

Estd. 1962

++*" Accredited by NAAC (2021) With CGPA 3.52

SHIVAJI UNIVERSITY, KOLHAPUR - 416004, MAHARASHTRA

PHONE:EPABX-2609000, www.unishivaji.ac.in, <u>bos@unishivaji.ac.in</u>

शिवाजी विद्यापीठ, कोल्हापूर -४१६००४,महाराष्ट्र दरध्वनी-ईपीएबीएक्स -२६०९०००, अभ्यासमंडळे विभाग दरध्वनी ०२३१–२६०९०९४



जा.क. / शिवाजी वि. / अमं / कॉमर्स / 96

Date:- ०३/ ०३/ २०२५

प्रति,

मा.प्राचार्य / संचालक, सर्व संलग्नित (वाणिज्य व व्यवस्थापन) महाविद्यालये, शिवाजी विद्यापीठ, कोल्हापूर

विषय :- बी. कॉम (Computer Application) भाग 1 कोर्सच्या अभ्यासकमातील किरकोळ दुरूस्तीबाबत.

संदर्भ ः या कार्यालयाचे पत्र एसयु/बीओएस/कॉमर्स ॲण्ड मॅनेजमेंट/466 दिनांक 16/08/2024

महोदय,

उपरोक्त संदर्भिय विषयास अनुसरुन आपणास आदेशान्वये कळविण्यात येते की, राष्ट्रीय शैक्षणिक धोरण, 2020 (NEP 2.0) नुसार शैक्षणिक वर्ष 2024—25 पासून लागू करण्यात आलेल्या बी. कॉम (Computer Application) भाग 1 सेमिस्टर 1 व 2 कोर्सच्या अभ्यासकमामध्ये किरकोळ दुरुस्ती करण्यात आलेली आहे. सोबत सदर अभ्यासकमाची प्रत जोडली आहे. तसेच विद्यापीठाच्या <u>www.unishivaji.ac.in</u> (Online Syllabus) या संकेतस्थळावर ठेवण्यात आला आहे.

सदर अभ्यासकम सर्व संबंधित विद्यार्थी व शिक्षकांच्या निदर्शनास आणून द्यावा ही विनंती.

कळावे,

आपला विश्वास उपकुलसचिव

सोबत : वरील प्रमाणे

प्रत :

- 1. मा. अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा
- 2. मा. अध्यक्ष, सर्व अभ्यास मंडळे, वाणिज्य व व्यवस्थापन विद्याशाखा
- 3. मा. संचालक, परीक्षा व मूल्यमापन मंडळ कार्यालयास.
- 4. मा. संचालक, दूरस्थ व ऑनलाईन शिक्षण केंद्र.
- परीक्षक नियुक्ती ए व बी विभागास.
- बी.कॉम परीक्षा विभागास.
- 7. संगणक केंद्र / आय. टी. सेल विभागास.
- 8. पात्रता विभागास
- 9. संलग्नता टी 1 व टी 2 विभागास

माहितीसाठी व पुढील योग्य त्या कार्यवाहीसाठी

F:\Bhange NB\Mar letter.doc



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

SHIVAJI UNIVERSITY, KOLHAPUR - 416004, MAHARASHTRA

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

शिवाजी विद्यापीठ, कोल्हापूर -४१६००४, महाराष्ट्र

दूरघ्यनी-इंपीएबीएक्स -२६०९०००, अभ्यासमंडले विभाग दुरघ्वनी ०२३१--२६०९०९४



Ref./SU/BOS/Com & Mgt./466

To,

Date: 16/08/2024

The Principal

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

Subject :Regarding syllabi of B.Com. (Computer Application) 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. (Computer Application) 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 <u>www.unishivaji.ac.in</u> (Online Syllabus).

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

Thanking you,

Encl : As above

Copy to,

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

Commerce & Management

- 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. Seminer Section
- 12. IQAC Section

for information and necessary action.

C:\Users\A1\Desktop\20-05-2024\Syllabus letter.doc

4

Registrar

for information

SHIVAJI UNIVERSITY, KOLHAPUR.



Estd. 1962

NAAC "A++" Grade

Faculty of Commerce and Management

Syllabus For

B.COM (COMPUTER APPLICATION) (CBCS) Part-I Sem-I and Sem-II Syllabus as per National Education Policy (NEP) 2020

(To be implemented from June 2024 Onwards)

(Subject to the modifications that will be made from time to time)

उपरोक्त अभ्यासक्रमाची अंमलबजावणी ही संबंधित महाववद्यालयांना सदरअभ्यासक्रमासाठी प्राप्त झालेल्या शासन मान्यतेच्या अिीन असेल.

Shivaji University, Kolhapur

Bachelor of Commerce (B.Com. Computer Application) 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

1. Implementation of Revised guidelines and rules: The revised guidelines and rules shall be implemented gradually as mentioned below:

Level	Programme	Part-I/II/III/IV	From
			Academic
			Year
	Undergraduate Programme:		
Level 4.5	Undergraduate Certificate (One year Or two semesters)	B.Com. Computer Application Part-I	2024-25
Level 5.0	Undergraduate Diploma (Two years or four semesters)	B.Com. Computer Application Part- II	2025-26
Level 5.5	Bachelor's Degree (Three years or six semesters)	B.Com. Computer Application Part-III	2026-27
Level 6.0	Bachelor's Degree with Honors/Research (Four years or eight Semesters)	B.Com. Computer Application 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. Computer Application and B.Com. Computer Application (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).

Note: The guidelines given with reference to circular No.328 dated on 12.6.2024 of Shivaji University will be applicable for this under-graduate program.

2. Eligibility Criteria:

The eligibility of students taking admission at B.Com. Computer Application 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. Computer Application 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. Computer Application Part-I (or Undergraduate Certificate in Computer Application).

- ii. An Examination of any other Statutory University or an examining Body recognized as equivalent there to.
- iii. No candidate shall be allowed to appear the B.Com. Computer Application Part-I (or Undergraduate Certificate in Computer Application) 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. Computer Application Part-II

(Level 5.0):

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

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. Computer Application Part-II (or Undergraduate Diploma in Computer Application) 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. Computer Application Part-III

(Level 5.5):

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

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. Computer Application Part-III (or Three- Year Undergraduate Degree in Computer Application) 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. Computer Application Part-IV (Level 6.0):

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

OR

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

No candidate shall be allowed to appear the B.Com. Computer Application Part-IV (or Four-Year Undergraduate Degree in Computer Application with Honors/ Honors 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. Computer Application Programme: Combination of internal assessment and semester- end examination for B.Com. Computer Application 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 where in 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).

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

5. Credit distribution chart for B.Com. Computer Application Programme: For III year B.Com. Computer Application Programme

Course Name	Code	Total Credits	% of total credits
Major			
Major Mandatory (MM)	MM	52	39.39
Major Elective (ME)	ME	08	6.06
Vocational Skill Courses (VSC)	VSC	04	3.03
On Job Training (OJT)	OJT	04	3.03
Field Project (FP)	FP	02	1.52
Indian Knowledge System	IKS	02	1.52
Community Engagement Programme	СЕР	02	1.52
Major Total Credits	-	74	56.04
Minor	MINOR	24	18.18
Open Elective (OE)/ GenericElective (GE) Courses	OE/GE	6	7.58
Ability Enhancement Courses	AEC	08	
Indian Knowledge System (Generic)	IKS	02	- 10.60
Value Education Courses	VEC	04	
Skill Enhancement Courses	SEC	08	
Co-Curricular Courses (NSS/NCC/Sports/CulturalActivities)	CC	02	7.57
TOTAL	I	132	100%

