of Wages - Time Basis, Piece Basis 2.5 Labour Turnover (Theory only) 2.6 Classification, Allocation and Apportionment of overheads (Theory only)	15	- Lecture - PPT - Videos - Practical Work
3	Process Costing 3.1 Meaning and Definition of Process Costing 3.2 Features of Process Costing 3.3 Normal Loss, Abnormal Loss and Abnormal Effectiveness 3.4 Preparation of Process A/c including calculation of equivalent production	15	- Lecture - PPT - Videos - Practical Work
4	Reconciliation of Cost and Financial Accounts 4.1 Meaning of Reconciliation Statement 4.2 Reasons for preparing Reconciliation Statement 4.3 Preparation of Reconciliation Statement	15	- Lecture - PPT - Videos - Practical Work

Reference Books:

1. Cost Accounting - B K Bhar
2. Cost Accounting - Jain and Narang
3. Cost Accounting - S N Maheshwari
4. Cost Accounting (Problems & Solutions) - Khanna, Pandey, Arora and Ahuja.
5. Cost Accounting - Shukla, Grewal & Gupta.
6. Cost Accounting – Jawahar Lal

Websites:-

1. www.icaai.org.
2. www.icsi.org.
3. www.accountingcapital.com



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
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Name of the Programme: M.Com. Part II		Semester – IV	
Name of the Course (Subject): Advanced Accountancy Paper VI (Paper Code M19 - 403)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1) To acquire knowledge of Financial Management and Selected Decision Making Techniques. 2) To acquaint the students with calculation of cost of capital and various capital budgeting techniques			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	A) Introduction to Financial Management: 1.1 Meaning and Scope of Financial Management 1.2 Finance Functions 1.3 Financial Goals 1.4 Profit Maximization Vs Wealth Maximization 1.5 Role of Finance Manager B) Financial Management in Sick Units: 1.6 Definition of sickness 1.7 Causes and symptoms of sickness 1.8 Prediction of sickness 1.9 Revival of sick unit 1.10 Debt Restructuring	15	- Lecture - PPT - Videos
2	Capital Structure Decisions 2.1 Capital Structure Theories - Net Income Approach, Net Operating Income Approach, Traditional Approach, Modigilani – Miller Approach 2.2 Leverages - Financial, Operating and Combined 2.3 EBIT-EPS Analysis	15	- Lecture - PPT - Videos - Practical Work
3	Cost of Capital 3.1 Meaning and Definitions of Cost of Capital 3.2 Importance of Cost of Capital 3.3 Types of Cost 3.4 Measurement of Cost of Capital - Cost of Debt, Cost of Preference Shares , Cost of Equity, Cost of Retained Earnings, Weighted Average Cost	15	- Lecture - PPT - Videos - Practical Work

4	Capital Budgeting 4.1 Meaning of Capital Budgeting 4.2 Techniques of Capital budgeting - Payback period, Accounting Rate of Return, Net Present Value, Internal Rate of Return	15	- Lecture - PPT - Videos - Practical Work
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References Books:

- 1) Introduction to Financial Management - I M Pandey
- 2) Financial Management - Prasanna Chandra
- 3) Financial Management - Khan and Jain
- 4) Financial Management- Ravi M Kishore
- 5) Financial Management P V Kulkarni
- 6) Financial Management - S C Saxena
- 7) Financial Management - Hogland

Websites:-

1. www.icaai.org.
2. www.icsi.org.
3. www.accountingcapital.com

M.Com –II Semester III
Business Administration -Paper V (Optional Paper)
(Title- Application of Management in International Business)
Subject Code-M 19-304

Course Outcome:

- 1) Acquaintance with the Application of Management in International Business.
- 2) Acquaintance the students with the E- Business.

Sr.No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
Unit I	International Business Introduction : 1.1 Meaning and Nature of International Business 1.2 Need and Competitive Advantages of International Business 1.3 Goals of International business. 1.4 Problems of International Business 1.5 Measures of International business.	Students will be explained concepts of International Business (Knowledge)	<i>Lecture, Interactive ICT Based Use of case lets</i>	15
Unit II	International Business Environment: 2.1 Introduction, Features of International Business Environment. 2.2 Factors affecting on International Business Environment– Social, Cultural, Economic, Technical, Political, Legal. 2.3 Advantages and Disadvantages, of International Business. 2.4 Role of Manager in International Business.	Students will be Interpreted International Business Environment (Understand)	<i>Lecture Interactive ICT Based Discussion Method</i>	15
Unit III	Modes of Entry into International Business : 3.1 Nature of Export & Import Trade 3.2 Licensing-Advantages and Disadvantages 3.3 Franchising-Types, Advantages and Disadvantages. 3.4 Contract Manufacturing-Advantages and Disadvantages.	Students will be analyzed various modes of entry into International business(Analyze)	<i>Lecture Interactive ICT Based Group Discussion Industrial Visit</i>	15

	3.5 Counter Trade-Types 3.6 Foreign Direct Investments-Types 3.7 Joint Ventures-Advantages.			
Unit IV	E- Business: 4.1 Introduction and Definition 4.2 Characteristics & advantages 4.3 Significance of E-Business 4.4 Types of E-Business 4.5 E-Auctioning- 4.6 E-Banking- 4.7 E-Marketing- 4.8 E- Trading-	Students can develop e-business (Create)	<i>Lecture Interactive ICT Based Discussion Methods.</i>	15

Reference Books:

1. P. SubbaRao, International Business, Himalaya Publishing House.
2. C.S.V. Murthy, e-Commerce (Concepts - Models - Strategies) Himalaya Publishing House.
3. Sundaram and Black, the International Business Environment, Prentice Hall, New Delhi.
4. Gene Burton Manab Thakur 'Management Today' Principles and Practice. Tata McGraw Hill. Education Private.

M.Com –II Semester IV
Business Administration -Paper VI (Optional Paper)
(Title of paper- Quality, Technology, and Knowledge Management)
Subject Code-M19-404

Course Outcome:

- 1) Acquaintance the students with the modern management concepts.
- 2) Knowledge about the Quality, Technology, and Knowledge Management.

Sr.No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
Unit I	Quality Management 1.1 Total Quality Management (TQM)– Meaning and Concept, Elements of TQM, Advantages and disadvantages of TQM 1.2 Quality Standards- a) Six sigma -Meaning and concept& levels b) ISO- 9000 to ISO- 18000 -(Procedure for obtaining ISO certification)	Understanding of Quality Management and Quality Standards.	<i>Lecture, Interactive ICT Based Use of case lets</i>	10
Unit II	Technology Management : 2.1 Meaning and Concept 2.2 Role of technology in business 2.3 Functions of technology management 2.4 Significance of technology management 2.5 Challenges in technology management 2.6 Suggestions for managing technology.	Students will be Describe the Technology Management	<i>Lecture Interactive ICT Based Discussion Method</i>	20
Unit III	Knowledge Management : 3.1 Meaning, Objectives, Need and Importance of Knowledge management 3.2 Types of Knowledge management strategies. 3.3 Challenges of Knowledge Management 3.4 Measures of effectiveness of Knowledge Management system	Students can develop Knowledge Management.	<i>Lecture Interactive ICT Based Group Discussion Industrial Visit</i>	15
Unit IV	Management Control Techniques: 4.1 Meaning, Nature and scope of management control, Advantages and problems of management control technique. 4.2 Management Control Techniques- Budgetary Control, Management Audit, PERT- CPM, Ratio Analysis, Return on Investment, Break Even Analysis, Management By Objectives, Management Information System, Self Control, Direct Supervision and Observation.	Students will be Analyzed various Management Control Techniques.	<i>Lecture Interactive ICT Based Discussion Methods.</i>	15

Reference Books:

- 1) L.M. Prasad : Principles and Pralsu of management 2012 S. ch publication, New Delhi
- 2) Gene Burton &manab Thakur (2011): management Trday Take mchrawtiy Publication New Delhi.
- 3) KarmnderGautam& K. Aswathappr (2012): Management Tata Mehawshill publication (p) ltd. New Delhi.

DDGC

B.Com. III Semester-V
(Compulsory Paper)

Modern Management Practices, Paper-I, Subject Code:

Objectives:

To make students familiar with the modern management practices being used by the corporate world.

To acquaint the students the importance and applicability of various modern management practices.

Sr. No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
1	Unit- 1 Contribution to Modern Management Practices 1.1 Modern Management: 1.1.1 Concept 1.1.2 Importance of modern management 1.1.3 Changing environment in modern management. 1.2 Contribution of Peter Drucker: Management by Objectives (MBO)- Concept, Characteristics, Importance, Merits and Demerits. 1.3 Contribution of Michael Porter: 1.3.1 Competitive Advantage 1.3.2 Cost Leadership 1.3.3 Differentiation and Focused Strategy 1.4 Contribution of Vijay Govindrajan Three box solution-Concepts and Characteristics.	Knowledge about the Contribution to Modern Management Practices	Lecture, Interactive ICT Based Use of case lets	20
2	Unit- 2 Strategic Management and Customer Relationship Management (CRM): 2.1 Strategic Management: 2.1.1 Concept and Importance 2.1.2 Meaning and Features, Nature of Organisational Environment 2.1.3 Environmental Analysis 2.1.4 SWOC, TWOS Analysis 2.1.5 Process of Strategic Management 2.1.6 Types of Strategy. 2.2 Customer Relationship Management (CRM): 2.2.1 Definition 2.2.2 Features 2.2.3 process and Techniques of CRM 2.2.4 Importance of CRM in modern era 2.2.5 e-CRM , Advantages of e-CRM	Acquaintance with the Strategic Management and Customer Relationship	Lecture Interactive ICT Based Discussion Method	15

3	Unit-3 Corporate Governance and Corporate Social Responsibility 3.1 Corporate Governance: 3.1.1 Concept and Definitions 3.1.2 Features 3.1.3 Role of Board of Directors in Corporate Governance 3.1.4 Role of Shareholders and Auditors in Corporate Governance 3.3 Corporate Social Responsibility: 3.3.1 Concept of Social Responsibility 3.3.2 Areas of CSR	Acquaintance with Corporate Governance and Corporate Social Responsibility	<i>Lecture</i> <i>Interactive ICT Based</i> <i>Group Discussion</i> <i>Industrial Visit</i>	15
4	Unit- 4- Knowledge Management and Disaster Management 4.1 Knowledge Management: 4.1.1 Concept, Definition 4.1.2 Objectives, 4.1.3 Process 4.1.4 Parameters of Knowledge Management. 4.2 Disaster Management: 4.2.1 Concept and Definition 4.2.2 Features 4.2.3 Types of disaster-natural and Man-made 4.2.4 Challenges before Disaster Management in India 4.2.5 Steps in prevention and mitigation of disaster, Case studies on Disaster Management	Acquaintance with Knowledge Management and Disaster Management	<i>Lecture</i> <i>Interactive ICT Based</i> <i>Discussion Methods.</i>	10

Reference Books:

- Heinz Weirich, Mark V. Cannice, Harold Koontz, 'Management'-- McGraw Hill Education (India) Pvt. Ltd., New Delhi.
- R. Satya Raju, A. Parthasarathy, 'Management: Text and Cases'-PHI Learning Pvt. Ltd. , New Delhi.
- Anil Bhat, Arya Kumar, 'Management-Principles, Process and Practices' Oxford University Press.
- Dr. C. B. Gupta, 'Organisation Management'.
- M.C. Shukla, ' Business Organisation and Management'
- Gene Burton and Manab Thakur, ' Management Today: Principles and Practice.'
- Peter Drucker, ' The Practice of Management.'
- Michel Porter, ' Competitive Advantage.'
- 9)C.K. Prahalad and Gary Hamel , 'Competing for Future'
- Dr. Azhar Kazmi, ' Business Policy.'
- Deepak Morris, ' Business Ethics.'
- Peter Pratley, ' The Essence of Business Ethics.'
- R.P. Banerjee, ' Ethics in Business and Management.'

B.Com. III
Semester-VI
(Compulsory Paper)

Modern Management Practices Paper II Subject Code:

Objectives:

To make students familiar with the modern management practices being used by the corporate world.

To acquaint the students the importance and applicability of various modern management practices.

Sr. No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
1	Unit-1 Total Quality Management: 1.1 Concept of quality 1.2 Meaning of TQM, Elements of TQM 1.3 Contribution of Deming and Juran. 1.4 Need and barriers of TQM	Knowledge about the Total Quality Management	Lecture, Interactive ICT Based Use of case lets	10
2	Unit- 2 Quality Standards: 2.1 Benchmarking: 2.1.1 Concept 2.1.2 Types of Benchmarking 2.1.3 Advantages and limitations. 2.2 Six Sigma: 2.2.1 Meaning 2.2.2 characteristics 2.2.3 Importance of Six Sigma, 2.2.4 Steps in implementing Six Sigma. 2.3 ISO-9000: 2.3.1 Meaning 2.3.2 Importance of ISO quality standards 2.3.3 20 Elements of ISO 9000.	Acquaintance with the Quality Standards	Lecture Interactive ICT Based Discussion Method	20
3	Unit-3 Time, Event and Stress Management: 3.1 Time Management: 3.1.1 Meaning 3.1.2 Importance 3.1.3 Techniques of Time Management. 3.2 Event Management: 3.2.1 Concept and importance 3.2.2 Procedure of Event Management 3.2.3 Types of Events. 3.3 Stress Management: 3.3.1 Meaning of stress 3.3.2 Causes of stress 3.3.3 Effects of stress 3.3.4 Coping strategies for stress.	Acquaintance with the Time, Event and Stress Management	Lecture Interactive ICT Based Discussion Method	20

Unit- 4- International Management:				
	4.1 International Management and Multinational Corporations- Nature and purpose of International Business 4.2 Multinational Corporations (MNCs)- Advantages and challenges 4.3 Role of Global Managers 4.4 Global Company, Transnational Corporation. Export and Import Process.	Acquaintance with International Management	<i>Lecture</i> <i>Interactive</i> <i>ICT Based</i> <i>Discussion</i> <i>Methods.</i>	10

Reference Books:

- N. Logothesis , ‘ Managing for Total Quality.’
Dr. D. D. Sharma, ‘ Total Quality Management.’
Subir Choudhari, ‘ The Power of Six Sigma.’
Greg Brue, ‘Six Sigma for Managers’.
John T. Rabbit and Peter A. Bergh, ‘ ISO-9000.’
R. Alec Mackenze, ‘Time Management.’
Marc Mancini, ‘Time Management.’
Sanjay Singh Gaur and Sanjay V. Saggere , ‘ Event Marketing and Management.’
Anton Shone and Barn Parry, ‘Successful Event Management.’
Dr. Anjali Ghanekar, ‘ Organisational Behaviour.’
Stephon Robbins, ‘ Organisational Behaviour.’

B.Com. Part-III
Semester – V
(Optional Paper)
Industrial Management Paper – I Subject Code:
(Factory and Capital Management)

Objectives:-

To make students familiar with the subject industrial management.

To expose the students the importance and applicability of industry management.

Sr. No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
1	Unit I:- 1.1 Introduction to Industrial Management – Meaning and importance of industrial Management 1.2 Introduction to Enterprise Resource Planning (ERP), System Application and Product (SAP) 1.3 Factory Location and Plant Layout- 1.3.1 Meaning of location of factory 1.3.2 factors determining location of Factory 1.3.3 Meaning of plant layout 1.3.4 Objectives 1.3.5 Importance of plant layout. 1.3.6 Factors influencing layout 1.3.6 Types of layout Problems of layout. 1.4 Recent trends in Industrial Management- Use of technology in factory. Green manufacturing	Knowledge about the Industrial Management	Lecture, Interactive ICT Based Use of case lets	20
2	Unit II :- Work Environment - 2.1 Meaning 2.2 importance of work Environment 2.3 Factors affecting work environment, Lighting, Ventilation, Sanitation, noise control and Air Conditioning 2.4 Quality Circles, Kaizen, 5 S, 2.5 Provisions regarding work environment under Factories Act 1948	Acquaintance with the Work Environment	Lecture Interactive ICT Based Discussion Method	20
3	Unit III :- Plant Maintenance – 3.1 Concept, Importance 3.2 Objectives of good maintenance System 3.3 types of maintenance	Acquaintance with the Plant Maintenance	Lecture Interactive ICT Based Discussion	10

	3.4 Recent trends in plant maintenance 3.5 Preventive Maintenance		Method	
4	Unit IV – Capital Management 4.1 Concept of Capital Management, Importance 4.2 Determinants of Capital Management 4.3 Sources of finance 4.4 Fixed and working capital	Acquaintance with Capital Management	<i>Lecture Interactive ICT Based Discussion Methods.</i>	10

References for Paper I to IV :-

- L. C. Jhamb : Industrial Management Savitri Jhamb Everest Publishing House, Pune
J. K. Jain : Industrial Management\ Kitab Mahal– Agre
K. Aswathappa : Production and Operations Management
K. Shridhara Bhat – Himalaya Publishing House
M. E. Thukaram Rao : Industrial Management Himalaya Publishing House
Lundy J. L. : Effective Industrial Management Eurasia Publishing Co.
Srivastava R. M. : Management Policy and Strategic Management Concepts, Skills and Practices
Cost Accounting : B. K. Bhar
C. B. Mamoria Gankar : Dynamics of Industrial Relations
O. P. Khanna : Industrial Engineering and Management
11. K. Ashwathappa : Human Resource Management, Tata McGraw Hill, New Delhi
12. A. K. Ahuja : Industrial Management, Kalyani Publishers, New Delhi

B.Com. Part-III
Semester – VI
(Optional Paper)
Industrial Management Paper – II Subject Code:
(Human Resource Management)

Objectives:

To make students familiar with the subject human resource management.

To expose the students the importance and applicability of human resource management.

Sr. No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
1	Unit I - Introduction to Human Resource Management- 1.1 Concept and Nature 1.2 Scope 1.3 Significance 1.4 Objectives 1.5 Functions of HRM.	Knowledge about the Human Resource Management	Lecture, Interactive ICT Based Use of case lets	10
	Unit II – Human Resource Planning (HRP) 2.1 Meaning and need for Human resource Planning, Process of HRP Factors affecting HRP 2.2 Job Analysis, Job Description, Job Specification. 2.3 Recruitment and selection- 2.3.1 Meaning, 2.3.2 Sources of recruitment 2.3.3 Steps in the scientific selection procedure 2.3.4 e- recruitment.	Acquaintance with the Human Resource Management	Lecture Interactive ICT Based Discussion Method	20
3	Unit III - Employee Training and Performance Appraisal 3.1 Employee Training- 3.1.1 Meaning 3.1.2 Need for training 3.1.3 Steps in training 3.1.4 Methods of Training 3.1.5 Impediments of effective training 3.2 Performance Appraisal and Merit Rating 3.2.1 Meaning 3.2.2 purpose of performance appraisal 3.2.3 Methods of performance appraisal 3.2.3 Ethics in performance appraisal Merit Rating- 3.2.4 Meaning 3.2.5 Benefits of Merit Rating,	Acquaintance with the Employee Training	Lecture Interactive ICT Based Discussion Method	20

	3.2.6 Difference between performance appraisal and merit Rating			
4	Unit IV :- Recent Trends in HRM – (Concept and Nature) 4.1 Employee's brand 4.2 Outsourcing of HR 4.3 e-HRM 4.4 Work Life Balance 4.5 Emotional Intelligence and Talent Management	Acquaintance with - Recent Trends in HRM	<i>Lecture Interactive ICT Based Discussion Methods.</i>	10

References for Paper I to IV :-

- L. C. Jhamb : Industrial Management Savitri Jhamb Everest Publishing House, Pune
- J. K. Jain : Industrial Management \
- K. Aswathappa : Production and Operations Management
- K. Shridhara Bhat – Himalaya Publishing House
- M. E. Thukaram Rao : Industrial Management Himalaya Publishing House
- Lundy J. L. : Effective Industrial Management Eurasia Publishing Co.
- Srivastava R. M. : Management Policy and Strategic Management Concepts, Skills and Practices
- Cost Accounting : B. K. Bhar
- C. B. Mamoria Gankar : Dynamics of Industrial Relations
- O. P. Khanna : Industrial Engineering and Management
11. K. Ashwathappa : Human Resource Management, Tata McGraw Hill, New Delhi
12. A. K. Ahuja : Industrial Management, Kalyani Publishers, New Delhi

B.Com. Part-III
Semester - V
(Optional Paper)
Industrial Management Paper – III Subject Code:
(Production Management)

Objectives:

1To make students familiar with the subject industrial management.

2To Expose the students the importance and applicability of industrial management.

Sr. No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
1	Unit I:- Production Function and Planning and Control (PPC): – 1.1 Production Function- 1.1.1 Concept 1.1.2 Components of production function 1.2 Planning and Control (PPC): 1.2.1 Meaning 1.2.2 Objectives 1.2.3 importance of production planning and control 1.2.4 Techniques of production control Routing, Scheduling, Despatching and follow up	Knowledge about the Production Function	Lecture, Interactive ICT Based Use of case lets	20
2	Unit II :- Productivity - 2.1 Meaning, Importance 2.2 Measurement of Productivity 2.3 Factors influencing productivity 2.4 Methods of improving productivity 2.5 Production V/s Productivity.	Acquaintance with the Productivity	Lecture Interactive ICT Based Discussion Method	10
3	Unit III :- Inventory Management 3.1 Meaning and Objectives of inventory Management 3.2 Types of Inventories 3.3 Receipt and issue of material (Bin Card, Store Ledger) 3.4 Pricing of material Issues (First In First Out and Last In Frist Out) 3.5 EOQ 3.6 Weighted Average method 3.7 ABC Analysis and VED Classifications 3.8 Just in Time (JIT) Production – Meaning, Techniques and Advantages.	Acquaintance with the Inventory Management	Lecture Interactive ICT Based Discussion Method	20

4	Unit IV :- Logistic Management- 4.1 Meaning 4.2 Objectives 4.3 Importance of logistic Management, 4.4 Activities of the logistic Management 4.5 functions-Transportation, Warehousing including Cold Storage Material handling and Packaging. 4.6 Impact of lockdown on logistic management	Acquaintance with Logistic Management	<i>Lecture</i> <i>Interactive</i> <i>ICT Based</i> <i>Discussion</i> <i>Methods.</i>	10
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References

- L. C. Jhamb : Industrial Management Savitri Jhamb Everest Publishing House, Pune
- J. K. Jain : Industrial Management\ Kitab Mahal– Agre
- K. Aswathappa : Production and Operations Management
- K. Shridhara Bhat – Himalaya Publishing House
- M. E. Thukaram Rao : Industrial Management Himalaya Publishing House
- Lundy J. L. : Effective Industrial Management Eurasia Publishing Co.
- Srivastava R. M. : Management Policy and Strategic Management Concepts, Skills and Practices
- Cost Accounting : B. K. Bhar
- C. B. Mamoria Gankar : Dynamics of Industrial Relations
- O. P. Khanna : Industrial Engineering and Management
11. K. Ashwathappa : Human Resource Management, Tata McGraw Hill, New Delhi
12. A. K. Ahuja : Industrial Management, Kalyani Publishers, New Delhi

Com. Part-III
Semester – VI
(Optional Paper)
Industrial Management Paper – IV Subject Code:
(Personnel Management)

Objectives:

- 1 To make students familiar with the subject industrial management.
- 2 To Expose the students the importance and applicability of industry management.

Sr. No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
1	Unit I:- Employee Remuneration – 1.1 Concepts of remuneration 1.2 Meaning of wages and salary 1.3 Objectives of wage and salary administration 1.4 Factors influencing wage and salary structure and administration 1.5 Methods of wage payment Time rate, Piece rate 1.6 Incentive plans (Halsey, Rowan and Taylor)	Knowledge about the Employee Remuneration	Lecture, Interactive ICT Based Use of case lets	10
2	Unit II :- Industrial Relations – 2.1 Meaning, Objectives and Significance of industrial relations 2.2 The parties to industrial relations 2.3 Factors affecting industrial relations. 2.4 Meaning and Causes of industrial Disputes 2.5 Measures taken by Govt. to prevent Industrial disputes. 2.6 Introduction to Industrial Disputes Act	Acquaintance with the Industrial Relations	Lecture Interactive ICT Based Discussion Method	20
3	Unit III :- Employee Safety, Health and Moral: 3.1 Meaning and need of employee safety 3.2 Factors in safety programme Meaning and importance of employee health 3.3 Occupational hazards, risks and diseases 3.4 Protection against health hazards and statutory provisions under The Factories Act, 1948– Health, safety and welfare provisions 3.5 Meaning of employee morale.	Acquaintance with the Employee Safety, Health and Moral:	Lecture Interactive ICT Based Discussion Method	20

4	HR Accounting: 4.1 Meaning and Definition 4.2 Advantages of HR Accounting 4.3 Determinants of Human Assets 4.4 Methods of HR Accounting	Acquaintance with HR Accounting	<i>Lecture</i> <i>Interactive</i> <i>ICT Based</i> <i>Discussion</i> <i>Methods.</i>	10
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References for Paper I to IV :-

- L. C. Jhamb : Industrial Management Savitri Jhamb Everest Publishing House, Pune
- J. K. Jain : Industrial Management \ Kitab Mahal – Agre
- K. Aswathappa : Production and Operations Management
- K. Shridhara Bhat – Himalaya Publishing House
- M. E. Thukaram Rao : Industrial Management Himalaya Publishing House
- Lundy J. L. : Effective Industrial Management Eurasia Publishing Co.
- Srivastava R. M. : Management Policy and Strategic Management Concepts, Skills and Practices
- Cost Accounting : B. K. Bhar
- C. B. Mamoria Gankar : Dynamics of Industrial Relations
- O. P. Khanna : Industrial Engineering and Management
11. K. Ashwathappa : Human Resource Management, Tata McGraw Hill, New Delhi
12. A. K. Ahuja : Industrial Management, Kalyani Publishers, New Delhi

B.Com. III
Semester-V
(Compulsory Paper)

Business Regulatory Framework, Paper-I, Subject Code:

Objectives:

To create legal awareness among the students.

To acquaint the students with the latest laws governing business and Commercial transactions.

Sr. No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
1	Unit-I Law of Contract-General Principles (Indian Contract Act, 1872) 1.1 Definition of Business Law and its sources 1.2 Definition, essential element and kinds of contract 1.3 Offer and Acceptance 1.4 Capacity of Parties 1.5 Consideration 1.6 Free Consent and Legality of Objectives 1.7 Void Agreements 1.8 Discharge of Contract 1.9 Remedies for Breach of Contract	Knowledge about the Law of Contract-General Principles (Indian Contract Act, 1872)	Lecture, Interactive ICT Based Use of case lets	15
2	Unit-II Special Contract: 2.1 Indemnity and Guarantee Contract: 2.1.1 Definitions 2.1.2 Parties to contracts 2.1.3 Distinction between a Contract of Indemnity and a Contract of Guarantee 2.1.4 Types of Guarantee 2.2 Contract Bailment and Pledge: 2.2.1 Definitions 2.2.2 Features 2.2.3 Distinction between Bailment and Pledge 2.3 Contract of Agency: 2.3.1 Definition 2.3.2 Modes of creation of agency and its termination.	Acquaintance with the Special Contract	Lecture Interactive ICT Based Discussion Method	15
3	Unit-III Sale of Goods Act 3.1 Contract of sale of goods: Concept and essentials 3.2 Sale and Agreement to Sale 3.2 Conditions and Warranties 3.3 Performance of contract of sale 3.4 Unpaid seller and his rights	Acquaintance with Sale of Goods Act.	Lecture Interactive ICT Based Group Discussion Industrial Visit	15
4	Unit-IV Limited Liability Partnership Act, 2008 4.1 Salient features of Limited Liability	Acquaintance with Limited	Lecture Interactive ICT Based	15

	Partnership Act 4.2 Nature of limited liability partnership 4.3 Incorporation of limited liability partnership 4.4 Limitations of liability of LLP and partners	Liability Partnership Act, 2008	<i>Discussion Methods.</i>	
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Reference Books:

Business Law- Kavita Krishnamurthi
Essentials of Business and Industrial Laws- B.S. Moshal
Business Law- M.C. Kuchhal
Elements of Mercantile Law- N.D. Kapoor
Mercantile Law- Arun Kumar
Mercantile Law- S.S.Gulshan
The Principles of Mercantile Law- Avtarsingh
Commercial and Industrial Law-A.K. Sen and J.K. Mitra

Websites:

[http://www. answers.com/topic/contracts-legal](http://www.answers.com/topic/contracts-legal)
[http://www. lectlaw.com/def/1031.html](http://www.lectlaw.com/def/1031.html)
www. expert.com, Expert Law Library

Concerned bare Acts may also be referred.

B.Com. III
Semester-VI
(Compulsory Paper)

Business Regulatory Framework Paper II Subject Code:

Objectives:

To create legal awareness among the students.

To acquaint the students with the latest laws governing business and Commercial transactions

Sr. No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
1	Unit-1: Consumer Protection Act and Right to Information Act 2005 1.1 Definitions of Consumer, Complaint, Complainant, Service, Defect, Deficiency 1.2 Unfair Trade Practices, Consumer Dispute, Restrictive Trade Practices 1.3 Rights of Consumers 1.4 Consumer Dispute Redressal Agencies: District, Forum, State and National Commission 1.5 RIT Act-Nature, Scope and Importance	Knowledge about the Consumer Protection Act and Right to Information Act 2005	Lecture, Interactive ICT Based Use of case lets	15
2	Unit-2: Law Relating to Corporate Business Entities 2.1 Incorporation of a company, doctrine of Ultra-vires and Doctrine of Indoor Management 2.2 Company Management 2.3 Types of Company Meetings and Resolutions 2.4 Mergers and Acquisitions 2.5 Winding up of Company	Acquaintance with Law Relating to Corporate Business Entities	Lecture Interactive ICT Based Discussion Method	15
3	Unit-3: The Securities and Exchange Board of India (SEBI) Act, 1992 3.1 Powers and functions of SEBI 3.2 Role of stock exchanges 3.3 Recognition of stock exchanges 3.4 Trading of securities 3.5 Listing of securities 3.6 Regulation of Depositories	Acquaintance with The Securities and Exchange Board of India (SEBI) Act, 1992	Lecture Interactive ICT Based Group Discussion Industrial Visit	15
4	Unit-4: Business Transactions and Cyber Law 4.1 E-commerce: Nature, formation, legality and recognition 4.2 Intellectual Property Rights: Patent, Copy Right, Trademark and Industrial Design (only concepts) 4.3 Digital Signature: Need,	Acquaintance with Business Transactions and Cyber Law	Lecture Interactive ICT Based Discussion Methods.	15

	formation, functions, Digital Significance Certificate and Revocation of Digital Signature 4.4 Cyber crimes and offences 4.5 Penalties for cyber crimes			
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Reference Books:

Business Law- Kavita Krishnamurthi
 Essentials of Business and Industrial Laws- B.S. Moshal
 Business Law- M.C. Kuchhal
 Elements of Mercantile Law- N.D. Kapoor
 Mercantile Law- Arun Kumar
 Mercantile Law- S.S.Gulshan
 The Principles of Mercantile Law- Avtarsingh
 Commercial and Industrial Law-A.K. Sen and J.K. Mitra

Websites:

[http://www. answers.com/topic/contracts-legal](http://www.answers.com/topic/contracts-legal)
[http://www. lectlaw.com/def/1031.html](http://www.lectlaw.com/def/1031.html)
[www. expert.com](http://www.expert.com), Expert Law Library

Concerned bare Acts may also be referred.



Rayat Shikshan Sanstha's

Dhananjayrao Gadgil College of Commerce, Satara

(An Autonomous College)

Affiliated to Shivaji University, Kolhapur

Name of the Programme:B.Com. Part III		Semester – V	
Name of the Course (Subject): Advanced Accountancy Paper - I			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Revised Syllabus w.e.f. June 2021

Course Objectives:

To introduce the students with the bank final accounts.

To impart knowledge as related to hotel business.

To develop computing skills among students as related to insurance claim.

To acquaint the students with the farm accounting and enterprise resource planning.

Unit No	Title & Contents of Units	No. of Lectures	Teaching Method
1	Unit 1: Bank Final Accounts:	15	<ul style="list-style-type: none"> - Lecture - PPT - Videos - Practical work
	1.1 Meaning, definitions, and principles of the banking business		
	1.2 Functions and restrictions on the banking business		
	1.3 Preparation of Profit and Loss Account in vertical format only		
	1.4 Preparation of Balance Sheet in vertical format only		
2	Unit 2: Accounting of Service Industry (Hotel Industry)	15	<ul style="list-style-type: none"> - Lecture - PPT - Videos - Practical work
	2.1 Introduction, and Significance of hotel accounting		
	2.2 Visitors Ledger Book		
	2.3 Computation of fixation of room rate		
	2.4 Preparation of final accounts of hotel business		
3	Unit 3: Insurance Claim:	15	<ul style="list-style-type: none"> - Lecture - PPT - Videos - Practical work
	3.1 Introduction and importance of fire insurance		
	3.2 Types of losses under fire insurance		
	3.3 Computation loss of stock and amount of claim		
	3.4 Computation of loss of profits (Consequential loss) and amount of claim		
4	Unit. 4: Farm Accounting and Introduction to Enterprise Resource Planning (ERP):	15	<ul style="list-style-type: none"> - Lecture - PPT - Videos - Practical work
	4.1 Objectives and characteristics of farm accounting		
	4.2 Preparation of accounts as related to farm business		
	4.3 Introduction, advantages, and disadvantages of ERP		
	4.4 Types of ERP reports, analysis of selected (Profit and Loss Account, Balance Sheet, and Cash Flow) reports		

Reference Books:-

Advanced Accountancy – Shukla &Grewal
Advanced Accountancy – Chakrabhorthy
Advanced Accountancy - R. R. Gupta
Advanced Accountancy - R. L. Gupta
Advanced Accountancy - Tulsian
Principles of Management Accounting – Manmohan Goyal

Websites:-

www.accounting-simplified.com
www.icai.org.



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Name of the Programme: B.Com. Part III		Semester – VI	
Name of the Course (Subject):Advanced Accountancy Paper – III(19-605)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Revised Syllabus w. e. f. June 2021

Course Objectives:

To introduce students with the cash flow statement.

To develop computing and analytical skills among the students.

To inculcate budgeting skills among the students.

Unit No	Title& Contents of Units	No .of Lectures	Teaching Method
1	Unit 1: Cash Flow Statement (Accounting Standard - 3):	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
	1.1 Meaning and importance of cash flow statement		
	1.2 Accounting standard – 3		
	1.3 Inflow and outflow of cash		
	1.4 Preparation of cash flow statement as per AS - 3		
2	Unit 2 : Working Capital:	15	1.Lecture 2. PPT 3. Videos 4. Practical Work
	2.1 Meaning and significance of working capital		
	2.2 Concepts of working capital – gross and net		
	2.3 Factors influencing for determination of working capital		
	2.4 Computation of working capital		
3	Unit 3 :Ratio Analysis:	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
	3.1 Meaning and Components of Financial Statements		
	3.2 Tools and Techniques of Financial Statements Analysis (Theory Only)		
	3.3 Meaning of ratio, ratio analysis and its importance		
	3.4 Classification of ratios – liquidity, activity, profitability, and solvency		
4	Unit 4: Budgetary Control System:	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
	4.1 Meaning of budget and budgetary control system		
	4.2 Objectives and advantages of budgetary control system		
	4.3 Limitations of budgetary control system		
	4.4 Types of budget- production, sales, cash, flexible and master budget(problems on cash budget and flexible budget)		

Reference Books:-

Advanced Accountancy – Shukla &Grewal
Advanced Accountancy – Chakrabhorthy
Cost Accounting - Jain & Narang
Cost Accounting – Ravi Kishore, Taxmann Publication
Cost Accounting - B. K. Bhar
Principles of Management Accounting - Manmohan Goyal
Management Accounting - I. M. Pandey
Cost & Management Accounting - Jain & Narang

Websites:-

www.icaai.org.

www.accounting-simplified.com



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Name of the Programme:B.Com. Part III		Semester – V	
Name of the Course (Subject): Advanced Accountancy(Auditing) Paper - II(19-506)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Revised Syllabus w.e.f. June 2021

Course Objectives:

- To gain working knowledge of generally accepted auditing procedure, techniques & skills.
- To acquaint the student with the audit procedure adopted in various organizations.
- To familiarize the students with the role of company auditor.

Unit No	Title & Contents of Units	No .of Lectures	Teaching Method
1	Unit 1: Introduction to Auditing: 1.1 Origin, meaning & definitions, objectives, scope, features and basic principles of auditing	15	<ul style="list-style-type: none"> - Lecture - PPT - Videos
	1.2 Advantages, limitations of auditing, difference between accountancy and auditing		
	1.3. Types of audit- external and internal, qualities of an auditor, and introduction to auditing standards		
	1.4 Concept and scope of internal control, internal check and its significance		
2	Unit 2: Vouching, Verification, Valuation and Investigation: 2.1 Vouching - meaning, objects and importance, vouching of cash transactions, credit purchase and credit sales	15	<ul style="list-style-type: none"> - Lecture - PPT - Videos
	2.2 Verification - meaning, objectives and significance, verification of common assets and liabilities		
	2.3 Valuation - meaning and basis, valuation of fixed assets, valuation of current assets, difference between verification and valuation		
	2.4 Investigation - meaning and reasons of carrying out investigation, difference between audit and investigation		

3	Unit 3: Audit of Various Organizations: 3.1 Audit of Banks: introduction, internal control system of banks and special points in audit of banks	15	- Lecture - PPT - Videos
	3.2 Audit of Co-operative Societies: introduction, appointment of auditor and special points in audit of co-operative societies		
	3.3 Audit of Charitable Societies: introduction, need and special points in audit of charitable societies		
	3.4 Audit of Nursing Homes: introduction, nature and special points in audit of nursing homes		
4	Unit. 4: Company Audit (Applicable Provisions of Companies Act, 2013): 4.1 Appointment, qualification, and disqualification of an auditor	15	- Lecture - PPT - Videos
	4.2 Removal, remuneration and rights of an auditor		
	4.3 Audit report: meaning, importance, elements, and qualities of a good audit report		
	4.4 Types of audit report: clean & qualified		

Note: - Language of Answer should be English.

Reference Books:-

Principles of Auditing - De Paula

Practical Auditing - B. N. Tandon

Contemporary Auditing - Kamal Gupta

Principles and Practice & Auditing - R. G. Saxena

Principles and Practice & Auditing - Biswa Mohana Jena and Sanjay Kumar Satapathy

Company Accounts and Auditing Practices : N. S. Zad

www.icaa.org.

www.icsi.org.



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Name of the Programme: B.Com. Part III		Semester – VI	
Name of the Course (Subject):Advanced Accountancy(Taxation) Paper – IV(19-606)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Revised Syllabus w.e.f. June 2021			

Course Objectives:

To acquaint the students with Income Tax Act and its application.

To train the students in computation of taxable income of an individual under various heads of income.

To introduce the students with recent developments in Goods and Services Tax.

Unit No	Title& Contents of Units	No .of Lectures	Teaching Method
1	Unit 1: Introduction to Income Tax Act 1.1 Important Definitions- Income Tax, Assessee, Person, Assessment, Assessment Year, Previous Year, Income, Agricultural Income, Casual Income, Capital Assets, Dividend, Company, Indian Company, Gross Total Income, Total Income.	15	5. Lecture 6. PPT 7. Videos 8. Practical Work
	1.2 Residential Status		
	1.3 Tax Liability		
	1.4 Practical Problems on determination of Tax Liability		
2	Unit 2 : Exemptions and Deductions Under Income Tax Act 2.1 Introduction of Exemptions	15	1.Lecture 2. PPT 3. Videos 4. Practical Work
	2.2 Exempted Incomes under Section 10		
	2.3 Introduction of Deductions		
	2.4 Deductions of Chapter VI- A as applicable to an individual		
3	Unit 3 : Heads of Income 3.1 Introduction of Income Heads	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
	3.2 Practical Problems on Income from Salaries and Income from House Property as applicable to an individual		
	3.3 Practical Problems on Profits and Gains of Business or Profession as applicable to an individual.		
	3.4 Capital Gains- Short term capital gains and Long term capital gains		
	Income from Other Sources- incomes taxable and deductions available under the head income from other sources		
	(Theoretical Aspects)		

4	Unit 4: Introduction to Goods and Services Tax (GST) Act: 4.1 Definition of Goods and Services Tax, Conceptual framework of GST	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
	4.2 Registration Process under GST Act, Supply of Goods and Services and implementation of invoices.		
	4.3. Input Tax Credit (ITC), Reverse Charge Mechanism (RCM)		
	4.4 Exempted Services, Rates, Returns and Payments		

Note: - 1. Finance Act in force at the time of commencement of academic year shall be applicable, respective academic year should be treated as assessment year.

2. Language of Answer should be English.

Reference Books:-

Students Guide to Income - Tax - V. K. Singhania
Income Tax – Ahuja and Gupta
Income Tax Law & Practice - V. K. Singhania
Income Tax Law & Practice - Prasad Bhagwati
Income Tax Law & Practice - H. C. Mehrotra
Income - Tax Law & Practice - Dinkar Pagare
Direct Tax- V. K. Singhania
Direct Taxes – T. N. Manoharan
GST- Raj K Agrawal

Websites:-

www.icaai.org.
www.icsi.org.



Rayat Shikshan Sanstha's

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Name of the Programme:B.Com. Part III		Semester – V	
Name of the Course (Subject): Advanced Costing Paper - I (19-507)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Revised Syllabus w.e.f. June 2021

Course Objectives:

To introduce the basic concepts of cost accounting.

To classify the cost and apply the same for cost determination.

