

Sant Gadge Baba Amravati University

Part A

Faculty : **Commerce & Management**

Programme : **Bachelor of Commerce**

Programme Objectives :-

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

Programme Outcomes :-

The students would be able to

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

Employability Potential of the Programme

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

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

*Jobs for Commerce graduate Students *

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

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

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

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

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

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

Acquire various skills-

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

Higher education

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

Banking

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

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

Export import manager

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

Stock broker

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

Tax Consultant

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

Financial Planning-

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

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

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

Intern at a reputed company -

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

Entrepreneurship-

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

Part B**Syllabus prescribed for 1st Year Under Graduate Programme****Programme : Bachelor of Commerce****Semester I**

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

COs:

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

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

After completion of Skill module students will be able to:

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

Reference Books:

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

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

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

After completion of this course students will be able to:

- 1) The learners will learn to understand and interpret any text they are reading from
- 2) different perspectives
- 3) The interest of learners in listening to and watching good quality audio and visual media will be aroused.
- 4) Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.
- 5) The learners will develop good oral and written skills of communication in the English language.

COURSE MATERIAL :DEVELOPING COMPREHENSION SKILLS IN ENGLISH

A) Reading Skills

- Skimming and Scanning
- Language Structure
- Note Making
- Summary Writing
- Guessing Meanings of Words
- Drawing Inferences

- A) Prose** i) The students will have to answer **THREE** out of **FOUR** short answer questions of 2 marks each. =6Marks
 ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each. =6Marks

Unit - II

- B) Poetry** i) The students will have to answer **THREE** out of **FOUR** short answer questions of 2 marks each. =6Marks
 ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each. =6Marks

**Unit - III
Grammar**

- I) Articles **3 Marks**
 II) Parts of Speech **6 Marks**
 III) Word Formation **3 Marks**

**Unit - IV
Communication and Writing Skills**

- I) letter Writing **4 Marks**
 II) Report Writing **4 Marks**
 III) Resume **4 Marks**

**Unit - V
Soft Skills**

- I) Critical, Creative and Positive Thinking **4 Marks**
 II) Building Relationship Skills **4 Marks**
 III) Problem Solving Skills **4 Marks**

Multiple Choice Questions

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

Internal Assessment (SEM)

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

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

COs

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

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

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

Course Outcomes of SEM:

After completion of this module students will be able to:

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

Reference Books:

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

Prescribed Textbook :SINGING BIRD by Board of Editors & Published by DnyanPath Publication, Amravati.

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

Course Outcomes :

After completion of this course students will be able to:

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

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

- Public Speaking in English
- Conversation Skills
- Speaking at an Event

Unit : I

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

Unit : II

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

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

Unit : III

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

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

Unit : IV**Writing Skills**

I) Etiquettes and Manners

6 Marks

II) Writing Blogs

6 Marks

Unit - V**Grammar**

I) Noun forms of some adjectives

3 Marks

II) Noun forms of some verbs

3 Marks

III) Adjective forms of some nouns

3 Marks

IV) Some words changed into verbs

3 Marks

Multiple Choice Questions

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

20 Marks

Internal Assessment (SEM)

I) Assignment

10 Marks

II) Class Test

10 Marks

Part B**Syllabus prescribed for 1st Year Under Graduate Programme****Programme : Bachelor of Commerce****Semester I**

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

Course Outcomes :