Course Name	Code	Total Credits	% of Total Credits
Major			
Major Mandatory	MM	82	40.91
Major Elective	ME	16	9.09
Vocational Skill Courses	VSC	4	2.27
On Job Training	OJT	04	2.27
Field Project	FP	02	1.14
Research Projects*	RP	12	6.82
Indian Knowledge System	IKS	02	1.14
Community Engagement Programme	CEP	02	1.14
Major Total Credits		114	64.76
Minor		24	13.64
Research Methodology		4	2.27
Open Elective/ Generic Elective Courses	OE/ GE	6	5.68
Ability Enhancement Courses	AEC	08	
Indian Knowledge System (Generic)	IKS	02	7.95
Value Education Courses	VEC	04	
Skill Enhancement Courses	SEC	08	
Co-Curricular Courses (NSS/NCC/Sports/Cultural Activities)	CC	02	5.68
TOTAL	•	176	100%

For IV year B.Com. Computer Application Programme:

*For honors degree with research, research project is applicable and for honors 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. Computer Application (all Semesters) shall be of 80 marks for 4 credits and 40 marks for 2 credits. The question paper for Environmental Studies for Semester II shall be of 35 marks for theory and 15 marks for projectwork. 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. **Computer Application** 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, its hall 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 Co-ordinator/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

Activities per semester	2 Credit Course Marks	4 Credit Course Marks
Attendance	02 marks	04 marks
Mid Test	04 marks	08 marks
Assignment Seminar Group Activity Presentation Case Study/ Oral Examination	04 marks for any one of the given list (As per concern of subject teacher)	08 marks for any one of the given list (As per concern of subject teacher)

(The record of internal submission by the students should be maintain by higher educational institute for the examination of university authority if required)

Nature of question paper for two credit University End Semester Examination Total Marks: 40
Duration: 1.5 Hrs
Instructions
1. All questions are compulsory.
2. Figures to right indicate full marks
Qu.1) Broad answer questions (Any ONE out of TWO) 16
Qu.2) Short answer questions (Any TWO out of THREE) 14
Qu.3) Write notes on (Any TWO out of FOUR) 10 Nature of Theory Question paper for two credit University End Semester Examination: Duration: 3 Hours Total Marks – 80 Instructions: 1) Que.1 and Que. 8 are compulsory 2) Attempt any three Questions from Que. No.2 to Que. No. 7. 3) Figures to the right indicate marks. Qu.1) Multiple Choice Questions (12 questions for 1 mark each) 12 Qu.2) Broad answer question 16 Qu.3) Broad answer question 16 Qu.4) Broad answer question 16 Qu.5) Broad answer question 16 Qu.6) Broad answer question 16 Qu.7) Broad answer question 16 Qu.8) Write notes on (Any Four out of Six for 5 marks each)

Nature of Practical Question Paper for two credit:

Total Marks: 50

There will be three questions of 15 Marks each, out of which student have to attempt any two Questions.

10 marks for journal and 10 marks for oral.

Time duration is three hours.

Practical Examination should be conducted by the University appointed examiner panel.

7. Ordinances regarding the examination: O. B.Com. Computer Application. 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

* Excluding Environmental Studies which shall be of 1 hours for 35 marks.

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. **Computer Application** 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.Computer Application (all Semesters) the student shall have to score as per this standard of passing shown in the following table:

<mark>Maximum Marks</mark>	<mark>100</mark>	<mark>80</mark>	<mark>50</mark>	<mark>40</mark>	<mark>20</mark>	<mark>10</mark>
Minimum Marks required for Passing	<mark>35</mark>	<mark>28</mark>	<mark>18</mark>	<mark>14</mark>	7	<mark>4</mark>

There shall be a 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 marks13 marks out of 35 in theory course and 5 marks out of 15 for project work.

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	С
45 - 54	6	5.50 - 6.49	В
55 - 64	7	6.50 - 7.49	B+
65 - 74	8	7.50 - 8.49	А
75 - 84	9	8.50 - 9.49	A+
85 - 100	10	9.50 - 10.0	0
			(Outstanding)

Gradation Chart:

Note:

- 1. Marks obtained ≥ 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=Course credits × Grade points obtained of a semester Course credits of respective semester

2.Cumulative Grade Point Average (CGPA)

CGPA=Total credits of a semester × SGPA of respective semester of all semesters Totalcourse credit so fall 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. Computer Application 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. Computer Application Programme:

R.B.Com. Computer Application 1

The Three Year B.Com. **Computer Application** Programme shall consist of 6 semesters which will have 132 credits all together. However, the candidate wishes to attempt for Four Year B.Com. **Computer Application** (Hon./Research) may opt for 4th year which will have 44 credits, hence, Four Year B.Com. **Computer Application**. 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. B. A. 2

Structure of B.Com. Computer Application Programme is given

along with syllabus as shown below:Structure- I for B.Com.

Computer Application Semester I&II

Structure - II for B.Com. B. A. Semester III &IV Structure - III for

B.Com. Computer Application SemesterV& VI Structure-IV for

B.Com. Computer Application Semester VII & VIII

R.B.Com. Computer Application **3**

The List of courses which are included in the structure of B.Com. **Computer Application** Programme is also given along with syllabus of the respective syllabus.

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

R.B.Com. Computer Application 4

(A) Value Education Courses (VEC):

For Semester I and Semester II, there shall be Value Education Courses which areasfollows: Semester I: VEC-I: Democracy, Elections and Indian

Constitution Semester IV: VEC-II: Environmental

Studies

(B) Skill Enhancement Courses (SECs):

For Semester I, II, III, IV, there shall be Skill Enhancement Courses which areasfollows: Semester I: SEC-I: 2 credits Semester II: SEC- II: 2 credits

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

R.B.Com. Computer Application 5

Equivalence of papers and chances for the students in previous-Semester pattern: Two additional subsequent chances shall be provided for the repeater students of old B.Com.

Computer Application 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. Computer Application 6

The detailed syllabus 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 theAcademic Council from time to time on the recommendation of the Boards of Studies in different courses. The text-books and reference books for the various course shall be thoseas prescribed by the Academic Council from time to time on the recommendations of the respective Boards of Studies.

R.B.Com. Computer Application **7**

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

R.B.Com. Computer Application **A.8**

- i. The Principal of the college may permit a student to change his/her major and minor subjects in the first term only before submission of dully filled University Examinationform.
- ii. If a candidate wishes to change the major elective course (subject) at the B.Com. Computer Application 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.
 Computer Application 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. Computer Application 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 dates prescribed by the University for every Examination.

R.B.Com. Computer Application 10

The Scheme of the Physical Education has been made operative for B.Com. **Computer Application** 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 up to 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 up to 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.

- 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. **Computer Application** Part-I semester Examination shall be carried forward for their subsequent attempt/s.
- 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. Computer Application 11

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

R.B.Com. Computer Application 12

- a) A candidate desires to seek B.Com. B. A. Degree in another elective course (ME), shall be permitted to do so. Such candidate may appear at B.Com. B. A. Semester V & VI Examination on the submission for fresh admission. Such a candidate need not appear again for courses other than ME.
- b) The Candidate as above (in clause 'a') shall not be eligible for a second degree and a class, a 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. Computer Application 13

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

(ii) candidates who are allowed to proceed to the B.Com. **Computer Application** Semester- III &IV.

- b) The result of the B.Com. **Computer Application** Semester III & IV examination shall be declared publicly in two categories.
 - (i) Candidate who have passed the B.Com. Computer Application Semester-III & IV examination inaddition to the remaining papers, if any of previous examination,
 (ii) candidate who are allowed to proceed to the next Semester.
- *c*)
- (i) If a candidate fails in all the courses (subject heads) of passing of Semester-I shall be allowed to proceed to Semester II.
- (ii) If a candidate fails in all the courses (subject heads) of passing of Semester-III shallbe allowed to proceed to Semester-IV.
- (iii) If a candidate fails in all the courses (subject heads) of passing of Semester-V shallbe allowed to proceed to Semester-VI.
- (iv) No candidate shall be allowed to proceed to Semester- V

unless candidate hascleared Semester-I & II in all courses

(Subjects).

