



Estd. 1962  
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NAAC(2021)  
With CGPA 3.52

SHIVAJI UNIVERSITY, KOLHAPUR - 416004,  
MAHARASHTRA

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शिवाजी विद्यापीठ, कोल्हापूर - ४१६००४, महाराष्ट्र

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



Ref. No.:- शिवाजी वि./अमं / १३९

Date:- १२/१०/ २०२३

प्रति,

1. मा.प्राचार्य/संचालक,  
सर्व संलग्नित महाविद्यालये/मान्यताप्राप्त संस्था,  
शिवाजी विद्यापीठ, कोल्हापूर
2. मा. अध्यक्ष व सदस्य,  
सर्व अभ्यास/अस्थायी मंडळे  
शिवाजी विद्यापीठ, कोल्हापूर

विषय: राष्ट्रीय शैक्षणिक धोरण, 2020 नुसार शैक्षणिक वर्ष, 2024-25 (NEP-2.0) पासून लागू करावयाच्या बी. कॉम. पदवी अभ्यासक्रमाचा आराखडा, नियमावली व अभ्यासक्रमाबाबत

संदर्भ :- शासन निर्णय उच्च व तंत्र शिक्षण विभाग क. एनईपी-2022/प्र.क.09/विशि-3  
शिकाना दि. 20 एप्रिल, 2023

महोदय/महोदया,

उपरोक्त विषय संदर्भीय शासन आदेशानुसार कळविले आहे की, राष्ट्रीय शैक्षणिक धोरण, 2020 ची राज्यातील अंमलबजावणीच्या अनुषंगाने उपरोक्त संदर्भीय शासन आदेश व विद्यापीठ अधिकार मंडळाच्या निर्णयानुसार शैक्षणिक वर्ष, 2024-25 (NEP-2.0) पासून बी.कॉम पदवी अभ्यासक्रमाचा आराखडा, नियमावली व अभ्यासक्रम लागू करावयाचा आहे. (तो सोबत जोडला आहे.)

उपरोक्त आराखडा, नियमावली व अभ्यासक्रमामध्ये काही सुचना असल्यास संबंधित अभ्यास/अस्थायी मंडळाच्या अध्यक्षांना दिनांक 31/10/2023 अखेर कळविण्यात याव्यात. त्यानुसार पुढील कार्यवाही करणे सोईचे होईल.

कळावे,

आमला विश्वासू

(डॉ. एस. एम. कुबल)

उपकुलसचिव

प्रत :

1. मा. अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा, शिवाजी विद्यापीठ, कोल्हापूर
2. मा. संचालक, परीक्षा व मूल्यमापन मंडळ
3. मा. संचालक, दूरस्थ व ऑनलाईन शिक्षण केंद्र
4. परीक्षक नियुक्ती विभाग
5. सर्व परीक्षा विभाग (ऑन)

माहितीसाठी व पुढील योग्य त्या कार्यवाहीसाठी

# SHIVAJI UNIVERSITY KOLHAPUR



ESTD.1962  
NAAC A++Grade

## **Rules and Regulations for Bachelor of Commerce (B.Com.) Under the Faculty of Commerce and Management (in accordance with National Education Policy With effect from Academic Year2024-25)**

# Shivaji University, Kolhapur

## **Bachelor of Commerce (B.Com.) 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		From Academic Year
<b>Undergraduate Programme:</b>			
<b>Level 4.5</b>	Undergraduate Certificate (One year or two semesters)	B.Com. Part-I	2024-25
<b>Level 5.0</b>	Undergraduate Diploma (Two years or four semesters)	B.Com. Part-II	2025-26
<b>Level 5.5</b>	Bachelor's Degree (Three years or six semesters)	B.Com. Part-III	2026-27
<b>Level 6.0</b>	Bachelor's Degree with Honours/Research (Four years or eight Semesters)	B.Com. Part-IV	2027-28

(If the candidate want to exit after a certain level, the Awards after completing specific level will be: Undergraduate Certificate in Commerce, Undergraduate Diploma in Commerce, B. Com. And B. Com. (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. 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:

The eligibility of students taking admission at B. Com. 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. 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. 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. 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. Part-II (Level 5.0):

- i) The students passing the B. Com. Part-I (or Undergraduate Certificate in Commerce) shall be allowed to enter upon the B. Com. 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. 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. Part-III (Level 5.5):

- i) The students passing the B. Com. Part-II (or Undergraduate Diploma in Commerce) shall be allowed to enter upon the B. Com. 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. 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. Part-IV (Level 6.0):

- i) The students passing the B. Com. 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. 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. Programme:** Combination of internal assessment and semester-end examination for B. Com. 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. Programme with 132 credits. The candidate wishes to attempt for Four-Year B.Com. (Hon./Research) may opt for 4<sup>th</sup> year which will have 44 credits, hence, Four Year B.Com. Programme will require 176 credits. (Please refer the university regulations and structure of the programme for details).

**5. Credit distribution chart for B. Com. Programme: For 3 year B. Com. Programme:**

Course Name		Total Credits	% of total credits
<b>Major</b>			
Major Mandatory (MM)	MM	40	

Major Elective (ME)	ME	08	
Vocational Skill Courses (VSC)	VSC	08	
On Job Training (OJT)	OJT	04	
Field Project (FP)	FP	04	
Indian Knowledge System	IKS	02	
Community Engagement Programme	CEP	02	
Major Total Credits		70	53.03
Minor		24	18.18
Open Elective (OE)/ Generic Elective (GE) Courses		16	12.12
Ability Enhancement Courses	AEC	06	10.60
Indian Knowledge System (Generic)	IKS	02	
Value Education Courses	VEC	06	
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. Programme:**

