



Estd. 1962  
"A++" Accredited by  
NAAC (2021)  
With CGPA 3.52

**SHIVAJI UNIVERSITY, KOLHAPUR - 416004,  
MAHARASHTRA**

PHONE:EPABX-2609000, www.unishivaji.ac.in, bos@unishivaji.ac.in

**शिवाजी विद्यापीठ, कोल्हापूर - ४१६००४, महाराष्ट्र**

दूरध्वनी-ईपीएबीएक्स -२६०९०००, अभ्यासमंडळे विभाग दूरध्वनी ०२३१-२६०९०९४



**Ref./SU/BOS/Com & Mgt./465**

**Date : 16/08/2024**

**To,**

The Principal

All Affiliated (Commerce & Management) Colleges/ Institutions,  
Shivaji University, Kolhapur

**Subject :Regarding syllabi of B.Com. (Business Administration) Part-I (Sem. I & II)  
degree programme under the Faculty of Commerce & Management as per  
National Education Policy, 2020 (NEP 2.0)**

**Reference : शिवाजी वि.जा.क. संलग्नता/टी-2/1567 दिनांक 31 मे, 2024**

Sir/Madam,

With reference to the subject mentioned above, I am directed to inform you that the University authorities have accepted and granted approval to the syllabi of **B.Com. (Business Administration) Part-I (Sem. I & II)** under the Faculty of Commerce & Management as per National Education Policy, 2020 (NEP 2.0)

This syllabi shall be implemented from the academic year **2024-2025** onwards subject to the approval from the government. A soft copy containing the syllabus is attached herewith and it is also available on university website [www.unishivaji.ac.in](http://www.unishivaji.ac.in) (Online Syllabus).

You are therefore, requested to bring this to the notice of all Students and Teachers concerned.

Thanking you,

Yours faithfully,

(Dr. S. M. Kubal)  
Dy. Registrar

**Encl : As above**

**Copy to,**

1. Dean, Faculty of Commerce & Management
2. Chairman, BOS under Faculty of  
Commerce & Management

for information

3. Director, BOEE
4. Appointment Section
5. P. G. Admission Section
6. B. Com. Section
7. Affiliation Section (U.G./P.G.)
8. Computer Center/I.T.
9. Eligibility Section
10. Distance Education
11. P.G. Seminar Section
12. IQAC Section

for information and necessary action.

# **SHIVAJI UNIVERSITY, KOLHAPUR.**



NAAC "A++" Grade

**Faculty of Commerce and Management**

**Syllabus For**

**B. Com. Part I**

**(Business Administration) (Sem I & II)**

**Syllabus as per National Education Policy (NEP) 2020**

**(To be implemented from June 2024 Onwards)**

**Shivaji University, Kolhapur**  
**Syllabus of B.Com. (Business Administration)**  
**Under the Faculty of Commerce and Management**  
**(Structure, Syllabus, Rules and Regulations )**  
in accordance with

**National Education Policy with effect from Academic Year 2024-25**

**Preamble:**

Commerce education in higher education institutes aims at inculcating knowledge, skills, attitudes, and values for the disciplinary as well as multidisciplinary and holistic development of students. It empowers them to navigate the business world's complexity and make appropriate decisions for organizational success.

**1. Programme:**

The B. Com. (Business Administration) Programme will be offered for management education.

**Implementation of Revised guidelines and rules:**

The revised guidelines and rules shall be implemented gradually as mentioned below:

Level	Programme	B.Com. Business Administration Part-I,II,III,IV	From Academic Year
Level 4.5	Undergraduate Certificate (One year or two semesters)	B.Com. Business Administration-Part-I	2024-25
Level 5.0	Undergraduate Diploma (Two years four semesters)	B.Com. Business Administration-Part-II	2025-26
Level 5.5	Bachelor's Degree (Three years or six semesters)	B.Com. Business Administration-Part-III	2026-27
Level 6.0	Bachelor Degree with Honours (Four years or eight semesters)	B.Com. Business Administration-Part-IV	2027-28
Level 6.0	Bachelor Degree with Honours with Research (Four years or eight semesters)	B.Com. Business Administration-Part-IV	2027-28

(If the candidate wants to exit after a certain level, the Awards after completing specific level will be: Undergraduate Certificate in Commerce, Undergraduate Diploma in Commerce, B. Com. Business Administration and B. Com. Business Administration (Hon./Research) for Level-4.5, Level-5.0, Level-5.5 and Level- 6.0 respectively. Other provisions for multiple entry and exit as per the university's rules and regulations are applicable).

## **2. Eligibility Criteria:**

The eligibility of students taking admission at B.Com. Business Administration Part-I [Level 4.5] (initial entry) and the eligibility of students making lateral entry (Multiple Entry-ME) admission at Level 5.0/ Level 5.5/ Level 6.0 are required to be scrutinized (with stipulated procedure) on the basis of following criteria:

### **(A) Eligibility requirements for admission to B. Com. Business Administration Part-I (Level 4.5):**

i) The students passing the Higher Secondary School Certificate Examination with Commerce/ Arts/ Science stream or Vocational subjects with any stream conducted by the Maharashtra State Board of Higher Secondary Education shall be allowed to enter upon the B. Com. Business Administration Part-I (or Undergraduate Certificate in Commerce).

OR

ii) An Examination of any other Statutory University or an examining Body recognized as equivalent thereto.

iii) No candidate shall be allowed to appear the B. Com. Business Administration Part-I (or Undergraduate Certificate in Commerce) Examination unless the candidate has satisfactorily kept two terms for the programme at a college affiliated to this University/ university department.

### **(B) Eligibility requirements for admission to B. Com. Business Administration Part-II (Level 5.0):**

i) The students passing the B. Com. Business Administration Part-I (or Undergraduate Certificate in Commerce) shall be allowed to enter upon the B. Com. Business Administration Part-II (or Undergraduate Diploma in Commerce).

OR

ii) An Examination of any other Statutory University or an examining Body recognized as equivalent thereto.

iii) No candidate shall be allowed to appear the B. Com. Business Administration Part-II (or Undergraduate Diploma in Commerce) Examination unless the candidate has satisfactorily kept two terms for the programme at a college affiliated to/ university department of this University or any other recognized university.

### **(C) Eligibility requirements for admission to B. Com. Business Administration Part-III (Level 5.5):**

i) The students passing the B. Com. Business Administration Part-II (or Undergraduate Diploma in Commerce) shall be allowed to enter upon the B. Com. Business Administration Part-III (or Three-Year Undergraduate Degree in Commerce).

OR

ii) An Examination of any other Statutory University or an examining Body recognized as equivalent thereto.

iv) No candidate shall be allowed to appear the B. Com. Business Administration Part-III

(or Three- Year Undergraduate Degree in Commerce) Examination unless the candidate has satisfactorily kept two terms for the programme at a college affiliated to/ university department of this University or any other recognized university.

**(D) Eligibility requirements for admission to B. Com. Business Administration Part-IV (Level 6.0):**

i) The students passing the B. Com. Business Administration Part-III (or Three-Year Undergraduate Degree in Commerce) with 7.5 CGPA or 75% marks in Three-Year Undergraduate Degree in Commerce shall be allowed to enter upon the B. Com. Part-IV (or Four-Year Undergraduate Degree in Commerce with Honours/ Honours with Research).

OR

ii) An Examination of any other Statutory University or an examining Body recognized as equivalent thereto.

iii) No candidate shall be allowed to appear the B. Com. Business Administration Part-IV (or Four-Year Undergraduate Degree in Commerce with Honours/ Honours with Research) Examination unless the candidate has satisfactorily kept two terms for the programme at a college affiliated to/ university department of this University or any other recognized university.

**Eligibility Application requirement:**

- (a) Students who are seeking admission for Level 4.5 need to apply for eligibility.
- (b) Students who are not taking any exit from the programme at any level and students re-entering after taking exit, need not require to make application for eligibility at Level 5.0, 5.5 and 6.0.
- (c) However, students from other university who wish to seek admission for any level of undergraduate degree need to apply for eligibility.

**Rules for Multiple Exit:**

- a) If a student wishes to exit after completion of Level 4.5, he/she has to complete additional four credit skill course/ internship.
- b) If a student wishes to exit after completion of Level 5.0, he/she has to complete additional four credit skill course/ internship.
- c) If a student wishes to exit after completion of Level 5.5, he/she need not require to complete any additional skill course/ internship.

**3. Pattern of B. Com. Business Administration Programme:** Combination of internal assessment and semester- end examination for B. Com. Business Administration will be 40:10 pattern shall be applicable for each course of 2 credits and 80:20 pattern shall be applicable for each course of 4 credits. Here, each course in each semester wherein 80% marks shall be for University Semester- end - examination and 20% marks for internal assessment except Environmental Studies, Co-Curricular Activities (CC), Field Project (FP), On Job Training (OJT) and Research Project (RP).

**4. Weightage:** There shall be Three Year B. Com. Business Administration Programme with 132 credits. The candidate wishes to attempt for Four-Year B.Com. (Hon./ Research) may opt for 4th year which will have 44 credits, hence, Four Year B.Com. Business Administration Programme will require 176 credits. (Please refer the university regulations and structure of the programme for details).

**5. Credit Distribution Chart for B. Com. Business Administration Programme:  
For 3 year B. Com. Programme:**

Course Name		Total Credits	% of total credits
<b>Major</b>		60	
Vocational Skill Courses (VSC)	VSC	04	
On Job Training (OJT)	OJT	04	
Field Project (FP)	FP	02	
Indian Knowledge System	IKS	02	
Community Engagement Programme	CEP	02	
Major Total Credits		74	56.06
<b>Minor</b>		24	18.18
Open Elective (OE)/ Generic Elective (GE) Courses		10	7.58
Ability Enhancement Courses	AEC	08	10.60
Indian Knowledge System (Generic)	IKS	02	
Value Education Courses	VEC	04	
Skill Enhancement Courses	SEC	08	7.57
Co-Curricular Courses (NSS/NCC/Sports/Cultural Activities)	CC	02	
<b>TOTAL</b>		<b>132</b>	<b>100%</b>

**For 4-year B.Com. Business Administration Programme:**

Course Name		Total Credits	% of total credits
<b>Major</b>		88	
Vocational Skill Courses	VSC	04	
On Job Training	OJT	04	
Field Project	FP	02	
Research Projects*	RP	12	
Indian Knowledge System	IKS	02	
Community Engagement Programme	CEP	02	
Major Total Credits		114	64.77
<b>Minor</b>		24	15.90

Research Methodology	RM	04	
Open Elective/ Generic Elective Courses	OE/GE	10	5.68
Ability Enhancement Courses	AEC	08	7.95
Indian Knowledge System (Generic)	IKS	02	
Value Education Courses	VEC	04	



Skill Enhancement Courses	SEC	08	5.68
Co-Curricular Courses (NSS/NCC/Sports/Cultural Activities)	CC	02	
TOTAL		176	100%

\*For honors degree with research, research project is applicable and for honours degree, courses related to major are incorporated.

## 6. Scheme of Examination:

The Question paper in each Semester for each theory course (paper) for B.Com. Business Administration(all Semesters) shall be of 80 marks for 4 credits and 40 marks for 2 credits. The question paper for Environmental Studies for Semester IV shall be of 35 marks for theory and 15 marks for project work. Total marks for each course shall be based on continuous assessments and semester- end examination. Combination\* of internal assessment and semester-end examination for B. Com. will be as follows:

Particulars	4 Credit Course	2 Credit Course
1. Semester-end Examination	80	40
2. Internal Assessment	20	10
Total marks for each course	100	50

\* Excluding Environment Studies (VEC), FP, RP, OJT, CEP and CC.

### Internal Assessment Process shall be as follows:

- (a) The Internal Assessment should be conducted after completing 50% of syllabus of the course/s.
- (b) In case a student has failed to attend internal assessment on scheduled date, it shall be deemed that the student has dropped the test. However, in case of student who could not take the test on scheduled date due to genuine reasons, such a candidate may appeal to the Programme Coordinator/Principal/Head of the Department. The Programme coordinator/ Principal/Head of the Department in consultation with the concerned teacher shall decide about the genuineness of the case and decide to conduct special test to such candidate on the date fixed by the concerned teacher but before commencement of the concerned semester-end examination.

