



Maratha Vidya Prasarak Samaj's

**ARTS & COMMERCE COLLEGE, VADNER BHAIKAV**

Tal. Chandwad, Dist. Nashik, Pin – 423111

Affiliated to S.P.Pune University, Pune

(ID No-PU/NS/AC/142/2009)

ISO 9001 : 2015 Certified

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### 1.2.1.1. Number of Programmes in which CBCS/ Elective course System implemented.

Programme Code	Programme name	Year of Introduction	Status of implementation of CBCS / elective course system (Yes/No)	Year of implementation of CBCS / elective course system
11813	BA (Marathi)	2011	NO	2014-15 and 2015-16
11813	BA (Economics)	2011	NO	2014-15 and 2015-16
11813	BA (Politics Science)	2011	NO	2014-15 and 2015-16
12013	B.Com (Business Administration)	2011	NO	2014-15 and 2015-16
11819	FYBA	2009	YES	2019 -20
12019	FYB.Com	2009	YES	2019 - 20

# **Savitribai Phule Pune University**

## **RULES AND REGULATIONS**

for

**UG Choice Based Credit System for BA Programme**

**under the Faculty of Humanities**

**Effective from June 2019**



**Prof.(Dr.) Vijay Khare**  
**Dean, Faculty of Humanities**  
**Savitribai Phule Pune University (SPPU)**

## **Background/Preamble:**

Education plays an enormously significant role in the building of a nation. There are quite a large number of educational institutions, engaged in imparting education in our country. Majority of them have entered recently into semester system to match international educational pattern. However, our present education system is churning out youth who have to compete locally, regionally, nationally as well as globally. The present alarming situation necessitates transformation and/or redesigning of system, not only by introducing innovations but also developing learner-centric approach.

Majority of Indian higher education institutions have been following the system which obstructs the flexibility for the students to study the subjects/courses of their choice and their mobility to different institutions. There is need to allow the flexibility in education system, so that students depending upon their interests can choose inter-disciplinary, interdisciplinary and skill-based courses. This can only be possible when choice based credit system (CBCS), an internationally acknowledged system is adopted. The choice based credit system not only offers opportunities and avenues to learn core subjects but also explores additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS will undoubtedly facilitate benchmarking of our courses with best international academic practices.

## **Preface:**

Considering the change in nature of higher education and input given by new education policy, SPPU has been implementing all Under-graduate programmes under the Faculty of Humanities from June 2019. As per the decisions by the authorities of Savitribai Phule Pune University, the Faculty of Humanities has prepared choice based credit system and its structure. The revised course is of 132 credits and 1 credit is equivalent to 15 hours. Assessment in credit system consists of:

- a) in-semester continuous assessment
- b) end-semester assessment for the oral/presentation at the end of the semester

The Faculty of Humanities has shouldered the idea of incorporating latest advances and equips the subjects /syllabus contents with latest and relevant topics and know-hows. Accordingly the new structure and syllabi are being introduced, to be implemented from the academic year 2019-20 from First Year and it will continue for subsequent years.

1. All UG programmes, under the Faculty of Humanities shall be offered with credit system.
2. All the BA programmes running under the Faculty of Humanities will be of three years duration.
3. The total no. of credits required for the completion of the programme is 132 credits.
4. One credit is equivalent to 15 hours.
5. A student is required to earn 132 credits in a minimum period of six semesters
6. The final CGPA will be calculated on the basis of 132 credits.
7. There is a 15 week of teacher-student interaction during the semester.
8. The 15 week is divided into 12 weeks teaching and 3 weeks for continuous assessment including preparation time to students during the semester (for theory course).
9. Advantages of the Choice based credit system:
10. Shift in focus from the teacher-centric to student-centric education.
  
12. CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students.

#### **I. Implementation of UG course structure:**

1. For first year: student has to select 6 core courses offered by the college/institute.
  - i) F.Y. B.A. – Semester – I student has to select among 6 Core Courses, a total of 18 credits (Compulsory English included)
  - ii) F.Y. B.A. – Semester – II student has to select among 6 Core Courses, a total of 18 credits (Compulsory English included)
2. For second year: student has to select 5 subjects among the courses offered by the college/institute.
  - i) S.Y. B.A.- Semester -III student has to select among 5 courses, a total of 22 credits (2 Core Courses, 1 Ability Enhancement Compulsory Course (AEC), 2 Skill Enhancement Courses (SEC), 2 Discipline Specific Elective Courses (DSE) and Compulsory English)

- ii) S.Y. B.A.- Semester -IV student has to select among 5 courses, a total of 24 credits (2 Core Courses, 1 Ability Enhancement Compulsory Course (AEC), 2 Skill Enhancement Courses (SEC), 2 Discipline Specific Elective Courses (DSE) and Compulsory English)
3. For third year: student has to select 6 different subjects among the subjects offered by the college/institute.
- i) T.Y. B.A.- Semester -V student has to select among 5 courses, a total of 25 credits [2 Core Courses, 1 Ability Enhancement Compulsory Course (AEC) MIL (Language/Communication), 2 Skill Enhancement Courses (SEC), 2 Discipline Specific Elective Courses (DSE), 2 Generic Elective (GE) and Compulsory English]
  - ii) T.Y. B.A.- Semester -VI student has to select among 5 courses, a total of 25 credits [2 Core Courses, 1 Ability Enhancement Compulsory Course (AEC) MIL (Language/Communication), 2 Skill Enhancement Courses (SEC), 2 Discipline Specific Elective Courses (DSE), 2 Generic Elective (GE) and Compulsory English]
4. CGPA will be calculated on the basis of total 132 credits only
  5. Each theory credit is equivalent to 15 clock hours of teaching
  6. There are 15 weeks of teacher-student interaction during the semester.
  7. The 15 weeks are divided into 12 weeks teaching and 3 weeks for continuous assessment including preparation time to students during the semester (for theory course).
  8. Each theory lecture for FY, SY, TY is of 50 mins.
  9. Exam pattern : University assessment 70% and continuous internal assessment 30%
  10. For Internal Examination minimum two tests per paper of which one has to be written test of 10 marks.
  11. Methods of assessment for internal exams: seminars. Viva-voca, projects, surveys, field visits, tutorials, assignments, group discussions.

## II. Outlines of Choice Based Credit System [Detailed description of the courses]

- a) **Core Course (14 for honours courses; 4 discipline specific papers each for regular courses):** The papers under this category are going to be taught uniformly across all universities with 30% deviation proposed in the draft. The purpose of fixing core papers

is to ensure that all the institutions follow a minimum common curriculum so that each institution/university adheres to common minimum standard. Also the course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course.

b) **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidates proficiency/skill is called and Elective Course.

- i) **Discipline Specific Elective (DSE) Course:** (4 for Honours courses and 2 each for regular courses): Elective course offered under the main discipline/subject of study is referred to as a Discipline Specific Elective. The list provided under this category are suggestive in nature and each university has complete freedom to suggest their own papers under this category based on theory, expertise, specialization, requirements, scope and need. The University/institute may also offer discipline related Elective courses if interdisciplinary nature (to be offered by main discipline/subject of study)
- ii) **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work and a candidate studies such a course on his own with an advisory support by a teacher/faculty member id called dissertation/project.

P.S.: A Core Course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective.

c) **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the

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- ii) **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work and a candidate studies such a course on his own with an advisory support by a teacher/faculty member id called dissertation/project.

P.S.: A Core Course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective.

c) **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the

English/Hindi/MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on training, competencies, skills, etc.

i) Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/Hindi Communication/ MIL Communication.

ii) Skill Enhancement Courses (SEC) (minimum 4 for regular courses): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability. The list provided under this category are suggestive in nature and each University has complete freedom to suggest their expertise, specialization, requirements, scope and need.

d) **Practical/tutorials:** (One each with every core and discipline/generic specific elective paper). The list of practical provided is suggestive in nature and each university has the freedom to add/subtract/edit practical from the list depending on their faculty and infrastructure available. Addition will however be of similar nature.

e) **Introducing Research Component in Under-Graduate Courses Project work/dissertation** is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/difficult problem. A project/Dissertation work would be of 6 credits. A project/Dissertation work may be given in lieu of a discipline specific elective paper.

### III. Eligibility for Admission:

First Year – B.A.: Higher Secondary School Certificate (10+2) or its equivalent Examination with English as a passing subject.

Admissions will be given as per the selection procedure /policies adopted by the respective college keeping in accordance with conditions laid down by SPPU.

Reservation and relaxation will be as per the Government rules.



**IV. Medium of instruction:** Marathi/English

**V. Award of Credits:**

- i) Each course having 3 credits shall be evaluated out of 70 marks and student should secure at least 28 marks (40%) in continuous assessment as well as term end exam to earn full credits of that course.
- ii) Each course having 3 credits shall be evaluated out of 70 marks as student should secure at least 28 marks (40%) and in continuous assessment student should secure minimum 12 marks.

**VI) Evaluation Pattern:**

- i) The course carrying 100 marks shall be evaluated with continuous Assessment (CA) and University Evaluation (UE) mechanism.
- ii) Continuous assessment shall be of 30 marks while university evaluation shall be of 70 marks. To pass in a course of 3 credits, a student has to secure minimum 40 marks, provided that he should secure minimum 28 marks in University Evaluation (UE) and 12 marks (40%) in continuous assessment.
- iii) For internal examination minimum two tests per paper of which one has to be a written test of 10 marks.
- iv) Methods of assessment for internal exams: seminars, viva-voce, projects, surveys, field visits, tutorials, assignments, group discussion etc. (on approval of the head of the centre).
- v) There shall be revaluation of the answer scripts of semester-end examination of theory papers only but not of internal assessment papers as per ordinance no 134 A and B.

## VII) ATKT Rules:

- i) Minimum 80% core courses have to be qualified in the I<sup>st</sup> and II<sup>nd</sup> semester, then only will the student be allowed in the III<sup>rd</sup> semester (2<sup>nd</sup> year B.A).
- ii) Minimum 36 credits have to be earned by the students in the 1<sup>st</sup> year. Then students will be allowed in the 3<sup>rd</sup> year which means students have to clear all the compulsory courses of 1<sup>st</sup> year.

## VIII) Completion of Degree Course:

A student who earns 132 credits, shall be considered to have completed the requirements of the B.A. degree program and CGPA will be calculated for such student, on the basis of only 132 credits. The following percentage to grade and grade point is given in the below table:

Percentage to Grade and Grade Points

Sr. No.	Grade Letter	Grade Point	Marks
1	O ( Outstanding)	10	90 ≤ Marks ≤ 100
2	A+ (Excellent)	9	75 ≤ Marks ≤ 89
3	A (Very Good)	8	60 ≤ Marks ≤ 74
4	B+ (Good)	7	55 ≤ Marks ≤ 59
5	B (Above average)	6	50 ≤ Marks ≤ 54
6	C ( Average)	5	45 ≤ Marks ≤ 49
7	D(Pass)	4	40 ≤ Marks ≤ 44
8	F ( Fail)	0	Marks ≤ 40
9	Ab ( Absent)		

  
3/11/19

**Prof.(Dr.) Vijay Khare**  
Dean, Faculty of Humanities  
Savitribai Phule Pune University (SPPU)

**Savitribai Phule Pune University, Pune**  
**Faculty of Humanities**

Structure of Choice Based Credit System for Undergraduate Programme to be implemented from Academic year 2019-20

Semester	Core Courses (CC)	Ability Enhancement Compulsory Course (AEC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Courses (DSE)	Generic Elective(GE)	Total Credit
I	Compulsory English (3)					18
	CC-1 A (3)					
	CC-2 A(3)					
	CC-3 A(3)					
	CC-4 A(3)					
	CC-5 A(3)					
II	Compulsory English (3)					18
	CC-1 B(3)					
	CC-2 B(3)					
	CC-3 B(3)					
	CC-4 B(3)					
	CC-5 B(3)					
III	Compulsory English (3)	Environment Science (2)	SEC 1 A(2)	DSE 1 A(3)		22
	MIL 2 (3)		SEC 2 A (2)	DSE 2 A (3)		
	CC-1 C(2)					
	CC-2 C(2)					
IV	Compulsory English (3)	Environment Science (2)	SEC 1 B (2)	DSE 1 B(3)		24
	MIL 2 (3)		SEC 2 B (2)	DSE 2 B(3)		
	CC-1 D(2)					
	CC-2 D(2)					
	CC-3 D (2)					
V	Compulsory English (3)	MIL (2) (Language/ Communication)	SEC 1 C (2)	DSE 1 C(3)	GE 1 A(4)	25
	CC-1 E(2)		SEC 2 C (2)	DSE 2 C(3)	GE 2 A (2)	
	CC-2 E(2)					
VI	Compulsory English (3)	MIL (2) (Language/ Communication)	SEC 1 D (2)	DSE1 D(3)	GE 1 B(4)	25
	CC-1 F(2)		SEC 2 D (2)	DSE 2 D(3)	GE 2 B(2)	
	CC-2 F(2)					
Total Credit	72	08	16	24	12	132

Sem. III: SEC 2 A (2): Value based / skill based

Sem. IV: CC-3 D (2): Minor Study Project of CC 1 D (2) & CC 2 D (2) One credit for each subject.

Sem. IV: SEC 2 B (2): Value based / skill based/ field work of SEC 1 B (2)

Sem. V: SEC 2 C (2): Value based / skill based

Sem. VI: SEC 2 D (2): Value based / skill based field work of SEC 1 D (2)

GE: Beyond discipline of choice

Sem. V & VI: GE 1 A (4) & GE 1 B (4) is Inter Disciplinary.

Sem. V & VI: GE 2 A (2) & GE 2 B (2) is discipline of choice.



शैक्षणिक विभाग

गणेशखिंड, पुणे-४११ ००७

दूरध्वनी क्र. : ०२०-२५६०१२५७/५८/५९

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संदर्भ क्र : सीबीएच/६१०

सावित्रीबाई फुले पुणे विद्यापीठ  
(पूर्वीचे पुणे विद्यापीठ)

**Savitribai Phule Pune University**  
(Formerly University of Pune)

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परिपत्रक क्र. १३०/२०१९

विषय —: मानवविज्ञान विद्याशाखेअंतर्गत बी.ए. (Choice Based Credit System) पदवी अभ्यासक्रमाच्या प्रथम वर्ष कला विषयांच्या सुधारित अभ्यासक्रमाबाबत.....

विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार सर्व संबंधितांस या परिपत्रकाद्वारे कळविण्यात येते की, मानवविज्ञान विद्याशाखेअंतर्गत प्रथम वर्ष बी.ए. व प्रथम वर्ष बी.कॉम. (Choice Based Credit System) खालील विषयांच्या सुधारित अभ्यासक्रमास शैक्षणिक वर्ष २०१९-२० पासून मान्यता देण्यात येत आहे.

बी.ए. विषय : मराठी, इंग्लिश, हिंदी, संस्कृत, जर्मन, फ्रेंच, अर्थशास्त्र, इतिहास, मानसशास्त्र, राज्यशास्त्र, मानवशास्त्र, तत्वज्ञान, समाजशास्त्र, संरक्षण व सामरिकशास्त्र, संख्याशास्त्र, भूगोल, गणित इ.

बी.कॉम. विषय : मराठी, इंग्लिश, हिंदी, संस्कृत, ऊर्दू, अरेबिक, पर्शियन, जर्मन, फ्रेंच इ.

बी.एस्सी. विषय : मानसशास्त्र, संरक्षण व सामरिकशास्त्र.

सदरचा अभ्यासक्रम हा सावित्रीबाई फुले पुणे विद्यापीठाच्या [www.unipune.ac.in](http://www.unipune.ac.in) या संकेतस्थळावर Syllabi या शीर्षकाखाली उपलब्ध आहे.

मा. प्राचार्य, सर्व संलग्न कला व वाणिज्य महाविद्यालये यांना विनंती की, सदर परिपत्रकाचा आशय सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

उपकुलसचिव,  
(शैक्षणिक विभाग)



प्रत माहितीसाठी व पुढील योग्य त्या कार्यवाहीसाठी :

१. मा. अधिष्ठाता, मानवविज्ञान विद्याशाखा
२. मा. विभागप्रमुख, सर्व विभाग
३. मा. संचालक, सर्व मान्यताप्राप्त संस्था
४. मा. संचालक, परीक्षा व मूल्यमापन मंडळ, सावित्रीबाई फुले पुणे विद्यापीठ
५. मा. संचालक, स्पर्धा परीक्षा केंद्र
६. उपकुलसचिव, परीक्षा (१,२)
७. सिस्टीम ऑनॅलिस्ट डेटा प्रोग्रेसिंग युनिट
८. उपकुलसचिव, शैक्षणिक प्रवेश विभाग
९. उपकुलसचिव, नियोजन व विकास विभाग
१०. उपकुलसचिव, शैक्षणिक पात्रता विभाग
११. सहा. कुलसचिव (परीक्षा समन्वय)
१२. सहा. कुलसचिव (परीक्षा—एस.अॅण्ड टी. विभाग)
१३. उपकुलसचिव (गोपनीय कक्ष)
१४. मा. संचालक, (परदेशी विद्यार्थी केंद्र)
१५. उपकुलसचिव (सभा दफ्तर)
१६. वरिष्ठ कायदा अधिकारी
१७. जनसंपर्क अधिकारी
१८. कक्षाधिकारी (बहिःस्थ)
१९. सहा. कुलसचिव (संलग्नता)
२०. मा. प्रमुख, विद्यापीठ उपकेंद्र : अहमदनगर, नाशिक.
२१. सहायक कुलसचिव प्र—कुलगुरू कार्यालय

वि. प. क्र. ब ३२ पीए / ३२ / २०१९, दिनांक ११ जून, २०१९





सावित्रीबाई फुले पुणे विद्यापीठ  
(पूर्वीचे पुणे विद्यापीठ)

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शैक्षणिक विभाग

गणेशखिंड, पुणे-४११ ००७

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संकेतस्थळ : [www.unipune.ac.in](http://www.unipune.ac.in)

**Savitribai Phule Pune University**  
(Formerly University of Pune)

संदर्भ क्र : CBS/694

दिनांक : 22/7/2019

परिपत्रक क्र. १७९/२०१९

**विषय:** विद्यापीठातील सर्व विद्याशाखांचे प्रथम वर्ष पदवी अभ्यासक्रम सत्र पध्दत (Semester-wise) व पसंती श्रेयांक पध्दतीनुसार (Choice Based Credit System) शैक्षणिक वर्ष २०१९-२० पासून सुधारित करण्याबाबत...

सर्व संबंधितांना याद्वारे कळविण्यात येते की, विद्यापीठातील सर्व विद्याशाखांचे प्रथम वर्ष पदवी अभ्यासक्रम सत्र पध्दत (Semester-wise) व पसंती श्रेयांक पध्दतीनुसार (Choice Based Credit System) शैक्षणिक वर्ष २०१९-२० पासून सुधारित करण्यास विद्यापीठ अधिकार मंडळाने मान्यता दिलेली आहे.

सदरचे अभ्यासक्रम सावित्रीबाई फुले पुणे विद्यापीठाच्या [www.unipune.ac.in](http://www.unipune.ac.in) या संकेत स्थळावर Syllabi ↔ Revised Syllabus from the Academic Year 2019 (New Syllabus) या शीर्षकाखाली विद्याशाखेनुसार उपलब्ध आहेत.

मा. प्राचार्य, सर्व संलग्नित महाविद्यालये व मा. संचालक, सर्व मान्यताप्राप्त संस्था यांना विनंती की, सदर परिपत्रकाचा आशय सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

उपकुलसचिव  
(शैक्षणिक विभाग)



प्रत माहीतीसाठी व पुढील योग्य त्या कार्यवाहीसाठी:-

१. मा. अधिष्ठाता, विज्ञान व तंत्रज्ञान विद्याशाखा
२. मा. संचालक, परीक्षा व मूल्यमापन मंडळ
३. मा. प्राचार्य, सर्व संलग्नित महाविद्यालये
४. मा. उपकुलसचिव, शैक्षणिक प्रवेश विभाग
५. मा. उपकुलसचिव, नियोजन व विकास विभाग
६. मा. उपकुलसचिव, शैक्षणिक पात्रता विभाग
७. मा. उपकुलसचिव, सभा व दफ्तर विभाग
८. सहाय्यक कुलसचिव, परीक्षा समन्वय कक्ष
९. सहाय्यक कुलसचिव, परीक्षा-एस. अॅण्ड टी. विभाग
१०. सहाय्यक कुलसचिव, गोपनीय कक्ष
११. वरिष्ठ कायदा अधिकारी
१२. मा. संचालक, आंतरराष्ट्रीय केंद्र
१३. जनसंपर्क अधिकारी
१४. कक्षाधिकारी (बहिःस्थ)
१५. मा. अधिकारी, सिस्टीम अॅनालिस्ट डेटा प्रोसेसिंग युनिट
१६. सहाय्यक कुलसचिव, मा. प्र-कुलगुरु कार्यालय
१७. प्रमुख, विद्यापीठ उपकेंद्र : अहमदनगर, नाशिक.



सावित्रीबाई फुले पुणे विद्यापीठ  
(पूर्वीचे पुणे विद्यापीठ)

Academic Section

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Website : [www.unipune.ac.in](http://www.unipune.ac.in)

शैक्षणिक विभाग

गणेशखिंड, पुणे-४११ ००७

दूरध्वनी क्र. : ०२०-२५६०१२५७/५८/५९

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संकेतस्थळ : [www.unipune.ac.in](http://www.unipune.ac.in)

**Savitribai Phule Pune University**  
(Formerly University of Pune)

संदर्भ क्र : सीबीसीएम/८४४

दिनांक : २५ सप्टेंबर, २०१९

परिपत्रक क्र. २४७/२०१९

विषय : प्रथम वर्ष कला — वाणिज्य या विषयाच्या (पसंतीनुसार श्रेयांक पध्दत) सुधारित अभ्यासक्रमास शैक्षणिक वर्ष २०१९-२० पासून सुरू करण्यास मान्यता देण्याबाबत...

विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार सर्व संबंधितांस कळविण्यात येते की, मानवविज्ञान विद्याशाखेतील प्रथम वर्ष कला — वाणिज्य या विषयाच्या (पसंतीनुसार श्रेयांक पध्दत) सुधारित अभ्यासक्रमास शैक्षणिक वर्ष २०१९-२० पासून मान्यता देण्यात येत आहे.

सदर अभ्यासक्रम विद्यापीठाच्या [www.unipune.ac.in](http://www.unipune.ac.in) या संकेतस्थळावर Syllabi > Revised syllabus from the Academic Year 2019 > Faculty - Humanities या शीर्षकाखाली उपलब्ध करण्यात आला आहे.