Course Name		Total Credits	% of total credits
<b>Major</b>			
Major Mandatory	MM	60	
Major Elective	ME	16	
Vocational Skill Courses	VSC	08	
On Job Training	OJT	04	
Field Project	FP	04	
Research Projects*	RP	12	
Indian Knowledge System	IKS	02	
Community Engagement Programme	CEP	02	
Major Total Credits		108	61.36
Minor		24	15.90
Research Methodology	RM	04	
Open Elective/ Generic Elective Courses	OE/ GE	16	9.09
Ability Enhancement Courses	AEC	06	7.95
Indian Knowledge System (Generic)	IKS	02	
Value Education Courses	VEC	06	
Skill Enhancement Courses	SEC	08	5.68
Co-Curricular Courses (NSS/NCC/Sports/Cultural Activities)	CC	02	
<b>TOTAL</b>		<b>176</b>	<b>100%</b>

\*For honours 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.(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 70 marks for theory and 30 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	Marks
4.5	Semester-I	Assignment	10 marks
	Semester-II	Unit Test	10 marks
5.0	Semester-III	Group Activity	10 marks
	Semester-IV	Case Study/Oral examination	10 marks
5.5	Semester- V	Field Work/Project Work	10 marks
	Semester- VI	Field Work/Project Work/Seminar	10 marks
6.0	Semester- VII	Case Study/Field Work/Project Work	10 marks
	Semester- VIII	Case Study/Field Work/Project Work	10 marks

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

Level	Semester	Activities Per Semester	Marks
4.5	Semester-I	Assignment	10 marks
	Semester-II	Unit Test	10 marks
5.0	Semester-III	Group Activity/Assignment	10 marks
	Semester-IV	Case Study/Oral Examination	10 marks
5.5	Semester- V	Field Work/ Project Work/ Assignment	10 marks
	Semester- VI	Field Work/ Project Work/ Assignment	10 marks

**7. Ordinances regarding the examination:** O. B.Com.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	2 hours

\* excluding Environmental Studies which shall be of 1 hour 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. 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 student 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 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 students shall have to score marks 13 marks out of 35 in theory course and 5 marks out of 15 for project work.

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

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

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

**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. 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. Programme:**

**R.B.Com.1**

The Three Year B. Com. Programme shall consist of 6 semesters which will have 132 credits altogether. However, the candidate wish to attempt for Four Year B. Com. (Hon./Research) may opt for 4<sup>th</sup> year which will have 44 credits, hence, Four Year B. Com. Programme will require 176 credits. (Please refer the university regulations and structure of the programme for details).

Examinations shall be held at the end of each semester.

**R.B.Com.2**

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

**R.B.Com.3**

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

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

#### **R.B.Com.4**

(A) Value Education Courses (VEC):

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

Semester I: VEC-I: Democracy, Elections and Good Governance

Semester- II: VEC- II: Constitution of India and Local Self Government

(B) Skill Enhancement Courses (SECs):

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

Semester I: SEC-I: 2 credits

Semester- II: SEC- II: 2 credits

#### **R.B.Com.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. 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.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 the recommendation 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.7**

The medium of instruction for the Three Year (Six Semester) B.Com./Four Year B.Com. Degree Program may be either Marathi or English. A candidate shall have an option of answering question papers at B.Com. Examination will be either in English or in Marathi for all courses except English, Accountancy and Business Statistics.

Courses on languages (Hindi, Marathi and Urdu) will be in the respective languages as a medium of instruction and for examination.

#### **R.B.Com.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 duly filled University Examination form.
- ii. If a candidate wishes to change the major elective course (subject) at the B.Com.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.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.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.10**

The Scheme of the Physical Education has been made operative for B. Com. 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.
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.Part-I semester Examinations 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.11**

All Semester-end Examinations for B.Com. 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.12**

- a) A candidate desiring to seek B. Com. Degree in another elective course (ME), shall be permitted to do so. Such a candidate may appear at B.Com. 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, 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.13**

- a) The result of the B.Com. Semester I & II examination shall be declared publicly in two categories (i) candidates who have passed the B.Com. Semester-I & II examination and (ii) candidates who are allowed to proceed to the B.Com. Semester-III & IV.
- b) The result of the B.Com. Semester III & IV examination shall be declared publicly in two categories. (i) Candidate who have passed the B.Com. 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.
- 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 shall be allowed to proceed to Semester-IV.
  - (iii) If a candidate fails in all the courses (subject heads) of passing of Semester-V shall be allowed to proceed to Semester-VI.
  - (iv) No candidate shall be allowed to proceed to Semester-V unless candidate has cleared Semester-I & II in all courses (Subjects).
  - (v) ATKTRules are applicable for 2<sup>nd</sup> and 4<sup>th</sup> Sem.
- d) Rules of ATKTR made in university time to time will be applicable.

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

#### **R.B.Com.15**

##### **Standard of Passing:**

- A) To pass the B.Com. 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. 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. 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

25marks out of 70 for theory paper examination & minimum 10 marks out of 30 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
- f) 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. 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. 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. 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. Degree Examination in First Class with Distinction.

C) For Four Year B. Com. 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. 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. 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. 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.17**

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

**CBCSR.B.Com. 18**

- (a) A candidate passing Part-I or II Semester Examination of the B.Com. 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.

**CBCSR.B.Com. 19****Exemption of courses (subjects):**

- a) A candidate who wish to admit for B.Com. 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 other statutory University in the State of Maharashtra passing candidate be exempted for the course Business Regulatory Framework at B.Com. 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. 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.

### **CBCSR.B.Com. 20**

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

- a) A candidate who wish to admit for B.Com. and already passed Bachelor of Arts of this University with Economics course (subject) are not necessary to appear B.Com. 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. Semester-I to VI shall be eligible for a class.
- e) 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).

### **CBCSR.B.Com. 21**

- 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 HEIs 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 a 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.