(v) ATKT rules are applicable for 2^{nd} and 4^{th} Sem.

d) Rules of ATKT made in university time to time will be applicable.

R.B.Com. Computer Application 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. Computer Application Degree, the

result of B.Com. **Computer Application** 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. **Computer Application**. 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. Computer Application Degree, the result of B.Com. Computer Application. 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. Computer Application. Program shall be determined on the basis of the aggregate performance of the candidate at Semester-I to VIII examination.

R.B.Com. Computer Application 15

Standard of Passing:

A) To pass the B.Com. **Computer Application**. 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. Computer Application Semester-I & II Examination ,a candidateshall be required to obtain a minimum of 35% of the total marks in each head of passing i. e. 18 marks out of 50 and 35 marks out of 100.
- b) To pass each Semester of the B.Com. Computer Application
 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 marksout 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 regulations2022 is applicable.

B) For Three Year B.Com **Computer Application** 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. **Computer Application** 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. **Computer Application** 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. **Computer Application** Degree Examination in First Class with Distinction.

C) For Four Year B.Com. **Computer Application** 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. **Computer Application** 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 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. **Computer Application** with (Hon./Research)Degree Examinations, (i.e. Semester-I to VIII aggregate) shall be declared to have passed the B.Com. **Computer Application** with (Hon./Research)Degree Examinations, (i.e. Semester-I to VIII aggregate) shall be declared to have passed the B.Com. **Computer Application** with (Hon./Research)Degree Examinations, (i.e. Semester-I to VIII aggregate) shall be declared to have passed the B.Com. **Computer Application** with (Hon./Research)Degree Examinations, (i.e. Semester-I to VIII aggregate) shall be declared to have passed the B.Com. **Computer Application** with (Hon./Research)

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. **Computer Application** with(Hon./Research) Degree Examination in First Class with Distinction.

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

R.B.Com. Computer Application 16

A candidate who has satisfactorily completed all courses at Semester-I of B.Com. **Computer Application** of the Universities in the State of Maharashtra shall be allowed to join for the Semester II of the B.Com. **Computer Application** 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. **Computer Application** Semester-I examination shall not be allowed to join for the Semester II of the B.Com. **Computer Application** Programme in this university unless and until the candidate has to clear all the courses (papers)of Semester-I from that university.

CBCS R.B.Com. Computer Application 17

- (a) A candidate passing Part-I or II Semester Examinations of the B.Com. Computer Application 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 2022 and Academic Bank of Credit Regulations are applicable.

CBCS R.B.Com. Computer Application 18 Exemption of courses (subjects):

- a) A candidate who wishes to admit for B.Com. Computer Application 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. Computer Application Examination again for same subject.
- b) A candidate who has passed Bachelor of Law (L.L.B.) of any other statutory University in the State of Maharashtra passing candidate be exempted for the course Business Regulatory Framework at B.Com. Computer Application Semester-V&VI.
- 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.

Computer Application 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.

Faculty of Commerce and Management

Structure: Four Year Multidisciplinary Under Graduate B. Com. Computer Application Degree Programme (Honors and Research)

Year	Semester	Maj	or	Minor	OE	VSC, SEC,	AEC,	OJT,	Cumulat	Degree
and				DSM	(There are	VSEC	VEC,	FP,	ive	Per
Level					Two Baskets		IKS	CEP,	Credit	Cumulati
		Mandatory	Elective	(Choose any	of GE)	(Choose		CC, RP	Per	ve Credit
		Daa	DOD	One from		any One			Semester	
		DSC	DSE	pool of	(Select One	from pool				
				courses from	course from	of Major)				
			(Choose any	same	each Basket					
			one from	Discipline)	of other					
			Pool of		Disciplines or					
1	т	$DSC1_{1}(2)$	Courses)		Faculty	VSC1, (2)	AEC1, (2)	CC 1 (2)	22	
1	1	Programming			Economics/	Office	English for	(NSS/NCC/Sports/	22	
4.3		using C Part-I			Marathi-I/	Automation-I	Business	Culture/Health		UG Cartificata
					Hindi-I/		Communication	Wellness/Fitness/		
		DSC2:(4)				SEC1: (2)	P-I	Yoga./Etc.		44
		Fundamentals of				Marketing	VEC1 (2)			
		Technology				SKIII	(Democracy.			
		Teennorogy					Good			
		DSC3:(2)					Governance			
		Lab on DSC1					WG1(2)			
							IKS1(2)			
							Management:			
	II	DSC4(2)		DSM1:(4)	OE2: (2)	VSC2: (2)	AEC 2: (2)	CC 2: (2)	22	
		Programming		Fundamentals	Macro	Office	English for	(NSS/NCC/Sports/		
		using C Part-II		of Management	Economics/	Automation-II	Business	Culture/Health		
		DSC5(2)			Maratin-II/ Hindi-II	SEC2(2)		Fitness/Voga/Etc		
		Operating			i inter ii	Insurance		1 10000 1050 200.		
		System				Skill	VEC2: (2)			
							(Env. Studies)			
		DSC6:(2)								
	Cum Cr			1	1	$1 \pm 1 - 8$	$6 \pm 4 - 10$	1	11	
Exit Ont	ion : Award (nf UG Certificate i	 in Maior with 44	t credits and an	additional 4 cred	+ + + = 0	<u> </u>	n or Continue with N	aior and Mi	nor

Credit Distribution Structure with Multiple Entry and Exit Options

2 5.0	III	DSC7: (2) Programming with C++ DSC8: (4) Computer Networking DSC9:(2) Lab on DSC7		DSM2: (4) Introduction to Accounting with Tally	OE3: (2) Co-operative Development/ Rural Development / Agricultural Economics	VSC3: (2) Web Designing	AEC3: (2) Communication and Soft Skills P-I	FP1: (2) Field Project CC3: (2) (NSS/NCC/Sports/ Culture/Health Wellness/Fitness/Yoga /Etc.	22	UG Diploma 88
	IV	DSC10: (2) DBMS DSC11: (4) System Analysis and Design DSC12:(2) Lab on DSC10		DSM3: (4) Fundamentals of Mathematics DSM4:(2) Digital Marketing		SEC3: (2) Web Technology using PHP	AEC4: (2) Communication and Soft Skills P-II	CEP1: (2) Community Engagement Project CC4: (2) (NSS/NCC/Sports/ Culture/Health Wellness/Fitness/Yoga /Etc.	22	
	Cum. Cr	32		12	6	12	14	12	88	
Exit Opt	ion : Award o	of UG Diploma in	Major with 88	credits and an ac	ditional 4 credits	s core NSQF co	ourse/Internship	or Continue with Maj	or and Mino	r
3 5.5	V	DSC13:(2) RDBMS DSC14: (4) Java Programming DSC15:(2) Lab on DSC13 DSC16:(2) Lab on DSC14	DSE1: (4) 1. Emerging Trends in Information Technology 2. Financial Technologies 3. Enterprise Resource Planning (4) DSE2: (4)	DSM5:(4) Fundamentals of Statistics		VSC4: (2) Software Testing		FP2/CEP2: (2) Field Project	22	UG Degree 132
	VI	DSC17: (4) .Net Technology DSC18: (4) Foundations of Linux DSC19: (2) Lab on DSC17	DSE2: (4) 1. Information System Audit 2. Web Application Security 3. Network Security	DSM6:(4) Bank Management				OJT1: (4) On Job Training	22	
	Cum. Cr	52	8	20	6	14	14	18	132	
Exit Op	tion : Awaro	d of UG Diploma	in Major wit	h 132 credits or	Continue with	Major and M	linor	•	-	