The outline for continuous internal assessment activities shall be as under:

**Outline for continuous internal assessment activities**

Level	Semester	Activities per semester	4 Credit Course Marks	2 Credit Course Marks
4.5	Semester-I and Semester II	Class Assignment	10	5
		Unit Test	10	5
5.0	Semester-III and Semester IV	Group Activity	10	5
		Case study/Oral Examination	10	5
5.5	Semester-V and Semester VI	Fieldwork/Project Work	10	5
		Fieldwork/Project Work/Seminar	10	5
6.0	Semester-VII and Semester VIII	Case study/Project Work/Fieldwork	10	5
		Case study/Project Work/Fieldwork	10	5

**Outline for continuous internal assessment activities for Distance Mode**

Level	Semester	Activities per semester	4 Credit Course Marks	2 Credit Course Marks
4.5	Semester-I and Semester II	Home Assignment	10	5
		Unit Test	10	5
5.0	Semester-III and Semester IV	Group Activity/Home Assignment	10	5
		Case study/Oral Examination	10	5
5.5	Semester-V and Semester VI	Fieldwork/Project Work/Home Assignment	10	5
		Fieldwork/Project Work/Home Assignment	10	5

**7. Ordinances regarding the examinations.** B.Com. Business Administration 2, 3 and 4 shall prevail.

**8. Duration of Semester-end Examination for each course:**

The duration\* of Semester-end Examination for each theory course would be as follows:

Particulars	4 Credit Course	2 Credit Course
1. Marks	80	40
2. Duration	3 hours	1.5 hours

**9. Equivalence of papers and chances for the students in previous-Semester pattern:**

Two additional chances shall be provided for the repeater students of old three- year B.Com. Business Administration immediate after their Semester- VI or VIII. After that the students concerned shall have to appear for the Examination as per this revised pattern. Equivalence of papers shall be provided as per revised syllabus for the pattern in accordance with NEP.

**10. Standard of Passing:**

The Standard of passing shall be 35%. For B. Com. (all Semesters) the students shall have to score as per this standard of passing shown in the following table:

Maximum Marks	100	80	50	40	20	10
Minimum Marks required for passing	35	28	18	14	7	4

There shall be separate head of passing in Theory and Internal Examination. However, ATKT rules shall be made applicable in respect of Theory courses (University examination) only. For Environmental Studies (Semester IV, Examination) the student shall have to score marks 13 marks out of 35 in theory course and 5 marks out of 15 for project work.

**Gradation Chart:**

Marks Obtained	Numerical Grade (Grade Point)		CGPA	Letter Grade
Absent	0(zero)		-	-
0 – 34	0 to 4		0.0 – 4.99	F(Fail)
35 – 44	5		5.00 – 5.49	C
45 – 54	6		5.50 – 6.49	B
55 – 64	7		6.50 – 7.49	B+
65 – 74	8		7.50 – 8.49	A
75 – 84	9		8.50 – 9.49	A+
85 – 100	10		9.50 – 10.0	O (Outstanding)

Note:

1. Marks obtained  $\geq 0.5$  shall be rounded off to next higher digit.

2. The SGPA & CGPA shall be rounded off to 2 decimal points.

**Calculation of SGPA & CGPA:****1. Semester Grade Point Average (SGPA)**

**SGPA** =  $\frac{\text{Course credits Grade points obtained of a semester}}{\text{Course credits of respective semester}}$

**2. Cumulative Grade Point Average (CGPA)**

**CGPA** =  $\frac{\text{Total credits of a semester} \times \text{SGPA of respective semester of all semesters}}{\text{Total course credit so far semesters}}$

**11. Result** - The result of each semester shall be declared as Pass or Fail with grade/grade points.

**12. Revised Rules** - These revised rules shall be gradually implemented with effect from the academic year 2024-25 for B. Com. Business Administration Degree programme. However the existing (i.e. pre-revised) rules shall remain in force for the students of old semester pattern during the transition period.

## **Rules for B. Com. Business Administration Programme:**

### **R. B. Com. Business Administration 1**

The Three-Year B. Com. Business Administration Programme shall consist of 6 semesters which will have 132 credits all together. However, the candidate wishes to attempt for Four Year B. Com. Business Administration (Hon./Research) may opt for 4<sup>th</sup> year which will have 44 credits, hence, Four Year B. Com. Business Administration Programme will require 176 credits. (Please refer the university regulations and structure of the programme for details). Examination shall be held at the end of each semester.

### **R. B. Com. Business Administration 2**

Structure of B. Com. Business Administration Programme is given along with syllabus as show below: Structure- I for B. Com. Business Administration Semester I & II Structure - II for B. Com. Business Administration Semester III & IV Structure - III for B. Com. Business Administration Semester V & VI Structure-IV for B.Com. Business Administration Semester II&VIII

### **R. B. Com. Business Administration 3**

The List of courses which are included in the structure of B. Com. Business Administration Programme is also given along with syllabus of their specific syllabus.

- (i) For B. Com. Business Administration Semester I & II
- (ii) For B.Com. Business Administration Semester III & IV
- (iii) For B. Com. Business Administration Semester V & VI
- (iv) For B. Com. Business Administration Semester VII & VIII

### **R. B. Com. Business Administration 4**

#### **(A) Value Education Courses (VEC):**

For Semester II, there shall be Value Education Courses which are as follows:

Semester II:	VEC-I:	Democracy, Elections and Indian Constitution	2 Credits
Semester IV:	VEC- II:	Environmental Studies	2 Credits

#### **(B) Skill Enhancement Courses (SECs):**

For Semester I II,III,IV, there shall be Skill Enhancement Courses which are as follows:

Semester I: SEC-I: 2 credits	Semester III: SEC-III: 2 credits
Semester- II: SEC-II: 2 credits	Semester IV: SEC-IV: 2 credits

#### **(C) Vocational Skill Courses (VSC):**

Semester III: VSC-III: 2 credits
Semester III: VSC-III: 2 credits

### **R. B. Com. Business Administration 5**

Equivalence of papers and chances for the students in previous- Semester pattern: Two additional subsequent chance shall be provided for the repeater students of old B. Com. Business Administration Part I- Semester I & II in the immediate next two sessions. After this the students concerned shall have to appear for the Examination as per this revised syllabus Equivalence of papers shall be provided as per revised syllabus for this pattern according to NEP 2020.

### **R. B. Com. Business Administration 6**

The detailed syllabi for the various courses under this pattern shall be as shown in the appendix and shall be subject to such revision, modification etc. as may be made by the Academic Council from time to time on their commendation of the Boards of Studies in different courses. The text-books and reference books for the various courses shall be those as prescribed by the Academic Council from time to time on the recommendations of the respective Boards of Studies.

### **R. B. Com. Business Administration 7**

The medium of instruction for the Three Year (Six Semester) B.Com./Four Year B. Com. Business Administration. Degree Programme is English. A candidate shall not have option of answering question papers at B.Com. Business Administration Examination. Examination will be in English for all subjects.

Courses on languages (Hindi, Marathi etc.) will be in their specific languages as a medium of instruction and for examination.

### **R. B. Com. Business Administration 8**

- i. The Principal of the college may permit a student to change his/her major and minor subjects in the term when they opt for them, however only before submission of duly filled University Examination form.
- ii. If a candidate wishes to change the major elective course (subject) at the B.Com. Business Administration Semester V examination, student will have to keep one additional term for the changed course (subject).
- iii. If a candidate fails in the major elective course (subject) at the B. Com. Business Administration Semester- V & VI examination and wish to change major elective course (subject), student will have to keep two additional terms for the changed course (subject).

### **R. B. Com. Business Administration 9**

The Principal of the college has to certify the attendance and the examination form of the candidate as per the Ordinance O. 31 and O. 37. A candidate has to submit University examination form as per the schedule and date prescribed by the University for every Examination.

### **R. B. Com. Business Administration 10**

The Scheme of the Physical Education has been made operative for B. Com. Business

Administration Part- I. The benefit of marks, obtained by the students in Physical Education Tests (of 10 marks) conducted by the University authorities shall be as under:

1. If a student fails in upto four heads of passing (or courses having 16 credits) of University examination (Theory / Practical) and having passed in all the remaining heads of passing, the marks obtained by him in the Physical Education Test shall be added to maximum upto four heads of passing in which he has failed as the case may be. A student getting the benefit of Physical Education marks should not be given advantage of any other Ordinance. The Physical Education Marks shall not be considered for the award of Class and for deciding merit.
2. If as a result of addition of Physical Education marks a student does not pass the examination the marks obtained by him in Physical Education shall not be considered.
3. The marks of Physical Education obtained by the unsuccessful students at the B. Com. Business Administration Part-I semester Examination shall be carried forward for their Subsequent attempts.
4. The marks obtained in Physical Education shall not be considered for earning exemption in a subject of head of passing, but the marks will be carried forward for availing the benefit at the subsequent attempts.
5. The marks secured by the students under the Physical Education scheme shall be added to the total of his marks in the Examination irrespective of the fact of his passing or failure in the examination. The Physical Education marks shall be shown as "Total.+P.E. Marks".
6. The Physical Education Test shall be conducted in the Second semester.

#### **R. B. Com. Business Administration 11**

All Semester end Examinations for B. Com. Business Administration Part- I, II, III and IV shall be held twice in a year in two sessions i.e. April /May and October/November.

#### **R. B. Com. Business Administration 12**

- a) A candidate desires to seek B. Com. Business Administration Degree in another elective course [Major Elective (ME)], shall be permitted to do so. Such candidate may appear at B. Com. Business Administration Semester V & VI examination on the submission for fresh admission. Such a candidate needs not appear again for courses other than ME.
- b) The Candidate as above (in clause 's') shall not be eligible for a second degree and a class, prize, scholarship, medal or any other award. The candidate will get the benefit of new degree in new course (subject) only if candidate surrenders his first degree.

#### **R. B. Com. Business Administration 13**

- a) The result of the B. Com. Business Administration Semester I & II examination shall be declared publicly in two categories
  - (i) candidates who have passed the B.Com. Business Administration Semester- I & II examination and

- (ii) candidates who are allowed to proceed to the B.Com. Business Administration Semester-III & IV.
- b) The result of the B.Com. Business Administration Semester III & IV examination shall be declared publicly in two categories.
  - (i) Candidate who have passed the B.Com. Business Administration Semester-III & IV examination in addition to the remaining papers, if any of previous examination,
  - (ii) Candidates who are allowed to proceed to the next Semester.
    - i. If a candidate fails in any number of courses (subject heads) of Semester I, shall be allowed to proceed to Semester II.
    - ii. A candidate who earns 50% of total credits of Level 4.5 shall be allowed to keep terms in Level 5.0
    - iii. If a candidate fails in any number of courses (subject heads) of Semester III, shall be allowed to proceed to Semester IV.
    - iv. A candidate who earns 50% of total credits of Level 5.0 shall be allowed to keep terms in Level 5.5.
    - v. If a candidate fails in any number of courses (subject heads) of Semester V, shall be allowed to proceed to Semester VI.
    - vi. No candidate shall be allowed to proceed to Semester V, unless candidate has passed in all courses of Level 4.5.
    - vii. If a candidate opts for four-year bachelor degree programme and fails in any number of courses (subject heads) of Semester VII, shall be allowed to proceed to Semester VIII.
    - viii. If a candidate opts for four-year bachelor degree programme, such candidate shall not be allowed to proceed to Semester VII, unless candidate has passed three-year bachelor degree with 7.5 CGPA or 75%.
    - ix. In case if the rules of any Apex body differ from these rules, then the rules of that apex body will be applicable.
- c) Rules of ATKT made in university time to time will be applicable.

#### **R. B. Com. Business Administration 14**

- (A) The Results of the Examination will be declared on the basis of marks obtained, Grade points obtained, Credit points, Status, Percentage of marks, Result, SGPA & CGPA with numerical grade point and letter grade. The list of Courses, course code, Paper number of programme, numerical grade & letter grade table and calculation of SGPA and CGPA table shall be mentioned on the backside of mark-sheet.
- (B) In case of Three-Year B. Com. Business Administration Degree, the result of B. Com. Business Administration Program (Semester-I to VI) shall be declared in Grades by considering SGPA & CGPA (with percentage) based on the performances of all the courses at respective semesters. The award of scholarships and prizes for the B. Com. Business Administration Program shall be determined on the basis of the aggregate performance of the candidate at Semester-I to VI examination.



- (C) In case of Four-Year B. Com. Business Administration Degree, the result of B. Com. Business Administration Program (Semester-I to VIII) shall be declared in Grades by considering SGPA & CGPA (with percentage) based on the performances of all the courses at respective semesters. The award of scholarships and prizes for the B. Com. Business Administration Program shall be determined on the basis of the aggregate performance of the candidate at Semester-I to VIII examination.