**CBCSR.B.Com. 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 no teaching provision in any of the affiliated colleges of the University.

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## Faculty of Commerce and Management:

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

### *Credit Distribution Structure with Multiple Entry and Exit Options*

Year and Level	Semester	Major		Minor DSM	OE (There are Two Baskets of GE)	VSC, SEC, VSEC	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory <b>DSC</b>	Elective <b>DSE</b> (Choose any one from Pool of Courses)							
1 4.5		Mandatory <b>DSC</b>	Elective <b>DSE</b> (Choose any one from Pool of Courses)	(Choose any One from pool of courses from same Discipline)	(Select One course from each Basket of other Disciplines or Faculty)	(Choose any One from pool of Major)				
	I	DSC-I (4)	--	DSM-I(4)	OE-I: (2) OE- II: (2)	SEC-1: (4)	AEC-I: (2) VEC-I: (2) IKS (2)	--	22	UG Certificate 44
	II	DSC-II (4)	--	DSM-II:(4)	OE-III: (2) OE-IV: (2)	SEC-II: (4)	AEC-II: (2) VEC-II: (2)	CC-I: (2)	22	
	Cum. Cr	08	--	08	08	08	08	10	02	
<b>Exit Option : 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>										
Year and Level	Semester	Major		Minor DSM	OE (There are Two	VSC, SEC, VSEC	AEC, VEC, IKS	OJT, FP, CEP,	Cumulative Credit	Degree Per Cumula
		Mandatory	Elective <b>DSE</b>							

		<b>DSC</b>	<i>(Choose any one from Pool of Courses)</i>	<i>(Choose any One from pool of courses from same Discipline)</i>	<b>Baskets of GE)</b> <i>(Select One course from each Basket of other Disciplines or Faculty)</i>	<i>(Choose any One from pool of Major)</i>		<b>CC, RP</b>	<b>Per Semester</b>	<b>tive Credit</b>
II 5.0	III	DSC-III: (4) DSC-IV: (2)	--	DSM-III: 4	OE-V: (2) OE-VI: (2)	VSC-I-: (4)	AEC-III: (2)	FP-I: (2)	22	UG Diploma 88
	IV	DSC-V: (4) DSC-VI: (2)	--	DSM-IV: (4)	OE-VII: (2) OE-VIII: (2)	VSC-II: (4)	VEC-I (2) Env.	CEP-I: (2)	22	
	Cum. Cr	20		16	16	16	14	06	88	
<b>Exit Option : Award of UG Diploma in Major with 88 credits and an additional 4 credits core NSQF course/Internship or Continue with Major and Minor</b>										

<b>Year and Level</b>	<b>Semester</b>	<b>Major</b>		<b>Minor DSM</b>	<b>OE (There are Two Baskets of GE)</b>	<b>VSC, SEC, VSEC</b>	<b>AEC, VEC, IKS</b>	<b>OJT, FP, CEP, CC, RP</b>	<b>Cumulative Credit Per Semester</b>	<b>Degree Per Cumulative Credit</b>
		Mandatory <b>DSC</b>	Elective <b>DSE</b> <i>(Choose any one</i>	<i>(Choose any One from pool of courses</i>	<i>(Select One course from</i>	<i>(Choose any One from pool</i>				

			<i>from Pool of Courses)</i>	<i>from same Discipline)</i>	<i>each Basket of other Disciplines or Faculty)</i>	<i>of Major)</i>				
III 5.5	V	DSC-VII: (4) DSC-VIII: (4) DSC-IX: (4)	DSE-I: (4)	DSM-V (4)	--	--	--	FP-I (2)	22	UG Degree 132
	VI	DSC-X: (4) DSC-XI: (4) DSC-XII: (2)	DSE-II: (4)	DSM-VI: (4)	--	--	--	OJT-I: (4)	22	
	Cum. Cr	42	08	24	16	16	14	12	132	
<b>Exit Option : Award of UG Diploma in Major with 132 credits or Continue with Major and Minor</b>										

Year and Level	Semester	Major		Minor DSM <i>(Choose any One from pool of courses from same Discipline)</i>	OE (There are Two Baskets of GE) <i>(Select One course from each Basket of other Disciplines or Faculty)</i>	VSC, SEC, VSEC <i>(Choose any One from pool of Major)</i>	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory  <b>DSC</b>	Elective <b>DSE</b> <i>(Choose any one from Pool of Courses)</i>							
IV 6.0	VII	DSC-XIV: (4) DSC-XV: (4) DSC-XVI: (4) DSC-XVII: (2)	DSE-III: (4)	RM-I: (4)	--	--	--	--	22	UG Honors Degree 176
	VIII	DSC-XVIII: (4) DSCXIX: (4) DSC-XX: (4) DSC-XXI: (2)	DSE-IV: (4)	--	--	-	--	OJT-II: (4)	22	
	Cum. Cr	12	--	2	8	4 + 4 = 8	6+4 = 10	4	44	
<b>Four Year UG Honours Degree in Major and Minor with 176 Credits</b>										

Year and Level	Semester	Major		Minor DSM <i>(Choose any One from pool of courses from same Discipline)</i>	OE (There are Two Baskets of GE) <i>(Select One course from each Basket of other Disciplines or Faculty)</i>	VSC, SEC, VSEC  <i>(Choose any One from pool of Major)</i>	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory  <b>DSC</b>	Elective <b>DSE</b> <i>(Choose any one from Pool of Courses)</i>							
IV 6.0	VII	DSC-XIV: (4) DSC-XV: (4) DSC-XVI: (4) DSC-XVII: (2)	DSE-III: (4)	RM 1: (4)	--	--	--	RP1: (4)	22	UG Honors with Research Degree 176
	VIII	DSC-XVIII: (4) DSCXIX: (4) DSC-XX: (4) DSC-XXI: (2)	DSE-IV: (4)	--	--	-	--	RP2: (8)	22	
	Cum. Cr	12	--	2	8	4 + 4 = 8	6+4 = 10	4	44	
<b>Four Year UG Honours with Research Degree in Major and Minor with 176 Credits</b>										