To apply the cost accounting procedure in respect of materials.

To acquaint the students with application of cost accounting in determination of labour cost.

Unit No	Title & Contents of Units	No .of Lectures	Teaching Method
1	Unit 1: Introduction of Cost Accounting: 1.1 Concept of Cost ,Costing and Strategic Cost Management 1.2 Meaning and Scope of Cost Accountancy 1.3 Cost Accounting: Meaning, Objectives & Importance 1.4 Financial Accounting Vs. Cost Accounting Vs. Management Accounting	15	- Lecture - PPT - Videos
2	Unit 2: Elements of Cost: 2.1 Classification of Costs 2.2 Cost Unit, Cost Centre and Responsibility Centre 2.3 Cost Ascertainment, Cost Estimation, Cost Allocation and Cost Apportionment 2.4 Preparation of Cost Sheet and Estimated Cost Sheet	15	- Lecture - PPT - Videos - Practical Work
3	Unit 3: Materials: 3.1 Materials : Purchasing, Inspection and Storage 3.2 Stock Levels 3.3 Methods of Pricing the issue of materials – FIFO, LIFO, Simple Average and Weighted Average Method 3.4 Inventory Control and Economic Order Quantity	15	- Lecture - PPT - Videos - Practical Work
4	Unit 4: Labour: 4.1 Labour – Meaning and Types 4.2 Time Keeping, Time Booking, Overtime, Idle Time and Holiday with Pay 4.3 Labour Turnover : Meaning, Causes, Remedies and computation of labour turnover rate 4.4 Methods of Wages and Incentive Systems:	15	- Lecture - PPT - Videos - Practical Work

	(Halsey Plan, Rowan Plan, Taylor's Differential Piece Rate, Merrick's Multiple Piece Rate, Group Incentive Scheme)		
Reference Books:- Cost Accounting – Jain and Narang Cost Accounting - M. N. Arora Cost Accounting - Jawaharlal Cost Accounting - Maheshwari Cost Accounting - Khanna, Pandey & Ahuza Cost Accounting - P. V. Ratnam Cost Accounting - B.K.Bhar Websites:- www.icai.org . www.icmai.in			



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Name of the Programme: B.Com. Part III		Semester – VI	
Name of the Course (Subject):Advanced Costing Paper – III (19-607)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Revised Syllabus w.e.f. June 2021			

Course Objectives:

- To introduce the concepts of job and unit costing.
- To acquaint the students with application of process costing.
- To indicate the procedure of contract costing and its practical implementation.
- To identify the operating costing and its application in transport industry.

Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Unit 1 - Job and Unit Costing: 1.1 Job Costing: Meaning, Features and Advantages 1.2 Job Cost Sheet: Format and Practical Illustrations 1.3 Unit Costing: Meaning and Features 1.4 Preparation of Unit Cost Sheet	15	9. Lecture 10. PPT 11. Videos 12. Practical Work
2	Unit 2 -Process Costing: 2.1 Process Costing: Meaning and Features 2.2 Difference between Job Costing and Process Costing 2.3 Preparation of Process Accounts 2.4 Equivalent Production, Joint Product and By Product (Theoretical Aspects)	15	1.Lecture 2. PPT 3. Videos 4. Practical Work
3	Unit 3 -Contract Costing: 3.1 Contract Costing: Meaning and Features 3.2 Difference between Job Costing and Contract Costing 3.3 Cost Plus Contract and Escalation Clause: Meaning and Benefits 3.4 Preparation of Contract Account	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
4	Unit 4 -Operating Costing (Transport Costing Only): 4.1 Operating Costing: Meaning and Features 4.2 Transport Costing: Meaning and Objectives 4.3 Classification of Costs 4.4 Preparation of Operating Transport Cost Sheet	15	1.Lecture 2.PPT 3.Videos 4.Practical Work

Reference Books:

- Cost Accounting – Jain and Narang
- Cost Accounting - M. N. Arora
- Cost Accounting - Jawaharlal
- Cost Accounting - Maheshwari
- Cost Accounting - Khanna, Pandey & Ahuza
- Cost Accounting - P. V. Ratnam
- Cost Accounting - B.K.Bhar
- 6. Cost Accounting Standards - M.N.Arora

Websites:-

www.icaai.org.
www.icmai.in



Rayat Shikshan Sanstha's
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Name of the Programme: B. Com Part III			Semester – V
Name of the Course (Subject): Advanced Costing Paper II (19-508)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Revised Syllabus w. e. f. June 2021			
Course Objectives: To introduce the students with the concept of overheads. To develop analytical skills among students for preparation of reconciliation statements. To acquaint the students with integrated accounting. To familiarize the students with the concept of activity based costing.			
Unit No	Title & Contents of Units	No .of Lectures	Teaching Method
1	Unit 1 - Overheads: 1.1 Meaning and classification of overheads 1.2 Allocation and apportionment of overheads 1.3 Re - apportionment- methods of re – apportionment (Practical illustrations on repeated re – distribution method only) 1.4 Absorption – meaning and methods of absorption (Calculation of machine hour rate and labour hour rate.)	15	1. Lecture 2. PPT 3. Videos 4. Practical work
2	Unit 2 - Activity Based Costing 2.1 Introduction & meaning of activity based costing 2.2 Importance of activity based costing 2.3 Steps in activity based costing 2.4 Practical illustrations	15	1. Lecture 2. PPT 3. Videos 4. Practical work
3	Unit 3 - Reconciliation of Cost and Financial Accounts: 3.1 Meaning & need of reconciliation 3.2 Reasons for disagreement in profit / loss 3.3 Procedure of reconciliation 3.4 Practical illustrations	15	1. Lecture 2. PPT 3. Videos 4. Practical work
4	Unit 4- Integrated Accounting : 4.1 Meaning and advantages of integral accounting 4.2 Principles of an integral accounting system 4.3 Features of integral accounting 4.4 Journal entries	15	1. Lecture 2. PPT 3. Videos 4. Practical work

Reference Books: -

Cost Accounting – Jain and Narang
Cost Accounting - M. N. Arora
Cost Accounting - Jawaharlal
Cost Accounting - Maheshwari
Cost Accounting - Khanna, Pandey&Ahuza
Cost Accounting - P. V. Ratnam
Cost Accounting - B.K.Bhar

Websites:-

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Name of the Programme: B. Com Part III			Semester – VI
Name of the Course (Subject): Advanced Costing Paper IV (19-608)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Revised Syllabus w. e. f. June 2021			
Course Objectives: To introduce utility of marginal costing in decision making. To apply the concept of standard costing for variance analysis To impart knowledge about budget & budgetary control. To acquaint the students with the concept of cost audit.			
Unit No	Title & Contents of Units	No. of Lectures	Teaching Method
1	Unit 1 - Marginal Costing : 1.1 Meaning, importance and interpretation of marginal costing 1.2 Cost Volume Profit Analysis 1.3 Profit Volume Ratio 1.4 Break Even Point, Margin of Safety, Angle of incidence	15	1. Lecture 2. PPT 3. Videos 4. Practical work
2	Unit 2 - Standard Costing & Variance Analysis : 2.1 Meaning of standard costing & variance 2.2 Objectives of standard costing 2.3 Advantages and disadvantages of standard costing 2.4 Analysis of Material, Labour and overhead variances	15	1. Lecture 2. PPT 3. Videos 4. Practical work
3	Unit 3 - Budget and Budgetary Control : 3.1 Meaning of budget and budgetary control 3.2 Objectives of budgetary control 3.3 Types of budget 3.4 Preparation of cash budget, fixed budget and flexible budget	15	1. Lecture 2. PPT 3. Videos 4. Practical work
4	Unit 4 - Cost Audit, Cost Accounting and Reporting : 4.1 Cost audit – meaning and definitions 4.2 Cost accounting records 4.3 Cost audit – information system 4.4 Reporting to management	15	1. Lecture 2. PPT 3. Videos 4. Practical work

Reference Books: -

Cost Accounting – Jain and Narang
Cost Accounting - M. N. Arora
Cost Accounting - Jawaharlals
Cost Accounting - Maheshwari
Cost Accounting - Khanna, Pandey & Ahuza
Cost Accounting - P. V. Ratnam
Cost Accounting - B.K.Bhar
Cost Accounting Standards - M.N.Arora

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Name of the Programme:B.Com. Part III		Semester – V	
Name of the Course (Subject): Advanced Accountancy Paper - I(19-505)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Revised Syllabus w.e.f. June 2021

Course Objectives:

To introduce the students with the bank final accounts.

To impart knowledge as related to hotel business.

To develop computing skills among students as related to insurance claim.

To acquaint the students with the farm accounting and enterprise resource planning.

Unit No	Title & Contents of Units	No .of Lectures	Teaching Method
1	Unit 1: Bank Final Accounts:	15	<ul style="list-style-type: none"> - Lecture - PPT - Videos - Practical work
	1.1 Meaning, definitions, and principles of the banking business		
	1.2 Functions and restrictions on the banking business		
	1.3 Preparation of Profit and Loss Account in vertical format only		
2	1.4 Preparation of Balance Sheet in vertical format only	15	<ul style="list-style-type: none"> - Lecture - PPT - Videos - Practical work
	Unit 2: Accounting of Service Industry (Hotel Industry)		
	2.1 Introduction, and Significance of hotel accounting		
	2.2 Visitors Ledger Book		
3	2.3 Computation of fixation of room rate	15	<ul style="list-style-type: none"> - Lecture - PPT - Videos - Practical work
	2.4 Preparation of final accounts of hotel business		
	Unit 3: Insurance Claim:		
	3.1 Introduction and importance of fire insurance		
4	3.2 Types of losses under fire insurance	15	<ul style="list-style-type: none"> - Lecture - PPT - Videos - Practical work
	3.3 Computation loss of stock and amount of claim		
	3.4 Computation of loss of profits (Consequential loss) and amount of claim		
	Unit. 4: Farm Accounting and Introduction to Enterprise Resource Planning (ERP):	15	<ul style="list-style-type: none"> - Lecture - PPT - Videos - Practical work
	4.1 Objectives and characteristics of farm accounting		
	4.2 Preparation of accounts as related to farm business		
	4.3 Introduction, advantages, and disadvantages of ERP		
	4.4 Types of ERP reports, analysis of selected (Profit and Loss Account, Balance Sheet, and Cash Flow) reports		

Reference Books:-

Advanced Accountancy – Shukla &Grewal
Advanced Accountancy – Chakrabhorthy
Advanced Accountancy - R. R. Gupta
Advanced Accountancy - R. L. Gupta
Advanced Accountancy - Tulsian
Principles of Management Accounting – Manmohan Goyal

Websites:-

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www.icai.org.

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(An Autonomous College)

Affiliated to Shivaji University, Kolhapur

Name of the Programme: B.Com. Part III		Semester – VI	
Name of the Course (Subject):Advanced Accountancy Paper – III(19-605)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Revised Syllabus w. e. f. June 2021

Course Objectives:

To introduce students with the cash flow statement.

To develop computing and analytical skills among the students.

To inculcate budgeting skills among the students.

Unit No	Title& Contents of Units	No .of Lectures	Teaching Method
1	Unit 1: Cash Flow Statement (Accounting Standard - 3):	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
	1.1 Meaning and importance of cash flow statement		
	1.2 Accounting standard – 3		
	1.3 Inflow and outflow of cash		
	1.4 Preparation of cash flow statement as per AS - 3		
2	Unit 2 : Working Capital:	15	1.Lecture 2. PPT 3. Videos 4. Practical Work
	2.1 Meaning and significance of working capital		
	2.2 Concepts of working capital – gross and net		
	2.3 Factors influencing for determination of working capital		
	2.4 Computation of working capital		
3	Unit 3 :Ratio Analysis:	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
	3.1 Meaning and Components of Financial Statements		
	3.2 Tools and Techniques of Financial Statements Analysis (Theory Only)		
	3.3 Meaning of ratio, ratio analysis and its importance		
	3.4 Classification of ratios – liquidity, activity, profitability, and solvency		
4	Unit 4: Budgetary Control System:	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
	4.1 Meaning of budget and budgetary control system		
	4.2 Objectives and advantages of budgetary control system		
	4.3 Limitations of budgetary control system		
	4.4 Types of budget- production, sales, cash, flexible and master budget(problems on cash budget and flexible budget)		

Reference Books:-

Advanced Accountancy – Shukla & Grewal
Advanced Accountancy – Chakrabhorthy
Cost Accounting - Jain & Narang
Cost Accounting – Ravi Kishore, Taxmann Publication
Cost Accounting - B. K. Bhar
Principles of Management Accounting - Manmohan Goyal
Management Accounting - I. M. Pandey
Cost & Management Accounting - Jain & Narang

Websites:-

www.icaai.org.
www.accounting-simplified.com



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Name of the Programme:B.Com. Part III		Semester – V	
Name of the Course (Subject): Advanced Accountancy(Auditing) Paper - II(19-506)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Revised Syllabus w.e.f. June 2021

Course Objectives:

- To gain working knowledge of generally accepted auditing procedure, techniques & skills.
- To acquaint the student with the audit procedure adopted in various organizations.
- To familiarize the students with the role of company auditor.

Unit No	Title & Contents of Units	No. of Lectures	Teaching Method
1	Unit 1: Introduction to Auditing:	15	- Lecture - PPT - Videos
	1.1 Origin, meaning & definitions, objectives, scope, features and basic principles of auditing		
	1.2 Advantages, limitations of auditing, difference between accountancy and auditing		
	1.3. Types of audit- external and internal, qualities of an auditor, and introduction to auditing standards		
	1.4 Concept and scope of internal control, internal check and its significance		
2	Unit 2: Vouching, Verification, Valuation and Investigation:	15	- Lecture - PPT - Videos
	2.1 Vouching - meaning, objects and importance, vouching of cash transactions, credit purchase and credit sales		
	2.2 Verification - meaning, objectives and significance, verification of common assets and liabilities		
	2.3 Valuation - meaning and basis, valuation of fixed assets, valuation of current assets, difference between verification and valuation		
	2.4 Investigation - meaning and reasons of carrying out investigation, difference between audit and investigation		

3	Unit 3: Audit of Various Organizations: 3.1 Audit of Banks: introduction, internal control system of banks and special points in audit of banks	15	- Lecture - PPT - Videos
	3.2 Audit of Co-operative Societies: introduction, appointment of auditor and special points in audit of co-operative societies		
	3.3 Audit of Charitable Societies: introduction, need and special points in audit of charitable societies		
	3.4 Audit of Nursing Homes: introduction, nature and special points in audit of nursing homes		
4	Unit. 4: Company Audit (Applicable Provisions of Companies Act, 2013): 4.1 Appointment, qualification, and disqualification of an auditor	15	- Lecture - PPT - Videos
	4.2 Removal, remuneration and rights of an auditor		
	4.3 Audit report: meaning, importance, elements, and qualities of a good audit report		
	4.4 Types of audit report: clean & qualified		

Note: - Language of Answer should be English.

Reference Books:-

Principles of Auditing - De Paula

Practical Auditing - B. N. Tandon

Contemporary Auditing - Kamal Gupta

Principles and Practice & Auditing - R. G. Saxena

Principles and Practice & Auditing - Biswa Mohana Jena and Sanjay Kumar Satapathy

Company Accounts and Auditing Practices : N. S. Zad

Websites:-

www.icaai.org.

www.icsi.org.



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Name of the Programme: B.Com. Part III		Semester – VI	
Name of the Course (Subject):Advanced Accountancy(Taxation) Paper – IV(19-606)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Revised Syllabus w.e.f. June 2021			

Course Objectives:

To acquaint the students with Income Tax Act and its application.

To train the students in computation of taxable income of an individual under various heads of income.

To introduce the students with recent developments in Goods and Services Tax.

Unit No	Title & Contents of Units	No. of Lectures	Teaching Method
1	Unit 1: Introduction to Income Tax Act 1.1 Important Definitions- Income Tax, Assessee, Person, Assessment, Assessment Year, Previous Year, Income, Agricultural Income, Casual Income, Capital Assets, Dividend, Company, Indian Company, Gross Total Income, Total Income.	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
	1.2 Residential Status		
	1.3 Tax Liability		
	1.4 Practical Problems on determination of Tax Liability		
2	Unit 2 : Exemptions and Deductions Under Income Tax Act 2.1 Introduction of Exemptions	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
	2.2 Exempted Incomes under Section 10		
	2.3 Introduction of Deductions		
	2.4 Deductions of Chapter VI- A as applicable to an individual		
3	Unit 3 : Heads of Income 3.1 Introduction of Income Heads	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
	3.2 Practical Problems on Income from Salaries and Income from House Property as applicable to an individual		
	3.3 Practical Problems on Profits and Gains of Business or Profession as applicable to an individual.		
	3.4 Capital Gains- Short term capital gains and Long term capital gains		
	Income from Other Sources- incomes taxable and deductions available under the head income from other sources (Theoretical Aspects)		

4	Unit 4: Introduction to Goods and Services Tax (GST) Act: 4.1 Definition of Goods and Services Tax, Conceptual framework of GST	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
	4.2 Registration Process under GST Act, Supply of Goods and Services and implementation of invoices.		
	4.3. Input Tax Credit (ITC), Reverse Charge Mechanism (RCM)		
	4.4 Exempted Services, Rates, Returns and Payments		

Note: - 1. Finance Act in force at the time of commencement of academic year shall be applicable, respective academic year should be treated as assessment year.

2. Language of Answer should be English.

Reference Books:-

Students Guide to Income - Tax - V. K. Singhania
Income Tax – Ahuja and Gupta
Income Tax Law & Practice - V. K. Singhania
Income Tax Law & Practice - Prasad Bhagwati
Income Tax Law & Practice - H. C. Mehrotra
Income - Tax Law & Practice - DinkarPagare
Direct Tax- V. K. Singhania
Direct Taxes – T. N. Manoharan
GST- Raj K Agrawal

Websites:-

www.icaai.org.
www.icsi.org.



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Name of the Programme:B.Com. Part III		Semester – V	
Name of the Course (Subject): Advanced Costing Paper - I (19-507)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Revised Syllabus w.e.f. June 2021

Course Objectives:

To introduce the basic concepts of cost accounting.

To classify the cost and apply the same for cost determination.

To apply the cost accounting procedure in respect of materials.

To acquaint the students with application of cost accounting in determination of labour cost.

Unit No	Title & Contents of Units	No .of Lectures	Teaching Method
1	Unit 1: Introduction of Cost Accounting: 1.1 Concept of Cost ,Costing and Strategic Cost Management 1.2 Meaning and Scope of Cost Accountancy 1.3 Cost Accounting: Meaning, Objectives & Importance 1.4 Financial Accounting Vs. Cost Accounting Vs. Management Accounting	15	- Lecture - PPT - Videos
2	Unit 2: Elements of Cost: 2.1 Classification of Costs 2.2 Cost Unit, Cost Centre and Responsibility Centre 2.3 Cost Ascertainment, Cost Estimation, Cost Allocation and Cost Apportionment 2.4 Preparation of Cost Sheet and Estimated Cost Sheet	15	- Lecture - PPT - Videos - Practical Work
3	Unit 3: Materials: 3.1 Materials : Purchasing, Inspection and Storage 3.2 Stock Levels 3.3 Methods of Pricing the issue of materials – FIFO, LIFO, Simple Average and Weighted Average Method 3.4 Inventory Control and Economic Order Quantity	15	- Lecture - PPT - Videos - Practical Work
4	Unit 4: Labour: 4.1 Labour – Meaning and Types 4.2 Time Keeping, Time Booking, Overtime, Idle Time and Holiday with Pay 4.3 Labour Turnover : Meaning, Causes, Remedies and computation of labour turnover rate 4.4 Methods of Wages and Incentive Systems: (Halsey Plan, Rowan Plan, Taylor's Differential Piece Rate, Merrick's Multiple Piece Rate, Group Incentive Scheme)	15	- Lecture - PPT - Videos - Practical Work

Reference Books:-

Cost Accounting – Jain and Narang
Cost Accounting - M. N. Arora
Cost Accounting - Jawaharlal
Cost Accounting - Maheshwari
Cost Accounting - Khanna, Pandey & Ahuza
Cost Accounting - P. V. Ratnam
Cost Accounting - B.K.Bhar

Websites:-

www.icai.org.
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Name of the Programme: B.Com. Part III		Semester – VI	
Name of the Course (Subject):Advanced Costing Paper – III (19-607)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Revised Syllabus w.e.f. June 2021

Course Objectives:

- To introduce the concepts of job and unit costing.
- To acquaint the students with application of process costing.
- To indicate the procedure of contract costing and its practical implementation.
- To identify the operating costing and its application in transport industry.

Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Unit 1 - Job and Unit Costing: 1.1 Job Costing: Meaning, Features and Advantages 1.2 Job Cost Sheet: Format and Practical Illustrations 1.3 Unit Costing: Meaning and Features 1.4 Preparation of Unit Cost Sheet	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
2	Unit 2 -Process Costing: 2.1 Process Costing: Meaning and Features 2.2 Difference between Job Costing and Process Costing 2.3 Preparation of Process Accounts 2.4 Equivalent Production, Joint Product and By Product (Theoretical Aspects)	15	1.Lecture 2. PPT 3. Videos 4. Practical Work
3	Unit 3 -Contract Costing: 3.1 Contract Costing: Meaning and Features 3.2 Difference between Job Costing and Contract Costing 3.3 Cost Plus Contract and Escalation Clause: Meaning and Benefits 3.4 Preparation of Contract Account	15	1.Lecture 2.PPT 3.Videos 4.Practical Work
4	Unit 4 -Operating Costing (Transport Costing Only): 4.1 Operating Costing: Meaning and Features 4.2 Transport Costing: Meaning and Objectives 4.3 Classification of Costs 4.4 Preparation of Operating Transport Cost Sheet	15	1.Lecture 2.PPT 3.Videos 4.Practical Work

Reference Books:

- Cost Accounting – Jain and Narang
- Cost Accounting - M. N. Arora
- Cost Accounting - Jawaharlal
- Cost Accounting - Maheshwari
- Cost Accounting - Khanna, Pandey & Ahuza
- Cost Accounting - P. V. Ratnam
- Cost Accounting - B.K.Bhar
- 6. Cost Accounting Standards - M.N.Arora

Websites:-

- www.icaai.org.
- www.icmai.in



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Name of the Programme: B. Com Part III			Semester – V
Name of the Course (Subject): Advanced Costing Paper II (19-508)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Revised Syllabus w. e. f. June 2021			
Course Objectives: To introduce the students with the concept of overheads. To develop analytical skills among students for preparation of reconciliation statements. To acquaint the students with integrated accounting. To familiarize the students with the concept of activity based costing.			
Unit No	Title & Contents of Units	No. of Lectures	Teaching Method
1	Unit 1 - Overheads: 1.1 Meaning and classification of overheads 1.2 Allocation and apportionment of overheads 1.3 Re - apportionment- methods of re – apportionment (Practical illustrations on repeated re – distribution method only) 1.4 Absorption – meaning and methods of absorption (Calculation of machine hour rate and labour hour rate.)	15	1. Lecture 2. PPT 3. Videos 4. Practical work
2	Unit 2 - Activity Based Costing 2.1 Introduction & meaning of activity based costing 2.2 Importance of activity based costing 2.3 Steps in activity based costing 2.4 Practical illustrations	15	1. Lecture 2. PPT 3. Videos 4. Practical work
3	Unit 3 - Reconciliation of Cost and Financial Accounts: 3.1 Meaning & need of reconciliation 3.2 Reasons for disagreement in profit / loss 3.3 Procedure of reconciliation 3.4 Practical illustrations	15	1. Lecture 2. PPT 3. Videos 4. Practical work
4	Unit 4- Integrated Accounting : 4.1 Meaning and advantages of integral accounting 4.2 Principles of an integral accounting system 4.3 Features of integral accounting 4.4 Journal entries	15	1. Lecture 2. PPT 3. Videos 4. Practical work

Reference Books: -

Cost Accounting – Jain and Narang
Cost Accounting - M. N. Arora
Cost Accounting - Jawaharlal
Cost Accounting - Maheshwari
Cost Accounting - Khanna, Pandey&Ahuza
Cost Accounting - P. V. Ratnam
Cost Accounting - B.K.Bhar

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Name of the Programme: B. Com Part III			Semester – VI
Name of the Course (Subject): Advanced Costing Paper IV (19-608)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Revised Syllabus w. e. f. June 2021			
Course Objectives: To introduce utility of marginal costing in decision making. To apply the concept of standard costing for variance analysis To impart knowledge about budget & budgetary control. To acquaint the students with the concept of cost audit.			
Unit No	Title & Contents of Units	No. of Lectures	Teaching Method
1	Unit 1 - Marginal Costing : 1.1 Meaning, importance and interpretation of marginal costing 1.2 Cost Volume Profit Analysis 1.3 Profit Volume Ratio 1.4 Break Even Point, Margin of Safety, Angle of incidence	15	1. Lecture 2. PPT 3. Videos 4. Practical work
2	Unit 2 - Standard Costing & Variance Analysis : 2.1 Meaning of standard costing & variance 2.2 Objectives of standard costing 2.3 Advantages and disadvantages of standard costing 2.4 Analysis of Material, Labour and overhead variances	15	1. Lecture 2. PPT 3. Videos 4. Practical work
3	Unit 3 - Budget and Budgetary Control : 3.1 Meaning of budget and budgetary control 3.2 Objectives of budgetary control 3.3 Types of budget 3.4 Preparation of cash budget, fixed budget and flexible budget	15	1. Lecture 2. PPT 3. Videos 4. Practical work
4	Unit 4 - Cost Audit, Cost Accounting and Reporting : 4.1 Cost audit – meaning and definitions 4.2 Cost accounting records 4.3 Cost audit – information system 4.4 Reporting to management	15	1. Lecture 2. PPT 3. Videos 4. Practical work

Reference Books: -

Cost Accounting – Jain and Narang
Cost Accounting - M. N. Arora
Cost Accounting - Jawaharlals
Cost Accounting - Maheshwari
Cost Accounting - Khanna, Pandey & Ahuza
Cost Accounting - P. V. Ratnam
Cost Accounting - B.K.Bhar
Cost Accounting Standards - M.N.Arora

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Dhananjayrao Gadgil College of Commerce, Satara

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B.Com. Part III

Semester – V Paper – I

Indian Economic Environment

Introduced from June 2021

Objectives:

- To acquaint the students with the Indian Economic Environment
- To provide the knowledge of basic concepts of Indian Economy
- To provide the information to the students regarding various challenges in front of Indian Economy
- To acquaint the students with the International Economic Environment

Topic & Contents	Hours
Unit 1 – Introduction to Indian Economy 1.1 Meaning and Types of Economy : Capitalist, Socialist and Mixed Economy 1.2 Characteristics of Indian Economy 1.3 Trends and Composition of GDP since 1991 1.4 HDI and GNHI: Concept and Status of India	15
Unit 2 - Agricultural Development 2.1 Present status and problems of Indian Agriculture 2.2 Agricultural Pricing and Marketing - Nature and Problems 2.3 Food security in India: Challenges and Policies, PDS: Functioning and Challenges 2.4 Technology Missions in India	15
Unit 3 - Industrial Development and Infrastructure 3.1 Industrial Policy: Post 1991 3.2 MSMEs : Classification, Problems and Policy Measures 3.3 Public Sector Undertakings: Nature, Progress and Challenges 3.4 Trends in Infrastructure Development: Road, Transport, Communication, Power & Energy	15
Unit 4 – Major Challenges before Indian Economy 4.1 Demographic Challenges 4.2 Unemployment & Poverty in India: Extent, Causes and Remedies 4.3 Regional Imbalances: Nature, Causes and Remedies 4.4 Socio-economic Inequality : Nature, Causes and Remedies	15
References : Datt Rudra and Sundram K.P.M. (Edition 2014), Indian Economy; S.Chand and Sons Co.Ltd; New Delhi. Misra S.K. and Puri V.K.; (Edition 2014) Indian Economy Its Development Experience, Himalaya Publishing House, Mumbai. Dhingra Ishwar (2006); Indian Economy S.Chand and sons Co.Ltd; New Delhi. Uma Kapil (2013), Indian Economy, Performance and Policies, Academic Foundation, New Delhi. Ahluwalia I J and I.M.D. Little, (1999), Indian Economic Reforms and Development Brahmananda R.R. and Panchmukhi V.A. (Edition 2001), Development Experience in Indian Economy Inter-State Perspectives, Bookwell, Delhi. Gupta S. P. (1989), Planning and Development in India; A Critique, Allied Publishers Pvt. Ltd., New Delhi. Jha Raghendra (Ed 2003) Indian Economic Reforms Hampshire, U.K. Chug Ram L. and Uppal J.S. (1985), Black Money in India Tata McGraw Hill, Sagar Publication New Delhi. Gupta Suraj B. (1992); Black Money in India, Sage Publication, New Delhi. Bhagwati Jagdish, (2004); In Defence of Globalisation, Oxford University Press U.K. Government of India, Economic Survey 2004-05 World Development Report, UNDP.2.	

Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Com. Part III
Semester – VI Paper – II
Indian Economic Environment
 Introduced from June 2021

Objectives:

- To acquaint the students with the Indian Economic Environment
- To provide the knowledge of basic concepts of Indian Economy
- To provide the information to the students regarding various challenges in front of Indian Economy
- To acquaint the students with the International Economic Environment

Topic & Contents	Hours
Unit 1 –Planning and Public Finance in India 1.1 Review of Planning 1.2 NITI Ayog: Development strategies 1.3 Fiscal Reforms 1.4 Recent Finance Commission – Composition and Provisions	15
Unit 2 - Major Policy Reforms in India 2.1 Liberalization, Privatization and Globalization: Policy initiatives 2.2 Industrial Relations Code 2020 2.3 Make in India and Startup India: Policy initiatives 2.4 National Tourism Policy	15
Unit 3 - External Sector of India 3.1 Foreign Trade: Growth, Composition and Direction 3.2 FDI & FII - Need of foreign capital in India 3.3 MNCs – Concept and Role, Major MNC's in India 3.4. Recent EXIM Policy	15
Unit 4 - International Organizations: 4.1 IMF&IBRD –Organization and functions 4.2 WTO & SAARC –Organization and functions 4.3 International Business Organizations –ICC, IABC, IBO, FITA etc 4.4 International Labour Organization	15
References : Datt Rudra and Sundram K.P.M.(Edition 2014), , Indian Economy; S.Chand and Sons Co.Ltd;New Delhi. Misra S.K.and Puri V.K.;I (Edition 2014) Indian Economy Its Development Experience, Himalaya Publishing House ,Mumbai. Dhingra Ishwar (2006) ;Indian Economy S.Chand and sons Co.Ltd;New Delhi. Uma Kapil (2013),Indian Economy, Performance and Policies,Academic Foundation,New Delhi. Ahluwalia I J and I.M.D. Little,I(999),Indian Economic Reforms and Development Brahmananda R.R. and Panchmukhi V.A.(Edition 2001),Development Experience in Indian Economy Inter-State Perspectives, Bookwell, Delhi. Gupta S. P. (1989),Planning and Development in India;A Critique, Allied Publishers Pvt. Ltd.,New Delhi. Jha Raghendra (Ed 2003)Indian Economic Reforms Hampshire,U.K. Chug Ram L. and Uppal J.S. (1985),Black Money in India Tata McGraw Hill,Sagar Publication New Delhi. Gupta Suraj B.(1992);Black Money in India ,Sage Publication, ,New Delhi. Bhagwati Jagdish ,(2004);In Defence of Globalisation,Oxford University Press U.K. Government of India ,Economic Survey 2004-05 World Development Report, UNDP.2.	

Cooperative Development in India
B.Com. Part III
Semester – V Paper – I
Introduced from June 2021

Objectives:.

- The students should know meaning, nature and principals of cooperation.
- The student able to learn cooperative movement in India.
- The Student should able to acquire the knowledge about cooperative credit movement in India.
- The student should able to acquire the knowledge about administration of Cooperative institution in India.
- The students can get the information about Cooperative laws.
- The student should acquire the knowledge about cooperative education and training.

Semester – V Paper – I

Topic & Contents	Hours
Unit 1 - Introduction to Co-operation 1.1 Meaning, definition, features, structure and role of Cooperatives 1.2 Manchester Principles of Co-operation 1.3 Role of Women in Cooperatives – Case Studies 1.4 Progress and Challenges of Cooperatives in India since 1991	15
Unit 2 – Co-operative Credit Institutions 2.1 Structure of Co-operative Credit Institutes PACS & Non agricultural Credit Co-operative societies: Organization, functions and 2.2 Problems 2.3 DCCB: Organization, functions, Performance and Problems 2.4 State Co-operative Banks: Organization, functions, Performance and Problems	15
Unit 3 – Committees and Co-operative Development in India 3.1 M.N.Khusro Committee 3.2 Vaidhyanthan Committee 3.3 Shivajirao Patil Committee 3.4 R.Gandhi Committee	15
Unit 4 – Co-operative Laws in India 4.1. Need and Importance of Co-operative Laws in India 4.2. Maharashtra Co-operative Societies Act-1960 – Recent Amendments 4.3. Multi State Co-operative Societies Act 2002 4.4 APMC Act 1962 (Amendments)	15
References : 1. Co-operation in India -- H. R. Mukhi, New Height Publishers, New Delhi. 2. Theory, History and Practice of Co-operation – R. D. Bedi, Loyal book Depot, Meerat 3. Co-operation in India -- B.S. Mathur, Sahitya Bhavan, Agra. 4. Law and Management of Co-operatives -- B. B. Trivedi. 5. Agricultural Co-operation in India. -- John Mathur, Reliance Publishing House, New Delhi. 6. Fundamentals of Co-operation - Krishana Swami, S Chand and Company, New Delhi. 7. Principles of Co-operation --- T. N. Hajela. 8. Shivajirao Patil Committee Report. 9. Kurian-Alagh Committee Report. 10. Principles of Co-operation – Dr- G.S.Kamat 11. Sahakar-Mukund Tapkir 12. Cases in co-operative movement – G.S.Kamat 13. New dimensions of co-operative management – G.S.Kamat Co-operative organization and management – K.K.Taimani 14. Economics for Competitive Examinations Dr.M.N. Shinde & Dr.A.D. Satre (Marathi)	

Cooperative Development in India

B.Com. Part III

Semester – VI Paper – II

Introduced from June 2021

Topic & Contents	Hours
Unit 1 –Co-operative Education & Training 1.1.Need and Importance 1.2.Scope of Cooperative Education & Training– Members, Employees and Directors 1.3. Co-operative Training Institutes in India 1.4. Role of leadership in Co-operative Development	15
Unit 2 –Major Co-operative Institutions in Maharashtra Sugar co-operatives:Growth, Performance and 2.1 Problems Dairy co-operatives: Growth, Performance and 2.2 Problems Textile co-operatives: Growth, Performance and 2.3 Problems Urban Co-op. Banks: Growth, Performance and 2.4 Problems	15
Unit 3 – Co-operative Audit and Administration 3.1. Co-operative Audit: Objectives, types, weakness and remedies 3.2. Role and Responsibilities of Co-operative auditor 3.3 Role and Responsibilities of Co-operative Registrar 3.4. Board of Management for UCBs	15
Unit 4 – Housing Co-operatives in Maharashtra 4.1. Cooperative Housing Societies: Functions and Management 4.2. Maharashtra Ownership of Flat Act-1963 - Maharashtra Apartment Ownership Act 1970 4.3. Maharashtra Co-operative Housing Society Bye Laws 4.4. Process of Registration of Co-operative Housing Society.	15

References :

Co-operation in India -- H. R. Mukhi, New Height Publishers, New Delhi.

Theory, History and Practice of Co-operation – R. D. Bedi, Loyal book

Depot, Meerat

Co-operation in India --B.S. Mathur, Sahitya Bhavan, Agra.

Agricultural Co-operation in India. -- John Mathur, Reliance Publishing House, New Delhi.

Fundamentals of Co-operation - Krishana Swami, S Chand and Company, New Delhi.

Maharashtra Co-operative societies Act-1960

Maharashtra Apartment act 1970 and Maharashtra ownership flat act-196

Principles of Co-operation – Dr- G.S.Kamat

Sahakar-Mukund Tapkir

Cases in co-operative movement – G.S.Kamat

New dimensions of co-operative management – G.S.Kamat Co-

operative organization and management – K.K.Taimani

Economics for Competitive Examinations Dr.M.N. Shinde&Dr.A.D.

Satre (Marathi)

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Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Com. Part III Bank Management (Entire) / B.Com –III- Semester – VI
Bank Management Paper – XVII / Adv Banking Paper - III
Banking and Cyber Laws
Introduced from June 2021

Course Outcomes:

Able to explain Regulatory Framework for Banking in India
Understand the important laws relating banking sector
Able to apply the knowledge of legal provisions for banking business practices
Understand different provisions under cyber Laws

Marks : 100

Total Lectures of Teaching : 60

Credits : 4

		Suggestions Given by	Hours
Unit-1:	Regulatory Framework for Banking in India 1.1. RBI Act 1934 : Important Sections, Powers and Recent Provisions 1.2. Banking Regulation Act 1949: Important Sections and Recent Provisions 1.3. Negotiable Instruments Act 1881- Important Provision 1.4. Banking Ombudsman Scheme	Mr. Ajay Jadhav, Cyber Police, Satara	15
Unit-2:	Legal Aspects of Banking Operations 2.1. The Bankers' Books Evidence Act-1891, Evidence Act 1872 Section 65A and B 2.2. Payment and Settlement Systems (Amendment) Act, 2015 2.3. The SARFEASI Act -2002, Legal aspects of Debt Recovery Tribunals 2.4. Prevention of Money Laundering Act, 2002 & Bankers Responsibilities	Dr. Manisha Jagatap (RIT, Islampur)	15
Unit-3:	Important Legal Provisions 3.1. BCSBI Code – Recent Provisions, CRPC Act-1973 Section -91 3.2. The Deposit Insurance and Credit Guarantee Corporation Act – 1961 3.3. Foreign Exchange Management Act, 1999 3.4. The Insolvency and Bankruptcy Code, 2016	Mr. Pramod Moghe & Mr. Sanjay Magadum (Bankers)	15
Unit-4:	Cyber Laws and Crimes 4.1. Information Technology Act, 2000: Authorities, Powers, Offences & Penalties etc 4.2. Cyber Crime: Concept, Types of Financial Cyber Crimes and Precautions 4.3. In-charge of Data Centre : Legal Responsibilities regarding data security 4.4. Fraud Management Planning - Implementation of Information Systems	Mr. Ajay Jadhav, Cyber Police, Satara API, Mr. Gajanan Kadam (Cyber Police, Satara)	15

References :

Arora and Kalra (1999), "All India Banking Law Digest, (1995-1999), Delhi Law House
Employees Cooperative Credit Societies - <https://sahakarayukta.maharashtra.gov.in>
ICSI (2015) Banking Law And Practice, <https://www.icsi.edu>
IIBF(2007), "Laws of Co-operative Banking", Macmillan India Ltd.,
M.L. Tannan, (2008) Banking Law and Practice in India, India Law House, New Delhi
M.L.Tannan, C.R. Datta& S.K. Kataria (2011) Banking Law and Practice, Wadhwa& Company

Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
 An Autonomous College
 Bank Management (Entire Degree Programme)
 Semester – VI Paper – XVIII
B.Com –III Adv Banking Paper-IV
Bank Management Practices
 Introduced from June 2021

Course Outcomes:

Understanding about Bank Management Practices
 Understanding about branch management practices
 Skills regarding Reporting & Documentation
 Understanding about managerial aspects of banking

Marks : 100

Total Lectures of Teaching : 60

Credits : 4

		Suggestions Given by	Hours
Unit-1:	Management of Head and Regional Offices 1.1. Head office: Structure, Departments and Functions 1.2. Regional office: Structure, Departments and Functions 1.3. Duties and Responsibilities of CEO/MD 1.4. Role and Responsibilities of Board of Directors	Mr. Pramod Moghe (Banker)	15
Unit-2:	Bank Branch Management 3.1. Structure and Sections, Human Resource in Bank Branch 3.2. Cash Management Procedure – Lockers Services 3.3. Role of Branch Manager 3.4. Customer Relationship Management (CRM) in Branch	Mr. Sanjay Magadum (Banker) / Dr. Manisha Jagatap (RIT)	15
Unit-3:	Banking Business Practices 3.1. Operational Procedures at branch Level: Allotment of duties, Compliance Management and Monitoring 3.2. Achievements of Targets: Requirements, Monthly Review and Returns 3.3. Non-Fund Business, Para-banking Activities 3.4. Statutory Disclosures for Banks	Dr. Bhaskar Janaagale (BoS, Pune University)	15
Unit-4:	Reporting & Documentation 4.1. Reporting to FIU & RBI : CTR, STR, CCR, NTR - NDTL, CRR, SLR 4.2. Budget of Bank – Public, Private, Cooperative and Foreign Banks 4.3. Vetting of Documentation: Meaning and Importance 4.4. Case Studies on Banks	Mr. Dilip Deshpande (Banker, Karad Urban Bank)	15
	Note: 15 days Internship in Bank is mandatory for internal work		

References

Francis Buttle (2004): Customer Relationship Management: Concepts and Tools, Customer relationship management: concepts and tools, Elsevier ButterworthHeinemann, Volume 13, 2004
 Sheth, J. N. Atul Parvaiyar and G.Shainesh (2008) Customer Relationship Management Emerging Concepts, Tools and Applications, Tata McGraw-Hill Publishing Company Limited, New Delhi, 2008.
 George H. Hempel, Donald G. Simonson (2018). Bank Management: Text and Cases, Wiley, 2020 ISBN 0471410918
 IIBF (2005). General Bank Management : (For Caiib Examinations), Indian Institute of Banking and Finance, Macmillan, 2005
 Kanhaiya Singh (2013). Commercial Bank Management, Tata McGraw-Hill Education, 2013
 Peter S. Rose, Sylvia C. Hudgins (2008). Bank Management and Financial Services, McGraw-Hill Education,

2008

Timothy W. Koch, S. Scott MacDonald (2014). Bank Management, Cengage Learning, 2014,

Timothy W. Koch, Steven Scott MacDonald, Vic Edwards, Randall E. Duran (2014). Bank Management: A Decision-Making Perspective, CENGAGE Learning Asia, 2014

V.S.P. Rao (1999). Bank Management, Discovery Publishing House, 1999 ISBN 8171415105,

DGSC

Cooperative Development in India
B.Com. Part III
Semester – V Paper – I
Introduced from June 2021

Objectives:

- The students should know meaning, nature and principals of cooperation.
- The student able to learn cooperative movement in India.
- The Student should able to acquire the knowledge about cooperative credit movement in India.
- The student should able to acquire the knowledge about administration of Cooperative institution in India.
- The students can get the information about Cooperative laws.
- The student should acquire the knowledge about cooperative education and training.