## **R. B. Com. Business Administration 15**

### **Standard of Passing:**

- A) To pass the B.Com. Business Administration Degree Examination, a candidate shall be required to pass in Semester I, II, III, IV, V & VI Examinations.
- a) To pass the each semester of B.Com. Business Administration Semester-I & II Examination a candidate shall be required to obtain a minimum of 35% of the total marks in each head of passing i.e. 18 marks out of 50.
  - b) To Pass each Semester of the B. Com. Business Administration Semester-II & IV Examination a candidate shall be required to obtain a minimum of 35% of the total marks in each head of passing i.e. 18 marks out of 50 (except Environmental Studies).
  - c) For Environmental Studies a candidate shall be required to obtain minimum 13 marks out of 35 for theory paper examination & minimum 5 marks out of 15 for Project work. There shall be separate head of passing for Theory and Project work examinations.
  - d) To pass each Semester Examination a candidate shall be required to obtain a minimum of 35% of the total marks.
  - e) A Candidate shall have to obtain 14 marks out of 40 for university examination i.e. theory and 4 marks out of 10 in the internal examination in Semester-V & VI. If the candidate fails/absent in internal examination then candidate has to pass the internal examination, the provision in the university regulations 2022 is applicable.
- B) For Three Year B. Com. Business Administration Degree: Those of the successful candidates who obtain 45% or more of the aggregate marks in Parts-I, II & III semester Examinations, (i.e. Semester-I to VI aggregate) shall be declared to have passed the B. Com. Business Administration Degree Examinations in Second Class and those obtaining 60% or more of the aggregate marks in Parts-I, II & III Examinations (i.e. Semester-I to VI aggregate) shall be declared to have passed the B. Com. Business Administration Degree Examinations in First Class and those obtaining 70% or more of the aggregate marks in Parts-I, II & III (i.e. Semester- I to VI aggregate) shall be declared to have passed the B. Com. Business Administration Degree Examination in First Class with Distinction.
- C) For Four Year B. Com. Business Administration with (Hon./ Research) Degree: Those of the successful candidates who obtain 45% or more of the aggregate marks in Parts-I, II, III & IV Semester Examinations, (i.e. Semester-I to VIII aggregate) shall be declared to have passed

the B. Com. Business Administration With (Hon./ Research) Degree Examinations in Second Class and those obtaining 60% or more of the aggregate marks in Parts-I, II, III & IV Semester Examinations, (i.e. Semester-I to VIII aggregate) shall be declared to have passed the B. Com. Business Administration With (Hon./Research) Degree Examinations in First Class and those obtaining 70% or more of the aggregate marks in Parts-I, II, III & IV Semester Examinations (i.e. Semester-I to VIII aggregate), shall be declared to have passed the B.Com. Business Administration with (Hon./ Research) Degree Examination in First Class with Distinction.

D) A.T.K.T.: ATKT rules will be applicable. as per the university Regulations.

#### **R. B. Com. Business Administration 16**

A candidate who has satisfactorily completed all courses at Semester-I of B. Com. Business Administration of the Universities in the State of Maharashtra shall be allowed to join for the Semester II of the B.Com. Business Administration Programme in this university. However, a candidate who has satisfactorily kept one term in any of the Universities in the State of Maharashtra for B.Com. Business Administration Semester-I examination shall not be allowed to join for the Semester II of the B. Com. Business Administration Programme in this university unless and until the candidate has to clear all the courses (papers) of Semester-I from that university.

#### **R. B. Com. Business Administration 17**

- a) A candidate passing Part-I or II Semester Examinations of the B. Com. Business Administration Degree programme of other Statutory Universities in State of Maharashtra can take admission to next semester of Shivaji University and the marks of earlier semesters of previous Statutory University be converted in proportion to Shivaji University, Marks structure and grades be awarded accordingly.
- b) Multiple entry and exit rules as per university Regulations and Academic Bank of Credit Regulations are applicable.

#### **R. B. Com. Business Administration 18**

##### **Exemption of courses (subjects):**

- a) A candidate who wishes to admit for B. Com. Business Administration and already passed Bachelor of Arts and Bachelor of Science of this University with English, Marathi or Kannada or Urdu or Hindi courses (subjects) are not necessary to appear B. Com. Examination again for same subject.
- b) A candidate who has passed Bachelor of Law (L.L.B.) of any others statutory University in the State of Maharashtra passing candidate be exempted for the course Business Regulatory Framework at B. Com. Business Administration
- c) A candidate claiming exemptions as stated above shall not be eligible for a Class, however a candidate appearing for all the courses (papers) of B. Com. Business Administration Semester-I to VI shall be eligible for a class.

- d) However, the above-mentioned rule shall not be applicable for other University student, unless that HEI is registered on ABC portal.

#### **R. B. Com. Business Administration 19**

##### **Exemption of courses (subjects):**

- a) A candidate who wishes to admit for B. Com. Business Administration and already passed Bachelor of Arts of this University with Economics course (subject) are not necessary to appear B.Com. Business Administration Examination again for same subject.
- b) A candidate claiming exemptions as stated above shall not be eligible for a Class, however a candidate appearing for all the courses (papers) of B.Com. Business Administration Semester-I to VI shall be eligible for a class.
- c) However, the above-mentioned rule shall not be applicable for other University student, unless that HEI is registered on ABC portal.  
(Note: The concessions given above are on reciprocal basis).

#### **R. B. Com. Business Administration 20**

- a) A candidate who has successfully completed the B. Com. Semester-I & II or Semester-III & IV Examination (of any HEIs registered on ABC portal) as an external/distance mode will be allowed for B. Com. Semester III & IV or Semester-V & VI respectively to join the college as a regular candidate as per the provisions of ABC regulation and the university Regulations 2022. A candidate as an external/distance mode from HEI which are not registered on ABC portal, will not be allowed to join the college as a regular candidate.
- b) A candidate who has appeared for the B.Com. Semester-I & II or Semester-III & IV Examination of this or any other University as a regular candidate will be allowed for B. Com. Semester-III & IV or Semester-V & VI respectively to join distance mode. Such candidate shall be treated as an external/distance mode candidate.

- c) A Candidate who has passed in any of the heads of passing will be allowed to appear again in that head provided the conditions given in the university Regulations 2022 are fulfilled.
- d) 'Practical' will have as separate head of passing.
- e) For the students from distance mode, the same syllabi, examination system (such as semester system, scheme of marking, schedule of examination and nature of question paper) shall be made applicable as per regular B.Com. Programme. Those students registered as external/distance mode candidate shall have to submit one home assignment for each course (paper)(in each semester) carrying 10 marks as a part of internal evaluation system, to the respective Study Centre notified and approved by the university.

#### **R. B. Com. Business Administration 22**

- a) The course of studies and syllabi and books prescribed/recommended under it and the standard for passing at the examination for the Degree of Commerce for candidates appearing for the same as external/distance mode candidates shall be identical with those for the regular students of the University appearing for the examination.
- b) An external/distance mode student shall not offer an examination in any of the courses (subjects) for which there is not each in provision in any of the affiliated colleges of the University.

#### **R. B. Com. Business Administration 21**

##### **Eligibility of Teachers:**

The eligibility of teachers will be as per the regulations issued by UGC and GRs of Government of Maharashtra and rules of the university. However, following rules are applicable to eligibility of teachers for teaching at B. Com. Programme:

- a) The teachers in Commerce (appointed as Assistant Professor/ Associate Professor/ Professor) are eligible to teach all courses under DSCs of Business Administration, Business Studies, Banking, Cooperation and Rural Development; OEs (made available to B. A./ B. Sc. Students); courses under SEC such as Marketing Skills, Insurance Skills, Managerial Skills, Communication Skills, Soft Skills, Applied banking, Practical banking, IKS-Generic and VEC Democracy, Election and Indian Constitution. If they have completed their specialization in Advanced Accountancy at post-graduation, they are also eligible to teach all courses of DSCs of Accountancy, Tax Management and Cost Accounting and SECs related to Accounting Skills. If they have completed their specialization in Cost Accounting/ Costing at post-graduation, they are also eligible to teach all courses of DSCs of Cost Accounting and Tax Management and SECs related to Costing/ Cost Accounting Skills. If they have completed their specialization in Business Statistics/ Statistics at post-graduation, they are also eligible to teach all courses of DSCs of Business Statistics.
- b) The teachers in Accountancy (appointed as Assistant Professor/ Associate Professor/ Professor) are eligible to teach all courses under DSCs of Accountancy, Business Administration, Business Studies, Cost Accounting, Tax Management, Banking, Cooperation and Rural Development; OEs (made available to B. A./ B. Sc. Students);

courses under SEC such as Marketing Skills, Insurance Skills, Managerial Skills,

Accounting Skills, Communication Skills, Soft Skills, Applied banking, Practical banking, IKS-Generic and VEC- Democracy, Election and Indian Constitution.

- c) The teachers in Economics/ Business Economics (appointed as Assistant Professor/ Associate Professor/ Professor) are eligible to teach all courses under DSCs of Business Economics, Cooperation and Rural Development; OEs such as Indian Economy-I & II (made available to B. A./ B. Sc. Students) and SECs in Applied Banking and Practical Banking, IKS-Generic and VEC- Democracy, Election and Indian Constitution.
- d) The teachers in Statistics/ Business Statistics (appointed as Assistant Professor/ Associate Professor/ Professor) are eligible to teach all courses under DSCs of Business Statistics; OEs (made available to B. Com. Students); SECs related to Statistics, IKS-Generic and VEC- Democracy, Election and Indian Constitution.
- e) The teachers in English (appointed as Assistant Professor/ Associate Professor/ Professor) are eligible to teach all courses under AEC English for Business Communication; OEs (made available to B. Com. Students); SECs such as Communication Skills and Soft Skills, IKS-Generic and VEC- Democracy, Election and Indian Constitution.
- f) However, for teaching SECs, IKS and VECs, teachers need to take syllabus-specific-training.

#### **Qualification Descriptors for B. Com. Business Administration:**

The qualification descriptors suggest the generic outcomes and attributes to be obtained while obtaining the degree of B. Com. Business Administration. These parameters are expected to be attained and demonstrated by the students after becoming graduates of this programme. The HEI should consider the above-mentioned parameters at the time of assessing the learning of various courses for B. Com. The learning experiences and assessment procedures, thereby, are so designed that every graduate in Commerce may achieve the programme learning outcomes with equal opportunity irrespective of class, gender, community, and region. Each graduate in commerce should be able to:

- 1) Demonstrate extensive and coherent knowledge of commerce and its applications in real business world;
- 2) Understanding of various concepts and theories providing strong academic foundation;
- 3) Demonstrate educational skills in areas of Marketing, Finance, Accounting, HR, Tax, Economics, and several other branches of Commerce;
- 4) Acquire various soft skills (like communication, organizing, and analytical) required to manage complete business situation as well as life situations;
- 5) Apply knowledge, understanding, and skills to identify the difficult/unsolved problems in

rapidly changing environment and to collect the required information from possible range of sources and try to analyse and assess these problems using appropriate methodologies;

- 6) Fulfil one's learning requirements to provide an insight of research in Commerce and interdisciplinary areas while seeking research pursuits;
- 7) Apply one's disciplinary knowledge and transferable skills to new/unfamiliar contexts, rather than replicate curriculum content knowledge, to identify and analyse problems and issues and solve complex problems with well-defined solutions;
- 8) Good value systems leading to high ethical and moral conduct in society at large;
- 9) Competencies and attitudes;
- 10) Values.

### **Programme Learning Outcomes of B. Com. Business Administration:**

The outcomes and attributes described in qualification descriptors are attained by students through learning acquired on completion of a programme of study. The term 'programme' refers to the entire scheme of study followed by students leading to a qualification. Programme learning outcomes for B. Com. include various subject specific skills and generic skills like mindmanagement, creativity, and innovation of competencies in diverse areas of Commerce and Business, the achievement of which will be demonstrated by the students of B. Com. Programme for the award of bachelor degree. The programme learning outcomes of B. Com. also enable a student to prepare for further study, employment, and good citizenship. Further, the difference in the level of achievement of programme outreach provides for comparing of learning levels and standards across different college/institution. The various learning outcomes of the programme are mentioned below:

- 1) Bachelor's Degree in Commerce results in giving comprehensive knowledge of Marketing, Human Resource Management, Business and Corporate Law, Economics, Finance, Accounting, Management, Tax and several other branches of Commerce that includes Investment, Insurance, and Banking. Thus, this programme helps students in building a concrete footing for advanced studies in Commerce and to stand with the requirement of business sector, insurance, banking seeking youth fit for employment.
- 2) Students undergoing this programme will be equipped to the world of work, particularly, work of the future. The student will get a first-hand exposure of working in the real

world.

- 3) Students completing this programme will be able to develop managerial knowledge and tactical dexterity, with a broader skill set and encourages them to seek out audacious, innovative solutions for today's business.
- 4) Completion of this programme will also enable the students to formulate business problems and provide innovative solutions thus, moulding them into future visionaries, management leaders that are compassionate yet efficient.
- 5) The course provides an extreme and rigorous base for teaching, research, and allied business administration.

#### **Learning outcomes descriptors for qualification at level 4.5 on the NHEQF**

An Undergraduate Certificate is awarded to students who have demonstrated the achievement of the outcomes located at level 4.5 in the NHEQF.