**Faculty of Commerce and Management: Major: Business Management Minor: Accountancy**

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

*Credit Distribution Structure with Multiple Entry and Exit Options*

Year and Level	Semester	Major		Minor DSM <i>(Choose any One from pool of courses from same Discipline)</i>	OE <b>(There are Two Baskets of GE)</b> <i>(Select One course from each Basket of other Disciplines or Faculty)</i>	VSC, SEC, VSEC <i>(Choose any One from pool of Major)</i>	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory  <b>DSC</b>	Elective <b>DSE</b> <i>(Choose any one from Pool of Courses)</i>							
1 4.5	I	<b>DSC-I (4)</b> Business Management P-I (Introduction to Management)	--	<b>DSM-I(4)</b> Accountancy -I (F.A.)	<b>OE-I: (2)</b> Economics/ Business Comm./ Marathi/ Hindi/ Geography/ Mathematics/ Urdu/ History of Civilization P I <b>OE- II: (2)</b> Economics/ Business Comm./ Marathi/ Hindi/ Geography/ Mathematics/ Urdu/ History of Civilization P II	<b>SEC-I: (4)</b> Marketing Skills/ Insurance Skills P-I	<b>AEC-I: (2)</b> Soft Skills <b>VEC-I: (2)</b> Demography and Good Governance <b>IKS(2)</b> Indian Management	--	22	UG Certificate 44

	<b>II</b>	<b>DSC-II (4)</b> Business Management –II (Principles of Marketing)	--	<b>DSM-II:(4)</b> Accountancy -II (F.A.II)	<b>OE-III: (2)</b> Economics/ Business Comm. /Marathi/ Hindi/ Geography/ Mathematics/ Urdu/ History of Civilization III <b>OE-IV: (2)</b> Economics/ Business Comm. Marathi/ Hindi/ Geography/ Mathematics/ Urdu/ History of Civilization IV	<b>SEC-II: (4)</b> Management Skills/ Insurance Skills P-II	<b>AEC-II: (2)</b> Communication Skills <b>VEC-II: (2)</b> Constitution of India	<b>CC-I: (2)</b> (NSS/ NCC/ Sports/ Culture/ Health Wellness/ Fitness/ Yoga.	22	
	Cum. Cr	08	--	08	08	08	10	02	44	
<b>Exit Option : 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>										



Year and Level	Semester	Major		Minor DSM	OE (There are Two Baskets of GE)	VSC, SEC, VSEC	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory DSC	Elective DSE							
II 5.0	III	<b>DSC-III: (4)</b> Business Management-III (Human Resource Management) <b>DSC-IV: (2)</b> Business Management-IV (strategic Management)	--	<b>DSM-III: 4</b> Accountancy -III (C.A.I)	<b>OE-V: (2)</b> Economics/ Business Com. P-V <b>OE-VI: (2)</b> Economics/ Business Com. P-VI	<b>VSC-I-:</b> Quantitative Techniques. -I/ Money Financial System-I (4)	<b>AEC-III:</b> (2) Verbal and Non-Verbal Reasoning	<b>FP-I: (2)</b>	22	UG Diploma 88
	IV	<b>DSC-V: (4)</b> Business Management - V (I) Financial Management <b>DSC-VI: (2)</b> Business Management - VI (Risk Management )	--	<b>DSM-IV:</b> (4) Accountancy -IV(C.A.II )	<b>OE-VII: (2)</b> Economics/ Business Com. P-VII <b>OE-VIII: (2)</b> Economics/ Business Com. P-VIII	<b>VSC-II:</b> Quantitative Techniques. -II / Money Financial System-II (4)	<b>VEC-I (2)</b> Environmental Studies	<b>CEP-I: (2)</b>	22	
	Cum. Cr	20		16	16	16	14	06	88	
<b>Exit Option : Award of UG Diploma in Major with 88 credits and an additional 4 credits core NSQF course/Internship or Continue with Major and Minor</b>										

Year and Level	Semester	Major		Minor DSM <i>(Choose any One from pool of courses from same Discipline)</i>	OE <b>(There are Two Baskets of GE)</b>	VSC, SEC, VSEC <i>(Choose any One from pool of Major)</i>	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory <b>DSC</b>	Elective <b>DSE</b> <i>(Choose any one from Pool of Courses)</i>							
III 5.5	V	<b>DSC-VII: (4)</b> Business Management-VII (Modern Management Practice P-I )	<b>DSE-I: (4)</b> Adv A/c Adv. Costing/ Ind. Mgmt/ Adv Banking/ Coop. Dev. / Bus.Env. P-I	<b>DSM-V (4)</b> Accountancy-V	--	--	--	<b>FP-I (2)</b>	22	UG Degree 132
		<b>DSC- VIII: (4)</b> Business Management -VIII (Marketing Management )								

	<b>VI</b>	<b>DSC-X: (4)</b> Business Management-X (Modern Management Practice P-II ) <b>DSC-XI: (4)</b> <b>-XI</b> Business Management-XI (Marketing Management p-II)  <b>DSC-XII: (2)</b> <b>-XII</b> Business Management-XII ( Quality Management)	<b>DSE-II: (4)</b> Adv A/c Adv. Costing/ Ind. Mgmt/ Adv Banking/ Coop. Dev. / Bus. Env. P-II	<b>DSM-VI: (4)</b> Accountancy - VI	--	--	--	<b>OJT-I: (4)</b>	22
	Cum. Cr	42	08	24	16	16	14	12	132
<b>Exit Option : Award of UG Diploma in Major with 132 credits or Continue with Major and Minor</b>									