मा. प्राचार्य, विद्यापीठाशी संलग्न सर्व महाविद्यालय यांना विनंती की, सदर परिपत्रकाचा आशय सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

उपकुलसचिव  
(शैक्षणिक विभाग)

प्रत माहिती व पुढील योग्य त्या कार्यवाहीसाठी :

१. मा. अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा
२. मा. सहयोगी अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा
३. मा. अधिष्ठाता, मानवविज्ञान विद्याशाखा
४. मा. प्राचार्य, सर्व संलग्न महाविद्यालये
५. मा. विभागप्रमुख, वाणिज्य विभाग
६. मा. संचालक, परीक्षा व मूल्यमापन मंडळ
७. मा. संचालक, स्पर्धा परीक्षा केंद्र
८. मा. संचालक, आंतरराष्ट्रीय विद्यार्थी केंद्र
९. मा.प्रमुख, विद्यापीठ उपकेंद्र : अहमदनगर, नाशिक
१०. मा. उपकुलसचिव, परीक्षा (१ व २)
११. मा. उपकुलसचिव, शैक्षणिक प्रवेश विभाग
१२. मा. उपकुलसचिव, नियोजन व विकास विभाग
१३. मा. उपकुलसचिव, शैक्षणिक पात्रता विभाग
१४. मा. उपकुलसचिव, सभा व दप्तर विभाग
१५. वरिष्ठ कायदा अधिकारी
१६. सहायक कुलसचिव, मा. प्र—कुलगुरू कार्यालय
१७. सहायक कुलसचिव, गोपनीय कक्ष, परीक्षा विभाग
१८. सहायक कुलसचिव, परीक्षा समन्वय विभाग
१९. सहायक कुलसचिव, परीक्षा — एस. अॅण्ड टी. विभाग
२०. पध्दती विश्लेषक, व्यवस्थापन व माहिती विभाग
२१. सहायक कुलसचिव, संलग्नता विभाग
२२. जनसंपर्क अधिकारी
२३. कक्षाधिकारी, बहिस्थ विभाग

टिपणी क्र.— व्ही.सी./३१९८ दि. २५.९.२०१९

# सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)

फॅक्स ०२०-२५६०१२०६

website : www.unipune.ac.in



गणेशखिंड,

पुणे - ४११ ००७

email : dyrst@pun.unipune.ac.in

संदर्भ : परीक्षा/१५५

दिनांक : ५ ऑगस्ट, २०१९  
सप्टेंबर

अत्यंत तातडीचे

प्रति,

मा. संचालक/प्राचार्य,

सर्व संलग्नित कला, वाणिज्य व विज्ञान महाविद्यालये/मान्यताप्राप्त संस्था

पुणे, अहमदनगर, नाशिक जिल्हा

**विषय :** शैक्षणिक वर्ष २०१९-२० पासून प्रथम वर्ष कला, वाणिज्य व विज्ञान अभ्यासक्रमाच्या पदवी स्तरावरील परीक्षेस सत्र पध्दत व श्रेयांक पध्दतीनुसार निकाल जाहीर करण्याबाबत..

**संदर्भ :** १. परीक्षा विभागाचे परिपत्रक क्र.परीक्षा/समन्वय/८०, दिनांक ११ जानेवारी, २०१०.  
२. शैक्षणिक विभागाचे परिपत्रक क्र.१७९/२०१९, दिनांक २२/७/२०१९.

महोदय/महोदया,

उपरोक्त संदर्भ क्र.१ च्या पत्रान्वये कला, वाणिज्य व विज्ञान अभ्यासक्रमाच्या पदवी स्तरावरील सर्व प्रथम वर्षाच्या परीक्षा व निकालाची प्रक्रिया महाविद्यालयांकडे वर्ग करण्यात आलेल्या आहेत. तसेच संदर्भ क्र. २ च्या पत्रान्वये शैक्षणिक वर्ष २०१९-२० पदवी अभ्यासक्रमाच्या प्रथम वर्षास सत्र पध्दत व श्रेयांक पध्दत सुधारित करण्याबाबत निर्णय घेण्यात आलेला आहे.

यासंदर्भात कळविण्यात येते की, संदर्भ क्र.१ च्या निर्णयानुसार सर्व प्रथम वर्ष कला, वाणिज्य व विज्ञान अभ्यासक्रमाच्या परीक्षा आयोजनाची व निकाल जाहीर करण्याची सर्व जबाबदारी महाविद्यालयांकडे सोपविण्यात आलेली असल्याने संदर्भ क्र. २ च्या पत्रान्वये शैक्षणिक वर्ष २०१९-२० पासून सुधारित करण्यात आलेल्या प्रथम वर्ष कला, वाणिज्य व विज्ञान पदवी अभ्यासक्रमाच्या सत्र पध्दत व श्रेयांक पध्दतीनुसार आयोजित करण्यात येणा-या परीक्षांच्या आयोजनाची व निकाल जाहीर करण्याची संपूर्ण जबाबदारी महाविद्यालयांनी यापूर्वीप्रमाणेच पार पाडावयाची आहे.

सर्व परीक्षांचे सत्रनिहाय निकाल हे महाराष्ट्र विद्यापीठ अधिनियम, २०१६ कलम ८९ मधील तरतूदीनुसार पाठयक्रमाच्या परीक्षांच्या अखेरच्या दिनांकापासून तीस दिवसांच्या आत आणि उशिरात उशिरा म्हणजेच पंचेचाळीस दिवसांच्या आत घोषित करून विद्यापीठाच्या संकेतस्थळावर उपलब्ध करून देण्यात येणा-या लिंकवर अद्ययावत करणे आवश्यक आहे. याबाबतची सविस्तर कार्यपध्दती सोबत जोडली आहे.

आपणांस विनंती की, सदर पत्राचा आशय आपल्या महाविद्यालयातील सर्व संबंधित शिक्षक, शिक्षकेतर सेवक, व इतर सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

कळावे,

आपला

(डॉ.अरविंद दि.शाळीग्राम)

प्रभारी संचालक

परीक्षा व मूल्यमापन मंडळ

सोबत : वरीलप्रमाणे

# प्रथम वर्ष परीक्षा महाविद्यालयाकडे वर्ग केल्यानंतरच्या कामाकाजाची कार्यपध्दती (सुधारीत)

प्रथम वर्ष कला, वाणिज्य व विज्ञान या अभ्यासक्रमाच्या सर्व परीक्षा शैक्षणिक वर्ष २०१०-२०११ पासून महाविद्यालयांकडे सोपविण्याबाबत निर्णय घेण्यात आलेला असून, सदर परीक्षेसंदर्भात करावयाच्या कामकाजाबाबतच्या सविस्तर सूचना/कार्यपध्दती खालीलप्रमाणे राहिल.

## (१) विद्यापीठाने करावयाची कामे :

- परीक्षांची कार्यक्रमपत्रिका (Schedule of Examinations) जाहीर करणे.
- महाराष्ट्र विद्यापीठ कायदा २०१६, कलम ४८ (३) अन्वये सभांचे आयोजन करून प्राशिकांच्या नियुक्त्या करणे.
- प्राशिकांच्या सभा आयोजित करून प्रश्नसंच तयार करून घेणे.
- परीक्षेचे वेळापत्रक जाहीर करणे.
- प्रश्नपत्रिकांची छपाई करून, त्या संबंधित महाविद्यालयांना वेळेत पोहोचविणे.
- परीक्षा निकोप वातावरणात पार पाडण्यासाठी दक्षता पथकांची नेमणूक करणे.
- विद्यार्थ्यांचे परीक्षा अर्ज ऑनलाईन भरून घेणे, त्यांना आसन क्रमांक व कायम नोंदणी क्रमांक (PRN) देणे, परीक्षेचे प्रवेश पत्र (Hall Ticket) तयार करून त्याची सॉफ्टकॉपी महाविद्यालयांना छपाईसाठी पाठविणे.
- प्रथम वर्षाच्या परीक्षा व त्यांच्या उत्तरपत्रिका तपासण्याचे कामकाज द्वितीय व तृतीय वर्षाच्या परीक्षा सुरु होण्याच्या आधी पूर्ण करण्यासाठी, प्रथम, द्वितीय व तृतीय वर्ष परीक्षांची कार्यक्रमपत्रिका त्यानुसार तयार करणे.

## (२) महाविद्यालयांनी करावयाची कामे :

- शैक्षणिक पात्रता तपासून विद्यापीठ अनुदान आयोगाच्या नियमाप्रमाणे विद्यार्थ्यांना प्रवेश देणे.
- विद्यापीठ अनुदान आयोगाच्या सूचनांचे पालन करून सत्रपूर्ततेची (Term Grant) कार्यवाही करणे.
- सर्व पात्र विद्यार्थ्यांचे परीक्षा अर्ज भरून घेऊन विद्यार्थ्यांना विद्यापीठाकडून आलेल्या आसन क्रमांक व समरीनुसार ऑनलाईन प्रवेशपत्र देणे. परीक्षेची बैठक व्यवस्था करणे, इत्यादि.
- परीक्षेसाठी महाविद्यालयाचे नाव व अनुक्रमांक असलेल्या उत्तरपत्रिका छापून घेणे व त्याचा वापर परीक्षेसाठी करणे.
- परीक्षा आयोजनासाठी नियमानुसार संबंधितांच्या नेमणूका करणे.
- परीक्षा आयोजनासाठी अंतर्गत वरिष्ठ पर्यवेक्षक तसेच बहिःस्थ वरिष्ठ पर्यवेक्षक नियुक्त करणे. संबंधित प्राचार्यांनी अन्य संस्थेच्या महाविद्यालयाच्या प्राचार्यांशी संपर्क साधून वरिष्ठ महाविद्यालयातील कमीत कमी पाच वर्षांचा शिकविण्याचा अनुभव असलेल्या शिक्षकास बहिःस्थ वरिष्ठ पर्यवेक्षक म्हणून नियुक्त करणे. अंतर्गत वरिष्ठ पर्यवेक्षकास पाच वर्षे शिकविण्याची अट शिथिलक्षम राहिल.
- परीक्षेच्या वेळापत्रकानुसार परीक्षेचे आयोजन करणे.
- महाविद्यालय आवारात केंद्रिय मूल्यमापनाद्वारे उत्तरपत्रिका संबंधित पात्र विषय शिक्षकांकडून तपासून घेणे.
- संबंधित महाविद्यालयाने विद्यापीठ नियमानुसार परीक्षेचा निकाल ३० दिवसांच्या मुदतीत जाहीर करणे व विद्यापीठ संकेतस्थळावर दिलेल्या प्रणालीत अद्ययावत करणे.
- गुणपत्रकांवर महाविद्यालयाचे नाव, आय.डी.क्रमांक, तसेच विद्यापीठाच्या लोगोसह छापून घेणे व त्या विद्यार्थ्यांना निकालानंतर देणे.
- तपासलेल्या उत्तरपत्रिका निकाल जाहीर झालेल्या तारखेपासून सहा महिन्यांपर्यंत जतन करून ठेवणे.

- फेरतपासणी व पुनर्मूल्यांकन तसेच उत्तरपत्रिकेची छायांकित प्रत, विद्यापीठ नियमाप्रमाणे शुल्क आकारून देणे.
- विद्यापीठ परीक्षेसाठी केंद्र मान्यतेचा प्रस्ताव नियमातील तरतूदीनुसार सादर करणे.
- परीक्षांचे आयोजन, मूल्यमापन, स्टेशनरी, इत्यादि विविध कामांसाठी करावा लागणारा खर्च महाविद्यालयाने परीक्षा शुल्क व इतर शुल्कातील महाविद्यालयाच्या हिश्यातून करावयाचा आहे. महाविद्यालयाच्या हिश्याची रक्कम महाविद्यालयाने ठेवून घ्यायची असून उरलेल्या विद्यापीठाच्या हिश्याची रक्कम विद्यापीठाकडे पाठवावयाची आहे.

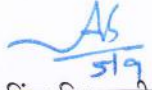
विद्यापीठाचा हिस्सा व महाविद्यालयाचा हिस्सा याची रक्कम ही विद्यापीठाने त्या त्या वेळी निर्गमित केलेल्या परिपत्रकानुसार सर्व महाविद्यालयांना लागू राहिल.

परीक्षा अर्जाची किंमत, परीक्षा शुल्क, केंद्रिय मूल्यमापन शुल्क व गुणपत्रक शुल्क या सर्व शुल्कांची, सर्व विद्यार्थ्यांची, विद्यापीठाच्या हिश्याची एकत्रित रक्कम विद्यापीठाच्या खात्यावर ऑनलाईन (RTGS/NEFT द्वारे) जमा करावयाची आहे.

ज्या महाविद्यालयामध्ये मान्यताप्राप्त प्राचार्य नाहीत, आवश्यक त्या प्रमाणात मान्यताप्राप्त प्राध्यापकांची पदे भरलेली नाहीत व परीक्षा घेण्यासाठीच्या पायाभूत सुविधा उपलब्ध नाहीत अशा महाविद्यालयांना परीक्षा केंद्र असणार नाही. अशा महाविद्यालयातील विद्यार्थ्यांची सोय लक्षात घेवून नजिकच्या महाविद्यालयामध्ये परीक्षेची सर्व व्यवस्था सोपविण्यात येईल. संबंधित महाविद्यालयांनी याची नोंद घेवून त्यानुसार विद्यापीठ कार्यालयास वेळीच कळविणे आवश्यक आहे.

वरील कार्यपध्दतीचा अवलंब करून परीक्षा व तद्संबंधित इतर कामे व्यवस्थित पार पाडण्यात यावीत, व विद्यापीठास सहकार्य करावे, ही विनंती.

पुणे  
दिनांक : ५ / १ / २०१९

  
(डॉ. अरविंद दि. शाळीग्राम)  
प्रभारी संचालक  
परीक्षा व मूल्यमापन मंडळ

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

**Prescribed Text: *Literary Gleam: An Anthology of Prose and Poetry* (Board of Editors-Orient BlackSwan)**

**Objectives:**

- a) To expose students to the best examples of prose and poetry in English so that they realize the beauty and communicative power of English
- b) To instill human values and develop the character of students as responsible citizens of the world
- c) To develop the ability to appreciate ideas and think critically
- d) To enhance employability of the students by developing their linguistic competence and communicative skills
- e) To revise and reinforce structures already learnt in the previous stages of learning.

**Semester-I**

**Prose:**

1. Engine Trouble — R. K. Narayan
2. On Saying 'Please' — A. G. Gardiner
3. The Gift of the Magi — O. Henry

**Poetry:**

1. A Red, Red Rose — Robert Burns
2. Leave this Chanting and Singing — Rabindranath Tagore
3. The Felling of a Banyan Tree — Dilip Chitre

**Grammar:**

1. Articles
2. Prepositions
3. Verbs  
Regular and Irregular Verbs  
Auxiliary Verbs: Primary and Modal
4. Punctuation

**Communication Skills:**

1. Greeting and Taking Leave

2. Introducing Yourself
3. Introducing People to One Another
4. Making Requests and Asking for Directions
5. Making and Accepting Apology

## **Semester- II**

### **Prose:**

1. In Sahyadri Hills, A Lesson in Humility — Sudha Murthy
2. The Model Millionaire — Oscar Wilde
3. The Eyes are not Here — Ruskin Bond

### **Poetry:**

1. My Heart Leaps Up — William Wordsworth
2. Ozymandias — P. B. Shelley
3. Success is Counted Sweetest — Emily Dickinson

### **Grammar:**

1. Tenses
2. Subject–Verb Agreement
3. Vocabulary

### **Communication Skills**

1. Inviting and Accepting/Declining Invitations
2. Making a Complaint
3. Congratulating, Expressing Sympathy and Offering Condolences
4. Making Suggestions, Offering Advice and Persuading

- Each semester shall have 3 credits for teaching. Each credit is equal to 15 hours, so this course shall have 45 teaching hours. In addition to that there shall be three hours allotted to internal evaluation. Changes as per the university guidelines shall be communicated from time to time.



**F. Y. B. A- Optional English (General Paper-1)**  
**(w. e. f. 2019-2020)**  
**(Choice Based Credit System)**  
**70:30-Pattern**  
**(70-Semester-End Exam & 30-Internal Evaluation)**

**Prescribed Text: *Initiations: Minor Literary Forms & Basics of Phonology* (Board of Editors- Orient BlackSwan)**

**Objectives:**

- a) To expose students to the basics of literature and language and develop an integrated view about language and literature in them
- b) To acquaint them with minor forms of literature in English and help them to appreciate the creative use of language in literature
- c) To introduce them to the basics of phonology of English so that they can pronounce better and speak English correctly.
- d) To prepare students to go for detailed study and understanding of literature and language
- e) To enhance the job potential of students by improving their language skills

**Semester - I**

**Prose Pieces:**

1. A Lesson My Father Taught Me - A.P.J. Abdul Kalam
2. Toasted English - R. K. Narayan

**Short Stories:**

1. The Romance of a Busy Broker - O. Henry
2. The Open Window - Saki

**Poetry:**

1. Sonnet 29: 'When in disgrace with Fortune and men's eyes' - William Shakespeare
2. The World is too much with Us - William Wordsworth
3. The Listeners - Walter de la Mare
4. No Men are Foreign - James Kirkup

**Language Studies:****Introduction to the Sounds of English: Part - I**

(Discrepancy between English Spelling and Pronunciation, Phonetic Symbols and Transcription, The Concept of Phoneme and Minimal Pairs.)

**Semester - II****Short Stories:**

1. The Doll's House - Katherine Mansfield
2. The Thief - Ruskin Bond

**Poetry:**

1. I remember; I remember - Thomas Hood
2. Where the Mind is without Fear - Rabindranath Tagore
3. The Mountain and the Squirrel - R. W. Emerson
4. Up - Hill - Christina Rossetti

**One Act Plays:**

1. The Monkey's Paw - W.W. Jacobs
2. Swansong - Anton Chekhov

**Language Studies:****Introduction to the Sounds of English: Part - II**

(The Concept of Syllable, Monosyllabic and polysyllabic Words, The Concept of Word Stress and Different Standards of Pronunciation i.e. British Received Pronunciation, General American English and General Indian English.)

- Each semester shall have 3 credits for teaching. Each credit is equal to 15 hours, so this course shall have 45 teaching hours. In addition to that there shall be three hours allotted to internal evaluation. Changes as per the university guidelines shall be communicated from time to time.

## **Question paper Pattern (2019-20)**

### **(Choice Based Credit System)**

**F Y B A Compulsory English: Text: LITERARY GLEAM: A SELECTION OF PROSE AND POETRY**

**(70-Semester-End Exam & 30-Internal Evaluation)**

**SEMESTER-I      Hours: Three      Marks: 70**

**Q. 1)      A.** Attempt any One from the following questions:

(Two questions on **Prose piece -1**)

**B.** Attempt any One from the following questions:

(Two questions on **Prose piece -2**)

**Marks 14**

**Q. 2)      A.** Attempt any One from the following questions:

(Two questions on **Prose piece -3**)

**B.** Attempt any One from the following questions:

(Two questions on **Poem - 1**)

**Marks 14**

**Q. 3)      A.** Attempt any One from the following questions:

(Two questions on **Poem -2**)

**B.** Attempt any One from the following questions:

(Two questions on **Poem -3**)

**Marks 14**

**Q.4) Objective Questions on Grammar and Punctuation** as under:

- a. Use correct articles in the blank space in the sentences given below. (3 out of 5)
- b. Fill in the blanks with correct preposition given in the brackets. (3 out of 5)
- c. Look at the underlined verbs in the sentences below and specify whether it is a regular verb or irregular verb: (3 out of 5)
- d. Look at the underlined auxiliaries in the sentences below and specify whether it is a primary or a modal auxiliary: (3 out of 5)
- e. Punctuate and rewrite the following sentence correctly. **Marks 14**

**Q.5) Practical Questions on Communication Skills: 1, 2, 3, 4, 5.**

**Marks 14**

**Total Marks: 70**

## **SEMESTER - II**

### **Question Paper Format**

**Q. 1) A.** Attempt any One from the following questions:

(Two questions on **Prose piece -1**)

**B.** Attempt any One from the following questions:

(Two questions on **Prose piece -2**)

**Marks 14**

**Q. 2) A.** Attempt any One from the following questions:

(Two questions on **Prose piece -3**)

**B.** Attempt any One from the following questions:

(Two questions on **Poem - 1**)

**Marks 14**

**Q. 3) A.** Attempt any One from the following questions:

(Two questions on **Poem -2**)

**B.** Attempt any One from the following questions:

(Two questions on **Poem -3**)

**Marks 14**

**Q.4) Objective Questions on Grammar and Vocabulary** as under:

a. Fill in the blanks with correct tense form of the verb given in the brackets.

(6 out of 9)

b. Fill in the blanks using the appropriate form of the verb given in the brackets.

(4 out of 6)

c. Practical questions on vocabulary (e. g. Give synonyms/antonyms of the following words, Give a list of words related to computer/mobile/wild animals etc.)