BoS Conducted on 10th Feb. 2021

Semester – V Paper – I

Topic & Contents	Changes Suggested by	Hours
Unit 1 - Introduction to Co-operation 1.1 Meaning, definition, features, structure and role of Cooperatives 1.2 Manchester Principles of Co-operation 1.3 Role of Women in Cooperatives – Case Studies 1.4 Progress and Challenges of Cooperatives in India since 1991	Dr.Dilip Patil	15
Unit 2 – Co-operative Credit Institutions 2.1 Structure of Co-operative Credit Institutes 2.2 PACS & Non agricultural Credit Co-operative societies: Organization, functions and Problems 2.3 DCCB: Organization, functions, Performance and Problems 2.4 State Co-operative Banks: Organization, functions, Performance and Problems		15
Unit 3 – Committees and Co-operative Development in India 3.1 M.N.Khusro Committee 3.2 Vaidhyanthan Committee 3.3 Shivajirao Patil Committee 3.4 R.Gandhi Committee	Mr.Sanjay Magdum	15
Unit 4 – Co-operative Laws in India 4.1. Need and Importance of Co-operative Laws in India 4.2. Maharashtra Co-operative Societies Act-1960 – Recent Amendments 4.3. Multi State Co-operative Societies Act 2002 4.4 APMC Act 1962 (Amendments)	Mr.Sanjay Magdum	15
References : 1. Co-operation in India -- H. R. Mukhi, New Height Publishers, New Delhi. 2. Theory, History and Practice of Co-operation – R. D. Bedi, Loyal book Depot, Meerat 3. Co-operation in India --B.S. Mathur, Sahitya Bhavan, Agra. 4 .Law and Management of Co-operatives -- B. B. Trivedi. 5. Agricultural Co-operation in India. -- John Mathur, Reliance Publishing House, New Delhi. 6. Fundamentals of Co-operation - Krishana Swami, S Chand and Company, New Delhi. 7. Principles of Co-operation --- T. N. Hajela. 8. Shivajirao Patil Committee Report. 9. Kurian-Alagh Committee Report. 10. Principles of Co-operation – Dr- G.S.Kamat 11.Sahakar-Mukund Tapkir 12. Cases in co-operative movement – G.S.Kamat 13. New dimentions of co-operative management – G.S.Kamat Co-operative organization and management – K.K.Taimani 14.Economics for Competitive Examinations Dr.M.N. Shinde & Dr.A.D. Satre (Marathi)		

Cooperative Development in India
B.Com. Part III
Semester – VI Paper – II
Introduced from June 2021

Topic & Contents	Changes Suggested by	Hours
Unit 1 – Co-operative Education & Training 1.1. Need and Importance 1.2. Scope of Cooperative Education & Training – Members, Employees and Directors 1.3. Co-operative Training Institutes in India 1.4. Role of leadership in Co-operative Development	Dr.V.M.Kumbhar	15
Unit 2 – Major Co-operative Institutions in Maharashtra 2.1 Sugar co-operatives: Growth, Performance and Problems 2.2 Dairy co-operatives: Growth, Performance and Problems 2.3 Textile co-operatives: Growth, Performance and Problems 2.4 Urban Co-op. Banks: Growth, Performance and Problems		15
Unit 3 – Co-operative Audit and Administration 3.1. Co-operative Audit: Objectives, types, weakness and remedies 3.2. Role and Responsibilities of Co-operative auditor 3.3 Role and Responsibilities of Co-operative Registrar 3.4. Board of Management for UCBs	Dr.Dilip Patil Dr.L.N.Ghatage	15
Unit 4 – Housing Co-operatives in Maharashtra 4.1. Cooperative Housing Societies: Functions and Management 4.2. Maharashtra Ownership of Flat Act-1963 - Maharashtra Apartment Ownership Act 1970 4.3. Maharashtra Co-operative Housing Society Bye Laws 4.4. Process of Registration of Co-operative Housing Society.	Dr.Dilip Patil	15
References : 1. Co-operation in India -- H. R. Mukhi, New Height Publishers, New Delhi. 2. Theory, History and Practice of Co-operation – R. D. Bedi, Loyal book Depot, Meerat 3. Co-operation in India --B.S. Mathur, Sahitya Bhavan, Agra. 4. Law and Management of Co-operatives -- B. B. Trivedi. 5. Agricultural Co-operation in India. -- John Mathur, Reliance Publishing House, New Delhi. 6. Fundamentals of Co-operation - Krishana Swami, S Chand and Company, New Delhi. 7. Maharashtra Co-operative societies Act-1960 8. Maharashtra Apartment act 1970 and Maharashtra ownership flat act-196 10. Principles of Co-operation – Dr- G.S.Kamat 11. Sahakar-Mukund Tapkir 12. Cases in co-operative movement – G.S.Kamat 13. New dimensions of co-operative management – G.S.Kamat Co-operative organization and management – K.K.Taimani 14. Economics for Competitive Examinations Dr.M.N. Shinde & Dr.A.D. Satre (Marathi)		

Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Com. Part III
Semester – V Paper – I
Indian Economic Environment
 Introduced from June 2021

Objectives:

- To acquaint the students with the Indian Economic Environment
- To provide the knowledge of basic concepts of Indian Economy
- To provide the information to the students regarding various challenges in front of Indian Economy
- To acquaint the students with the International Economic Environment

BoS Conducted on 10th Feb. 2021

Topic & Contents	Changes Suggested by	Hours
Unit 1 – Introduction to Indian Economy 1.1 Meaning and Types of Economy : Capitalist, Socialist and Mixed Economy 1.2 Characteristics of Indian Economy 1.3 Trends and Composition of GDP since 1991 1.4 HDI and GNHI: Concept and Status of India	Dr.P.S.Kamble	15
Unit 2 - Agricultural Development 2.1 Present status and problems of Indian Agriculture 2.2 Agricultural Pricing and Marketing - Nature and Problems 2.3 Food security in India: Challenges and Policies, PDS: Functioning and Challenges 2.4 Technology Missions in India	Dr.L.N.Ghatage	15
Unit 3 - Industrial Development and Infrastructure 3.1 Industrial Policy: Post 1991 3.2 MSMEs : Classification, Problems and Policy Measures 3.3 Public Sector Undertakings: Nature, Progress and Challenges 3.4 Trends in Infrastructure Development: Road, Transport, Communication, Power & Energy	Dr.P.S.Kamble Mr. Vijay Patil	15
Unit 4 – Major Challenges before Indian Economy 4.1 Demographic Challenges 4.2 Unemployment & Poverty in India: Extent, Causes and Remedies 4.3 Regional Imbalances: Nature, Causes and Remedies 4.4 Socio-economic Inequality : Nature, Causes and Remedies	Dr.V.M.Kumbhar Dr.R.K.Nillolu	15
References : 1. Datt Rudra and Sundram K.P.M.(Edition 2014), , Indian Economy; S.Chand and Sons Co.Ltd;New Delhi. 2. Misra S.K.and Puri V.K.:(Edition 2014) ndian Economy Its Development Experience, Himalaya Publishing House ,Mumbai. 3. Dhingra Ishwar(2006) ;Indian Economy S.Chand and sons Co.Ltd;New Delhi. 4. Uma Kapil (2013),Indian Economy, Performance and Policies,Academic Foundation,New Delhi. 5. Ahluwalia I J and I.M.D. Little,1(999),Indian Economic Reforms and Development 6. Brahmananda R.R. and Panchmukhi V.A.(Edition 2001),Development Experience in Indian Economy Inter-State Perspectives, Bookwell, Delhi. 7. Gupta S. P. (1989),Planning and Development in India;A Critique, Allied Publishers Pvt. Ltd.,New Delhi. 8. Jha Raghbendra (Ed 2003)Indian Economic Reforms Hampshire,U.K. 9. Chug Ram L. and Uppal J.S. (1985),Black Money in India Tata McGraw Hill,Sagar Publication New Delhi. 10. Gupta Suraj B.(1992);Black Money inIndia ,Sage Publication, ,New Delhi. 11. Bhagwati Jagdish ,(2004);In Defence of Globalisation,Oxford University Press U.K. 12. Government of India ,Economic Surey 2004-05 13. World Development Report, UNDP.2.		

Rayat Shikshan Sanstha's

Dhananjayrao Gadgil College of Commerce, Satara

An Autonomous College

B.Com. Part III

Semester – VI Paper – II

Indian Economic Environment

Introduced from June 2021

Objectives:

- To acquaint the students with the Indian Economic Environment
- To provide the knowledge of basic concepts of Indian Economy
- To provide the information to the students regarding various challenges in front of Indian Economy
- To acquaint the students with the International Economic Environment

BoS Conducted on 10th Feb. 2021

Topic & Contents	Changes Suggested by	Hours
Unit 1 – Planning and Public Finance in India 1.1 Review of Planning 1.2 NITI Ayog : Development strategies 1.3 Fiscal Reforms 1.4 Recent Finance Commission – Composition and Provisions	Dr.P.S.Kamble Dr.V.M.Kumbhar	15
Unit 2 - Major Policy Reforms in India 2.1 Liberalization, Privatization and Globalization: Policy initiatives 2.2 Industrial Relations Code 2020 2.3 Make in India and Startup India: Policy initiatives 2.4 National Tourism Policy	Dr.P.S.Kamble Dr.Dilip Patil	15
Unit 3 - External Sector of India 3.1 Foreign Trade: Growth, Composition and Direction 3.2 FDI & FII - Need of foreign capital in India 3.3 MNCs – Concept and Role, Major MNC's in India 3.4. Recent EXIM Policy	Dr.P.S.Kamble Dr.V.M.Kumbhar	15
Unit 4 - International Organizations: 4.1 IMF & IBRD – Organization and functions 4.2 WTO & SAARC – Organization and functions 4.3 International Business Organizations –ICC, IABC, IBO, FITA etc 4.4 International Labour Organization	Dr.Dilip Patil Dr.R.K.Nillolu	15
References : 1. Datt Rudra and Sundram K.P.M.(Edition 2014), , Indian Economy; S.Chand and Sons Co.Ltd;New Delhi. 2. Misra S.K.and Puri V.K.;I (Edition 2014) Indian Economy Its Development Experience, Himalaya Publishing House ,Mumbai. 3. Dhingra Ishwar(2006) ;Indian Economy S.Chand and sons Co.Ltd;New Delhi. 4. Uma Kapil (2013),Indian Economy, Performance and Policies,Academic Foundation,New Delhi. 5. Ahluwalia I J and I.M.D. Little,1(999),Indian Economic Reforms and Development 6. Brahmananda R.R. and Panchmukhi V.A.(Edition 2001),Development Experience in Indian Economy Inter-State Perspectives, Bookwell, Delhi. 7. Gupta S. P. (1989),Planning and Development in India;A Critique, Allied Publishers Pvt. Ltd.,New Delhi. 8. Jha Raghendra (Ed 2003)Indian Economic Reforms Hampshire,U.K. 9. Chug Ram L. and Uppal J.S. (1985),Black Money in India Tata McGraw Hill,Sagar Publication New Delhi. 10. Gupta Suraj B.(1992);Black Money inIndia ,Sage Publication, ,New Delhi. 11. Bhagwati Jagdish ,(2004);In Defence of Globalisation,Oxford University Press U.K. 12. Government of India ,Economic Survey 2004-05 13. World Development Report, UNDP.2.		

**Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College**

B.Voc (Financial Markets and Services) Semester – IV Paper No.- GEC-10
Recent Trends in Indian Economy

Credits – 4 (Hours 60)

Introduced from June 2019

Course Outcome: Students will be able to understand nature and features of Indian Economy Students will be able to understand agricultural business practices in India Students will be able to understand nature and structure of Indian Industrial Sector Students will be able to understand the Dynamics of Indian Public Finances	
Topics	Hours
Unit 1 – Introduction to Indian economy 1.1. Basic features and Sectoral Growth of Indian Economy 1.2. Recent Issues and Challenges before Indian Economy 1.3. Economic Reforms since 1991 1.4. FDI – Concept, Sources and Sectoral inflow of FDI in India	15
Unit 2 - Agricultural Development in India 2.1. Agriculture- Features, Agrarian Distress- Causes and Remedies 2.2. Recent Cropping Pattern, Production and Productivity, Agricultural Export: Volume, Composition and Direction 2.3. New Schemes for Agricultural Development 2.4. Current Trends in Agri-Allied Activities: Dairy, Food Processing, Poultry and Fishery	15
Unit 3 – Industry and Services Sector 3.1. Structure and Growth of Industrial Sector, Recent Industrial Policy 3.2. Concept and Classification of Micro, Small and Medium Enterprises(MSMEs), Recent Schemes for Development of MSMEs 3.3. Components and Recent Trends in Services Sector (IT, Transport & Communication, Tourism & Hospitality, Banking, Insurance etc) 3.4. International Trade Policy: Recent EXIM Policy - Trends in Foreign Trade	15
Unit 4 – Dynamics of Indian Public Finances 4.1. Meaning and types of budgets - Sources of Public Revenue 4.2. Deficit Financing: Importance and Measures: Overall Revenue, Effective, Fiscal, Primary and Monetary. 4.3. Recent Trends in Union Budget 4.4. Goods and Services Tax : Concept, Provisions in Act and Rates- GST and Banking Sector	15
	60
Recommended Activity : Case studies and Policy Analysis	
References : Agarwal, A. K. (1978). Economic Problems and Planning in North East India, Sterling Publishers Pvt.Ltd, New Delhi. Venkata Reddy, K (2011). Agriculture and Rural Development -Himalaya Publishing House Delhi. Basu, Kaushik (1997), Analytical Development Economics: The Less Developed Economy Dewett Kewal (2011). Indain Economy C.Chand & Co. Ltd. New Delhi 2011. Economic Survey of India -2017-18 Ministry of Finance, Govt of India GST Manual – GST Council of India , GST Council of India, Ministry of Finance, Govt of India Indian Public Finance Statistics - Ministry of Finance, Govt of India Irfan Habib, (2006). Indian Economy 1858-1914: A People's History of India, Vol.28, Tulika, 2006. RBI (2018). Statistical Handbook of India 2017-18 www.rbi.org.in Union Budget 2018-19 Ministry of Finance, Govt of India	

**Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College**

B.Voc (Financial Markets and Services) Semester – IV Paper No.- GEC-10
Recent Trends in Indian Economy

Credits – 4 (Hours 60)

Introduced from June 2019

Course Outcome: Students will be able to understand nature and features of Indian Economy Students will be able to understand agricultural business practices in India Students will be able to understand nature and structure of Indian Industrial Sector Students will be able to understand the Dynamics of Indian Public Finances	
Topics	Hours
Unit 1 – Introduction to Indian economy 1.1. Basic features and Sectoral Growth of Indian Economy 1.2. Recent Issues and Challenges before Indian Economy 1.3. Economic Reforms since 1991 1.4. FDI – Concept, Sources and Sectoral inflow of FDI in India	15
Unit 2 - Agricultural Development in India 2.1. Agriculture- Features, Agrarian Distress- Causes and Remedies 2.2. Recent Cropping Pattern, Production and Productivity, Agricultural Export: Volume, Composition and Direction 2.3. New Schemes for Agricultural Development 2.4. Current Trends in Agri-Allied Activities: Dairy, Food Processing, Poultry and Fishery	15
Unit 3 – Industry and Services Sector 3.1. Structure and Growth of Industrial Sector, Recent Industrial Policy 3.2. Concept and Classification of Micro, Small and Medium Enterprises(MSMEs), Recent Schemes for Development of MSMEs 3.3. Components and Recent Trends in Services Sector (IT, Transport & Communication, Tourism & Hospitality, Banking, Insurance etc) 3.4. International Trade Policy: Recent EXIM Policy - Trends in Foreign Trade	15
Unit 4 – Dynamics of Indian Public Finances 4.1. Meaning and types of budgets - Sources of Public Revenue 4.2. Deficit Financing: Importance and Measures: Overall Revenue, Effective, Fiscal, Primary and Monetary. 4.3. Recent Trends in Union Budget 4.4. Goods and Services Tax : Concept, Provisions in Act and Rates- GST and Banking Sector	15
	60
Recommended Activity : Case studies and Policy Analysis	
References : Agarwal, A. K. (1978). Economic Problems and Planning in North East India, Sterling Publishers Pvt.Ltd, New Delhi. Venkata Reddy, K (2011). Agriculture and Rural Development -Himalaya Publishing House Delhi. Basu, Kaushik (1997), Analytical Development Economics: The Less Developed Economy Dewett Kewal (2011). Indain Economy C.Chand & Co. Ltd. New Delhi 2011. Economic Survey of India -2017-18 Ministry of Finance, Govt of India GST Manual – GST Council of India , GST Council of India, Ministry of Finance, Govt of India Indian Public Finance Statistics - Ministry of Finance, Govt of India Irfan Habib, (2006). Indian Economy 1858-1914: A People's History of India, Vol.28, Tulika, 2006. RBI (2018). Statistical Handbook of India 2017-18 www.rbi.org.in Union Budget 2018-19 Ministry of Finance, Govt of India	

Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Voc (Financial Markets and Services)
Semester – III Paper No. -GEC-07
Quantitative Aptitude
Credits – 4 (Hours 60)
Introduced from June 2019

Course Outcome: Students will be able to analyze and make sense of the given data. Students will be able to solve social and economical issues using analytical skills Students will be able to understand a prospective business executive's abilities. Students will be able to analyze the mental alertness, analysis, and accuracy.	
Topics	Hours
Unit 1 :Number System 1.1. Number System, Decimal Fractions, 1.2. H.C.F. and L.C.M. of numbers, 1.3. Square, Square root and cube ,cube root. 1.4. Simplification, Problems on numbers. 1.5. Odd Man Out, Series, Equations and Average	15
Unit 2 :Compound Interest ,Ratio Proportion and Partnership 2.1. Ratio and Proportion, Chain Rule, Percentage 2.2. Profit and Loss, Partnership 2.3. Simple Interest and Compound Interest 2.4. Allegation or Mixture	15
Unit 3 : Arithmetical Ability 3.1. Problems on Ages 3.2. Time and Work, Pipes and Cisterns, Time Speed and Distance. 3.3. Problems on Trains, Problems on Streams 3.4. Race and games, Calendar, Clocks	15
Unit 4 : Data Interpretation 4.1. Permutations and Combinations, 4.2. Probability 4.3. Data Interpretation: Tabulation, Bar Graphs, Pie-Charts 4.4. Practical based quantitative ability – Problem solving, critical thinking etc	15
	60
Recommended Activity : Problem based practical and group discussions	
References : Dr. R. S. Aggarwal, Quantitative Aptitude, S. Chand Publications. TCY , Reasoning ability and Quantitative Aptitude, Wiley Publications. Dinesh Khattar , Quantitative Aptitude for Competitive Examinations, Pearson Publications. M. Tyra , Magical Book on Quicker Maths Quantitative Aptitude for Competitive Exams, Disha Publications Arun Sharma, Quantitative Aptitude ,McGraw Hill Education.	

**Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College**

B.Voc (Accounting and Taxation) / B.Voc (Financial Markets and Services)

Semester – III Paper No.- GEC-09

Banking and Related Laws in India

Credits – 4 (Hours 60)

Introduced from June 2019

Course Outcome:

Students will be able to understand Basic regulatory framework for banking in India
Students will be able to know the legal provisions for record maintenance, Debt recovery, prevention of money laundering of different laws
Students will be able to the laws related to Banking Practices, Right to information and Foreign exchange
Students will be able to know the legal provisions related to cyber laws and crimes, Information technology and Data Security

Topics	Hours
Unit 1 Regulatory Framework for Banking in India 1.1. RBI Act 1934 & Amendments 1.2. Banking Regulation Act 1949 & Amendments 1.3. Negotiable Instruments Act 1881 & Amendments 1.4. Banking Ombudsman Provisions	15
Unit 2 Legal Aspects of Banking Operations 2.1. The Bankers' Books Evidence Act-1891, CRPC Act-1973 Section -91, Evidence Act 1872 Section 65A and B 2.2. The Banking Companies (Acquisition and Transfer of Undertakings) Act-1970 2.3. The SARFEASI Act -2002: Legal aspects of Debt Recovery Tribunals 2.4. Prevention of Money Laundering Act, 2002 & Bankers' Responsibilities	15
Unit 3 Laws Related to Banking 3.1. BCSBI Code, Consumers Protection Act-1986 3.2. Right to Information Act, 2005, Prevention of Corruption Act, 1988 3.3. Foreign Exchange Management Act, 1999, Maharashtra Protection of Interest of Depositors (MPID) Act 1999 3.4. The Maharashtra Regional and Town Planning Act, 1966 and RERA	15
Unit 4 Cyber Laws and Crimes 4.1. Meaning and Types of Financial Cyber Crimes 4.2. Information Technology Act, 2000: Definitions, Authorities, Powers, Offences and Penalties etc 4.3. Data Security and its Importance 4.4. Case Studies on Cyber Crimes	15
	60

Recommended Activity : Visit to Banks

References :

Bhole L.M. (2009), Financial Institutions and Market, Tata McGraw Hill, New Delhi
 M.L.Tannan, C.R. Datta & S.K. Kataria (2011) Banking Law and Practice, Wadhwa & Company, Nagpur
 Sudhir Naib, The Information Technology Act, 2005: A Handbook, OUP, New York, (2011)
 S. R. Bhansali, Information Technology Act, 2000, University Book House Pvt. Ltd., Jaipur (2003).
 Vasu Deva, Cyber Crimes and Law Enforcement, Commonwealth Publishers, New Delhi, (2003).
 Right to Information Act, 2005
 Prevention of Corruption Act, 1988
 Foreign Exchange Management Act, 1999
 The Maharashtra Regional and Town Planning Act, 1966
 The Bankers' Books Evidence Act-1891
 The Banking Companies (Acquisition and Transfer of Undertakings) Act-1970
 The Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act- (SARFASI-2002)
 The Employees Provident Fund Act, 1952

Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Voc (Financial Markets and Services) / B.Voc (Accounting and Taxation)
Semester – III Paper No.- GEC-07
Indian Economy and Society
Credits – 4 (Hours 60)
Introduced from June 2019

Course Outcomes: Students will be able to understand demographic structure of India Students will be able to analyze economic issues and its applications in decision making Students will be able to understand the features and issues of Indian society Students will be able to understand the Rural Community and Governance system	
Topics	Hours
Unit 1 Demography of India 1.1. Population dynamics: Fertility, Mortality and migration; Causes and consequences 1.2. Population Growth - Male-Female Ratio- Life Expectancy 1.3. Poverty and Unemployment in India -Causes and Effects 1.4. Meaning and Problem Urbanization in India-Smart City Projects –Rural to Urban migration	15
Unit 2 Economic Issues in India 2.1. Problems of Weaker Sections: Scheduled Caste & Tribe, Minorities and OBCs 2.2. Agrarian Change in Post-Independent India -Concept of Social Anthropology 2.3. Social Welfare- Meaning, Definition and Policies of Social Welfare 2.4. Corruption: Meaning, Forms and causes, Anti-corruption movements in India	15
Unit 3 Indian Society 3.1. Values, Culture, ideas and lifestyle in Indian Society 3.2. Social Empowerment - Meaning, Need and Initiatives in India 3.3. Role of women in Agriculture, Services sector and Industry 3.4. Effects of globalization on Indian society	15
Unit 4 Rural Community and Governance 4.1. Distinctive Features of Rural Community; Rural Urban differences and Linkages 4.2. Rural Social Institutions: Features of Rural Family - Forms of rural Marriage system 4.3. Rural Development: meaning, problems and initiatives for Rural Development 4.4. Rural Governance: Panchayat Raj System in India, 73 rd Constitutional Amendment	15
	60
Recommended Activity : Visits to villages, Smart village, Tribal communities, Panchayat- Field visits and Survey, Project, Seminar etc	
References : Desai, A.R. 2005, Rural Sociology in India, Bombay: Popular Prakashan Pvt. Ltd. Doshi, S.L. & Jain, P.C. 2002, Rural Sociology, New Delhi: Rawat Publications. Dube, S.C. 2003, India's Changing Villages, London: Routledge. Srinivas, M.N. 1966, India's Villages, Bombay: Asia Publishing House. Kartar Singh 1999, Rural Development: Principles, Policies and Management, Delhi: Sage. Andre Beteille, 1974, Six Essays in Comparative Sociology, Oxford: Oxford University Press. Kapadia, K.M. "The Family in Transition" in Patel, Tulsi (ed). 2005. The Family in India: Structure and Practice. New Delhi: Sage Publications India Pvt Ltd, Pp: 172-203. Madan, G.R. 1990. India's Developing Villages. New Delhi: Allied Publishes, Pages: 3-28. Patel, Tulsi (ed). 2005. The Family in India: Structure and Practice. New Delhi: Sage Publications India Pvt. Ltd, Pp: 19-33. Gill, S.S. 1998, The Pathology of Corruption, New Delhi: Harper Collin Publishers Evans-Pritchard, Edward E. 1966. Social Anthropology and Other Essays. New York:Free Press. Deliege, Robert. 2011. (2nd Edn.). Anthropology of the Family and Kinship. New Delhi: PHI Learning Private Ltd	

**Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College**

B.Voc (Financial Markets and Services) Semester – III Paper No.- SDC-7

Business Practices of NBFCs

Credits – 6 (Hours 90)

Introduced from June 2019

Course Outcome: Students will be able to understand the nature and features of NBFCs Students will be able to understand business practices of NBFCs Students will be able to conduct and coordinate the Business of NBFCs Students will be able to analyze business policies of NBFCs			
Topics	Theory	Practical	Total Hours
Unit 1 Introduction to the NBFCs 1.1. Meaning, definitions and types of NBFCs 1.2. Functions and Role of NBFCs 1.3. Regulatory Bodies for NBFCs in India 1.4. Growth of NBFCs in India	15	00	15
Unit 2 Registration and Capital of NBFCs 2.1. Licensing System for NBFCs in India 2.2. Process of Registration of NBFCs in India 2.3. RBI act framework-asset-liability management system 2.4. Capital Structure of NBFCs -FDI in NBFCs in India	15	05	20
Unit 3 Management and functioning of NBFCs in India 3.1. Business and Growth of Loan Companies 3.2. Business and Growth of Infrastructure Finance Companies 3.3. Business and Growth of Investment Companies 3.4. Business and Growth of Housing Finance Companies	10	05	15
Unit 4 . Loans, Advances and Investments 4.1. Types of Credit Facilities 4.2. Credit appraisal techniques applied in NBFCs 4.3. Documentation and credit monitoring 4.4. Problems relating to Loans and Advances	15	05	20
Unit 5 . Audit and Compliances of NBFCs 5.1. Need and Importance of Audit for NBFCs 5.2. Reporting by NBFCs to Regulatory Authorities 5.3. Auditing authorities and Process 5.4. Problems relating audit procedures	15	05	20
	70	20	90
Note:			
References			

Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College

B.Voc (Financial Markets and Services) Semester – III Paper No.- SDC-8
Cooperative Banking and Governance

Credits – 6 (Hours 90)
Introduced from June 2019

Course Outcome: Students will be able to understand the cooperative credit system Students will be able to Students will be able to Students will be able to			
Topics	Theory	Practical	Total Hours
Unit 1 Introduction to Cooperative banking 1.1.Origin and Evolution 1.2.Principles of Cooperation 1.3. Maharashtra Co-operative Societies Act, 1960. 1.4. Role in Economic Development	15	00	15
Unit 2 Structure of Cooperative Banking in India 2.1.Three Tier Structure-PACS, DCCB, SCB 2.2.Multi State Cooperatives 2.3.Urban Cooperative Banks 2.4. Problems of Dual Control – RBI/NABARD & State Government	16	04	20
Unit 3 Institutional Support to Cooperative Banks 3.1.RBI and Cooperative Banks 3.2.State Government and Cooperative Banks 3.3.NABARD and Cooperative Banks 3.4. NCDC and Cooperative Banks	10	05	15
Unit 4 . Governance in Cooperative 4.1.Administrative Structure of Cooperative Banks and Credit Societies -The Maharashtra State Co-op. Bank 4.2.Maharashtra State Coop. Credit Societies Fed. Ltd 4.3. Commissioner for Cooperation and Registrar 4.4. e-Governance and Corporate Governance in Cooperatives	12	08	20
Unit 5 . Business Analysis 5.1. Audit Procedures of Cooperative Banks & Its Importance 5.2. Analysis of Deposit and Loan products & Its Importance 5.3. Analysis of Interest Rate Structure and NIM 5.4. Analysis of Challenges of Cooperative Banks	15	05	20
	70	20	90
Recommended Activity : Practical based on units , Visit to cooperative banks and Supervisory organizations			
References			

**Rayat Shikshan Sanstha's
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An Autonomous College**

**B.Voc (Financial Markets and Services) Semester – III Paper No.- SDC-9
Small Finance and Payment Banks**

Credits – 6 (Hours 90)

Introduced from June 2019

Course Outcome: Students will be able to understand nature and business of Small Finance and Payment Banks Students will be able to conduct business activities of Small Finance and Payment Banks Students will be able to manage business of Small Finance and Payment Banks Students will be able to promote products and services of Small Finance and Payment Banks			
Topics	Theory	Practical	Total Hours
Unit 1 Introduction to Small Finance Banks 1.1. Nature and Features of Small Finance Banks 1.2. Licensing Policy for Small Finance Banks 1.3. Business Practices of Small Finance Banks 1.4. Review of Small Finance Banks in India	15	00	15
Unit 2 Administration and Business of Small Finance Banks 2.1. Administrative Structure of Small Finance Banks 2.2. Deposit Products of Small Finance Banks 2.3. Retail and Corporate Loan Products of Small Finance Banks 2.4. Innovative Banks Products of Small Finance Banks	16	04	20
Unit 3 Introduction to Payment Banks 3.1. Nature and Features of Payment Banks 3.2. Licensing Policy for Payment Banks 3.3. Business Practices of Payment Banks 3.4. Review of Payment Banks in India	10	05	15
Unit 4 . Administration and Business of Payment Banks 4.1. Administrative Structure of Payment Banks 4.2. Payment Services Provided by Small Finance Banks 4.3. Insurance and Other Financial Products of Payment Banks 4.4. Investment Policy of Small Finance Banks	12	08	20
Unit 5 . Recent Issues in Small Finance and Payment Banks 5.1. FDI in Small Finance and Payment Banks 5.2. Money Market Operations and its access 5.3. Tools and Techniques of Products and Services Marketing 5.4. Visit to Small Finance and Payment Banks	15	05	20
	70	20	90
Recommended Activity : Visit to Small Finance and Payment Banks			
References			

**Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College**

B.Voc (Financial Markets and Services)

Semester – IV Paper No.- SDC-10

General Insurance Business in India

Credits – 6 (Hours 90)

Introduced from June 2019

Course Outcome: Students will be able to understand nature of general insurance business Students will be able to conduct business activities of General Insurance companies Students will be able to conduct the business of General Insurance Products Students will be able to promote products and services of GICs			
Topics	Theory	Practical	Total Hours
Unit 1 Introduction to Insurance Sector 1.1. Meaning, Definitions and Importance of General Insurance 1.2. History of General Insurance Sector in India 1.3. Principles of Insurance 1.4. Insurance Sector in India: Public and Private	10	00	10
Unit 2 General Insurance Products and Process 2.1. Motor Insurance 2.2. Fire Insurance 2.3. Health Insurance 2.4. Marine Insurance, Crop and Livestock Insurance	20	05	25
Unit 3 Administrative Structure and Schemes of GICs 3.1. The New India Assurance Co. Ltd 3.2. The Oriental Insurance Co. Ltd 3.3. United India Insurance Co. Ltd. 3.4. National Insurance Co. Ltd. and Agriculture Insurance Company of India Ltd.	10	05	15
Unit 4 Regulatory Aspects and Grievances Redressal 4.1. IRDA and Important Provisions under IRDA Act, 1999 4.2. Insurance Brokers Association of India 4.3. Organizational Structure of The General Insurance Council 4.4. Redressal of Grievances - Role of Ombudsman, IGMS of IRDA and Tribunals	12	08	20
Unit 5 . Insurance Documents, Policy Terms and Conditions 5.1. Insurance Policy Contract – Need for Proposal Forms 5.2. Scope of Cover- Policy Terms and Conditions 5.3. Endorsements in Insurance. 5.4. Claims Settlement- Investigation and assessment –Surveyors and loss assessors – Claim forms	15	05	20
	67	23	90
Recommended Activity : Visits to General Insurance Companies			
References ICAI (2016) Principles and Practice of General Insurance, The Institute of Chartered Accountants of India: New Delhi. H Narayanan (2012) Indian Insurance: A Profile, Jaico Publishing House: Mumbai. K.C. Mishra and G.E. Thomas (2014) General Insurance - Principles and Practice, Cengage Learning: NewDelhi. P.K. Gupta (2003) Insurance & Risk Management, Himalaya Publishing House: Mumbai. Ralph H. Blanchard (2001) Introduction to Risk and Insurance, Beard Books, 2001 Douglas Owen, Great Britain, MacKenzie Dalzell Edwin Stewar Chalmers (2018). The Marine			

Insurance Act, 1906 Creative Media Partners, LLC, 2018

Jyotsna Sethi, Nishwan Bhatia(2012). Elements Of Banking And Insurance, PHI Learning Pvt. Ltd., 2012

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B.Voc (Financial Markets and Services)

Semester – IV Paper No.- SDC-10

Life Insurance Business in India

Credits – 6 (Hours 90)

Introduced from June 2019

Course Outcome: Students will be able to understand nature of Life Insurance Practices Students will be able to conduct business activities of Life Insurance Students will be able to manage business of Life Insurance Companies Students will be able to promote products and services of Life Insurance Companies			
Topics	Theory	Practical	Total Hours
Unit 1 History and Concept of Insurance 1.1. Role and importance of Insurance 1.2. Review of Life insurance industry in India 1.3. Types of Life Insurance plans 1.4. Modern concepts of insurance-E-Insurance	15	00	15
Unit 2 Basics of Life Insurance 2.1. Human Life Value (HLV) 2.2. Risks of Individuals in Life Insurance 2.3. Financial Planning and Individual Life Cycle 2.4. Know Your Customer (KYC) norms for Insurance	16	04	20
Unit 3 Life Insurance Practices 3.1. The Risk and Premiums 3.2. Principle of Risk Pooling and Mutuality 3.3. Term insurance plans 3.4. Endowment and ULIP Plans 3.5. Practical on Insurance pricing – Basic elements – Premium – Rebates - Determining the premium	10	05	15
Unit 4 . Regulatory Aspects of Life Insurance 4.1. Married Women's Property Act -Beneficiaries under MWP Act 4.2. Employer –Employee Insurance -Key man, Partnership 4.3. Mortgage Redemption Insurance (MRI) 4.4. Types of claims and claims procedure-Forms and Procedure	12	08	20
Unit 5 . Practical on Life Insurance 5.1. Group Insurance: Features, Eligibility, Types – Group Term Insurance Scheme – Group Gratuity Scheme – Group Superannuation Scheme , Group Leave Encashment Scheme 5.2. Insurance Procedure: Prospecting Methods, Documentation- Proposal Form, KYC, Agent Report, Underwriting, Policy Document 5.3. Policy Claims: Types- Survival Benefits – Death Claims – Maturity Claims, Procedure of Policy Claims 5.4. Insurance Agents: Role, qualifications, functions and importance of – Insurance Brokers	15	05	20
	70	20	90
Recommended Activity : Visits to Life Insurance Companies			
References ICAI (2016) Principles and Practice of General Insurance, The Institute of Chartered Accountants of India: New Delhi. H Narayanan (2012) Indian Insurance: A Profile, Jaico Publishing House: Mumbai. K.C. Mishra and G.E. Thomas (2014) General Insurance - Principles and Practice, Cengage Learning:			

NewDelhi.

P.K. Gupta (2003) Insurance & Risk Management, Himalaya Publishing House: Mumbai.

Ralph H. Blanchard (2001) Introduction to Risk and Insurance, Beard Books, 2001

Douglas Owen, Great Britain, MacKenzie Dalzell Edwin Stewar Chalmers (2018). The Marine Insurance Act, 1906 Creative Media Partners, LLC, 2018

Jyotsna Sethi, Nishwan Bhatia(2012). Elements Of Banking And Insurance, PHI Learning Pvt. Ltd., 2012

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**Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College**

B.Voc (Financial Markets and Services) Semester – IIV

Paper No.- SDC-12

Bancassurance Services

Credits – 6 (Hours 90)

Introduced from June 2019

Course Outcome:

1. Students will be able to understand nature and business of
2. Students will be able to conduct business activities of
3. Students will be able to manage business of
4. Students will be able to promote

Topics	Theory	Practical	Total Hours
Unit 1 Introduction to Bancassurance 1.1. Meaning and Features of Bancassurance 1.2. Importance of Bancassurance for Banks 1.3. Importance of Bancassurance for customers 1.4. Global Scenario of Bancassurance	15	00	15
Unit 2 Structural Classification of Bancassurance 2.1. Referral Model - Advantages and Problems 2.2. Corporate Agency- Advantages and Problems 2.3. Joint Ventures - Advantages and Problems 2.4. Product based classification- Stand-alone Insurance- Blend of Insurance	16	04	20
Unit 3 Regulation and Process of Bancassurance 3.1. RBI Guidelines for the Banks to enter into Insurance Business 3.2. IRDA Guidelines for Bancassurance 3.3. Open Architecture for Bancassurance 3.4. Institutional Alliance for Bancassurance	10	05	15
Unit 4 . Bancassurance in India 4.1. Key drivers of Bancassurance 4.2. Distribution channels for Bancassurance- Special advisers, Bank employees, Salaried agents, Corporate agency & Brokerage firm etc 4.3. Requirements for success in Bancassurance 4.4. Challenges and Problems regarding Bancassurance	12	08	20
Unit 5 Bancassurance Practices 5.1. Status of Bancassurance in India 5.2. Strategies and Policies adopted by banks 5.3. Review of Bancassurance products 5.4. Case studies on Bancassurance products	15	05	20
	70	20	90

Recommended Activity : Visit to Banks

References

1. Bancassurance – An Emerging Concept in India-
https://www.insuranceinstituteofindia.com/downloads/Forms/III/Journal-2008/Journal08_%20pg49-54_banc.pdf
Bancassurance and Indian Banks -http://www.irdindia.in/journal_ijrdmr/pdf/vol2_iss1/3.pdf
Barua, A. (2012). Bancassurance. Lambert Academic Publishing, 15, 24-29

Dhananjayrao Gadgil College of Rayat Shikshan Sanstha's
Commerce, Satara
An Autonomous College
B.Voc (Accounting and Taxation)
Semester – IV Paper No.- GEC-10
Banking and Financial System
Credits – 4 (Hours 60)
Introduced from June 2019

Course Outcome: Students will be able to understand Indian financial system Students will be able to explain the features and components of Indian financial system Students will be able to use banking products and services Students will be able to use business practices of financial markets	
Topics	Hours
Unit 1 – Introduction to Banking 1.1. Evolution, Functions and Role of Commercial Banks 1.2. Principles of Banking Business and its importance 1.3. Types of Banks - Public, Private, Foreign, Cooperative 1.4. Small Finance Banks and Payment Banks in India	15
Unit 2 - Deposits and Loans 2.1. Types and Features of Deposits -SA,CA,FD,RD,FCNR,NRO,NRE 2.2. Types and Features of Loans - Retail and Business Loans 2.3. Process of Credit Creation and Its limitations 2.4. Meaning, Causes, Provisions and Remedies for NPA	15
Unit 3 – E-Banking Services 1.1. Meaning and features of E-Banking, Various Internet Banking Services 1.2. Credit and Debit Card : Features and precautions for its secured use 1.3. Fund Transfer Process and features - NEFT, RTGS, IMPS 1.4. Mobile Banking - Features, different Mobile Apps and its Importance	15
Unit 4 – Financial Markets 3.1 Structure and Importance of Financial System 3.2 Money Market-Structure, Submarkets and Problems 3.3 Capital Market-Structure, Submarkets and Recent Development 3.4 Functions Stock Market- BSE and NSE, Stock Market Indices	15
	60
Recommended Activity : Visits to Banks, BSE, NSE	
References : Bhole L.M. (2009), Financial Institutions and Market, Tata McGraw Hill, New Delhi Bhasin Nitin(2010), Financial Institutions and Financial Markets in India :Functioning and Reforms. New Century Publications, New Delhi Berg Braam van den (2015),Understanding Financial Markets & Instruments, Academy of Financial Market, https://eagletraders.com/books/afm/afm4.php Cade, Eddie (1998) Managing Banking Risks, Woodhead Publishing Ltd., in association with The Chartered Institute of Bankers, England. Gupta, L.C (1997),Stock Exchange Trading in India; Society for Capital Market Research and Development Sethi Jyotsna and Bhatia Nishwan (2003),Elements of Banking and Insurance, Prentice Hall of India,New Delhi National Stock Exchange (2015), Securities Market (Basic) Module, NCFM, National Stock Exchange of India Limited Joshi Vasant C. and Joshi Vinay V (1998), Managing Indian Banks: The Challenges Ahead, Response Books, New Delhi.	