4 6.0	VII	DSC14: (4) R Programming DSC15: (4) Software Engineering and Project Management DSC16: (4) Enterprise Resource Planning DSC17: (2) Lab Work on DSC14	DSE3: (4) 1. Data Visualization 2. Data Warehousing 3. Big Data Management	RM1: (4) Research Methodology					22	UG Honors Degree 176
	VIII	DSC18: (4) Introduction to Python Programming DSC19: (4) Emerging trends in Web Technology DSC20: (4) Advance Database Technology DSC21: (2) Lab Work based on DSC18	DSE4: (4) 1. Soft Computing 2. Cloud Computing 3. Mobile Computing			-		OJT2: (4) On Job Training	22	
Four Ye	ar UG Hone	ors Degree in Ma	aior and Mind	r with 176 Crea	lits	17	17		170	
I VAL IL			ajor und mill		#= V.J					

4 6.0	VII	DSC14: (4) R Programming DSC16: (4) Enterprise Resource Planning DSC17: (2) Lab Work on DSC14	DSE3: (4) 1. Data Visualization 2. Data Warehousing 3. Big Data Management	RM 1: (4) Research Methodology				RP1: (4) Research Project	22	UG Honors with Research Degree 176
	VIII	DSC17: (4) Introduction to Python Programming DSC18: (4) Emerging trends in Web and Database Technology DSC19: (2) Lab Work based on DSC18	DSE4: (4) 1. Soft Computing 2. Cloud Computing 3. Mobile Computing			-		RP2: (8) Research Project	22	
Four Ve	er IIC Hone	U4 Durs with Resear	10 rch Degree in I	24 Major and Min	12 or with 176 Cred	lite lite	14	50	170	<u> </u>
rour re		Juis with resta	i un Degiee III I	viajui anu ivinn		uns				

Abbreviations:

DEC - Discipline Specific Core (Major).DSE - Discipline Specific Elective (Major).DSM - Discipline Specific Minor (Minor). GE/OE-Generic/Other Elective. VSC- Vocational Skill Course.SEC - SkillEnhancement Course.VSEC - Vocational Skill and Skill Enhancement Course.AEC - Ability Enhancement Course.MIL - Modern Indian Languages.ISK - Indian Knowledge System.VEC- Value Education Course.CEP - Community Engagement and Service.CC - Co-Curricular Course.FP - Field Project.OJT - On the Job Training (Internship/Apprenticeship).RP- Research Project/Dissertation.RM - Research Methodology.

Course Code:DSC1	Programming in C- Part I	Credits:02	Marks: 50
Course Outcomes	 After completion of this course students will be able to – 1. Write, compile and debug C Programs. 2. Design programs involving decision structures, loops and function 		ons.
UnitNo.	Descriptions		No. of Periods
1	C Programming Basics: Header and body, Use Interpreter vs compiler, Python vs C. Compilatio Formatted I/O: printf(), scanf(). Data: Variables, types like: int, float char, double and void, short qualifiers, signed and unsigned qualifiers Variab variables, scope of the variables according to blo data types.	of comments. n of a program. Constants, data and long size les: Declaring ck, hierarchy of	15
	Types of operators: Arithmetic, relational, logic assignment, increment and decrement, conditional bitwise and comma operators.	al, compound al or ternary,	
	Precedence and order of evaluation, statements a	nd Expressions.	
2	 Control statements and Arrays: (i) Branching: if statement, elseif statement, (de mean if-else or nested if, switch statement. (ii) Looping: while loop, dowhile, for loop. (iii) Jump statements: break, continue and goto. Arrays: (One and two dimensional), declaring an initialization of arrays, accessing array elements. Data Input and Output functions: Character 1/0 	bes the writer ray variables,	15
	getche(), getchar(), getc(), gets(), putchar(), putcharing Strings: Declaring and initializing Character and string handling functions.	(),puts(). String variables,	
	 Books Recommended: 1. Programming in ANSI C (Third Edition) : E Ba TMH 2. Yashavant P. Kanetkar. "Let Us C", BPB Publ 3. PradipDey, Manas Ghosh, "Programming in C Oxford University Press 	alagurusamy, ications ", second edition,	

Course Code: DSC2	Fundamentals of Information Technology Credits:02	Marks: 50
Course Outcomes	 After completion of this course, the students will be able to- 1. Understand basic concepts of Information Technology and Comp 2. Understand Number systems and logic gates. 3. Identify different Digital components in computers 4. Illustrate Memory Devices and their architecture. 	outers
Unit No.	Descriptions	No.of Periods
1	 Introduction to Information Technology- Definition and meaning of Information Technology Characteristics of Computer Generation of computers Types of computer Block diagram Input- output devices 	15
2	 Number Systems Definition Types of Number System Decimal number system (Base- 10) Binary number system (Base- 2) Octal number system (Base- 2) Octal number system (Base- 8) Hexadecimal number system (Base- 16) Number System Conversion Computer Codes - : BCD, EBCDIC, ASCII. 	15
3	Logic Gates- OR Gate AND Gate NOT Gate XOR Gate Half Adder Full Adder	
4	 Data Storage Components: SR, D, JK, T Flip Flops, Registers, Memory Hierarchy, Architecture of RAM, ROM 	
	 Books Recommended: 1. Computer fundamentals by P.K.Sinha and Priti Sinha 2. Computer fundamentals by Rajaraman 3. Computer fundamentals, Architecture and Organization by B.Ram 	

Course Code: DSC 3	Lab Course –Based on DSC1	Credits: 02	Marks : 50
Course Outcomes	After completion of this course students will be able to-1. Design and implement programs on C programming2. Implement the Document creation and Presentation	concepts.	
	List of Practical's:		
Sr. No.	Description		
1	Write a program to accept 5 subject marks and calculate total marks, percentage and grade of student.		
2	Write a program to input a number and find the given number is Odd or Even.		
3	Write a program to input the day number and display day of week.		
4	Write a program to find the sum of first n natural numbers.		
5	Write a program which display following output- A B C D E A B C D A B C A B A		
6	Write a program to accept the range and generate Fibonacc	i Series.	
7	Write a program to find given number is Armstrong or not.		
8	Write a program to find prime numbers between given rang	Write a program to find prime numbers between given range	
9	Write a program to sort the numbers in ascending and descending order using array.		
10	Write a program to add two Matrices; Use two Dimensiona	al arrays	

SHIVAJI UNIVERSITY, KOLHAPUR

Faculty of Commerce and Management Syllabus as per National Education Policy (NEP) 2020

B.Com Computer Application SEMESTER – I

OE-I Economics-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. Aware about nature and structure of Indian economy.
- 2. Understand major issues in economic development of India.

Unit No.	Contents	No. of Hours
1	 Nature of the Indian Economy Colonialism and Exploitation of India India- An Underdeveloped Economy India – A Developing Economy Natural resources and Infrastructure in India 	15
2	 Economic Development – Issues Some Demographic issues Employment and Unemployment in India Poverty- Poverty line, Causes of Poverty Income Inequalities – Causes, Government policy and measures 	15

References:

- 1. V. K. Puri, S.K. Misra, Bharat Garg (2015). 'Indian Economy' Himalaya Publishing House
- 2. Ramesh Singh, (2023-2024) 'Indian Economy: For civil services and other competitive examinations'. Mc Graw Hill
- 3. Davidson, J. (2018). 'An Introduction to Econometric Theory' Wiley Publisher
- 4. Wignaraja, P. & Sirivardana, S. (2009) 'Economic Democracy through Pro Poor Growth' Sage publisher
- Havibullah, W& Ahuja, M. (2005) 'Land Reforms in India: Computerisation of Land Records' Sage Publisher.