#### **Descriptors for qualifications at levels 4.5 on the NHEQF**

<b>Element of the Descriptor</b>	<b>NHEQF level descriptors relating to undergraduate certificate</b>
Knowledge and understanding	The graduates should be able to demonstrate the acquisition of: <ul style="list-style-type: none"><li>• knowledge of facts, concepts, principles, theories, and processes in broad multidisciplinary learning contexts within the chosen fields of learning in broad multidisciplinary learning,</li><li>• understanding of the linkages between the learning areas within and across the chosen fields of study,</li><li>• procedural knowledge required for performing skilled or paraprofessional tasks associated with the chosen fields of learning.</li></ul>
General, technical and professional skills required to perform and accomplish tasks	The graduates should be able to demonstrate the acquisition of: <ul style="list-style-type: none"><li>• a range of cognitive and technical skills required for accomplishing assigned tasks relating to the chosen fields of learning in the context of broad multidisciplinary contexts.</li><li>• cognitive skills required to identify, analyze and synthesize information from a range of sources.</li><li>• cognitive and technical skills required for selecting and using relevant methods, tools, and materials to assess the appropriateness of approaches to solving problems associated with the chosen fields of learning.</li></ul>
Application of	The graduates should be able to demonstrate the ability to:

knowledge and skills	<ul style="list-style-type: none"> <li>• apply the acquired operational or technical and theoretical knowledge, and a range of cognitive and practical skills to select and use basic methods, tools, materials, and information to generate solutions to specific problems relating to the chosen fields of learning.</li> </ul>
Generic learning outcomes	<p>The graduates should be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• listen carefully, read texts related to the chosen fields of study analytically, and present information clearly and concisely to different groups/audiences.</li> <li>• express thoughts and ideas effectively in writing and orally and present the results/findings of the experiments carried out in a clear and concise manner to different groups.</li> </ul>
	<p>The graduates should be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• meet one's own learning needs relating to the chosen fields of learning.</li> <li>• pursue self-directed and self-managed learning to upgrade the knowledge and skills required for a higher level of education and training.</li> </ul>
	<p>The graduates should be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• gather and interpret relevant quantitative and qualitative data to identify problems,</li> <li>• critically evaluate principles and theories associated with the chosen fields of learning.</li> </ul>
	<p>The graduates should be able to demonstrate the ability to: make judgment and take decisions, based on analysis of data and evidence, for formulating responses to issues/problems associated with the chosen fields of learning, requiring the exercise of some personal responsibility for action and outputs/outcomes.</p>
Constitutional, humanistic, ethical, and moral values	<p>The graduates should be able to demonstrate the willingness to:</p> <ul style="list-style-type: none"> <li>• practice constitutional, humanistic, ethical, and moral values in one's life, and practice these values in real-life situations,</li> <li>• put forward convincing arguments to respond to the ethical and moral issues associated with the chosen fields of learning.</li> </ul>
Employability and job-ready skills, and entrepreneurship skills and capabilities/qualities and mindset	<p>The graduates should be able to demonstrate the acquisition of:</p> <ul style="list-style-type: none"> <li>• knowledge and a basket of essential skills, required to perform effectively in a defined job relating to the chosen fields of study,</li> <li>• ability to exercise responsibility for the completion of assigned tasks and for the outputs of own work, and to</li> </ul>



	take some responsibility for group work and output as a member of the group.
Source: National Higher Education Graduation Framework (NHEQF), UGC, May2023.	

	<b>SHIVAJI UNIVERSITY, KOLHAPUR</b> <b>NEP-2020: Credit Framework for UG (B. Com. Business Administration) Programmes under Faculty of Commerce and Management</b>								
SEM (Level)	COURSES			OE	VSC, SEC	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Total Credits	
	Course-1	Course-2	Course-3						
SEM I (4.5)	DSC-I (4)	DSC-I (4)	DSC-I (4)	OE-I (2)	SEC-I (2)	AEC-I (2) IKS (2) Generic	CC (2)	22	UG Certificate 44 [Exit Option: 4 credits NSQF/Skill courses/ Internship]
SEM II (4.5)	DSC-II (4)	DSC-II (4)	DSC-II (4)	OE-II (2)	SEC-II (2)	AEC-II (2) VEC-I (2) (DEIC)	CEP (2)	22	
Credits	8	8	8	4	4	8	4	44	
	4+4=8	4+4=8	4+4=8	2+2=4	2+2=4	2+2+2+2=8	2+2=4		
	Major		Minor						
	Mandatory	Electives							
SEM III (5.0)	Major-III (4) Major-IV (4)	--	Minor-I (4)	OE-III (2)	SEC-III (2) VSC-I (2)	AEC-III (2) IKS (2) Specific	--	22	UG Diploma 88 [Exit Option: 4 credits NSQF/Skill courses/ Internship]
SEM IV (5.0)	Major-V (4) Major-VI (4)	--	Minor-II (4)	OE-IV (2)	SEC-IV (2) VSC-II (2)	AEC-IV (2) VEC-II (2) (Evs.)	—	22	
Credits	16	--	8	4	8	8	--	44	
	4+4+4+4=16	--	4+4=8	2+2=4	2+2+2+2=8	2+2+2+2=8			
SEM V (5.5)	Major-VII (4) Major-VIII (4) Major-IX (2)	Major E-I (4)	Minor-III (4)	OE-V (2)	--	--	FP (2)	22	UG Degree 132
SEM VI (5.5)	Major-X (4) Major-XI (4) Major-XII (2)	Major E-II (4)	Minor-IV (4)	--	--	--	OJT (4)	22	
Credits	20	8	8	2	--	--	6	44	
	4+4+2+4+4+2=20	4+4=8	4+4=8	2	--	--	2+4=6		

Total Credits	60		24	10	12	16	10	132	
SEM VII (6.0)	Major-XIII (4) Major-XIV (4) Major-XV (4) Major-XVI (2)	Major E-III (4)	RM (4)	--	--	--	--	22	Four Year Bachelor Degree (Honours) 176
SEM VIII (6.0)	Major-XVII (4) Major-XVIII (4) Major-XIX (4) Major-XX (2)	Major E-IV (4)	--	--	--	--	OJT (4)	22	
Credits	28	8	4	--	--	--	4	44	
	4+4+4+2+4+4+4+2= 28	4+4=8	4						
Total Credits	96		28	10	12	16	14	176	
SEM VII (6.0)	Major-XIII (4) Major-XIV (4) Major-XV (2)	Major E-III (4)	RM (4)	--	--	--	RP-I (4)	22	Four Year Bachelor Degree (Hon. With Research) 176
SEM VIII (6.0)	Major-XVI (4) Major-XVII (4) Major-XVIII (2)	Major E-IV (4)	--	--	--	--	RP-II (8)	22	
Credits	20	8	4	--	--	--	12	44	
Total Credits	88		28	10	12	16	22	176	

**Note:**

- University may decide to offer maximum of three subjects (Courses) in the first year. The student may select one subject out of combination of three subjects (Courses), (which a student has chosen in the first year) as a **MAJOR** subject (Course) and one subject (Course) as **MINOR** Subject in the second year. Thereby it is inferred that the remaining third subject (Course) shall stand discontinued from Second Year onwards.
- **MAJOR:** Mandatory /Elective
- **MINOR:** Course may be from different disciplines of same faculty of DSC Major
- **OE (Open Elective):** Elective courses/**Open Elective to be chosen compulsorily from faculty other than that of the Major.**
- **VSC/ SEC: Vocational Skill Courses (MAJOR related)/ Skill Enhancement Courses**
- **AEC/ VEC / IKS:** Ability Enhancement Courses (English, Modern Indian Language)/Value Education Courses/ Indian Knowledge System (Generic & Specific))
- **OJT/FP/RP/CEP/CC:** On-Job Training (Internship/Apprenticeship) / Field Project (Major related)/ Research Projects (Major related) Community Engagement (**Major related**)/ **Co-Curricular courses (CC)** such as Health & Wellness, Yoga Education, Sport, and Fitness, Cultural activities, NSS/NCC and Fine /applied/visual/performing Arts / Vivek Vahini etc.
- **VEC-I** will include (i) Democracy and Election and (ii) Indian Constitution and **VEC-II** will include Environment Science/ Studies.

**SHIVAJI UNIVERSITY, KOLHAPUR**

**NEP-2020(2.0): Credit Framework for UG(B.Com. Business Administration) Programme under faculty of Commerce and Management**

**As per NEP to be implementation from Academic Year 2024-25**

Leve I	Semester	Major		Minor	Open Elective(OE )	Vocational & Skill Enhancement Courses 1.Vocational Skill Course(VSC), 2.Skill Enhancement Course(SEC)	Ability Enhancement Courses(AEC), Value Education Courses(VEC),India n Knowledge System(IKS)	On Job Training(OJT) ,Field Project(FP)/ /Community Engagement Program(CEP), Co- curricular Courses(CC),Research Project(RP)	Cumulative Credit	Degree/ Cum.Credits
		Mandatory	Electives							
CREDIT DISTRIBUTION		50% Credit of Total credit		18-20 Credit	10-12 Credit	VSEC(14-16) VSC=8-10 Credit SEC=6 Credit	AEC=8 Credit,IKS=2 Credit,VEC-4 Credit	FP=4-6 credit, CC=8 Credit, RP=12 credit		
4.5	I	DSC-A1(4)  Principles of Management	-	DSC-C1 (4)  Introduction of Accounting	OE-I (2) Marathi- I/Geography- I/Hindi-I/Micro Economics-I/ Mathematics-I	SEC-I (2)  Marketing Skills-I	AEC-I (2)  English for Business Communication-I	CC (2)	22	UG Certificate (40-44)
		DSC-B1(4)  Bank Management	-				IKS-I (2)  Indian Business Management (Generic)			
	Total-Sem- I	8		4	2	2	4	2	22	
	II	DSC-A2(4)  Fundamentals of Business	-	DSC-C2(4)  Advanced Accounting	OE-II (2) Marathi- II/Geograph y-II/Hindi- II/Micro Economics- II/ Mathematics -II	SEC-II (2)  Accounting Skills-I	AEC-II (2)  English for Business Communication-II	CEP (2)	22	

		DSC-B2(4)  Business Environment	-				VEC-I (2) Democracy, Election and Indian Constitution			
	Total-Sem-II	8		4	2	2	4	2	22	
	Cum.Credit Sem-I & II	16		8	4	4	8	4	44	
Exit Option: Award of UG Certificate in Major with 40-44 credits and an additional 4 credits core NSQF course/Internship or continue with major and minor										
5.0	III	Major-III(4)  Entrepreneurs hip Development		Minor-I (4)  Management Accounting	OE-III (2)  Macro Economics-I/Business Statistics-I/Fundamentals of Computer-I	SEC-III (2)  Marketing Skills-II	AEC- III (2) English for Business Communication-III		22	UG Diploma (80-88)
		Major-IV (4)  Insurance Management								
	Total-Sem-III	8		4	2	4	4		22	
	IV	Major-V (4)  Human Resource Management		Minor-II (4)  Corporate Accounting	OE-IV (2) Macro Economics-II/Business Statistics-II//Fundamentals of Computer-II	SEC-IV(2) Accounting Skills	AEC-III (2) English for Business Communication-IV		22	
		Major-VI (4)  IT for								

		Management								
	Total-Sem-IV	8		4	2	4	4		22	
	Cum.Credit Sem-III & IV	16		8	4	8	8		44	
	Cumm.Credit(I,II,III,IV)	32		16	8	12	16	4	88	
Exit Option: Award of UG Diploma in Major with 80-88 credits and an additional 4 credits core NSQF course/Internship or continue with major and minor										
5.5	V	Major-VII (4) Business Legal Framework	Major-Elective-I(4) A1/B1/C1/D1	Minor-III (4) Money and Financial System	OE-V (2) Rural Development/Agricultural Economics/E-commerce			FP(2)		UG Degree 120-132
		Major-VIII(4)  Modern Management								
	Major-IX(2)  Service Management									
	Total Sem-V	10	4	4	2		-	2	22	
	VI	Major- X(4)  Strategic Management	Major-Elective-II (4) A2/B2/C2/D2	Minor-IV (4) Financial Service Management				OJT(4)		
		Major- XI(4)  Organizational Behaviour								
		Major-XII(2)  Tax								

		Management								
	<b>Total Sem-VI</b>	<b>10</b>	<b>4</b>	<b>4</b>				<b>6</b>	<b>22</b>	
	<b>Cum.Credit Sem-V &amp; VI</b>	<b>20</b>	<b>8</b>	<b>8</b>	<b>2</b>			<b>6</b>	<b>44</b>	
	<b>Cumm.Credit(I,II,III,IV,V,VI)</b>	<b>52</b>	<b>8</b>	<b>24</b>	<b>10</b>	<b>12</b>	<b>16</b>	<b>10</b>	<b>132</b>	
	<b>Total Credits</b>	<b>60</b>		<b>24</b>	<b>10</b>	<b>12</b>	<b>16</b>	<b>10</b>	<b>132</b>	
<b>Exit Option: Award of UG Degree in Major with 120-132 credits and an additional 4 credits core NSQF course/Internship or continue with major and minor</b>										
Level	Semester	Major		Minor	Open Elective (OE)	Vocational Skill Course(VSC),Skill Enhancement Course(SEC)	Ability Enhancement Courses(AEC),Indian Knowledge System(IKS),Value Education Courses(VEC)	Field Project(FP)/Internship/Community Engagement & Service, Co-curricular Courses(CC), Research Project(RP)	Cumulative Credit	Degree/ Cum. Credits
		Mandatory	Elective							
6.0	VII	<b>Major-XIII (4)</b> Corporate Governance & Business Ethics	<b>Major-Elective -III</b> A3/B3/C3/D4 (4)	<b>RM(4)</b> Research methodology						<b>UG Honours Degree 160-176</b>
		<b>Major-XIV (4)</b> International Business								
		<b>Major-XV (4)</b> World Class Quality Management								
		<b>Major-XVI (2)</b> Management Information System								
	<b>Total Sem-VII</b>	<b>14</b>	<b>4</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22</b>	
	VIII	<b>Major-XVII(4)</b>	<b>Major-</b>					OJT(4)		