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Voc. Financial Markets and Services / Account and Taxation
Semester – V
Business Ethics
 Introduced from June 2020

Name of the Programme : B.Voc FMS/ A&T III		Semester –V	
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 60	Credit Assigned -4 Workload –4 Hrs. Per Week

Course Outcomes :

Students are able to understand emerging trends in accounting.
 Students are able to understand accounting of non-profit organizations.
 Students are able to understand basic agricultural activities, cost and trading results.
 Students are able to understand and preparation of Bank Financial Statements.

Unit No	Name & Contents of Units	Theory	Practical	Total	Teaching Method
1	Unit-I: Introduction to Ethics Ethics and Business Ethics, Concepts Values and Ethics, Importance of Ethics in Business	10	2	12	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
2	Unit-II: Organizational Ethics Ethical Corporate Behaviour, Its Development, Ethical Leadership.	10	2	12	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
3	Unit-III: Ethical Decisions Ethical Decision-making, Ethical Dilemmas in Organization, Social Responsibility of Business and Corporate Governance.	10	2	12	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
4	Unit-IV: Ethical Issues in the Functional Area Ethics in Functional Area, Marketing, Finance, Human Resource and Information Technology.	10	2	12	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
5	Unit-V: Environmental Ethics, Corruption and Gender Issues Environmental Ethics, Corruption and Gender Issues (Gender Ethics, Sexual Harassment and Discrimination)	10	2	12	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
Total Hours		50	10	60	

Note – Practicals should be conducted related to contents of the each unit.

ReferenceBooks:

Modh, Satish, Ethical Management: Text and Cases in Business Ethics and Corporate Governance. New Delhi: Macmillan Publishers India Ltd, 2005.
 Mathur, U.C., Corporate Governance and Business Ethics: Text and Cases. New Delhi: Macmillan Publishers India Ltd, 2005.



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Voc. (Financial Markets and Services)
Semester – V Paper – FMS-GEC-502 Marks (Theory 60 and Practical 40)
Mutual Fund Business in India
 Introduced from June 2020

Name of the Program : B.Voc FMS III		Semester – VI	
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Able to Understand the meaning and Legal Structure of Mutual Fund in India
 Able to do Documentations and Procedural aspects of Mutual Fund
 Able to apply the registration Process, Formats and Rights and obligations of the Investors
 Able to understand the regulatory issues and career in Mutual Fund

Unit No	Name & Contents of Units	Hrs	Teaching Method
1	Unit 1 Introduction to Mutual Funds 1.1 Meaning, Evolution, Types of Mutual Fund Schemes 1.2 Importance of Mutual Funds 1.3 Legal Structure of Mutual Funds in India, 1.4 Major Mutual Fund AMC's in India	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar
	Unit 2 –Documentations and Procedures 2.1 Eligibility of Mutual Fund Investors- (Institutional and Individual, NRI Investors - KYC Compliance 2.2 Nature and format of Offer Documents: NFO, SAI, SID, KIM 2.3 Service Providers of Mutual Funds: AMC, Custodian, RTA, Auditors, Fund Accountants, Distributors, Collecting Bankers, KYC Registration Agencies 2.4 Selection of Schemes- Measurement of Returns	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
3	Unit 3 –Mutual Fund Practices 3.1 Pre-requisites to become Distributor 3.2 Fund Distribution Channels 3.3 ARN Registration and Renewal Form - Model Portfolios 3.4 Investors' Rights, Obligations and Limitations	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
4	Unit 4 – Regulators of Mutual Funds in India 4.1. Structure and Role of Association of Mutual Funds in India 4.2. The AMFI Code of Ethics & Code of Conduct 4.3. SEBI Regulations 4.4 Certifications & Career Opportunities in Mutual Fund Sector	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical

Note:- Visit to AMFI, SEBI, Public or Private Mutual Fund Organization for Internal Assessment

New Fund Offer (NFO), Statement of Additional Information (SAI), Scheme Information Document (SID), Key Information Memorandum (KIM), Service Providers to mutual Funds- AMC, Custodian, RTA, Auditors, Fund Accountants, Distributors, Collecting Bankers, KYC Registration Agencies

References :

AMFI - <https://www.amfiindia.com/downloads>
 Bhalla, V.K. (2008). Management Of Financial Services, Anmol Publications Pvt. Limited,
 John Haslem (2009), Mutual Funds: Risk and Performance Analysis for Decision Making, John Wiley & Sons, 2009
 Nalini Prava Tripathy (2007). Mutual Funds in India: Emerging Issues, Excel Books India, 2007
 NISM- series-V-A Mutual Fund Distributors certificate Examinations
 NISM- Series-X-A-Investment Adviser (Level-I) Certification Examination
 Rajesh Kumar (2016). Mutual Funds in India: Structure, Performance and Undercurrents, Partridge Publishing, 2016
 UTI- <https://www.utimf.com>



Rayat Shikshan Sanstha's Dhananjayrao
Gadgil College of Commerce, Satara
An Autonomous College

B.Voc. Financial Markets and Services / Account and Taxation Semester – VI

Corporate Etiquettes

Introduced from June 2020

Name of the Programme : B. Voc. FMS/ A&T III		Semester –VI	
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 60	Credit Assigned -4 Workload –4 Hrs. Per Week

Course Outcomes :

- Students are able to understand emerging trends in accounting.
- Students are able to understand accounting of non-profit organizations.
- Students are able to understand basic agricultural activities, cost and trading results.
- Students are able to understand and preparation of Bank Financial Statements.

Unit No	Name &Contents of Units	Theory	Practical	Total	Teaching Method
1	Unit-I: Business Etiquettes in Workplace Mannerism &Etiquettes with the Peers, BOSS, Subordinates – Listening and Speaking –7Cs of Good Communication –Barriers to Communication	10	2	12	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
2	Unit-II: Public Speaking Meaning of Public Speaking: Characteristics of Public Speaking Speech, Techniques of Good Public Speaking, Modes of Delivery in Public Speaking (Formal)	10	2	12	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
3	Unit-III: Global Business Etiquettes Personal Appearance – Work Place Etiquettes: Conversations, Dealing with Colleagues, Difficult People, and Confidential Issues – E-mail Etiquette – Social Media Etiquettes: Professional and Personal use of various Social Media Apps (WhatsApp, Facebook, Twitter, Instagram, LinkedIn, Quora, YouTube, etc.)	10	2	12	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
4	Unit-IV: Technology-enabled Communication Effects of Technology on Business Communications- Advantages of E-mail in Business Communication- Business E-mail Writing – Conventions, E-mail Etiquette at Work- Computer Tools for Collecting Information	10	2	12	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
5	Unit-V: Personal Etiquettes and Grooming Corporate Etiquettes, Personal Grooming: Eye Contact, Body Language, Handshakes and offering Business Cards.	10	2	12	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
Total Hours		50	10	60	

Note – Practicals should be conducted related to contents of the each unit.

ReferenceBooks:

- Murphy, Hildebrandt (1991).*Effective Business Communication*, NewYork:McGraw Hill.
- Raman, Meenakshi and Singh, Prakash (2008).*Business Communication*, Oxford University Press, 7thImpression, p.22.
- Chaturvedi, P.D. and Chaturvedi, Mukesh (2007).*Business Communication, Concepts, Cases and Applications*, Pearson Education, p.28–29.
- Lesikar, Flatley.*Basic Business Communication*, 10th Edition, Tata McGraw Hill, pp.413414



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Voc. (Financial Markets and Services)
Semester – VI Paper – FMS-SDC-502
Analysis of Financial Statements
 Introduced from June 2020

Name of the Program : B.Voc FMS III / A&T III		Semester –VI	
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - Workload –4 Hrs Per Week

Course Outcome

Students are able to understand Fundamental and Technical Analysis
 Students are able to use tools and techniques of Fundamental and Technical Analysis
 Students are able to Analyze various Reports and apply the Financial Ratios
 Students are able to use tools and techniques through Microsoft excel and SPSS

Unit No	Name & Contents of Units	Hrs	Teaching Method
1	Unit 1: Fundamental and Technical Analysis 1.1. Nature and scope of Fundamental Analysis 1.2. Objectives, Scope of Industry, Sector & Company Analysis 1.3. Technical Analysis - Meaning & Technical indicators-Calculators 1.4. The Dow Theory and Charting Techniques	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar
2	Unit 2: Financial Statement Analysis (FSA) 2.1. Analysis of Balance Sheet 2.2. Basic and Diluted Earnings Per Share - Calculations 2.3. Financial Ratios - PE Ratio and Industry PE - its Applications 2.4. Importance/Applications and Problems of FSA	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
3	Unit 3: Analysis of Reports and Financial Ratios 3.1. Analysis of Companies' Annual Reports and Its importance 3.2. Analysis of Audit and Directors Reports and Its importance 3.3. Presentation & Analysis of Directors' Reports, 3.4. Financial Ratios - Du Pont Analysis	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
4	Unit 4: Tools for Financial Statement Analysis 4.1. Microsoft Excel – Data Entry, Data Filters, Formulas and Charts 4.2. Practical - Use of Microsoft Excel for Data Analysis 4.3. SPSS – Data Sheet, types of Variable, tools for data analysis 4.4. Practical - Use of SPSS for Data Analysis	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical

References

Prasanna Chandra, Investment Analysis and portfolio Management, Tata McGraw Hill, New Delhi, Third Edition 2006
 Fisher & Jordan, „Portfolio Management”, Prentice Hall, New York, 2012. (Text Book)
 Reilly Brown, Investment Analysis and Portfolio Management, Cengage Learning 8th Edition 2006
 Alexander, Gordon J and Sharpe, William F., Fundamentals of Investment, Englewood Cliffs, New Jersey, Prentice Hall Inc, 2004
 Elton, Edwin J and Gruber, Martin J., Modern Portfolio Theory and Investment Analysis, John Wiley, NY, 2001
 Lee, Cheng F., et. al., Security Analysis and Portfolio Management, Foresman, Scott, 1999 Jack Clark Francis, Investments, Prentice Hall Inc, NY, 2004
 Microsoft Excel Guide
 SPSS use Guide



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An Autonomous College

B.Voc. (Financial Markets and Services) / B.Voc. (Accounting and Taxation)

Semester – VI Paper – FMS-SDC-501 / A&T-GEC-503

Portfolio Management

Introduced from June 2020

Name of the Program : B.Voc FMS III / A&T III		Semester –VI	
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned -6 Workload –6 Hrs Per Week
Course Outcome Students are able to apply Portfolio Management Process Students are able to use Theories of Portfolio Management Students are able to use Investment Options & Portfolio Management Strategies Students are able to apply Portfolio Management Practices			
Unit No	Name & Contents of Units	Hrs	Teaching Method
1	Introduction to Portfolio Management 1.1. Meaning and Importance of Portfolio Management 1.2. Modern Portfolio Objectives- 1.3. Factors affecting on Portfolio of the Individuals 1.4. Precautions to be taken for Portfolio Development	20	• Lecture • Discussion • Seminar
2	Theories of Portfolio Management 2.1. Markowitz Model – Portfolio Theory 2.2. Capital Asset Pricing Model (CAPM) 2.3. Meaning and Importance of Risk Diversification 2.4. Asset Allocation - Different Approaches of Asset Allocation	20	• Lecture • Discussion • Seminar • Practical
3	Investment Options & Portfolio Management Strategies 3.1. Elements for Selection of Securities & Investment Products- Analytical Approach 3.2. Bond and Equity Portfolio Management Strategies 3.3. Liability Management and Portfolio Management Strategies 3.4. Investment in Gold -Physical Gold, e-Gold, Gold ETF, Gold Funds, Gold Futures, Gold Petals etc	20	• Lecture • Discussion • Seminar • Practical
4	Portfolio Management Practices 4.1. Retirement Benefit Products - PPF, EPF, NPS, MIS, SWP, FD Gratuity etc 4.2. Investor Life Cycle - Early Career, Mid Career, Late Career and Retirement 4.3. Evaluation, Periodic Review and Revision of Portfolio- Its Importance 4.4. Case study on Portfolio Development -	20	• Lecture • Discussion • Seminar • Practical

References

Dr. Preeti Singh (2016) Investment Management, Himalaya Publishing House Pvt. Ltd
 Bhalla V K, (2009) Investment Management: Security Analysis and Portfolio Management, S Chand, New Delhi, 2009
 DR. R. Kasilingam (2010) Investment Analysis & Portfolio Management-
<http://www.pondiuni.edu.in/sites/default/files/ivestment%20&%20portfolio%20mgt-260214.pdf>
 Frank K. Reilly and Keith C. Brown (2009) Investment Analysis & Portfolio Management, South-Western Cengage Learning
 Mary B. Holihan (2008) The Complete Guide to Investing in Commodity Trading and Futures, Atlantic Publishing Company, 2008
 NSE Academy (2009) Investment Analysis & Portfolio Management,
 Prasanna Chandra (2017) Investment Analysis and Portfolio Management, Mc-Graw Hill
 Punithavathy Pandian (2001) Security Analysis and Portfolio Management, Vikas Publications Pvt. Ltd, New Delhi. 2001.
 S. KEVIN (2015) Security Analysis And Portfolio Management, PHI Learning, 2015



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Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Voc. (Financial Markets and Services)
Semester – V Paper – FMS-SDC-502
Mutual Fund Advisory Services
 Introduced from June 2020

Name of the Program : B.Voc FMS III		Semester –V	
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned - Workload –6 Hrs Per Week
Course Outcome 1. Able to understand the methods and comparative analysis of mutual fund industry 2. Able to understand Profiling of Customers and Evaluation of Mutual Funds 3. Able to understand Fundamentals of Mutual Fund Advisory 4. Able to understand and learn skills relating to Mutual Fund Advisory Services			
Unit No	Name & Contents of Units	Hrs	Teaching Method
1	Analyzing mutual fund industry 1.1. Analyze features of top funds 1.2. Comparison of performance of top mutual fund schemes 1.3. Mutual fund regulations and sales guidelines 1.4. Recent Trends in mutual fund schemes	20	• Lecture • Discussion • Seminar
2	Profiling of Customers and Evaluation of Mutual Funds 2.1. Potential / ideal customer base for mutual fund schemes 2.2. Profile of target customers according to research 2.3. Methods to evaluate mutual fund schemes 2.4. Methods to analyze risk factor of various mutual funds	20	• Lecture • Discussion • Seminar • Practical
3	Fundamentals of Mutual Fund Advisory 3.1. Laws and legal provisions for mutual funds advisor 3.2. Tax benefits for mutual funds investors 3.3. Assist client in documentation-Follow-up with client 3.4. After sales services and its importance	20	• Lecture • Discussion • Seminar • Practical
4	Mutual Fund Advisory Services 4.1. Process of purchasing and transactions – Top-up- Redemption- Addition – Switch Over etc 4.2. Factors influencing mutual funds' performance 4.3. Methods to identify high creditworthy customers 4.4. Methods to map customer requirements with mutual Fund schemes	20	• Lecture • Discussion • Seminar • Practical
References : 1. AMFI - https://www.amfiindia.com/downloads 2. Bhalla, V.K. (2008). Management Of Financial Services, Anmol Publications Pvt. Limited, 3. John Haslem (2009), Mutual Funds: Risk and Performance Analysis for Decision Making, John Wiley & Sons, 2009 4. Nalini Prava Tripathy (2007). Mutual Funds in India: Emerging Issues, Excel Books India, 2007 5. NISM- series-V-A Mutual Fund Distributors certificate Examinations 6. NISM- Series-X-A-Investment Adviser (Level-I) Certification Examination 7. Rajesh Kumar (2016). Mutual Funds in India: Structure, Performance and Undercurrents, Partridge Publishing, 2016 8. UTI- https://www.utimf.com			



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Voc. (Financial Markets and Services)
Semester – VI Paper – FMS-SDC-503
Relationship Management
 Introduced from June 2020

Name of the Programme : B.Voc FMS III		Semester – VI	
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned - 06 Workload – 6 Hrs Per Week

Course Outcome

To Understand the process and techniques of Business Relationship Management
 To create the awareness about techniques of Interpersonal Relationship Management
 To acquaint oneself with the process of developing relationships within organizations as well as with other organisations
 To study the process of managing customer relationships in the banking and financial sector

Unit No	Name & Contents of Units	Hrs	Teaching Method
1	Unit 1- Business Relationship Management (BRM) 1.1. Meaning and objectives of BRM- Aspects of BRM 1.2. Business value chain activities with special reference to Supplier relationship management 1.3. Problems and causes of conflict in business relationship 1.4. 1.4.Steps to maintain and sustain business relationships	20	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar
2	Unit 2 –Interpersonal relationships 2.1. Healthy Interpersonal Relationship – Meaning, Features and Skills 2.2. Aspects and Problems of Interpersonal relationships at the workplace 2.3. Causes and effects, ways of dealing with Conflict in Interpersonal relations 2.4. 2.4.Methods for improving and enhancing workplace relationships	20	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
3	Unit 3 –Developing Relationship 3.1. Essential Interpersonal Competencies for Managers 3.2. Relationship Development with Subordinates and Superiors 3.3. Inter-cultural Relationship 3.4. Relationship Development with Supervisory Authorities - RBI, NABARD, SEBI, State Government.	20	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
4	Unit 4 – Relationship Management in Banking and Financial Sector 4.1. Methods and ways of sourcing customers for banks and financial institutes 4.2. Modern Techniques of strengthening relationships with bank customers 4.3. Trust building Process - Nature, Importance and methods 4.4. Customer Conflicts- Types and Process of dealing with customer conflicts	20	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical

References :

David Ford, Lars-Erik Gadde, Hakan Hakansson (2014), Managing Business Relationships,- 2014, Wiley, 2014
 Kim Tasso (2018) Better Business Relationships: Insights from Psychology and Management for Working in a Digital World, Bloomsbury Publishing, 2018
 Michael Kleinaltenkamp, Wulff Plinke, Ingmar Geiger (2014) Business Relationship Management and Marketing
 Robbie Wheeler (2019) Business Relationship Management: Relationship Management is the Solution for Getting to Know Your Customers and Developing Your Business, Amazon Digital Services LLC - KDP Print US, 2019
 Ellen S. Berscheid, Pamela C. Regan (2016) The Psychology of Interpersonal Relationships, Psychology Press, 2016



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College

B.Voc. (Financial Markets and Services) Semester – VI Paper – FMS-SDC-601

Equity and Commodity Market in India

Introduced from June 2020

Name of the Program : B.Voc FMS III		Semester – VI	
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned - Workload –6 Hrs Per Week
1. To understand the procedures and practices in new issue market 2. To understand the procedures and practices in Government Security market 3. To understand the procedures and practices in stock market 4. To understand the procedures and practices in commodity market			
Unit No	Name & Contents of Units	Hrs	Teaching Method
1	Introduction to New Issue Market 1.1. Meaning and Types of shares and Equities 1.2. Methods of New Issue - Public Issue, Right, Bonus Issue & Private Placement 1.3. IPO Grading- Factors considered in grading 1.4. Pricing of IPO - Fixed Price Process and Book Building Process	15	• Lecture • Discussion • Seminar
2	Operations in New Issue Market 2.1. Red Herring Prospectus & Offer Document - Contents and its Importance 2.2. ASBA Account - Procedure of Subscription- Use of BHIM App for IPO 2.3. Buying Government Securities (G-Secs) - Methods of Auction and Bidding 2.4. Do's & Don'ts for Dealing in G-Secs	15	• Lecture • Discussion • Seminar • Practical
3	Stock Markets 3.1. Stock Markets: Functions -BSE & NSE - Major Indices 3.2. Listing of Securities - Process and Importance 3.3. Process Opening Demat Account and Trading Account 3.4. Trading of Stocks - Buying and Selling of Stocks-Types of Orders	15	• Lecture • Discussion • Seminar • Practical
4	Commodity Futures Markets in India 4.1. Commodity derivatives- Major commodity exchanges in India 4.2. Commodities are allowed in the Indian futures markets 4.3. Strategies and Techniques for Trading in Commodity Markets 4.4. Major commodity trading exchanges in India	15	• Lecture • Discussion • Seminar • Practical

Notes: Methods of Auction and Bidding- Yield Based Auction- Price Based Auction- Competitive Bidding and Non-Competitive Bidding

References :

1. Benson Kunjukunju Et Al. (2012). Financial Markets and Financial Services in India, New Century Publication, New Delhi.
2. Bhole I.M. (2009). Financial Institutions and Market, 5th edition, 2nd reprint in 2009 Tata McGraw Hill.
3. Braam van den Berg (2015). Understanding Financial Markets & Instruments Academy of Financial Market, <https://eagletraders.com/books/afm/afm4.php>
4. Dr. S. Gurusamy (2009) Capital Markets, Tata McGraw-Hill Education, 2009
5. Dr. S. Gurusamy (2009) Financial Markets and Institutions, Tata McGraw-Hill Education, 2009
6. Gupta, L.C (1997). Stock Exchange Trading in India; Society for Capital Market Research and
7. Issue Management, <http://www.psnacet.edu.in/courses/MBA/Financial%20services/13.pdf>
8. Michael K. (2002). Credit Rating Methodology, <http://www.psnacet.edu.in/courses/MBA/Financial%20services/17.pdf>
9. NDS-OM - <https://rbidocs.rbi.org.in/rdocs/content/pdfs/TOM270612FL.pdf>
10. NDS-OM - <https://www.ccilindia.com/OMHome.aspx>
11. NSE (2015), Securities Market (Basic) Module, NCFM, National Stock Exchange Of India Limited
12. RBI (2014) G-Secs- https://www.rbi.org.in/scripts/FS_FAQs.aspx?id=79#5



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Voc. (Financial Markets and Services) Paper – FMS-SDC-602
Risk Reward and Tax Analysis
 Introduced from June 2020

Name of the Program : B.Voc FMS III		Semester – VI	
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2020			
Course Outcomes : Students are able to understand concept of risk. Students are able to identify the risk rewards and measurement. Students are able to understand valuation of bonds, shares and mutual funds. Students are able to understand investment and taxation policy.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Introduction to Risk Meaning and Types of Risks ,Systematic and Unsystematic Risk involved in Securities and sources, Risk and rewards in insurance sector, Risk Diversification- Meaning, Nature and Importance.	20	• Lecture • Discussion • Seminar
2	Risk, Rewards and its Measurement Risks associated with Investment in securities and equity, Risks associated with Investing in Mutual Funds and Derivatives, Measurement of Risk - Relationship between Risk and Rewards, Capital Assets Pricing Model: Share Valuation.	20	• Lecture • Discussion • Seminar • Practical
3	Valuation of Bonds, Shares and Mutual Funds Investors' Attitude towards Risk and Return, Bond Valuation-Theories of Interest Rates and Yield Curve, Valuation of Equity Shares, Mutual Fund Investments and Net Assets Value (NAV) Analysis.	20	• Lecture • Discussion • Seminar • Practical
4	Investment and Taxation Policy Applicability and Exemptions from Income Tax for Investment, Applicability and Exemptions Corporate Income Tax for Investment, Capital Gain Tax - Short and Long Term, Pooling & Identification of Risks-Time Horizon &Diversification, Fixed Income Securities Analysis and Valuation.	20	• Lecture • Discussion • Seminar • Practical
-Market Risk, Interest Risk, Exchange Rate Risk, Operational Risk etc			
References Joshi V.C., Joshi V. V. (1998). Managing Indian Banks: The Challenges Ahead, Response Books, New Delhi. Diriba C., Girmay F. (2012). Credit Risk Management, LAP Lambert Academic Publishing IIBF (2012). Credit and Risk Management, McMillan Publications Sethi J., Bhatia N.(2013). Elements of Banking and Insurance, Prentice Hall of India, New Delhi. Singh S., Singh Yogesh (2008). Risk Management in Banks: Concepts and Applications, The Challenges Ahead, Response Books, New Delhi. Viacheslav K. (2014). Credit Risk Management, LAP Lambert Academic Publishing			



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College

B.Voc. (Financial Markets and Services)
Semester – VI Paper – FMS-SDC-603 Marks (Theory 40 and Practical 60)
Financial Market Simulation Lab

Introduced from June 2020

Name of the Programme : B.Voc FMS III		Semester – VI	
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2020			

Course Outcome:

- Students are able to apply the skills of investment analysis
- Students are able to apply the IPO Operation Techniques
- Students are able to apply the Stock Analysis Techniques
- 2. Students are able to apply the skills of fundamental and technical analysis.

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
	Practical Unit No.-1: Fundamentals of Investment 1.1. Calculation of Present and Future Value 1.2. Portfolio Design for Young Investors and Retirement Benefit 1.3. Comparison of Mutual Fund Schemes and Plans 1.4. Comparison of Insurance Schemes and Plans	20	Practical
2	Practical Unit No.-2: IPO Processes 2.1. ASBA Account Application Form - Contents of Form 2.2. Demat Account - Applications Form & Procedures 2.3. Analysis of Red Herring Prospectus & Offer Document 2.4. Numerical Examples and Review of Recent IPO	20	Practical
3	Practical Unit No.3: Statement and Stock Analysis 3.1. Statement Analysis of Small, Mid and Large Cap 3.2. Candlestick Analysis – Theory & Practical 3.3. Chart Reading and Trend Analysis - Theory & Practical 3.4. Pivot and Fibonacci Calculations and Analysis	20	Practical
4	Practical Unit No.4: Share Trading / Investment 4.1. Selection of Small, Medium and Large Cap stocks 4.2. Mock Trading & Investment - Buying and selling 4.3. Mock Trading of Shares - Buying on Margin - Short Sale 4.4. Analysis of Investment Strategies for Stocks and Securities	20	Practical

References

- Prasanna Chandra, Investment Analysis and portfolio Management, Tata McGraw Hill, New Delhi, Third Edition 2006
- Fisher & Jordan, „Portfolio Management”, Prentice Hall, New York, 2012. (Text Book)
- Reilly Brown, Investment Analysis and Portfolio Management, Cengage Learning 8th Edition 2006
- Alexander, Gordon J and Sharpe, William F., Fundamentals of Investment, Englewood Cliffs, New Jersey, Prentice Hall Inc, 2004
- Elton, Edwin J and Gruber, Martin J., Modern Portfolio Theory and Investment Analysis, John Wiley, NY, 2001
- Lee, Cheng F., et. al., Security Analysis and Portfolio Management, Foresman, Scott, 1999 Jack Clark Francis, Investments, Prentice Hall Inc, NY, 2004

Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
 (An Autonomous College)
 Affiliated to Shivaji University, Kolhapur

Name of the Programme:BCA Part III		Semester – V	
Name of the Course (Subject): Management Accounting			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs. Per Week

Introduced from June 2021

Course Objectives:

- 1) To introduce the students with Management Accounting.
- 2) To inculcate analysis, computing and budgeting skills among the students.

Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Unit 1 -Introduction to Management Accounting: 1.1. Meaning, nature and objectives of management accounting 1.2. Scope of management accounting 1.3. Significance of management accounting 1.4. Difference between financial accounting, cost accounting and management accounting	15	1. Lecture 2. PPT 3. Videos
2	Unit 2 -Ratio Analysis: 2.1. Meaning and Components of Financial Statements 2.2. Tools and Techniques of Financial Statements Analysis (Theory Only) 2.3. Meaning of ratio, ratio analysis and its importance 2.4. Classification of ratios – liquidity, activity, profitability, and solvency	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
3	Unit 3 -Estimation of Working Capital: 3.1. Meaning and objectives of working capital 3.2. Concept of gross and net working capital 3.3. Determinants of working capital 3.4. Computation of working capital	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
4	Unit 4 -Budgetary Control System: 4.1. Meaning of budget and budgetary control system 4.2. Objectives and advantages of budgetary control system 4.3. Limitations of budgetary control system 4.4. Types of budget- production, sales, cash, flexible and master budget (problems on cash budget and flexible budget)		1. Lecture 2. PPT 3. Videos 4. Practical Work

Reference Books:

Management Accounting- Khana and Jain
 Principles of Management Accounting- Manmohan and Goyal
 Principles of Management Accounting- Maheshwari
 Management Accounting- Pandey I.M.
 Introduction to Management Accounting- Charles T.H.

**Unit wise Syllabus with Reference Books and Teaching
Hours Subject Name: E-Commerce
Subject Code:**

Objectives:-

- To understand the overview of E-commerce.
- To impart the knowledge of online transaction.

Sr. No.	Unit wise Content	Teaching Methods	Teaching Hours
Unit I	Introduction to E-commerce - 1.1 E-Commerce- Concept, Definition, Goals 1.2 Components and functions 1.3 Advantages and Limitations 1.4 Challenges and opportunities 1.5 E-Commerce models- B2B , B2C, B2G , C2C, C2B, C2G	Lecture, ICT Based, Interactive	15
Unit II	Electronic Data Interchange– 2.1 EDI- Concept, Components 2.2 Advantages and Disadvantages of EDI 2.3 <u>Applications of EDI</u> 2.4 <u>EDI Model</u>	Lecture, ICT Based, Interactive	15
Unit III	E-Banking 3.1 Concept of e-banking 3.2 CBS-Introduction, Subsystems & Delivery channels 3.3 Concept of e-payment 3.3.1 Electronic funds transfer 3.3.2 Smart Card- Credit and Debit card system 3.3.3 Advantages and Disadvantages 3.4 Prepaid, postpaid and instant payment system 3.5 Digital cash 3.6 Difference between Traditional & Electronic payment System	Lecture, ICT Based, Interactive	15
Unit IV	E-Security– 4.1 Concept of E-security & Cyber Security 4.2 Applications of Cyber Security 4.3 Dimensions of E-Commerce Security 4.4 Security threats- concept and types, Control measures – Cryptography, Firewall and Proxy server 4.5 Symmetric and asymmetric key encryption 4.6 Introduction to Digital Certificates & Digital Signature 4.7 Malicious code 4.8 Hacking and Its type (Phishing and identity theft, Credit card fraud/Theft, Spoofing)	Lecture, ICT Based, Interactive	15

REFERENCE BOOKS -

E-Commerce - Kenneth C.Laudon and Carol GuercioTraver
Internet marketing and E-commerce -Ward Hanson and KirthiKalyanam
E-Commerce Concepts , Models , Strategies by -- G.S.V Murthy
E-Commerce by --Kamlesh K Bajaj and Debjani Nag
Electronic Commerce by -- Gary P. Schneider

Subject Name: Computer Network

Objectives:-

- To know about computer network.
- To understand different topologies used in networking
- To learn different types of network.
- To learn designing principles in network layers

Sr. No.	Unit wise Content	Teaching Methods	Teaching Hours
Unit I	Basics of Data communication- 1.1. Data Communication concept 1.1.1 Components-sender, receiver, message, transmission media 1.1.2 Data Flow- simplex, half-duplex, or full-duplex 1.2 Networks 1.2.1 Definition, Advantages and disadvantages 1.2.2 Topology-Bus, Star, Ring, Mesh 1.2.2 Types of Networks- LAN, WAN, MAN 1.2.3 Network Architecture-Client-Server and Peer to peer 1.3 Multiplexing and switching 1.3.1 Frequency-Division Multiplexing, Wavelength-Division Multiplexing, Time-Division Multiplexing 1.3.2 Circuit switching, Packet Switching, Message Switching	Lecture, ICT Based, Interactive	15
Unit II	Transmission media and Reference Models – 2.1 Transmission Media 2.1.1 Guided Media - Twisted-Pair Cable, Coaxial Cable, Fiber-Optic Cable 2.1.2 Unguided Media: Radio Waves, Microwaves, Infrared, satellite communication 2.2 Transmission Modes- Parallel and Serial - (Asynchronous, Synchronous) 2.3 Reference Models 2.3.1 OSI reference model 2.3.2 TCP/IP reference model 2.3.3 Comparison of OSI and TCP/IP reference model 2.4 Protocol Standards 2.5 Addressing 2.5.1 Physical Address 2.5.2 Logical Address 2.5.3 Port Address 2.6 IP addressing	Lecture, ICT Based, Interactive	15
Unit III	Data link, Network and Transport layer – 3.1 Data link Layer- 3.1.1 Design issues 3.1.2 Framing, error detection and correction	Lecture, ICT Based, Interactive	15

	3.2 Network layer 3.2.1 Design issues of network layer 3.2.2 Routing algorithm (shortest path, Flooding, distance vector,) 3.2.3 Congestion control 3.3 Transport layer 3.3.1 Transport Layer Primitives: listen, connect, send, receive, disconnect 3.3.2 Protocols: TCP, UDP		
Unit IV	Session, Presentation and Application layer – 4.1 Session layer: 4.1.1 Services: dialog management, synchronization, activity management, exception handling 4.1.2 Remote procedure calls 4.2 Presentation layer: 4.2.1 Services: Translation, compression, encryption 4.3 Application layer: 4.3.1 Function 4.3.2 Domain name system (DNS), Hypertext Transfer Protocol (HTTP), Simple Mail Transfer Protocol (SMTP), Telnet, File Transfer Protocol (FTP)	Lecture, ICT Based, Interactive	15

REFERENCE BOOKS -

Behrouz A. Forouzan- Data Communications And Networking - (4th edition)
McGraw-Hill

Computer Network Security Tanenbaum

Tanenbaum A.S. "Computer Network", 3rd Edition, Prentice Hall of India

Stalling W, "Computer Communication Network". (4th edition). Prentice hall of India
1993

Computer Networking: A Top Down Approach Featuring in Internet by James
F. Kurose & K. W. Ross

Complete Guide to Networking - Peter Norton

Subject Name: RDBMS with Oracle

Objectives:

- To learn basic concept of Relational Database Management System
- To learn concept of Normalization and its types
- To learn concept SQL , Joins and Queries
- To learning concept of Cursor and Trigger

Sr.No.	Topic Details	Teaching Methods	Teaching Hours
Unit-1	Relational Database Management System: 1.1 Concept of RDBMS, Difference between DBMS and RDBMS, Features of RDBMS. 1.2 RDBMS Terminology- Relation, Tuple, Cardinality, Attribute, Degree, Primary Key, Domain, 1.3 Codd's Rules 1.4 Introduction of Oracle 1.5 Relational Model, Normalization and its types	Lecture, ICT Based, Interactive	15
Unit - 2	INTRODUCTION TO SQL: 2.1 Features of SQL, Data types, 2.2 Classification of SQL Commands – DDL (create, alter, drop), DQL(SELECT) DML (insert, update, delete), DCL (grant, revoke), TCL(rollback, commit) 2.3 SQL Integrity Constraints-(Primary key, Foreign key, unique key, not null ,default , check, between) 2.4 Select statement with group by and order by clause, Having 2.5 SQL Operators-arithmetic, relational, Logical, Like, Between, IN operator 2.6 SQL Functions- Arithmetic functions, Conversion Functions, Date function, Aggregate functions, String functions.	Lecture, ICT Based, Interactive	15
Unit- 3	JOIN AND SUB QUERIES 3.1 Join types - Inner Join, Outer Join, Cross Join and self-Join 3.2 Sub-queries, Multiple sub queries, sub queries in DML commands. 3.3 Correlated queries, Indexes-Simple and Composite with example, Sequences. Views and its Advantages.	Lecture, ICT Based, Interactive	15
Unit – 4	INTRODUCTION TO PL/SQL: 4.1 Introduction to PL/SQL, Block Structure 4.2 Data types in PL-SQL 4.3 Control Structures-Branching statements, Iterative Control statements. 4.4 Cursors –Concept, Types- Implicit, Explicit, Procedure to create explicit cursors, Cursor Attributes. 4.5 TRIGGERS: Concept and types. 4.6 Introduction to PL/SQL Package	Lecture, ICT Based, Interactive	15

Subject Name: Visual Programming

Objectives:

To learn basic programming practices using C#.Net
To enhance applications development skill among the student.

Sr. No.	Unit wise Content	Teaching Methods	Teaching Hours
Unit I	Introduction to .Net Framework 1.1 Introduction to Visual Studio .NET IDE 1.2 Overview 1.3 Features of .Net 1.4 .Net Framework 1.4.1 CLR 1.4.2 CTS 1.4.3 CLS 1.4.4 .Net Base Classes 1.4.5 JIT Compiler with its types	Lecture, ICT Based, Interactive	15
Unit II	Introduction to C# & Windows Programming 2.1 Basics of C# : Variables, Operators, Data types, Control Structure, Loops 2.2 Built a Console Application 2.2.1 Compiling and building projects 2.2.2 Global Stack and Heap memory 2.2.3 Type Casting- Implicit and Explicit 2.2.4 Boxing and unboxing 2.2.5 Partial Class 2.3 Built a Windows Application 2.3.1 Compiling and building projects 2.3.2 Event Driven Programming 2.3.3 Controls: Form, TextBox, Button, Label, CheckBox, Listbox, ComboBox, RadioButton, DateTimePicker, MonthCalender, Timer, Progress bar, Scrollbar, PictureBox, ImageBox, ImageList, TreeView, ListView, Toolbar, StatusBar, Datagridview 2.3.4 Menu & Popup Menu 2.3.5 Dialog Boxes	Lecture, ICT Based, Interactive	15
Unit III	Introduction to Web Programming 3.1 Understanding role of WEB server and WEB browser, HTTP request and response structure. 3.2 Types of server controls 3.3 Validation controls-Base validator, compare validator, range validator, grouping control validator 3.4 Web forms life cycle 3.5 Event handling in WEB forms, response.redirect, server.response, cross page post back property of button 3.6 ASP.NET state management 3.7 WEB.config, globalization and localization, AppDomain 3.8 Web Services	Lecture, ICT Based, Interactive	15

Unit IV	ADO .NET (Through MS Access, SQL Server, Oracle Database) 4.1 Introduction to ADO.Net 4.2 ADO.NET Architecture- Connection, command, data reader, data adapter, data set 4.3 Understanding connected layer of ADO.NET , Oracle Database ,and disconnected layer of ADO.NET 4.4 Crystal Reports	Lecture, ICT Based, Interactive	15
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Reference Books

Inside C# - By Tom Archer, Andrew White chapel (Microsoft Pub)
 ASP.NET Black Book- By Steven Holzner
 Professional ASP.NET 2 –Wrox Series- Wallace B. McClure
 C# 2012 Programming Black Book Covers .NET 4.5 Paperback – 2013 by Kogent Learning Solutions Inc. (Author)
 C# 4.0 The Complete Reference Paperback – 16 Jun 2010 by Herbert Schildt
 Mastering Crystal Report - BPB Publication
 Crystal Report – The Complete Reference :- Tata McGraw Hill
 Professional C# 4.0 and .NET 4 by Christian Nagel, Bill Evjen

BCA- III Part - V**Subject Name: Lab Course based on Visual Programming****Subject Code:**

Sr. No.	Unit wise Content	Total Assignments
Unit I	<ol style="list-style-type: none">1. Programs based on Console Applications<ul style="list-style-type: none">- Global Stack and Heap memory- Type Casting- Implicit and Explicit- Boxing and unboxing- Partial Class2. Programs based on Windows Applications<ul style="list-style-type: none">- Event Driven Programming- Demonstration of Controls- Menu & Popup Menu- Dialog Boxes3. Programs based on Windows Applications<ul style="list-style-type: none">- Event Driven Programming- Demonstration of Controls- Menu & Popup Menu- Dialog Boxes4. Programs based on Web Applications<ul style="list-style-type: none">- Types of server controls- Validation controls- Event handling in WEB forms- cross page post back property of button- ASP.NET state management5. Programs based on ADO.NET<ul style="list-style-type: none">- Using Ms-Access- Using SQL Server- Using Oracle Database- Crystal Reports	16

Note: Minimum assignment – 16 should to be taken during lab course of Visual Programming

BCA- III Part-V
Lab Course based paper 504- RDBMS with Oracle

Sr No.	Unit wise Content	Total Assignments
Unit I	<ol style="list-style-type: none">1. SQL queries on DDL statements.2. SQL queries on DML statements.3. SQL queries on Operators-relational, Logical, Like, Between, IN operator4. SQL queries on Oracle Functions and clauses5. SQL queries on Join6. Creating Views and index7. PL-SQL block on branching statement.8. PL-SQL block on looping statement.9. PL-SQL blocks to create explicit cursor.10. PL-SQL blocks to study attributes of explicit cursor.11. PL-SQL blocks to create Trigger.12. PL- SQL QUERIES ON PACKAGE	16 Assignments

Note: Minimum assignment – 16 should to be taken during lab course of RDBMS with Oracle

BCA- III Part-V
Subject Name: Mini Project
Subject Code:

The group of students may undertake a software project in consultation with the internal guide. The group size should not exceed four students. The student is expected to do project in any language studied in Vth or earlier Semesters. The mini Project will be evaluated by the external examiners appointed by University. Project documentation format is as per Major Project.

DGC

B.C.A. Part – III
(Sem- VI)
Modern and Strategic Management
Subject Code:

Objectives:

To acquaint the students with the basic concepts of strategic management and its growing importance in modern era.

To familiarize the students with the process of strategic management.