Marks: Semester End: 40 Internal Assessment: 10 Total Marks: 50 Introduced from June 2024

Course learning outcomes

या कोर्सच्या अध्ययनानंतर विद्यार्थ्यांना,

- १. मराठी भाषा व साहित्याभ्यासाची अभिरुची निर्माण होईल.
- २. मराठी साहित्याचे आकलन, विश्लेषण व समीक्षण करता येईल.

विभाग घटक /Unit

(Module)

विभाग १: गद्य १

- १. आपला धंदा कोणता व कसा करावा? दादोबा पांडुरंग तर्खडकर
- २. हिंदी उद्योगधंद्याच्या गरजा व शिक्षण प्रगतीची दिशा महाराजा सयाजीराव गायकवाड.
- ३. मराठी माणूस उद्योगधंद्यात मागे का? बी. जी. शिर्के.
- ४. ये है बंबई मेरी जान यशवंत थोरात

विभाग २ गद्य २

- १. चांदणटिकल्या सलीम सरदार मुल्ला.
- २. उद्याच्या सुंदर दिवसांसाठी नागनाथ कोत्तापल्ले.
- ३. हाऊसकिपर ते यशस्वी उद्योजक हणमंतराव गायकवाड अंजली ठाकूर
- ४. लक्ष्य राही सरनोबत

साधनग्रंथ

- १. काळे, अरुण : नंतर आलेले लोक, लोकवाङ्मय गृह, मुंबई, २०१०
- २. कोत्तापल्ले, नागनाथ : उद्याच्या सुंदर दिवसासाठी, सायन पब्लिकेशन, पुणे, २०१५
- ३. गवस, राजन, शिंदे, अरुण, पाटील गोमटेश : भाषिक सर्जन आणि उपयोजन, दर्या प्रकाशन, पुणे, २०१२
- ४. जोशी, वसंत, (संपा) : एकनाथांची निवडक भारूडे, मेहता पब्लिशिंग हाऊस, पुणे, १९९४
- ५. ठाकूर, अंजली, : असाही एक किमयागार, राजहंस प्रकाशन, पुणे, २०२३

Faculty of Commerce and Management Syllabus as per National Education Policy(NEP) 2020 <u>B.Com Computer Application</u> OE-I Hindi-I Credits: 2

Marks: Semester End: 40 Internal Assessment: 10 Total Marks: 50 Introduced from June 2024

* उद्देश्य

1. प्रयोजनमूलक हिंदी के प्रति छात्रों की रुचि बढाना ।

2. प्रयोजनमूलक हिंदी एवं उसकी उपयोगिता से छात्रों को परिचित कराना ।

3. काव्य एवं कहानी विधा का आस्वाद, विवेचन एवं महत्त्व समझाना ।

4. हिंदी कवि एवं कहानीकारों तथा उनकी रचनाओं से परिचित कराना ।

5. साहित्य के माध्यम से नैतिक मूल्य, राष्ट्रीय मूल्य एवं उत्तिदायित्त्व के प्रति) आस्था निर्माण करना ।

6. हिंदी भाषा के श्रवण, पठन, विचार, कल्पना एवं लेखन क्षमता का छात्रों में विकास करना।

(Hours -15,

* अध्यापन पद्धतियाँ

1. व्याख्यान तथा विश्लेषण ।

2. दृकश्रव्य साधनों का प्रयोग ।

3. विद्वानों के व्याख्यान ।

4. गोष्ठी, परिचर्चा एवं स्वाध्याय ।

इकाई – । विज्ञापन लेखन

Credit -01)

1. विज्ञापन का स्वरूप एवं महत्त्व

2. विज्ञापन के अंग

3. विज्ञापन के उद्देश्य

4. विज्ञापन के क्षेत्र में रोजगार के अवसर

इकाई - II कविताएँ (Hours -15, Credit -01)

1. आ: धरती कितना देती है - सुमित्रानंदन पंत

- 2. जीवन का झरना आरसीप्रसाद सिंह
- 3. पहचान डॉ. देवेंद्र दीपक

4. यहाँ थी वह नदी - मंगलेश डबराल

* संदर्भ ग्रंथ सूची

- 1. प्रयोजनमूलक हिंदी डॉ. लक्ष्मीकांत पांडेय
- 2. प्रयोजनमूलक हिंदी की प्रासंगिकता एवं परिदृश्य डॉ. सु. नागलक्ष्मी

3. प्रयोजनमूलक हिंदी - डॉ. माधव सोनटक्के

- 4. प्रयोजनमूलक व्यावहारिक हिंदी ओमप्रकाश मित्तल
- 5. विज्ञापन कला : कल, आज और कल यशोदा भागवत (अनु. डॉ. गोविंद गुंठे)
- 6. सूचना विज्ञान के बहुआयमी प्रभाव डॉ. गोविंद गुंठे

Course Code: VSC1	Office Automation-I	Credits: 02	Marks : 50
Course Outcomes	After completion of this course students will be able to – 1) Understand the office automation and formatting tools in Office automa 2) Prepare presentation using Power point application.		ation.
Unit No	Descriptions		No. of Periods
1	INTRODUCTION TO OFFICE AUTOMATION: Elem Suit & Area of Use. Benefits of Office Suites, Types of U Office Suites, Features Offered by Office Suite Software. INTRODUCTION TO MS WORD : Introduction t Opening & Saving files, Editing text documents, Insert Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Importing & Exportin Sending files to others, Using Tool bars, Ruler, Using Icon Formatting Documents, Type face, Line Space, Margin Numbering Softing Page style Shortput Kaya Softing Doc	o MS Word, ing, Deleting, o documents, ns, using help, ns, Bullets &	
	Numbering. Setting Page style, Shortcut Keys, Setting Do Table of Contents, Index, Page Numbering, date & Time Creating Tables- Table settings, Borders, Alignmen deletion, Merging, Splitting, Sorting, and Formula, Drawi ClipArts, Pictures/Files etc., Tools – Word Completion, Mail merge, Templates, Creating Letter/Faxes.	cument styles, e, Author etc., its, Insertion, ing - Inserting Spell Checks,	15
2	INTRODUCTION TO MS POWER POINT: In presentation – Opening new presentation, Different templates, Setting backgrounds, Selecting presentation lay a presentation - Setting Presentation style, Formatting a Adding style, Color, gradient fills, Arranging objects, Add Footer, Slide Background, Slide layout. Adding Gra Presentation Inserting pictures, movies, tables etc. Adding Presentation- Setting Animation & transition effect. Printin	troduction to presentation outs. Creating Presentation - ling Header & aphics to the Effects to the ag Handouts.	15
	 BOOKS RECOMMENDED: Microsoft Office Step by Step Beth Melton, M Published with the authorization of Microsoft Co O"Reilly Media. Office 2013 Bible: The Comprehensive Tutor Paperback – by Lisa A. Bucki (Author), John (Author), Michael Alexander. Learning Microsoft Office 2013 by Ramesh Ba Publishers. Microsoft Office 2010 Bible - John Introduction to Information Technology - Alexis L Leon, and Leena Leon, Vijay Nicole Imprints Pvt. 6. Websites: <a href="http://windows.microsoft.com/en-in/windows/msoffic-
alltonics">http://windows.microsoft.com/en-in/windows/msoffic- alltonics 	Mark Dodge , prporation by: rial Resource Walkenbach ngia, Khanna eon, Mathews Ltd., 2013. <u>ce-basics-</u>	

Marks: S	SHIVAJI UNIVERSITY,KOLHAPUR Faculty of Commerce and Management Syllabus as per National Education Policy (NEP) 2020 <u>B.Com Computer Application</u> SEMESTER – I SEC-I : Marketing Skills I Credits: 2 emester End:40 Internal Assessment:10 Total Marks: 50 Introduced from June 2024	
COURSE (DUTCOMES:	
After study	ng this course, students will be	
Able	to Know about introduction of marketing	
• Awa	re about core concepts in marketing and Marketing planning	
Able	to understand Marketing mix and elements of marketing mix	
Able	to know Marketing Environment.	
Unit No.	Contents	No. of Hours
Ι	Introduction to Marketing:	
	 Marketing- Introduction, Meaning, Definitions. 	15
	 Role and Importance of Marketing 	15
	 Core Concepts in Marketing- Need, want, Demand, Value and 	
	satisfaction and Exchange and transaction.	
-	 Marketing Planning. 	
II	Marketing Mix:	
	 Introduction & Definition of Marketing Mix. 	15
	• 7 Ps of Marketing (Product, Price, Place, Promotion, People,	~~
	Processes and Physical evidence)	
	 Types of Marketing Mix Network and example of Marketing Functions 	
	 Nature and scope of Marketing Environment. 	