(4 out of 6)

**Marks 14**

**Q.5) Practical Questions on Communication Skills:** 1, 2, 3, 4.

**Marks 14**

**Total Marks: 70**

**Pattern for Internal Evaluation in both the semesters:**

**1. Internal Mid-Semester Examination – 20**

**2. Home Assignments/Tutorials/Oral/Lecture Notes/Project - – 10**

**TOTAL – 30 Marks**

## **F Y B A -Optional English (General Paper-1)**

**Text: INITIATIONS: MINOR LITERARY FORMS & BASICS OF PHONOLOGY**

**(70-Semester-End Exam & 30-Internal Evaluation)**

**SEMESTER-I Hours: Three**

**Marks: 70**

### **Question Paper Format**

**Q. 1) A. Attempt any One from the following questions:**

(Two questions on **Prose piece -1**)

**B.** Attempt any One from the following questions:

(Two questions on **Prose piece -2**)

**Marks 14**

**Q. 2** **A.** Attempt any One from the following questions:

(Two questions on **Short Story -1**)

**B.** Attempt any One from the following questions:

(Two questions on **Short Story -2**)

**Marks 14**

**Q. 3)** Attempt any 02 out of the 04 given questions:

(Questions on the **Poems for the I st sem**)

**Marks -14**

**Q. 4)** Explain with reference to context (Any 2 out of 4 )

(**Questions on Poems for the Ist sem**)

:

**Marks 14**

**Q.5) A.** Write short notes: ( any 2 out of 4) :

**Marks 10**

**B.** Practical questions on phonology (any 4 out of 6) :

**Marks 04**

(**Questions on topics from Introduction to the Sounds of English Part –I**)

**Total Marks: 70**

## **SEMESTER - II**

**Hours: Three**

**Marks: 70**

### **Question Paper Format**

**Q. 1** **A.** Attempt any One from the following questions:

(Two questions on **Short Story -1 from II nd Sem**)

**B.** Attempt any One from the following questions:

(Two questions on **Short Story -2 from IInd Sem**)

**Marks 14**

**Q.2** Attempt any 02 out of the 04 given questions:

(Questions on the **Poems for the II nd Sem**)

**Marks -14**

**Q. 3** Explain with reference to context (Any 2 out of 4 )

(**Questions on Poetry for the II nd Sem**)

:

**Marks 14**

**Q. 4 A.** Attempt any One from the following questions:

(Two questions on **the First One Act Play**)

**B.** Attempt any One from the following questions:

(Two questions on **the Second One Act Play**)

**Marks 14**

**Q.5) A.** Write short notes: ( any 2 out of 4) :

**Marks 10**

B. Practical questions on phonology (any 4 out of 6) :

**Marks 04**

(**Questions on topics from Introduction to the Sounds of English Part –II**)

**Total Marks: 70**

**Pattern for Internal Evaluation in both the semesters:**

**1. Internal Mid-Semester Examination – 20**

**2. Home Assignments/Tutorials/Oral/Lecture Notes/Project/Seminar/G D – 10**

**TOTAL – 30 Marks**







## सावित्रीबाई फुले पुणे विद्यापीठ, पुणे

**F. Y. B. A. मराठी**

मराठी विषयाचा पुनर्रचित अभ्यासक्रम- जून २०१९ पासून

**Choice Based Credit System [CBCS]**

निवड आधारित श्रेयांक पद्धत

सत्र	विषयाचे नाव
<b>नियमित अभ्यासक्रम</b>	
पहिले	मराठी साहित्य : कथा आणि भाषिक कौशल्यविकास [CC-1 A]
दुसरे	मराठी साहित्य : एकांकिका आणि भाषिक कौशल्यविकास [CC-1 A]
<b>पर्यायी अभ्यासक्रम</b>	
पहिले	व्यावहारिक व उपयोजित मराठी - भाग १ [CC-1 A]
दुसरे	व्यावहारिक व उपयोजित मराठी - भाग २ [CC-1 A]

## F. Y. B. A. मराठी विषयाचा पुनर्रचित अभ्यासक्रम- जून २०१९ पासून

१. Title of the course: B.A. (मराठी)

२. Preamble of the syllabus:

उच्च शिक्षणासाठी प्रवेश घेणाऱ्या विद्यार्थ्यांची शैक्षणिक पार्श्वभूमी ही ज्ञानरचनावादाची आहे. या विद्यार्थ्यांचे पूर्वानुभव, पूर्वज्ञान हे जिज्ञासा, निरीक्षण, प्रयोग, सर्जनशीलता, उपाययोजना व समस्या निराकरण अशा अध्ययन – अध्यापन सूत्रांतून निर्माण झाले आहे.

हा अभ्यासक्रम तयार करित असताना काही आधारभूत तत्त्वे स्वीकारली आहेत. राष्ट्रीय शैक्षणिक धोरणाची उद्दिष्टे प्रत्यक्षात आणताना, विद्यार्थीकेंद्री, आंतर्विद्याशाखीय, रोजगाराभिमुख, कौशल्याधिष्ठीत असे भाषा व साहित्याचे अभ्यासक्रम अनुसरणे, निर्माण करणे आवश्यक आहे. तसेच जीवन कौशल्य विकासासाठी भाषा, साहित्य, कला ही माध्यमे अधिक परिणामकारकतेने समजावून घेणे आवश्यक झाले आहे. साहित्यिक क्षमता, भाषिक क्षमता वाढीसाठी, जीवनाच्या आकलनासाठी आणि प्रगल्भतेसाठी विद्यार्थी सिद्ध करणे; ही आजची गरज बनली आहे.

**उद्दिष्टे :**

१. मराठी भाषा, मराठी साहित्य आणि मराठी संस्कृती यांचे अध्ययन करणे.
२. साहित्यविषयक आकलन, आस्वाद आणि मूल्यमापन क्षमता विकसित करणे.
३. साहित्याभ्यासातून जीवनविषयक समज विकसित करणे.
४. मराठी भाषेची उपयोजनात्मक कौशल्ये विकसित करणे.

मराठी विषयाचा अभ्यासक्रमाची पुनर्रचना खालील क्रमाने करण्यात येणार आहे.

१. First Year B.A. 2019-20.
२. Second Year B.A. 2020-21.
३. Third Year B.A. 2021-22.

B. A. (मराठी) हा पुनर्रचित अभ्यासक्रम तीन वर्षांचा आणि सहा सत्रांत विभागलेला निवड आधारित श्रेयांक पद्धतीचा (Choice Based Credit System) [CBCS] आहे. हा अभ्यासक्रम F. Y. B. A. (सत्र १ आणि सत्र २), S. Y. B. A. (सत्र ३ आणि सत्र ४), T. Y. B. A. (सत्र ५ आणि सत्र ६) अशा १३२ श्रेयांकांचा आहे.

३. Pattern: निवड आधारित श्रेयांक पद्धत (Choice Based Credit System) [CBCS]

४. Eligibility : (Circular No. 100 of 2017)

### Faculty of Humanities

#### (1) Arts & Fine Arts Bachelor's Degree

1. First Year B.A.

- (a) Higher Secondary School Certificate (10+2) or its equivalent Examination with English as a passing subject.
- (b) Three Years Diploma Course (after S.S.C. i.e. 10th Standard), of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- (c) Three Years Diploma in Pharmacy Course (after S.S.C. i.e. 10th), of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- (d) S.S.C. of 10 years or 11 years with English and Indian Air Force Educational Test for promotion to the rank of Corporal.
- (e) Trained Teachers Certificate Course, of Inter-State Board of Anglo Indian Education, New Delhi.
- (f) Intermediate Commerce/Arts examination from the Recognized Board of Secondary Education, M.P. Bhopal with 4 subjects including General English.
- (g) Diploma in Education with English, of Bureau of Government of Maharashtra.
- (h) MCVC (minimum competency Vocational Course Government of Maharashtra)

५. Examination:

१. Pattern of examination:

१. Semester

२. Pattern of the question paper:

विद्यापीठ सत्र परीक्षा	७० गुण
अंतर्गत मूल्यमापन	३० गुण
एकूण	१०० गुण

२. Standard of passing: उत्तीर्ण होण्यासाठी विद्यापीठ सत्र परीक्षेत ७० पैकी २८ गुण अनिवार्य, अंतर्गत मूल्यमापनामध्ये ३० पैकी १२ गुण अनिवार्य.

३. Award of class:

#### 1. Percentage to Grades and Grade Points

The following formula may be used to convert marks (%) into letter grades.

Let  $\bar{X}$  = mean of % age marks of all student appeared in the paper.

$\sigma$  = Standard deviation

m = % of marks obtained

Letter grade	Numerical grade	Formula
O (outstanding)	10	$m \geq \bar{X} + 2.5 \sigma$
A+ (Excellent)	9	$\bar{X} + 2.0 \sigma \leq m < \bar{X} + 2.5 \sigma$
A (Very Good)	8	$\bar{X} + 1.5 \sigma \leq m < \bar{X} + 2.0 \sigma$
B+ (Good)	7	$\bar{X} + 1.0 \sigma \leq m < \bar{X} + 1.5 \sigma$
B (Above average)	6	$\bar{X} \leq m < \bar{X} + \sigma$
C (Average)	5	$\bar{X} - 0.5 \sigma \leq m < \bar{X}$
D (Pass)	4	$\bar{X} - \sigma \leq m < \bar{X} - 0.5 \sigma$
F (Fail)	0	$m < \bar{X} - \sigma$
Ab (Absent)	0	

\* Minor variations may be adjusted by the individual institution.

६ Structure of Course:

Year	Semester	Core Courses (CC)	Discipline Specific Elective Courses (DSE)	Generic Elective(GE)
F.Y.B.A.	1	CC – 1 A (3)		
	2	CC – 1 B (3)		
S.Y.B.A.	3	CC – 1 C (2)	DSE 1 A (3) DSE 2 A (3)	
	4	CC – 1 D (2) CC – 3 D (1)	DSE 1 B (3) DSE 2 B (3)	
T.Y.B.A.	5	CC – 1 E (2)	DSE 1 C (3) DSE 2 C (3)	
	6	CC – 1 F (2)	DSE1 D (3) DSE 2 D (3)	GE 2 B (2)

७ Work Load:

१. १ श्रेयांक : १५ तास
२. १ तास : ६० मिनिट
३. १ सत्र : ३ श्रेयांक

८ Subject wise Detail Syllabus & Recommended books:

## F.Y.B.A. (प्रथम वर्ष कला)

निवड आधारित श्रेयांक पद्धत (Choice Based Credit System)

### पहिले सत्र

#### विषयाचे नाव : मराठी साहित्य : कथा आणि भाषिक कौशल्यविकास [CC-1 A]

#### अभ्यासक्रमाची उद्दिष्टे :

१. कथा या साहित्यप्रकाराची ओळख करून देणे.
२. कथा या साहित्यप्रकाराचे स्वरूप, घटक आणि प्रकार यांची ओळख करून देणे.
३. विविध साहित्यप्रवाहांमधील कथा या साहित्यप्रकारातील निवडक कथांचे अध्ययन करणे.
४. भाषिक कौशल्यविकास करणे.

#### पहिले सत्र :

घटक	तपशील	श्रेयांक	तासिका
१	कथा : स्वरूप आणि वाटचाल कथा : घटक कथा : प्रकार (रचनाप्रकार आणि प्रवाह)	१	१५
२	अभ्यासपुस्तक : <b>समकालीन मराठी कथा</b> अक्षरबंध प्रकाशन, पुणे संपादक : प्रा. डॉ. शिरीष लांडगे, प्रा. डॉ. दिलीप पवार, प्रा. डॉ. संदीप सांगळे	१	१५
३	भाषिक कौशल्यविकास नैसर्गिक : आकलनासह श्रवण अर्जित : संभाषण, वाचन, लेखन, इ-संवाद कौशल्य प्रगत : सारग्रहण, सारांशलेखन	१	१५

#### संदर्भ ग्रंथ

१. मराठी साहित्य : प्रेरणा आणि स्वरूप, संपादक डॉ. गो. मा. पवार, डॉ. म. द. हातकणंगलेकर
२. साहित्यमूल्य आणि अभिरुची, डॉ. गो. मा. पवार
३. काही साहित्यिक : काही साहित्यकृती, डॉ. भीमराव कुलकर्णी
४. साहित्य अध्यापन आणि प्रकार, वा. ल. कुलकर्णी गौरव ग्रंथ, संपादक श्री. पु. भागवत, डॉ. सुधीर रसाळ
५. कथा : संकल्पना आणि समीक्षा, सुधा जोशी, मौज प्रकाशन
६. मराठी कथा : विसावे शतक, संपादक के. ज. पुरोहित, सुधा जोशी

७. व्यावहारिक मराठी, पुणे विद्यापीठ प्रकाशन, पुणे.
८. व्यावहारिक मराठी, डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे, निराली प्रकाशन, पुणे.
९. व्यावहारिक मराठी, डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, स्नेहवर्धन प्रकाशन, पुणे.
१०. व्यावहारिक मराठी, डॉ. सयाजीराजे मोकाशी, प्रा. रंजना नेमाडे
११. व्यावहारिक, उपयोजित मराठी आणि प्रसारमाध्यमांची कार्यशैली, संपादक डॉ. संदीप सांगळे, डायमंड पब्लिकेशन, पुणे.
१२. मराठी भाषेची संवाद कौशल्ये (पुस्तक क्र.१ ते ८) य. च. म. मुक्त विद्यापीठ, नाशिक.
१३. व्यावहारिक मराठी, डॉ. ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर.
१४. नवभारत, व्यावहारिक मराठी विशेषांक, ऑगस्ट – सप्टेंबर, १९८२, प्राज्ञ पाठशाला, वाई.
१५. प्रसारमाध्यमांसाठी लेखन कौशल्ये, य. च. म. मुक्त विद्यापीठ, नाशिक.
१६. कहाणी वर्तमानपत्राची, चंचल सरकार, अनुवाद, दिनकर गांगल, नॅशनल बुक ट्रस्ट.
१७. वैखरी, भाषा आणि भाषा व्यवहार, अशोक केळकर
१८. प्रसारमाध्यमे आणि मराठी भाषा, संपादक डॉ. भास्कर शेळके.
१९. व्यावहारिक मराठी भाषा, शरदिनी मोहिते
२०. व्यावहारिक आणि उपयोजित मराठी, डॉ. मनोहर रोकडे
२१. व्यासपीठ, डॉ. महादेव वाळुंज, अक्षरमानव प्रकाशन, पुणे.
२२. मराठी भाषा उपयोजन आणि सर्जन, प्रा. सुहासकुमार बोबडे
२३. पारिभाषिक संज्ञा कोश (इंग्लिश - मराठी ) डॉ. स्नेहल तावरे.
२४. भाषांतर मीमांसा, कल्याण काळे, अंजली सोमण, प्रतिमा प्रकाशन, पुणे.
२५. व्यावहारिक मराठी, संपादक डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे.
२६. उपयोजित मराठी, डॉ. केतकी मोडक, प्रा. सुजाता शेणई, संतोष शेणई
२७. व्यावहारिक मराठी, प्रकाश परब, मिथुन प्रकाशन, १८८९,डोंबिवली (पूर्व)
२८. भाषा संचालनालय, महाराष्ट्र शासनाने प्रकाशित केलेले विविध कोश
२९. साहित्यिक गौरी देशपांडे, महादेव वाळुंज.
३०. बाबुराव बागुलांच्या कथेतील दलित स्त्री, राजाभाऊ भैलुमे.
३१. दलित व दलितेतरांची कथा : एक अभ्यास, श्रीराम गडकर
३२. <https://www.maayboli.com/node/62738>

३३. [https://m.maharashtratimes.com/editorial/samwad/predictive-reviews-of-rural-problems/amp\\_articles/68120291.cms](https://m.maharashtratimes.com/editorial/samwad/predictive-reviews-of-rural-problems/amp_articles/68120291.cms)
३४. <https://marathi.pratilipi.com/>
३५. <https://www.youtube.com/watch?v=uMMRRXj-54Q&feature=youtu.be>
३६. [https://mr.m.wikipedia.org/wiki/%E0%A4%97%E0%A5%8C%E0%A4%B0%E0%A5%80\\_%E0%A4%A6%E0%A5%87%E0%A4%B6%E0%A4%AA%E0%A4%BE%E0%A4%82%E0%A4%A1%E0%A5%87](https://mr.m.wikipedia.org/wiki/%E0%A4%97%E0%A5%8C%E0%A4%B0%E0%A5%80_%E0%A4%A6%E0%A5%87%E0%A4%B6%E0%A4%AA%E0%A4%BE%E0%A4%82%E0%A4%A1%E0%A5%87)
३७. <https://www.bbc.com/marathi/india-43021905>
३८. <https://www.loksatta.com/lekh-news/indian-women-authors-gauri-deshpande-chaturang-anniversary-issue-1761601/>
३९. [https://mr.m.wikipedia.org/wiki/%E0%A4%AD%E0%A4%BE%E0%A4%B8%E0%A5%8D%E0%A4%95%E0%A4%B0\\_%E0%A4%9A%E0%A4%82%E0%A4%A6%E0%A4%A8%E0%A4%B6%E0%A4%BF%E0%A4%B5](https://mr.m.wikipedia.org/wiki/%E0%A4%AD%E0%A4%BE%E0%A4%B8%E0%A5%8D%E0%A4%95%E0%A4%B0_%E0%A4%9A%E0%A4%82%E0%A4%A6%E0%A4%A8%E0%A4%B6%E0%A4%BF%E0%A4%B5)

## दुसरे सत्र

### विषयाचे नाव : मराठी साहित्य : एकांकिका आणि भाषिक कौशल्यविकास [CC-1 A]

#### अभ्यासक्रमाची उद्दिष्टे :

१. एकांकिका या साहित्यप्रकाराची ओळख करून देणे.
२. एकांकिका या साहित्यप्रकाराचे स्वरूप, घटक आणि प्रकार यांची ओळख करून देणे.
३. मराठी साहित्यातील निवडक एकांकिकांचे अध्ययन करणे.
४. भाषिक कौशल्यविकास करणे.

घटक	तपशील	श्रेयांक	तासिका
१	एकांकिका : स्वरूप एकांकिका : घटक एकांकिका : संहितामूल्य व प्रयोगमूल्य	१	१५
२	अभ्यासपुस्तक : मराठी एकांकिका (विठ्ठल तो आला आला – पु. ल. देशपांडे, हंडाभर चांदण्या – दत्ता पाटील) पद्मगंधा प्रकाशन, पुणे संपादक : प्रा. डॉ. शिरीष लांडगे, प्रा. डॉ. बाळकृष्ण लळीत, प्रा. डॉ. भास्कर ढोके	१	१५
३	भाषा उपयोजनाची विविध आविष्कार रूपे संवादलेखन कल्पनाविस्तार घोषवाक्य लेखन भाषांतर	१	१५

**संदर्भ ग्रंथ**

१. एकांकिका वाटचाल, संपादक श्री. रं. भिडे व इतर, सोमय्या पब्लिकेशन, मुंबई, १९६९.
२. निवडक मराठी एकांकिका, संपादक सुधा जोशी, साहित्य अकादमी, दिल्ली, १९८३.
३. निवडक एकांकिका, वि.भा. देशपांडे, १९७७.
४. सर्वोत्कृष्ट मराठी एकांकिका, प्रभाकर नारायण परांजपे, सुपर्ण प्रकाशन, पुणे, १९४८.
५. मराठी एकांकिका तंत्र व विकास, श्री. रं. भिडे, सुपर्ण प्रकाशन, पुणे.
६. एकांकिका विचार आणि सर्वोत्तम एकांकिका, जयंत पवार व इतर, नेहरू सेंटर प्रकाशन, मुंबई १९९३.
७. टॅक्स फ्री आणि इतर एकांकिका (प्रस्तावना), चंद्रशेखर फणसळकर, कॉन्टिनेन्टल प्रकाशन, पुणे १९९५.
८. समग्र एकांकिका भाग १ व २, विजय तेंडुलकर, पॉप्युलर प्रकाशन, मुंबई, २००४.
९. चतुरंग सवाई एकांकिका, संपादक चतुरंग परिवार, १९८८-२०१२ रौप्यमहोत्सवी वाटचाल विशेषांक.
१०. <https://www.youtube.com/watch?v=0fnZMG8zdpk>

**प्रश्नपत्रिकेचे स्वरूप : पहिले आणि दुसरे सत्र**

<b>विद्यापीठ सत्र परीक्षा</b>		
<b>वेळ : ३ तास</b>	<b>घटकनिहाय प्रश्न तपशील</b>	<b>गुण : ७०</b>
<b>प्रश्न क्रमांक</b>		<b>गुण</b>
प्रश्न १ ला	२ पैकी १ प्रश्नाचे उत्तर प्रत्येकी १५० शब्दांपर्यंत (घटक १)	१०
प्रश्न २ रा	४ पैकी २ प्रश्नांची उत्तरे प्रत्येकी १५० शब्दांपर्यंत (घटक २)	२०
प्रश्न ३ रा	२ पैकी १ प्रश्नाचे उत्तर प्रत्येकी ३०० शब्दांपर्यंत (घटक २)	२०
प्रश्न ४ था	४ पैकी २ प्रश्नांची उत्तरे प्रत्येकी १५० शब्दांपर्यंत (घटक ३)	२०
<b>सत्र परीक्षा एकूण गुण</b>		<b>७०</b>
<b>अंतर्गत मूल्यमापन</b>		
<b>लेखी परीक्षा (घटक २)</b>		<b>२०</b>
<b>प्रकल्प / गटचर्चा / गृहपाठ / चर्चासत्र / उपक्रम सहभाग / अभ्यासभेट (घटक ३)</b>		<b>१०</b>
<b>अंतर्गत मूल्यमापन एकूण गुण</b>		<b>३०</b>
<b>सत्र परीक्षा आणि अंतर्गत मूल्यमापन एकूण गुण</b>		<b>१००</b>
अंतर्गत मूल्यमापनाचे नियोजन महाविद्यालयाने करावे. विद्यापीठाच्या निर्देशानुसार विहित मुदतीत गुण विद्यापीठाकडे पाठवावे.		
विद्यार्थ्यांचे अंतर्गत मूल्यमापनविषयक लेखन / तपशील विद्यापीठाच्या निर्देशानुसार, विहित कालावधीपर्यंत महाविद्यालयाकडे जमा असणे आवश्यक आहे.		



**F.Y.B.A. (प्रथम वर्ष कला)**

निवड आधारित श्रेयांक पद्धत (Choice Based Credit System)

पहिले सत्र

पर्यायी अभ्यासक्रम

**विषयाचे नाव : व्यावहारिक व उपयोजित मराठी भाग १ [CC-1 A]**

अभ्यासक्रमाची उद्दिष्टे :

१. संज्ञापनातील भाषेची भूमिका, विविध भाषिक आविष्कारांचे स्वरूप समजावून घेणे. भाषिक कौशल्यांची क्षमता विकसित करणे.
२. भाषिक कौशल्यांचे विविध आविष्कार आणि संपर्कमाध्यमे यांचा परस्परसंबंध समजावून घेणे व उपयोजन करणे.
३. मराठीचा कार्यालयीन, व्यावसायिक कामकाजात भाषेचे उपयोजन, गरज व स्वरूप या विशेषांची माहिती करून घेणे.
४. कार्यालयीन, व्यावसायिक भाषाव्यवहारासाठी आवश्यक लेखनकौशल्याचे संपादन व उपयोजन करणे.