- नेमलेल्या साहित्यातून जीवनदर्शन, समकालीन व्यवहार जाणीवा यांची माहिती होईल.
- वैचारिक, ललित, कविता या विविध वाङ्मय प्रकाराचे ज्ञान होईल. या वाङ्मय प्रकाराचे वेगळेपण जाणून घेतील तथा या मधील साम्यभेदाचे आकलन होईल.
- वैचारिक गद्यातून भाषेच्या सर्जनशील रूपाचे विद्यार्थ्यांना आकलन होईल. तसेच चारित्र्य विषय असलेल्या थोर व्यक्तींच्या जीवन कार्यातून विद्यार्थ्यांना प्रेरणा मिळेल आणि संकटावर मात करून जीवनात यशस्वी होता येते हा विचार त्यांच्या मनी रुजेल.
- ललित कलाकृती च्या वाचनातून आनंद, बोध, ज्ञान इत्यादी ची प्राप्ती होऊन विद्यार्थ्यांच्या जीवनविषयक जाणवा समृद्ध होतील.
- वैचारिकता, तात्त्विकता, काव्यात्मकता, भावनात्मकता, सामान्य गोष्टीतील असामान्यत्वाचे दर्शन यातून विद्यार्थ्यांचा दृष्टीकोण संपन्न होईल.
- विविध प्रकारच्या साहित्याचे आकलन, वर्णन, आस्वादन, विश्लेषण आणि मूल्यमापन करण्याची क्षमता वाढून विद्यार्थ्यांची अभिरुची विकसित होईल.
- या वाङ्मयप्रकारातून विविध प्रकारचे नीतिमूल्ये, जीवनमूल्ये, यांची शिकवण विद्यार्थ्यांना मिळेल, त्याचा उपयोग उत्तम रितीने जिवन जगण्या साठी होईल.
- 'उपयोजित' घटकाच्या माध्यमातून विविध प्रकारची कौशल्ये त्यांच्यात निर्माण होतील व ते रोजगारक्षम होतील.
- विचारवंत, लेखक, कवी होण्यासाठी हे अध्ययन प्रेरक ठरेल, सहाय्यभूत ठरेल. यातून विद्यार्थी भाषेचा सर्जनशील वापर कसा करावा हे समजून घेतील व विविध प्रकारातील साहित्य निर्मिती करतील. तसेच व्यवहारिक उपयोजन करून रोजगारक्षम होतील.

अ.क्र. Sr.No.	घटक Topic	अध्यापन तासिका (Teaching
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		Hours)
विभाग - अ	वैचारिक	
१)	दुःखाक्रांत लेंकी येणें - म्हाइंभट	१२
२)	धर्मनिरपेक्षता आणि शिवाजी - नरहर कुरुंदकर	
३)	डॉ.बाबासाहेब आंबेडकरांचे पाणी विषयक धोरण - प्रल्हाद लुलेकर	
४)	भारताचे आर्थिक स्वातंत्र्याचे योद्धे : श्री. लक्ष्मणराव किलोस्कर ० अनंत मराठे	
विभाग - ब	ललित	
१)	आज्ञापत्र - रामचंद्रपंत अमात्य	११
२)	मरी आई चा गाडा - अण्णा भाऊ साठे	
३)	आधार - बाबाराव मुसळे	
४)	पळसपताका - विजय दळवी	
विभाग - क	कविता	
१)	इवलेंसें रोप लाविले द्वारी - संत ज्ञानेश्वर	११
२)	पंढरी वर्णन - शाहीर प्रभाकर	
३)	विद्यार्थ्यांप्रत - केशवसुत	
४)	उषःकाल होता होता - सुरेश भट	
५)	साहेबराव पाटील - विठ्ठल वाघ	
६)	आविष्कार - सुदाम सोनुले	
७)	देवभाताची थोंब - गोविंद गायकी	
विभाग - ड	उपयोजित मराठी Skill Enhancement Module	
	१) कार्यालयीन पत्रव्यवहार -	११
	२) स्व-परिचय पत्र व नोकरी साठी अर्ज लेखन	

अभ्यासक्रमासाठी नेमलेले पाठ्यपुस्तक

'अक्षरलेणी' भाग-१ (सत्र-१ व सत्र-२) (संपादित)

प्रकाशकाचे नाव : राघव पब्लिशर्स अॅण्ड डिस्ट्रीब्युटर्स, नागपूर

(विभाग 'अ', 'ब' आणि 'क' साठी)

उपयोजित मराठी - संपादक डॉ.केतकी मोडक, संतोष शेणई, सुजाता शेणई - पद्मगंधा प्रकाशन, पुणे या पुस्तकातील

प्रकरण ३ रे- कार्यालयीन पत्रव्यवहार - डॉ.कल्याणी दिवेकर

प्रकरण ४ थे- स्व-परिचयपत्र व नोकरी साठी अर्ज लेखन - डॉ.भूषण केळकर.

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

'मराठी भाषिककौशल्ये : संभाषणकौशल्ये'

उद्दिष्टे

१. विद्यार्थ्यांच्या भाषिक क्षमतांचा विकास करणे.
२. संभाषण कौशल्ये विकसित करणे.
३. मराठी भाषेचे उपयोजन लक्षात घेणे.
४. विविध व्यवसायातील संधी लक्षात घेणे.
५. मराठी भाषेच्या वैशिष्ट्यांची ओळख करून घेणे.

उपयोगिता

१. संभाषण कौशल्य विकासाला सहाय्य होईल.
२. मराठी भाषाक्षमतेच्या वाढीस मदत होईल.
३. संभाषण क्षेत्राची दारे खुली होतील.
४. विविध व्यवसाय क्षेत्रात संधी उपलब्ध होईल.