**Faculty of Commerce and Management: Major: Business Studies Minor: Accountancy**

Structure: Four Year Multidisciplinary **Undergraduate B. Com.** Degree Programme (Honors and Research)

*Credit Distribution Structure with Multiple Entry and Exit Options*

Year and Level	Semester	Major		Minor DSM (Choose any One from pool of courses from same Discipline)	OE (There are Two Baskets of GE) (Select One course from each Basket of other Disciplines or Faculty)	VSC, SEC, VSEC (Choose any One from pool of Major)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory	Elective DSE (Choose any one from Pool of Courses)							
1 4.5		<b>DSC</b>								
	I	<b>DSC-I (4)</b> Business Studies P-I (Fundamentals of Business)	--	<b>DSM-I(4)</b> Accountancy -I (F.A.)	<b>OE-I: (2)</b> Economics/ Business Comm./ Marathi/ Hindi/ Geography/ Mathematics/ Urdu/ History of Civilization P I <b>OE- II: (2)</b> Economics/ Business Comm./ Marathi/ Hindi/ Geography/ Mathematics/ Urdu/ History of Civilization P II	<b>SEC-I: (4)</b> Marketing Skills/ Insurance Skills P-I	<b>AEC-I: (2)</b> Soft Skills <b>VEC-I: (2)</b> Demography and Good Governance <b>IKS(2)</b> IKS-I	--	22	UG Certificate 44

	<b>II</b>	<b>DSC-II (4)</b> Business Studies–II (Functions of Management)	--	<b>DSM-II:(4)</b> Accountancy -II (F.A.II)	<b>OE-III: (2)</b> Economics/ Business Comm. /Marathi/ Hindi/ Geography/ Mathematics/ Urdu/ History of Civilization III <b>OE-IV: (2)</b> Economics/ Business Comm. Marathi/ Hindi/ Geography/ Mathematics/ Urdu/ History of Civilization IV	<b>SEC-II: (4)</b> Management Skills/ Insurance Skills P-II	<b>AEC-II: (2)</b> Communication Skills <b>VEC-II: (2)</b> Constitution of India	<b>CC-I: (2)</b> (NSS/ NCC/ Sports/ Culture/ Health Wellness/ Fitness/ Yoga.	22	
	Cu m. Cr	08	--	08	08	08	10	02	44	
<b>Exit Option : 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>										

Year and Level	Semester	Major		Minor DSM	OE (There are Two Baskets of GE)	VSC, SEC, VSEC	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory DSC	Elective DSE							
II 5.0	III	<b>DSC-III: (4)</b> Business Studies P-III (Fundamentals of Entrepreneurship) <b>DSC-IV: (2)</b> Business Studies-IV (E-Commerce)	--	<b>DSM-III: 4</b> Accountancy -III (C.A.I)	<b>OE-V: (2)</b> Economics/ Business Com. P-V <b>OE-VI: (2)</b> Economics/ Business Com. P-VI	<b>VSC-I-:</b> Quantitative Techniques. -I/ Money Financial System-I (4)	<b>AEC-III: (2)</b> Verbal and Non-Verbal Reasoning	<b>FP-I: (2)</b>	22	UG Diploma 88
	IV	<b>DSC-V: (4)</b> Business Studies P-V (Small Business Management) <b>DSC-VI: (2)</b> Business Studies P- VI (Business Finance)	--	<b>DSM-IV: (4)</b> Accountancy -IV(C.A.II)	<b>OE-VII: (2)</b> Economics/ Business Com. P-VII <b>OE-VIII: (2)</b> Economics/ Business Com. P-VIII	<b>VSC-II:</b> Quantitative Techniques. -II / Money Financial System-II (4)	<b>VEC-I (2)</b> Environmental Studies	<b>CEP-I: (2)</b>	22	
	Cum. Cr	20		16	16	16	14	06	88	

**Exit Option : Award of UG Diploma in Major with 88 credits and an additional 4 credits core NSQF course/Internship or Continue with Major and Minor**

Year and Level	Semester	Major		Minor DSM (Choose any One from pool of courses from same Discipline)	OE (There are Two Baskets of GE)	VSC, SEC, VSEC (Choose any One from pool of Major)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory <b>DSC</b>	Elective <b>DSE</b> (Choose any one from Pool of Courses)							
III 5.5	V	<b>DSC-VII: (4)</b> Business Studies -VII (Business Law) <b>DSC- VIII: (4)</b> Business Studies P-VIII (International Trade ) <b>DSC-IX: (4)</b> Business Studies P-IX (Agribusiness Management )	<b>DSE-I: (4)</b> Adv A/c Adv. Costing/ Ind. Mgmt/ Adv Banking/ Coop. Dev. / Bus.Env. P-I	<b>DSM-V (4)</b> Accountancy-V	--	--	--	<b>FP-I (2)</b>	22	UG Degree 132
	VI	<b>DSC-X: (4)</b> Business Studies P -X (Business Regulations in India ) <b>DSC-XI: (4)</b> Business Studies P-XI (Business Ethics) <b>DSC-XII: (2)</b> Business Studies P-XII (Corporate Governance)	<b>DSE-II: (4)</b> Adv A/c Adv. Costing/ Ind. Mgmt/ Adv Banking/ Coop. Dev. / Bus. Env. P-II	<b>DSM-VI: (4)</b> Accountancy - VI	--	--	--	<b>OJT-I: (4)</b>	22	

	Cum. Cr	42	08	24	16	16	14	12	132	
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**Exit Option : Award of UG Diploma in Major with 132 credits or Continue with Major and Minor**



### Faculty of Commerce and Management:

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

*Credit Distribution Structure with Multiple Entry and Exit Options with Major Accountancy*