घटक	तपशील	श्रेयांक	तासिका
१	१. जीवन व्यवहारातील भाषेचे स्थान : भाषा स्वरूप व व्याख्या, आविष्करणाचे प्रकार, मौखिक व लिखित.जीवनक्षेत्रे व भाषा उपयोजन २. भाषिक कौशल्ये : १. नैसर्गिक - आकलनसह श्रवण, २. अर्जित - संभाषण, वाचन व लेखन	१	१५
२	१. अर्जलेखन- विनंती अर्ज, नोकरीसाठी अर्ज, तक्रार अर्ज, माहितीच्या अधिकारातील अर्ज. २. निबंध लेखन - वर्णनात्मक, चर्चात्मक आणि ललित (प्रत्यक्ष निबंधलेखन करणे अपेक्षित )	१	१५
३	प्रगत भाषिक कौशल्ये : १. सारांश लेखन २. सारग्रहण ३. भाषांतर (प्रत्यक्ष लेखन करणे अपेक्षित)	१	१५

**दुसरे सत्र**  
**पर्यायी अभ्यासक्रम**

**विषयाचे नाव : व्यावहारिक व उपयोजित मराठी भाग १ [CC-1 A]**

घटक	तपशील	श्रेयांक	तासिका
१	संवाद लेखन : १. विविध माध्यमांसाठी होणारे संवाद. २. सुचविलेल्या प्रसंगावर आधारित संवाद लेखन ३. ई-संवाद (ई-मेल)	१	१५
२	भाषांतर : १. भाषांतर म्हणजे काय ? भाषांतर शास्त्र की कला ? २. भाषांतराची आवश्यकता, भाषांतर करताना येणाऱ्या अडचणी. ३. भाषांतर आणि रूपांतर, लक्ष्यनिष्ठ आणि मूलनिष्ठ भाषांतर. ४. इंग्लिश उताऱ्याचे मराठी अथवा हिंदी भाषांतर.	१	१५
३	उपयोजित मराठीची आविष्कार रूपे : १. टिप्पणी लेखन २. इतिवृत्त लेखन ३. घोषणा पत्रक ४. हस्तपत्रक ५. घडीपत्रक ६. स्मरणपत्र ७. स्मरणिका निर्मितीचा आराखडा ८. आशयलेखन (Content Writing) ९. जाहिरात लेखन.	१	१५

**संदर्भ ग्रंथ**

१. व्यावहारिक मराठी, पुणे विद्यापीठ प्रकाशन, पुणे.
२. व्यावहारिक मराठी, डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे, निराली प्रकाशन, पुणे.
३. व्यावहारिक मराठी, डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, स्नेहवर्धन प्रकाशन, पुणे.
४. व्यावहारिक मराठी, डॉ. सयाजीराजे मोकाशी, प्रा. रंजना नेमाडे
५. व्यावहारिक मराठी, डॉ. ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर
६. प्रसारमाध्यमांसाठी लेखन कौशल्ये, य.च.म.मुक्त विद्यापीठ, नाशिक.
७. कहाणी वर्तमानपत्राची, चंचल सरकार अनुवाद, दिनकर गांगल, नॅशनल बुक ट्रस्ट
८. द्विभाषी व्यावहारिक शब्दकोश (इंग्लिश - मराठी) गणेश ओतुरकर
९. प्रसारमाध्यमे आणि मराठी भाषा, संपादक डॉ. भास्कर शेळके.

१०. व्यावहारिक मराठी भाषा, शरदिनी मोहिते
११. भाषांतर मीमांसा, डॉ. कल्याण काळे
१२. व्यावहारिक, उपयोजित मराठी आणि प्रसारमाध्यमे, संपादक डॉ. संदीप सांगळे
१३. व्यावहारिक आणि उपयोजित मराठी, डॉ. मनोहर रोकडे
१४. मराठी भाषा उपयोजन आणि सर्जन, प्रा. सुहासकुमार बोबडे
१५. उपयोजित मराठी, डॉ. केतकी मोडक, प्रा. सुजाता शेणई, संतोष शेणई
१६. व्यावहारिक मराठी, प्रकाश परब
१७. व्यावहारिक मराठी, संपादक डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे.
१८. निबंध : शास्त्र व कला, डॉ. प्र. न. जोशी
१९. निबंध व लेखन, निर्मला किराणे.
२०. भाषांतरमीमांसा, संपादक डॉ. रमेश वरखेडे, य. च. म. मुक्त विद्यापीठ, नाशिक.

प्रश्नपत्रिकेचे स्वरूप : पहिले आणि दुसरे सत्र

विद्यापीठ सत्र परीक्षा		
वेळ : ३ तास	घटकनिहाय प्रश्न तपशील	गुण : ७०
प्रश्न क्रमांक		गुण
प्रश्न १ ला	४ पैकी २ प्रश्नांची उत्तरे लिहिणे. (घटक १)	२०
प्रश्न २ रा	४ पैकी २ प्रश्नांची उत्तरे लिहिणे. (घटक २)	२०
प्रश्न ३ रा	४ पैकी २ प्रश्नांची उत्तरे लिहिणे. (घटक ३)	३०
सत्र परीक्षा एकूण गुण		७०
अंतर्गत मूल्यमापन		
लेखी परीक्षा		२०
प्रकल्प / गटचर्चा / गृहपाठ / चर्चासत्र / उपक्रम सहभाग / अभ्यासभेट		१०
अंतर्गत मूल्यमापन एकूण गुण		३०
सत्र परीक्षा आणि अंतर्गत मूल्यमापन एकूण गुण		१००
अंतर्गत मूल्यमापनाचे नियोजन महाविद्यालयाने करावे. विद्यापीठाच्या निर्देशानुसार विहित मुदतीत गुण विद्यापीठाकडे पाठवावे.		
विद्यार्थ्यांचे अंतर्गत मूल्यमापनविषयक लेखन / तपशील विद्यापीठाच्या निर्देशानुसार, विहित कालावधीपर्यंत महाविद्यालयाकडे जमा असणे आवश्यक आहे.		



**SAVITRIBAI PHULE PUNE UNIVERSITY**

(formerly University of Pune)

**F. Y. B. A. Political Science**

**Syllabus**

(Semester & Choice Based Credit System)

**(To be implemented from the Academic Year, 2019-20)**

**Savitribai Phule Pune University**  
**F. Y. B. A. Political Science**  
**(CBCS pattern to be implemented from 2019-2020)**  
**G-1 General Paper**  
**INTRODUCTION TO INDIAN CONSTITUTION**  
**Total Credits : 03**

**Objectives**

The contents of this course are designed with the following objectives:

1. To acquaint students with the important features of the Constitution of India and with the basic framework of Indian government.
2. To familiarize students with the working of the Constitution of India.

<b>Semester-I</b>	<b>Period</b>
<b>Unit 1: Making of the Indian Constitution</b>	<b>12</b>
a) Historical Background	
b) Constituent Assembly	
c) Preamble	
d) Salient Features	
<b>Unit 2: Fundamental Rights, Duties and Directive Principles</b>	<b>12</b>
a) Fundamental Rights	
b) Fundamental Duties	
c) Directive Principles of State Policy	
<b>Unit 3: Federalism</b>	<b>12</b>
a) Salient Features of Indian Federalism	
b) Centre –State Relations	
c) Issues of Conflict (Water and Border Issues)	
<b>Unit 4: Constitutional Amendments: Scope and Limitations</b>	<b>12</b>
a) Constitutional Provisions	
b) Major Constitutional Amendments (42, 44 & 86)	
c) Basic Structure of the Indian Constitution	
<b>Semester- II</b>	
<b>Unit5: Legislature</b>	<b>12</b>
a) Union Legislature – Structure, Powers and Role	
b) State Legislature – Structure, Powers and Role	
<b>Unit6: Executive</b>	<b>12</b>
a) Union Executive – i) President and Vice President– Powers, Functions and Role	
ii) Prime Minister - Powers, Functions and Role	
iii) Council of Minister – Powers and Functions and Role	
b) State Executive- i) Governor - Powers, Functions and Role	
ii) Chief Minister – Powers, Functions and Role	
iii) Council of Minister – Powers and Functions and Role	

**Unit7: Judiciary****12**

- a) Supreme Court : Powers and Functions
- b) High Court : Powers and Functions
- c) Judicial Review and Judicial Activism

**Unit8: Electoral System****12**

- a) Election Commission:Composition, Functions and Role
- b) Chief Election Commissioner
- c) Electoral reforms

**References:**

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- 3) आवटे श्रीरंजनव राही श्रुती गणेश, 2019, *आपलं आयकार्ड*, पुणे, द युनिक अॅकॅडमी पब्लिकेशन,
- 4) Basu D.D., 2018, *Introduction to the Constitution of India*, New York, LexisNexis.
- 5) Brass Paul., 1994, *The Politics of Indian Since Independence*, Cambridge, Cambridge University Press,
- 6) बाचल वि. म., 2004, *भारतीय राज्यघटना आणि राजकीय व्यवहार*, पुणे, के सागर पब्लिकेशन.
- 7) भोळे भा.ल., 2015, *भारतीय गणराज्याचे शासन आणि राजकारण*, नागपूर, पिंपळापुरे प्रकाशन,.
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- 9) जाधव तुकारामवशिरापुरकर महेश, 2012, *भारतीय राज्यघटना व घटनात्मक प्रक्रिया*, पुणे, द युनिक अॅकॅडमी पब्लिकेशन
- 10) घांग्रेकरचिं. ग . 1997, *भारतीयराज्यघटना*, नागपूर, मंगेश प्रकाशन.
- 11) Jha Rajesh, 2012, *Fundamentals of Indian Political System*. Delhi, Dorling Kindersley (India) Pvt Ltd, Pearson Education Society.
- 12) कांबळे बाळ, वकील अलिम वदेवरे पी. डी., 2012, *भारताची राज्यघटना, राजकारण व कायदा*, पुणे, डायमंड प्रकाशन.
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- 16) साठे सत्यरंजन, 1998, *भारताच्या राज्यघटनेची ५० वर्षे*, पुणे, कॉन्टिनेन्टल प्रकाशन.
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**Savitribai Phule Pune University**  
**F. Y. B. A. Political Science**  
**(CBCS pattern to be implemented from 2019-2020)**  
**G-1 General Paper (Optional)**  
**AN INTRODUCTION TO THE CONSTITUTION OF UNITED STATES OF**  
**AMERICA**  
**Total Credits : 03**

**Objectives**

To acquaint students with the important features of the Constitution of the United States of America and the basic framework of government of the USA

<b>Semester – I</b>	<b>Period</b>
<b>Unit: 1 Making of the U.S. Constitution</b>	<b>12</b>
a) Historical Background	
b) Preamble	
c) Salient Features	
<b>Unit: 2 Federal System</b>	<b>12</b>
a) Features	
b) State Autonomy	
c) Relations between the Federal Government and the States	
<b>Unit: 3 Fundamental Rights</b>	<b>12</b>
a) Nature of Fundamental Rights	
b) Development of Fundamental Rights	
<b>Unit: 4 Constitutional Amendments</b>	<b>12</b>
a) Constitutional Provisions	
b) Important Amendments (15 & 22)	

## Semester - II

<b>Unit: 5 Legislature</b>	<b>12</b>
a) Structure	
b) Powers	
c) Role	
<b>Unit: 6 Executive</b>	<b>12</b>
a) President: Powers and Functions	
b) Vice President: Powers and Functions	
c) Secretary: Powers and Functions	
<b>Unit: 7 Judiciary</b>	<b>12</b>
a) Structure i) Federal Court ii) State Court	
b) Powers and Functions	
c) Judicial Review	
<b>Unit: 8 Federal Election Commission</b>	<b>12</b>
a) Structure	
b) Functions	
c) Role	

### Readings

1. काळे अशोक, 1984, अमेरिकेची राज्यव्यवस्था, नागपूर विश्वभारती प्रकाशन.
2. पळशीकर सुहास व सुमंतयशवंत, 1988, अमेरिकेचे शासन, पुणे, निराली प्रकाशन
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**SAVITRIBAI PHULE PUNE UNIVERSITY**

(formerly University of Pune)

**F.Y.B.A. in Economics**

**SYLLABUS**

**(Credit and Semester System)**

**(To be implemented from the Academic Year, 2019-20)**

# **F.Y.B.A. Economics**

## **G-1 Indian Economic Environment**

### **Annexure –II**

1) Title of the course:

**Class:** F.Y.B.A.

**Subject:** Economics.

**Title: Year of Implementation:** From June - 2019

2) Preamble of the syllabus:

The proposed curriculum is with an objective to enhance the existing syllabus, make it contextual as well as applicable and to incorporate all the latest changes in the national economy. The board examined the short comings of the existing syllabus and expressed the need to change it. While doing so the board analyzed other curricula of existing universities in respective subjects in terms of content, relevance, quality and pattern of teaching that has been synthesized in the present proposal. While framing the draft of syllabus, guidance from industrial experts and professionals was sought.

The present era is that of structural transformation especially within the country. Moreover fast changing international scenario and approach of other countries towards our human resource makes it mandatory for the educational system to impart latest knowledge to our students, so that they are prepared to merge themselves in the challenging economic and corporate environment.

Hence, a change in the paper and restructuring of syllabus becomes imperative. The syllabus needs to be holistic in nature. It should be contextual and clear the basics of economics but at the same time it should teach application of the theories in day to day life.

In the modern world, competition is an inseparable part of our lives. To inculcate a competitive spirit among the students, the syllabus should include all the recent advancement with in and out of the country with its pros and cons.

3) Objectives of the paper

- To familiarize the students with the recent developments in the Indian Economy
- To provide the students with the background of the Indian Economy with focus on contemporary issues like economic environment.
- To help the students to prepare for varied competitive examinations
- To enable students to understand and comprehend the current business scenario, agricultural scenario and other sectorial growth in the Indian context. To make the student aware of the developments such as MSMEs, Digital Economy, E-Banking, BPO & KPO, etc.

Programme Outcome:

- Ability to develop an understanding of the economic environment and the factors affecting economic environment.
- Ability to develop awareness on the various new developments in the different sectors of an economy – agriculture, industry, services, banking, etc.
- Ability to compare and contrast Indian Economy with other world economies.
- At the end of the course, the student should be able discuss and debate on the various issues and challenges facing the Indian Economic Environment.

4) Introduction:

Semester system with the pattern of 70:30

5) Eligibility:

Students who have passed 12<sup>th</sup> standard from any stream with minimum 35% of marks in all the subjects. (as per the rule of affiliating SPPU)

6) Examination:

A) Pattern of examination: 70:30

i) Internal university examination of 70 marks with internals of 30 marks

ii) Pattern of question paper: pattern for 70 marks

- Question Number 1: 8 questions to be answered out of 10 with total marks 16
- Question Number 2: 4 questions to be answered out of 6 with total marks of 16
- Question Number 3: 3 questions to be answered out of 4 with total marks of 18
- Question Number 4: 2 questions to be answered out of 3 with total marks of 20

iii) Duration for 70 marks: 3 Hrs

iv) Pattern for 30 marks:

- Internal exam (20 marks)
- PPT (oral or poster)/ Project work/Assignments/visits (10 marks)

v) Unit wise classification of marks

Unit	Name of the Chapter	Distribution of marks
<b>Semester 1</b>		
Unit 1	Introduction	23
Unit 2	Agricultural Environment	23
Unit 3	Industrial Environment	24
<b>Total</b>		<b>70</b>
<b>Semester 2</b>		
Unit 1	Service Sector Environment	20
Unit 2	Banking Environment	25
Unit 3	Overview of Indian economy	25
<b>Total</b>		<b>70</b>

B) Standard of Passing:

To pass, the candidate must obtain at least 40% in individual subjects, in internal assessment and in university examination each in all the papers.

C) ATKT rules

As per the rules of SPPU, a student can have maximum two papers as backlog and go to second year.

D) Award of Class:

- Those successful candidates who obtained 40 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in Pass Class.
- Those successful candidates who obtained 50 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in Second Class.
- Those successful candidates who obtained 55 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in Higher Second Class.

iv. Those successful candidates who obtained 60 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in First Class.

v. Those successful candidates who obtained 70 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in First Class with

E) External students:

The students who appear for the examinations without attending any college and take admission in the university as external students will be considered as external students.

F) Setting of question paper/pattern of question paper

Question papers will be set by the panel of paper setters appointed by Savitribai Phule Pune University.

G) Verification/ revaluation

Verification and or revaluation will be done by panel appointed by Savitribai Phule Pune University.

7) Structure of the course

a) Compulsory paper:

Only one paper will be given without and optional subject

b) Optional paper

No subjects are optional.

c) Medium of instructions:

Medium of instruction for the paper will be both Marathi and English.

### **Structure of the entire course**

BA Economics			
FY	G1	Indian Economic Environment	2019-20
SY	G2	Financial System	2020-21
SY	S1	Micro Economics	2020-21
SY	S2	Macro Economics	2020-21
TY	G3	Public Finance	2021-22
TY	S3	International Economics	2021-22
TY	S4	Economics of Development	2021-22

8) Equivalence of previous syllabus with the proposed syllabus

The revised syllabus has changes in the name of the paper, topics and sub topics offered as compared to the old syllabus. The paper will make the syllabus more comprehensive and modified to suitably align with the changing Indian scenario. The paper will set an apt background for students to comprehend knowledge of economics in their academic career and apply the knowledge in their life.

9) University terms

Academic calendar of the affiliating university will be followed.

10) Subject wise detail syllabus

<b>Semester 1</b>		
<b>Units</b>	<b>Name and sub titles of the Chapter</b>	<b>No of lectures</b>
<b>Unit 1</b>	<b>Introduction</b>	<b>16</b>
	1.1 Meaning, Factors affecting Economic Environment- Economic, Political, Technological, Social & Cultural	08
	1.2 Challenges to Indian Economy: Natural Resources, Energy Resources, Education, Health, Environment	04
	1.3 Comparison of Indian Economy with the World Economy- Population, Agriculture, Industry and Service Sector	04
<b>Unit 2</b>	<b>Agricultural Environment</b>	<b>16</b>
	2.1 Role of Agriculture in Indian Economy	04
	2.2 Challenges to Indian Agriculture-Productivity, Rural Credit, Marketing, Rural Entrepreneurship	08
	Recent Trends in Indian Agriculture: Cropping pattern, Technology, Crop Insurance, Water Management, Agri-Business	04
<b>Unit 3</b>	<b>Industrial Environment</b>	<b>16</b>
	3.1 Role of Industry in Indian Economic Development	04
	3.2 Industrial Policy Resolution, 1991- Liberalization, Privatization and Globalization (LPG)	03
	3.3 Challenges to Indian Industry-Labour & Employment, Regional Imbalance, Finance, Technology	03
	3.4 Micro, Small and Medium Enterprises (MSME)- Definition & Role	03
	3.5 Recent trends in Indian Industry- Indian Multinationals & New Policies	03
<b>Semester 2</b>		
<b>Unit 1</b>	<b>Service Sector Environment</b>	<b>12</b>
	1.1 Role and Growth of Service Sector in Indian Economy	02

	1.2 Challenges to Indian Service sector- Business-based & Knowledge-based Sector, Education sector, Health sector, Insurance, Tourism, Banking	06
	1.3 Recent Trends in Indian Service Sector- Digital Economy, E-Commerce, E- Finance	04
<b>Unit 2</b>	<b>Banking Environment</b>	<b>18</b>
	2.1 Banking- Definition, Functions, Changing Structure of Banking in India- New Private Banks, Small Banks, Payment Banks	08
	2.2 Bank Accounts- Types, Procedure and Operation of Accounts	05
	2.3 Recent Trends in Indian Banking Environment- E-Banking, E- Wallets, Bank Mergers and Amalgamations	05
<b>Unit 3</b>	<b>Overview of Indian economy</b>	<b>18</b>
	3.1 Challenges of Indian Economy- Poverty, Employment, Inequality, Informal Sector	09
	3.2 Policy Measures (Two-Three recent Programmes)- Poverty Alleviation Programmes; Employment Generation Programmes; Agriculture Development Programmes, Skill Development Programmes .....	09

## 11) Recommended books

### Semester I: Basic Reading List

- Agrawal A.N., Problems of Development & Planning, (Latest Edition)
- Ashwani Mahajan, 'Indian Economy' S. Chand & Company Ltd., New Delhi.
- Cherunilam Francis, 'Business Environment-Text and Cases' Himalaya Publishing House(Latest Edition)
- Faisal Ahmed 'Business Environment: Indian and Global Perspective' PHL Learning Pvt. Ltd. (Latest Edition)
- Fernando A.C. (2014) 'Business Environment' Pearson Education,
- Misra & Puri, 'Business Environment', Himalaya Publication House, Mumbai. (Latest Edition)
- Misra & Puri, 'Indian Economy', Himalaya Publication House, Mumbai. (Latest Edition)

### Recommended Reading

- Asian Development Bank (2009) 'Urban Poverty in India' BS Books

- Amit Kumar (2013) 'SMEs in India in post-1990s Era: Challenges and Opportunities, LAP Lambert Academic Publishing
- Das Keshab (2011) 'Micro and Small Enterprises in India: The Era of Reforms' Routledge India
- Gopal and Suman Banhri (2013) Indian Economy Performance and Policies. Pearson Publication Delhi.
- C.S.Prasad(2006) 'Sixtyyears of IndianAgriculture'New Century Publication, NewDelhi
- Indian Institute of Banking and Finance (2011) 'Small and Medium Enterprises in India' Taxmann
- Jaya PrakashPradhan (2008) 'Indian Multinational in the World Economy: Implications for Development', Bookwell Publications
- JagdishBhagwati, ArvindPangariay (2013) 'Reforms and Economic Transformation in India' OUP
- MohantyPrasanna (2014) 'Cities and Public Policy' Sage Publications
- Prakesh B.A. (2011) The Indian Economy Since 1991 Economic Reforms and performance, Pearson Publication Delhi.
- Thorat S. K (2008) 'Reservation in Private Sectors' Rawat Publications, ND

### **Semester II: Basic Reading List**

- Agrawal A.N., Problems of Development & Planning, (Latest Edition)
- Ashwani Mahajan, 'Indian Economy' S. Chand & Company Ltd., New Delhi.
- Cherunilam Francis, 'Business Environment-Text and Cases' Himalaya Publishing House(Latest Edition)
- Faisal Ahmed, 'Business Environment: Indian and Global Perspective' PHL Learning Pvt. Ltd. (Latest Edition)
- Fernando A.C. (2014) 'Business Environment' Pearson Education,
- Misra& Puri, 'Business Environment', Himalaya Publication House, Mumbai. (Latest Edition)
- Pathak, Bharati [2009] 'The Indian Financial System', 'Pearson Education Publication, New Delhi.



### **Recommended Reading**

- Bhasin, Niti (2006) “Banking Developments in India 1947 to 2007” New Century Publications.
- Bhadane Jaywant R. (2018) ‘Cashless India and Digital Economy’ International Publications, Kanpur
- Dasgupta Sukti, Sher Singh Verick (2016) ‘Transformation of Women at Work in Asia: An Unfinished Development Agenda, Sage
- Paul Justin (2010) ‘Business Environment-Text and Cases’ Tata McGraw Hill
- Khanna Tarun (2008) ‘Billions of Entrepreneurs: How India and China are Reshaping their Future and Yours’ Penguin India
- Kapila Uma (ed) Indian Economy Since Independence, Academic Foundation(2003)
- Panagariya Arvind (2010) ‘India: The Emerging Giant’ Oxford University Press
- Sobhan Rehman (2010) ‘Challenging the Injustice of Poverty: Agendas for inclusive Development in South Asia’ Sage
- Samanta R.K. (2000) “New Vista in Rural Development Strategies and Approaches” B.R. Publishing Corporation New Delhi
- Spana Newar, Tanvi Gaur (2015) ‘Economic Environment in India, Think Tank Publications, Jaipur

### 12) Qualification of teachers:

Qualification of teachers as per norms of SPPU will be masters in Economics and SET/NET/Ph.D.