अभ्यासघटक

'व्यक्तिविकासासाठी : संभाषण व लेखनकौशल्ये - (संपादक : डॉ.पृथ्वीराज तौर, डॉ.शैलेंद्र लेंडे, डॉ.वंदना महाजन), अथर्व पब्लिकेशन्स हे संपादित पुस्तक या अभ्यासक्रमा साठी नेमलेले आहे.

संभाषणकौशल्ये -

१. संभाषणकौशल्ये - राजेंद्र दत्तात्रय थोरात
२. सूत्रसंचालन - प्रतिभा कदम / जतीन कदम
३. मुलाखत - शैलेश त्रिभुवन / रवींद्र बेम्बरे
४. वक्तृत्व - पुंडलिक कोलते

विभाग - अ	वैचारिक	-	२० गुण
विभाग - ब	ललित	-	२० गुण
विभाग - क	कविता	-	२० गुण
विभाग - ड	उपयोजित मराठी	-	२० गुण

प्रश्ननिहायगुणविभागणी :-

प्रश्न १	वैचारिक विभाग :- दीर्घोत्तरी एक प्रश्न	१०गुण
प्रश्न २	वैचारिक विभाग :- लघुत्तरी एक प्रश्न	०५गुण
प्रश्न ३	ललित विभाग :- दीर्घोत्तरी एक प्रश्न	१०गुण
प्रश्न ४	ललित विभाग :- लघुत्तरी एक प्रश्न	०५गुण
प्रश्न ५	कविता विभाग :- दीर्घोत्तरी एक प्रश्न	१०गुण
प्रश्न ६	कविता विभाग :- लघुत्तरी एक प्रश्न	०५गुण
प्रश्न ७	उपयोजित मराठी :- दीर्घोत्तरी एक प्रश्न	१०गुण
प्रश्न ८	उपयोजित मराठी :- लघुत्तरी एक प्रश्न	०५गुण

(वरील सर्व प्रश्नांना अंतर्गत पर्याय राहतील.)

वस्तुनिष्ठ प्रश्न -उपरोक्त अभ्यास क्रमातील विभाग 'अ' व 'ब' यावर प्रत्येकी २० गुण
 ०३ प्रश्न आणि विभाग 'क' व 'ड' यावर प्रत्येकी ०२ प्रश्न
 वस्तुनिष्ठ स्वरूपाचे असे एकूण १० बहुपर्यायी प्रश्न विचारले जातील. प्रत्येक प्रश्नास ०२ गुण याप्रमाणेहा प्रश्न २० गुणांचा असेल.

विभाग 'ड'साठी संदर्भग्रंथ म्हणून उपयोजित मराठी - संपादकडॉ.केतकी मोडक, संतोष शेणई, सुजाता शेणई - पद्मगंधा प्रकाशन, पुणे या पुस्तकातील **प्रकरण ३ रे** कार्यालयीन पत्रव्यवहार व **प्रकरण ४ थे** - स्व-परिचयपत्र व नोकरी साठी अर्ज लेखन या प्रकरणा वर १० गुणांचा ०१ दीर्घोत्तरी व ०५ गुणांचा ०१ लघुत्तरी प्रश्नविचारल्या जाईल.

कौशल्य विकासावर आधारीत अंतर्गत मूल्यमापन :-	-	२० गुण
● गुण विभागणी		
१) घटक चाचणी (Class Test) - ०२	-	१० गुण
२) स्वाध्याय (Home Assignment) - ०२	-	१० गुण

प्रश्नपत्रिकेचे प्रारूप – एकूण गुण २५
अंतर्गत मूल्यांकन AEC - २५ गुण
घटक चाचणी - १ - १० गुण
गृहपाठ - - १० गुण
चर्चासत्र - - ०५ गुण

(अभ्यास पत्रिकेतील सर्व घटकांवर प्रश्न विचारण्यात येतील)

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

Course Outcomes

- 1) भाषा, साहित्य, कला, संस्कृत कौशल्य आदि के माध्यम से छात्रों में सकारात्मकता, सृजनात्मकता, मानवतावाद गुणों का विकास होकर उनमें राष्ट्रीयता का भावना वृद्धि होगी | अनुवाद कौशल्य के कारण छात्रों के व्यवहार, व्यवसाय आदि में संपन्नता बढ़ेगी |
- 2) भाषण कौशल्य, सूत्रसंचालन, वाद-व्यवाद आदि गुणों से भाषा अध्ययन में निखार आ सकेगा |