Sr. No	Content	Learning Outcomes	Teaching Methods	No. of Lectures
1	Unit- 1 Contribution to Modern Management Practices 1.1 Modern Management: Concept and Importance of modern management. Changing environment in modern management. 1.2 Contribution of C. K. Prahalad: Core Competencies, Factors of core competencies, identifying core competencies. 1.3 Contribution of Michael Porter: Competitive Advantage, Cost Leadership, Differentiation and Focused Strategy	Knowledge about the Contributors to Modern Management Practices	Lecture, Interactive ICT Based Use of case lets	15
2	Unit-2 Corporate Governance and Corporate Social Responsibility 2.1 Corporate Governance: 2.1.1 Concept and Definitions 2.1.2 Features 2.1.3 Role of Board of Directors in Corporate Governance 2.1.4 Role of Shareholders and Auditors in Corporate Governance 2.2 Introduction to e- Governance in IT sector 2.3 Corporate Social Responsibility: 2.3.1 Concept of Social Responsibility, 2.3.2 Areas of CSR expenditure as per law	Knowledge about the Corporate Governance and Corporate Social Responsibility	Lecture, Interactive ICT Based Use of case lets	15
3	Unit-3: Strategic Management 3.1 Introduction to Strategic Management: 3.1.1 Meaning and definitions of strategy and strategic Management 3.1.2 Need for Strategic Management 3.1.3 Steps involved in Strategic Management Process 3.1.4 Role of Board of Directors, Chief Executive Officers and Senior Managers in Strategic Management. 3.2 Strategic management in different context: Strategic management in- 3.2.1 small businesses 3.2.2 multinational corporations 3.2.3 manufacturing and service	Knowledge about the Strategic Management	Lecture, Interactive ICT Based Use of case lets	15

	organizations(especially software companies)			
4	Unit-4: Levels of Strategies 4.1 Corporate Level Strategies: Grand, Stability, Expansion, Retrenchment, Combination Strategies and Corporate Restructuring 4.2 Business Level Strategies: Cost Leadership, Differentiation and Focus Business Strategy, 4.3 Tactics of Business Strategies	Acquaintance with the Levels of Strategies	<i>Lecture Interactive ICT Based Discussion Method</i>	15

Reference Books:

Strategic Management and Business Policy--- Azhar Kazmi, Tata McGraw Hill, 3rd Ed. 2009.

Strategic Management, Concepts and Cases--- Fred R. David, Pearson Education, 9th Ed. 2005.

Competitive Advantage--- Michael E. Porter, Free Press.

Globalization, Liberalization and Strategic Management---V. P. Michael. Himalaya Publishing House

Crafting and Executing Strategy- The quest for competitive advantage, Concept and Cases--- A.A. Thompson, A.J. Strickland, John E. Gamble, Arun K.Jain , Tata McGraw Hill-2010

Business Policy and Strategic Management---P. Subba Rao, Himalaya Publishing House

Strategic Management---Alpana Trehan, Kogent, LearningSolutions Inc. B.C.A Revised Syllabus w.e.f. 2015-16

Strategic Management--- Nitish Sengupta, K.J.S. Chandan , Vikas Publishing House Pvt. Ltd. New Delhi.

Strategic Management--- Pendra Kachru, ExcelBooks, New Delhi.

Strategic Management---Saroj Datta, Jaico Publishing House, New Delhi.

Strategic Management----N. Chandrasekaran and P.S. Ananthanarayanan, Oxford University Press, New Delhi

Business Policy and Strategic Management---Sukul Lomash and P.K. Mishra, (Vikas Publishing House Pvt. Ltd. New Delhi).

Semester –VI
Subject Name: Data Mining and Data Warehousing

Objectives:-

To learn the concept of Data mining in decision making.

To understand different algorithms for data mining techniques using tools.

Sr. No.	Unit wise Content	Teaching Methods	Teaching Hours
Unit I	Introduction to Data Warehouse 1.1 Introduction to Data Warehouse 1.2 Architecture of DW 1.3 OLAP and Data Cubes 1.4 <u>Difference between OLTP and OLAP</u> 1.5 <u>DW Models</u> 1.6 Schema design – star ,snowflake schemas	Lecture, ICT Based, Interactive	15
Unit II	Introduction to Data Mining 2.1 Meaning and definition 2.2 DM versus Knowledge Discovery in databases 2.3 Data Mining Task 2.4. Data Mining Issues 2.7. Data preprocessing 2.7.1 Data Cleaning 2.7.2 Data Integration 2.7.3 Data Transformation 2.7.4 Data Reduction 2.8 Application of Data mining	Lecture, ICT Based, Interactive	15
Unit III	Data Mining Techniques 3.1 Frequent item - set and association rule mining 3.1.1 Apriori Algorithm 3.1.2 Market Basket Analysis 3.3 Classification 3.3.1 <u>Basic concepts – what is classification</u> 3.3.2 Decision tree 3.3.3 Bayesians classification 3.3.3.1 Bayesians theorem 3.3.3.2 Naive Bayes Classifier 3.3.3.3 Bayesian Network 3.3.3.4 Parameter and Structure learning 3.3.4 Linear classification	Lecture, ICT Based, Interactive	15
Unit IV	Clustering 4.1 Introduction 4.2 Types of Cluster Analysis Methods 4.2.1 K-means 4.2.2 Expectation Maximization (EM) Algorithm 4.2.3 Hierarchical clustering 4.3 Introduction to WEKA 4.4 Introduction to Web Mining 4.4.1 Web Content Mining 4.4.2 Web Structure- Page Link, Page Clever	Lecture, ICT Based, Interactive	15

Reference Books :

Data Mining: Concept and Techniques Han Elsevier ISBN : 978938031913
Margaret H. Dunham, S. ShridharData Mining- Introductory and advanced
topics Pearson education
Tom Mitchell- machine learning McGraw hill 1997
Data Mining: Concept and Techniques(Third Edition)-Jiawei Han,
MichelineKamber,Jian Pei
Data Warehousing and Data Mining- ChetanNikam
Data Mining Techniques – Arun K Pujari
Data Warehouse Fundamentals-PualrajPonnaiah, Wiely Student Edition
Introduction toData Mining- Pang-Ning Tan, Michael Steinbach and Vipin Kumar
Discovering Knowledge in Data:An Introduction toData Mining-Daniel T. Larose
Introduction to the WEKA Data Mining System- Zdravko Markov

Semester –VI
Subject Name: Linux Operating System
Subject Code:

Objectives:

To learn concepts of Linux operating system
To learn Shell programming in Linux

Sr. No.	Unit wise Content	Teaching Methods	Teaching Hours
Unit 1	Introduction of Operating System 1.1 Operating system 1.2 Types of operating system 1.3 Functions of operating system 1.4 History and development of Linux 1.5 Features of Linux 1.6 Login , logout procedure, Concept of shell, kernel, Kernel-shell relationship	Lecture, ICT Based, Interactive	15
2	File Handling in Linux 2.1 Concept of file, types, file system tree 2.2 Different GPU (clear, cal, date, wc, who) 2.3 file handling- ls, cat, cp, mv, rm commands, listing file names, using meta characters (* , ? , []). 2.4 Concept of directory, home directory, directory handling commands- cd, mkdir, rmdir, pwd. 2.5 Basic file attributes, change file/directory, chmod command 2.6 Filters-cut, paste, sort, unique, head, tail, grep commands. 2.7 Command linking using pipe () operator, command substitution. 2.8 Editors used in Linux e.g. vi, Picco, etc	Lecture, ICT Based, Interactive	15
3	VI Editor 3.1 Vi Editor, use of VI , features of VI 3.3 Different modes and working with VI editor 3.4 Command mode -cursor movements (k, j, h, l), delete (character, line, word), Screen up, down, use of repeat factor, joining lines (J), searching for pattern (/ and ?) 3.5 Input mode- switching with(I, o, r, s, a, I, O, R, S, A) 3.6 ex mode – saving (w, x, q)	Lecture, ICT Based, Interactive	15
4	Simple Shell programming 4.1 Introduction to Shell Script, Shell types, running a shell script 4.2 Control Statements – read, echo, test, if, case, exit. 4.3 Loops- while, until, for 4.4 Command line arguments 4.5 Exit status of a command	Lecture, ICT Based, Interactive	15

Reference books-

Unix concept and applications ----- Sumitabha Das

Unix shell programming- Yashwant Kanetkar

Linux programming- Foreword By- Alan Cox

RedHalt Linux 718 By Bill Ball, David Pitts

The Linux Complete Reference 6th Edition

DGSC

Subject Name: Lab Course based on Linux Operating System

Sr. No.	Unit wise Content	Total Assignments
Unit 1	Commands 1. Login , logout procedure (user/ login name and password) 2. Copy, move, delete files form different directories. 3. Change file access permissions using chmod and confirm using ls -l command 4. Use of filter commands 5. Creating text files using VI editor.	6
Unit 2	Shell scripts 1. Shell script to get any number and display its square, cube sum of its digits 2. Use of command line arguments in a script. 3. Script using if statement. 4. Script handling use of case structure. 5. Scripts with command substitution such as to count number of files, number of users working on Linux network etc.	10

Semester –VI
Subject Name: Java Programming
Subject Code:

Objectives:

- To learn basic concept of Java Programming.
- To understand use of Java Programming for developing all types of cross platform applications.
- To learn concept of multithreading and exception handling

Sr.No	Topic Details	Teaching Methods	Teaching Hours
Unit-I	Introduction To Java 12.1 History and features of Java Programming 1.2 Difference between Java & C++ 1.3 Java Environment 1.4 Java tokens, constants, variables, data types, type casting 1.5 Implementing Java Program 1.6 Command line arguments 1.6 Operators and Expressions 1.7 Branching and looping statements 1.8 Class, objects, methods, Accessing Class members 1.9 Constructors 1.10 Destructor, Garbage Collection	Lecture, ICT Based, Interactive	15
Unit-II	Inheritance and Polymorphism 2.1 Introduction to Inheritance 2.2 Defining sub class, subclass constructor, Access specifier 2.3 Inheritance Type – Single, Multilevel, Hierarchical 2.4 Introduction to Interface, 2.5 Need for Interface, 2.6 Implementing Interface Multiple Inheritance via Interface, Hybrid Inheritance via Interface 2.7 Polymorphism- Static & Dynamic binding, its difference 2.8 Defining packages, System packages, Custom packages 2.9 Creating & accessing packages 2.10 Adding a class to package	Lecture, ICT Based, Interactive	15
Unit-III	Multithreading and Exception Handling 3.1 Introduction to Thread, Multithreading, Synchronization, Messaging 3.2 Life cycle of thread 3.3 Thread priority 3.4 Creating thread: Implementing Runnable Interface, Extending Thread Class, 3.5 Stopping and blocking threads 3.6 Introduction to Exception, Built in Exception 3.7 Syntax of exception handling code	Lecture, ICT Based, Interactive	15

	3. 8 Try-Catch Statement, 3.9 Multiple Catch Statement, 3.10 throw, throws, finally Statement , 3.11 Creating Custom Exception		
Unit-IV	Applets Programming & Introduction to AWT 4.1 Introduction to applets, Types of Applet 4.2 Applet life cycle 4.3 Building applet code 4.4 Passing Parameters to the Applet 4.5 Adding applet code to HTML file 4.6 Displaying numerical values in Applet 4.7 Introduction to Abstract Window Toolkit (AWT)	Lecture, ICT Based, Interactive	15

Reference Books:

Programming with JAVA, A Primer, 5nd Editions, E Balagurusamy

Java Programming- Rajendra Salokhe (Aruta Pub)

Core Java an integrated approach – Dr R. Nageshwara

JAVA 8 in Simple Steps – Dreamtech Press

Java The Complete Reference, Tenth Edition, 10th Edition- Herbert Schildt,
Publisher : McGraw-Hill

Java Complete Reference –Steven

Subject Name: Lab Course based on Java Programming

Sr No.	Unit wise Content	IDE	Total Assignments
Unit 1	Using Windows 7/ Ubuntu Operating System -- 1. Write Java programs based on command line arguments 2. Write Java programs based Type Casting 3. Write Java programs based on branching and looping statements 4. Write Java programs based on Default constructors 5. Write Java programs based on Default constructors 6. Write Java programs based on method overloading 7. Write Java programs based on Single inheritance 8. Write Java programs based on Multilevel inheritance 9. Write Java programs based on Hierarchical inheritance 10. Write Java programs based on Multiple inheritance using interface 11. Write Java programs based on Hybrid inheritance using interface 12. Write Java programs based on packages 13. Write Java programs based on multithreading 14. Write Java programs based on exception handling using Try-Catch Statement 15. Write Java programs based on exception handling using Multiple-Catch Statement 16. Write Java programs based on exception handling using finally 17. Write Java programs with applets	Notepad	16

Note: Minimum assignment – 16 should be taken during lab course of Java Programming

BCA- III (Semester- VI)
Subject Name: Major Project

A group of maximum four students prepare a mini project under the guidance of internal teacher. Project report will be evaluated by the **internal teacher out of 40 marks** and there will be **viva-voce examination for 60 marks**. (Documentation – 20 Marks, Online Presentation-- 20 Marks, Viva-Voce -- 20 Marks) The panel for viva-voce examination will be appointed by the autonomous college exam cell. The student should prepare the project report on the work carried out as a project in semester VI.

Guidelines for Mini Project:

Number of Copies: The student should submit **two Hard-bound copies** of the Project Report.

Acceptance/Rejection of Project Report: The student must submit an outline of the project report to the college for approval. The college holds the right to accept the project or suggest modifications for resubmission. Only on acceptance of draft project report, the student should make the final copies.

Format of the Project Report:

The student must adhere strictly to the following format for the submission of the Project Report.

a. Paper:

The Report shall be typed on white paper, A4 size, for the final submission. The Report to be submitted to the must be original and subsequent copies may be photocopied on any paper. **b.**

Typing:

The typing shall be of standard letter size, 1.5 spaced and on one side of the paper only. (Normal text should have Arial Font size 11 or 12. Headings can have bigger size)

c. Margins:

The typing must be done in the following margins:

Left -----1.5 inch, Right ----- 1 inch

Top ----- 1 inch, Bottom ----- 1 inch

d. Front Cover:

The front cover should contain the following details:

TOP : The title in block capitals of 6mm to 15mm letters.

CENTRE: Full name in block capitals of 6mm to 10mm letters.

BOTTOM: Name of the Affiliating University and College, Course, Year of submission -all in block capitals of 6mm to 10mm letters on separate lines with proper spacing and centering. **f.**

Blank Sheets:

At the beginning and end of the report, two white black bound papers should be provided, one for the purpose of binding and other to be left blank.

Documentation Format

Cover Page

Institute/College Recommendation

Guide Certificate

Declaration

Acknowledgement

Index

Chapter Scheme

Introduction to Project

- Introduction -
- Existing System
- Need and scope of Computer
- System -Organization Profile

Proposed System

- Objectives
- Requirement Engineering
- Requirement Gathering
- SRS

System Analysis

- DFD
- ERD
- UML (if applicable)

System Design

- Database Design
- Input Design
- Output Design

Implementation

- System Requirement
- Hardware
- Software
- Installation process
- User Guideline

Output (with valid Data)

(Minimum 6 reports)

Conclusion and Future Enhancement

- Conclusion
- Limitations
- Future Enhancement

References:-

- Books:-
- Journals:-
- Periodicals and Newspapers:-
- Websites
- Questioner/Schedule(if used)
- Source code (Inclure main logic source code)

Note : Major Project should be sponsored / research oriented, innovative idea based



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Com. Part III Bank Management (Entire Degree Programme)
Semester – V Paper – IX
Recent Trends in Indian Economy
Introduced from June 2021

Name of the Programme : B.Com (BM) III		Semester –V	Paper – IX
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - Workload –4 Hrs Per Week

Course Outcome

Understanding the nature and different issues before Indian Economy.
Understanding of agriculture and social sector of the Indian economy
Understanding of Industry and services sector of the Indian economy
Understanding the structure and growth of MSME., Describing the component of service sector
Understanding the concept of Budget, Explaining Union Budget, recent issues in Indian Economy

Unit No	Name & Contents of Units	Hrs	Teaching Method
1	Unit 1 – Introduction to Indian Economy 1.1 Basic features of Indian Economy –Sector wise Contribution in GDP 1.2 Major Economic Reforms since 1991 1.3 FDI – Concept, Sources and Sectoral inflow of FDI in India 1.4 Nature of Food Security Problem– Food Security Bill	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar
2	Unit 2 - Agricultural & Social Sector in India 2.1. Role of Agriculture Sector - Nature of Agri-Allied Activities 2.2. Important Schemes for Agricultural Development in India 2.3. Measure of Human Development Index - Social Welfare Programmes 2.4. Concept Poverty, Poverty Line and Poverty Alleviation Programmes	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
3	Unit 3 – Industry and Services Sector 3.1. Types, Importance and Problems of Industrial Units in India 3.2. MSME – Concept, New Classification and Problems of MSME 3.3. Recent Schemes and Policy Initiatives for Industrial Development 3.4. Components of Services Sector – Recent EXIM Policy	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
4	Unit 4 - Dynamics of Indian Economy 4.1. Sources of Public Revenue and Heads of Public Expenditure 4.2. Meaning and types of budgets, Recent Trends in Union Budget 4.3. Important Provisions of Recent Finance Commission 4.4. Recent Issues and Problems in Indian Economy	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical

References :

Agarwal, A. K. (1978). Economic Problems and Planning in North East India, Sterling Publishers Pvt.Ltd, New Delhi.
Venkata Reddy, K (2011). Agriculture and Rural Development -Himalaya Publishing House Delhi.
Basu, Kaushik (1997), Analytical Development Economics: The Less Developed Economy Revisited
Dewett Kewal (2011). Indian Economy C.Chand & Co. Ltd. New Delhi 2011.
Economic Survey of India -2017-18 Ministry of Finance, Govt of India
GST Manual – GST Council of India , GST Council of India, Ministry of Finance, Govt of India
Indian Public Finance Statistics - Ministry of Finance, Govt of India
Irfan Habib, (2006). Indian Economy 1858-1914: A People's History of India, Vol.28, Tulika, 2006.
RBI (2018). Statistical Handbook of India 2017-18 www.rbi.org.in
Union Budget 2018-19 Ministry of Finance, Govt of India



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
An Autonomous College
B.Com. Part III Bank Management
B.Com. Part III (Regular) (Advanced Banking)
Recent Trends in Banking and Technology
Introduced from June 2021

Name of the Program : B.Com (BM) III		Semester – V Paper – IX	
Name of the Program : B.Com (Regular) III		Semester – V Advanced Banking - Paper – I	
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - Workload – 4 Hrs Per Week

Course Outcome

Understanding the use of IT in Banking sector
 In-depth understanding about information security and system audit of the banks
 Ability to develop Business Continuity and Disasters Recovery Plan for Bank
 Ability to use of new e-delivery channels of banks
 Awareness about the innovative banking practices

Unit No	Name & Contents of Units	Hrs	Teaching Method
1	Unit 1 – Introduction to Technology in Banking Sector 1.1. Nature and Scope of Applications of IT in Banking Sector - IDRBT 1.2. Computer Networking - LAN, WAN, MAN 1.3. Network Topologies for Banks- Mesh, Star, Tree, Bus, Ring etc 1.4. Nature and Steps of Implementation of Core Banking Solution	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
2	Unit 2 - Information Security and Disasters Recovery Plan 2.1. Major Problems related to IT Security in Indian Banks 2.2. Information Security Policy - Key Components 2.3. Information Security and System Audit (IS Audit) 2.4. Business Continuity and Disasters Recovery Plan for Bank	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
3	Unit 3 –Electronic Delivery Channels 2.1. National Financial Switch (NFS) - Features, Membership and Services 2.2. CTS - Positive Pay System - National Archival System (NAS) 2.3. AePS - Objectives, Membership & Services Offered 2.4. Bharat Bill Payment System- Participants, Features and Services	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical
4	Unit 4 – Innovative Banking Systems 4.1. Small Finance Banks: Organization, Functions & Importance 4.2. Payments Banks: Organization, Functions & Importance 4.3. Islamic Banking System - Nature and Importance 4.4. Business Correspondent (BC) Model - Eligibility and Scope of Services	15	<ul style="list-style-type: none"> • Lecture • Discussion • Seminar • Practical

References :

Bhasin N. (2010). Financial Institutions and Financial Markets in India, Functioning and Reforms
 New Century Publications, New Delhi.
 IIBF (2019), Information System for Banks, Indian Institute of Banking, Taxman Publication.
 RBI (2020), Positive Pay System for Cheque Truncation System, www.rbi.org.in
 RBI (2020), Vision for Cyber Security' for UCBs 2023,
<https://www.rbi.org.in/Scripts/PublicationVisionDocuments.aspx?Id=1159>
 NPCI (2017) - National Archival System (NAS)
https://www.npci.org.in/sites/all/themes/npci/images/PDF/NAS_Training_PPT_Member_banks.pdf
 NPCI (2018) AePS- <https://www.npci.org.in/sites/default/files/Procedural-Guidelines-AePS-V2.0.pdf>
 NPCI (2019) BBPS, [https://www.npci.org.in/sites/default/files/Bharat%20Bill%20Payment%20System-
 Procedural%20Guidelines%20Ver%201.1.pdf](https://www.npci.org.in/sites/default/files/Bharat%20Bill%20Payment%20System-Procedural%20Guidelines%20Ver%201.1.pdf)
 RBI (2018) Guidelines for Licensing of Small Finance Banks and Payment Banks



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Dhananjayrao Gadgil College of Commerce, Satara
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Name of the Programme : B.Com - BM		Semester – V Paper – XI	
CREDIT AND RISK MANAGEMENT			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2021			
Course Outcomes: Able to know about Nature & Importance of Credit Risk Management, Operational Risk Management & Market and Interest rate Risk Analysis Able to understand the RBI Guidelines about Asset Liability Management & Risk Management Able to understand the Basel- I, II and III Norms in Banking Sector Able to understand the Ratio Analysis in Banking Sector			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit 1 – Introduction to Risk Management 1.1. Risk Management in Banks 1.2. Nature and Importance of Credit Risk Management 1.3. Nature and Importance of Operational Risk Management 1.4. Nature and Importance of Market and Interest rate Risk	15	Lecture Discussion Video Lecture
	Unit 2 - Credit Risk Management 2.1. Asset Liability Management - RBI Guidelines - ALCO Guidelines techniques / tools 2.2. Risk management: Capital adequacy , Prudential and Exposure norms 2.3. Investment Fluctuation Reserve: Meaning and Importance 2.4. RBI guidelines on risk management	15	Lecture Discussion Video Lecture
3	Unit 3 - Risk Management Under Basel 3.1. Basel - I, II and III Norms 3.2. Sound Principles of Operational Risk Management (SPOR) 3.3. Risk Management Principles for Electronic Banking 3.4. Case study on Credit Risk Management Practices	15	Lecture Discussion Video Lecture
4	Unit 4 - Ratio Analysis 4.1. Meaning and Types of Ratios 4.2. Importance and Limitations of Ratio Analysis, CAMELS 4.3. Applications of Ratio Analysis in Banking 4.4. Case study on Ratio Analysis	15	Lecture Discussion Video Lecture
References : Joshi V.C., Joshi V. V. (1998). Managing Indian Banks: The Challenges Ahead, Response Books, New Delhi. Diriba C., Girmay F. (2012). Credit Risk Management, LAP Lambert Academic Publishing IIBF (2012). Credit and Risk Management, McMillan Publications Sethi J., Bhatia N.(2013). Elements of Banking and Insurance, Prentice Hall of India, New Delhi. Singh S., Singh Yogesh (2008). Risk Management in Banks: Concepts and Applications, The Challenges Ahead, Response Books, New Delhi. Viacheslav K. (2014). Credit Risk Management, LAP Lambert Academic Publishing			



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B.Com. Part III Bank Management
B.Com. Part III (Regular) (Advanced Banking)

Name of the Programme : B.Com - BM		Semester – V Paper – XII	
Name of the Programme : B.Com - Regular		Semester – V Advanced Banking - Paper – II	
FINANCIAL MARKETS & SERVICES			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Introduced from June 2021

Course Outcomes:

1. Able to know the Structure & Importance of Capital & Money Market
2. Able to understand the Basic Information & Features of Capital & Money Market
3. Able to understand the SEBI Guidelines related to Stock markets
4. Able to know the Credit Rating Agencies, Trading Practices & Settlement Agencies in Stock Market

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Introduction to Money Market in India 1.1. Meaning, Components and Role of Financial System 1.2. Money Market: Organized and Unorganized Money Market 1.3. Financial Instruments of Money Market and its features 1.4. Reforms in Indian Money Market	15	Lecture Discussion Reviews
2	Capital Market 2.1. Structure of Capital Market - Primary and Secondary Capital Market 2.2. Types and Features of Shares, Debentures / Bonds 2.3. Credit Rating Agencies- Functions, Important Credit Rating Agencies 2.4. Regulatory and Developmental Role of SEBI	15	Lecture Discussion Reviews
3	Primary Issue Market - IPO and FPO 3.1. Primary Issue- Eligibility, Participants and Process of Issue 3.2. Types of Issue - Public Issue (IPO and FPO), Right Issue (IPO or Offer for Sale), Bonus Issue, Private Placement 3.3. Grading of IPO-Meaning - Fixed Price Issue and Book Building 3.4. Process of Subscription and allotment of IPO (at Par, Premium & Discount)	15	Lecture Discussion Practical
4	Secondary Capital Market 4.1. Functions of Stock Exchange - Membership of BSE & NSE 4.2. Listing of Securities – Criteria, Process and Advantages 4.3. Factors affecting on Price of Stocks and Market Indices 4.4. Types of Orders & Settlement Mechanism	15	Lecture Discussion Practical

Note : Visit to SEBI/RBI/BSE/NSE, Stock Brokers' Associations & Firms
References :

1. Gupta, L.C (1997). Stock Exchange Trading in India; Society for Capital Market Research and Development, Delhi.
2. Gupta, Agarwal and Gupta (2018) Financial Institutes and Markets, Kalyani Publishers
3. ICSI (2020) Capital Markets and Security laws, The Institute of CS of India.
4. Bhole I.M. (2009). Financial Institutions and Market, 5th edition, 2nd reprint in 2009 Tata McGraw Hill.
5. Benson Kunjukunju Et Al. (2012). Financial Markets and Financial Services in India, New Century Publication, New Delhi.
6. Braam van den Berg (2015). Understanding Financial Markets & Instruments Academy of Financial Market, <https://eagletraders.com/books/afm/afm4.php>
7. NSE (2015), Securities Market (Basic) Module, NCFM, National Stock Exchange Of India Limited
8. Prasanna Chandra (2019) Investment Analysis and Portfolio Management, MacGrow Hills



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Name of the Program : B.Com - BM		Semester – V Paper – XIII	
RESEARCH METHODOLOGY FOR BANKING AND FINANCE			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2021			
Course Outcomes: Learners will able to understand the Research Design, Research Process Learners will able understand types of hypothesis and importance of hypothesis testing Learners will able to understand the Sampling Techniques, Data Processing & Report Writing Learners will able to understand the use of Technology in Research			
Expected Skills Impartation Ability to apply research methods for investigation of banking issues and problems Ability to analyze banking problems and conduct investigations Ability to scientific report writing and use of technology for conducting banking research			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Introduction to Research 1.1. Meaning, definitions and types of Research 1.2. Characteristics of scientific research 1.3. Motivations for Research - Ethics in Research 1.4. Limitations of Research	15	Lecture Discussion Practical
	Research Design and Process 2.1. Research Design: Meaning, Types and Components 2.2. Formulation of Research Problem 2.3. Research Process – Review of Literature and Referencing Styles 2.4. Hypothesis – Meaning, Types and Formulation	15	Lecture Discussion Practical
3	Data Collection, Sampling & Report Writing 3.1. Data – Meaning, Types and Sources 3.2. Sampling Techniques: Probability and Non-Probability 3.3. Data Processing, Analysis and Presentations 3.1. Report Writing : Contents	15	Lecture Discussion Practical
4	Technology in Banking Research 4.1. Excel: Data Processing and Analysis 4.2. Statistical Package for Social Sciences (SPSS) : Data Processing and Analysis 4.3. Online Survey: Advantage & Disadvantages - Use of Google Forms & Survey Monkey 4.1. Introduction to SERVQUAL Model	15	Lecture Discussion Practical
References : Krishnaswamy O. R., Rangnatham M. (2005) .Methodology of Research in Social Sciences, Himalaya Publishing House, New Delhi. Kothari C. R. (2014). Research Methodology: Methods and Techniques, New Age International Publishers, Mumbai. Michel V.P. (2012) Research Methodology for Management, Himalaya Publishing House, New Delhi. Fisher R. A. (2002). Statistical Methods for Research Workers by, Cosmo Publications, New Delhi. Montgomery D.C. (2001).Design and Analysis of Experiments, John Wiley, Suchdeva J. K. (2017). Business Research Methodology, Himalaya Publishing House, New Delhi. Wilkinson T.S., Bhandarkar P.L. (2010). Methodology and Techniques of Social Research, Himalaya Publishing House, New Delhi. Hans Raj (2011).Theory & Practice in Social Research, Surjeet Publications, Delhi Hansa L. M. (2016). Data Analysis and Business Modelling using Microsoft Excel, PHI Learning Pvt. Ltd., New Delhi. IBM SPSS Statistics 22 Core System User's Guide Parasuraman, A., Zeithaml, V.A. and Berry, L.L. (1988), "SERVQUAL: a multi-item scale for measuring consumer perceptions of the service quality", Journal of Retailing, Vol. 64, No. 1, pp.			

B.Com. Part III (Bank Management and Information Technology)**Semester V****Entrepreneurship Development****Subject code-****Objectives of the syllabus:**

To impart theoretical knowledge of Entrepreneurship.

To develop Entrepreneurship qualities and skills.

Sr. No.	Content	Learning Outcomes	Teaching Methods	Teaching Hours
Unit I	Entrepreneur: 1.1 Meaning and Definition, Classification 1.2 Qualities of Successful Entrepreneur 1.3 Functions of Entrepreneur 1.4 Meaning and Characteristics of Intra-preneur and Net-preneur 1.5 Challenges before entrepreneurs in modern era.	<i>Students will be well acquainted with concept and qualities of entrepreneur.</i>	<i>Lecture, Interactive ICT Based</i>	15 Periods
Unit II	Entrepreneurship: 2.1 Meaning ,Definition and Importance 2.2 Theories of Entrepreneurship- 2.2.1 Joseph Schumpeter's Innovation Theory 2.2.2 McClelland's Theory of need achievement 2.2.3 Hagen's Theory of status withdrawal 2.3 Factors stimulating Entrepreneurship 2.4 Obstacles in Entrepreneurial growth. 2.5 Women Entrepreneurship and SHG in India.-Need ,Obstacles	<i>Students tried to understand theories of Entrepreneurship</i>	<i>Lecture Interactive ICT Based Discussion Method</i>	15 Periods
Unit III	Entrepreneurship Development : 3.1 Meaning, Definition and Objectives 3.2 Process of EDP 3.3 Problems and measures of EDP in India 3.4 Institutional support for Entrepreneurship development- EDI, NIESBUD, SIDO, SIDBI, DIC(only objectives and functions) 3.5 Government Initiatives- Startup India, Stand up India, and Incubation Centre	<i>To know entrepreneurship Development process and understand role of institutions.</i>	<i>Lecture Interactive ICT Based Group Discussion Visit</i>	15 Periods
Unit IV	Project Report: 4.1 Concept of project 4.2 Classification of project	<i>Students identify nature of project report and</i>	<i>Lecture Interactive ICT Based</i>	15 Periods

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	4.4 Enterprise Launching Procedure 4.5 4.5 Reasons for failure of project 4.6 Project report preparation on- 4.6.1 Call-centre 4.6.2 Retail stores 4.6.3 Hotel 4.6.4 Hospital 4.6.5 Dairy	<i>project</i>	<i>Industrial Visit</i>	
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Reference Books

- 1- Dynamics of Entrepreneurship Development and Management –By Vasant Desai
- 2- Entrepreneurship Development in India –By C.B.Gupta and N.P.Srinivasan
- 3- Entrepreneurial Development –By S. S. Khanka
- 4- Entrepreneurial Development –By Godron E.and Natarajan K.
- 5- Udyojakata- By Prabhakar Deshmukh.
- 6- Project Preparation Appraisal, Implementation- By Prasanna Chandra.
- 7- Entrepreneurship Development –By S.C. Gupta and Arun Mittal

B. Com-III (Bank Management and Information Technology)**Semester VI****Modern Management Practices****Subject Code:-****Objective:**

1.To make students familiar with the modern management practices.

To expose the students to importance and applicability of various modern management Practices

Sr.No	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	No. Of Lectures
1	Introduction to modern management practices: 1.1 Meaning, Definition, Objectives 1.2 Characteristics of modern management 1.3 Importance of modern management in changing environment. 1.4 Techniques of modern management 1.5 Theories –Modern Management related 1.6 Approaches to Modern Management	Acquaintance with concepts in modern management	Lecture, Interactive ICT Based	15
2	Quality Management and Standards: 2.1 Meaning and Elements of Quality and TQM 2.4 Six sigma-meaning, characteristics And importance, levels of six sigma 2.5 Benchmarking – concept, types, limits 2.6 ISO-9000-meaning and importance of ISO quality standards, 20 elements of ISO-9000	Understanding of Quality Management and Standards	Lecture Interactive ICT Based Discussion Method	15
3	Risk and Disaster Management: 3.1 Risk Management 3.1.1 Meaning, Definition and types of risks 3.1.2 Risk management, concept, objectives 3.1.3 Risk Management Information system – Objectives and Importance 3.1.4 Enterprise Risk management-Objectives and Importance 3.2 Disaster Management 3.2.1 Meaning, Definition and Features 3.2.3 Types of disaster—natural and Man-made 3.2.4 Challenges before Disaster Management in India 3.2.5 Steps in prevention and mitigation of	Development of Risk Management skills	Lecture Interactive ICT Based Group Discussion	15

	disaster			
4	Legal Aspects of Business 4.1 The Indian Contract Act 1872 – 4.1.1 Definition of contract, 4.1.2 Essentials of valid contract 4.2 Information Technology Act 2000 – 4.2.1 Overview of I T Act 2000 4.2.2 Cyber crimes. 4.3 Companies Act 2013: 4.3.1 Definition of company, 4.3.2 Types of company, 4.3.3 Incorporation of company	Acquaintance with legal aspects in Business	<i>Lecture</i> <i>Interactive</i> <i>ICT Based</i> <i>Project</i> <i>Industrial</i> <i>Visit</i>	20

Reference Books:1.

The Practice of Management – Peter Drucker

Organization and management – Dr.C.B.Gupta

Business organization and management – M. C. Shukla

Business Policy-Dr.Azhar Kazmi

Insurance and Risk Management –Dr. P. K. Gupta, Himalaya Publishers.

Mercantile law- N.D.Kapoor (Sultan Chand Publications)

Corporate Law- Bharat Law House, New Delhi

Business Law-M.C. Kuchal, Vikas Publisher Houses, New Delhi

Bare Act-Cyber Act



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B.Com. Bank Management (Entire) Part III

Semester – VI Paper – XIV

Name of the Programme : B.Com - BM		Semester – VI Paper – XIV	
Mutual Fund Business in India			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Introduced from June 2021

Course Outcomes:

- Able to know the Structure & Importance of mutual fund system in India
- Able to understand the Basics of Documentations and Procedures related to mutual fund
- Able to understand business practices of mutual fund organizations
- Able to know the regulatory mechanism and systems for mutual fund in India

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit 1 Introduction to Mutual Funds 1.1 Meaning, Evolution, Types of Mutual Fund Schemes 1.2 Benefits of Mutual Funds 1.3 Legal Structure and Constituents of Mutual Funds Industry 1.4 Major Mutual Fund AMCs in India	15	Lecture Discussion Reviews
	Unit 2 –Documentations and Procedures 2.1 Eligibility of Mutual Fund Investors- (Institutional & Individual) - KYC Compliance 2.2 Nature and format of Offer Documents: NFO, SAI, SID, KIM 2.3 Service Providers of Mutual Funds: AMC, Custodian, RTA, Auditors, Fund Accountants, Distributors, Collecting Bankers, KYC Registration Agencies 2.4 Selection of Schemes- Methods of Measurement of Returns	15	Lecture Discussion Reviews
3	Unit 3 –Mutual Fund Practices 3.1 Pre-requisites to become mutual fund Distributor 3.2 Types and Features of Fund Distribution Channels 3.3 ARN Registration and Renewal Form - Model Portfolios 3.4 Mutual Fund Investors' Rights, Obligations and Limitations	15	Lecture Discussion Practical
4	Unit 4 – Regulators of Mutual Funds in India 4.1. AMFI: Structure, Role and Ethics & Code of Conduct 4.2. Risks in Mutual Fund – Market, Inflation, Interest Rate, Currency and Credit risk 4.3 Certifications & Career Opportunities in Mutual Fund Sector 4.4. Recent developments in mutual fund industry	15	Lecture Discussion Practical

Note : Visit to mutual fund firms and AMFI

References :

- Gupta, Agarwal and Gupta (2018) Financial Institutes and Markets, Kalyani Publishers
- Benson Kunjukunju Et Al. (2012). Financial Markets and Financial Services in India, New Century Publication, New Delhi.
- NSE (2015), Securities Market (Basic) Module, NCFM, National Stock Exchange Of India Limited
- Prasanna Chandra (2019) Investment Analysis and Portfolio Management, MacGrow Hills
- Bhalla, V.K. (2008). Management Of Financial Services, Anmol Publications Pvt. Limited,
- John Haslem (2009), Mutual Funds: Risk and Performance Analysis for Decision Making, John Wiley & Sons, 2009
- Nalini Prava Tripathy (2007). Mutual Funds in India: Emerging Issues, Excel Books India, 2007
- Rajesh Kumar (2016). Mutual Funds in India: Structure, Performance and Undercurrents, Partridge Publishing, 2016
- NISM- series-V-A Mutual Fund Distributors certificate Examinations
- NISM- Series-X-A-Investment Adviser (Level-I) Certification Examination
- AMFI - <https://www.amfiindia.com/downloads>
- UTI- <https://www.utimf.com>



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B.Com. Bank Management (Entire) Part III
Semester – VI Bank Management - Paper – XV

Name of the Progarmme : B.Com - BM		Semester – VI Paper – XV	
Treasury Management			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2021			
Course Outcomes: Able to know the Structure & Importance of treasury in banking sector Able to understand the treasury operations and management Able to understand business practices of treasury department of banks Able to know the risk management and investment audit systems			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Introduction to Treasury Management 1.1. Treasury - Objectives of Treasury - Structure and organization 1.2. Role and Functions of Structure of Front Office & Back Office 1.3. Responsibilities of Treasurer - IFR and IDR for Banks 1.4. Fixed Income Money Market and Derivatives Association of India	15	Lecture Discussion Reviews
2	Treasury Operations 2.1. Liquidity Management: Calculations of CRR and SLR 2.2. Objectives of Liquidity Management in Banks 2.3. Integrated Treasury: Structure - Concepts of Cost & Profit centre 2.4. Treasury instruments – Equity and Debt Instruments	15	Lecture Discussion Reviews
3	Treasury Management Practices 3.1. Global Scenario and Treasury Operations - Exchange Rate Mechanism 3.2. Dealing and Trading Operations : Control and Orderly Conduct, Moral and Ethical Codes 3.3. Revaluation Securities: Mark to Market and Profit Calculations, VaR (Value at Risk) 3.4. Multi-Currency Balance Sheet: Meaning and Components	15	Lecture Discussion Practical
4	Treasury Department and Risk Management 4.1. Guidelines for SLR and Non-SLR Investment - Investment Policy of the Bank 4.2. Role of information Technology in Treasury Management 4.3. Regulation and Compliance of Risk Management 4.4. Importance of Audit with reference to Treasury Department	15	Lecture Discussion Practical
References : Steven M. Bragg · 2010 , Treasury Management: The Practitioner's Guide, John Wiley & Sons Frank J. Fabozzi 2009, Fixed Income Securities, John Wiley and Sons R. Cooper 2003, Corporate Treasury and Cash Management, Springer, 11-Nov-2003 David Loader, 2002 Clearing, Settlement, and Custody, Butterworth-Heinemann, 2002 John Ogilvie, 1999, Treasury Management: Tools and Techniques for Countering Financial Risks, Kogan Page Publishers, 1999 Hong Kong Institute of Bankers (HKIB) · 2014, Treasury Markets and Operations, John Wiley & Sons Mark K. Webster, 2013, Essentials of Treasury Management, Association for Financial Professionals Vincent Baritsch, 2005, Bank Treasury Management, Institute of Financial Services, 20-Oct-2005 Management of Investments – By Jack Clank Francis McGraw Hill International series Investments – Analysis and Management – By Jack Clank Francis McGraw Hill International series Indian capital Market by V.A. Avadhani, Himalayan Publishing House(1997). Capital Markets by Frank fabozzi and Franco Modigliani, Prentice Hall(1996)			



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B.Com. Bank Management (Entire) Part III
Semester – VI Bank Management - Paper – XVI