Year and Level	Semester	Major		Minor DSM (Choose any One from pool of courses from same Discipline)	OE (There are Two Baskets of GE) (Select One course from each Basket of other Disciplines or Faculty)	VSC, SEC, VSEC (Choose any One from pool of Major)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory  DSC	Elective DSE (Choose any one from Pool of Courses)							
1 4.5	I	DSC-I(4) Accountancy-I(F.A.)	--	DSM-I(4) Management-I (FoM)	<b>OE-I: (2)</b> Economics/ Busi. Comm./ Marathi/ Hindi/ Geog/ Mathematics/ Urdu/ History of Civili. P I <b>OE- II: (2)</b> Economics/ Busi. Comm./ Marathi/ Hindi/ Geog/ Mathematics/ Urdu/ History of Civil. P II	SEC-I: (4) Accounting of Entrepreneurs and Partnership Firms Or Marketing Skill Or Insurance Skills P-I	AEC-I: (2) English Communication I VEC-I: (2) Democracy and Good Governance IKS(2) Indian Accounting	--	22	UG Certificate 44

	Major		Minor DSM (Choose any One from pool of courses from same Discipline)	OE (There are Two Baskets of GE) (Select One course from each Basket of other Disciplines or Faculty)	VSC, SEC, VSEC (Choose any One from pool of Major)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	
	Mandatory  DSC	Elective DSE (Choose any one from Pool of Courses)							
II	DSC-II (4) Accountancy-II (F.A.II)	--	DSM-II:(4) Management -II (PoM)	OE-III: (2) Economics/ Busi. Comm/ Marathi/ Hindi/ Geography/ Mathematics/ Urdu/ History of Civil. P III OE-IV: (2) Economics/ Busi. Comm/ Marathi/ Hindi/ Geography/ Mathematics/ Urdu/ History of Civil. P IV	SEC-II: (4) Accounting of Cooperative Societies Or Marketing Skills Or Ins Skills P-II	AEC-II: (2) English Communication II  VEC-II: (2) Indian Constitution	CC-I: (2)	22	
Cum. Cr	08	--	08	08	08	10	02	44	
<b>Exit Option : 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>									

Year and Level	Semester	Major		Minor DSM <i>(Choose any One from pool of courses from same Discipline)</i>	OE (Two Baskets of GE) <i>(Select One course from each Basket of other Disciplines or Faculty)</i>	VSC, SEC, VSEC <i>(Choose any One from pool of Major)</i>	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory DSC	Elective DSE <i>(Choose any one from Pool of Courses)</i>							
II 5.0	III	DSC-III: (4) Accountancy-III (C.A.I) DSC-IV: (2) Accountancy-IV	--	DSM-III: 4 Management-III (FoE)	OE-V: (2) Economics/ Business Comm P-V OE-VI: (2) Economics/ Business Comm P-VI	VSC-I: Q. T. -I/ MFS-I (4)	AEC-III: (2) English Communication III	FP-I: (2)	22	UG Diploma 88
	IV	DSC-V: (4) Accountancy-V (C.A.I) DSC-VI: (2) Accountancy-VI	--	DSM-IV: (4) Management-IV (FoE)	OE-VII: (2) Economics/ Busi Comm P-VII OE-VIII: (2) Economics/ Business Comm P-VIII	VSC-II: Q. T. -II/ MFS-II (4)	VEC-I (2) Environmental Study	CEP-I: (2)	22	
	Cum. Cr	20		16	16	16	14	06	88	
<b>Exit Option : Award of UG Diploma in Major with 88 credits and an additional 4 credits core NSQF course/Internship or Continue with Major and Minor</b>										

Year and Level	Semester	Major		Minor DSM <i>(Choose any One from pool of courses from same Discipline)</i>	OE (Two Baskets of GE) <i>(Select One course from each Basket of other Disciplines or Faculty)</i>	VSC, SEC, VSEC	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory <b>DSC</b>	Elective <b>DSE</b> <i>(Choose any one from Pool of Courses)</i>							
III 5.5	V	DSC-VII: (4) Accountancy-VII DSC-VIII: (4) Accountancy-VIII DSC-IX: (4) Accountancy-IX	DSE-I: (4) Adv A/c Adv. Cost/I. Tax P-I	DSM-V (4) Management-V (MMP)	--	--	--	FP-I (2)	22	UG Degree 132
	VI	DSC-X: (4) Accountancy-X DSC-XI: (4) Accountancy-XI DSC-XII: (2) Accountancy-XII	DSE-II: (4) Adv A/c Adv Cost/ GST P-II	DSM-VI: (4) Management-VI (MMP)	--	--	--	OJT-I: (4)	22	
	Cum. Cr	42	08	24	16	16	14	12	132	
<b>Exit Option : Award of UG Diploma in Major with 132 credits or Continue with Major and Minor</b>										

Year and Level	Semester	Major		Minor DSM <i>(Choose any One from pool of courses from same Discipline)</i>	OE (Two Baskets of GE) <i>(Select One course from each Basket of other Disciplines or Faculty)</i>	VSC, SEC, VSEC	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cumulative Credit Per Semester	Degree Per Cumulative Credit
		Mandatory <b>DSC</b>	Elective <b>DSE</b> <i>(Choose any one from Pool of Courses)</i>							
IV 6.0	VII	DSC-XIII: (4) DSC-XIV: (4) DSC-XV : (4) DSC-XVI: (2)	DSE-III: (4)	RM-I: (4)	--	--	--	--	22	UG Honors Degree 176
	VIII	DSC-XVII: (4) DSCXVIII: (4) DSC-XIX: (4) DSC-XX: (2)	DSE-IV: (4)	--	--	-	--	OJT-II: (4)	22	
	Cum.	70	16	28	16	16	14	16	176	
	<b>Four Year UG Honours Degree in Major and Minor with 176 Credits</b>									
IV 6.0	VII	DSC-XIII: (4) DSC-XIV: (4) DSC-XV : (4) DSC-XVI: (2)	DSE-III: (4)	RM 1: (4)	--	--	--	RP1: (4)	22	UG Honors with Research Degree 176
	VIII	DSC-XVII: (4) DSC XVIII: (4) DSC-XIX: (4) DSC-XX: (2)	DSE-IV: (4)	--	--	-	--	RP2: (6)	22	
	Cum. Cr	70	16	28	16	16	14	16	176	
<b>Four Year UG Honours with Research Degree in Major and Minor with 176 Credits</b>										