## **Structure /Pattern of syllabus- F.Y.B.A**

- 1. Title of the course – Gg- 110- Elements of Geomorphology (G-1)**
2. Preamble of the syllabus
  - i. To introduce the students to the basic concepts in Geomorphology.
  - ii. To introduce latest concepts in Geomorphology.
  - iii. To acquaint the students with the utility and application of Geomorphology in different regions and environment.
  - iv. To make the students aware of the need of protection and conservation of different landforms.
- 3. Introduction: Pattern –Annual (20 marks internal -80 marks University )**
- 4. Eligibility- 12<sup>th</sup> pass any faculty**
5. Examination-
  - A. Pattern of examination-
    - i (Internal term end and University exam),**
    - ii. Pattern of question paper- 20-80**

**Internal Exam- 60 Marks =** (converted to 20 marks)

**University Exam- 80 Marks =**

- B. Standard of passing- Internal -08- University -32= Annual marks 40**
- C. ATKT rules- No**
- D. Award of class- F.Y.B.A. Pass**
- E. External students- F.Y.B.A. Pass**
- F. Setting of question papers / pattern of question paper**

**Internal Exam- 60 Marks =** (converted to 20 marks)

Question 1. Answers in 20 words- 14marks (any 7out of 10)

Question 2. Answers in 50 words -08 marks (any 2out of 4)

Question 3. Answers in 150 words- 18 marks (any 3 out of 5)

Question 4. Answers in 300 words- 20 marks (any 1 out of 2)

**University Exam- 80 Marks =**

Question 1. Answers in 20 words- 20 marks (any 10 out of 15)

Question 2. Answers in 50 words -10 marks (any 2out of 4)

Question 3. Answers in 150 words- 20 marks (any 2 out of 4)

Question 4. Answers in 300 words- 30 marks (any 2 out of 4)

**G. Verification / Revaluation- Yes**

6. Structure of the Course
  - a. Compulsory paper- **F.Y.B.A. General**
  - b. Optional paper- **No**
  - c. Question paper and papers etc - **One**
  - d. Medium of instructions- **Marathi and English**
7. Equivalence of previous syllabus along with propose syllabus- **yes**
8. University terms- **Annual**
9. Subject wise detail syllabus – **As per attached sheets**
10. Recommended books- **Mentioned in Syllabus**

Qualification of teacher- **M.A./M.Sc( Geography), as per UGC and University norms**

**Equivalence of Syllabus in Geography (F.Y.B.A.) effective from June 2013**

<b>Old Syllabus June 2008</b>		<b>New Syllabus June 2013</b>	
<b>Gg-110</b>	<b>Physical Geography</b>	<b>Gg-110</b>	<b>Elements of Geomorphology</b>

**Gg- 110 -Elements of Geomorphology (G-1)**  
**Revised Syllabus (from June, 2013)**

**Objectives:**

- I. 1. To introduce the students to the basic concepts in Geomorphology.
- II. To introduce latest concept in Geomorphology
- III. To acquaint the students with the utility and application of Geomorphology in different regions and environment.
- IV. To make the students aware of the need of protection and conservation of different landforms

<b>Section I</b>			
<b>Unit No.</b>	<b>Unit</b>	<b>Sub Unit</b>	<b>No. of periods</b>
1	Introduction to Geomorphology	a. Introduction to Physical Geography and its branches b. Geomorphology- Definition, Nature and Scope	8
2	Fundamental Concepts of The Earth	a. The Earth Size, Shape, Radius, Circumference, Parallels of Latitudes and Meridians of Longitudes. b. Time: Local time and Standard time, Time Zone and International Date Line.	6
3	The Earth	a. The earth – its Interior, Composition & Structure b. Origin of Continents and Ocean basin i. Wegener’s Continental Drift Theory ii. Theory of Plate Tectonics- iii. Theory of Sea Floor Spreading	5 6
4	Rocks	a. Rock- Definition and origin. b. Type of Rocks- Igneous, Sedimentary and Metamorphic rocks	5 5
5	Crustal Movements	a. Internal Movements- Definition, Causes b. Classification of Movements i. Slow movements- Folding and Faulting ii. Rapid movements – Volcanism and Earthquakes	5 5

**Section II**

6	Weathering	a. Definition of Weathering, b. Type of Weathering- Mechanical, Chemical, biological and Anthropogenic weathering c. Hydrological cycle	6
7	Agents of Erosions and Depositions	Landforms created by following agents a. Rivers. b. Sea-waves.	6
8	Mass Wasting	Concept – Type – Soil Creep, Landslides, Debris flows, Avalanches, Mud Flow	8
9	Slopes	Meaning & Definition of slopes, Types and slope segments Concave, Convex, Terraced, Rectilinear	6
10	Applications of Geomorphology	a. Human Activity: i. Settlement ii. Transport iii. Landuse iv. Mining v. Resource Evaluation	6
		b. Environmental Hazards & Assessment: i. Landslides ii. Tsunami iii. Soils Degradation iv. Floods	5
		c. Watershed Management:	4
		d. Field Visit (Not more than two days) for observations and identification of landforms.	4

**Reference Books:**

- 1 Physical Geography, Strahler. A.A. and Strahler A.N. 2002
- 2 Morphology and Landscape, H. Robinson, University Tutorial Press Ltd, London
- 3 The Face of Earth, Penguins 1980, Dury G. H.,
- 4 Introduction to Geomorphology, Oxford University Press, Calculatta 2001, Kale V. & Gupta A.
- 5 Geomorphology, Prayag Pustakalay, Alahabad, 1988, Singh Savinder
- 6 Prakrukik Bhuvigyan, Arvind Bhagwat, Shrikant Karlekar
- 7 Sugam Prakrutik Bhuvigyan, Prof. Suresh Date, Mrs. Date
- 8 Prakritik Bhugol, Part 1 & 2, W. R. Ahirrao, T. M. Varat, S. S. Alizad
9. Prakritik Bhugol, A. B. Savadi & P.S. Kolekar, Niralo Prakashan
10. Science and Systems of the Human Environment, John Wiley & Sons INC
11. Siddhartha K, 2001, The Earths Dyanamic Surface- Kisalaya Publication Pvt Ltd New Delhi



**Savitribai Phule Pune University**  
(Formerly University of Pune)

**Three Year B.A. (Bachelor of Arts) Degree Program in Psychology**  
(Faculty of Humanities)

**F.Y.B.A. PSYCHOLOGY**

**Choice Based Credit System**

**Syllabus**

**To be implemented from Academic Year 2019-2020**



## 1: Title of the course: B. A. with Psychology

### 2: Background:

Ministry of Human Resource Development (HRD), Govt. of India, has already initiated the process for developing New Education Policy (NEP) in our country to bring out reforms in Indian education system. University Grants Commission (UGC) participates more actively in developing National Education Policy, its execution and promotion of higher education in our country. The UGC has already initiated several steps to bring equity, efficiency and academic excellence in National Higher Education System. The important ones include innovation and improvement in course- curricula, introduction of paradigm shift in learning and teaching pedagogy, examination and education system.

The education plays enormously significant role in building of a nation. There are quite a large number of educational institutions, engaged in imparting education in our country. Majority of them have entered recently into semester system to match with international educational pattern. However, our present education system produces young minds lacking knowledge, confidence, values and skills. It could be because of complete lack of relationship between education, employment and skill development in conventional education system. The present alarming situation necessitates transformation and/or redesigning of education system, not only by introducing innovations but developing “learner-centric approach in the entire education delivery mechanism and globally followed evaluation system as well.

Majority of Indian higher education institutions have been following marks or percentage based evaluation system, which obstructs the flexibility for the students to study the subjects/courses of their choice and their mobility to different institutions. There is need to allow the flexibility in education system, so that students depending upon their interests and aims can choose inter-disciplinary, intra-disciplinary and skill-based courses. This can only be possible when choice based credit system (CBCS), an internationally acknowledged system, is adopted. The choice based credit system not only offers opportunities and avenues to learn core subjects but also exploring additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS will undoubtedly facilitate us bench mark our courses with best international academic practices. The CBCS has more advantages than disadvantages.

This course aims at enriching the minds of students and it has aims to develop a holistic and multidimensional understanding of the topics. It attempts to approach new areas of learning, develop competencies in the students thereby opening various avenues for self-discovery, academic understanding and employment. Students would be encouraged to develop an understanding of real life issues and participate in the programs and practices in the social context. Use of ICT and mass media and web based

sources is highly recommended to make the teaching-learning process interactive and interesting.

### 3: Structure of the course:

Year	Semester	Paper No.	Title of the Paper	Lectures per week	Credit for semester
First Year	1	DSC-PSY-1A	Foundations of Psychology	03	03
	2	DSC-PSY-1B	Introduction to Social Psychology	03	03

### 4: Implementation of UG course structure:

- 1: This is 6 semester 132 credit degree course.
- 2: Each theory credit is equivalent to 15 clock hours of teaching and each practical credit is equivalent to 30 clock hours of laboratory teaching in a semester.
- 3: There is 15 to 18 weeks (90 days) of teacher-student interaction during the semester.

Each semester shall have 3 credits for teaching. Each credit is equal to 15 hours, so this course shall have 45 teaching hours. In addition to that there shall be three hours allotted to internal evaluation. Changes as per the university guidelines shall be communicated from time to time.

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

**Course DSC-PSY- 1A: Foundations of Psychology**

**Course objectives and learning outcomes:**

After the completion of this course students will be able to demonstrate the following competencies:

- a) Understand the basic psychological processes and their applications in day to day life.
- b) Develop the ability to evaluate cognitive processes, learning and memory of an individual.
- c) Understand the importance of motivation and emotion of the individual.
- d) Understand the personality and intelligence of the individuals by developing their psychological processes and abstract potentials.

**Unit 1: Psychology -Introduction: (12 lectures)**

- 1.1 Psychology : a Science, goals of psychology
- 1.2 The brief history & perspective of Psychology: (Structuralism, Functionalism, Gestalt, Psychoanalysis, Behaviorism)
- 1.3 Career Avenues in Psychology & Fields of Psychology: (Clinical, Industrial & Organizational, Educational, Social, Developmental, Health, Criminal & Forensic, Military, Sports, Neuropsychology, Environmental, Positive, Spiritual and Women & Child psychology.)
- 1.4 The Indian Psychology: Past and present
- 1.5 Application: Understanding Behaviour through Methods in Psychology

**Unit 2: Cognitive processes: (12 lectures)**

- 2.1 Sensation, Attention and Perception, nature of perception, laws of perceptual organization
- 2.2 Learning- Classical and Operant conditioning, observational learning
- 2.3 Memory-processes, information processing model(s)
- 2.4 Forgetting: Theories of forgetting
- 2.5 Application: Techniques for improving memory.

### **Unit 3: Motivation and Emotion:**

**(12 lectures)**

- 3.1 Motivation: Definition, Concept of Homeostasis & Maslow's Hierarchy of Motivation
- 3.2 Types of Motivation: Physiological, Psychological & Social
- 3.3 Motivational Conflicts: Intra-Conflicts & Inter-Conflicts
- 3.4 Emotion: Definitions, Nature & Importance, Basic Emotions (Joy, Excitement, Tenderness, Sadness, Anger, Fear & Love)
- 3.5 Application: Conflict Resolving Skills

### **Unit 4: Personality and Intelligence:**

**(12 lectures)**

- 4.1 Personality – Definitions, Nature
- 4.2 Personality as a set of traits: Cattell's, Allport's & Big Five Theory of Personality
- 4.3 Freud's Psychoanalytical Theory of Personality and Transactional Analysis
- 4.4 Intelligence: Definitions, Theories of Intelligence (Gardner's Theory, Cattell's Theory of Intelligence)
- 4.5 Applications: Testing and enhancing Emotional intelligence.

#### **References:**

1. Ciccarelli, S. K.; White J. N. Adapted by Girishwar Misra (2018). Psychology (5<sup>th</sup> Edition). Pearson.
2. Chadha, N.K. & Seth, S. (2014). The Psychological Realm: An Introduction. Pinnacle Learning, New Delhi.
3. Carole, W. and Carol, T. (2007). Psychology (7th Edition). Pearson Education, India.
4. Feldman S. R.(2009). Essentials of understanding psychology ( 7th Ed.) New Delhi : Tata Mc Graw Hill.

#### **Books in Marathi Language:**

1. बच्छाव, बडगुजर आणि शिंदे (२००१). सामान्य मानसशास्त्र. स्वयंभू प्रकाशन, नाशिक
2. मुंदडा आणि खलाने (२०१३). मानसशास्त्राची मूलतत्त्वे. अथर्व प्रकाशन, जळगांव
3. अभ्यंकर, ओक आणि गोलविलकर (२०१४). मानसशास्त्र: वर्तनाचे शास्त्र. पिअर्सन
4. देशपांडे चंद्रशेखर आणि सहकारी (२०१४). सूक्ष्म कौशल्ये: मानसशास्त्रीय समुपदेशन प्रक्रियेचा गाभा. उन्मेष प्रकाशन

घटक १ : मानसशास्त्र ओळख

(१२ तास)

- १.१ मानसशास्त्र : विज्ञान, मानसशास्त्र विषयाची उद्दिष्ट्ये
- १.२ मानसशास्त्राचा थोडक्यात इतिहास आणि विचार प्रवाह (रचनावाद, कार्यवाद, गेस्टाल्ट, मनोविश्लेषणवाद, वर्तनवाद)
- १.३ भारतातील मानसशास्त्र : भूतकाळ आणि वर्तमान
- १.४ मानसशास्त्रातील करीयरच्या संधी आणि क्षेत्रे (चिकित्सा, औद्योगिक आणि संघटन, शैक्षणिक, सामाजिक, वैकासिक, आरोग्य, गुन्हेगारी व न्यायसहाय्यक, सैनिकी, क्रीडा, चेतामानसशास्त्र, पर्यावरण, सकारात्मक, अध्यात्मिक, स्त्री आणि बाल मानसशास्त्र)
- १.५ उपयोजन : मानसशास्त्रीय पद्धतीद्वारा वर्तन समजावून घेणे

घटक २ : बोधनिक प्रक्रिया

(१२ तास)

- २.१ वेदन, अवधान आणि संवेदन, संवेदनचे स्वरूप, संवेदन संघटनाची तत्वे
- २.२. अध्ययन – अभिज्ञान आणि साधक अभिसंधान, बोधानिक आणि निरीक्षणात्मक अध्ययन
- २.३ स्मृती- प्रक्रिया, माहिती संस्करण प्रारूपे
- २.४ विस्मरण : विस्मरणाचे सिद्धांत
- २.५ उपयोजन : स्मृती सुधार तंत्रे

घटक ३ : प्रेरणा आणि भावना

(१२ तास)

- ३.१ प्रेरणा : व्याख्या, शरीर तापमान नियमन संकल्पना आणि मॅस्लो यांचे प्रेरणा विषयक अधिश्रेणी
- ३.२ प्रेरणांचे प्रकार : शारीरिक, मानसिक आणि सामाजिक
- ३.३ प्रेरणा संघर्ष : व्यक्ती अंतर्गत आणि आंतरव्यक्तिक संघर्ष
- ३.४ भावना : व्याख्या, स्वरूप आणि महत्व, मुलभूत भावना (आनंद, उत्साह, प्रेमळपणा, खिन्नता, राग, भीती आणि प्रेम)
- ३.५ उपयोजन : संघर्ष निराकरण कौशल्ये

घटक ४ : व्यक्तिमत्व आणि बुद्धिमत्ता

(१२ तास)

- ४.१ व्यक्तिमत्व – व्याख्या, स्वरूप
- ४.२ व्यक्तिमत्व गुणविशेषांचा संघात : व्यक्तिमत्वाचे कॅटल, आलपोर्ट आणि पंच घटक सिद्धांत
- ४.३ फ्राइड यांचा व्यक्तिमत्व विषयक मनोविश्लेषणात्मक सिद्धांत आणि आंतरक्रिया विश्लेषण
- ४.४ बुद्धिमत्ता : व्याख्या, बुद्धिमत्ता सिद्धांत (गार्डनर चा सिद्धांत, कॅटल चा बुद्धिमत्ता सिद्धांत)
- ४.५ उपयोजन : चाचणी, भावनिक बुद्धिमत्ता वाढविणे

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

**Course DSC-PSY- 1B : Introduction to Social Psychology**

**Course objectives and learning outcomes:**

After the completion of this course students will be able to demonstrate the following competencies:

- a) Understand the basics of social psychology.
- b) Understand the nature of self, concept of attitude and prejudice of the individual.
- c) Assess the interactional processes, love and aggression in our day today life. .
- c) Understand group dynamics and individual in the social world.

**Unit 1: Introduction:**

**(Total 12 Lectures)**

- 1.1 Definition, Brief history of social psychology (special emphasis on India),
- 1.2 Scope of social psychology
- 1.3 Levels of social behaviour
- 1.4 Approaches towards understanding social behaviour
- 1.5 Application: Community mental health

**Unit- 2.Individual Level Processes**

**(Total 12 Lectures)**

- 2.1 Difference between Social Cognition & Social Perception.
- 2.2 Self –Concept: Nature, Self-regulation and self-presentation.
- 2.3 Attitude: Definition, components, Dimensions and formation of attitude
- 2.4 Prejudice: Causes.
- 2.5 Application: Formation of attitude and Prejudice eradication

### **Unit 3: Interpersonal processes:**

**(Total 12 Lectures)**

- 3.1 Interpersonal attraction, love
- 3.2 Pro-social behaviour
- 3.3 Locus of control, increasing our helping nature.
- 3.4 Aggression: Meaning, Nature and causes of Aggression
- 3.5 Application: Prevention and reducing aggression

### **Unit- 4.Group Dynamics**

**(Total 12 Lectures)**

- 4.1 Groups: When we join and when we leave, The benefits of joining
- 4.2 Cooperation and Conflict
- 4.3 Conformity; Factors affecting Conformity, Obedience & Authority
- 4.4 Group decision making
- 4.5 Application: Team Building

#### **Books for Reference**

1. Baron, R. A., Branscombe, N. R., & Byrne, D. Bhardwaj, Gopa. (2008). Social Psychology. (12th ed.). New Delhi: Pearson Education, Indian subcontinent adaptation 2009
2. Aronson, E., Wilson, T. D., & Akert, R. M. (2007). Social Psychology. (6th edi.), New Jersey: Pearson Education prentice Hall
3. Baumeister, R. F., & Bushman, B. J. (2008). Social Psychology and Human Nature. International student edition, Thomson Wadsworth USA
4. Myers, D. G. (2006). Social Psychology. (8th edi.), Tata McCraw- Hill Publication.

#### **Books in Marathi Language:**

1. नातू, वैद्य आणि राजहंस (२००८). सामाजिक मानसशास्त्र. पिअर्सन
2. गाडेकर, पाटील, इनामदार (२००७). प्रगत सामाजिक मानसशास्त्र. डायमंड, पुणे.
3. तडसरे, तंबाके, पाटील, दरेकर (२००३). सामाजिक मानसशास्त्र. फडके प्रकाशन, कोल्हापूर.
4. ढोरमारे आणि रसाळ (२०१५). सामाजिक मानसशास्त्र. उन्मेष प्रकाशन, पुणे.

घटक १ : ओळख

(१२ तास)

- १.१ सामाजिक मानसशास्त्र ची व्याख्या, थोडक्यात इतिहास (भारतीय संदर्भ)
- १.२ सामाजिक मानसशास्त्र विषयाची व्याप्ती
- १.३ सामाजिक वर्तनाचे स्तर
- १.४ सामाजिक वर्तन समजावून घेताना दृष्टीकोन
- १.५ उपयोजन : लोकसमुहाचे मानसिक आरोग्य

घटक २ : व्यक्ती स्तरावरील प्रक्रिया

(१२ तास)

- २.१ सामाजिक बोधन आणि सामाजिक संवेदन यातील फरक
- २.२ स्व संकल्पना : स्वरूप, स्व-नियमन आणि स्व सादरीकरण
- २.३ अभिवृत्ती: व्याख्या, घटक, अभिवृत्ती चे घटक आणि निर्मिती
- २.४ पूर्वग्रह : कारणे
- २.५ उपयोजन : अभिवृत्ती निर्मिती आणि पूर्वग्रह निर्मुलन

घटक ३ : आंतरव्यक्तिक प्रक्रिया

(१२ तास)

- ३.१ आंतरव्यक्तिक आकर्षण, प्रेम
- ३.२ समाज-अनुकूल वर्तन
- ३.३ नियंत्रण केंद्र, सहकार्य वर्तन वाढविणे
- ३.४ आक्रमकता : अर्थ, स्वरूप आणि आक्रमकतेची कारणे
- ३.५ उपयोजन : आक्रमकता प्रतिबंधन आणि कमी करणे

घटक ४ : समूह गतिमानता

(१२ तास)

- ४.१ समूह : आपण समुहात केव्हा दाखल होतो आणि केव्हा सोडून देतो, समूह सदस्य होण्याचे फायदे
- ४.२ सहकार्य आणि संघर्ष
- ४.३ अनुपालन : अनुपालन वर परिणाम करणारे घटक, आज्ञाधारकता आणि अधिकार
- ४.४ सामुहिक निर्णय घेणे
- ४.५ उपयोजन : संघभाव वाढविणे



# Question Paper Pattern for Each Semester (2019-20)

## (Choice Based Credit System)

F Y B A Psychology:

(70-Semester-End Exam & 30-Internal Evaluation)

Hours: Three

Marks: 70

Q1 Answer the following questions in 100 words each (any four)

Ask six questions- each question for 5 marks 5X4 =20

Q2 Answer the following questions in 200 words each (any two)

Ask four questions -each question for 10 marks 10X2 =20

Q3 Answer the following questions in 400 words each ( any one)

Ask two questions -each question for 20 marks 20X1 =20

Q4 write short notes ( any Two)

Ask four short notes -each short note for 5 marks 5X2 =10

-----**Total = 70 Marks**

### **Pattern for Internal Evaluation:**

- |  |   |            |
|--|---|------------|
| 1. Internal Mid-Semester Examination–          | - | - 20 Marks |
| 2. Home Assignments/Oral/Lecture Notes/Project |   | – 10 Marks |

**TOTAL–30 Marks**

**Savitribai Phule Pune University**  
**Faculty of Commerce & Management**  
**Structure for Three - Year**  
**B.Com. Degree course (Choice Based Credit System)**  
**(2019 Pattern)**  
**With effect from June 2019**

**Preamble:-**

Commerce education is that area of education, which develops the required knowledge, skills and attitudes for the handling of Trade, Commerce and Industry. Commerce education is entirely different from other disciplines. Hence, it must charter Course routes to service the aspirations of the nation. To meet the growing needs of the business society, there is greater demand for sound development of commerce education. The relevance of commerce education has become more imperative, this means a marked change in the way commerce and management education is perceived in India. The Commerce education is dedicated to developing tomorrow's leaders, managers, and professionals.

The existing education system of imparting commerce education needs to be more dynamic to incorporate all local and global changes in the field of trade and commerce. The curriculum needs to be restructured accordingly. The learning inputs are required to be more update, skill based and with appropriate applications. This will be achieved through the introduction of Choice based Credit System at undergraduate level.