Name of the Progarmme : B.Com - BM		Semester – VI Paper – XVI	
Insurance Business in India			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2021			
Course Outcomes: Able to know the Structure & Importance of insurance business in India Able to understand the life insurance and general insurance products and services Able to understand business practices of insurance sector Able to know the policy claims Procedure and documentation			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
	Unit -1: Introduction to Insurance Sector 1.1.Evolution, Definitions and Importance of Insurance 1.2.Insurance Sector in India: Nature, Structure (Public & Private) and Regulator 1.3.Principles of Insurance - Life Insurance and General Insurance (Utmost Good faith, Insurable Interest, Indemnity) 1.4.IRDAI – Administrative Structure, Functions and Powers	15	Lecture Discussion Reviews
2	Unit -2: Life Insurance Practices in India 2.1. Individual Insurance: Features, Term Plan, Whole Life , Endowment , ULIP, Annuity, Married Women Property Act 1874, Riders Insurance (Critical Illness Policies) , Partnership, Keyman Insurance, Mortgage Redemption Insurance 2.2. Group Insurance: Features, Eligibility, Types – Group Term Insurance Scheme – Group Gratuity Scheme – Group Superannuation Scheme , Group Leave Encashment Scheme 2.3. Insurance Procedure: Prospecting Methods, Documentation-Proposal Form, KYC, Agent Report, Policy Document, Calculation of Human Life Value 2.4. Policy Claims: Types- Survival Benefits – Death Claims – Maturity Claims, Procedure of Policy Claims	15	Lecture Discussion Reviews
	Unit -3: General Insurance Practices in India 3.1. Meaning and Important General Insurance – Major GICs in India 3.2.Structure of Policy, Insurance documentation, Underwriting and Rating, Disclosure, Terms and Conditions 3.3. General Insurance Product: Health , Motor, Agricultural, Property (Fire, Engineering and Burglary etc), Marine 3.4. Policy Claims: Procedure and documentation, Indemnity	15	Lecture Discussion Practical
4	Unit -4: Career in Insurance Sector 4.1.Individual Professional – Scope of Business, Requirements and Advantages 4.2.Employment Opportunities: DO, SBA, AAO, Assistant, Insurance Advisor, Legal Services in Insurance Sector, Opportunities in Bancassurance 4.3.Entrepreneurship in Insurance: Corporate Agency – Requirements , Functioning, Advantages 4.4.National Insurance Academy - Insurance Institute of India	15	Lecture Discussion Practical
References : Mishra M.N. (Author), S.B. Mishra (Author)(2012). Insurance Principles and Practice, Publisher: S.Chand (G/L) & Company Ltd; ISBN-10: 8121910218 National Insurance Academy (2009),General Insurance: Principles & Practice, Cengage Learning; 01 edition (2009), ISBN-10: 8131507513 Sachin Rastogi (2014). Insurance Law And Principles, Lexis Nexis; First edition (2014), ISBN-10: 9351432483 Principles of Insurance Perfect Paperback – 2017, Publisher: The Insurance Times; SEVENTH EDITION MARCH 2017 edition (2017), ISBN-10: 8191034247			



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B.Com. Regular Part III -Semester – VI (Advanced Banking Paper -III)
B.Com (Bank Management) Part III -Semester – VI Bank Management - Paper – XVII

Name of the Programme : B.Com- BM / B.Com (Regular)		Semester – VI	Paper – XVII / Adv. Banking P-III
Banking and Cyber Laws			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week

Introduced from June 2021

Course Outcomes:

- Able to know the regulatory framework of banking laws
- 2.Able to understand the legal aspects of important banking laws
- Able to understand important legal provisions and banking business regulations
- Able to know the nature and legal provisions regarding cyber crime

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit 1 Regulatory Framework for Banking in India 1.1. RBI Act 1934 : Important Sections, Powers and Recent Provisions 1.2. Banking Regulation Act 1949: Important Sections and Recent Provisions 1.3. Negotiable Instruments Act 1881- Important Provision 1.4. Banking Ombudsman Scheme	15	Lecture Discussion Reviews
2	Unit 2 Legal Aspects of Banking Operations 2.1. The Bankers' Books Evidence Act–1891 and further amendments 2.2. Payment and Settlement Systems (Amendment) Act, 2015 2.3. The SARFEASI Act -2002, Legal aspects of Debt Recovery Tribunals 2.4. Prevention of Money Laundering Act, 2002 & Bankers Responsibilities	15	Lecture Discussion Reviews
3	Unit 3 Important Legal Provisions 3.1. BCSBI Code – Recent Provisions, CRPC Act-1973 Section -91 3.2. The Deposit Insurance and Credit Guarantee Corporation Act – 1961 3.3. Foreign Exchange Management Act, 1999 3.4. The Insolvency and Bankruptcy Code, 2016	15	Lecture Discussion Practical
4	Unit 4 Cyber Laws and Crimes 4.1. Information Technology Act, 2000: Powers, Offences & Penalties etc 4.2. Cyber Crime: Concept, Types of Financial Cyber Crimes and Precautions 4.3. In-charge of Data Centre : Legal Responsibilities regarding data security 4.4. Fraud Management Planning - Implementation of Information Systems	15	Lecture Discussion Practical

References :

Arora and Kalra (1999), “All India Banking Law Digest, (1995-1999), Delhi Law House
 Employees Cooperative Credit Societies - <https://sahakarayukta.maharashtra.gov.in>
 ICSI (2015) Banking Law And Practice, <https://www.icsi.edu>
 M.L. Tannan, (2008) Banking Law and Practice in India, India Law House, New Delhi
 M.L.Tannan, C.R. Datta& S.K. Kataria (2011) Banking Law and Practice, Wadhwa& Company
 RBI (2019) Rationalisation of Branch Authorisation Policy- Revision of Guidelines <https://rbi.org.in/scripts/NotificationUser.aspx?Mode=0&Id=11570>
 SudhirNaib (2011) The Information Technology Act, 2005: A Handbook, OUP, New York,
 Tannan (2001), “Banking Law & Practice in India” 20/e (Stud. ed), Delhi Law House
 M.L.Tannan, C.R. Datta & S.K. Kataria (2011) Banking Law and Practice, Wadhwa & Company, Nagpur
 S. R. Bhansali, Information Technology Act, 2000, University Book House Pvt. Ltd., Jaipur (2003).
 Vasu Deva,(2003) Cyber Crimes and Law Enforcement, Commonwealth Publishers, New Delhi, 2003



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B.Com. Regular Part III -Semester – VI (Advanced Banking Paper -IV)

B.Com (Bank Management) Part III -Semester – VI Bank Management - Paper – XVIII

Name of the Programme : B.Com- BM / B.Com (Regular)	Semester – VI Paper – XVIII / Adv. Banking P-IV
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Bank Management Practices

Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
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Introduced from June 2021

Course Outcomes:

- Able to know the structure and functioning of head office and regional office
- Able to know the structure and functioning of branch office
- Able to understand the day to day banking practices a branch level
- Able to know documentation and reporting practices at branch

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit 1 Management of Head and Regional Offices 1.1. Head office: Structure, Departments and Functions 1.2. Regional office: Structure, Departments and Functions 1.3. Duties and Responsibilities of CEO / MD 1.4. Role and Responsibilities of Board of Directors	15	Lecture Discussion Reviews
2	Unit 2 Bank Branch Management 2.1. Structure and Sections, Human Resource in Bank Branch 2.2. Cash Management Procedure in Branch and precautions 2.3. Record keeping at branch level - Role of Branch Manager 2.4. ATM Services - Security, Maintenance and Cash Management	15	Lecture Discussion Reviews
3	Unit 3 Banking Business Practices 3.1. Allotment of duties at branch level - Principles and Practices 3.2. Work Targets - Types of Target and strategies 3.3. Para-banking activities in Banks 3.4. Statutory Disclosures and Confidentiality for Banks	15	Lecture Discussion Practical
4	Unit 4 Reporting & Documentation 4.1. Reporting to FIU & RBI: CTR, STR, CCR, NTR - NDTL, CRR, SLR 4.2. Budget of Bank – Items of Income and Expenditure 4.3. Vetting of Documentation: Meaning and Importance 4.4. Internship in Bank or Financial Institute	15	Lecture Discussion Practical

Note: 15 days Internship in Bank or Financial Institute is mandatory for internal work

References :

- Francis Buttle (2004): Customer Relationship Management: Concepts and Tools, Customer relationship management: concepts and tools, Elsevier ButterworthHeinemann, Volume 13, 2004
- Sheth, J. N. AtulParvaiyar and G.Shainesh (2008) Customer Relationship Management Emerging Concepts, Tools and Applications, Tata McGraw-Hill Publishing Company Limited, New Delhi, 2008.
- George H. Hempel, Donald G. Simonson (2018). Bank Management: Text and Cases, Wiley, 2020 ISBN 0471410918
- IIBF (2005). General Bank Management :Indian Institute of Banking and Finance,Macmillan, 2005
- Kanhaiya Singh (2013). Commercial Bank Management, Tata McGraw-Hill Education, 2013
- Peter S. Rose, Sylvia C. Hudgins (2008). Bank Management and Financial Services, McGraw-Hill Education, 2008
- Timothy W. Koch, S. Scott MacDonald (2014). Bank Management, Cengage Learning, 2014,
- Timothy W. Koch, Steven Scott MacDonald, Vic Edwards, Randall E. Duran (2014). Bank Management: A Decision-Making Perspective, CENGAGE Learning Asia, 2014
- V.S.P. Rao (1999). Bank Management, Discovery Publishing House, 1999 ISBN 8171415105,



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Affiliated to Shivaji University, Kolhapur

Department of Bank Management

Certificate Course in Stock Market and Investment Management

SEE - 60 Marks

CIA - 40

Total Marks 100

Introduced from February 2021

Course Outcome:

1. Able to understand the nature and types of capital market instruments
2. Able to understand nature of IPO process and subscribe IPO
3. Able to take decision about buying and selling of stocks
4. Able to apply investment strategies and techniques

Unit	Name & Contents of Units	Lectures
1	Demat and Introduction to IPO 1.1. Opening of Demat Account – Documents – Demat Operations 1.2. Shares - Types and Its Features – Dividend Policy for Shareholder 1.3. Concept and use of ASBA Account –Features and Pricing of IPO and FPO 1.4. Read Hearing Prospectus and Offer Document	15
2	Trading and Investment in Stocks Market 2.1. Fund Management in Trading Account - Market Watch: Sensex and Nifty, Customized Market watch List - Face Value and Market Value - 52 week high/low- Positional Trading 2.2. Investment and Trading Practices - Long Term, Short Term and Intraday 2.3. Types of Buying and Selling Orders – Setting of Stop Loss and Profit Booking, Margin Trading and Short Sell 2.4. Clearing and Settlement Process (T+2) - Auction Trading and Related Problems	20
3	Trading Practices 3.1. Five Corporate Actions and Its Impact on Stock Prices (Dividends, Bonus Issue, Stock Split, Rights Issue and Buyback of shares) 3.2. National and International Forces and Factors affecting on stock prices 3.3. Selection of Stock : Criterion for selection of Small, Mid and Large Cap Stocks 3.4. Industry, Sector and Company Analysis - Analysis of Balance Sheet	15
4	Tools and Techniques for Stock Market Operations 4.1. Chart Reading and Trend Analysis - Theory & Practical – Price Action and Pattern 4.2. Candlestick Analysis – Pivot and Fibonacci Calculations and Analysis 4.3. Building Stock Portfolio – Combination of Stocks 4.4. Investment Strategies for Stocks, Mutual Fund and Insurance Products 4.5. Practical Work	15

References

Prasanna Chandra, Investment Analysis and portfolio Management, Tata McGraw Hill, New Delhi, Third Edition 2006
 Fisher & Jordan, „Portfolio Management”, Prentice Hall, New York, 2012. (Text Book)
 Reilly Brown, Investment Analysis and Portfolio Management, Cengage Learning 8th Edition 2006
 Alexander, Gordon J and Sharpe, William F., Fundamentals of Investment, Englewood Cliffs, New Jersey, Prentice Hall Inc, 2004
 Elton, Edwin J and Gruber, Martin J., Modern Portfolio Theory and Investment Analysis, John Wiley, NY, 2001
 Lee, Cheng F., et. al., Security Analysis and Portfolio Management, Foresman, Scott, 1999 Jack Clark Francis, Investments, Prentice Hall Inc, NY, 2004
 M.Y.Khan, Indian Financial System, McGraw Hill Education Pvt. Ltd, 9 th Edition, 2015
 Preethi Singh, Dynamics of the Indian Financial system: Markets, Institutions and Services, Ane Books Private Ltd. 2015.

Subject:-System Analysis & Design

Objective of Syllabus

Objectives-To impart the knowledge of Software Engineering and its application areas .

Sr. No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	Introduction to System Analysis: Definition of system, elements and characteristics of system, Types of system, Role and responsibilities of system analyst, Skill of system analyst.	Students will be aquatinted with Basic concepts of System	Lecture, PPT, Interactive Methods	10
2	System Development Life Cycle: SDLC, Process Models-Waterfall Model, Incremental model, Evolutionary Model, Prototype Model, Spiral Model, Concurrent Model.	Students will familiar with SDLC.	Lecture, PPT, Interactive Methods	20
3	System Analysis- Requirement Analysis –System planning and Initial Investigation, Feasibility study (Economic, operational, technical), Fact finding techniques (observations, record review, interviews, questionnaires, study of physical system). Analysis and Design tools: Data Flow Diagrams-(Guidelines, logical and physical), Decision Tables, Decision Trees, Entity Relationship Diagrams- Concept of Entity, Attributes, and Types of relations.	Students will be know the areas of Fact finding techniques.	Lecture, PPT, Interactive Methods	15
4	System Design, Implementation & Testing: Process of design-logical and	Students will	Lecture, PPT,	15

	<p>physical design Input and Output Design and their types, Normalization (First, Second, Third), Database Design (File structure, File Organization, Important types of file, Database/file operation), data dictionary, System Implementation: Hardware and software selection, manual implementation, online implementation, real-time implementation, construction of system (Traditional approach, Incremental approach), Software Testing & Quality Assurance: (White Box, Black Box, Alpha, Beta), How to write Test Cases ,S/W maintenance, Case studies: College Admission system, Inventory Management System, Library system.</p> <p>Introduction to S/W Testing Tools-QTP, Selenium Tools,etc.</p>	<p>be familiar with Testing and implementation of S/W.</p>	<p>Interactive Methods</p>	
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Reference Books-

System Analysis & Design- AWAD E.H.

System Analysis and Design – V.K. Jain (Dreamtech Pub.)

System Analysis & Design- Parthsarthy/ Khalkar.

Basic System Analysis and Design-Alan Denial & Don Yeats.

System Analysis & Design -Edwards Perry.

6.Software Engineering –Roger S.Pressman

Subject:-Enterprise Resource Planning Paper I

Objective of Syllabus

1) Objectives- To impart the knowledge of ERP and its application areas .

Sr. No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	ERP: An Overview: Introduction, Evolution, Basic ERP concepts, Enterprise- An Overview, Role of Enterprise, What is ERP? Reasons for Growth of ERP, Advantages and Disadvantages of ERP, Risk in ERP implementations, Life cycle of ERP.	Students will be acquainted with Basic concepts ERP	Lecture, PPT, Interactive Methods	15
2	ERP & Related Technologies: Introduction, Integrated Management Information, Business Modeling, Integrated Data model, Business Process Reengineering(BPR), Intranet & Extranet, Executive Information Systems(EIS), Data Mining, Supply Chain Management, Management Information System(MIS), Decision Support System(DSS), Online Analytical Processing, Product life cycle Management(PLM).	Students will be familiar with ERP & its Related Technologies.	Lecture, PPT, Interactive Methods	15
3	Online Analytical Processing (OLAP): Introduction to OLAP, Rules of OLAP, OLAP and Data Warehousing,	Students will be know the	Lecture, PPT, Interactive Methods	15

	<p>Data Warehousing-Introduction to Data warehousing ,Advantages ,tools and techniques ,Benefits of GIS</p> <p>Uses of OLAP, Key Features of OLAP-i)Multidimensional views of Data, ii)Calculation intensive, iii)Time Intelligence, OLAP benefits, Different styles of OLAP.</p>	Concepts of OLAP.		
4	<p>ERP Implementation:</p> <p>Introduction, objectives, Phases- Pre-evaluation Screening, Package Evaluation, Project Planning Phase, GAP Analysis, Reengineering, Configuration, Implementation Team Training, Testing, Going Live, End-User Testing, Post-Implementation. Use of ERP implementation .</p>	Students will be familiar with ERP implementation	Lecture, PPT, Interactive Methods	15

Reference Books:

Enterprise Resource Planning by Alexis Leon (Tata McGraw-Hill)

ERP Demystified by Alexis Leon (Tata McGraw-Hill)

ERP in simple steps by Kogent Solution, Wiley- Dreamtech Publications

Subject:-Application Development Tools Paper I

Objective of Syllabus

Objectives- To impart the knowledge of programming language .NET and its application areas .

Sr. No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	Introduction to C# Basic.NET: .NET framework Architecture ,CLR, CTS, CLS, JIT, FCL, The role of Microsoft intermediate Language and Metadata, Namespace. Evolution of Dot Net framework, C# IDE. Variable: Declaration, Initialization, constant: Declaration, Initialization, data type, operators: Relational, Logical, Arithmetic, Assignment, Bitwise shift operators . Creating C#Applications.	Students will be acquainted with Basic concepts of .NET framework.	Lecture, PPT, Interactive Methods	15
2	ActiveX Controls: Forms, text box, labels, button, radio button, check boxes, list box and combo box, Timer Date Time Picker, group box, rich text, picture Box ,etc.	Students will familiar with forms and controls.	Lecture, PPT, Interactive Methods	15
3	Control Statements: Branching & Looping: Branching Statements: If-Then Statement(s), Select case Statements, Looping Statements: For-Next, for each, While—End While, Do-----loop while, Do-----	Students will familiar with Branching and Looping statements.	Lecture, PPT, Interactive Methods	15

	loop until. Unconditional statement : Exit statement, and continue statement, procedures.			
4	Arrays: Working with Arrays, Redim and preserve statement, Rectangular array, Jagged array, Array class, List.	Students will be familiar with Arrays.	Lecture, PPT, Interactive Methods	15

Reference Books:

1. .NET 4.5 Programming-Black Book -Dreamtech Publication
‘ASP.NET in C# & VB.NET-Gaylord wenz,Rastogi Miranda,Haselman.
C# programming Barbara Doyle

Subject:-Web Technologies Paper I

Paper Code-

Objective of Syllabus

Objectives- To impart the knowledge of Web Technology and its application areas .

Sr. No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	Introduction to Internet: Introduction to internet, Applications of internet, Concept of WWW, Domain, Web browsers (internet Explorer , Firebox, qtr.), web servers and its types, Search engines (Google, MSN, and Yahoo), E-mail & chatting, TCP/IT. Difference between Http& Http's	Students will familiar with Internet and Search engines.	Lecture, PPT, Interactive Methods	15
2	Basics of HTML: Introduction, Features of HTML, Limitations, Tags and Attributes, Structure of HTML program, Headings and formatting tags, Paragraph; Font tags, List tag-ordered; unordered; definition, Singular and paired tags - ; <HR>; <MARQUEE>, Hyperlink and Image tag, Other test effects tags.	Students will familiar with Web page designing.	Lecture, PPT, Interactive Methods	15
3	Table and Frame Tags: Table tags, Aligning entire table, Alignment of row, cell, content, Table attributes, Setting of background color, width, adding border, spacing with cell	Students will familiar with Table and Frame in HTML.	Lecture, PPT, Interactive Methods	15

	padding, rowspan, coloumspan, Insertion of Audio & Video files using <BGSOUND> and <EMBED>, Frames and its tags, Frameset, Targeting named frames, Creating floating frames.			
4	Forms and Basics of CSS: Creating Forms, <FORM> tag, Form attribute, <INPUT> tag, Dropdown and list boxes, Text Area; Password, Button and Action button – submit, reset, Radio button and checkbox, Introduction to CSS, Inline; internal; external style sheets, CSS selector elements, Cross browser texting, User defined objects.	Students will get the knowledge of Basic CSS.	Lecture, PPT, Interactive Methods	15

Reference Books: -

HTML, Javascript, DHTML & PHP by Ivan Bayross- (BPB Publication)

HTML Black Book by Steven Holzner- (DreamTech Publication)

Web Technologies Black Book by Kogent Learning Solution (Dreamtech)

Subject:-Lab Courses

Paper Application Development Tools-I and Web Technologies-I

Objective of Syllabus

Objectives- To impart the knowledge of programming language .NET& Web
Designing Technology and its application . .

Sr. No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	Lab Course on ADT P-I: 1) C# IDE 2)Programs based on operators 3)Programs based on branching statements 4)Programs based on .NET controls-Mark List, Sales and Purchase etc. 5)Programs based on arrays	Students will familiar with Basic Practical's on .NET	Experiments & Demonstration	35
2	Lab Course on Web Technology P-I: i)Print "Welcome to HTML" ii)Use text formatting tags, BOLD, ITALIC, and Underline iii)This is Heading Tag using different headings tag iv)Use paragraph tag and use link tag v)Procedure to run MS-Word using sequential/ordered list tag vi)List of state names using	Students will familiar with HTML and its Tags.	Experiments & Demonstration	35

	<p>unordered list tag</p> <p>vii)Nested list of birds, animals and flowers</p> <p>viii)Display an Image</p> <p>ix)Create a simple table.</p> <p>x)Create a timetable format</p> <p>xi)Create table using cell spacing and cell padding</p> <p>xii)Nested table structure</p> <p>xiii)Simple HTML program using frameset tag</p>			
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Semester-VI

Subject:-Software Engineering

Objective of Syllabus

1).To know of various Software Engineering Concepts.

Sr. No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	Software Engineering: Definition and paradigms, a generic view of software engineering, Process Models- Operational Process Model, V-Shaped Model, Extreme Model, Iterative Model	Students will be acquainted with Basic concepts of Software Engineering	Lecture, PPT, Interactive Methods	15
2	Requirement Analysis: Introduction to Requirements, Types of Requirements, Characteristics of Requirement, Preparation of SRS, Characteristics of SRS, Preparation for SRS i) Admission process ii) Mobile Shop iii) Inventory Management of Medical Shop. iv) Website, refinement and review. Analyzing a problem, creating a software specification document, review for correctness, consistency and completeness.	Students will familiar with System Requirements	Lecture, PPT, Interactive Methods	15
3	Software Design & Testing: System Design, Problem Partitioning, Top-Down and Bottom-Up design; Software design: - Abstraction -Modularity – Software Architecture - Effective modular design - Cohesion and Coupling Functional vs. Object- Oriented approach. Testing : Levels of Testing, Integration Testing, and Structures testing - Black Box testing and white box testing, Unit testing, system testing, Validation and system testing Soft	Students will familiar with design and testing Concepts.	Lecture, PPT, Interactive Methods	15

	ware quality, Software quality and its attributes ,macula's quality factors.			
4	Software Implementation & Maintenance: Software Implementation, Relationship between design and implementation, Implementation issues and Maintenance as part of software evaluation, reasons for maintenance, types of maintenance (Perceptive, adoptive, corrective), Software Configuration Management - Concept, Baseline, SCM Process, version control and change management	Students will be familiar with implementation and Maintenance of S/W.	Lecture, PPT, Interactive Methods	15

Reference Books:

K.K.Aggarwal & Yogesh Singh "Software engineering", 2nd Ed., New Age International 200

I.Sommerville, "Software Engineering", Addison Wesley, 2002.

James Peter, W. Pedrycz, "Software Engineering: An Engineering Approach" John Wiley & Sons.

Software Engineering by Roger S Pressman

Software Engineering Jalote Wiley - India

Software Engineering by Pankaj Jhalotha

Subject:-Enterprise Resource Planning Paper II

Objective of Syllabus

1) Objectives- To impart the knowledge of ERP and its application areas .

Sr. No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	ERP Business Modules: 1.1 Introduction 1.2 Finance 1.3 Manufacturing and Production Planning 1.4 Human Resource 1.5 Material Management 1.6 Plant Maintenance 1.7 Quality Management 1.8 Marketing And Service 1.9 Sells and Distribution	Students will be aquatinted with Business Modules	Lecture, PPT, Interactive Methods	15
2	ERP Market: 2.1 Introduction 2.2 ERP market Place. 2.3 SAP AG 2.4 BaaN. 2.5 Oracle	Students will familiar with ERP Market.	Lecture, PPT, Interactive Methods	15
3	ERP – Present & Future: 3.1 Introduction 3.2 Turbo charge the ERP system 3.3 Enterprise Integration Applications (EIA) 3.4 ERP and E-Business 3.5 ERP ,Internet and WWW 3.6 Future directions in ERP	Students will be familiar with the Present and Future Situations of ERP.	Lecture, PPT, Interactive Methods	15
4	ERP Case Studies: 4.1 SAP Application in manufacturing industry 4.2 Oracle at Cisco System 4.3 College ERP 4.4 Dairy ERP 4.5 Sugar Factory ERP	Students will be familiar with ERP Case Studies.	Lecture, PPT, Interactive Methods	15

Reference Books:

Enterprise Resource Planning by Alexis Leon(Tata McGraw-Hill)

ERP Demystified by Alexis Leon (Tata McGraw-Hill)

ERP in simple steps by Kogent Solution, Wiley- Dreamtech Publications

User Manual – SAP R/3.

User Manual – Oracle.

DGSC

Subject:-Application Development Tools Paper II

Objective of Syllabus

To impart the knowledge of programming language .NET and its application areas .

Sr. No .	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	Working with Classes: Console Based Programming: Introduction to classes, objects, Properties and methods, Events . Constructor, types of Constructor, Inheritance- single, multiple, multilevel inheritance, Hybrid. Destructor Polymorphism- methods overloading, overriding. Abstraction, Encapsulation. ,	Students will be acquainted with Classes in .NET	Lecture, PPT, Interactive Methods	15
2	Exception Handling: Errors-Types of errors, Comparison between Errors & exception structured and unstructured exceptions. Unstructured Exception- on error Goto, Resume, Resume Line, Resume next. Structured Exception: Try----Catch---- EndTry, Try---Catch---Finally --- End Try, Throw keyword. Tracing Errors: Breakpoints, watch window, quick watch window, autos	Students will familiar with Exception Handling.	Lecture, PPT, Interactive Methods	15
3	Functions: String Functions: Manipulation of string, functions for comparison, concatenation, copy, replace, substring, length, Date functions: Dateadd(), DateDiff(), DatePart(), Datevalue(), Day(), month(), monthname(), year(), Arithmetic functions.	Students will be know the Functions in .NET	Lecture, PPT, Interactive Methods	15
4	ADO.NET: Introduction to ADO.NET,ADO.Net Architecture, Types –Connected ,Dis-	Students will be	Lecture, PPT,	15

	Connected, Components and features, Objects-Connection, Data adapter, Dataset, Datatable, datarow, datacolumn, datareader, server explorer, binding controls to database, ADO.NET Programming	familiar with ADO.NET	Interactive Methods	
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Reference Books:

Visual Basic NET Black Book –Steven Holzner
Visual Basic NET Programming Bible-Bill Evjen
Beginning VB.NET-Wrox publication
Visual Basic NET-Rajendra Salokhe

Subject:-Web Technologies Paper II

Objective of Syllabus

Objectives- To impart the knowledge of Web Technology and its application areas ..

Sr. No .	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	Introduction to JavaScript: 1.1 Introduction 1.2 Client Side & Server Side Scripting 1.3 Features of Javascript 1.4 Java Script Keywords 1.5 Data Types 1.6 Operators	Students will be acquainted with Basic concepts JavaScript	Lecture, PPT, Interactive Methods	15
2	JS Branching & Looping: 2.1 Branching statement (if, if__else, Nested__if,etc.) 2.2 Looping: for, while, do...while 2.3 Object in Java 2.4 Events and events Handlers 2.5 Dialog Boxes 2.6 Built-in functions	Students will familiar with Branching and Looping Concepts.	Lecture, PPT, Interactive Methods	15
3	Introduction to Server Side Scripting: 3.1 Introduction 3.2 ASP: Advantages and Limitations 3.3 Server setup of ASP (IIS) 3.4 ASP Data types in VB Script 3.5 Operators and Keywords in VB Script	Students will be know the Concepts of ASP.	Lecture, PPT, Interactive Methods	15
4	ASP Branching & Looping: 4.1 Branching statements (if, if. Else, nested...If) 4.2 Looping: for, while, do... While 4.3 Objects in ASP 4.4 Events in ASP 4.5 GET & POST Method 4.6 Built-in functions	Students will be familiar with ASP branching and Looping Concepts	Lecture, PPT, Interactive Methods	15

Subject:-Project Work

Objective of Syllabus

Objectives-To Create a software Project based on IT Applications..

A group of maximum four students prepare a major software project under the guidance of internal teacher. Project report will be evaluated by the panel of two external teacher and there will be viva-voce examination for 70 marks. (Documentation – 20 Marks, Online Presentation- 25 Marks, Viva-Voce -- 25 Marks.) The panel for viva-voice examination will be appointed by Examination Section. The student should prepare the project report on the work carried out by him/her. Guidelines for Project:

Number of Copies: The student should submit one Hard-bound copies of the Project Report.

Acceptance/Rejection of Project Report:-

The student must submit an outline of the project (Synopsis) report to the college for approval. The college holds the right to accept the project or suggest modifications for resubmission. Only on acceptance of draft project report, the student should make the final copies.

Format of the Project Report:

The student must adhere strictly to the following format for the submission of the Project Report.

a. Paper:

The Report shall be typed on white paper, A4 size, for the final submission. The Report to be submitted to the must be original and subsequent copies may be photocopied on any paper.

b. Typing:

The typing shall be of standard letter size, 1.5 spaced and on one side of the paper only.

(Normal text should have Arial Font size 11 or 12. Headings can have bigger size)

c. Margins:

The typing must be done in the following margins: Left -----1.5 inch, Right ---- 1 inch Top ----- 1 inch, Bottom ----- 1 inch

d. Front Cover: The front cover should contain the following details:

TOP: The title in block capitals of 6mm to 15mm letters. CENTRE: Full name in block capitals of 6mm to 10mm letters.

BOTTOM: Name of the University, Course, Year of submission -
all in block capitals of 6mm to 10mm letters on separate lines with proper spacing and centering.

f. Blank Sheets: At the beginning and end of the report, two white blank bound papers should be provided, one for the purpose of binding and other to be left blank.

g. Documentation Format

Cover Page

Institute/College Recommendation

Guide Certificate

Declaration

Acknowledgement

Index

Chapter Scheme

Introduction to Project -Introduction -Existing System
- Need and scope of Computer System Organization Profile

Proposed System -Objectives -
Requirement Eng. - Requirement Gathering - SRS

System Analysis -System Diagram - DFD - ERD - UML (if applicable)

System Design - Database Design - Input Design - Output Design

Implementation - System Requirement - Hardware - Software - Installation process - User Guideline

Output (with valid Data) (Minimum 4 reports)

Conclusion and Suggestions - Conclusion - Limitations - Suggestion

References: -

Books: -

Journals: -

Periodicals and Newspapers: -

Web

Questioner/Schedule (if used)

Source code (Include Main Logic source code)

9.Unit wise Teaching of Methods-Lectures, Interactive ,PPT, Practical, Problem Solving.

10.Nature of Question Paper-

B.Com. Part III (Bank Management and Information Technology)

Semester V

Entrepreneurship Development

Subject code-

Objectives of the syllabus:

To impart theoretical knowledge of Entrepreneurship.

To develop Entrepreneurship qualities and skills.

Sr. No.	Content	Learning Outcomes	Teaching Methods	Teaching Hours
Unit I	Entrepreneur: 1.1 Meaning and Definition, Classification 1.2 Qualities of Successful Entrepreneur 1.3 Functions of Entrepreneur 1.4 Meaning and Characteristics of Intra-preneur and Net-preneur 1.5 Challenges before entrepreneurs in modern era.	<i>Students will be well acquainted with concept and qualities of entrepreneur.</i>	<i>Lecture, Interactive ICT Based</i>	15 Periods
Unit II	Entrepreneurship: 2.1 Meaning ,Definition and Importance 2.2 Theories of Entrepreneurship- 2.2.1 Joseph Schumpeter's Innovation Theory 2.2.2 McClelland's Theory of need achievement 2.2.3 Hagen's Theory of status withdrawal 2.3 Factors stimulating Entrepreneurship 2.4 Obstacles in Entrepreneurial growth. 2.5 Women Entrepreneurship and SHG in India.-Need ,Obstacles	<i>Students tried to understand theories of Entrepreneurship</i>	<i>Lecture Interactive ICT Based Discussion Method</i>	15 Periods
Unit III	Entrepreneurship Development : 3.1 Meaning, Definition and Objectives 3.2 Process of EDP 3.3 Problems and measures of EDP in India 3.4 Institutional support for Entrepreneurship development- EDI, NIESBUD, SIDO, SIDBI, DIC(only objectives and	<i>To know entrepreneurship Development process and understand role of institutions.</i>	<i>Lecture Interactive ICT Based Group Discussion Visit</i>	15 Periods

	functions) 3.5 Government Initiatives- Startup India, Stand up India, and Incubation Centre			
Unit IV	Project Report: 4.1 Concept of project 4.2 Classification of project 4.3 Feasibility Report 4.4 Enterprise Launching Procedure 4.5 4.5 Reasons for failure of project 4.6 Project report preparation on- 4.6.1 Call-centre 4.6.2 Retail stores 4.6.3 Hotel 4.6.4 Hospital 4.6.5 Dairy	<i>Students identify nature of project report and prepares model project</i>	<i>Lecture Interactive ICT Based Project Industrial Visit</i>	15 Periods

Reference Books

- 1- Dynamics of Entrepreneurship Development and Management –By Vasant Desai
- 2- Entrepreneurship Development in India –By C.B.Gupta and N.P.Srinivasan
- 3- Entrepreneurial Development –By S. S. Khanka
- 4- Entrepreneurial Development –By Godron E.and Natarajan K.
- 5- Udyojakata- By Prabhakar Deshmukh.
- 6- Project Preparation Appraisal, Implementation- By Prasanna Chandra.
- 7- Entrepreneurship Development –By S.C. Gupta and Arun Mittal

B. Com-III (Bank Management and Information Technology)**Semester VI****Modern Management Practices****Subject Code:-****Objective:**

1.To make students familiar with the modern management practices.

To expose the students to importance and applicability of various modern management Practices

Sr.No	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	No. Of Lectures
1	Introduction to modern management practices: 1.1 Meaning, Definition, Objectives 1.2 Characteristics of modern management 1.3 Importance of modern management in changing environment. 1.4 Techniques of modern management 1.5 Theories –Modern Management related 1.6 Approaches to Modern Management	Acquaintance with concepts in modern management	Lecture, Interactive ICT Based	15
2	Quality Management and Standards: 2.1 Meaning and Elements of Quality and TQM 2.4 <small>Six sigma-meaning, characteristics</small> And importance, levels of six sigma 2.5 Benchmarking – concept, types, limits 2.6 <small>ISO-9000-meaning and importance of ISO quality standards, 20 clauses of ISO-9000</small>	Understanding of Quality Management and Standards	Lecture Interactive ICT Based Discussion Method	15
3	Risk and Disaster Management: 3.1 Risk Management 3.1.1 Meaning, Definition and types of risks 3.1.2 Risk management, concept, objectives 3.1.3 Risk Management Information system – Objectives and Importance 3.1.4 Enterprise Risk management-Objectives and Importance 3.2 Disaster Management 3.2.1 Meaning, Definition and Features 3.2.3 Types of disaster—natural and Man-made 3.2.4 Challenges before Disaster Management in India 3.2.5 Steps in prevention and mitigation of disaster	Development of Risk Management skills	Lecture Interactive ICT Based Group Discussion	15
4	Legal Aspects of Business 4.1 The Indian Contract Act 1872 – 4.1.1 Definition of contract,	Acquaintance with legal aspects in	Lecture Interactive ICT Based	20

	4.1.2 Essentials of valid contract 4.2 Information Technology Act 2000 – 4.2.1 Overview of I T Act 2000 4.2.2 Cyber crimes. 4.3 Companies Act 2013: 4.3.1 Definition of company, 4.3.2 Types of company, 4.3.3 Incorporation of company	Business	<i>Project Industrial Visit</i>	
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Reference Books:1.

The Practice of Management – Peter Drucker

Organization and management – Dr.C.B.Gupta

Business organization and management – M. C. Shukla
 Business Policy-Dr.Azhar Kazmi

Insurance and Risk Management –Dr. P. K. Gupta, Himalaya Publishers.

Mercantile law- N.D.Kapoor (Sultan Chand Publications)

Corporate Law- Bharat Law House, New Delhi

Business Law-M.C. Kuchal, Vikas Publisher Houses, New Delhi

Bare Act-Cyber Act



Rayat Shikshan Sanstha's
Dhananjayrao Gadgil College of Commerce, Satara
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Name of the Programme: M.Com. Part I		Semester – I	
Name of the Course (Subject): Advanced Accountancy Paper I (Paper Code M 19-105)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			

Course Objectives:

- 1) To acquaint the students with important Accounting Standards
- 2) To train the students in preparation of final accounts of cooperative societies and accounting of firm underwriting the shares

Unit No	Name & Contents of Units	New book	Old book
1	Unit I: Introduction to Accounting Standards 1.1. Meaning of Accounting Standards 1.2. Objectives and need of Accounting standards 1.3. Introduction to IFRS 1.4. Distinction between Indian GAAP and IFRS 1.5. Reading of financial statements		
2	Unit II: Selected Accounting Standards with Practical Problems 2.1. IndAS 1 - Presentation of Financial Statements 2.2. IndAS 2- Inventories 2.3. IndAS 11 - Construction Contracts 2.4. IndAS 16 - Property, Plant & Equipment 2.5. IndAS 18 - Revenue 2.6. IndAS 40 - Investment Property		
3	Unit III: Accounts of Co-operative Societies 3.1. Consumer Co-operative Societies 3.2. Credit Co-operative Societies 3.3. Dairy units as per Maharashtra State Co-operative Societies Act, 1960.		
4	Unit IV: Book Building and Underwriting 4.1. Meaning 4.2. Provisions of Companies Act 2013 4.3. Process of Book Building 4.4. Underwriting contract 4.5. Computation of net liability 4.6. Accounting entries in the books of company and underwriters		

References:

1. Advanced Accountancy- Shukla and Grewal
2. Advanced Accountancy- R. R. Gupta
3. Steps in Advanced Accountancy - Maheshwari
4. Advanced Accountancy- Jain and Narang
5. Advanced Accountancy - S. P. Iyengar
6. Student's Guide to Accounting standards (Taxman) - D. S. Rawat

Websites:

1. www.icaai.org
2. www.icsi.org



Rayat Shikshan Sanstha's

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Name of the Programme: M.Com. Part I		Semester – II	
Name of the Course (Subject): Advanced Accountancy Paper III (Paper Code M 19-106)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) To train the students in accounting procedure of some business events like reconstruction of companies and accounts of insurance companies 2) To acquaint the students with the recent concepts in accounting such as social accounting, environmental accounting and HR accounting and aspects relating to acquisition and disposal of investment.			
Unit No	Name & Contents of Units	New book	Old book
1	Unit I: Reconstruction of Companies 1.1. Meaning of reconstruction 1.2. Objectives of reconstruction 1.3. Importance of reconstruction 1.4. Types of Reconstruction - Internal and External		
2	Unit II: Accounts of Insurance Companies (Life and General Insurance) 2.1. Introduction 2.2. Accounting Proforma's 2.3. Final Accounts with schedules 2.4. IRDA Regulations		
3	Unit III: Investment Accounts 3.1. Meaning of investment 3.2. Classification of investment 3.3. Investment acquisition 3.4. Disposal of investment 3.5. Preparation of Investment A/c		
4	Unit IV: Trends in Accounting 4.1. Social Responsibility Accounting: Meaning, Objectives and Need 4.2. Environmental Accounting: Meaning, Objectives and Need 4.3. HR Accounting: Meaning, Objectives and Need 4.4. Accounting Frauds		
References: 1. Advanced Accountancy- Shukla and Grewal 2. Advanced Accountancy- R. R. Gupta 3. Steps in Advanced Accountancy - Maheshwari 4. Advanced Accountancy- Jain and Narang 5. Advanced Accountancy- H. Chakraborty 6. Advanced Accountancy - S. P. Iyengar			
Websites: 1. www.icaai.org 2. www.icsi.org 3. www.fasb.org 4. www.ibs.org 5. www.accountingcoach.com 6. www.icawi.org			



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Name of the Programme: M.Com. Part I		Semester – I	
Name of the Course (Subject): Advanced Accountancy Paper II (Auditing) (Paper Code M 19-107)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			

Course Objectives:

1. To introduce the Basic Concept of Auditing
2. To introduce the students with Company crucial aspects of business audit.
3. To introduce the students with some crucial aspects of business audit.