References-

- 1. Marketing Management- S.A. Sherlekaer, Himalaya Publication House, Mumbai
- 2. Marketing Management- Philip Kotler, Prentice hall of india Ltd., New Delhi
- 3. An Introduction to marketing- Marchand and B. Vardhrajan, Vikas Publishing House, NewDelhi.

Faculty of Commerce and Management Syllabus as per National Education Policy (NEP) 2020 <u>B.Com Computer Application</u> SEMESTER – I AEC-I : English for Business Communication ICredits: 2 Marks: Semester End:40 Internal Assessment:10 Total Marks: 50 Introduced from June 2024

COURSE OUTCOMES:

After studying this course, students will be...

- Enhance their Managerial Communication at work skills set for career.
- Familiarized with the current expected requirement of the industry.
- Empower with professional as well as remedial of the industry.

Unit No.	Contents	No. of Hours
I	 Introduction to Business Communication: Meaning, Definitions and basic forms of Communication Process and need of communication Channels of communication 	15
	 Global world impact of technological advancement oncommunication 	
Π	 Communication skills: Listening skills: Importance and factors affecting on listeningskills Speaking skills; Importance and principles of effectivespeaking Interview skills: types of interview, preparing for interview. Brief about group discussion, business meetings and conferences at a 	15

References-

- 1. Business Communication- D.D. Singhal, Cengage Learning, 16th edition
- 2. Communication skills- Dr. P.L. Pardeshi, Parshwa Publication.
- 3. Business Communication- Varinder Kumar, Kalyani Publisher.
- 4. Essential of Business Communication- Rajendra Pal, Sultan chand and son.

Faculty of Commerce and Management Syllabus as per National Education Policy (NEP) 2020 **B.Com Computer Application IKS-I Generic: Indian Business Management** 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. Application of values in Management 4. Demonstrate various examples of Indian thinkers and Indian business models before the students Unit No. Contents No. of Hours 1 **Indian Management:** 15 (a) Evolution of Indian Management, key ideas of Indian Management, Role of Values in Management, Indian Epics and Management, (b) Dimensions of Vedic Management, Bhagwad Gita, Ramayan, Buddha's Management, Kautilaya'sArthshastra 2 **Indian Business Models** 15 Business Model of Tata, Business Model of Bajaj Group, Business Model of Aditya Birla Group, Business Model of Reliance **Industries, Business Model of AMUL**

References:

- Sancev 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
- Dona Witten and Akong Tulku Rinpoche, Enlightened Management: Bringing Buddhist Principles to Work, Park Street Press,
- B. R. Ambedkar, Buddha and His Dhamma, Government of Maharsthra, W & S of Dr. Babasaheb Ambedkar, Mumbai
- 7. Gita Piramal: Business Legends
- Kalai Selvan N: Tata's Business and Growth Strategy (Business Strategy Series) 1 Jan 2008

Course Code: DSC4	Programming using C Part-II	Credits:02	Marks:50
Course Outcomes	After completion of this course students wi 1. Understand the use of pointers and funct 2. Design and develop different data structu	ll be able to – ions. ires and create/upda	te basicdata files.
UnitNo.	Descriptions		No. of Periods
1	Functions and Pointers: Function declara Global and local variables, return statemen passing values. Recursion: Definition, Recu Pointers: Fundamentals, Pointer variables, referencing, Pointer Arithmetic, Using Point Pointers with Strings, Array of Pointers	tion, function definit nt, Calling a function ursive functions. Referencing and de tters with Arrays, Us	tion, n by - ing 15
2	 Structures and File Handling: Declaration of structure, reading and assignment of structure variables, Array of structures, arrays within structures, structures within structures. union, differentiate between structure & union. File handling: Different types of files like text and binary, Different types of functions: fopen(), fclose(), fgetc(), fputc(), fgets(), fputs(), fscanf(), fprintf(), getw(), putw(), fread(), fwrite(), fseek(). 		g and ithin veen ferent uts(), 15
	Books Recommended: 1. Programming in ANSI C (Third Edition) 2. Yashavant P. Kanetkar. "Let Us C", BPE 3. PradipDey, Manas Ghosh, "Programming Oxford University Press	: E Balagurusamy, 7 3 Publications g in C", second edition	ГМН on,

Course Code: DSC5	Operating System	Credits: 2	Marks: 50
Course Outcomes	 After completion of this course students will be able to – 1. Understand the fundamental concepts and functions of operati 2. Implement and manage file systems, understand security princ system maintenance tasks. 	ng systems. iples, and p	berform
Unit No	Descriptions		No. of Lecture
1	Introduction to Operating System: Definition and functions of an operating system, Evolution of systems, Types of operating systems: Batch, Time-Sharing, R Distributed, Operating System Structure, Monolithic Ke Microkernel, Layered Architecture, Hybrid Systems. Process Management: Processes and threads, Process states and P Process scheduling algorithms, Inter-process communication (IPC Memory Management: Memory hierarchy, Virtual memory com Page replacement algorithms, Memory allocation strategies	operating ceal-Time, ernel vs. life cycle, C) cepts,	15
2	 File Systems and Security: File system concepts and organization, File operations: Create, Write, Delete, File attributes and permissions, Directory structures File System Implementation File allocation methods, Directory implementation, Disk manager optimization, File system recovery and consistency Security and Protection Security threats and vulnerabilities, Authentication and authorizati Access control mechanisms, Encryption and decryption, Backup and recovery procedures. 	Read, s nent and on	15
	 Books Recommended: 1. "Operating System Concepts" by Abraham Silberschatz, I Galvin, and Greg Gagne 2. "Modern Operating Systems" by Andrew S. Tanenbaum and Bos 3. "Operating Systems: Internals and Design Principles" by Stallings 4. "Operating System Principles" by Gary Nutt 	Peter B. d Herbert William	

Course			
Code:	Lab on DSC4	Credits:02	Marks : 50
DSC6			
Course	After completion of this course students wil	l be able to-	
Course	1. Design and implement programs on array	s and functions.	
Outcomes	2. Implement MS-Excel worksheets and MS-Access database concepts.		
	List of Practical's:		
Sr.No.	Description		
1	Write a program to find the product of given two matrices.		
2	Write a function which adds three number and display output on the screen.		
3	Write a function which calculate cube of given number.		
4	Write a program which swap two number using a) call by value and b)call		
	byreference.t		
5	Write a program which create student struct	ure which accept	stud rollno,
	student name, address ,subject marks ,percent	ntage and display	same on screen.
6	Write a program to separate even and odd numbers available in file.		
7	Write a program to count the no. of words in a given text file.		
8	Write a program to remove blank lines from a file.		
9	Write a program to copy content of one file into another file.		
10	Write a file handling program which accept student information store it into		
	diskfile using binary mode.		