The choice based credit system offers a cafeteria approach where the students have the liberty to choose courses of their own choice. The credit system allows students to opt for additional courses where he /she can score more than the required credits. The system will focus on student centric learning methods, which include use of Information and Communication Technology, innovative methods of teaching and learning and emphasis on industry interaction to enable the learners to take up professional challenges more effectively.

## **1. INTRODUCTION**

The B.Com Degree Course (2019 pattern) will be introduced in the following order:-

- |                       |           |
|-----------------------|-----------|
| a. First Year B.Com.  | 2019-2020 |
| b. Second Year B.Com. | 2020-2021 |
| c. Third Year B.Com.  | 2021-2022 |

The B.Com. Degree Course will consist of six semesters divided into three Years.

The first year (Semester I and II) choice based credit system examination will be held at the end of the each semester.

The Second Year (Semester III and IV) and Third Year (Semester V and VI) choice based credit system examination will be held at the end of each semester.

## 2. ELIGIBILITY

- a) No Candidates shall be admitted to the First Year of the B.Com. Degree Course (**2019 pattern**) unless he/she has passed the Higher Secondary School Certificate Examination of the Maharashtra State Board of Higher Secondary Education Board or equivalent or University with English as a passing Course.
- b) No candidate shall be admitted to the Third Semester examination of the second year unless he/ she has cleared first two semesters satisfactorily for the course at the college affiliated to this University.
- c) No candidate shall be admitted to the Third Year B.Com. (Fifth semester) Degree Course (**2019 pattern**) unless he/she has cleared all the papers of first and second semester Examination of F.Y. B.Com. and has satisfactorily kept terms for the second year (Third and Fourth Semester) and also fifth semester for the third year of B.Com) satisfactorily in a college affiliated to this University.

## 3. A.T.K.T. Rules :

- If a candidate fails in all the courses (subject heads) of passing of semester I shall be allowed to proceed semester II. However, a student who fails in four theory courses and two practical courses at semester I and II taken together may be admitted to semester III & IV.
- If a candidate fails in all the courses (subject heads) of passing of semester III shall be allowed to proceed to semester IV.
- If a candidate fails in all the courses (subject heads) of passing of semester V shall be allowed to proceed to semester VI. However, a student who fails in four theory courses and two practical courses at semester III and IV taken together may be admitted to semester V & VI.
- No candidate shall be allowed to proceed to semester V unless the candidate has cleared semester I & II in all courses (Subjects).
- ATKT rules are applicable for 2<sup>nd</sup> and 4<sup>th</sup> semester.

#### 4. COURSES CARRYING PRACTICALS

- a) Each practical course will be of one credit.
- b) There will be practical and practical examination for semester I and II of the F.Y.B.Com. For the Course Financial Accounting.
- c) There will be practical and practical examinations for the special Courses (Discipline Special Elective) of S.Y.B.Com. (Semester III and IV) and of T.Y.B.Com. (Semester V & VI)
- d) There will be Practical for the S.Y.B.Com level Compulsory Course Business Communication (Semester III and IV) & for T.Y.B.Com Auditing and Taxation (Semester V) & (Semester VI)
- e) A Student must offer the same Special Course at T.Y.B.Com. (Semester V & VI) which he / she has offered at S.Y.B.Com. (Semester III and IV)
- f) In an exceptional case, a student may change the Course chosen by him at third and fourth semester of second year during the first semester of the third year provided he keeps the additional terms of the Course at S.Y.B.Com.

#### Course having practical examination:-

Semester	Type of Course	Name of Practical Course	Course Code
I	Core Course	Financial Accounting – I	PR - 112
II	Core Course	Financial Accounting – II	PR – 122
III	Core Course	Business Communication – I	PR - 231
III	Discipline Specific Elective	<b>Special Course Paper (I)</b> a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	PR- 236
IV	Core Course	Business Communication – II	PR- 241
IV	Discipline Specific Elective	<b>Special Course Paper (I)</b> a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics	PR- 246

		<ul style="list-style-type: none"> <li>g) Business Entrepreneurship</li> <li>h) Marketing Management</li> <li>i) Agricultural and Industrial Economics</li> <li>j) Defence Budgeting, Finance and Management</li> <li>k) Insurance, Transport and Tourism</li> <li>l) Computer Programming and Application</li> </ul>	
V	Core Course	Auditing & Taxation – I	PR- 354
V	Discipline Specific Elective	<p style="text-align: center;"><b>Special Course Paper (II)</b></p> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking and Finance</li> <li>c) Business Law and practices</li> <li>d) Cooperation and Rural Development</li> <li>e) Cost and Works Accounting</li> <li>f) Business Statistics</li> <li>g) Business Entrepreneurship</li> <li>h) Marketing Management</li> <li>i) Agricultural and Industrial Economics</li> <li>j) Defence Budgeting, Finance and Management</li> <li>k) Insurance, Transport and Tourism</li> <li>l) Computer Programming and Application</li> </ul>	PR- 355
V	Discipline Specific Elective	<p style="text-align: center;"><b>Special Course Paper (III)</b></p> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking and Finance</li> <li>c) Business Law and practices</li> <li>d) Cooperation and Rural Development</li> <li>e) Cost and Works Accounting</li> <li>f) Business Statistics</li> <li>g) Business Entrepreneurship</li> <li>h) Marketing Management</li> <li>i) Agricultural and Industrial Economics</li> <li>j) Defence Budgeting, Finance and Management</li> <li>k) Insurance, Transport and Tourism</li> <li>l) Computer Programming and Application</li> </ul>	PR- 356
VI	Core Course	Auditing & Taxation – II	PR- 364
VI	Discipline Specific Elective	<p style="text-align: center;"><b>Special Course Paper (II)</b></p> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking and Finance</li> <li>c) Business Law and practices</li> <li>d) Cooperation and Rural Development</li> </ul>	PR- 365

		<ul style="list-style-type: none"> <li>e) Cost and Works Accounting</li> <li>f) Business Statistics</li> <li>g) Business Entrepreneurship</li> <li>h) Marketing Management</li> <li>i) Agricultural and Industrial Economics</li> <li>j) Defence Budgeting, Finance and Management</li> <li>k) Insurance, Transport and Tourism</li> <li>l) Computer Programming and Application</li> </ul>	
VI	Discipline Specific Elective	<p style="text-align: center;"><b>Special Course Paper (III)</b></p> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking and Finance</li> <li>c) Business Law and practices</li> <li>d) Cooperation and Rural Development</li> <li>e) Cost and Works Accounting</li> <li>f) Business Statistics</li> <li>g) Business Entrepreneurship</li> <li>h) Marketing Management</li> <li>i) Agricultural and Industrial Economics</li> <li>j) Defence Budgeting, Finance and Management</li> <li>k) Insurance, Transport and Tourism</li> <li>l) Computer Programming and Application</li> </ul>	PR- 366

## 5. MEDIUM OF INSTRUCTION

The medium of instruction for B.Com. Degree course shall be either Marathi or English except languages. The Medium of instructions for Business Communication (S.Y.B.Com) shall be English only.

## 6. UNIVERSITY TERMS

The dates for the commencement and conclusion of the first and the second terms shall be as determined by the University Authorities. Only duly admitted students can keep the terms. The present relevant ordinances pertaining to grant of terms will be applicable.

## 7. VERIFICATION AND REVALUATION

The candidate may apply for verification and revaluation or result through Principal of the College which will be done by the University as per ordinance framed in that behalf.

## **8. RESTRUCTURING OF COURSES**

This revised course structure shall be made applicable to the colleges implementing 'Restructured Programme at the undergraduate level from June, 2019. The Colleges under the Restructured Programme which has revised their structure in the light of the "2019 Pattern" shall be introduced with effect from academic year 2019-20.

## **9. STANDARD OF PASSING.**

A candidate is required to obtain 40% marks in Internal Assessment, Practical Examination and Semester End University Examination.

It means that passing separately at internal assessment, practical examination and semester end university examination is compulsory.

## **10. METHODS OF EVALUATION, PASSING, AND EVALUATION CRITERIA:-**

The evaluation of students will be done on three parameters:-

- a. Internal assessment
- b. Practical Examination (list of Courses having practical is given in note No. 4 )
- c. University examination

For university examination, question papers will be set for seventy marks (three hours duration)

Evaluation will be done on a continuous basis, three times during each semester. Internal assessment will be of 30 marks. The colleges need to adopt any three out of the following methods for internal assessment:-

- a. Written examination
- b. Quiz
- c. Presentations
- d. Projects
- e. Assignments
- f. Tutorials
- g. Oral examination

## 11. STRUCTURE OF TRANSCRIPT:

**Conversion of percentage into credit(s) and grade(s):**The following illustrations could be taken as an example for computing SGPA and CGPA from percentage to credits for Honours courses in all disciplines, degree Program courses in Science subjects and degree Program courses in Humanities, Social Sciences and Commerce subjects:

### 1. Percentage to Grades and Grade Points

The following formula may be used to convert marks (%) into letter grades.

Let  $\bar{X}$  = mean of % age marks of all student appeared in the paper.

$\sigma$  = Standard deviation

m = % of marks obtained

Letter grade	Numerical grade	Formula
O (outstanding)	10	$m \geq \bar{X} + 2.5 \sigma$
A+ (Excellent)	9	$\bar{X} + 2.0 \sigma \leq m < \bar{X} + 2.5 \sigma$
A (Very Good)	8	$\bar{X} + 1.5 \sigma \leq m < \bar{X} + 2.0 \sigma$
B+ (Good)	7	$\bar{X} + 1.0 \sigma \leq m < \bar{X} + 1.5 \sigma$
B (Above average)	6	$\bar{X} \leq m < \bar{X} + \sigma$
C (Average)	5	$\bar{X} - 0.5 \sigma \leq m < \bar{X}$
D (Pass)	4	$\bar{X} - \sigma \leq m < \bar{X} - 0.5 \sigma$
F (Fail)	0	$m < \bar{X} - \sigma$
Ab (Absent)	0	

\* Minor variations may be adjusted by the individual institution.

- 1 A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- 2 For non credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
- 3 The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.,
- 4 The statutory requirement for eligibility to enter as assistant professor in colleges and universities in the disciplines of arts, science, commerce etc., is a minimum average mark of 50% and 55% in relevant postgraduate degree respectively for reserved and general category. Hence, it is recommended that the cut-off marks for grade B shall not be less than 50% and



## 12. RESTRUCTURING OF COURSES – EQUIVALENCE AND TRANSITORY PROVISION:

The University will conduct examination of old course (2013 Pattern) for next three academic years from the date of implementation of course.

The candidate of old course will be given three chances to clear his/her Courses as per the old course (2013 Pattern) and thereafter he/she will have to appear for the Courses as per the equivalence given to old course (2013 Pattern).

## 13. SCHEMES OF CREDITS –

**Total credits for three year integrated B.Com. Course is as follows:-**

Sr. No.	Semester No	No. of courses	Lecture Hours	Credit per course	Credit for practical courses	Add on course credit (*)	Lectures + Practical + add on courses= Total Credits
1	I	7	48	3	1	1	21 +2 =23
2	II	7	48	3	1	1	21 +2 =23
3	III	6	48	3	2	0	18+2 =20
4	IV	6	48	3	2	2	18+2+2 =22
5	V	6	48	3	3	0	18+3=21
6	VI	6	48	3	3	2	18+3+2 =23
<b>Total No. of credits</b>							<b>132</b>

### Suggested Add On courses (\*)

Sr. No.	Add on course	Class	Semester	Credit
1.	Value added course - I	F.Y.B.Com.	I	1
2.	Value added course – II	F.Y.B.Com.	II	1
3.	Environment Awareness	S.Y.B.Com.	IV	2
4.	Specific Add - on Course related to specialized Course/ Internship	T.Y.B.Com.	VI	2
<b>Total</b>				<b>6</b>

\*\*\*\*

**Revised structure of Choice Based Credit System Course  
First Year B. Com. Semester – I w.e.f. 2019- 20**

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
111	Compulsory English- I	Ability Enhancement Compulsory Course	4	3	30	70	--	100	3 Hours
112	Financial Accounting - I	Core Course	4	4	30	50	20	100	3 Hours
113	Business Economics- I	Core Course	4	3	30	70	--	100	3 Hours
114 (A)	Business Mathematics and Statistics - I	Core Course	4	3	30	70	--	100	3 Hours
114 (B)	Computer Concepts and Application- I								
115	<b>Optional Group. (A) (Any one of the Following)</b> a) Organization Skill Development b) Banking and finance c) Commercial Geography d) Defence Organization and Management in India e) Cooperation f) Managerial Economics	Generic Elective Course	4	3	30	70	--	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
116	<b>Optional Group. (B) (Any one of the Following)</b> a) Essentials of E-Commerce b) Insurance & Transport c) Marketing & Salesmanship d) Consumer Protection and Business Ethics e) Business Environment & Entrepreneurship f) Foundation Course in Commerce	Generic Elective Course	4	3 -	30	70	--	100	3 Hours
117	<b>Any one of the following Language</b> Additional English/ Marathi/ Hindi/ Gujarati/ Sindhi/ Persian/ Urdu/ French/ German / Sanskrit / Arabic	Ability Enhancement Course	4	3	30	70	--	100	3 Hours

**First Year B. Com. Structure of the Syllabus w.e.f. 2019- 20**

**Semester – II**

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
121	Compulsory English- II	Ability Enhancement Compulsory Course	4	3	30	70	--	100	3 Hours
122	Financial Accounting - II	Core Course	4	4	30	50	20	100	3 Hours
123	Business Economics- II	Core Course	4	3	30	70	--	100	3 Hours
124(A)	Business Mathematics and Statistics - II	Core Course	4	3	30	70	--	100	3 Hours
124(B)	Computer Concepts and Application- II								
125	<b>Optional Group. – (A)</b> <b>(Any one of the Following)</b> a) Organization Skill Development b) Banking and finance c) Commercial Geography d) Defence Organization and Management in India e) Cooperation f) Managerial Economics	Generic Elective Course	4	3	30	70	--	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam.	Practical Exam.		
126	<b>Optional Group. (B) (Any one of the Following)</b> a) Essentials of E- Commerce b) Insurance & Transport c) Marketing & Salesmanship d) Consumer Protection and Business Ethics e) Business Environment & Entrepreneurship f) Foundation Course in Commerce	Generic Elective Course	4	3	30	70	--	100	3 Hours
127	<b>Any one of the following Language- II</b> Additional English/ Marathi/ Hindi/ Gujarati/ Sindhi/ Persian/ Urdu/ French/ German / Sanskrit / Arabic	Ability Enhancement Course	4	3	30	70	--	100	3 Hours

**Second Year B. Com. w.e.f. 2020- 21.**

**Semester – III**

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	Total No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
231	Business Communication- I	Core Course	4	4	30	50	20	100	3 Hours
232	Corporate Accounting- I	Core Course	4	3	30	70	--	100	3 Hours
233	Business Economics - I (Macro)	Core Course	4	3	30	70	--	100	3 Hours
234	Business Management - I	Core Course	4	3	30	70	--	100	3 Hours
235	Elements of Company Law- I	Core Course	4	3	30	70	--	100	3 Hours
236	<b>Special Course Paper- I (Any One)</b> a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Special Elective	4	4	30	50	20	100	3 Hours

**Second Year B. Com. w.e.f. 2020- 21**

**Semester – IV**

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	Total No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
241	Business Communication- II	Core Course	4	4	30	50	20	100	3 Hours
242	Corporate Accounting- II	Core Course	4	3	30	70	--	100	3 Hours
243	Business Economics – II (Macro)	Core Course	4	3	30	70	--	100	3 Hours
244	Business Management - II	Core Course	4	3	30	70	--	100	3 Hours
245	Elements of Company Law- II	Core Course	4	3	30	70	--	100	3 Hours
246	Special Course Paper- I (Any One) a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Special Elective	4	4	30	50	20	100	3 Hours

**Third Year B. Com. w.e.f. 2021- 22**  
**Semester – V**

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
351	Business Regulatory Framework - I	Core Course	4	3	30	70	--	100	3 Hours
352	Advanced Accounting - I	Core Course	4	3	30	70	--	100	3 Hours
353	Indian and Global Economic Development - I Or International Economics - I	Core Course	4	3	30	70	--	100	3 Hours
354	Auditing & Taxation - I	Core Course	4	4	30	50	20	100	3 Hours
355	<b>Special Course Paper – II (Same Special Course Offered at S.Y.B.Com)</b> a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Specific Elective	4	4	30	50	20	100	3 Hours



Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
356	<b>Special Course Paper – III (Same Special Course Offered at S.Y.B.Com)</b> a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Specific Elective	4	4	30	50	20	100	3 Hours

**Third Year B. Com. w.e.f. 2021- 22**

**Semester – VI**

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
361	Business Regulatory Framework - II	Core Course	4	3	30	70	--	100	3 Hours
362	Advanced Accounting - II	Core Course	4	3	30	70	--	100	3 Hours
363	Indian and Global Economic Development - II Or International Economics - II	Core Course	4	3	30	70	--	100	3 Hours
364	Auditing & Taxation - II	Core Course	4	4	30	50	20	100	3 Hours
365	<b>Special Course Paper – II (Same Special Course Offered at S.Y.B.Com)</b> a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Specific Elective	4	4	30	50	20	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
366	<b>Special Course Paper – III (Same Special Course Offered at S.Y.B.Com)</b>  a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Specific Elective	4	4	30	50	20	100	3 Hours

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

Semester: I  
Financial Accounting- I

Course Code - 112

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

Objective of the Course:-

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

Unit No.	Unit Title	Contents	Purposed Skills to be developed
1	Accounting Concepts, Conventions and Principles and an overview of Emerging Trends in Accounting	<p><b>(A) Accounting Concepts, Conventions and Principles</b></p> <ol style="list-style-type: none"><li>1. Money Measurement</li><li>2. Business Entity</li><li>3. Dual Aspect</li><li>4. Periodicity Concept</li><li>5. Realization Concept</li><li>6. Matching Concept</li><li>7. Accrual / Cash Concept</li><li>8. Consistency Concept</li><li>9. Conservatism Principle</li><li>10. Materiality Concept</li><li>11. Going Concern Concept</li><li>12. Historical Cost Concept</li></ol> <p><b>(B) Emerging Trends in Accounting</b></p>	<ul style="list-style-type: none"><li>• Knowledge about various accounting Concepts, Conventions and Principles.</li><li>• Understanding emerging trends in accounting and its effect on accounting Practices.</li></ul>

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

### Practical for Semester– I

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

#### Teaching methodology

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

## References

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

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

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

**Course Code - 113**

**No. of Credits :- 03**

**Objectives of the course:-**

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

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



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

## Teaching methodology

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

## References

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

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

**Suggested references**

**Web reference**

Sr. no	Lectures	Films	Animation	PPTs	Articles
1.	<a href="https://mitpress.mit.edu/books/lectures-microeconomics">https://mitpress.mit.edu/books/lectures-microeconomics</a>	<a href="https://www.economicsnetwork.ac.uk/teaching/Video%20and%20Audio%20Lectures/Principles%20of%20Microeconomics">https://www.economicsnetwork.ac.uk/teaching/Video%20and%20Audio%20Lectures/Principles%20of%20Microeconomics</a>	<a href="https://www.youtube.com/redirect?q=http%3A%2F%2Fwww.thateconstutor.com&amp;v=Zre4tp90Aog&amp;redir_token=6U11cd7zsOZt8fGKACK3B5JHJNh8MTU1NzkyNzkzMUAxNTU3ODQxNTMx&amp;event=video_description">https://www.youtube.com/redirect?q=http%3A%2F%2Fwww.thateconstutor.com&amp;v=Zre4tp90Aog&amp;redir_token=6U11cd7zsOZt8fGKACK3B5JHJNh8MTU1NzkyNzkzMUAxNTU3ODQxNTMx&amp;event=video_description</a>	<a href="https://ctaar.rutgers.edu/gag/ppc2_files/ppc2.ppt">https://ctaar.rutgers.edu/gag/ppc2_files/ppc2.ppt</a>	<a href="http://scholar.google.co.in/scholar?q=articles+on+microeconomics&amp;hl=en&amp;as_sdt=0&amp;as_vis=1&amp;oi=scholar">http://scholar.google.co.in/scholar?q=articles+on+microeconomics&amp;hl=en&amp;as_sdt=0&amp;as_vis=1&amp;oi=scholar</a>
2.	<a href="https://www.amazon.com/Lectures-Microeconomics-Questions-Approach-Press/dp/0262038188">https://www.amazon.com/Lectures-Microeconomics-Questions-Approach-Press/dp/0262038188</a>	<a href="https://nptel.ac.in/courses/109104125/">https://nptel.ac.in/courses/109104125/</a>	<a href="https://www.youtube.com/watch?v=ewPNugIqCUM">https://www.youtube.com/watch?v=ewPNugIqCUM</a>	<a href="https://www.slideshare.net/tribhuan64/presentation-on-importance-of-microeconomics">https://www.slideshare.net/tribhuan64/presentation-on-importance-of-microeconomics</a>	<a href="http://theconversation.com/global/topics/microeconomics-3328">http://theconversation.com/global/topics/microeconomics-3328</a>

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

**Semester: I**

**Business Mathematics & Statistics- I**

**Course Code – 114 (A)**

**No. of Credits :- 03**

**Objective of the Program**

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

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

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

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

**References:**

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

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

**Semester: I**

**Organizational Skills Development- I**

**Course Code – 115 - A**

**No. of Credits :- 03**

**Objectives of the course**

1. To introduce the students to the emerging changes in the modern office environment
2. To develop the conceptual , analytical , technical and managerial skills of students efficient office organization and records management
3. To develop the organizational skills of students
4. To develop Technical skills among the students for designing and developing effective means to manage records , consistency and efficiency of work flow in the administrative section of an organisation
5. To develop employability skills among the students

**Depth of the program – Fundamental Knowledge**

<b>Unit No.</b>	<b>Unit Title</b>	<b>Contents</b>	<b>Purpose Skills to be developed</b>
<b>1</b>	Concept of Modern Office	<ol style="list-style-type: none"><li>a. Modern Office :- Definition, Characteristics, importance and functions</li><li>b. Office environment:- Meaning and Importance</li><li>c. Office Location :- Meaning, Principles and factors affecting Office location</li><li>d. Office Layout :- Meaning, Principles and factors affecting Office Layout</li></ol>	<ol style="list-style-type: none"><li>1. Conceptual Clarity on the meaning of a modern office</li><li>2. Developing understanding on the internal and external factors of an office environment</li><li>3. Developing analytical and technical skills to contribute towards planning office location and layout</li></ol>
<b>2</b>	Office Organisation and Management	<ol style="list-style-type: none"><li>a. Office Organisation : Definition, Importance, Principles and Types of Organisation</li><li>b. Office Management:- Definition, Functions</li><li>c. Scientific Office Management :- Meaning, Aims, Techniques of Scientific Office Management and Steps for installation of Scientific Office Management</li></ol>	<ol style="list-style-type: none"><li>1. Conceptual clarity on the meaning of Scientific office management</li><li>2. Development of understanding in various techniques for scientific management</li></ol>

3	Office Records Management	<p>a. Office Records Management -Definition, Objectives, Scope of Records Management, Significance, Principles of Records management.</p> <p>b. Digitalization of records:- Advantages and Problems of Digitalization</p> <p>c. Form Design:- Objectives, types of forms, Significance, Principles of form designing</p> <p>d. Office Manual – Definition, Contents Types , benefits and limitations</p>	<p>1. Introduction to concept of digitalization of records</p> <p>2. Technical skills and critical analysis skills for designing of various office documents for effective records creation and maintenance</p>
4	Office work	Office work :-Meaning and Characteristics, Flow of work :- Significance, Features of Ideal flow of work ,benefits of flow of work ,problems in smooth flow of work , suggestions for even flow of work	1. Analytical skills for process improvement in office work.

### Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Power Point Presentation	Online Videos	Making a model of office layout in groups	Conceptual Clarity on meaning of Modern Office, internal and external factors of an office environment
2	12	Power Point Presentation			Conceptual clarity on the meaning of Scientific office management and understanding various techniques for scientific management



3	12	Guest Lectures by Experts	Visit to any organization , college, bank etc ( group assignment)	Report on the records management system based on the visit	Technical skills and Critical analysis skills
4	12	PPT , Educational Videos	Visit to any organization , college, bank etc ( group assignment)	Report on the visit and suggestions for improvement in work flow of the organization visited	Development of Technical and Analytical abilities

**References :**

List of Books Recommended :-

1. Modern Office Management – By Mills, Geoffrey
2. Office Management – By Dr. R.K. Chopra , Priyanka Gauri
3. Office Management – By R.S.N. Pillai
4. Office Management – By K.L.Maheshwari , R.K . Maheshwari
5. Modern Office Management : Principles and Techniques – By J.N.Jian , P.P.Singh

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# Revised syllabi (2019 Pattern) for three years B.com Degree course (CBCS)

## Semester - I

### Marketing and Salesmanship- I

#### (Fundamentals of Marketing)

Course Code – 116 - C

No. of Credits :- 03

### Objectives of the Course

1. To introduce the basic concepts in Marketing.
2. To give the insight of the basic knowledge of Market Segmentation and Marketing Mix
3. To impart knowledge on Product and Price Mix.
4. To establish link between commerce, business and marketing.
5. To understand the segmentation of markets and Marketing Mix.
6. To enable students to apply this knowledge in practicality by enhancing their skills in the field of Marketing.

Unit No.	Unit Title	Contents	Purposed Skills To Be Developed
1	Introduction to Market and Marketing	1.1 Meaning and Definition of Market 1.2 Classification of Markets 1.3 Marketing Concept: Traditional and Modern 1.4 Importance of Marketing 1.5 Functions of Marketing: Buying, Selling, Assembling, Storage, Transportation, Standardization, Grading, Branding, Advertising, Packaging, Risk Bearing, Insurance, Marketing Finance, Market Research and Marketing Information. 1.6 Selling vs. Marketing	The basic knowledge of Market and Marketing will be developed amongst students.

2	Market Segmentation and Marketing Mix	<p>2.1 Market Segmentation: -</p> <p>2.1.1 Introduction</p> <p>2.1.2 Meaning and Definition</p> <p>2.1.3 Importance</p> <p>2.1.4 Limitations</p> <p>2.1.5 Bases for Segmentation</p> <p>2.2 Marketing Mix</p> <p>2.2.1 Introduction</p> <p>2.2.2 Meaning &amp; Definition</p> <p>2.2.3 Elements of Marketing Mix- Product, Price, Place and Promotion</p> <p>2.2.4 Importance of Marketing Mix</p>	Students will develop the Marketing Segmentation knowledge along with the basic concept of Marketing Mix.
3	Product Mix and Price Mix	<p>3.2 Product Mix</p> <p>3.2.1 Meaning and Definition</p> <p>3.2.2 Product Line and Product Mix</p> <p>3.2.3 Product Classification</p> <p>3.2.4 Product Life Cycle</p> <p>3.2.5 Factors Considered for Product Management</p> <p>3.3 Price Mix</p> <p>3.3.1 Meaning and Definition</p> <p>3.3.2 Pricing Objectives</p> <p>3.3.3 Factors Affecting Pricing Decision</p> <p>3.3.4 Pricing Methods</p>	Students will get proper insight of Product and Price Mix.

4	Place Mix and Promotion Mix	<p>a. Place Mix</p> <p>i. Meaning and Definition of Place Mix</p> <p>ii. Importance</p> <p>iii. Types of Distribution Channels – consumer goods and Industrial Goods</p> <p>iv. Factors Influencing selection of Channels</p> <p>4.2 Promotion Mix</p> <p>4.2.1 Meaning of Promotion Mix</p> <p>4.2.2 Elements of Promotion Mix- Personal Selling, Public Relation and Sales Promotion</p> <p>4.2.3 Factors Affecting Market Promotion Mix</p> <p>4.2.4 Promotion Techniques or Methods</p>	Students will develop the skills of promoting a product along with gaining knowledge about the distribution channels.
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## Teaching Methodology

<b>Topic No.</b>	<b>Total Lectures</b>	<b>Innovative Methods to be used</b>	<b>Film shows and AV Applications</b>	<b>Expected Outcome</b>
<b>1</b>	<b>14</b>	Power Point Presentation, Survey Analysis	Short Film AV Application	Student will get acquainted with the basics of marketing field.
<b>2</b>	<b>07</b>	Power Point Presentation, Survey Analysis, Group Discussion	Short Film AV Application	It will highlight on the core marketing concepts namely 'Marketing Mix'. It will help students to implement this knowledge in practicality by enhancing their skills in the field of market segmentation.
<b>3</b>	<b>14</b>	Conceptual Learning Group Discussion	AV Application	Students will develop the skills of Pricing the product along with gaining knowledge on Product Mix
<b>4</b>	<b>13</b>	Conceptual Learning, Power Point Presentation, Group Discussion	Short Film, AV Application Use of You Tube	It will help the students to apply the various techniques of Promotion and understand the various channels of distribution

## References

<b>Sr. No.</b>	<b>Title of the Book</b>	<b>Author/s</b>	<b>Publication</b>	<b>Place</b>
1	Marketing Management	Philip Kotler	Pearson Publication	
2	Marketing Management	Rajan Saxena	McGraw Hill Education	
3	Principles of Marketing	Philip Kotler	Pearson Publication	
4	Sales & Distribution Management	Tapan K Panda	Oxford Publication	
5	Advertising Management	Rajiv Batra	Pearson Publication	
6	Retail Management	Swapna Pradhan	McGraw Hill Publication	
7	Retail Management	Gibson Vedamani	Jayco Publication	
8	Marketing Management	V. S. Ramaswamy & S. Namakumari	Macmillan Publication	
9	Supply Chain Management	Sunil Chopra, Peter Meindl & D. V. Karla	Pearson Publication	

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**Syllabus for F.Y.B.Com**  
**Semester-II, Paper-II**  
**Subject Name: - Financial Accounting- II**  
**Course Code - 122**

**Objectives of the course**

This course is intended to introduce the basic theory, concepts and practice of financial accounting and to enable students to understand information contained in the published financial statements of companies and other organizations. It includes the preparation of accounting statements, but their uses and limitations will also be emphasized.

Depth of the program – fundamental Knowledge

**Objective of the Program**

1. To impart knowledge of various software used in accounting
2. To impart knowledge about final accounts of charitable trusts
3. To impart knowledge about valuation of intangible assets
4. To impart knowledge about accounting for leases

<b>Unit No.</b>	<b>Unit Title</b>	<b>Contents</b>	<b>Purpose Skills to be developed</b>
<b>1</b>	<b>Software used in Accounting</b>	<ol style="list-style-type: none"><li>1. Types of Accounting Software</li><li>2. Use of Accounting Software</li><li>3. Installation of Accounting Software</li><li>4. Advantages and disadvantages of Accounting Software</li></ol> <p>Voucher entry and Report Generation including GST transactions</p>	<ul style="list-style-type: none"><li>• Students are expected to acquaint themselves with Computerised accounting, its application and utility.</li></ul>

2	<b>Final Accounts of Charitable Trust (Clubs, Hospitals, Libraries etc.)</b>	<ol style="list-style-type: none"> <li>1. Meaning and Characteristics</li> <li>2. Accounting Records</li> <li>3. Income and Expenditure Account</li> <li>4. Receipt and Payment Account</li> <li>5. Balance Sheet and Adjustments</li> </ol>	<ul style="list-style-type: none"> <li>• Understanding the accounting process of accounting of charitable trusts</li> <li>• Recording basic accounting transactions and prepare annual financial statements; and</li> <li>• Analyzing , interpreting and communicating the information contained in basic financial statements and explain the limitations of such statements</li> </ul>
3	<b>Valuation of Intangibles</b>	<ol style="list-style-type: none"> <li>1. Valuation of Goodwill (Problem)</li> <li>2. Valuation of Brands</li> <li>3. Valuation of Patents, Copyright and Trademark etc.</li> </ol>	<ul style="list-style-type: none"> <li>• Learning the concept of intangible assets and the methods of their valuation.</li> </ul>
4	<b>Accounting for Leases</b>	<ol style="list-style-type: none"> <li>1. Types of Lease (Finance Lease and Operating Lease)</li> <li>2. Finance Lease (Hire Purchase and installment) (Theory)</li> <li>3. Operating Lease</li> <li>4. Royalty,</li> <li>5. Minimum Rent,</li> <li>6. Short Workings,</li> <li>7. Recoupment Of Short Working,</li> <li>8. Lapse of Short Working</li> </ol> <p>Journal Entries and Ledger Accounts in the Books of Landlord and Lessee</p>	<ul style="list-style-type: none"> <li>• Understanding the process and methods of leasing.</li> </ul>



Teaching methodology

<b>Topic No.</b>	<b>Total Lectures</b>	<b>Innovative methods to be used</b>	<b>Film shows and AV Applications</b>	<b>Project</b>	<b>Expected Outcome</b>
1	12	Hands-on experience of using accounting software on computers	Videos available on YouTube	Voucher entries in tally	Students will be able to acquire in-depth knowledge
2	12	Visit to charitable trust for collection of relevant information	Videos available on YouTube	Visit report	Students will be able to acquire in-depth knowledge
3	12	Case studies on intangible assets and its valuation	Videos available on YouTube	Report writing	Students will be able to acquire in-depth knowledge
4	12	Case studies and expert lectures.	Videos available on YouTube	NA	Students will be able to acquire in-depth knowledge

<b>Sr. No.</b>	<b>Title of the Book</b>	<b>Author/s</b>	<b>Publication</b>	<b>Place</b>
1.	Advanced Accounts	M.C. Shukla, T.S. Grewal, S.C. Gupta	S. Chand Publication	New Delhi.
2.	Financial Accounting for B.Com	CA (Dr.) P.C. Tulsian S.C. Gupta	S. Chand Publication	New Delhi.
3.	Financial Accounting	Dr. Kishor Jagtap	Tech- Max Publications,	Pune
4.	Introduction to Accountancy	S.R.N Pillai & Bhagavathi	S.Chand & CompanyLtd	New Delhi

5.	Corporate Accounting	Raj Kumar Sah	Cengage Publications	Noida, Uttar Pradesh
6.	Principles of Accountancy	Principles of Accountancy	S.Chand & CompanyLtd	New Delhi
7.	Advanced Accounting	S. N. Maheshwari		
8.	GST Law and Analysis with Conceptual Procedures	Bimal Jain and Isha Bansal (Set of 4 Volumes)	Pooja Law Publishing Company	New Delhi
9.	Guidance Note on GST by ICAI	--	The Institute of Chartered Accountants of India	New Delhi

**Practical for Semester – II**

<b>Topic</b>	<b>Mode of Practical</b>
Introduction to Computerised accounting, Accounting software, Features, advantages and disadvantages	Library Assignment
Company creation	Computer Laboratory
Groups and ledgers creation	Computer Laboratory
Voucher entries including GST and Report Generation	Computer Laboratory

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## Revised syllabi (2019 Pattern) for Three Years B. Com. Degree course (CBCS)

### First Year B. Com Semester-II Course Code - 123

### Business Economics (Micro) - II

#### Objectives:

1. To understand the basic concepts of micro economics.
2. To understand the tools and theories of economics for solving the problem of decision making by consumers and producers.
3. To understand the problem of scarcity and choices.

Depth of the program – Fundamental Knowledge

#### Objectives of the Program

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

Unit No.	Unit Title	Contents	Purpose skills to be developed
1	<b>Cost and Revenue</b>	1.1 Concepts and Types of Cost- Economic Cost and Accounting Cost, Private Cost and Social Cost, Actual Cost and Opportunity Cost, Explicit Cost and Implicit Cost, Incremental Cost and Sunk Cost, Fixed Cost and Variable Cost 1.2 Relation between Total Cost, Average Cost and Marginal Cost 1.3 Cost Curves in Short run and Long run 1.4 Concept of Total Revenue, Average Revenue and Marginal Revenue	<ul style="list-style-type: none"><li>• To understand the concept and types of cost</li><li>• To make the students know about short run and long run cost concepts</li><li>• To impart knowledge about types of revenue</li></ul> Skills: Interpretation of cost curves, integrate cost and revenue concepts, draw inferences

2	<b>Pricing Under Perfect Market Conditions</b>	<p>2.1 Pure Competition: Meaning and Features</p> <p>2.2 Features of Perfect Competition</p> <p>2.3 Price Determination in Perfect Competition</p> <p>2.4 Equilibrium of Firm and Industry in Short Run and Long Run</p>	<ul style="list-style-type: none"> <li>• To help the students understand the concept of pure and perfect competition</li> <li>• To impart knowledge about equilibrium of firm and industry in short and long run.</li> </ul> <p>Skills: Understanding, writing skills, critical thinking</p>
3.	<b>Pricing Under Imperfect Market Conditions</b>	<p>1.1 Meaning of Imperfect Competition</p> <p>1.2 Monopoly: Features and Equilibrium, Price Discrimination</p> <p>3.3 Monopolistic Competition- Features and Equilibrium.</p> <p>3.4 Oligopoly: Concept and Features</p> <p>3.5 Duopoly: Concept and Features</p> <p>3.6 Comparison of Perfect and Imperfect Competition</p>	<ul style="list-style-type: none"> <li>• To develop ability to understand the market structures under imperfect competition</li> <li>• Ability to compare perfect and imperfect competition</li> </ul> <p>Skills: Understand complex relations, problem solving skill, analytical skill</p>
4	<b>Factor Pricing</b>	<p>4.1 Marginal Productivity Theory of Distribution</p> <p>4.2 Rent- Meaning, Ricardian Theory of Rent, Modern Theory of Rent, Concept of Quasi Rent</p> <p>4.3 Wages-</p> <p>4.3.1 Meaning and Types of Wages-</p> <p>a) Minimum Wages b) Money Wages c) Real Wages d) Subsistence Wages e) Fair Wages</p> <p>4.3.2 Backward Bending Supply Curve of Labour</p>	<ul style="list-style-type: none"> <li>• To understand the theory of marginal productivity</li> <li>• To understand the concept and theories in factor pricing</li> </ul> <p>Skills: Critical thinking, logical thinking, apply information processing skills</p>

		<p>4.3.3 Role of Collective Bargaining in Wage Determination</p> <p>4.4 Interest-Meaning, Loanable Fund Theory, Liquidity Preference Theory</p> <p>4.5 Profit- Meaning, Risk and Uncertainty Theory of Profit, Dynamic Theory of Profit, Innovation Theory of Profit</p>	
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### Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	8	<ul style="list-style-type: none"> <li>• Open book discussion,</li> <li>• Case studies</li> </ul>	<ul style="list-style-type: none"> <li>• You tube lectures</li> <li>• Online PPTs</li> </ul>	<p>Types of cost in industries</p> <p>Comparison of cost and revenues in industries</p> <p>Trends of cost and revenue in industries</p>	<ul style="list-style-type: none"> <li>• Will understand the concept and types of cost</li> <li>• Students will know about short run and long run cost concepts</li> <li>• Students will have knowledge about types of revenue</li> </ul>
2	8	<p>Digital lectures</p> <p>Interactive lectures</p>	<ul style="list-style-type: none"> <li>• You tube lectures</li> <li>• Online PPTs</li> </ul>	<p>Application of perfect competition markets in the markets like that of agricultural products, dairy products etc</p>	<ul style="list-style-type: none"> <li>• Students will understand the concept of pure and perfect competition</li> <li>• Students will know about the equilibrium of firm and industry in short and long run.</li> </ul>

3	14	<ul style="list-style-type: none"> <li>• Game oriented classes</li> <li>• Dramatization</li> <li>• Group discussion</li> </ul>	<ul style="list-style-type: none"> <li>• You tube lectures</li> <li>• Online PPTs</li> </ul>	<ul style="list-style-type: none"> <li>• Study of price and output trends in oligopoly markets</li> <li>• Price and non price competition in monopolistic competition</li> </ul>	<ul style="list-style-type: none"> <li>• Will develop ability to understand the market structures under imperfect competition</li> <li>• Will be able to compare perfect and imperfect competition</li> </ul>
4	18	<ul style="list-style-type: none"> <li>• Group discussion</li> <li>• Teacher driven power point presentation</li> </ul>	<ul style="list-style-type: none"> <li>• You tube lectures</li> <li>• Online PPTs</li> </ul>	<ul style="list-style-type: none"> <li>• Application of backward bending supply curve of labor in the market</li> <li>• Study of application of theories of factor pricing</li> </ul>	<ul style="list-style-type: none"> <li>• Will understand the theory of marginal productivity.</li> <li>• Will understand the concept and theories in factor pricing</li> </ul>

### References

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	Advanced Economic Theory, Microeconomic Analysis	Ahuja H.L	S.Chand and Company	New Delhi
2.	Price Theory and Applications	Jack Hirshlifer	Prentice Hall of India, Pvt. Ltd	New Delhi
3.	Microeconomics,	Paul A. Samuelson and William D. Nordhaus	McGrawhill International Ed	New York
4.	First Principles of Economics,	Richard G. Lipsey, Colin Harbury:	George Weidenfeld and Nicolon Ltd,	London
5.	Consumer Behaviour and Managerial Decision Making,	Frank R. Kardes: Pearson,	Prentice Hall,	New Delhi
6.	, Microeconomics	R. Glenn Hubbard, Anthony Patrick O.	Pearson, Prentice Hall,	New Delhi

		<b>Brien</b>		
<b>7.</b>	<b>Microeconomics: Principles, Application and Tools</b>	<b>O’Sullivan, Sheffrin, Perez</b>	<b>Pearson, Prentice Hall,</b>	<b>New Delhi</b>
<b>8.</b>	<b>Priniples of Economics</b>	<b>Karl E. Case, Ray C.Fair,</b>	<b>Pearson,Prentice Hall</b>	<b>New Delhi</b>

**Suggested References**  
**Web Reference**

Sr. No	Lectures	Films	PPTs	Articles
1	<a href="https://www.youtube.com/watch?v=oA8kL7OD74o">https://www.youtube.com/watch?v=oA8kL7OD74o</a>	<a href="https://www.economicsonline.co.uk/Business_economics/Perfect_competition.html">https://www.economicsonline.co.uk/Business_economics/Perfect_competition.html</a>	<a href="https://www.slideshare.net/zeeshan_younas35/perfect-and-imperfect-market-competition-76374490">https://www.slideshare.net/zeeshan_younas35/perfect-and-imperfect-market-competition-76374490</a>	<a href="http://www.scielo.br/scielo.php?script=sci_arttext&amp;pid=S1413-70542016000300337">http://www.scielo.br/scielo.php?script=sci_arttext&amp;pid=S1413-70542016000300337</a>
2	<a href="https://www.economicshelp.org/blog/311/markets/monopolistic-competition/">https://www.economicshelp.org/blog/311/markets/monopolistic-competition/</a>	<a href="https://www.youtube.com/watch?v=TTJ4kFX6uRM">https://www.youtube.com/watch?v=TTJ4kFX6uRM</a>	<a href="https://slideplayer.com/slide/6410262/">https://slideplayer.com/slide/6410262/</a>	<a href="http://www.economicdiscussion.net/price/factor-pricing-concept-and-theories/3875">http://www.economicdiscussion.net/price/factor-pricing-concept-and-theories/3875</a>
3	<a href="http://www.economicdiscussion.net/price/factor-pricing-concept-and-theories/3875">http://www.economicdiscussion.net/price/factor-pricing-concept-and-theories/3875</a>	<a href="https://www.youtube.com/watch?v=66fKCrsl_e_8">https://www.youtube.com/watch?v=66fKCrsl_e_8</a> <a href="https://www.youtube.com/watch?v=qXmGnQ0WzPM">https://www.youtube.com/watch?v=qXmGnQ0WzPM</a>	<a href="http://delhi.gov.in/wps/wcm/connect/40fd320047adb2d2aa2fff3f47d42062/economics-Rands.pps?MOD=AJPERES&amp;lmod=-277090329">http://delhi.gov.in/wps/wcm/connect/40fd320047adb2d2aa2fff3f47d42062/economics-Rands.pps?MOD=AJPERES&amp;lmod=-277090329</a>	<a href="https://www.investopedia.com/ask/answers/032515/what-difference-between-perfect-and-imperfect-competition.asp">https://www.investopedia.com/ask/answers/032515/what-difference-between-perfect-and-imperfect-competition.asp</a>

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## Syllabus for B. Com. Semester: - II

### Subject Name: - Business Mathematics and Statistics - II

Course code: - 124 (A)

Depth of the program – Basic Knowledge of Mathematics and Statistics

#### Objective of the Program

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

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	<b>Matrices and Determinants (up to order 3 only)</b>	Definition of a Matrix, Types of Matrices, Algebra of Matrices, Determinants, Adjoint of a Matrix, Inverse of a Matrix via Adjoint Matrix, Homogeneous System of Linear equations, Condition for Consistency of homogeneous system, Solution of Non-homogeneous System of Linear equations (not more than three variables), Applications in Business and Economics, Examples and Problems.	<ol style="list-style-type: none"><li>1. To understand the concept of matrices and determinants.</li><li>2. To understand the application of determinant in solving linear equations</li><li>3. To understand applications of matrices and determinants in business and economics.</li></ol>
2	<b>Linear Programming Problems (LPP) (for two variables only)</b>	Definition and terms in a LPP, formulation of LPP, Solution by Graphical method, Examples and Problems	<ol style="list-style-type: none"><li>1. To understand the concept of LPP and its application in business and decision making.</li><li>2. To understand graphical method to solve business optimization problems with two variables.</li></ol>
3	<b>Correlation and Regression</b>	Concept and types of correlation, Scatter diagram, Interpretation with respect to magnitude and direction of relationship. Karl Pearson's coefficient of correlation for ungrouped data. Spearman's rank correlation coefficient. (with tie and without tie) Concept of regression, Lines of regression for ungrouped data, predictions using lines of regression. Regression coefficients and their properties (without proof). Examples and problems.	<ol style="list-style-type: none"><li>1. To use correlation for knowing the relationship between two variables.</li><li>2. To use regression for prediction</li></ol>