Unit No	Name & Contents of Units	New book	Old book
1	Unit I: Introduction to Auditing - 1.1. Concept of Auditing with Reference to Auditing Standards 1.2. Types of Audit- Internal, Statutory, Tax, Cost, Management 1.3. E-Audit	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
2	Unit II: Audit of Journal , Ledgers & Balance Sheet 2.1. Meaning and Audit of Journal 2.2. Meaning and Audit of Ledgers 2.3. Meaning and Audit of Balance Sheet	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
3	Unit III: Audit of Different Concerns 3.1. Audit of Sole Trader 3.2. Audit of Partnership Firm 3.3. Tax Audit 3.4. Audit Reports 3.5. Significant events occurring after the Balance Sheet	15	1. Lecture 2. PPT 3. Videos 4. Practical Work
4	Unit IV: Company Audit 4.1. Appointment of auditors 4.2. Qualifications & Disqualification of Auditors 4.3. Power & duties of auditors 4.4. Removal of auditors 4.5. Major Considerations	15	1. Lecture 2. PPT 3. Videos 4. Practical Work

References:

1. Practical Auditing - Ghatalia, Spicer & Paggler
2. Practical Auditing- B.N. Tondon
3. Principles of Auditing - De Paula
4. Principles & Practice of Auditing- Saxena
5. Contemporary Auditing - Kamal Gupta
6. Students Guide to Auditing Standards (Taxman) - D.S. Rawat

Websites:

1. www.icaai.org
2. www.icsi.org



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Name of the Programme : M.Com. Part I		Semester – II	
Name of the Course (Subject): Advanced Accountancy Paper IV (Taxation) (M 19-108)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To introduce the Basic Concept of Taxation. 2. To train the students in computation of taxable income of different business entities. 3. To introduce the students with recent development in Goods & Service Tax.			
Unit No	Name & Contents of Units	New book	Old book
1	Unit I: An Introduction to Income Tax 1.1. Definitions under the Income Tax Act,1961 (amended by recent finance act) 1.2. Exemptions under section 10 1.3. Deductions from Gross Total Income under chapter - VI A 1.4. Set off Carry forward of losses 1.5. E- filling of returns 1.6. Online payment of Tax	15	1. Lecture 2. PPT 3. Videos
2	Unit II: Taxation of Partnership Firm 2.1. Meaning 2.2. Allowable remuneration as per Sec. 40(b) 2.3. Allowable Interest paid to Partner 2.4. Taxable Income and Tax Liability of Partnership Firm	15	1. Lecture 2. PPT 3. Videos 4. Practical work
3	Unit III: Taxation of Company - 3.1. Definition 3.2. Types of Company 3.3. Deduction from computation of Company 3.4. Taxable income & Tax liability of Company	15	1. Lecture 2. PPT 3. Videos 4. Practical work
4	Unit IV: Introduction to Goods and Service Tax 4.1. Important Definitions 4.2. Advantages & limitations 4.3. Classifications of Goods and Services 4.4. Composition scheme under GST 4.5. Journal entries and Ledgers	15	1. Lecture 2. PPT 3. Videos 4. Practical work
Note: 1) For Unit 4 practical regarding filling in forms should be taken. 2) Academic Year should be taken as Previous Year.			
References: 1. Singhanina - Student's Guide to Income Tax including GST 2. Prasad Bhagwati - Income Tax Law & Practice 3. Mehrotra H.C.- Income Tax Law 4. Dinkar Pagare- Income Tax Law & Practice 5. Ahuja & Gupta- Systematic Approach to Income Tax			
Websites: 1. www.icaai.org 2. www.icsi.org			



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Name of the Programme : M.Com		Semester – I	
Name of the Course (Subject): Management Concepts and Organizational Behaviour Paper-I (Management Concepts)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Acquaintance with the with professional management. 2) Familiarity with the contributions of various management thinkers. 3) Knowledge of leadership and motivation theories. 4) Study of various controlling techniques.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: <u>Introduction to Management</u> 1.1 Meaning & Definition 1.2 Nature and significance of management 1.3 Professional Management, meaning, need and characteristics 1.4 Managerial skills 1.5 Henry Mintzberg's roles of manager 1.6 Management of Change -Need for change 1.7 Lewin’s Force Field Analysis Model 1.8 Resistance to change and remedies to overcome the resistance	15	Lecture, Interactive ICT Based
2	Unit II: <u>International Management</u> 2.1 Japanese Management practices. 2.2. Management in 21st century 2.3. International Management 2.4. Impact of globalization on management 2.5 Role of Global Manager	15	Lecture Interactive ICT Based Discussion Method
3	Unit III: <u>Leadership and Motivation:</u> 3.1. <u>Leadership:</u> 3.1.1. Concept and definition 3.1.2. Theories of leadership- (Traits theory, Behavioral theories, Fiedler's Contingency Theory, Harsey- Blanchard's Theory, The Managerial Grid, Likert's four systems of leadership) 3.2. <u>Motivation:</u> 3.2.1. Concept and process of motivation 3.2.2. Theories of motivation- Mc Cillelands theory of needs, Willam Ouch’s theory Z , Alderfer's ERG theory, Victor Vroom's expectancy theory 3.2.3 Porter - Lawler Model of Motivation	15	Lecture Interactive ICT Based Group Discussion
4	Unit IV: <u>Controlling Techniques and coordination:</u> 4.1. Controlling Techniques:	15	Lecture Interactive

	4.1.1 Concept & definition 4.1.2. Traditional and Modern techniques (MIS, Management Audit, ROI, Network Analysis – PERT and CPM) of control, Statistical Control Tools 4.2. Coordination: 4.2.1. Concept & definition 4.2.2. Principles of Coordination 4.2.3. Process of Coordination 4.2.4. Types of Coordination 4.2.5. Techniques of effective Coordination		<i>ICT Based Project Industrial Visit</i>
References: 1. Dr.C.B.Gupta , Organization and Management. 2. M.C. Shukla, Business Organization and Management. 3. Peter Drucker, The Practice of Management. 4. O.B. K. Aghurth, Principles of Management. 5. P. Subbarao, Management and Organizational Behaviour. 6. L. M. Prasad, Principles and Practice of Management, S. Chand and Sons NewDelhi. 7. P.K. Agarwal, Principles and Practice of Management, Pragati Prakation, Meerut. 8. B. S. Moshal, Management Theory and Practice, Galgotia Publishing Co., New Delhi.			



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Name of the Programmme : M.Com		Semester – II	
Name of the Course (Subject):Management Concepts and Organizational Behaviour Paper-II (Organizational Behaviour)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Acquaintance with organizational behavior. 2) Generating Foundations of Individual and Group Behavior abilities among the students. 3) Conception with organizational conflicts and to manage the stress. 4) Understanding of Organizational Culture and Quality of Work life.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I :<u>Introduction to Organizational Behavior:</u> 1.1. Concept & definition 1.2. Significance 1.3. Nature and scope of OB 1.4. Contributing disciplines to OB 1.5. Relationship between management and organizational behavior 1.6. Models of OB 1.7. Ethical issues in OB 1.8. Morale and performance, signs of low morale 1.9. Maintenance of Morale	15	Lecture, Interactive ICT Based
2	Unit II : <u>Individual and Group Behavior:</u> 2.1. <u>Individual Behavior:</u> 2.1.1. Foundations of Individual Behavior Perception- 2.1.2. Personality (Concept, Determinants and types) 2.1.3. Emotions and Moods – Sources 2.1.4. Emotional intelligence and its steps 2.1.5. Attitude (Concept, formation and types) 2.1.6. Values (concept, types and formation) 2.1.7. Beliefs 2.2 <u>Group Behavior:</u> 2.2.1 Foundations of Group Behavior 2.2.2 Definition and importance of group 2.2.3 Types of group 2.2.4 Process of group development 2.2.5 Group Behavior (Norms, Cohesion, Role, intergroup Conflicts) 2.2.6 Group performance factors	15	Lecture Interactive ICT Based Discussion Method
3	Unit III : <u>Organizational Conflict and Stress Management:</u> 3.1. <u>Organizational Conflict:</u> 3.1.1. Concept & definition 3.1.2. Types 3.1.3. Sources and levels of Organizational Conflict	15	Discussion Methods.

	3.1.4. Traditional and modern approach to conflict 3.1.5. Functional and dysfunctional Organizational Conflict 3.1.6 Resolution of conflict 3.2 Stress Management: 3.2.1 Meaning of Stress 3.2.2 Symptoms 3.2.3 Causes and measurements of stress 3.2.4 Consequences of stress 3.2.5 Managing stress		
4	Unit IV : Organizational Culture and Quality of Work life: 4.1. Organizational Culture: 4.1.1. Concept, Definition & types 4.1.2. Functions 4.1.3. Creating, sustaining and changing culture 4.2. Quality of Work life: 4.2.1. Concept & definition 4.2.2. Constituents of QWL 4.2.3. QWL in Indian context	15	<i>Discussion Methods</i>
References: <ol style="list-style-type: none"> 1. P. Subbarao, Management and Organizational Behaviour. Himalaya publications 2. Keith Davis, Organizational Behaviour. 3. Stephen Robbins, Organizational Behaviour. 4. Dr. Anjali Ghanekar, Organizational Behaviour. 5. Dr. C.B.Gupta, Organizational Behaviour. 6. Dr. S. S. Khanka, Organisational Behaviour. 			



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Name of the Programmme : M.Com		Semester – I	
Name of the Course (Subject):Business Administration Paper-I (Introduction to Business Administration)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Articulate the students with the basics with the concept of Business Administration. 2) Acquaintance with Environment analysis. 3) Knowledge of changing role of Government in Business. 4) Acquaintance with the concept of business ethics and corporate culture.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I : Business Administration: 1.1 Business: Concept ,Scope and Types 1.2 Business Administration: Concept ,importance and Characteristics 1.3 Emerging Challenges in business administration 1.4 Recent Trends in business administration 1.5 Role of Information Technology in Business Administration	15	Lecture, Interactive ICT Based
2	Unit II : Business Environment: 2.1 Concept, Definition and Importance 2.2. Macro and micro elements 2.3 Inter-relationship between business and environment 2.4 International Business Environment 2.5. Environment analysis 2.6. Process- spot analysis, industry analysis, Situation analysis.	15	Lecture Interactive ICT Based Discussion Method
3	Unit III : Government and Business : 3.1. Changing role of Govt. in business- (Public, Private and Joint sector) 3.2. Social Responsibility of Business 3.3. Business and society 3.4. Liberalization, Privatization and Globalization in business 3.5. Corporate Social Reporting- (Nature, evolution, status in India)	15	Discussion Methods.
4	Unit IV: Business Ethics: 4.1. Concept & Nature 4.2. Sources 4.3. Ethical dilemmas, managing ethical dilemma 4.4. Corporate culture and ethics 4.5. Methods to improve ethical decisions	15	Discussion Methods
References: 1. KnootzWeandrich, Essentials of Management, McGraw Hill International. 2. Francis Cherunilam, Business Environment, Himalaya Publishing House, Mumbai. 3. Bal Subramanian, Corporate Governance. 4. Aswathappa, K., Legal Environment of Business, Himalaya Publ. House, Delhi.			



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Name of the Programmme : M.Com		Semester – II	
Name of the Course (Subject):Business Administration Paper-III (Corporate Governance and Strategic Management)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Acquaintance with Corporate Governance. 2) Familiarity with Restructuring. 3) Knowledge about Strategic Management. 4) Understanding the Comparative Management.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Corporate Governance: 1.1 Concept & Definition 1.2 Modals of corporate Governance 1.3 Evolution of corporate Governance 1.4 Board Structure 1.5 Role of chairman and CEO 1.6 Various codes and Committees report 1.7 Relevant cases in corporate Governance	15	Lecture, Interactive ICT Based
2	Unit II : Restructuring of Business: 2.1. Concept and importance 2.2. Merger, amalgamation and take over 2.3. Turnaround management	15	Lecture Interactive ICT Based Discussion Method
3	Unit III: Strategic Management: 3.1. Concept & strategy 3.2. process of Strategic management 3.3. Levels of strategies 3.4. Strategic choice 3.5. Strategy implementation 3.6. Difficulties in strategy implementation	15	Discussion Methods.
4	Unit IV : Comparative Management: 4.1 Concept and importance 4.2. Comparison between American, Japanese and Indian Management 4.3. Logistic management 4.4. Maintenance Management	15	Discussion Methods
References: 1. KnootzWeiandrich, Essentials of Management, McGraw Hill International.			



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Name of the Programme : M.Com		Semester – I	
Name of the Course (Subject): Business Administration Paper-II (Human Resource Management and Operations Management)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Acquaintance with the concepts of Human Resource Management and Quality of Work life. 2) Generating awareness about Recent Trends in HRM. 3) Conception with Operations Management. 4) Understanding the Recent Trends in Operations Management.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I : Human Resource Management: 1.1 Concept of HRM 1.2 Scope, Objectives, Importance and Functions 1.3 Concept of HRD 1.4 HRD Subsystem	15	Lecture, Interactive ICT Based
2	Unit II: Recent Trends in HRM: 2.1 International HRM 2.2. Managing Diversity 2.3. HRIS (Human Resource information System) 2.4. Global Recruitment 2.5. Selections and training 2.6. Changing industrial relations 2.7. Flexi time and Flexi work 2.8. Contemporary Issues in Human Resource Management	15	Lecture Interactive ICT Based Discussion Method
3	Unit III: Operations Management: 3.1 Concept ,Scope, Objectives and Importance of OM 3.2. Facilities Management (Location of facilities, layout of facilities) 3.3 Quality Management-(Definition of quality, Quality Certifications, Quality circle, Quality control) 3.4. Materials Management-(Objectives, importance & functions of materials management)	15	Lecture Interactive ICT Based Discussion Method.
4	Unit IV: Recent Trends in Operations Management: 4.1. CAD (Computer aided design) 4.2. CAM (Computer aided manufacturing) 4.1.3. Robotics 4.3 Automation 4.4 Flexible Manufacturing System 4.5 JIT manufacturing 4.6 Lean Manufacturing 4.7 Group Technology	15	Lecture Interactive ICT Based Discussion Method
References: 1. P. SubbaRao, Human Resource Management, Himalaya Publishing Company,Mumbai. 2. Beach Dale S., Personel Management.			

3. K. Aswathappa, K. Shridhar Bhat Production and Operations Management, Himalaya Pub. House, Mumbai.
4. D'Cenzo, Robinson HRM.
5. Sadri S. Jayashree S, & Ajagaonkar, Geometry of HR.
6. Indranil Mutsuddi, Essentials of HRM.
7. Gary Dessler, HRM.
8. Manufacturing and Operations Management by L.C. Jhamb, Everest Publishing House
9. Materials and Logistics Management by L.C. Jhamb, Everest Publishing House
10. Production & Operations Management by S.N. Chary, Tata McGraw Hill Education Private Limited.

DRGCS



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Name of the Programme : M.Com		Semester – II	
Name of the Course (Subject): Business Administration Paper-IV (Marketing Management and Financial Management)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Articulate the students with the digital marketing. 2) Conversance with the green marketing. 3)Insight with Financial Management. 4)Inculcating Issues and Developments in Financial Management.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Digital Marketing 1.1 Meaning and Definition 1.2 Merits and Demerits of Digital Marketing 1.3 Digital Marketing Domains 1.4 Setting up an Digital Marketing Presence 1.5 E-Commerce – Meaning, Definition, Features and Types	15	Lecture, Interactive ICT Based
2	Unit II: Green Marketing 2.1 Meaning and Definition 2.2 Concepts of Green Marketing – Green Spinning, Green Selling, Green Harvesting, Green Washing and Enviropreneur Marketing 2.3 Evolution of Green Marketing 2.4 Importance of Green Marketing 2.5 Benefits of Green Marketing 2.6 Strategies to Green Marketing 2.7 Environmental Consciousness – Meaning, Definition and Importance	15	Lecture Interactive ICT Based Discussion Method
3	Unit III : Financial Management: 3.1 Concept & Nature 3.2 Scope and functions of financial management 3.3 Financial planning 3.4 Cost of capital 3.5 Capital budgeting 3.6 Capital structure 3.7 Working Capital management 3.8 Financial Analysis 3.9 Dividend policy	15	Lecture and Discussion Methods.
4	Unit IV : Issues and Developments in Financial Management: 4.1 Credit Rating 4.2. Project Financing 4.3. Factoring 4.4. Marketing of financial services 4.5. Financial management of business expansion, combination and acquisition	15	Lecture and Discussion Methods.

References:

1. Bhatia and Batra, Management of Financial Services, Deep and Deep Publication, Delhi.
2. Vanhorne, Fundamentals of Financial Management, Prentice Hall, India Delhi.
3. I. M. Pandey, Financial Management, Vikas Publications House, New Delhi.
4. P. SubbaRao, Human Resource Management, Himalaya Publishing Company, Mumbai.
5. Beach Dale S., Personnel Management.
6. Philip Kotler, Marketing Management, Prentice Hall, India, New Delhi.
7. William Stanton, Fundamentals of Marketing.
8. K. Aswathappa, Production and Operations Management, Himalaya Pub. House, Mumbai.
9. Chandra Prasanna, Financial Management, Tata McGraw Hill, Delhi.



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Name of the Programme : M.Com Regular / IT/BM		Semester – I	
Name of the Course (Subject): Management Concepts and Organizational Behaviour Paper-I (MBM-19-101)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 5 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Acquaintance with the with professional management. 2) Familiarity with the contributions of various management thinkers. 3) Knowledge of leadership and motivation theories. 4) Study of various controlling techniques.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: <u>Introduction to Management</u> 1.1 Meaning & Definition 1.2 Nature and significance of management 1.3 Professional Management, meaning, need and characteristics 1.4 Managerial skills 1.5 Henry Mintzberg's roles of manager 1.6 Management of Change -Need for change 1.7 Lewin's Force Field Analysis Model 1.8 Resistance to change and remedies to overcome the resistance	15	Lecture, Interactive ICT Based
2	Unit II: <u>International Management</u> 2.1 Japanese Management practices. 2.2. Management in 21st century 2.3. International Management 2.4. Impact of globalization on management 2.5 Role of Global Manager	15	Lecture Interactive ICT Based Discussion Method
3	Unit III: <u>Leadership and Motivation:</u> 3.1. <u>Leadership:</u> 3.1.1. Concept and definition 3.1.2. Theories of leadership- (Traits theory, Behavioral theories, Fiedler's Contingency Theory, Harsey- Blanchard's Theory, The Managerial Grid, Likert's four systems of leadership) 3.2. <u>Motivation:</u> 3.2.1. Concept and process of motivation 3.2.2. Theories of motivation- Mc Cllelands theory of needs, Willam Ouch's theory Z , Alderfer's ERG theory, Victor Vroom's expectancy theory 3.2.3 Porter - Lawler Model of Motivation	15	Lecture Interactive ICT Based Group Discussion

4	Unit IV: <u>Controlling Techniques and coordination:</u> 4.1. <u>Controlling Techniques:</u> 4.1.1 Concept & definition 4.1.2. Traditional and Modern techniques (MIS, Management Audit, ROI, Network Analysis – PERT and CPM) of control, Statistical Control Tools 4.2. <u>Coordination:</u> 4.2.1. Concept & definition 4.2.2. Principles of Coordination 4.2.3. Process of Coordination 4.2.4. Types of Coordination 4.2.5. Techniques of effective Coordination	15	<i>Lecture Interactive ICT Based Project Industrial Visit</i>
References: 1. Dr.C.B.Gupta , Organization and Management. 2.M.C. Shukla, Business Organization and Management. 3. Peter Drucker, The Practice of Management. 4. O.B. K. Aghurth, Principles of Management. 5. P. Subbarao, Management and Organizational Behaviour. 6. L. M. Prasad, Principles and Practice of Management, S. Chand and Sons NewDelhi. 7. P.K. Agarwal, Principles and Practice of Management, Pragati Prakation, Meerut. 8. B. S. Moshal, Management Theory and Practice, Galgotia Publishing Co., New Delhi.			



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Name of the Program : M.Com - Regular/ IT /BM		Semester – I	
Name of the Course (Subject): Managerial Economics (Paper –I) M19-102 / MIT 19-102 / MBM-19-102			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To acquaint students with micro-economic principles and managerial decisions 2. To understand the application of economics theories in the field of managerial decision making 3. To apply economic reasoning to solve problems of business. 4. To stimulate students interest by showing the relevance and use of various economic theories.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Introduction to Managerial Economics 1.1. Meaning, features and Scope of Managerial Economics 1.2. Role and Responsibilities of Business Manager 1.3. Economic Tools and Techniques for Managerial Economist 1.4. Problems and challenges before Managerial Economist	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
2	Unit II: Demand Analysis 2.1. Elasticity of Demand -Types and Methods of Measurement 2.2. Demand Forecasting –Meaning and Methods 2.3. Demand Forecasting for New Products 2.4. Case study on Demand Forecasting and Its applications	20	1.Lecture 2.Use of PPT 3.YouTube 4. Industrial visit
3	Unit III: Consumer Choice under Risks 3.1. The Bernoulli Hypothesis 3.2. Neumann-Morgenstern Index 3.3. The Friedman-Savage Hypothesis 3.4. Markowitz Hypothesis	20	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
4	Unit IV: Production Theory 4.1. Isoquants –Concept and Characteristics 4.2. Cob-Douglas Production Function 4.3. Expansion Path and Return to scale - Economic Region 4.4. Break Even Analysis- Advantages, Limitations and Its Managerial Applications	20	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
References 1) Ahuja H.L. (2010). Business Economics.S. Chand & Company New Delhi-110055 2) Mithani D.M. and Murthy G.K. (2007). Fundamentals of Business Economics. Himalaya Publishing House, 3) Mankar V.G. (2000).Business Economics. Himalaya Publishing House, New Delhi. 4) Stonier A.W. and Hague D.C.(1961) A Text Book of Economic Theory, Congman green and Co. London. 5) Ahuja H.L. (2008). Modern Micro Economic: Theory and Applications.S.Chand and Co. Ltd, New Delhi. 6) Koutsoyiannis (1979). Modern Micro Economics. MacMillan Press Ltd. London. 7) Dewett K. K. (2006). Modern Economic Theory. S.Chand and Company Ltd., New Delhi. 8) JhinganM. L.(2012) Micro Economic Theory. Vrinda Publication (p) Ltd. 9) Dominick Salvatore (2011). Microeconomics. Shaum series, McGraw Hill Education. 10) Mithani D.M. (2011) Managerial Economics. Himalaya Publishing House, New Delhi 11) Seth M. L. (1996).Micro Economics. Lakshmi NarainAgarwalEdn. Publishers, Agra.			



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Name of the Programmme : M.Com –BM		Semester – I	
Banking and Finance Paper -I (Banking Business in India) MBM-19-103			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To introduce about banking business in India 2. To acquaint the students about development and progress of commercial banks in India 3. To acquaint the students about development and progress of cooperative banks in India 4. To introduce about development of new banking organizations			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Introduction to Indian Financial System 1.1. Structure of Indian Financial System 1.2. Financial Reforms in India 1.3. Recent Trends in Indian Financial System 1.4. Challenges before Indian Banking Industry	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
2	Unit II: Progress of Commercial Banks 2.1.Public Sector Bank in India -Profile and Progress 2.2.Private Sector Banks in India -Profile and Progress 2.3.Foreign Banks in India -Profile and Progress 2.4. Comparative Analysis of Commercial Banks in India	20	1.Lecture 2.Use of PPT 3.YouTube
3	Unit III: Progress of Cooperative Banks 3.1. Urban Cooperative Banks -Profile and Progress 3.2.DCC Banks -Profile and Progress 3.3. Maharashtra State Cooperative Bank - Profile and Progress 3.4.Problems and Remedies for cooperative banks	20	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
4	Unit IV: Other Specific Banks 4.1. Regional Rural Banks - Profile and Progress 4.2.Payment Banks - Functions, Progress and Challenges 4.3.Small Finance Banks - Functions, Progress and Challenges 4.4. Problems and Remedies for other specific banks	20	1.Lecture 2.Use of PPT 3.YouTube 4. Industrial visit
References 1. IIBF, Principles and Practices of Banking, 3 rd Edition, MacMillan Education. 2015 2. IIBF, Legal and Regulatory Aspects of Banking, 3rd Edition, MacMillan Education. 2015 3. IIBF-Information Systems for Banks, 3rd Edition, MacMillan Education. 2018 4. M.Y.Khan, Indian Financial System, McGraw Hill Education Pvt. Ltd, 9 th Edition, 2015 5. Preethi Singh, Dynamics of the Indian Financial system: Markets, Institutions and Services, Ane Books Private Ltd. 2015. 6. V.Nitynanada Sharma, Banking and Financial System, Cambridge University Press-New Delhi, 2011.			



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Name of the Programme : M.Com -BM		Semester – I	
Name of the Course (Subject): Banking and Finance Paper -II (Financial Markets and Institutions) MBM-19-104			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To introduce about financial markets and institutions 2. To provide fundamental knowledge about financial services 3. To provide fundamental knowledge about insurance and mutual fund products 4. To introduce about business of NFBCs in India			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Financial Markets and Institutions 1.1. Components and Important Institutions in Financial Markets 1.2. Financial Instruments - Conventional and Hybrid 1.3. Reforms in Financial Markets 1.4. Concept of Chartered Financial Analyst	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
2	Unit II: Financial Services 2.1. Issue Management and Intermediaries -Activities/Procedures 2.2. Demat Services- Nature, Services and Service Providers 2.3. Factoring and Forfeiting - Services and Service Providers 2.4. Credit Cards - Services, Plans, Products and Companies	20	1.Lecture 2.Use of PPT 3.YouTube
3	Unit III: Insurance and Mutual Fund Services 3.1. Life Insurance - Important Products and its features 3.2. General Insurance - Important Products and its features 3.3. Problems and Prospectus of Insurance Business in India 3.4. Mutual Fund - Important Companies and their Products	20	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
4	Unit IV:NBFCs in India 4.1. Role of NBFCs in Economic development 4.2. Venture Capital Funds - Companies, their Products & Services 4.3. Loan Companies - Companies and their Products and Services 4.4. Investment Companies and their Products and Services	20	1.Lecture 2.Use of PPT 3.YouTube 4. Industrial visit
References 1. IIBF, Principles and Practices of Banking, 3 rd Edition, MacMillan Education. 2015 2. IIBF, Legal and Regulatory Aspects of Banking, 3rd Edition, MacMillan Education. 2015 3. IIBF-Information Systems for Banks, 3rd Edition, MacMillan Education. 2018 4. M.Y.Khan, Indian Financial System, McGraw Hill Education Pvt. Ltd, 9 th Edition, 2015 5. Preethi Singh, Dynamics of the Indian Financial system: Markets, Institutions and Services, Ane Books Private Ltd. 2015. 6. V.Nitynanada Sharma, Banking and Financial System, Cambridge University Press-New Delhi, 2011.			



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Name of the Programmme : M.Com		Semester – II	
Name of the Course (Subject):Management Concepts and Organizational Behaviour Paper-II (MBM-19-201)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Acquaintance with organizational behavior. 2) Generating Foundations of Individual and Group Behavior abilities among the students. 3) Conception with organizational conflicts and to manage the stress. 4) Understanding of Organizational Culture and Quality of Work life.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I :<u>Introduction to Organizational Behavior:</u> 1.1. Concept & definition 1.2. Significance 1.3. Nature and scope of OB 1.4. Contributing disciplines to OB 1.5. Relationship between management and organizational behavior 1.6. Models of OB 1.7. Ethical issues in OB 1.8. Morale and performance, signs of low morale 1.9. Maintenance of Morale	15	Lecture, Interactive ICT Based
2	Unit II : <u>Individual and Group Behavior:</u> 2.1. <u>Individual Behavior:</u> 2.1.1. Foundations of Individual Behavior Perception- 2.1.2. Personality (Concept, Determinants and types) 2.1.3. Emotions and Moods – Sources 2.1.4. Emotional intelligence and its steps 2.1.5. Attitude (Concept, formation and types) 2.1.6. Values (concept, types and formation) 2.1.7. Beliefs 2.2 <u>Group Behavior:</u> 2.2.1 Foundations of Group Behavior 2.2.2 Definition and importance of group 2.2.3 Types of group 2.2.4 Process of group development 2.2.5 Group Behavior (Norms, Cohesion, Role, intergroup Conflicts) 2.2.6 Group performance factors	15	Lecture Interactive ICT Based Discussion Method
3	Unit III : <u>Organizational Conflict and Stress Management:</u> 3.1. <u>Organizational Conflict:</u> 3.1.1. Concept & definition 3.1.2. Types 3.1.3. Sources and levels of Organizational Conflict	15	Discussion Methods.

	3.1.4. Traditional and modern approach to conflict 3.1.5. Functional and dysfunctional Organizational Conflict 3.1.6 Resolution of conflict 3.2 Stress Management: 3.2.1 Meaning of Stress 3.2.2 Symptoms 3.2.3 Causes and measurements of stress 3.2.4 Consequences of stress 3.2.5 Managing stress		
4	Unit IV : Organizational Culture and Quality of Work life: 4.1. Organizational Culture: 4.1.1. Concept, Definition & types 4.1.2. Functions 4.1.3. Creating, sustaining and changing culture 4.2. Quality of Work life: 4.2.1. Concept & definition 4.2.2. Constituents of QWL 4.2.3. QWL in Indian context	15	<i>Discussion Methods</i>
References: <ol style="list-style-type: none"> 1. P. Subbarao, Management and Organizational Behaviour. Himalaya publications 2. Keith Davis, Organizational Behaviour. 3. Stephen Robbins, Organizational Behaviour. 4. Dr. Anjali Ghanekar, Organizational Behaviour. 5. Dr. C.B.Gupta, Organizational Behaviour. 6. Dr. S. S. Khanka, Organisational Behaviour. 			



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Name of the Programmme : M.Com		Semester – II	
Name of the Course (Subject):Management Concepts and Organizational Behaviour Paper-II (MBM-19-201)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1) Acquaintance with organizational behavior. 2) Generating Foundations of Individual and Group Behavior abilities among the students. 3) Conception with organizational conflicts and to manage the stress. 4) Understanding of Organizational Culture and Quality of Work life.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I :<u>Introduction to Organizational Behavior:</u> 1.1. Concept & definition 1.2. Significance 1.3. Nature and scope of OB 1.4. Contributing disciplines to OB 1.5. Relationship between management and organizational behavior 1.6. Models of OB 1.7. Ethical issues in OB 1.8. Morale and performance, signs of low morale 1.9. Maintenance of Morale	15	Lecture, Interactive ICT Based
2	Unit II : <u>Individual and Group Behavior:</u> 2.1. <u>Individual Behavior:</u> 2.1.1. Foundations of Individual Behavior Perception- 2.1.2. Personality (Concept, Determinants and types) 2.1.3. Emotions and Moods – Sources 2.1.4. Emotional intelligence and its steps 2.1.5. Attitude (Concept, formation and types) 2.1.6. Values (concept, types and formation) 2.1.7. Beliefs 2.2 <u>Group Behavior:</u> 2.2.1 Foundations of Group Behavior 2.2.2 Definition and importance of group 2.2.3 Types of group 2.2.4 Process of group development 2.2.5 Group Behavior (Norms, Cohesion, Role, intergroup Conflicts) 2.2.6 Group performance factors	15	Lecture Interactive ICT Based Discussion Method
3	Unit III : <u>Organizational Conflict and Stress Management:</u> 3.1. <u>Organizational Conflict:</u> 3.1.1. Concept & definition 3.1.2. Types 3.1.3. Sources and levels of Organizational Conflict	15	Discussion Methods.

	3.1.4. Traditional and modern approach to conflict 3.1.5. Functional and dysfunctional Organizational Conflict 3.1.6 Resolution of conflict 3.2 Stress Management: 3.2.1 Meaning of Stress 3.2.2 Symptoms 3.2.3 Causes and measurements of stress 3.2.4 Consequences of stress 3.2.5 Managing stress		
4	Unit IV : Organizational Culture and Quality of Work life: 4.1. Organizational Culture: 4.1.1. Concept, Definition & types 4.1.2. Functions 4.1.3. Creating, sustaining and changing culture 4.2. Quality of Work life: 4.2.1. Concept & definition 4.2.2. Constituents of QWL 4.2.3. QWL in Indian context	15	<i>Discussion Methods</i>
References: <ol style="list-style-type: none"> 1. P. Subbarao, Management and Organizational Behaviour. Himalaya publications 2. Keith Davis, Organizational Behaviour. 3. Stephen Robbins, Organizational Behaviour. 4. Dr. Anjali Ghanekar, Organizational Behaviour. 5. Dr. C.B.Gupta, Organizational Behaviour. 6. Dr. S. S. Khanka, Organisational Behaviour. 			



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Name of the Programmme : M.Com - Regular/ IT /BM		Semester – II	
Name of the Course (Subject): Managerial Economics (Paper –II) M19-202 / MIT 19-202 / MBM-19-202			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To acquaint students with micro-economic principles and managerial decisions 2. To understand the application of economics theories in the field of managerial decision making 3. To apply economic reasoning to solve problems of business. 4. To stimulate students interest by showing the relevance and use of various economic theories.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Products Pricing and Revenue 1.1. Cost and Revenue – Concepts and Curves-Classical and Modern approach 1.2. Price Discrimination- Conditions, Degrees, Types and Effects 1.3. Pricing Under Monopolistic Competition –Short and Long Run 1.4. Pricing under Oligopoly - Price leadership & Price Rigidity	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
2	Unit II: Product Pricing Strategies 2.1. Meaning Objectives and Factors to be considered in pricing practices 2.2. Full Cost Pricing –Mark-up Pricing and Peak Load Pricing 2.3. Transfer Pricing, Multiple Product Pricing, Administered Prices 2.4. Pricing Strategies for Launching the New Products	20	1.Lecture 2.Use of PPT 3.YouTube
3	Unit III: Business Cycles 3.1. Meaning of business cycles:- Classification and Phases 3.2. Schumpeter’s and Cob – Web theory of Business Cycles 3.3. Hicks's and Samuelson’s Theory of Business Cycles 3.4. Measures for Controlling Business Cycles	20	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
4	Unit IV: Industrial Economics 4.1. Meaning and Scope of Industrial Economics -Types and Classification of Industrial Units 4.2. Industrial Location -Weber's theory of industrial location 4.3. Recent Issues and Problems of SMEs and Large Scale Industries 4.4. Project appraisal- Need, Importance and methods	20	1.Lecture 2.Use of PPT 3.YouTube 4. Industrial visit
References 1) Ahuja H.L. (2010). Business Economics S. Chand & Company New Delhi-110055 2) Mithani D.M. and Murthy G.K. (2007). Fundamentals of Business Economics. Himalaya Publishing House, 3) Mankar V.G. (2000).Business Economics. Himalaya Publishing House, New Delhi. 4) Stonier A.W. and Hague D.C.(1961) A Text Book of Economic Theory, Congman green and Co. London. 5) Ahuja H.L. (2008). Modern Micro Economic: Theory and Applications. S. Chand and Co. Ltd, New Delhi. 6) Koutsoyiannis (1979). Modern Micro Economics. MacMillan Press Ltd. London. 7) Dewett K. K. (2006). Modern Economic Theory. S.Chand and Company Ltd., New Delhi. 8) JhinganM. L.(2012) Micro Economic Theory. Vrinda Publication (p) Ltd. 9) Dominick Salvatore (2011). Microeconomics. Shaum series, McGraw Hill Education. 10) Mithani D.M. (2011) Managerial Economics. Himalaya Publishing House, New Delhi 11) Seth M. L. (1996).Micro Economics. Lakshmi NarainAgarwalEdn. Publishers, Agra.			



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Name of the Programme : M.Com - BM		Semester – II	
Name of the Course (Subject): Banking and Finance Paper -III (Banking Procedures and Operations) MBM-19-203			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To introduce about Banking Operations and Back Office management 2. To provide information and techniques about Deposit and Loan Products Services 3. To provide skills and information about Record Keeping Business in Banks 4. To provide skills and information about Bank Audit and Inspection			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Deposit Products Services 1.1. KYC Documentation and Responsibilities of Banker 1.2. Determination of Interest rate on Deposits and NIM 1.3. Procedure of Loan against FD and RD 1.4. Deposit Insurance - Meaning, Advantages and Process	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
2	Unit II: Loan Products and Services 2.1. Finance to SHG - Procedure 2.2. Housing Loans -Procedure and Precautions 2.3. Vehicle Loan - Procedure and Precautions 2.4. Concept of Consortium Finance	15	1.Lecture 2.Use of PPT 3.YouTube
3	Unit III: Record Keeping Business in Banks 3.1. Agenda and Proceeding of Board Meeting 3.2. Record Keeping of Loans and Deposit Related Documents 3.3. Record Keeping of Vouchers and various forms 3.4. Electronic Documentation - Concept and Importance	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
4	Unit IV: Bank Audit and Inspection 4.1. Financial Audit - Meaning, Components and Importance 4.2. Internal Audit, Concurrent, Statutory Audit & Forex Audit 4.3. Information System Audit-Meaning, Components and Importance 4.4. Audit Compliances - Needs and Process	15	1.Lecture 2.Use of PPT 3.YouTube 4. Industrial visit
References 1. IIBF, Principles and Practices of Banking, 3 rd Edition, MacMillan Education. 2015 2. IIBF, Legal and Regulatory Aspects of Banking, 3rd Edition, MacMillan Education. 2015 3. IIBF-Information Systems for Banks, 3rd Edition, MacMillan Education. 2018 4. M.Y.Khan, Indian Financial System, McGraw Hill Education Pvt. Ltd, 9 th Edition, 2015 5. Preethi Singh, Dynamics of the Indian Financial system: Markets, Institutions and Services, Ane Books Private Ltd. 2015. 6. V.Nitynanada Sharma, Banking and Financial System, Cambridge University Press-New Delhi, 2011.			



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Name of the Programme : M.Com - BM		Semester – II	
Name of the Course (Subject): Banking and Finance Paper -IV (Fundamentals of Capital Market) MBM-19-204			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2019			
Course Objectives: 1. To introduce about depository and Regulatory Process in the capital market in India 2. To provide information about capital market instruments 3. To provide skills and information about Credit Rating Agencies 4. To provide skills and information about Security Market Systems			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Introduction to Capital Market in India 1.1. Nature and Structure of Capital Market in India 1.2. Features of Depository System in India - CDSL and NSDL 1.3. NDS-OM - Functioning and Importance 1.4. Regulatory Role of SEBI	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
2	Unit II: Capital Market Instruments 2.1. Shares - Types and Its Features 2.2. Debentures - Types and Its Features 2.3. Bonds- Types and Its Features 2.4. Other Hybrid Securities - SPN, ADR, IDR, Sweat Equity Shares etc	15	1.Lecture 2.Use of PPT 3.YouTube
3	Unit III: Credit Rating Agencies 3.1. SEBI (Credit Rating Agencies) Regulation Act 1999 3.2. Code of Conduct for Credit Rating Agencies 3.3. Obligations, Transparency and Disclosure Norms for CRA 3.4. Credit Rating Methodology and Symbols (Short and Long Term)	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
4	Unit IV: Security Market Systems 4.1. Important Intermediaries-RTA, Underwriters, Debenture Trustees, Portfolio Managers, Syndicate Members & Custodians 4.2. Stock Brokers - Types of Brokers and Registration Process 4.3. National Securities Clearing Corporation of India (NSCCL) 4.4. Securities Appellate Tribunals	15	1.Lecture 2.Use of PPT 3.YouTube 4. Industrial visit
References 1. IIBF, Principles and Practices of Banking, 3 rd Edition, MacMillan Education. 2015 2. IIBF, Legal and Regulatory Aspects of Banking, 3rd Edition, MacMillan Education. 2015 3. IIBF-Information Systems for Banks, 3rd Edition, MacMillan Education. 2018 4. M.Y.Khan, Indian Financial System, McGraw Hill Education Pvt. Ltd, 9 th Edition, 2015 5. Preethi Singh, Dynamics of the Indian Financial system: Markets, Institutions and Services, Ane Books Private Ltd. 2015. 6. V.Nitynanada Sharma, Banking and Financial System, Cambridge University Press-New Delhi, 2011.			