		AI Applications in Business	<b>Elective -IV</b> A4/B4/C4/D4 (4)							
		<b>Major-XVIII(4)</b>  Chh. Shivaji Maharaj-The Management Guru								
		<b>Major-XIX(4)</b>  Industrial Management								
	<b>Major-XX(2)</b>  Co-operative Development									
	<b>Total Sem-VIII</b>	<b>14</b>	<b>4</b>					<b>4</b>	<b>22</b>	
	<b>Cum.Credit Sem VII&amp; VIII</b>	<b>28</b>	<b>8</b>	<b>4</b>				<b>4</b>	<b>44</b>	
<b>Cum.Credit (I to VIII) (UG Degree with Honours)</b>	<b>80</b>	<b>16</b>	<b>28</b>	<b>10</b>	<b>12</b>	<b>16</b>	<b>14</b>	<b>176</b>		
<b>Total Credits</b>	<b>96</b>		<b>28</b>	<b>10</b>	<b>12</b>	<b>16</b>	<b>14</b>	<b>176</b>		
<b>Four Year UG Honors Degree in major and minor with 160-176 credits</b>										
	VII	<b>Major-XIII(4)</b> Corporate Governance & Business Ethics	<b>Major-Elective-III</b> (4) A3/B3/C3/D4	<b>RM (4)</b> Research Methodology						<b>UG Honours with Research Degree 160-176</b>
		<b>Major-XIV(4)</b>  International								



6.0		Business							
		Major-XV(2)  Management Information System							
	Total Sem-VII	10	4	4	-	-	-	4	22
	VIII	Major-XVI (4) AI Applications in Business	Major-Elective-IV (4) A4/B4/C4/D4					RP(8)	
		Major-XVII (4)  Chh. Shivaji Maharaj-The Management Guru							
		Major-XVIII(2)  Co-operative Development							
	Total Sem-VIII	10	4	-	-	-	-	8	22
Cum.Credit Sem VII& VIII	20	8	4	-	-	-	12	44	
Cum.Credit(I,II,III, IV,V,VI) (UG Degree with Research	72	16	28	10	12	16	22	176	
Total Credits	88		28	10	12	16	22	176	
Four Year UG Honors with Research Degree in major and minor with 160-176 credits									

**List of Electives Courses:**

Sr.	Elective Code	Elective Group	Semester – V	Semester- VI	Semester – VII	Semester – VIII
1.	A	<b>Marketing Management</b>	Digital Marketing (A1)	Consumer Behavior (A2)	Advertising and Brand Management (A3)	International Marketing (A4)
2.	B	<b>Financial Management</b>	Indian Financial System (B1)	Security Analysis & Portfolio Management (B2)	Business Finance (B3)	International Finance (B4)
3.	C	<b>Human Resource Management</b>	HR Planning & Procurement (C1)	Human Resource Development (C2)	Compensation Management (C3)	Industrial Relations and Labor Laws (C4)
4.	D	<b>Production &amp; Operations Management</b>	Production Planning & Control (D1)	Operations Management Strategy (D2)	Material & Inventory Management (D3)	Global Operations and Logistics (D4)

**B.Com. Business Administration**  
**Part I (Semester I and II)**  
**Major Structure as per NEP 2020**

Course Category	Course Code	Semester I	Credit	Course Code	Semester II	Credit
Major Mandatory	DSC-A1	Principles of Management	4	DSC-A2	Fundamentals of Business	4
Major Mandatory	DSC-B1	Bank Management	4	DSC-B2	Business Environment	4
Minor	DSC-C1	Introduction to Accounting	4	DSC-C2	Advanced Accounting	4
Open Elective	OE-I	Marathi-I/Geography-I/Hindi-I/Micro Economics-I/Mathematics-I	2	OE-II	Marathi-II/Geography-II/Hindi-II/Micro Economics-II/Mathematics-II	2
Skill Enhancement Course	SEC-I	Marketing Skills-I	2	SEC-II	Accounting Skills-I	2
Ability Enhancement Course	AEC-I	English for Business Communication-I	2	AEC-II	English for Business Communication-II	2
Indian Knowledge System	IKS-1	Indian Business Management (Generic)	2	-	-	-
Value Education Course		-	-	VEC-I	Democracy, Election and Indian Constitution	2
Co-Curricular Course	CC	Co-Curricular Course(CC)	2	-	-	-
Community Enhancement Program	-	-	-	CEP	Community Enhancement Program(CEP)	2
<b>Exit Option:</b> Award of UG Certificate in Major with 44 credits and an additional 4 credits core NSQF course/Internship OR Continue with Major and Minor						

**B.Com. Business Administration****Part II (Semester III and IV)****Major Structure as per NEP 2020**

<b>Course Category</b>	<b>Course Code</b>	<b>Semester III</b>	<b>Credit</b>	<b>Course Code</b>	<b>Semester IV</b>	<b>Credit</b>
Major Mandatory	Major-III	Entrepreneurship Development	4	Major-V	Human Resource Management	4
Major Mandatory	Major-IV	Insurance Management	4	Major-VI	IT for Business Management	4
Minor	Minor-I	Management Accounting	4	Minor-II	Corporate Accounting	4
Open Elective	OE-III	Macro Economics-I/Business Statistics-II/Fundamentals of Computer-I	2	OE-IV	Macro Economics-II/Business Statistics-II /Fundamentals of Computer-II	2
Skill Enhancement Course	SEC-III	Marketing Skills-II	2	SEC-IV	Accounting Skills-II	2
Ability Enhancement Course	AEC-III	English for Business Communication-III	2	AEC-IV	English for Business Communication-IV	2
Indian Knowledge System	IKS-II	Indian Knowledge System (Specific)	2	-	-	-
Vocational Skill Course	VSC-I	Entrepreneurial Skills	2	VSC-II	Managerial Skills	2
Value		-		VEC-II	Environmental	2

Education Course					Studies	
<b>Exit Option:</b> <i>Award of UG Diploma in Major with 80-88 credits and an additional 4 credits core NSQF course/Internship OR Continue with Major and Minor</i>						

## B.Com. Business Administration

### Part III (Semester V and VI)

#### Major Structure as per NEP 2020

Course Category	Course Code	Semester V	Credit	Course Code	Semester VI	Credit
Major Mandatory	Major-VII	Business Legal Framework	4	Major-X	Strategic Management	4
Major Mandatory	Major-VIII	Modern Management	4	Major-XI	Organisational Behaviour	4
Major Mandatory	Major-IX	Service Management	2	Major-XII	Tax Management	2
Minor	Minor-III	Money & Financial System	4	Minor-IV	Financial Service Management	4
Open Elective	OE-V	Rural Development/Agriculture Economics/E-Commerce	2	-	-	-
<b>Major Elective(Any one)</b>						
1.Marketing Management	Major Elective-A1	A1-Digital Marketing	4	Major Elective-A2	Consumer Behaviour	4
2.Financial Management	Major Elective-B1	B1-Indian Financial System	4	Major Elective-B2	Security & Portfolio Management	4
3.Human Resource Management	Major Elective-C1	C1-HR Planning & Procurement	4	Major Elective-C2	Human Resource Development	4
4.Production Management	Major Elective-D1	D1-Production Planning and Control	4	Major Elective-D2	Operation Management Strategy	4
Field Project/On Job Training	FP-1	Field Project	2	OJT-1	On Job Training	4
<b>Exit Option:</b> Award of UG Degree in Major with 120-132 credits and an additional 4 credits core NSQF course/Internship or continue with major and minor						

**B.Com. Business Administration**  
**Part IV (Semester VII and VIII)**  
**(With Honours)**  
**Major Structure as per NEP 2020**

Course Category	Course Code	Semester VI	Credit	Course Code	Semester VII	Credit
Major Mandatory	Major-XIII	Corporate Governance & Business Ethics	4	Major-XVII	AI Applications in Business	4
Major Mandatory	Major-XIV	International Business	4	Major-XVIII	Chh. Shivaji Maharaj- The Management Guru	4
Major Mandatory	Major-XV	World Class Quality Management	4	Major-XIX	Industrial Management	4
Major Mandatory	Major-XVI	Management Information System	2	Major-XX	Co-operative Development	2
Minor	RM	Research Methodology	4		-	
Field Project/On Job Training	-	-		OJT-2	On Job Training	4
<b>Major Elective (Any One)</b>						
1.Marketing Management	Major Elective-A3	Advertising and Brand Management	4	Major Elective-A4	International Marketing	4
2.Financial Management	Major Elective-B3	Business Finance	4	Major Elective-B4	International Finance	4
3.Human Resource Management	Major Elective-C3	Compensation Management	4	Major Elective-C4	Industrial Relations and Labour Laws	4
4.Production Management	Major Elective-D3	Material and Inventory Management	4	Major Elective-D4	Global Operations and Logistics	4
<b>Four Year UG Honors Degree in major and minor with 160-176 credits</b>						

**B.Com. Business Administration**  
**Part IV (Semester VII and VIII)**  
**(Honours With Research )**  
**Major Structure as per NEP 2020**

Course Category	Course Code	Semester VI	Credit	Course Code	Semester VII	Credit
Major Mandatory	Major-XIII	Corporate Governance & Business Ethics	4	Major-XVII	AI Applications in Business	4
Major Mandatory	Major-XIV	International Business	4	Major-XVIII	Chh. Shivaji Maharaj- The Management Guru	4
Major Mandatory	Major-XVI	Management Information System	2	Major-XX	Co-operative Development	2
RP/OJT	RP-1	Research Project	4	RP-2	Research Project	8
Minor	RM	Research Methodology	4		-	
<b>Major Elective (Any One)</b>						
1.Marketing Management	Major Elective-A3	Advertising and Brand Management	4	Major Elective-A4	International Marketing	4
2.Financial Management	Major Elective-B3	Business Finance	4	Major Elective-B4	International Finance	4
3.Human Resource Management	Major Elective-C3	Compensation Management	4	Major Elective-C4	Industrial Relations and Labour Laws	4
4.Production Management	Major Elective-D3	Material and Inventory Management	4	Major Elective-D4	Global Operations and Logistics	4
<b>Four Year UG Honors with Research Degree in major and minor with 160-176 credits</b>						

**Community Engagement Programme (CEP):**

Under Community Engagement Programme, the student is expected to conduct field activity for beneficiaries (community) and learn real-life experiences. The Community Engagement Programme for B.Com. students may include following type of activities:

- Financial Literacy Awareness Programme
- Digital Literacy Awareness Programme
- Education Loan Awareness Programme
- Entrepreneurship Awareness Programme



- Awareness Programmes on Government Schemes
- Products Market Awareness
- Services Market Awareness
- Consumer Awareness Programme
- Accounting Awareness Programme for Farmers
- Accounting Awareness Programme for Street Vendors etc.

The above list of activities is not exhaustive. The college may add more activities of CEP related to the subjects under Faculty of Commerce and Management. The college may identify such areas for CEP as per the demand by the students as well as concerned teachers.

#### **Open Electives/ Generic Electives- I:**

Commerce students should choose any one of the open electives/ generic electives courses from its basket given by Faculty of Science and Technology or Faculty of Humanities or Faculty of Interdisciplinary Studies.

#### **Skill Enhancement Courses (SEC)- I:**

SEC-I Basket (one of the courses from the basket is to be selected by the student):

1. Marketing Skills (Basic of Marketing) Paper-I
2. Insurance Skills Paper-I
3. Accounting Skills (Preparation of Vouchers) Paper-I
4. Managerial Skills Paper-I
5. Business Communication Skills Paper-I
6. Applied Banking-I

#### **Ability Enhancement Courses (AEC):**

AEC: English for Business Communication

#### **IKS Generic:**

Indian Business Management

#### **Co-curricular Activities (CC):**

(The student may participate in multiple co-curricular activities. However, as a part of credit structure, one of the following courses is to be selected by the student):

- NCC
- NSS

- Sports
- Cultural Activities
- Yoga and Fitness
- Health and Wellness
- Vivek Vahini

Note: For this course, follow the common syllabus and evaluation guidelines issued by the university separately.

### **Pedagogy:**

For effective teaching, learning and evaluation process, students and teachers should apply different methodologies for acquiring knowledge, inculcating skills and values.