SEMESTER – II

DSM1: FUNDAMENTALS 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
	Introduction to Management	
1	Meaning Definitions and characteristics of Management, Need for	15
	Management Study, Levels of Management, Contribution of Elton	
	Mayo: Hawthorne Experiments, Peter Drucker: Management by	
	Objective and C. K. Prahlad: Core Competence	
	Planning, Decision Making and Organizing	
2	Planning: Concept, Steps in Planning Process, Types of	
	Planning	15
	Decision Making: Concept, Process of Decision Making,	
	Techniques for Decision Making	
	Organizing: Concept, steps in organizing. Centralization and	
	Decentralization	
	Staffing, Directing and Motivation	
3	Staffing: Concept, Importance of staffing, Sources of	
	Recruitment.	15
	Directing: Concept, elements, and techniques of Directing	
	Motivation: Concept, Need for motivation. Financial and	
	Non -Financial motivation	
	Leadership and Control	
4	Leadership: Concept, Importance of Leadership, qualities of	15
	leader, Leadership style	15
	Controlling: Concept, Importance of controlling, Types of	
	control, Steps in control process	
Note: Suita	ble 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. Shriniwas & 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.
- Weihrich, H. & Koontz, H. -Management- A Global Perspective ,Tata McGraw-Hill Education.
- 10. Robbins & Coulter -Management, Prentice Hall Publication

Faculty of Commerce and Management

Syllabus as per National Education Policy (NEP) 2020

B.Com Computer Application

SEMESTER – II

OE2: Macro Economics

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 concepts of national income and demand of supply of money.

2. Understand the concepts of public finance.

Unit No.	Contents	No. of Hours
Ι	Introduction to Macroeconomics	
	1.1. Meaning and Scope of Macro Economics	15
	1.2. Circular Flow of National Income - Five Sector Model of National	
	Income	
	1.3. Concepts of National Income- GDP, GNP, NNP, PCI, PI & DI	
	1.4. National Income Accounting - Income, Expenditure and	
	Production Method	
2	Supply of Money	
	2.1 Definition	15
	2.2 Functions of money	
	2.3 Demand for money and supply of money	
	2.4 Effect of money supply on the economy	
	2.5 Components of the money supply	
	2.6 Public finance in India- Introduction, meaning, definition	
	2.7 Difference between public and private finance	
	2.8 Public expenditure-classification	

References:

- 1. V. K. Puri, S.K. Misra, Bharat Garg (2015). 'Indian Economy' Himalaya Publishing House
- 2. Ramesh Singh, (2023-2024) 'Indian Economy: For civil services and other competitive examinations'. Mc Graw Hill
- 3. Davidson, J. (2018). 'An Introduction to Econometric Theory' Wiley Publisher
- Wignaraja, P. & Sirivardana, S. (2009) 'Economic Democracy through Pro Poor Growth' Sagepublisher
- Havibullah, W& Ahuja, M. (2005) 'Land Reforms in India: Computerisation of Land Records' SagePublisher.

Marks: Semester End: 40 Internal Assessment: 10 Total Marks: 50 Introduced from June 2024

Course learning outcomes

या कोर्सच्या अध्ययनानंतर विद्यार्थ्यांना,

- १. मराठी भाषा व साहित्याभ्यासाची अभिरुची निर्माण होईल.
- २. मराठी साहित्याचे आकलन, विश्लेषण व समीक्षण करता येईल.
- ३. मराठी कवितेचे आस्वादन व मूल्यनिर्णयन करता येईल.
- ४. वैचारिक व ललित स्वरूपाचे लेखन करता येईल
- ५. मुलाखतीचे कौशल्य अवगत होईल.

घटक / Unit

(Module)

विभाग

विभाग १. गद्य - १

- १. भारताचा शोध पं. जवाहरलाल नेहरू
- २. अवघे धरु सुपंथ रत्नाप्पा कुंभार
- ३. व्यवसायाची नीतितत्त्वे जे.आर.डी. टाटा
- ४. भुकेलेले राहा... वेडे राहा स्टीव्ह जॉब.

विभाग २. गद्य - २

- १. स्लीपर महादेव मोरे
- २. रावीपार गुलजार
- ३. यंत्रमहर्षी म्हादबा मेस्त्री प्र. के. अत्रे
- ४. 'शारदा प्रशाले'तील धडे प्रतापराव पवार

साधनग्रंथ

- १. अत्रे, प्र. के : यंत्रमहर्षि महादबा मिस्त्री, दै. मराठा, (अग्रलेख)
- २. कीर, धनंजय व इतर, (संपा) : महात्मा फुले समग्र वाङ्मय, महाराष्ट्र राज्य साहित्य आणि संस्कृती मंडळ, मुंबई, १९९१
- ३. गवस, राजन, शिंदे, अरुण, पाटील गोमटेश., भाषिक सर्जन आणि उपयोजन, दर्या प्रकाशन, पुणे, २०१२
- ४. गुलजार : रावीपार, (अनु.) विजय पडळकर, मोहन वेल्हाळ, मेहता पब्लिशिंग हाऊस, पुणे, २००१
- ५. गोडबोले, अच्युत व कहाते अतुल, स्टीव्ह जॉब्जः एक झपाटलेला तंत्रज्ञ! मेहता पब्लिशिंग हाऊस, पुणे, २०१८
- ६. नसिराबादकर, ल. रा : व्यावहारिक मराठी, भाषाविकास संशोधन संस्था, कोल्हापूर २०२३
- ७. नेहरू, जवाहरलाल, भारताचा शोध, (अनु), साने गुरुजी, ना. वि. करंदीकर, कॉन्टिनेन्टल प्रकाशन, पुणे
- ८. पवार, प्रतापराव : वाटचाल, सकाळ पेपर्स लि. पुणे, २००८
- ९. पंडित, माया : तल्खली, शब्द पब्लिकेशन, मुंबई, २०१८
- १०. भगत, रा. तु (संपा) : हे कुंभ अमृताचे, चक्र प्रवर्तन प्रकाशन, कोल्हापूर, १९७५
- ११. मोरे, महादेव : इगोड, सुकृत प्रकाशन, सांगली, २०२२

Faculty of Commerce and Management Syllabus as per National Education Policy(NEP) 2020 <u>B.Com Computer Application</u> SEMESTER – II OE2: Hindi-II Credits: 2 Marks: Semester End: 40 Internal Assessment: 10 Total Marks: 50 Introduced from June 2024

* उद्देश्य

1. प्रयोजनमूलक हिंदी के प्रति छात्रों की रुचि बढाना।

2. प्रयोजनमूलक हिंदी एवं उसकी उपयोगिता से छात्रों को परिचित कराना।

3. काव्य एवं कहानी विधा का आस्वाद, विवेचन एवं महत्त्व समझाना।

4. हिंदी कवि एवं कहानीकारों तथा उनकी रचनाओं से परिचित कराना।

5. साहित्य के माध्यम से नैतिक मूल्य, राष्ट्रीय मूल्य एवं उत्तिदायित्त्व के प्रति आस्था निर्माण करना।

6. हिंदी भाषा के श्रवण, पठन, विचार, कल्पना एवं लेखन क्षमता का छात्रों में विकास करना।

* अध्यापन पद्धतियाँ

1. व्याख्यान तथा विश्लेषण

2. दृकश्रव्य साधनों का प्रयोग

3. विद्वानों के व्याख्यान

4. गोष्ठी, परिचर्चा एवं स्वाध्याय

इकाई - I साक्षात्कार लेखन (Hours -15, Credit -01) 1. साक्षात्कार का स्वरूप 2. साक्षात्कार – प्रविधि 3. साक्षात्कार का महत्त्व 4. साक्षात्कार के उद्देश्य

इकाई - III कहानियाँ (Hours -15,Credit -01) 1. समय- यशपाल 2. सुख – काशीनाथ सिंह 3. छोटा किसान - जयनंदन