4	<b>Index numbers</b>	Concept of index number, price index number, price relatives. Problems in construction of index number. Construction of price index number: Weighted index Number, Laspeyre's, Paasche's and Fisher's method. Cost of living / Consumer price index number: Definition, problems in construction of index number. Methods of construction: Family budget and aggregate expenditure. Inflation, Uses of index numbers, commonly used index numbers. Examples and problems.	<ol style="list-style-type: none"> <li>1. To know different types index numbers and problems in their construction.</li> <li>2. To know the applications of various index numbers.</li> </ol>
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### Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Expected Outcome
1	12	ICT	Students will be able to apply the theory of matrices to solve business and economic problems.
2	12	ICT	Students will be able represent business and economic optimization problems involving two variables as LPP and solve those problems using graphical method
3	16	ICT	<p>Students will able to predict the type of relationship between bivariate data.</p> <p>Students will be able predict the value of unknown from give bivariate data.</p>
4	08	ICT	<p>Students will be able compute different index numbers.</p> <p>Students will be able to compute cost of living.</p>

**References:**

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

13.	<b>Fundamentals of Applied Statistics</b>	<b>Gupta S. C. and Kapoor V. K.,</b>	<b>Sultan Chand and Sons</b>	<b>23, Daryaganj, New Delhi 110002</b>
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**Suggested references**  
**Web reference for Semester I & II**

1. [www.freestatistics.tk](http://www.freestatistics.tk)(National Statistical Agencies)
2. [www.psychstat.smsu.edu/sbk00.htm](http://www.psychstat.smsu.edu/sbk00.htm)(Onlinebook)
3. [www.bmj.bmjournals.com/collections/statsbk/index.shtml](http://www.bmj.bmjournals.com/collections/statsbk/index.shtml)
4. [www.statweb.calpoly.edu/bchance/stat-stuff.html](http://www.statweb.calpoly.edu/bchance/stat-stuff.html)
5. [www.amstat.org/publications/jse/jse-data-archive.html](http://www.amstat.org/publications/jse/jse-data-archive.html)(International journal on teaching and learning of statistics)
6. [www.amstat.org/publications/chance](http://www.amstat.org/publications/chance)(Chancemagazine)
7. [www.statsci.org/datasets.html](http://www.statsci.org/datasets.html)(Datasets)
8. [www.math.uah.edu/stat](http://www.math.uah.edu/stat)(Virtual laboratories in Statistics)
9. [www.amstat.org/publications/stats](http://www.amstat.org/publications/stats)(STATS : the magazine for students of Statistics)
10. [www.stat.ucla.edu/cases](http://www.stat.ucla.edu/cases)(Case studies in Statistics).
11. [www.statsoft.com](http://www.statsoft.com)
12. [www.statistics.com](http://www.statistics.com)
13. [www.indiastat.com](http://www.indiastat.com)
14. [www.unstat.un.org](http://www.unstat.un.org)
15. [www.stat.stanford.edu](http://www.stat.stanford.edu)
16. [www.statpages.net](http://www.statpages.net)
17. [www.wto.org](http://www.wto.org)
18. [www.censusindia.gov.in](http://www.censusindia.gov.in)
19. [www.mospi.nic.in](http://www.mospi.nic.in)
20. [www.statisticsofindia.in](http://www.statisticsofindia.in)

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

### Semester : - II

### Subject : - Organizational Skill Development- II

Course Code - 125 (A)

#### Objectives of the course

1. To imbibe among the students the qualities of a good manager and develop the necessary skill sets
2. To develop the technical skills of the students to keep up with the technological advancements and digitalization
3. To develop the communication skills of students and introducing them to the latest tools in communication
4. To develop writing, presentation, interpersonal skills of the students for effective formal corporate reporting.
5. To educate the students on the recent trends in communication technology and tools of office automation

#### Depth of the program – Fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	Office Manager	<ol style="list-style-type: none"><li>a. Qualities of office manager, skills of office manager - Interpersonal skills, Presentation skills, thinking and Negotiation skills ,Duties and Responsibilities of office manager</li><li>b. Goal Setting:- Concept, Importance of goals, SMART( Specific, Measurable, Achievable, Realistic and Time Bound)</li><li>c. Time Management :- Meaning, Techniques, Principles and Significance</li></ol>	<ol style="list-style-type: none"><li>1. Developing the necessary set of managerial skills</li><li>2. Developing Goal setting and Time management skills in all areas of life</li></ol>
2	Management Reporting (Office Reports)	<ol style="list-style-type: none"><li>a. Meaning, Purpose or Objectives and Classification of Report, Principles of preparation of report, qualities of good report, steps in report presentation, evaluating the report , follow up of reports</li><li>b. Office Communication :- Meaning, Significance, Barriers and Recent trends in Communication such as</li></ol>	<ol style="list-style-type: none"><li>1. Enhancing the communication skills</li><li>2. Developing report writing skills for formal reporting</li><li>3. Usability of latest Communication Media</li></ol>

		E-mail, Video Conferencing, Tele- Conferencing, Internet, Intranet , WWW, etc.,	
<b>3</b>	Work Measurement and standardization of office work	<p>a. Definition, Objects, Importance, steps in work measurement, techniques of work measurement - Time study and Motion study</p> <p>b. Standardization of office work:- Meaning, objects, areas of standardization, types of standards, methods of setting standards, advantages and limitations of standardization</p>	<ol style="list-style-type: none"> <li>1. Conceptual Clarity on the concept of need and importance of work measurement</li> <li>2. Developing Technical and analytical skills for performance measurement.</li> <li>3. Skills to develop ideal standards at work place.</li> </ol>
<b>4</b>	Office Automation	Objects of Mechanization, Advantages of Mechanization, Factors in selecting office machines, Leasing versus Purchasing Office equipment , Types of modern Office Machines	<ol style="list-style-type: none"> <li>1. Enhancement of Technical knowledge and developing technical skills to adapt to the technical advancements</li> <li>2. Critical thinking skills and technical skills to overcome the problem of choice among options</li> </ol>

### Teaching Methodology

<b>Topic No.</b>	<b>Total Lectures</b>	<b>Innovative methods to be used</b>	<b>Film shows and AV Applications</b>	<b>Project</b>	<b>Expected Outcome</b>
1	12	Power Point Presentation SMART Goal Setting activity for oneself for 3 yrs Role plays	TV shows on Management	Self SMART Goal Setting Report in Detail for 3 years	Conceptual Clarity Goal Setting and Goal Measurement, Enhancing the Time Management Skills
2	12	Power Point Presentation Online Videos ,Use of Latest communication Media Live in Class Rooms	Use of Latest Communication Technology and Communication Applications	Report writing on Recent trends in Communication	Enhancing Communication Skills ,Usability of latest communication media
3	12	Guest Lectures by Experts			Development Technical and analytical skills
4	12	PPT , Educational Videos	Online Videos	Report on various office automation tools	Development of Technical skills

### **References :**

List of Books Recommended :

1. **Modern Office Management – By Mills, Geoffrey**
2. **Office Management – By Dr. R.K. Chopra , Priyanka Gauri**
3. **Office Management – By R.S.N. Pillai**
4. **Office Management – By K.L.Maheshwari , R.K . Maheshwari**
5. **Modern Office Management : Principles and Techniques – By J.N.Jian , P.P.Singh**

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**F.Y B.Com.**

**Revised syllabi (2019 Pattern) for three years B.com Degree course (CBCS)**

**FY B Com Semester : II**

**Course Code - 126 (C)**

**Subject : Marketing and Salesmanship- Fundamental of Marketing- II**

**1. Objective of the Course**

1. To introduce the concept of Salesmanship.
2. To give insight about various techniques required for the salesman.
3. To inculcate the importance of Rural Marketing.
4. To acquaint the students with recent trends in marketing and social media marketing.

**Depth of the Program - Fundamental Knowledge**

**Objectives of the Program**

1. To help the students to prepare themselves for opportunities in marketing field.
2. To study elaborately the process of salesmanship.
3. To know about Rural Marketing which is an important sector in modern competitive Indian Scenario.
4. To educate the students about the sources and relevance of Recent trends in Marketing.

<b>UNIT NO.</b>	<b>UNIT TITLE</b>	<b>CONTENTS</b>	<b>PURPOSE SKILLS TO BE DEVELOPED</b>
<b>1</b>	<b>Salesmanship</b>	<b>1.1</b> Meaning and Definition of Salesmanship <b>1.2</b> Features of Salesmanship <b>1.3</b> Scope of Salesmanship <b>1.4</b> Modern Concept of Salesmanship <b>1.5</b> Utility of Salesmanship <b>1.6</b> Elements of Salesmanship <b>1.7</b> Salesmanship : Arts or Science	Students will get the knowledge of Salesmanship and various approaches.

		<b>1.8</b> Salesmanship – a Profession <b>1.9</b> Qualities of Salesman	
<b>2</b>	<b>Process of Selling</b>	<b>2.1</b> Psychology of Salesmanship – Attracting Attention, Awakening Interest, Creating Desire and Action <b>2.2</b> Stages in Process of Selling – <ul style="list-style-type: none"> <li>(i) Pre-Sale Preparations</li> <li>(ii) Prospecting</li> <li>(iii) Pre-Approach</li> <li>(iv) Approach</li> <li>(v) Sales Presentation</li> <li>(vi) Handling of Objections</li> <li>(vii) Close</li> <li>(viii) After Sales Follow-up</li> </ul>	Techniques of salesmanship skills will be developed.
<b>3</b>	<b>Rural Marketing</b>	<b>3.1</b> Rural Marketing <ul style="list-style-type: none"> <li>3.1.1 Introduction</li> <li>3.1.2 Definition of Rural Marketing</li> <li>3.1.3 Features of Rural Marketing</li> <li>3.1.4 Importance of Rural Marketing</li> <li>3.1.5 Present Scenario of Rural Market</li> <li>3.1.6 Challenges and Opportunities in Rural Marketing</li> </ul>	Awareness and importance of Rural Marketing amongst students.
<b>4</b>	<b>Recent Trends in Marketing</b>	<b>4.1</b> Digital Marketing <b>4.2</b> Green Marketing <b>4.3</b> Niche Marketing <b>4.4</b> E-marketing <b>4.5</b> Social Media Marketing- Challenges and Opportunities	Skills of Modern Marketing will be developed.



## Teaching Methodology

<b>Topic No.</b>	<b>Total Lectures</b>	<b>Innovative Methods to be used</b>	<b>Film shows and AV Applications</b>	<b>Project</b>	<b>Expected Outcome</b>
<b>1</b>	<b>14</b>	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Short Film AV Application		Students will get knowledge of the basics of salesmanship which is a vital aspect of marketing.
<b>2</b>	<b>14</b>	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Short Film AV Application		It will help the students to implement this knowledge in practicality by enhancing their skills in the field of marketing by using various techniques of salesmanship.
<b>3</b>	<b>12</b>	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	AV Application		It will help the students to gain insights about Rural Marketing and its uniqueness.
<b>4</b>	<b>08</b>	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Short Film, AV Application Use of You Tube		It will help the students to gain the insights about recent trends in marketing field.

### Methods of Evaluation

<b>Subject</b>	<b>Internal Evaluation</b>	<b>External Evaluation</b>	<b>Suggested Add on Course</b>
Unit - I	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Written Examination	Marketing Management Course
Unit - II	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Written Examination	Sales Marketing Management
Unit - III	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Written Examination	Rural Marketing Online Course
Unit - IV	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Written Examination	Online Marketing Course

## References

<b>Sr. No.</b>	<b>Title of the Book</b>	<b>Author/s</b>	<b>Publication</b>	<b>Place</b>
1	Marketing Management	Philip Kotler	Pearson Publication	
2	Marketing Management	RajanSaxena	McGraw Hill Education	
3	Principles of Marketing	Philip Kotler& Gary Armstrong	Pearson Publication	
4	Sales & Distribution Management	Tapan K Panda	Oxford Publication	
5	Advertising Management	Rajiv Batra	Pearson Publication	
6	Retail Management	Swapna Pradhan	McGraw Hill Publication	
7	Retail Management	Gibson Vedamani	Jayco Publication	
8	Marketing Management	V. S. Ramaswamy & S. Namakumari	Macmillan Publication	
9	Supply Chain Management	Sunil Chopra, Peter Meindl& D. V. Karla	Pearson Publication	

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

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

**Objectives:**

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

**Semester- I**

**Prose**

**Unit-1-** The Beggar- Anton Chekhov

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

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

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

**Poetry**

**Unit-V-** Up-Hill- Christina Rossetti

**Unit-VI-** Stay Calm- Grenville Kleiser

**Communication and Life Skills**

**Unit-VII-** Meeting and Greeting People and Dialogue Writing

**Unit-VIII-** Group Discussions, Interview and Interviewing Skills

**Unit-IX-** Presentation Skills

## **Semester- II**

### **Prose**

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

**Unit-II**- Appro JRD- Sudha Murthy

**Unit-III**- Fur- Saki

**Unit-IV**- After Twenty Years- O' Henry

### **Poetry**

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

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

### **Communication and Life Skills**

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

**Unit-VIII**- Resume Writing and E-Mails

**Unit-IX**- Non-Verbal Communication

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

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

**Textbook: *Success Avenue***

**Time: Three Hours**

**Total Marks: 70**

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

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

**Textbook: *Success Avenue***

**Time: Three Hours**

**Total Marks: 70**

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

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

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

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

**Prescribed Text: *Pearls of Wisdom* (Board of Editors-Orient  
Blackswan)**

**Objectives**

- a) To expose students to a good blend of old and new literary extracts having various themes that are entertaining, enlightening and informative so that they realize the beauty and communicative power of English
- b) To make students aware of the cultural values and the major problems in the world today
- c) To develop literary sensibilities and communicative abilities among students

**Term-I**

**Unit-I**

- 1. The Sporting Spirit – George Orwell
- 2. The World Is Too Much With Us – William Wordsworth

**Unit-II**

- 1. Do Insects Think? - Robert Benchley
- 2. The Fortune Teller - Joseph Furtado

**Unit-III**

- 1. Good Manners – J.C Hill
- 2. Where the Mind is Without Fear - Rabindranath Tagore

**Unit-IV**

- 1. My Financial Career-Stephen Leacock
- 2. I Sit and Look Out - Walt Whitman

## **Term-II**

### **Unit-I**

1. Playing the English Gentleman - M.K Gandhi
2. All the World's a Stage - William Shakespeare

### **Unit-II**

1. How Wealth Accumulates and Men Decay – G.B Shaw
2. My Grandmother's House- Kamala Das

### **Unit-III**

1. What Men Live By? - Leo Tolstoy
2. Laugh and be Merry - John Masefield

### **Unit-IV**

1. The Pleasures of Ignorance – Robert Lynd
2. To Daffodils- Robert Herrick

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



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

**Textbook: *Pearls of Wisdom***

**Time: Three Hours**

**Total Marks: 70**

- Q. 1) Attempt any **three out of five** - 15 Marks  
(Questions on Unit I)
- Q. 2) Attempt any **three out of five** - 15 Marks  
(Questions on II)
- Q. 3) Attempt any **two out of four** - 20 Marks  
(Questions on Unit III)
- Q. 4) Attempt any **four out of six** -20Marks  
(Questions on Unit IV)

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

**Textbook: *Pearls of Wisdom***

**Time: Three Hours**

**Total Marks: 70**

- Q. 1) Attempt any **three out of five** - 15 Marks  
(Questions on Unit I)
- Q. 2) Attempt any **three out of five** - 15 Marks  
(Questions on II)
- Q. 3) Attempt any **two out of four** - 20 Marks  
(Questions on Unit III)
- Q. 4) Attempt any **four out of six** -20Marks  
(Questions on Unit IV)

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

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



## सावित्रीबाई फुले पुणे विद्यापीठ, पुणे

प्रथम वर्ष वाणिज्य (मराठी)

F. Y. B. Com. (मराठी)

मराठी विषयाचा पुनर्रचित अभ्यासक्रम- जून २०१९ पासून

निवड आधारित श्रेयांक पद्धत

**Choice Based Credit System [CBCS]**

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

## पहिले सत्र

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

#### अभ्यासक्रमाची उद्दिष्टे -

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

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

दुसरे सत्र

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

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

## संदर्भ ग्रंथ -

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

प्रश्नपत्रिकेचे स्वरूप : पहिले आणि दुसरे सत्र

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

**Value added course for F.Y.B. Com. Under Choice Based Credit System  
w.e.f. academic year 2019-20**

Savitribai Phule Pune University has introduced Choice Based Credit System from the academic year 2019-20.

Students need to earn two credits during first and second semester through completion of two value added courses, i.e. one course for each semester.

**Guidelines for value added courses :**

1. One value added course each is to be conducted for semester – I and semester – II.
2. Completion of the course is compulsory.
3. Each course will be of 15 (Fifteen) hours and of 30 marks.
4. The course contents may be delivered by the teachers or experts from external agencies as per the requirement; **however, the evaluation must be carried out by the college.**
5. Colleges need to maintain proper records of the course, which consist of attendance of students, nature of assignments and the statement of marks.
6. The credits earned by the students need to be shown in the semester end mark sheet.
7. The evaluation of value added courses may be conducted by adopting any of the following method, suitable to the course:-
  - a. Written test (Objective or descriptive)
  - b. Practical examination
  - c. Laboratory work
  - d. Project
  - e. Presentations
8. **A list of five value added courses is given below; colleges need to choose any two courses; each for a semester.**

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## **Course No. 1 – Computerised Accounting**

### **Objectives of the course:**

The course has been designed to acquaint students with the computerized accounting practices used in the industry. Practical knowledge about accounting software will be provided to the students' along with hands on experience in the computer laboratories. The course aims at enhancing skills and employability of students. This course is an extension of the existing curriculum of Financial Accounting.

### **Course Contents:**

- Tally Fundamentals
- Accounts Masters – Groups, Ledgers, Voucher Types – Create, Display, Alter
- Accounting Voucher Types – Contra, Payment, Receipt, Journal, Sale, Purchase, Debit Note, Credit Note
- Data Export / Import,
- Finalization Adjustment entries
- Inventory Masters – Stock Groups, Unit of Measure, Godowns, Stock Items – Create, Display, Alter
- Invoicing – Enter Purchases / Sales / Debit Note / Credit Note in Invoice Mode – Accounting Invoice, Item Invoice, Additional expenses, Tax ledgers in Invoices
- Bank Reconciliation,
- Data Backup/Restore

### **Methods of Instruction**

- Lecture
- Guest speakers
- Written assignments
- Laboratory practical

### **Certification :**

The college needs to provide 'Course Completion Certificate' to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

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## **Course No. 2 – Employability Skill Enhancement Programme**

### **Objectives of the course:**

This programme is designed to aid candidates in their preparation for recruitment through campus or outside campus. The course will enable students to be a better professional through effective communication.. Students will learn skills to present themselves in an effective manner while facing interviews or similar test for placements.

### **Course Contents:**

- Basic Communication Skills
- Reasoning Ability
- Verbal Ability
- Personal Grooming
- Personality Development
- CV Writing Skills
- Interview Techniques

### **Methods of Instruction**

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

### **Certification :**

The college needs to provide ‘Course Completion Certificate’ to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

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## **Course No. 3 – Gender Sensitivity**

### **Objectives of the course:**

The course is designed to sensitize the students regarding the issues of gender and the gender inequalities prevalent in society. It aims at raising and developing social consciousness among the students. Students are expected to initiate the gender perspective in all the issues of their daily life. The course will develop capacity building among the students to enable them to engage in policy decisions to remove gender biases in all fields of life in the process of gender equality for nation building.

### **Course Contents:**

#### **1. Gender Inequality and its Impact on Men and Women**

- a. Understanding the Notion of Citizenship
- b. Violation of Women's Rights as Citizens and Individuals
- c. Nature of Gender Inequalities
- d. Access to and Control over Resources and Positions of Power

#### **2. Understanding patriarchy**

- a. Biological Sex and Socially Constructed Gender
- b. Femininity and Masculinity,
- c. Gender Stereotypes and their Impact; Breaking the Stereotypes
- d. Gender Equality as Liberation of Men as well as Women

#### **3. Contributing to Prevention of Sexual Harassment**

- a. What is and is not Sexual Harassment
- b. Legal Provisions about prevention of Sexual Harassment
- c. Preconditions for Effective Working of Sexual Harassment Complaints Committees
- d. Role of men in prevention of sexual harassment at workplace
- e. Gender sensitive language, work culture and workplace

### **Methods of Instruction**

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

### **Certification :**

The college needs to provide 'Course Completion Certificate' to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

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## **Course No. 4 – Intellectual Property Rights Laws**

### **Objectives of the course:**

The course is designed to create awareness about the laws relating to intellectual property rights. It aims at providing knowledge about the framework of intellectual property rights. Students will be able to understand various types of intellectual properties, its implications and significance. The case studies will help students understand practical side of intellectual property rights laws.

### **Course Contents ;-**

- Intellectual Property Rights in India: Overview,
- Patents, Copyrights, Related Rights, Trademarks, Geographical Indications, Industrial Designs, New Patent Varieties, Unfair Competition
- Basic knowledge on the various branches of Intellectual Property Law
- holistic understanding of the legalities of Intellectual Property Rights
- Contemporary issues in Intellectual Property Laws
- Filings for Intellectual Property registration
- Steps of development of Intellectual Property

### **Methods of Instruction**

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

### **Certification :**

The college needs to provide ‘Course Completion Certificate’ to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

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## **Course No. 5 – Value Education**

### **Objectives of the course:**

The course is designed to inculcate the values which are an utmost need of the hour to overcome various challenges. The students will learn to adopt and implement the suitable values at appropriate time, understand various challenges in value adoption in this contemporary world, use the 'Reflection method' to explore values from inside out.

The course is expected to acquaint students with the core values such as physical, mental and spiritual aspects of personality, developing respect for the dignity of individual and the society, inculcation of spirit of patriotism and national integrity and developing tolerance towards understanding of different religious faiths as well. The course will help students to be a better human being and a strong pillar of society.

### **Course Contents ;-**

#### **1. Values for excellence in life :**

Developing Values, Personal Values, Family Values, Professional Values.

#### **2. Life Skills :**

Motivational Skills, Communication Skills, Life style modification, Accessibility and Addiction, Environmental Awareness.

#### **3. Spiritual Education :**

Different schools of meditation, exploring the self, universal concept of the supreme, changing the belief system, Self Esteem, Stress free living.

### **Methods of Instruction**

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

### **Certification :**

The college needs to provide 'Course Completion Certificate' to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

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