<b>Graduate Attributes</b>	<b>Learning Needs</b>	<b>Suggestive Pedagogical Approach</b>
Comprehensive Knowledge	To know the discipline in its current form, its emergence and future developmental aspects, Interdisciplinary and multi-disciplinary context for discipline knowledge	Classroom Lecture using chalk and talk technique, case study examples, Discussion method, Thematic Teaching and Learning by design
Procedural knowledge	To know how to use the knowledge professionally for highly skilled work/tasks related to the chosen field(s) of learning, including knowledge required for undertaking self-employment initiatives, and knowledge and mindset necessary for entrepreneurship Involving enterprise creation, improved product development or a new model of organization	Activity-based Learning

Skill	To have the skills in areas related to specialization in the chosen disciplinary/interdisciplinary area(s) of learning in a broad multidisciplinary context, including wide-ranging practical skills, involving a variable in routine and non-routine contexts relating to the chosen field(s) of learning	Training, Workshops, Vocational Internship
Critical thinking	Having an analytical mind and the ability to synthesize information from varied sources	Group discussion, Brainstorming, Real-life problems allowing reflection time, Integration

		among students
Creativity	To be able to think differently and have out-of-box solutions	Stimulus activity, Reframing problems, Brainstorming, Free writing, Mind mapping
Community engagement and service	To know and participate in the practices for community development	Fieldwork involves community services, Outdoor learning Project management.
Learning how to learn skills	To have the ability to pursue self-directed learning activities throughout the life to be a lifelong learner	Exploration, Self- learning, Real-life problems, Allow reflection time, Integration among students
Value inculcation	To imbibe constitutional, humanistic, ethical, and moral values in life, including universal human values of truth, righteous conduct, peace, love, non-violence, scientific temper, and citizenship values	Storytelling, Debate, Discussion, Cultural meet, Celebration of days of National importance

### Assessment

Assessment is the systematic basis for making inferences about the learning and development of students. It is the process of defining, selecting, designing, collecting, analyzing, interpreting, and using information to increase students' learning and development.

There are basically two types of assessment i.e. formative assessment and summative assessment. Formative assessment may have formal weightage in marks or it may not be in the form of marks. It is done for proper achievement of evaluation process. Formative assessment is continuous process through the course. Summative assessment is made at the end of the course period (semester). Teachers may assess their teaching and students' learning by using the following activities suitable to their course:

Written Mode	Oral Mode
1. Examination	1. Viva/ Oral Exam
2. Class Tests	2. Group discussion/ Fishbowl technique
3. Open Book Exams/ Tests	3. Role Play
4. Open Notes Exams/ Tests/ CA	4. Authentic Problem Solving
5. Self-Test/ Online Test	5. WSQ (Watch Summarize Questions)
6. Essay/ Article Writing	6. One Question Quiz
7. Quizzes/ Objective Tests	7. End of the class quiz
8. Class Assignment	8. Think Pair-Share
9. Home Assignment	9. Socratic Seminar

10. Annotated Bibliographies	10. Rapid Fire Questions
11. Reports	11. KWL (Know- Want to Know – Learned)
12. Portfolios	
13. Dissertations	
14. Book Review	
15. Article Review	
16. Journal Writing	
17. Case Studies	
<b>Practical Mode</b>	<b>Integrated Mode</b>
1. Lab Work	1. Paper Presentation/ Seminars
2. Computer simulations	2. SWOC Analysis
3. Virtual Labs	3. Authentic Problem Solving
4. Craft work	4. Field Assignments
5. Co-Curriculars	5. Poster Presentation
6. Work Experience	

(Source: Guidelines by UGC)



**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Administration**  
**SEMESTER – I**

**DSC- A1: PRINCIPLES OF MANAGEMENT**

**Credits: 4**

**(Marks: Semester End:80 ,Internal Assessment:20, Total Marks: 100)**

**Introduced from June 2024**

**COURSE OUTCOMES:**

After studying this course, students will be able to,

1. Explain the contributions towards the management
2. Illustrate in detail various functions of Management
3. Use techniques of decision making in various field of business
4. Demonstrate the process of the controlling

Unit No.	Contents	No. of Hours
1	<b>Introduction to Management</b> Meaning Definitions and characteristics of Management, Need for Management Study, Levels of Management, Contribution of Elton Mayo: Hawthorne Experiments, Peter Drucker: Management by Objective and C. K. Prahlad: Core Competence	15 Hours
2	<b>Planning, Decision Making and Organizing</b> Planning: Concept, Steps in Planning Process, Types of Planning Decision Making: Concept, Process of Decision Making, Techniques for Decision Making Organizing: Concept, steps in organizing. Centralization and Decentralization	15 Hours
3	<b>Staffing, Directing and Motivation</b> Staffing: Concept, Importance of staffing, Sources of Recruitment. Directing: Concept, elements, and techniques of Directing Motivation: Concept, Need for motivation. Financial and Non -Financial motivation	15 Hours
4	<b>Leadership and Control</b> Leadership: Concept, Importance of Leadership, qualities of leader, Leadership style Controlling: Concept, Importance of controlling, Types of control, Steps in control process	15 Hours

**Note:** Suitable practical's /Case studies should be discussed in the class .

**Reference Books:**

1. TN Chhabra- Management Concepts and Practice, Dhanpat Rai & Co.
2. Peter F. Drucker-Practice of Management, Mercury Books
3. C.B.Gupta-Organisation and Management, Sultan Chand & Sons
4. H.Koontz- Principles of Management, McGraw Hill India
5. Shrinivas & Chunawala- Management- Principles and Practice, Himalaya Publication
6. Durai, P.-Principles of Management, Text and Cases, Pearson Education.
7. Koontz, H.- Essentials of Management. Tata McGraw-Hill Education.
8. Stoner, Freeman & Gilbert Jr.-Management, Prentice Hall.
9. Weihrich, H. & Koontz, H. -Management- A Global Perspective ,Tata McGraw-Hill Education.
10. Robbins & Coulter -Management, Prentice Hall Publication

**Nature of University Question Paper**

Shivaji University, Kolhapur

Program: B.Com.(Business Administration)

Level 4.5

Semester-I

Course Code:DSE-A1

**Principles of Management**

Time: 3 Hours

Total Marks 80

Question No.1	a) Multiple Choice Questions (6 Questions - 4 alternatives each)	12 Marks
	b) Match the following (Two Columns-Four pairs)	04 Marks
	c) Two statements (Answering true or false)	04 Marks
Question No.2	Write Short Notes (Any four out of six)	20 Marks
Question No.3	Answer the following (Any four out of six)	20 Marks
Question No.4	Answer the following (Any two out of four)	20 Marks

**Internal Assessment**

**20 Marks**



**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Administration**  
**SEMESTER – I**  
**DSC-B1: BANK MANAGEMENT**  
**Credits: 4**

(Marks: Semester End:80 Internal Assessment:20 Total Marks: 100)

**Introduced from June 2024**

**COURSE OUTCOMES**

After studying this course, students will be-

- Describe to structure and role of Indian Financial System.
- Demonstrate importance of Banker-Customer Relationship and functions of Bank.
- Explain Role of Central Bank in Economic Development.
- Assess role of Reserve Bank of India and Monetary & Credit Policy.

Unit No.	Contents	No. of Hours
1	<b>Indian Financial System and types of banks</b> <ul style="list-style-type: none"> <li>▪ History /Overview of the Indian Financial System</li> <li>▪ Structure and Role of Financial System in Economic Development.</li> <li>▪ Types of Banks: Central Bank, Commercial Banks, Co-operative Banks, Small Finance Banks</li> <li>▪ Payment Banks, Scheduled &amp; Non-Scheduled Banks.</li> </ul>	15 Hours
2	<b>Banker-Customer Relationship and Functions of Bank</b> <ul style="list-style-type: none"> <li>▪ Introduction &amp; Definition of Customer, Banker-Customer Relationship</li> <li>▪ Termination of relationship, Banker's Special Relationship</li> <li>▪ Primary &amp; Secondary Functions of banks</li> <li>▪ Ancillary Services by banks.</li> </ul>	15 Hours
3	<b>Introduction to Central Banking</b> <ul style="list-style-type: none"> <li>▪ Meaning, Evolution of Central Banks, Main Functions</li> <li>▪ Role of Central Bank in Economic Development, RBI &amp; its origin, Role of RBI, Purpose of RBI</li> </ul>	15 Hours
4	<b>Monetary and Credit Policy:</b> <ul style="list-style-type: none"> <li>▪ Meaning &amp; Objectives Monetary and Credit Policy</li> <li>▪ Instruments, Need Monetary and Credit Policy</li> <li>▪ Other Aspects of the Policies.</li> </ul>	15 Hours

**Note:** Suitable practical's /Case studies should be discussed in the class .

**References Books:**

3

1. Principles and Practice of Banking – Indian Institute of Banking and Finance.

2. Modern banking and Insurance – Jain J. N & Jain R.K., Cambridge University Press.
3. Banking Law and Practice in India- M. L. Tannan and C.R. Datta, student's edition.
4. Indian Banking – Nature and Problems – Desai Vasant, Himalaya Publishing House.
5. Fundamentals of Banking Theory and Practice – Basu A.K., Mukharji Amp Co. publisher
6. Bank Lending- Prasad S. Vipradas and Prof. Dr. J.K. Syan, Himalaya Publication House
7. Banking Reforms in India- Managing Change- K. Subramanian, T.K. Velayudham, Tata Mcgraw -Hill Publication
8. Indian Financial System- Reena Madhav-Sublime Publication Jaypur.
9. Money, Banking, International Trade, and Public Finance- Dr. D.M. Mithani, Himalaya Publishing.

### **Nature of University Question Paper**

Shivaji University, Kolhapur

Program: B.Com.(Business Administration)

Level 4.5

Semester-I

Course Code:DSE-B1

### **Bank Management**

Time: 3 Hours

Total Marks: 80

Question No.1	a) Multiple Choice Questions (6 Questions - 4 alternatives each)	12 Marks
	b) Match the following (Two Columns-Four pairs)	04 Marks
	c) Two statements (Answering true or false)	04 Marks
Question No.2	Write Short Notes (Any four out of six)	20 Marks
Question No.3	Answer the following (Any four out of six)	20 Marks
Question No.4	Answer the following (Any two out of four)	20 Marks

**Internal Assessment**

**20 Marks**

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Administration**  
**SEMESTER – I**  
**DSC-C1: INTRODUCTION TO ACCOUNTING**  
**Credits: 4**  
**(Marks: Semester End:80 Internal Assessment:20 Total Marks: 100)**  
**Introduced from June 2024**

**COURSE OUTCOMES**

After studying this course, students will be able to

1. Explain the fundamental concepts of Book-Keeping & Accounting, accounting concepts and conventions.
2. Differentiate accounting standards and accounting terms.
3. Demonstrate accounting procedure -Journal and Ledger amalgamation of partnership firms.
4. Execute Preparation of Trial Balance and Final Account

Unit No.	Contents	No. of Hours
1	<b>Book Keeping &amp; Accounting</b> <ul style="list-style-type: none"> <li>▪ Meaning, Scope of Book Keeping and Accounting</li> <li>▪ Difference between Book keeping and Accounting</li> <li>▪ Accounting Concepts and Conventions</li> <li>▪ AS &amp; IND -AS, IFRS</li> </ul>	15 Hours
2	<b>Basics Accounting Terms</b> <ul style="list-style-type: none"> <li>▪ Types of Account and Accounting Rules</li> <li>▪ Journal- Meaning and Importance</li> <li>▪ Journalizing Procedure</li> <li>▪ Practical Problem based on Journal</li> </ul>	15 Hours
3	<b>Ledger and Subsidiary Books</b> <ul style="list-style-type: none"> <li>▪ Ledger- Meaning, Need and Importance, Ledger Posting</li> <li>▪ Subsidiary Books – Meaning and its types, Posting in Subsidiary book</li> </ul>	15 Hours
4	<b>Preparation of Trial Balance and Final Account</b> <ul style="list-style-type: none"> <li>▪ Preparation of Trial Balance, Classification and Rectification of Errors</li> <li>▪ Preparation of Final Accounts of Sole Proprietorship and Partnership Firm , Adjustment Entries</li> </ul>	15 Hours

**Note:** Suitable practical's /Case studies should be discussed in the class .

## References Books:

1. Patkar, M.G. Book Keeping & Accountancy, Phadke Prakashan
2. Sheila Robinson (Ninth Edition) „Book Keeping and Accounts, Pearson.
3. Dr. Richa Darshan, Prashant Sarothiya Basics of Financial Accounting, Education Publishing
4. Wayne A. Label, (Third Edition) „Accounting for Non-Accountants
5. Advance Accountancy: Volume I- M.C. Shukla And Grewal ,S.Chand & Company Pvt.Ltd. ,New Delhi
6. Advance Accountancy: S.P. Jain And K.L. Narang,Kalyani Publishers,New Delhi
7. Advance Accountancy: R.L. Gupta And M.Radhaswamy, Sultan Chand & Sons,New Delhi

### Nature of University Question Paper

Shivaji University, Kolhapur

Program: B.Com.(Business Administration)

Level 4.5

Semester-I

Course Code:DSE-C1

### Introduction to Accounting

Time: 3 Hours

Total Marks 80

1. Question No.1 and Question No.2 are **compulsory**
2. Attempt any **three** questions from Question No.3 to Question No.6
3. Use of calculator is allowed

Question No.1	a) Choose the appropriate alternative	10 Marks
	b) State True or False	06 Marks
Question No.2	Write Short Notes (Any Four out of Six)	16 Marks
Question No.3	Long answer question	16 Marks
Question No.4	Long answer question	16 Marks
Question No.5	Practical problem	16 Marks
Question No.6	a) Short answer question / Short Practical Problem	8 Marks
	b) Short answer question /Short Practical Problem	8 Marks

Internal Assessment

20 Marks

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Administration**  
**SEMESTER – I**  
**SEC-1: MARKETING SKILLS-I**

**Credits: 2**

**(Marks: Semester End:40, Internal Assessment:10, Total Marks: 50)**

**Introduced from June 2024**

**COURSE OUTCOMES**

After studying this course, students will be able to:

1. Develop understanding of basic concepts of marketing, marketing philosophies and environmental conditions effecting marketing decisions of a firm.
2. Analyze the process of marketing decisions involving product development and its role in value creation.