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Name of the Programme : M.Com.II (Regular, BM, IT)			Semester – III	
Name of the Course (Subject):Business Finance Paper –I				
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40 Marks	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week	
Introduced from June 2020				
Course Outcomes: 1) Students will acquaint with Systems of Business Finance; 2) Students will familiarize about Lease and Working Capital.				
Unit No	Name & Contents of Units	Learning Outcomes	Teaching Methods	Teaching No .of Lectures. Method
1	Unit I: Environment of Business Finance: 1.1 Business Finance - Concept, Scope and Significance, Organization of Finance, Role and Functions of Financial Manager, Relationship of Finance with Economics and Accounting. 1.2 Decision Making in Financial Management- Finance Decision, Investment Decision, Liquidity Decision, and Dividend Decision.	Understanding Environment of Business Finance	Lecture, Interactive	15
2	Unit II : Capitalization and Capital Structure: 2.1 Capitalization- Concept and Theories, Over Capitalization, Under Capitalization and Optimum Capitalization- Concept, Symptoms, Causes, Effects and Remedies. 2.2 Capital Structure(Only Theory): Concept, Principles, Theories, and Determinants of Capital Structure.	Application of Capitalization and Capital Structure	Lecture, Interactive Discussion method	15
3	Unit III: Sources of Long Term Finance and Marketing of Securities : 3.1 Sources of Long Term Finance - Equity Shares, Preference Shares, Venture Capital, Term Loans and Debentures- Meaning, Characteristics, Merits, Demerits and Legal Provisions, SEBI - Genesis, Organization, Objectives, Functions, Role of SEBI in Capital Market.	Understanding the Sources of Long Term Finance and Marketing of Securities.	Lecture, Interactive Discussion method	15

	3.2 Marketing of Securities –Listing of Securities, Initial Public Offer (IPO), Secondary Market, Further Public Offer (FPO), Rights Issue, Private Placement, and Preferential Allotment and Under Writing of Securities- Stock Market Operations, Online Marketing Process of Securities.			
4	Unit IV: Lease Finance and Working Capital Management: 4.1 Lease Finance: Meaning, Mechanism, Causes and Types of Leasing, RBI Guidelines for Leasing, Prospects and Problems of Leasing in India. 4.2 Working Capital Management: Concept, Types and Significance of Working Capital, Factors determining Working Capital Requirements, Sources of Working Capital, Cash and Liquidity Management, Credit Management and Inventory Management.	Know the concepts of Lease Finance and Working Capital Management.	Lecture, Interactive Discussion method	15
References: 1) Essentials of Business Finance – Dr.R.M.Shrivastav 2) Corporation Finance – S.C.Kuchal 3) Investment and Securities Market in India – V.A.Avdhani 4) Corporate Financial Policy – Guthmann and Dougall 5) Readings in Indian Financial Services – Digvijay 6) Corporate Finance – Brealey, Richard A. & Steward CMyers 7) Stock Exchange and Investment - Raghunathan 8) Stock Exchange Trading in India – Gupta L.C. 9) Capital Issues, SEBI and Listing – Chandratre K.R. 10) Corporate Mergers, Amalgamations & Take over – Verma J.C. 11) Corporate Restructuring and Indian Perspective – Mattoo P.K. 12) Financial Services in India – M.A.Kohok 13) Ravi M Kishore, Financial management (2008) Taxman, Allied services pvt.Ltd, New Delhi. 14) prasanna Chandra, Financial management (2010) TMH, New Delhi. 15) Bhole L.M. Financial Institutions and Markets (2007) TMH, N. Delhi. 16) Aswthappa, International Business				



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Name of the Programme: M.Com. BM Part II		Semester – III	
Name of the Course (Subject): Management Accounting Paper I (Paper Code MBM19-302)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1) To understand the application of accounting techniques for management. 2) To develop competency among the students for taking managerial decisions.			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Introduction to Management Accounting 1.1 Meaning and Nature of Management Accounting 1.2 Role of Management accounting in decision making 1.3 Management Accounting Vs Financial Accounting 1.4 Tools and techniques of Management Accounting	15	- Lecture - PPT - Videos
2	Inflation Accounting (Price Accounting) 2.1 Limitations of historical Accounting 2.2 Methods of Accounting for charging prices 2.3 Current purchasing power method 2.4 Determination of Profit 2.5 Current cost accounting method 2.6 Features of CCA system 2.7 Current cost operating profit 2.8 Depreciation Adjustment 2.9 Cost of sales adjustment 2.10 Monetary working Adjustment 2.11 Gearing Adjustment 2.12 Merits & Demerits of inflation accounts	15	- Lecture - PPT - Videos - Practical Work
3	Mergers and Acquisitions 3.1 Meaning and Definitions of Mergers and Acquisitions 3.2 Types of Mergers 3.3 Accounting Procedure and Interpretations	15	- Lecture - PPT - Videos - Practical Work
4	Funds flow Statement & Cash flow Statement 4.1 Meaning of Funds and Funds Flow Statement 4.2 Identifying of flow of funds	15	- Lecture - PPT

	4.3 Preparation of Funds Flow Statement 4.4 Meaning of Cash Flow Statement 4.5 Cash and cash equivalents 4.6 Cash flow from operating, investing and financing activities 4.7 Preparation of Cash Flow Statement (AS-3) 4.8 Difference between Funds Flow Statement and Cash Flow Statement.		- Videos - Practical Work
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Reference Books:

1. Management Accounting- Khan M.Y. and Jain P.K.
2. Introduction to Management Accounting - Charles T. Horngren -
3. Management Accounting - Pandey I. M. -
4. Principles of Management Accounting - Manmohan&Goyal
5. Principles of Management Accounting - Maheshwari
6. Management Control System - Robert Anthony and Vijay Govindrajan
7. Bhagavati - R. S. N. Pillai

Websites:-

1. www.cimaglobal.com
2. www.accountantnextdoor.com



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Name of the Programme : M.Com - BM		Semester – III	
Banking & Finance (Paper-V) - Research Methodology in Banking & Finance MBM-19-303			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2020			
Course Outcomes: 1. Learners will able to understand the Research Design, Research Process 2. Learners will able understand types of hypothesis and importance of hypothesis testing 3. Learners will able to understand the Sampling Techniques, Data Processing & Report Writing 4. Learners will able to understand the use of Technology in Research			
Expected Skills Impartation 1. Ability to apply research methods for investigation of banking issues and problems 2. Ability to analyze banking problems and conduct investigations 3. Ability to scientific report writing and use of technology for conducting banking research			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Introduction to Research 1.1. Meaning, definitions and types of Research 1.2. Characteristics of scientific research method 1.3. Ethics in Banking and Financial Research 1.4. Limitations of Research in Banking sector	20	Practical
2	Research Design and Process 2.1. Research Design: Meaning, Types 2.2. Components of Research Design 2.3. Formulation of Research Problem 2.4. Research Process	20	Practical
3	Testing of Hypothesis 3.1. Hypothesis – Meaning, Types, Formulation 3.2. Type –I and Type II Error 3.3. T-Test and F Test 3.4. Z Test and Chi Square Test	20	Practical
4	Packages for Data Analysis 4.1. Introduction to SPSS – Features 4.2. Applications of SPSS 4.3. Introduction to R – Features 4.4. Applications of R	20	Practical
References : 1. Krishnaswamy O. R., Rangnatham M. (2005) .Methodology of Research in Social Sciences, Himalaya Publishing House, New Delhi. 2. Kothari C. R. (2014). Research Methodology: Methods and Techniques, New Age International Publishers, Mumbai. 3. Michel V.P. (2012) Research Methodology for Management, Himalaya Publishing House, New Delhi. 4. Fisher R. A. (2002). Statistical Methods for Research Workers by, Cosmo Publications, New Delhi. 5. Montgomery D.C. (2001).Design and Analysis of Experiments, John Wiley, 6. Suchdeva J. K. (2017). Business Research Methodology, Himalaya Publishing House, New Delhi. 7. Wilkinson T.S., Bhandarkar P.L. (2010). Methodology and Techniques of Social Research, Himalaya Publishing House, New Delhi. 8. Hans Raj (2011).Theory & Practice in Social Research, Surjeet Publications, Delhi 9. Hansa L. M. (2016). Data Analysis and Business Modelling using Microsoft Excel, PHI Learning Pvt. Ltd., New Delhi. 10. IBM SPSS Statistics 22 Core System User's Guide 11. Parasuraman, A., Zeithaml, V.A. and Berry, L.L. (1988), "SERVQUAL: a multi-item scale for measuring consumer perceptions of the service quality", Journal of Retailing, Vol. 64, No. 1, pp.			



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Name of the Programme : M.Com - BM			Semester – III
Banking & Finance (Paper-VI) Banking Operations and Management MBM-19-304			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2020			
Course Objectives: <ol style="list-style-type: none"> 1. To develop effective communication skills and interpersonal relations 2. To enhance letter writing skills among the students 3. To expose various management aspects of banks in India 			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Unit -1: Business Communication and Time Management 1.1. Meaning, Methods and Problems of Communication 1.2. Applications of ICT in Bank Business Communication 1.3. Meaning, Types and Importance of Products Advertisement 1.4. Time Management -Techniques and Importance	20	<ul style="list-style-type: none"> • Lecture • Demo • Practical • Discussion
2	Unit -2: Business Communicative Drafts in Banking (Marathi, Hindi & English) 2.1. Nature and Contents of Letters/Email to Higher Authorities 2.2. Letters/Email to Higher Authorities of the Bank 2.3. Letters/Email, Memos & Notices to Subordinates 2.4. Business and Personal Letters/Email to Individual & Institutional Customers- Telephonic Communication and Etiquettes	20	<ul style="list-style-type: none"> • Lecture • PPT • Practical
3	Unit 3: Banking Operations and Management 3.1. Modes of Creation of Bank Charge - Collateral and its Characteristics 3.2. Debt Recovery- Debt Recovery Tribunal-Systems and Procedures 3.3. Customer Relationship Management in Banking- eCRM 3.4. Business Continuity and Disaster Recovery Planning	20	<ul style="list-style-type: none"> • Video • Demo • Practical • Analysis
4	Unit 4: Management of IT Systems in Bank 4.1. Data Centre Management (DC & DR)–Hardware and Network Management 4.2. Information Security Procedures and RBI guidelines 4.3. Cheque Truncation System and Its Procedures for Banker 4.4. Applications of Artificial Intelligence and Robotics in Banking Sector	20	<ul style="list-style-type: none"> • Lecture • Demo • Practical • Analysis
References <ol style="list-style-type: none"> 1. IIBF, Principles and Practices of Banking, 3 rd Edition, MacMillan Education. 2015 2. IIBF, Legal and Regulatory Aspects of Banking, 3rd Edition, MacMillan Education. 2015 3. IIBF-Information Systems for Banks, 3rd Edition, MacMillan Education. 2018 4. M.Y.Khan, Indian Financial System, McGraw Hill Education Pvt. Ltd, 9 th Edition, 2015 5. Preethi Singh, Dynamics of the Indian Financial system: Markets, Institutions and Services, Ane Books Private Ltd. 2015. 6. V.Nityanada Sharma, Banking and Financial System, Cambridge University Press-New Delhi, 2011. 			



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M.Com.II (Regular, BM, IT)		Semester –IV	
Business Finance Paper –II (MBM19-401)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40 Marks	Total Marks 100	Credit Assigned - 05 Workload – 5 Hrs Per Week
Introduced from June 2020			
1. Students compare the Hire Purchase Arrangements and Project Finance. 2. Students interpret the concepts of Mutual Funds and Credit Rating. 3. Students explain the process of Corporate and Financial Restructuring. 4. Students describe the concepts and instruments of International Finance.			
Unit No	Name & Contents of Units		No .of Lectures.
1	Hire Purchase Arrangements and Project Finance- 1.1 Hire-Purchase Arrangements- Meaning, Features, Choice between Leasing and Hire Purchase Arrangements. 1.2 Project finance - Meaning, Features and Main Parties.		15
2	Mutual Funds and Credit Rating- 2.1 Mutual funds - Meaning, Significance, Kinds of Mutual Funds Schemes, Performance of Mutual Funds in India. 2.2 Credit Rating - Meaning, Need, Credit Rating Agencies in India- Types and Methodology of Credit Rating.		15
3	Corporate and Financial Restructuring : 3.1 Meaning and Forms of Corporate Restructuring, Acquisitions, Divestures. Mergers & Take over's: Meaning, Reasons and Benefits of Mergers & Take Over's and Legal Procedure. 3.2 Financial Restructuring and Strategic Alliances- Meaning, Types, Benefits and Legal Procedure.		15
4	Introduction to International Finance- 4.1 Meaning, Need of International Finance, Foreign Currency Boards 4.2 Export and Import Financing: Meaning, Need, Benefits and Documents required. 4.3 Instruments of International Finance: Brief Introduction of various instruments: Foreign Direct Investment (FDI) American Depository Receipts (ADR), Global Depository Receipts (GDR), Indian Depository Receipts (IDR).		15
References: 1. Essentials of Business Finance – Dr. R. M. Shrivastav 2. Investment and Securities Market in India – V.A.Avdhani 3. Corporate Financial Policy – Guttman and Dougall 4. Readings in Indian Financial Services – Digvijay 5. Corporate Finance – Brealey, Richard A. & Steward C Myers 6. Capital Issues, SEBI and Listing – Chandratre K.R. 7. Corporate Mergers, Amalgamations & Take over – Verma J.C. 8. Corporate Restructuring and Indian Perspective –Mattoo P.K. 9. Financial Services in India – M.A.Kohok 10. Ravi M Kishore, Financial management (2008) Taxman, Allied services pvt.Ltd, New Delhi. 11. Prasanna Chandra, Financial management (2010) TMH, New Delhi. 12. Bhole L.M. Financial Institutions and Markets (2007) TMH, N. Delhi. 13. Aswthappa, International Business THM, N. Delhi. 14. David K. Eiteman: Multinational Business Finance, Pearson Education Asia 2001			



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Name of the Programme: M.Com. BM Part II		Semester – IV	
Name of the Course (Subject): Management Accounting Paper II (MBM19-402)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1) To acquaint with knowledge of management control system and techniques there under. 2) To apply marginal costing in decision making. 3) To apply the concept of standard costing for variance analysis.			
Unit No	Name & Contents of Units	No .of Lectures	Teaching Method
1	Management Control System 1.1 Meaning and Importance of Management Control System 1.2 Management Control Process 1.3 Management Information System (MIS) - Meaning and Characteristics 1.4 Responsibility Accounting -Meaning and Objectives 1.5 Types of Responsibility Centre	15	- Lecture - PPT - Videos
2	Marginal Costing 2.1 Meaning and application of Marginal Costing 2.2 Difference between Absorption Costing and Marginal Costing 2.3 Break Even Analysis 2.4 Cost Volume - Profit Analysis 2.5 Decision making by using marginal costing - Make or buy decisions, Shut down or continue decisions, Alternative-course of action etc.	15	- Lecture - PPT - Videos - Practical Work
3	Budgetary Control 3.1 Meaning of Budget & Budgetary Control 3.2 Objectives 3.3 Advantages & limitations 3.4 Types of Budgets (Theory only) 3.5 Practical problems on cash, flexible and capital budget only	15	- Lecture - PPT - Videos - Practical Work
4	Standard Costing and Variance Analysis 4.1 Meaning of Standard Cost and Standard Costing 4.2 Advantages and Limitations 4.3 Variance Analysis - Material, Labour and Overheads variances	15	- Lecture - PPT - Videos - Practical Work
Reference Books: 1. Management Accounting- Khan M.Y. and Jain P.K. 2. Introduction to Management Accounting - Charles T. Horngren - 3. Management Accounting - Pandey I. M. - 4. Principles of Management Accounting - Manmohan&Goyal 5. Principles of Management Accounting - Maheshwari 6. Management Control System - Robet Anthony and Vijay Govindrajan			



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Name of the Programme : M.Com – BM		Semester – IV	
Banking & Finance (Paper-VII) Security Analysis & Portfolio Management MBM-19-403			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2020			
Course Objectives: 1. To provide the basics of Portfolio Management 2. To enhance security trading skills and expertise 3. To provide skill training in Fundamental and Technical analysis 4. To provide skill training in Industry, Company and Financial analysis			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit -1: Fundamentals of Portfolio Management 1.1. Portfolio Management Process- Objectives, Investment Alternatives 1.2. Approaches to Investment and Problems in Investment Decision 1.3. Retirement Benefit Products - PF, EPS, NPS, Gratuity etc 1.4. Time Value of Money - Present and Future Value of Amount	20	• Lecture • Demo • Practical • Analysis
2	Unit -2: Trading and Settlement of Securities 2.1. Shares Trading - Types of Orders- Buying on Margin-Short Sale 2.2. Market Indices – Free float System - Sensex & Nifty 2.3. Corporate Bond Market- Types, Pricing and Yield 2.4. Meaning and Types of Risk in Bonds -Rating of Bonds	20	• Lecture • Demo • Practical • Analysis
3	Unit 3: Fundamental and Technical Analysis 3.1. Nature and scope of Fundamental Analysis 3.2. Objectives, Scope of Industry, Sector & Company Analysis 3.3. Technical Analysis - Meaning & Technical indicators-Calculators 3.4. The Dow Theory and Charting Techniques	20	• Lecture • Demo • Practical • Analysis
4	Unit 4: Financial Statement Analysis (FSA) 3.1. Analysis of Balance Sheet 3.2. Basic and Diluted Earnings Per Share - Calculations 3.3. Financial Ratios - PE Ratio and Industry PE - its Applications 3.4. Importance/Applications and Problems of FSA	20	• Lecture • Demo • Practical • Analysis
References 1. Prasanna Chandra, Investment Analysis and portfolio Management, Tata McGraw Hill, New Delhi, Third Edition 2006 2. Fisher & Jordan, „Portfolio Management”, Prentice Hall, New York, 2012. (Text Book) 3. Reilly Brown, Investment Analysis and Portfolio Management, Cengage Learning 8th Edition 2006 4. Alexander, Gordon J and Sharpe, William F., Fundamentals of Investment, Englewood Cliffs, New Jersey, Prentice Hall Inc, 2004 5. Elton, Edwin J and Gruber, Martin J., Modern Portfolio Theory and Investment Analysis, John Wiley, NY, 2001 6. Lee, Cheng F., et. al., Security Analysis and Portfolio Management, Foresman, Scott, 1999 Jack Clark Francis, Investments, Prentice Hall Inc, NY, 2004			



Rayat Shikshan Sanstha's
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Affiliated to Shivaji University, Kolhapur
Banking & Finance (Paper-VIII) -
Research Project & Viva
MBM-19-404
Introduced from June 2020

Name of the Programme : M.Com - BM		Semester – IV
Course Outcomes: <ol style="list-style-type: none">1. Ability to understand data analysis and data interpretation techniques2. Ability enhancement in writing skills3. Ability enhancement of application of research methodology and statistical tools		
Marks : 100		Credits : 5
Guidelines for Evaluation of Project		
<ul style="list-style-type: none">• Selection of Topic/Statement of problem : 05• Research Methodology 10• Review of Literature & Research Gap 10• Efforts Taken for Data Collection 10• Tools and Methods used for Data Analysis : 10• Data Analysis and Interpretation 15• Hypothesis Testing 05• Findings 05• Suggestions 05• References and Referencing Styles 05		
Total for Project Report		60
Viva-Voce		40
Total Marks		100

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M.Com. I.T-I



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Name of the Programme : M.Com. I.T.		Semester – I	
Name of the Course (Subject): Management Concepts and Organizational Behaviour Paper-I (Management Concepts)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 06 Workload – 6 Hrs Per Week
Introduced from June 2021			
Course Objectives: 1) Acquaintance with the with professional management. 2) Familiarity with the contributions of various management thinkers. 3) Knowledge of leadership and motivation theories. 4) Study of various controlling techniques.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: <u>Introduction to Management</u> 1.1 Meaning & Definition 1.2 Nature and significance of management 1.3 Professional Management, meaning, need and characteristics 1.4 Managerial skills 1.5 Henry Mintzberg's roles of manager 1.6 Management of Change -Need for change 1.7 Lewin's Force Field Analysis Model 1.8 Resistance to change and remedies to overcome the resistance	15	Lecture, Interactive ICT Based
2	Unit II: <u>International Management</u> 2.1 Japanese Management practices. 2.2. Management in 21st century 2.3. International Management 2.4. Impact of globalization on management 2.5 Role of Global Manager	15	Lecture Interactive ICT Based Discussion Method

3	Unit III: <u>Leadership and Motivation:</u> 3.1. <u>Leadership:</u> 3.1.1. Concept and definition 3.1.2. Theories of leadership- (Traits theory, Behavioral theories, Fiedler's Contingency Theory, Harsey-Blanchard's Theory, The Managerial Grid, Likert's four systems of leadership) 3.2. <u>Motivation:</u> 3.2.1. Concept and process of motivation 3.2.2. Theories of motivation- Mc Clellands theory of needs, William Ouch's theory Z, Alderfer's ERG theory, Victor Vroom's expectancy theory 3.2.3 Porter - Lawler Model of Motivation	15	Lecture Interactive ICT Based Group Discussion
4	Unit IV: <u>Controlling Techniques and coordination:</u> 4.1. <u>Controlling Techniques:</u> 4.1.1 Concept & definition 4.1.2. Traditional and Modern techniques (MIS, Management Audit, ROI, Network Analysis – PERT and CPM) of control, Statistical Control Tools 4.2. <u>Coordination:</u> 4.2.1. Concept & definition 4.2.2. Principles of Coordination 4.2.3. Process of Coordination 4.2.4. Types of Coordination 4.2.5. Techniques of effective Coordination	15	Lecture Interactive ICT Based Project Industrial Visit
References: 1. Dr.C.B.Gupta , Organization and Management. 2.M.C. Shukla, Business Organization and Management. 3. Peter Drucker, The Practice of Management. 4. O.B. K. Aghurth, Principles of Management. 5. P. Subbarao, Management and Organizational Behaviour. 6. L. M. Prasad, Principles and Practice of Management, S. Chand and Sons NewDelhi. 7. P.K. Agarwal, Principles and Practice of Management, Pragati Prakation, Meerut. 8. B. S. Moshal, Management Theory and Practice, Galgotia Publishing Co., New Delhi.			



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Name of the Programmme : M.Com. I.T.		Semester – II	
Name of the Course (Subject):Management Concepts and Organizational Behaviour Paper-II (Organizational Behaviour)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 06 Workload – 6 Hrs Per Week
Introduced from June 2021			
Course Objectives: 1) Acquaintance with organizational behavior. 2) Generating Foundations of Individual and Group Behavior abilities among the students. 3) Conception with organizational conflicts and to manage the stress. 4) Understanding of Organizational Culture and Quality of Work life.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I :<u>Introduction to Organizational Behavior:</u> 1.1. Concept & definition 1.2. Significance 1.3. Nature and scope of OB 1.4. Contributing disciplines to OB 1.5. Relationship between management and organizational behavior 1.6. Models of OB 1.7. Ethical issues in OB 1.8. Morale and performance, signs of low morale 1.9. Maintenance of Morale	15	Lecture, Interactive ICT Based
2	Unit II : <u>Individual and Group Behavior:</u> 2.1. <u>Individual Behavior:</u> 2.1.1. Foundations of Individual Behavior Perception- 2.1.2. Personality (Concept, Determinants and types) 2.1.3. Emotions and Moods – Sources 2.1.4. Emotional intelligence and its steps 2.1.5. Attitude (Concept, formation and types) 2.1.6. Values (concept, types and formation) 2.1.7. Beliefs 2.2 <u>Group Behavior:</u> 2.2.1 Foundations of Group Behavior 2.2.2 Definition and importance of group 2.2.3 Types of group 2.2.4 Process of group development 2.2.5 Group Behavior (Norms, Cohesion, Role, intergroup Conflicts) 2.2.6 Group performance factors	15	Lecture Interactive ICT Based Discussion Method
3	Unit III : <u>Organizational Conflict and Stress Management:</u> 3.1. <u>Organizational Conflict:</u> 3.1.1. Concept & definition 3.1.2. Types 3.1.3. Sources and levels of Organizational Conflict	15	Discussion Methods.

	3.1.4. Traditional and modern approach to conflict 3.1.5. Functional and dysfunctional Organizational Conflict 3.1.6 Resolution of conflict 3.2 Stress Management: 3.2.1 Meaning of Stress 3.2.2 Symptoms 3.2.3 Causes and measurements of stress 3.2.4 Consequences of stress 3.2.5 Managing stress		
4	Unit IV : Organizational Culture and Quality of Work life: 4.1. Organizational Culture: 4.1.1. Concept, Definition & types 4.1.2. Functions 4.1.3. Creating, sustaining and changing culture 4.2. Quality of Work life: 4.2.1. Concept & definition 4.2.2. Constituents of QWL 4.2.3. QWL in Indian context	15	<i>Discussion Methods</i>
References: <ol style="list-style-type: none"> 1. P. Subbarao, Management and Organizational Behaviour. Himalaya publications 2. Keith Davis, Organizational Behaviour. 3. Stephen Robbins, Organizational Behaviour. 4. Dr. Anjali Ghanekar, Organizational Behaviour. 5. Dr. C.B.Gupta, Organizational Behaviour. 6. Dr. S. S. Khanka, Organisational Behaviour. 			



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Dhananjayrao Gadgil College of Commerce
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 Affiliated to Shivaji University, Kolhapur

Name of the Progarmme : M.Com - IT		Semester – I	
Name of the Course (Subject): Managerial Economics (Paper –I)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2021			

Course Objectives:

1. To acquaint students with micro-economic principles and managerial decisions
2. To understand the application of economics theories in the field of managerial decision making
3. To apply economic reasoning to solve problems of business.
4. To stimulate students interest by showing the relevance and use of various economic theories.

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Introduction to Managerial Economics 1.1. Meaning, features and Scope of Managerial Economics 1.2. Role and Responsibilities of Business Manager 1.3. Economic Tools and Techniques for Managerial Economist 1.4. Problems and challenges before Managerial Economist	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
2	Unit II: Demand Analysis 2.1. Elasticity of Demand -Types and Methods of Measurement 2.2. Demand Forecasting –Meaning and Methods 2.3. Demand Forecasting for New Products 2.4. Case study on Demand Forecasting and Its applications	15	1.Lecture 2.Use of PPT 3.YouTube 4. Industrial visit
3	Unit III: Consumer Choice under Risks 3.1. The Bernoulli Hypothesis 3.2. Neumann-Morgenstern Index 3.3. The Friedman-Savage Hypothesis 3.4. Markowitz Hypothesis	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion
4	Unit IV: Production Theory 4.1. Isoquants –Concept and Characteristics 4.2. Cob-Douglas Production Function 4.3. Expansion Path and Return to scale - Economic Region 4.4. Break Even Analysis- Advantages, Limitations and Its Managerial Applications	15	1.Lecture 2.Use of PPT 3.YouTube 4.Discussion

References

- 1) Ahuja H.L. (2010). Business Economics.S. Chand & Company New Delhi-110055
- 2) Mithani D.M. and Murthy G.K. (2007). Fundamentals of Business Economics. Himalaya Publishing House,
- 3) Mankar V.G. (2000).Business Economics. Himalaya Publishing House, New Delhi.
- 4) Stonier A.W. and Hague D.C.(1961) A Text Book of Economic Theory, Congman green and Co. London.
- 5) Ahuja H.L. (2008). Modern Micro Economic: Theory and Applications.S.Chand and Co. Ltd, New Delhi.
- 6) Koutsoyiannis (1979). Modern Micro Economics. MacMillan Press Ltd. London.
- 7) Dewett K. K. (2006). Modern Economic Theory. S.Chand and Company Ltd., New Delhi.
- 8) JhinganM. L.(2012) Micro Economic Theory.Vrinda Publication (p) Ltd.
- 9) Dominick Salvatore (2011). Microeconomics. Shaum series, McGraw Hill Education.
- 10) Mithani D.M. (2011) Managerial Economics. Himalaya Publishing House, New Delhi
- 11) Seth M. L. (1996).Micro Economics. Lakshmi NarainAgarwalEdn. Publishers, Agra.



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Name of the Program : M.Com - IT		Semester – II	
Name of the Course (Subject): Managerial Economics (Paper –II)			
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned - 05 Workload – 6 Hrs Per Week
Introduced from June 2021			
Course Objectives: 1. To acquaint students with micro-economic principles and managerial decisions 2. To understand the application of economics theories in the field of managerial decision making 3. To apply economic reasoning to solve problems of business. 4. To stimulate students interest by showing the relevance and use of various economic theories.			
Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Unit I: Products Pricing and Revenue 1.1. Cost and Revenue – Concepts and Curves-Classical and Modern approach 1.2. Price Discrimination- Conditions, Degrees, Types and Effects 1.3. Pricing Under Monopolistic Competition –Short and Long Run 1.4. Pricing under Oligopoly - Price leadership & Price Rigidity	15	1.Lecture 2. Use of PPT 3.YouTube 4.Discussion
2	Unit II: Product Pricing Strategies 2.1. Meaning Objectives and Factors to be considered in pricing practices 2.2. Full Cost Pricing –Mark-up Pricing and Peak Load Pricing 2.3. Transfer Pricing, Multiple Product Pricing, Administered Prices 2.4. Pricing Strategies for Launching the New Products	15	1.Lecture 2. Use of PPT 3.YouTube
3	Unit III: Business Cycles 3.1. Meaning of business cycles:- Classification and Phases 3.2. Schumpeter’s and Cob – Web theory of Business Cycles 3.3. Hicks's and Samuelson’s Theory of Business Cycles 3.4. Measures for Controlling Business Cycles	15	1.Lecture 2. Use of PPT 3.YouTube 4.Discussion
4	Unit IV: Industrial Economics 4.1. Meaning and Scope of Industrial Economics -Types and Classification of Industrial Units 4.2. Industrial Location -Weber's theory of industrial location 4.3. Recent Issues and Problems of SMEs and Large Scale Industries 4.4. Project appraisal- Need, Importance and methods	15	1.Lecture 2. Use of PPT 3.YouTube 4. Industrial visit
References 1) Ahuja H.L. (2010). Business Economics.S. Chand & Company New Delhi-110055 2) Mithani D.M. and Murthy G.K. (2007). Fundamentals of Business Economics. Himalaya Publishing House, 3) Mankar V.G. (2000).Business Economics. Himalaya Publishing House, New Delhi. 4) Stonier A.W. and Hague D.C.(1961) A Text Book of Economic Theory, Congman green and Co. London. 5) Ahuja H.L. (2008). Modern Micro Economic: Theory and Applications.S.Chand and Co. Ltd, New Delhi. 6) Koutsoyiannis (1979). Modern Micro Economics. MacMillan Press Ltd. London. 7) Dewett K. K. (2006). Modern Economic Theory. S.Chand and Company Ltd., New Delhi. 8) JhinganM. L.(2012) Micro Economic Theory. Vrinda Publication (p) Ltd. 9) Dominick Salvatore (2011). Microeconomics. Shaum series, McGraw Hill Education. 10) Mithani D.M. (2011) Managerial Economics. Himalaya Publishing House, New Delhi 11) Seth M. L. (1996).Micro Economics. Lakshmi NarainAgarwalEdn. Publishers, Agra.			

Subject:- Emerging Trends in Information Technology

Objective of Syllabus

1) Objectives- To impart the knowledge of Emerging Trends in IT and its application areas .

Course Outcomes:

Students who complete this course should be able to:

1. **Make use of** social media for the different functional areas in the business.
2. **Explain** the design and architecture of mobile based applications for the business.
3. **Determine** the role of Expert Systems and Big Data Management for the Business Intelligence.
4. **Examine** Cloud Computing Architecture for transformation, development and agility in the business.

Sr. No .	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	Social Networking a) Theory-Social Networking: Definition, Types of Social Networking Sites, Examples of Social Networking Sites: Facebook, Twitter, WhatsApp, Social Networking Analysis: Attributes and Metrics of Social Networking, Social Networking Models, Security and Privacy Issues of Social Networking Sites, Business Applications: Marketing and HR, Educational Applications, Social and Political Applications	Students will be acquainted concepts of Social Networking.	Lecture, PPT, Interactive .	10
	b) Practical- Case Study on usage of Social networking for Marketing with special reference to Facebook and Twitter.		Practical Methods	05
2	MOBILE COMPUTING a) Theory- Mobile Computing Applications: Characteristics of Mobile computing, Structure of Mobile Computing Application. Mobile Computing Platforms: Special Constrains & Requirements, Commercial	Students will familiar with Mobile Computing.	Lecture, PPT, Interactive Methods	10

	Mobile Operating Systems: iOS, Android, BlackBerry, Windows M.Commerce Applications: Structure, Pros & Cons, Mobile Banking Services, Mobile Payment Systems, Security Issues in M.Commerce.			
	b) Practical- Case Study to explain Mobile Payment system with special reference to Paytm and mPesa		Practical Methods	05
3	DATA ANALYTICS a) Theory- Business Intelligence- Introduction to Artificial Intelligence and Expert System, Components of Expert System, Implementing Expert System for Banking and Finance sector. Introduction to Big Data: Definition, Sources of Big Data, Characteristics of Big Data, Applications of Big Data Big Data Analytics: Introduction to Hadoop, Features, Architecture, Components of Hadoop, Map-Reduce Architecture, Examples of Map-Reduce.	Students will familiar with Data Analytics.	Lecture, PPT, Interactive Methods	10
	b) Practical- Case Study to determine the role of Expert System with special reference to Credit Risk Analysis for Banking and Finance Sector.		Practical Method	05
4	a) Theory-Cloud Models: NIST Cloud Computing Reference Architecture, IaaS, PaaS, SaaS, Public v/s Private Cloud, Basics of Virtualization: Types of Virtualization, Implementation Levels of Virtualization, Virtualization for Data-center, Programming Support: Google App Engine, Amazon AWS, Security in the Cloud: Data Security, Application Security, Virtual Machine	Students will be familiar with Cloud Computing.	Lecture, PPT, Interactive Methods	10

	Security			
	b) Practical- Case Study to examine SaaS Applications for Business with special reference to Business Productivity tool of Amazon AWS.		Practical Methods	05

Reference Book

1. Karabi Bandopadhyay, Mobile Commerce, PHI-2013
2. Shuen Shroff, Web 2.0: A Strategy Guide, O'Reilly
3. Eva Foucher, Social Networking: The Top Social Networking Websites That Help
4. You Build an Online Presence Quickly, CreateSpace Independent Publishing Platform
5. John W. Rittinghouse and James F. Ransome, "Cloud Computing: Implementation, Management, and Security", CRC Press, 2010.
6. Toby Velte, Anthony Velte, Robert Elsenpeter, "Cloud Computing, A Practical Approach", Tata MacGraw Hill, 2009.
7. Jy Liebowitz, "Big Data and Business analytics", CRC press, 2013.
8. Tom White, Hadoop: The Definitive Guide, O'Reilly, 3rd edition
9. Decision Support Systems and Data Warehouse, B. Ravinath, New Age International Publishers

Subject:- Computer Networking

Objective of Syllabus

1) Objectives- To impart the knowledge of Computer Networks and its application areas .

Course Outcomes:

The students will be able to :

1. Visualize the different aspects of networks, protocols and network design models.
2. Analyze and compare different LAN protocols.
3. Examine various Data Link layer design issues and Data Link protocols.
4. Compare and select appropriate routing algorithms for a network.

Examine the important aspects and functions of different layers in internetworking

Sr. No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	a)Theory-Basics of Data communication Data Communication concept - Components-sender, receiver, message, transmission media, Data Flow- simplex, half-duplex, or full-duplex, Networks- Definition, Advantages and disadvantages, Categories of Networks- LAN, WAN. MAN, Network Architecture-Client-Server and Peer to peer, Multiplexing – Frequency Division Multiplexing, Wavelength-Division Multiplexing, Time-Division Multiplexing, switching -Circuit switching, Packet Switching, Message Switching.	Students will be aquatinted with Basic concepts Computer Networks	Lecture, PPT, Interactive Methods	10
	b) Practical- Case study on Network topology		Practical Method	05
2	a)Theory- Transmission media and Reference Models Transmission Media: Guided Media - Twisted-Pair Cable, Coaxial Cable, Fiber-Optic Cable, Unguided Media: Radio Waves, Microwaves, Infrared, satellite communication Transmission Modes- Parallel and Serial -(Asynchronous, Synchronous) Reference	Students will familiar with Transmission Media.	Lecture, PPT, Interactive Methods	10

	Models- OSI reference model, TCP/IP reference model, Comparison of OSI and TCP/IP reference model, Protocol Standards, IP address scheme and characteristics of IP address.			
	b) Practical- Case study on network components		Practical Method	05
3	a)Theory- Data link, Network and Transport layer Data link Layer- Design issues, Framing, error detection and correction, Network layer- design issues of network layer, , Classless and Classfull Addressing, Routing algorithm (shortest path, Flooding, distance vector), Congestion control, Transport layer - Transport Layer Primitives: listen, connect, send, receive, disconnect, Protocols: TCP, UDP.	Students will familiar with Network Layers.	Lecture, PPT, Interactive Methods	10
	b) Practical- Case study on structure of different IP address scheme.		Practical Methods	05
4	a)Theory-Session, Presentation and Application layer Session layer: Services- dialog management, synchronization, activity management, exception handling, Remote procedure calls, Presentation layer:- Services: Translation, compression, encryption, Cryptography: concept, symmetric key & asymmetric key cryptography, Application layer: Functions, DNS, SMTP, SNMP, FTP, HTTP	Students will be familiar with Network Layers.	Lecture, PPT, Interactive Methods	10
	b)Practical- Study of different application layer protocols		Practical Methods	05

Reference Books :

1. Behrouz A. Forouzan: Data Communications and Networking, 4th Edition, Tata McGrawHill, 2006.
2. William Stallings: Data and Computer Communication, 8th Edition, Pearson Education, 2007.
3. Larry L. Peterson and Bruce S. David: Computer Networks - A Systems Approach, 4th Edition, Elsevier, 2007.
4. Andrew S. Tanenbaum: Computer Networks, 4th Edition, PHI

Subject:- Data warehouse & Data mining

Objective of Syllabus

1) Objectives- To impart the knowledge of Data Warehouse & Data mining and its application areas.

Course Outcomes:

Students who complete this course should be able to:

1. Understand concept and components of data warehouse.
2. Illustrate data warehouse applications in business.
3. Understand process and importance of data processing in data mining.
4. Learn implementation and application of data mining techniques.

Sr. No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	a) Theory- Data Warehouse: Basic Concepts and Definition, Need and significance of Data Warehouse, Component architecture of Data Warehouse. Data Warehousing: Concept, Dimensional data Modeling-Star and Snowflake schema, Data Cube, OLAP.	Students will be acquainted with Basic concepts of Data Warehousing	Lecture, PPT, Interactive Methods	15
	b) Practical- Case study on Data warehouse for Bank and Insurance company		Practical Method	05
2	a) Theory- Data Warehouse Design and Usage: A Business Analysis Framework for Data Warehouse Design, Data Warehouse Design Process, Data Warehouse Usage for Information Processing, Data Warehouse Implementation.	Students will familiar with Data Warehouse Design and Usage.	Lecture, PPT, Interactive Methods	10
	b) Practical- Case study on Data warehouse design for manufacturing business unit and finance ministry of		Practical Method	05

	state government			
3	a)Theory- Data Mining: Introduction to Data Mining, Data Mining Functionalities, Classification of Data Mining Systems, Major Issues in Data Mining. KDD. Getting to know your data: Data Objects and Attribute Types, Basic Statistical Descriptions of Data, Measuring Data Similarity and Dissimilarity. Data Preprocessing: An Overview, Data Cleaning, Data Integration, Data Reduction, Data Transformation	Students will familiar with Data Mining	Lecture, PPT, Interactive Methods	10
	b) Practical-DM Applications in Customer Relationship Management (CRM), Retail, Telecommunication		Practical Method	05
4	a)Theory-Data Mining techniques – Classification, Clustering, Decision Trees, Association Rule Mining, Sequence Mining Benefits of Data mining.	Students will be familiar Data Mining techniques.	Lecture, PPT, Interactive Methods	10
	b) Practical- DM Applications in Banking and Finance etc		Practical Method	05

Reference Books:

- 1.Data Mining : Concept and Techniques Han Elsevier ISBN : 978938031913
2. Margaret H. Dunham , S. Shridhar Data Mining- Introductory and advanced topics Pearson education
- 3.Tom Mitchell- machine learning McGraw hill 1997
- 4.Data Mining Techniques-Arun k Pujari,2nd edition ,Universities Press.
- 5.Data Warehousing in the Real Wor;ld-Sam Aanhory & Dennis Murray Pearson Edn Asia.
6. Pang-Ning Tan, Michael Steinback, Vipin Kumar, “Introduction to Data Mining”, Pearson Education, 2008.
7. M.Humphires, M.Hawkins, M.Dy,“Data Warehousing: Architecture and Implementation”, Pearson Education, 2009.

Subject:- Advanced Web Technology .
Paper Code-

Objective of Syllabus

1) Objectives- To impart the knowledge of Web Technology and its application areas .

Course Outcomes:

Students who complete this course should be able to:

1. Understand working of .Net framework.
2. Demonstrate concept of object oriented programming using C#.
3. Understand web controls and develop web application using ASP.Net.
4. Develop web based application using ADO.Net.

Sr. No.	Syllabus Unit (Under autonomy)	Learning Outcomes	Teaching Methods	Teaching Hours
1	a)Theory- Introduction to .Net Framework : Overview, Architecture, Features of .NET , Meta data, CLR, Managed and unmanaged code, CTS, CLS, .NET base classes, Introduction to Visual Studio .NET IDE, Types of JIT compiler.	Students will familiar with .NET framework	Lecture, PPT, Interactive Methods	10
	b) Practical- Practical based on DLL and exe.		Practical Method	05
2	a)Theory- Introduction to C#: Introduction to C#, program using command line arguments, Decision making statements, Looping statements, Global stack and heap memory, reference type and data type, casting implicit and explicit, Boxing and unboxing, pass by reference and out parameters.	Students will familiar with C#	Lecture, PPT, Interactive Methods	10
	b) Practical- C# programs on – Even odd No, Prime No, Factorial, Swapping, program using out parameter.		Practical Method	05
3	a) Theory- Web development through ASP.Net: Understanding role of WEB server and WEB browser, HTTP request	Students will	Lecture, PPT,	

	and response structure, Introduction to ASP, Types of server controls, Validation controls, Web forms life cycle, ASP.NET state management, deployment of web application through IIS.	familiar with web development through ASP.NET.	Interactive Methods.	10
	b) Practical- Implementation of web controls, web form validation		Practical Method	05
4	a) Theory- Database Connectivity through ADO.Net: Introduction to ADO.Net, Architecture of ADO.Net- Connected and Disconnected, DataReader, DataAdapter, DataSet, Connection, Command. Connectivity between ASP.Net and MS.Sql Server database.	Students will get the knowledge of Database Connectivity.	Lecture, PPT, Interactive Methods	10
	b) Practical- Database connectivity between ASP.Net and MS.Sql Server database and perform insert, update, search, delete operations on data.		Practical Method	05

Reference Books: •

1. B.M. Harwani, "Practical ASP.NET Projects", SPD Publication
2. .NET programming Black Book, DreamTech Press
3. Beginning ASP.NET 4.5.1 in C# and VB Spaanjaars
4. .NET 4.5 Programming 6-in-1, Black Book Kogent
5. C# 2012 Programming Black Book Covers .NET 4.5 Kogent
6. C# 2010 Programming: Covers .NET 4.0 Black Book, w/cd Kogent
7. Jack Purdum, "Beginning C# 3.0: An Introduction to Object Oriented Programming", Wrox Publication, 2008
8. Jonathan Chaffer and Karl Swedberg "Learning jQuery", 3rd Edition, SPD Publication, 2012
9. Chirag Patel, "Advance .NET Technology" 2nd Edition, DreamTech Press, 2012
10. Cristian Nagel, Bill Evjen, Jay Glynn, Karli Watson, Morgan Skinner, "Professional C# 2012 and .NET 4.5", Wrox Publication
11. Anne Boehm, Joel Murach, "murach's ASP. NET 4 Web Programming with C# 2010", 4th Edition, SPD Publication, 2011
12. Anne Boehm, Ged Mead, "murach's ADO. NET 4 database Programming with C# 2010", 4th Edition, SPD Publication, 2011