- ब) लघुउत्तर ००० (तीन) (१२अंक)
 इकाई दो - पण्य खण्ण - (०थम छः कवताओं से) -
 अ) दो कवताओं के के००० भाव (१४अंक)
 इकाई तीन - ण्यावहाएक भाषा एवं ण्याकरण (१४अंक)
 अ) - १) श००-यु०० (दो) (२अंक)
 २) अनेक श०० के णए एक श०० (दो) (२अंक)
 ३) पयाववाची श०० (दो) (२अंक)
 ४) सु०० भनाथक श०० (दो) (२अंक)
 ब) - १) हं०० म०० अनुवाद - अं०जी ग००यांश का हं०० अनुवाद (६अंक)
 इकाई चार - कौश००य आधाएत पाठय०० म
 प००लेखन (एक) (८अंक)
 क) ण्यावसायीक अथवा कायावलीन प० (श००सीमा लगभग १५० श००)
 ड) णल००लेखन : प००चय मह००व (६अंक)
 इकाई पाँच - व००तु००००००० (२०अंक)
 (०००यक ००० पर एक अंक)

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

Course Outcomes

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

Unit	Content	No. of Periods
I	घटक 1 ग००यपाठ 1 तथा 2 वा००ण००यसुधा (भाग - 1), ०थम णभाग	09
II	घटक 2 ग००यपाठ 3 तथा 4 वा००ण००यसुधा (भाग - 1), ०थम णभाग	09
III	घटक 3 प००यपाठ 1 तथा 2 वा००ण००यसुधा (भाग - 1), ०थम णभाग	09
IV	घटक 4 प००यपाठ 3 तथा 4 वा००ण००यसुधा (भाग - 1), ०थम णभाग	09
V	Skill Enhancement Module गृहपाठ मौखक पर०० ण	09

संदभ०००थसूची -

- वा००ण००यसुधा (भाग - 1), अथव०००काशन, जळगाव
(Text Book, Edited by Dr. B. N. Panda, Dr. R. V. Kavishwar, Dr. JayshreeSakalkale)
- Web links ०

उ००चारण ०थान - <https://youtu.be/zW2vpCF3RyQ>

पठन कौश००य <https://youtu.be/ARJa2GbgiiQ>

णभ००णित प००चय - <https://youtu.be/bY0sEHjtQLE>, <https://youtu.be/sWikF2JvM3M>

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

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

- उच्चारणकौशलयम् (पाठनीयः)
- व्यक्तिपरचय (धमा, षाठ्ठ सप्तमी)

Question Paper Pattern

Theory Marks distribution -
Theory : 80

Time : 3 hrs

- (a) Long answer question (one out of two) : 10
(b) Reference to Context (one out of two) : 05
- (a) Long answer question (one out of two) : 10
(b) Reference to Context (one out of two) : 05
- (a) Long answer question (one out of two) : 10
(b) Reference to Context (one out of two) : 05
- (a) Long answer question (one out of two) : 10
(b) Reference to Context (one out of two) : 05
- Multiple Choice Questions (Ten) : 20

Internal marks distribution – (SEM)

Total marks - 20

- Home Assignment : 10
- Oral Test : 10

100

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-12	Pali and Prakrit	45

Course Outcomes -

- गद्य पाठाचा भाषांतरकरता येईल.
- गद्य पाठाचा सारांश स्वतःच्या शब्दात करता येईल.
- पद्य पाठातील गाथांचा अनुवाद करता येईल.
- पद्य पाठाचे वाचन करून सारांशात्मक स्पष्ट करता येईल.
- संपूर्ण अभ्यासक्रमाचे सुक्ष्म अध्ययन करून वस्तुनिष्ठ प्रश्नांची उत्तरे देता येतील.