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
1	<b>Introduction to Marketing</b> Marketing - Meaning, Nature, Scope and Importance; Core concepts of marketing; Marketing Philosophies; Services Marketing: Meaning and distinctive characteristics; Marketing Mix. Marketing Environment: Need for studying marketing environment; Micro environmental factors- company, suppliers, marketing intermediaries, customers, competitors, publics; Macro environmental factors-demographic, economic, natural, technological, political-legal and socio- cultural.	10 Hours
2	<b>Consumer Behaviour and Market Selection</b> Consumer Behaviour: Need for studying consumer behaviour; Types; Stages in Consumer buying decision process; Factors influencing consumer buying decisions. Market Selection: Choosing market value through STP. Market Segmentation- Levels and bases of segmenting consumer markets. Market Targeting- concept and criteria. Product Positioning – concept and bases; Product differentiation- concept and bases.	10 Hours
3	<b>Marketing Mix Decision –Product</b> Product Decisions: Concept and classification; Levels of Product. Designing value- Product-mix dimensions, strategies and types; Branding- functions, strategies, types and qualities of good brand name; Packaging and Labelling- functions, types and ethical aspects; Product support services. New Product Development: Product life cycle – concept and marketing strategies; New product development- concept and process.	10 Hours

**Note:** Suitable practical's /Case studies should be discussed in the class .

(As it is SEC, the time of this course can be utilized as 20% for theoretical knowledge and 80%for practical exercises and experiential learning)

**Reference Books Recommended:**

1. Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing. New York: McGraw Hill.
2. Grewal, D., & Levy, M. (2017). Marketing. New York: McGraw Hill Education.
3. Kotler, P., Armstrong, G., & Agnihotri, P. (2018). Principles of Marketing. London: Pearson Education.
4. Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective. London: Pearson Education.
5. Mahajan, J. P., & Mahajan, A. (2014). Principles of Marketing. Delhi: Vikas Publications.
6. Saxena, R. (2006). Marketing Management. Delhi: Tata McGraw Hill Education.
7. Sharma, K., & Aggarwal, S. (2018). Principles of Marketing. Delhi: Taxmann Publication.

**Assessment:**

Formative assessment should be based on experiential learning and skill-oriented activities. Internal evaluation will consist of the practical test of 10 marks. Semester-end examination will be for 40 marks.

**Nature of University Question Paper**

Shivaji University, Kolhapur

Program: B.Com.

(Business Administration)

Level 4.5

Semester-I

Course Code: SEC-I

**Marketing Skills-I**

Time: 90 Minutes

Total Marks: 40

**Instructions:**

1. Question 1 and 2 are compulsory.
2. Attempt any three questions from 3 to 6.

Question No. 1	Multiple Choice Questions (8 questions)	8 Marks
Question No. 2	Write Short notes (Any two out of three)	8 Marks
Question No. 3	Practical question/ Case study (Skill oriented)	8 Marks
Question No. 4	Practical question/ Case study (Skill oriented)	8 Marks
Question No. 5	Practical question/ Case study (Skill oriented)	8 Marks
Question No. 6	Practical question/ Case study (Skill oriented)	8 Marks

(Questions should test skill enhancement)

**Internal Assessment**

**10 Marks**

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Administration**

**SEMESTER – I**  
**AEC-I: ENGLISH FOR BUSINESS COMMUNICATION-I**

**Credits: 2**

**(Marks: Semester End:40, Internal Assessment:10, Total Marks: 50)**

**Introduced from June 2024**

**COURSE OUTCOMES**

After studying this course, students will be able to:

1. To enable students to learn and enrich vocabulary in English
2. To assist students to learn and use present and past tenses
3. To help students to use future aspect
4. To introduce different types of sentence constructions in English
5. To enable students to use new vocabulary in sentences with correct tenses.

Unit No.	Contents	No. of Hours
1	Enriching Vocabulary	15 Hours
2	Tenses and Types of Sentences	15 Hours

**Note:** Suitable practical's /Case studies should be discussed in the class .

**Reference Books Recommended:**

1. Swan, Michael (2007). Practical English Usage. New Delhi: Oxford University Press.
2. Rao, Prasad (2019). High School English Grammar and Composition. New Delhi: BlackieELT Books.
3. Jones, Daniel (2006). Cambridge English Pronouncing Dictionary. Singapore: CambridgeUniversity Press.
4. <https://www.collinsdictionary.com/>
5. Reclaim Your Creative Confidence by Tom Kelley & David Kelley
6. The Complete Works of Rabindranath Tagore, General Press, New Delhi 2017

**Nature of University Question Paper**  
Shivaji University, Kolhapur  
Program: B.Com.(Business Administration)  
Level 4.5  
Semester-I  
Course Code: AEC-I  
**English for Business Communication**

**Instructions:**

- Question 1 and 2 are compulsory.
- Attempt any three questions from 3 to 6.

Time: 90 Minutes

Total Marks: 40

Marks

Question No. 1	a) Multiple Choice Questions (5 questions)	5 Marks
	b) Answer in One sentence (5 questions)	5 Marks
Question No. 2	a) based on Unit 1	10 Marks
	b) Based on Unit 2	10 Marks
Question No. 3	a) based on Unit 1	5 Marks
	b) Based on Unit 2	5 Marks

Internal Assessment:

10 marks



**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Administration**  
**SEMESTER – I**  
**IKS- Generic: Indian Business Management**  
**Course Code: IKS (1)**  
**Credits: 2**  
**(Marks: Semester End:40, Internal Assessment:10, Total Marks: 50)**  
**(Introduced from June 2024)**

**Course Outcomes:**

After studying this course, students will be able to,

1. Understand the key ideas of Indian management
2. Explain how to develop Indian thoughts in management
3. Apply values in Management practices
4. Demonstrate various examples of Indian thinkers and Indian business models before the students

Unit No.	Course Content	No. of Hours
1	<b>Indian Management</b> Evolution of Indian Management, key ideas of Indian Management, Role of Values in Management, Indian Epics and Management, Dimensions of Vedic Management, Bhagwad Gita, Ramayan, Buddha's Management, Kautilaya's Arthshastra	15 Hours
2	<b>Indian Business Models</b> Business Model of Tata, Business Model of Bajaj Group, Business Model of Aditya Birla Group, Business Model of Reliance Industries, Business Model of AMUL	15 Hours

**Reference Books Recommended:**

1. Sanjeev Rinka and Khanna, Parul: Ethics and Values in Business Management, Ane Books Pvt. Ltd.
2. Khanna. S.: Vedic Management, Taxman Publication (P) Ltd.
3. Bhagwad Gita as Viewed by Swami Vivekananda; Vedanta Press & Bookshop
4. Rajgopalachari C. Ramayan Bhartiya Vidya Bhawan
5. Dona Witten and Akong Tulku Rinpoche, Enlightened Management: Bringing Buddhist Principles to Work, Park Street Press
6. B. R. Ambedkar, Buddha and His Dhamma, Government of Maharashtra, W & S of Dr. Babasaheb Ambedkar, Mumbai

7. Gita Piramal: Business Legends

8. Kalai Selvan N:Tata's Business and Growth Strategy (Business Strategy Series) 1 Jan 2008

**Nature of Question Paper**

**Shivaji University, Kolhapur**

**Programme: B. Com. Business Administration**

**Level 4.5**

**Semester- I Course Code: IKS (1)**

**IKS- Generic: Indian Business Management**

(Introduced from June 2024)

Time: 90 Minutes

Total Marks: 40

Question No. 1	a) Multiple Choice Questions (3 Questions - 4 alternatives each)	6 Marks
	b) Match the following (Two Columns-Four pairs)	2 Marks
	c) Two statements (Answering true or false)	2 Marks
Question No. 2	Write Short Notes (Any four out of six)	20 Marks
Question No. 3	Answer the following (Any one out two)	10 Marks

Internal Assessment

10 Marks

**Shivaji University, Kolhapur**  
**Programme: B. Com. Business Administration**  
**Level 4.5**

**Semester- I**  
**Co-curricular Courses**  
**Course Code: CC**

The student may participate in multiple co-curricular activities. However, as a part of creditstructure, one of the following courses is to be selected by the student-

- NCC
- NSS
- Sports
- Cultural Activities
- Yoga and Fitness
- Health and Wellness
- Vivek Vahini

**Note:**

For this course, follow the common syllabus and evaluation guidelines issued bythe university separately.

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Administration**  
**SEMESTER – II**

**DSC- A2: FUNDAMENTALS OF BUSINESS**

**Credits: 4**

**(Marks: Semester End:80, Internal Assessment:20, Total Marks: 100)**

**Introduced from June 2024**

**COURSE OUTCOMES:**

After studying this course, students will be able to-

1. Explain the basic concepts of business
2. Explain various forms of business organisation
3. Illustrate functional aspects of business
4. Evaluate recent trends in business

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
1	<b>Introduction to Business</b> Meaning of Business, Concepts of Trade, Industry and Commerce, Trade and aids to trade, Characteristics of business, Functions of business, Concept of Entrepreneurship	15 Hours
2	<b>Forms of Business Organisation</b> Sole Trading/Proprietorship, Partnership Firm, Limited Liability Partnership (LLP), Company-Types of Companies, Requirements for formations of Firm, LLP and Company	15 Hours
3	<b>Functional Aspects of Business</b> Management of Business organization : Introduction to marketing, human resource management, accounting and finance, Business Environment: Meaning and scope – Factors affecting business environment	15 Hours
4	<b>Recent Trends in Business</b> Liberalization, Privatization and Globalization. Technological innovations and skill development. ‘Make in India’ Movement. Social responsibility and ethics, Emerging opportunities in business; Franchising, Outsourcing, and E-commerce.	15 Hours

**Note:** Suitable practical's /Case studies should be discussed in the class .

**Reference Books:**

1. Durai, P. -Principles of Management, Text and Cases. -Pearson Education.
2. Koontz, H.-Essentials of Management-Tata McGraw-Hill Education.
3. Stoner, Freeman & Gilbert Jr. – Management- Prentice Hall Publication
4. Weinrich, H. & Koontz, H. - Management- A Global Perspective, Tata McGraw-Hill Education.
5. Robbins & Coulter - Management. Prentice Hall Publication
6. Robbins, S.P. & Decenzo, D. A. - Fundamentals of Management: Essential Concepts and Applications, Pearson Education
7. Luthans, F-. Organizational Behaviour, McGraw-Hill Publication

**Nature of University Question Paper**

Shivaji University, Kolhapur

Program: B.Com.(Business Administration)

Level 4.5

Semester-II

Course Code:DSE-A2

**Fundamentals of Business**

Time: 3 Hours

Total Marks 80

Question No.1	a) Multiple Choice Questions (6 Questions - 4 alternatives each)	12 Marks
	b) Match the following (Two Columns-Four pairs)	04 Marks
	c) Two statements (Answering true or false)	04 Marks
Question No.2	Write Short Notes (Any four out of six)	20 Marks
Question No.3	Answer the following (Any four out of six)	20 Marks
Question No.4	Answer the following (Any two out of four)	20 Marks

**Internal Assessment**

**20 Marks**

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Administration**  
**SEMESTER – II**  
**DSC- B2: BUSINESS ENVIRONMENT**

**Credits: 4**

**(Marks: Semester End:80, Internal Assessment:20 ,Total Marks: 100)**

**Introduced from June 2024**

**COURSE OUTCOMES:**

After studying this course, students will be able to,

- Explain the concept of Business Environment and its elements
- Describe Economic Environment and factors of Non-Economic Environment
- Simplify Global Environment and Various concepts.
- Illustrate concept of Corporate Social Responsibility (CSR).