4. चुभता हुआ घोंसला - दामोदर खडसे

* संदर्भ ग्रंथ सूची

1. कविता के नए प्रतिमान - डॉ. नामवर सिंह

2. नई कविता के प्रमुख हस्ताक्षर - डॉ. संतोषकुमार तिवारी

3. हिंदी के आधुनिक प्रतिनिधि कवि - द्वारिका प्रसाद सक्सेना

4. कहानी : स्वरूप और संवेदना - राजेंद्र यादव

5. समकालीन हिंदी कहानी - डॉ. पुष्पलाल सिंह

6. हिंदी कहानी का समकालीन परिदृश्य - डॉ. वेदप्रकाश अमिताभ

7. दामोदर खडसे का सृजन संसार - डॉ. महिपति शिवदास

Course Code: VSC2	Office Automation-II	Credits: 02	Marks : 50
Course Outcomes	After completion of this course students will be able to – 1) Understand the MS-Excel and working with Spreadsheet. 2) Understand the MS-Access and working with tables and forms.		
Unit No	Descriptions		No. of Periods
1	INTRODUCTION TO MS EXCEL: Introduction to Features, Creating a New Worksheet, Entering and Edit Numbers, Entering and Editing Formulas, Referencing Cel Cells, Copying Cells, Sorting Cell Data, Inserting Rows Inserting Cells, Deleting Parts of a Worksheet, Auto Formar Font Sizes and Attributes, Using Border Buttons and Changing Colors and Shading, Hiding Rows and Columns. Spreadsheet, Date and Time, Statistical, Text. Spread she Creating, Printing & Deleting Charts, Linking in S Spreadsheet Graphics: Creating and Placing Graphic Object Graphics,	MS Excel, ting Text& lls, Moving , Columns, t, Changing Commands, Function in teet Charts, Spreadsheet. ts, Resizing	15
2	 INTRODUCTION TO MS ACCESS: Introduction to Getting Started with Access: Introduction to Database Teccreating, Saving, Opening and Closing Databases. Working with Tables :Data types, Creating a Table and Addindexing, Primary Keys and Adding Records, Using the Loot to Create a Drop-down List, Adding Numeric Fields and S Validation Rules. Datasheet View: Working in Datasheet View, Sorting and Datasheet View, Entering and Modifying Data in Datasheet V Creating Relationships: Relationships, Creating a Link Tau Up Relationships, Editing the Link Table. Working with Forms: Creating a Form with Wizard, Queries: Creating a Query - Query Design, Understand Creating a Query. Reports: Basic Reports, Report Design. 	Access, emplates, ding Fields, kup Wizard Setting Data Filtering in iew. ble, Setting ding Joins,	15
	 BOOKS RECOMMENDED: 1. Excel 2016 for Dummies - Greg Harvey 2. Excel 2016 Bible - John Walkenbach 3. Building financial models with Microsoft Excel - K. S 4. Mary Anne Poatsy; Eric Cameron; Robert Grauer Exp Microsoft Office Access 2016 Comprehensive Pearson 5. KEVIN KELLY, CO-FOUNDER OF "Access2013 the manual®" WIRED Matthew MacDonald OREILLY. 	cott Proctor loring 1 1st/E e missing	

Faculty of Commerce and Management <u>Syllabus as per National Education Policy (NEP) 2020</u> <u>B.Com Computer Application Part- I (Sem.-II)</u>

SEC2: Insurance Skill

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 basic concepts of Life Insurance and Insurance contract.

2 To Generate awareness about employment opportunities in insurance companies.

3. Apply Knowledge about of the Life insurance and Life Insurance policies.

4. Demonstrate how to take insurance policies

Unit No.	Contents	No. of Hours
Ι	Introduction to Insurance:	15
	Meaning, Definition and Characteristics of Insurance, Significance	
	of insurance, Meaning and Nature of Insurance Contract,	
	Difference between Insurance Contract and Wagering Contract,	
	Types of Insurance Contract, Fundamental principles of Insurance	
	Practical: Collection information awareness about Various	
	schemes of life insurance in your area.	
2	Life Insurance:	15
	Meaning and Significance of Life Insurance, Procedure of taking	
	Life Insurance Policy, Policy conditions, Types of Policy,	
	Settlement of claims, Career in Life Insurance	
	Practical : 1. Visit to Direct Training centre of Life Insurance	
	Corporation, Collect policy certificate and write policy conditions	

References-

- 1. G.S. Panda- Principles and Practices of Insurance' Kalyani Publishers, Ludhiana.
- 2. M. Arif khan Practice of Insurance, Educational Book House, Aligarh.
- 3. M.N. Mishra-'Insurance Principles and Practice' S. Chand & Company Ltd., New Delhi.

	Faculty of Commerce and Management			
Syllabus as per National Education Policy (NEP) 2020				
B.Com Computer Application Part-I (SemII)				
	AEC2: English for Business Communication P-II			
	Credits: 2			
Marks: Semester End:40 Internal Assessment:10 Total Marks: 50				
	Introduced from June 2024			
COURSE	OUTCOMES:			
After study	ing this course, students will be			
 Enh 	ance their Managerial Communication at work skills set for career.			
• Fan	niliarized with the current expected requirement of the industry.			
• Em	power with professional as well as remedial of the industry.			
Unit No.	Contents	No. of Hours		
	Barriers to communication:			
т	 Physical, Semantic Language, Socio-Cultural, Psychological 	15		
1	Barriers	15		
	 Ways to Overcome these Communication Barriers 			
	 Concept of Business Ethics and its Importance 			
	 Development of positive personal attitude and SWOT analysis 			
	Reading skills and writing skills			
п	 Principles of Effective reading 	15		
	 Business Letter writing 	13		
	 Cover letters 			
	 E- Communication. 			

References-

- 1. Communication skills- Dr. P.L. Pardeshi, Parshwa Publication.
- 2. Business Communication- Varinder Kumar, Kalyani Publisher.
- 3. Essential of Business Communication- Rajendra Pal, Sultan chand and son.
- 4. Conflict management and Organisational efficiency- Dr. Sanjeet Kumar

Faculty of Commerce and Management Syllabus as per National Education Policy (NEP) 2020 B.Com. Computer Application Major SEMESTER – II VEC2 : Environment Studies 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...

- Understand different types of natural resources and their conservation.
- Aware the importance of Environmental Audit with its procedure.

Unit No.	Contents	No. of Hours
Ι	Introduction to Natural Resources and Conservation Definition and concept of resources, types of resources, uses and values of a resource, Abiotic resources- minerals, fossil fuels, water, soil, Biotic resources - Wild animals, fisheries, domesticated animals, plants, Concept of resource conservation and its importance, Green techniques for nature conservation: Rain water harvesting, zero waste management, Concept of concept of Green roofs, Concept of Green chemistry, Phytoremediation, Construction of soak pits for domestic wastewater, Ground water recharge techniques.	15
П	Environmental Audit Definition of Environment Audit and its importance for industries. Types of audits, General audit methodology and basic structure of audit, Elements of an audit process and its importance, Types of Audits: Definitions of Signatory, a. Consumption Audit, b. Pollution audit, c. Hazardous audit, d. Solid waste audit, e. Disposal audit, f. Cost audit, g. Investment audit, h. Voluntary social audit and socio- economic surveys, Social Impact Assessment (SIA).	15

References:

1. Environmental Conservation: R. F. Dasman (1968) John Wiley and Sons, New York.

- 2. Environmental Science, Miller T. G. Jr., Wadsworth Publishing Company.
- 3. Environmental Biology and Toxicology, P.D. Sharma, Rastogi Publications, Meerut 1985

4. A Handbook of EIA, V.S. Kulkarni, S.N. Kaul and R. K. Trivedi, Scientific Publication (India).