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**B.Com. Business Studies Major**  
**SEMESTER – I**

**DSC- I : 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. Understand the basic concepts of business
2. Explain various forms of business organisation
3. Know functional aspects of business
4. Understand recent trends in business

Unit No.	Contents	No. of Hours
<b>1</b>	<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	<b>15</b>
<b>2</b>	<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	<b>15</b>
<b>3</b>	<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	<b>15</b>
<b>4</b>	<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.	<b>15</b>

**Suggested Readings:**

1. Durai, P. (2015). Principles of Management, Text and Cases. New Delhi: Pearson Education.
2. Koontz, H. (2010). Essentials of Management. New Delhi: Tata McGraw-Hill Education.
3. Stoner, Freeman & Gilbert Jr. (2009). Management. New Delhi: Prentice Hall.
4. Weihrich, H. & Koontz, H. (2010). Management- A Global Perspective: New Delhi: Tata McGraw-Hill Education.
5. Robbins & Coulter (2013). Management. New Delhi: Prentice Hall.
6. Robbins, S.P. & Decenzo, D. A. (2014). Fundamentals of Management: Essential Concepts and Applications. New Delhi: Pearson Education.
7. Luthans, F. (2010). Organizational Behaviour. New York: McGraw-Hill

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**B.Com. Business Studies Major**  
**SEMESTER – I**  
**DSM- I : Accounting P-I (Financial 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. Understand the concept of Marketing
2. Explain in detail various channels of distributing a product,
3. Apply knowledge on the PLC theory, to classify the various brands.
4. Demonstrate recent trends in Marketing

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>1</b>	<b>Introduction to Marketing</b>	<b>15</b>
<b>2</b>	<b>Product and Pricing</b>	<b>15</b>
<b>3</b>	<b>Distribution channels and Promotion.</b> <b>Distribution channels:</b> Concept of distribution channels,	<b>15</b>
<b>4</b>	<b>Recent Trends in Marketing</b>	<b>15</b>

**Suggested Readings:**

1. Paul Baines, Chris Fill, Kelly page, Essentials of Marketing, Oxford Uni. Press
2. Philip Kotler, Kevin Lane Keller, Marketing management, 14th Edition, Pearson.
3. Amanpreet Singh Brar, Ramandeep Kaur Cheema, Inderpreet Kaur Kular. - Principles of Marketing - Kalyani publishers.
4. Kotler, P., Armstrong, G., Agnihotri, P. Y., Haq, ul Ehsan: Principles of Marketing: A South Asian Perspective, Pearson. – [Chapter 10,11,12,16,13,14,15]
5. Kotler, P. & Keller, K. L.: Marketing Management, Pearson. (15th Edition) – [Chapter 16,20,21,22].



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**SEMESTER – I**  
**SEC-I Marketing Skills P-I**  
**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. Understand various Marketing skills
2. Explain in detail examples of different marketing skills
3. Apply marketing skills in the organization
4. Demonstrate how to develop marketing skills

Unit No.	Contents	No. of Hours
<b>1</b>	<b>Introduction</b> Concept of Marketing skills, Importance and Need of Marketing skills <b>Social media skills:</b> Concept, essentials of Social Media skills <b>Digital marketing skills:</b> Concept, key elements of Digital marketing Skills,	<b>15</b>
<b>2</b>	<b>Other Types of Marketing Skills</b> <b>Advertising skills:</b> Concept, example and tips to improve, Mobile advertising, <b>Marketing strategy skills:</b> Concept, types of marketing strategy, ways of marketing strategy <b>Customer service skills:</b> Concept, important qualities of customer services, Key Customer Service skills <b>Project Management Skills:</b> Concept, essentials and examples How to build marketing Skills	<b>15</b>
<b>3</b>	<b>Content Marketing:</b> Meaning, Types, Benefits, Components, steps of content Marketing, how content marketing works, how to do content marketing	<b>15</b>
<b>4</b>	<b>Brand Marketing:</b> Meaning, Goals of Brand marketing, Current trends of brand marketing, steps to develop brand marketing strategy, Things to avoid in brand marketing	<b>15</b>

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**SEMESTER – I**  
**SEC-I Insurance Skills P-I**  
**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. 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
<b>1</b>	<b>Introduction to Insurance:</b> 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.	<b>15</b>
<b>2</b>	<b>Life Insurance:</b> Meaning and Significance of Life Insurance, Procedure of taking Life Insurance Policy, Policy conditions, Types of Policy, Settlement of claims, Life Insurance for the under Privileged Practical: Collect policy certificate and write policy conditions	<b>15</b>
<b>3</b>	<b>Career in Life Insurance</b> Procedure of becoming Life Insurance Adviser, Code of conduct for Insurance Adviser, Job profile in insurance company, Remuneration of Advisor, Termination of Advisor, Insurance Courses, Domestic Insurance Schools, International Insurance Schools, Practical : Visit to Direct Training centre of Life Insurance Corporation	<b>15</b>
<b>4</b>	<b>Life Insurance business in India</b> Growth of life Insurance business after privatization, performance evaluation of LIC and Private Insurance Companies IRDA Act-1999: Nature & Objectives, Organizational setup, Functions of IRDA Practical : Visit of General Insurance training Centre	<b>15</b>