Unit No.	Contents	No. of Hours
1	<b>Introduction to Business Environment</b> <ul style="list-style-type: none"> <li>▪ Introduction, Concept and Meaning of Business Environment</li> <li>▪ Importance of Micro and Macro Elements of Environment</li> <li>▪ Internal and External Environment of Business</li> <li>▪ Components of Business Environment</li> </ul>	15 Hours
2	<b>Economic and Non-Economic Environment</b> <ul style="list-style-type: none"> <li>▪ Introduction, Meaning and Nature of Economic Environment</li> <li>▪ Economic Environment after 1991 and its Impact on Industry</li> <li>▪ Introduction and Meaning of Non-Economic Environment</li> <li>▪ Factors of Non-Economic Environment</li> </ul>	15 Hours
3	<b>Non-Economic Environment</b> <ul style="list-style-type: none"> <li>▪ Technological Environment- Introduction and features</li> <li>▪ Social and Cultural Environment- meaning, concept and Features</li> <li>▪ Political and legal Environment- concept and components</li> <li>▪ Demographic Environment –migration and ethnic aspects.</li> </ul>	15 Hours
4	<b>Global Environment</b> <ul style="list-style-type: none"> <li>▪ WTO – Objectives, Functions and Principles.</li> <li>▪ GATT and Global Liberalization</li> <li>▪ Consumer Protection Act and FEMA 1999</li> <li>▪ Corporate Social Responsibility (CSR)</li> </ul>	15 Hours

**Note:** Suitable practical's /Case studies should be discussed in the class .

**Reference Books:**

1. Business Environment-K.Aswathappa, Himalaya Publishing House.
2. Business Environment - Freancis Cherunilam, Himalaya Publishing House.
3. Policy and Strategic Management, R.M.Srivastava
4. Industrial Health and Safety Management-A.M.Sarma
5. Business Policy: Azar Kazmi, Mcgraw Hill Higher Education.
6. Essentials of Business Environment- K. Aswathappa, Himalaya Publishing House.

**Nature of University Question Paper**

Shivaji University, Kolhapur

Program: B.Com.(Business Administration)

Level 4.5

Semester-II

Course Code:DSE-B2

**Business Environment**

Time: 3 Hours

Total Marks 80

Question No.1	a) Multiple Choice Questions (6 Questions - 4 alternatives each)	12 Marks
	b) Match the following (Two Columns-Four pairs)	04 Marks
	c) Two statements (Answering true or false)	04 Marks
Question No.2	Write Short Notes (Any four out of six)	20 Marks
Question No.3	Answer the following (Any four out of six)	20 Marks
Question No.4	Answer the following (Any two out of four)	20 Marks

**Internal Assessment**

**20 Marks**

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Administration**  
**SEMESTER – II**  
**DSC- C2: ADVANCED ACCOUNTING**  
**Credits: 4**  
**(Marks: Semester End:80, Internal Assessment:20, Total Marks: 100)**  
**Introduced from June 2024**

**COURSE OUTCOMES:**

After studying this course, students will be able to-

1. Explain the accounting receipts and expenditure concepts
2. Illustrate accounting procedure in the case of amalgamation of partnership firms.
3. Interpret accounting procedure in the case of conversion of partnership firms into a company.
4. Assess process of distribution of cash when a partnership firm is dissolved.

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
1	<b>Accounting Receipts and Expenditure: Capital and Revenue</b> <ul style="list-style-type: none"> <li>▪ Capital and Revenue Expenditure -concepts and examples</li> <li>▪ Capital and Revenue Receipts -concepts and examples</li> <li>▪ Difference between Capital Expenditure, Revenue Expenditure and Deferred Revenue Expenditure</li> <li>▪ Difference between Capital Receipts, Revenue Receipts</li> </ul>	15 Hours
2	<b>Amalgamation of Partnership firms</b> Meaning, Need and Objectives of Partnership Firm, Process of Amalgamation, Accounting treatment in the books of Old and New Firms, Balance Sheet in the books of New Firm	15 Hours
3	<b>Conversion of Partnership into Limited Company</b> Meaning, Need and Objectives or Reasons of Conversion, Purchase consideration, Methods of Purchase consideration, Accounting in the books of partnership firm only.	15 Hours
4	<b>Piecemeal Distribution of Cash</b> Meaning, Types of Liabilities, Realisation of assets and Order of payment	15 Hours



<b>Note:</b> Suitable practical's /Case studies should be discussed in the class .		

**Reference Books:**

1. Gupta R.L. and Radhaswamy M-Financial Accounting , Sultan Chand and sons, New Delhi
2. Gupta R.L. Radhaswamy M.-Advanced Accountancy' Sultan chand and Sons, New Delhi.
3. Shukla M.C., Grewal T. S. and Gupta S.C.-‘ Advanced Accountancy, S Chand and Company
4. Jain and Narang – ‘Advanced Accountancy’ Kalyani Publications New Delhi.
5. S. N. Maheshwari, Suneel K. Maheshwari, Sharad K. Maheshwari – Financial Accounting , Vikas Publication House Pvt. Ltd..
6. S. N. Maheshwari, Suneel K. Maheshwari, Sharad K. Maheshwari – ‘Advanced Accountancy’, Vikas Publication House Pvt. Ltd..
7. M.S.Shukla, T.S. Grewal, S.C.Gupta, - ‘Advanced Accounts’ S.Chand and Company Ltd.

**Nature of University Question Paper**

Shivaji University, Kolhapur  
 Program: B.Com.(Business Administration)  
 Level 4.5  
 Semester-II  
 Course Code:DSE-C2  
**Advanced Accounting**

Time: 3 Hours

Total Marks 80

Instructions:

1. Question No.1 and QuestionNo.2 are **compulsory**
2. Attempt any **three** questions from Question No.3 to Question No.6

QuestionNo.1	a) Choose the appropriate alternative	10 Marks
	b) State True or False	06 Marks
QuestionNo.2	Write Short Notes (Any Four out of Six)	16 Marks
QuestionNo.3	Long answer question	16 Marks
QuestionNo.4	Long answer question	16 Marks
QuestionNo.5	Practical problem	16 Marks
QuestionNo.6	a) Short answer question / Short Practical Problem	8 Marks
	b) Short answer question /Short Practical Problem	8 Marks

**Internal Assessment**

**20 Marks**

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Administration**  
**SEMESTER – II**  
**SEC- II: ACCOUNTING SKILLS-I**  
**(Preparation of Vouchers)**  
(Introduced from June 2024)

**Credits: 2**

**(Marks: Semester End:40, Internal Assessment:10, Total Marks: 50)**

**Course Outcomes:**

After studying this course, students will be able to

1. Understand meaning and nature of vouchers Prepare vouchers
2. Prepare Vouchers

Unit No.	Course Content	No. of Hours
<b>1</b>	<b>Introduction to Vouchers and Preparation of vouchers</b> Meaning of voucher, general contents of vouchers, precautions to be taken while preparing vouchers Preparation of vouchers regarding - a) Cash Receipts - Bills, Counterfoils, Receipts, Cash Memo etc. b) Cash Payments - Bills, Receipts c) Purchases – Material Requisition Notes, Tender / Quotation, Order, Goods Received Note, Credit Note etc.	15 Hours
<b>2</b>	<b>Preparation of vouchers</b> Preparation of vouchers regarding - a) Sales – Invoice, Account Sales, Goods Dispatched Note, Debit Note etc. b) Inter-department Transfers – Transfer Note c) Job Order d) Banking – Deposit slips, Withdrawal slips, Cheques, Demand Draft Challan, RTGS / NEFT Challan etc.	15 Hours

Important Note –

The medium of instruction and language of answer may be English or Marathi or mixed form of both the languages. (As it is SEC, the time of this course can be utilized as 20% for theoretical knowledge and 80% for practical exercises and experiential learning)

**Reference Books Recommended:**

1. Kamal Gupta – Contemporary Auditing – Tata McGraw-Hill Publishing Company Ltd., New Delhi.
2. S. V. Ghatalia (Indian Edition) - Spicer & Pegler's Practical Auditing by Walter W. Bigg – Allied Publishers Private Ltd., New Delhi.
3. B. N. Tandon - A Handbook of Practical Auditing – S. Chand & Co., New Delhi.
4. B. N. Tandon, S. Sudharsanam, S. Sundharabahu - A Handbook of Practical Auditing – S. Chand & Co. Ltd., New Delhi.
5. Jagdish Prakash – Auditing Principles, Practices and Problems – Kalyani Publishers, New Delhi.
6. V. H. Kishnadwala, N. H. Kishnadwala, M. V. Shetti - Auditing Principles and Practice – Sultan Chand & Sons, New Delhi.
7. Dr. P. M. Herekar – Auditing – Ajab Publications, Kolhapur.
8. Ravinder Kumar, Virender Sharma - Auditing Principles and Practice – PHI Learning Private Limited, Delhi.

**Nature of University Question Paper**  
Shivaji University, Kolhapur  
Program: B.Com.(Business Administration)  
Level 4.5  
Semester-II  
Course Code:DSE-C2  
**Accounting Skills**

Time: 90 Minutes

Total Marks 40

**Instructions:**

1. Question No. 1 is compulsory
2. Attempt any Four questions from Question No. 2 to Question No.6

QuestionNo.1	a) Choose the appropriate alternative	05Marks
	b) State True or False	03Marks
QuestionNo.2	Preparation of Vouchers – Practical	08Marks
QuestionNo.3	Preparation of Vouchers – Practical	08Marks
QuestionNo.4	Preparation of Vouchers – Practical	08Marks
QuestionNo.5	Preparation of Vouchers – Practical	08Marks
QuestionNo.6	Preparation of Vouchers – Practical	08Marks

Internal Assessment

10 Marks

Note - Printed and / or typed vouchers of different types will be provided to the students and they will be asked to prepare these vouchers.

<p style="text-align: center;"><b>SHIVAJI UNIVERSITY, KOLHAPUR</b>  <b>Faculty of Commerce and Management</b>  <b>Syllabus as per National Education Policy (NEP) 2020</b>  <b>B.Com. Business Administration</b>  <b>SEMESTER – II</b></p> <p style="text-align: center;"><b>SEC- II: English for Business Communication -II</b>  <b>Credits: 2</b>  <b>(Marks: Semester End:40 ,Internal Assessment:10 ,Total Marks: 50)</b>  <b>Introduced from June 2024</b></p>		
<p><b>Course Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. To enable students to describe the objects and things</li> <li>2. To help students to describe the persons and places</li> <li>3. To assist students to describe daily routine and processes</li> <li>4. To develop students reading and comprehension skills</li> <li>5. To inculcate values among the students</li> </ol>		
<b>Unit No.</b>	<b>Course Content</b>	<b>No. of Hours</b>
<b>1</b>	Description	15 Hours
<b>2</b>	A. Reclaim Your Creative Confidence by Tom Kelley & David Kelley B.1. Yes! I Can Do it by Shweta Taneja 2. The Exercise Book by Rabindranath Tagore	15 Hours

**Reference Books Recommended:**

1. Swan, Michael (2007). Practical English Usage. New Delhi: Oxford University Press.
2. Rao, Prasad (2019). High School English Grammar and Composition. New Delhi: BlackieELT Books.
3. Jones, Daniel (2006). Cambridge English Pronouncing Dictionary. Singapore: CambridgeUniversity Press.
4. <https://www.collinsdictionary.com/>
5. Reclaim Your Creative Confidence by Tom Kelley & David Kelley
6. The Complete Works of Rabindranath Tagore, General Press, New Delhi 2017

**Nature of University Question Paper**  
Shivaji University, Kolhapur  
Program: B.Com.(Business Administration)  
Level 4.5  
Semester-II  
Course Code:DSE-C2

**AEC-II: English for Business Communication -II**

Time: 90 Minutes

Total Marks: 40

Marks

Question No. 1	a) Multiple Choice Questions (5 questions)	5 Marks
	b) Answer in One sentence (5 questions)	5 Marks
Question No. 2	a) based on Unit 1	10 Marks
	b) Based on Unit 2	10 Marks
Question No. 3	a) based on Unit 1	5 Marks
	b) Based on Unit 2	5 Marks

**Internal Assessment:**

**10 marks**

<p style="text-align: center;"> <b>Shivaji University, Kolhapur</b>  <b>Programme: B. Com. Business Administration</b>  Level 4.5  Semester-II  Course Code: VEC - I  <b>VEC-I: Democracy, Election and Indian Constitution</b> </p>
<p>Note: This course will be common to all students of all faculties notified separately.</p>

<p style="text-align: center;"> <b>Shivaji University, Kolhapur</b>  <b>Programme</b>  <b>B. Com. Business Administration</b>  Level 4.5  Semester-II  Course Code: CEP    <b>Community Engagement Programme (CEP)</b> </p>
<p><b>Note:</b></p> <p>Under the Community Engagement Programme, the student is expected to conduct field activities for beneficiaries (community) and learn real-life experiences.</p> <p>For this course, follow the common syllabus and evaluation guidelines issued by the university separately.</p>