Unit	Content	No. of Periods
Unit-I जातक कथा	१) बकजातक २) उलूकजातक	०९
Unit-II खुद्दकपाठ सुत्तानिपात	१) सरणतय २) दससिक्खापद ३) कसीभारद्वाज सुत्त	०९
Unit-III धम्मपद	१) चित्तवग्ग २) पुप्फवग्ग	०९
Unit-IV धम्मपद	१) ब्राम्हणवग्ग २) भिक्खुवग्ग	०९
Unit - V	Skill Enhancement Module	
	पाली संस्कार विधी कौशल्य १) नमन २) त्रिशरण ३) पंचशील	०९

Course Outcomes of SEM

त्रिपिटक साहित्याचा अभ्यास करणे
धम्मपदातील नैतिक मुल्य जोपासणे

संदर्भग्रंथ -

- जातक पाली- नालंदा संस्करण, इगतपुरी
- खुद्दकपाठ - नालंदा संस्करण, इगतपुरी
- सुत्तनिपात - प्रो. डॉ. विमलकिर्ती - सम्यक प्रकाशन - नवीदिल्ली

- ४) धम्मपद - डॉ. भदन्त आनंद कौसल्यायन
 ५) खुद्दकपाठो :संपादक, संशोधक, अनुवादक चंद्रपाल सिंह, शितल मिगसेन पब्लिशर्स १९८७
 ६) खुद्दकपाठ पालि :- (पाली-मराठी शब्दार्थ भाषांतर, डॉ. बालाजी गव्हाळे, कनिष्क प्रकाशन कोल्हापूर २०११
 ७) सुत्तनिपात - अनुवाद, प्रा. धर्मानंद कोसंबी, संपादक प्रा. पु. वि. बापट, कौशल्य प्रकाशन - २०११
 ८) धम्मपद :- डॉ. आर.जे.वानखडे, सुगम प्रकाशन -२०१२
 ९) पाली भाषाकौशल्य :- डॉ. बालाजी गव्हाळे - सारनाथ प्रकाशन, परभणी - २०१७
 10) Email Wikipedia, ebooks,Apps, News paper, Magazines, Paint Social Media, You Tube etc.

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

संभाषणकौशल्य

लिखाण आणि वाचन

उद्दिष्ट्ये :

- १) विद्यार्थ्यांचे संभाषण कौशल्य विकसित करणे
- २) लिखाण कौशल्य विकसित करणे
- ३) पाली भाषेची उपयोगिता लक्षात घेणे
- ४) पाली भाषेच्या वैशिष्ट्याची ओळख करून घेणे
- ५) मुल्य शिक्षणाचे अध्ययन करून घेणे

उपयोगिता

- १) संभाषण कौशल्याला उपयोगाचे ठरेल
- २) पाली भाषेतील विचार समजून घेण्यास मदत होईल
- ३) संभाषण, लेखन, प्रचार, प्रसार, पर्यटन याक्षेत्रात विद्यार्थी अग्रेसर होईल
- ४) विविध संधी प्राप्त करून घेता येतील

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

Course Outcome :

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

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

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

Books recommended :-

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

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

Course Outcomes :

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

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

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

BOOKS RECOMMENDED

1. Ahuja H.L. : Business Economics : S. Chand & Co. New Delhi
2. Business Economics : Pimpalkar, Bapat, Joshi, Orient-Logmans
3. Koustsoyiani A Moden Micro Economics, Macmilan New Delhi
4. अर्थशास्त्राचे सिद्धांत - प्रा. जी.एन. झामरे, पिंपळापूरे प्रकाशन
5. व्यावसायिक अर्थशास्त्र - डॉ. रा.य.माहोरे, अंशुल पब्लिकेशन, नागपूर
6. अर्थशास्त्र के सिद्धांत - जोशी, सिंग, श्रीवास्तव, जयपूर
7. आधुनिक सूक्ष्मअर्थशास्त्र Ó के.पी.एम. सुंदरम.
8. व्यवसायिक अर्थशास्त्र Ó प्रा. एच.आर. तिवारी, डॉ. के.के. पाटील, डॉ. बी.बी. तायवाडे आणि वाय.पी. सिंग - अद्वैत प्रकाशन, अकोला
9. Business Economics : Dr. SudhirBodhankar, Dr. MedhaKanetkar, Shri SainathPrakashan, Nagpur
10. Business Economics : Dr.(Mrs..) Pushpa T
11. Ayade-Shree MangeshPrakashan, Ramdaspath, Nagpur-10
12. Business Economics (English Edition) : Dr. G.N. Zamare-Pimpalpure& Co. Publishers, Nagpur
13. व्यावसायिक अर्थशास्त्र (मराठी आवृत्ती) :डॉ. जी.एन. झामरे, Pimpalpure& Co. Publishers, Nagpur

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

COURSE OUTCOME

The students will be able to :

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

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

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

Outcomes of Skill Development Module :

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

Books Recommended :

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

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

Course Outcomes:

The students will be able to -

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

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

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

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

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

• **Course Outcomes:**

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

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

• **List of Practical's :**

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

Division of Marks for Practical's

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