References:

1. S. C. Sahoo, S. C. Das Insurance Management Text and Cases 2019 , Himalaya Publishing House, Revised edition
2. P. K. Gupta, Fundamental of Insurance (2011), Himalaya Publishing House,2 nd edition.
3. P. K. Gupta, Insurance and Risk Management(2015), Himalaya Publishing House, 5 th edition
4. R. Haridas, Life Insurance in India (2011), New Century Publications, 1 st edition.
5. M. N. Mishra and Dr. S.B. Mishra, Insurance Principles and Practices (2014), S. Chand Higher Academic, 20 th edition.
6. B.S. Bholra and M.G. Garg, Insurance Management(2007), Deep and Deep Publications, 1 st edition.
7. G. S. Panda, Principles and Practices of Insurance, Kalyani Publishers Ludhiana.
8. M. Aribkhan -&#39;Theory and practice of Insurance&#39;; Educational Book House,
9. Aligarh.
10. M. N. Mishra-&#39;Insurance principles and practice&#39;; S. Chand & company Ltd. New Delhi.
11. Kothari & Bahi, principles and practice of Insurance&#39;; Sahitya Bhawan, Agra.

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

**B.Com. Business Studies Major**

**SEMESTER – I**

**IKS- Indian Ethos and Values in Business**

**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 Indian Ethos and values
2. Explain how to develop Indian thoughts in management
3. Apply of yoga in Management
4. Demonstrate various examples of Indian thinkers before the students

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>I</b>	<b>Indian Ethos in Management</b> Meaning, Features, Need, History of Indian Ethos in Management. Principles Practiced by Indian Companies, Requisites, Elements, Role of Indian Ethos in Managerial Practices	<b>15</b>
<b>2</b>	<b>Indian Values and Business</b> Meaning, Features, Values for Indian Managers, Relevance of Value Based Management in Global Change, Impact of Values on Stakeholders: Employees, Customers, Government, Competitors and Society. Values for Managers, Trans-Cultural Human Values in Management and Management Education, Importance of Value System in Work Culture	<b>15</b>

**References:**

1. R Nandagopal, Ajith Sankar RN: Indian Ethics and Values in Management, Tata McGraw Hill
2. Bhatta, S.K., Business Ethics & Managerial Values.
3. Chakraborty, S.K.: Foundation of Managerial Work-Contributions from Indian Thought, Himalaya Publication House, Delhi 1998
4. Chakraborty, S.K.: Management by Values, Oxford University Press 1991.
5. Nandagopal, Ajith Shankar, Indian Ethos and Values in Management, TMG,
6. Khandelwal Indian Ethos and Values for Managers, Himalaya Publishing House,
7. Biswanath Ghosh, Ethics In Management and Indian Ethos, Vikas Publishing House, 2009
8. Joseph Des Jardins, An Introduction to Business Ethics , Tata Mc Graw Hill, 2009

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**B.Com. Business Studies Major**  
**SEMESTER – I**  
**SEC-II Management Skills**  
**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. Understand various Management skills
2. Explain in detail examples of different management skills
3. Apply managerial skills in the organization
4. Demonstrate how to develop management skills

Unit No.	Contents	No. of Hrs.
<b>1</b>	<b>Introduction</b> Concept of Management Skills, Importance of Management Skills in organization, Managerial Skills by Robert L. Katz <b>Technical skills:</b> Concept, Importance and Examples <b>Conceptual skills:</b> Concept, Need and Examples, How to improve conceptual skills in management. <b>Human Skills:</b> Concept, Importance and Examples	<b>15</b>
<b>2</b>	<b>Other Types of Management Skills</b> <b>Negotiation Skills:</b> Concept, types of Negotiation, Negotiation Styles, Negotiation Tips <b>Interpersonal skills:</b> What and Why, Abilities of interpersonal skills, Do's and Don'ts for interpersonal Skills <b>Decision making skill:</b> Concept, importance and Examples, Case Studies of Six Thinking Hats <b>Analytical skills:</b> Concept, Need, Core ingredients of Analytical Skills, Developing management Skills	<b>15</b>
<b>3</b>	<b>Planning and Strategy Skills</b> <b>Brainstorming:</b> Concept, Importance, Effective brainstorming techniques, <b>Critical Thinking:</b> Concept, types of critical thinking, steps to improve critical thinking, <b>Logical Thinking:</b> concept, Importance, 5 Steps of logical thinking <b>Strategic Thinking:</b> Concept, Characteristics Components	<b>15</b>
<b>4</b>	<b>Organizational Skills</b> <b>Team Building:</b> Concept, Characteristics of an Effective Team, Stages of Team Development, Building teamwork Culture <b>Event Coordination:</b> concept, Tips for effective coordination <b>Deadline Management:</b> Concept, steps to manage deadlines, top tips for deadline management <b>Time Management:</b> Concept, Essentials for time management, tips for mastering time	<b>15</b>

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**B.Com. Business Studies Major**  
**SEMESTER – I**  
**SEC-I Insurance Skills-II**  
**Credits : 4**

**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 General Insurance and Insurance contract.
- 2 To Generate awareness about employment opportunities in insurance companies.
3. Apply Knowledge about of the General insurance policies.
4. Demonstrate how to take insurance policies

Unit No.	Contents	No. of Hours
<b>1</b>	<b>Fire Insurance</b> Meaning ,Definition and Characteristics of fire insurance, Procedure of taking fire Insurance policy, Policy Conditions, Cancellation, forfeiture and renewal of policy, Settlement of claims	<b>15</b>
<b>2</b>	<b>Marine Insurance</b> Meaning & Definition. Procedure of taking marine insurance policy, Difference between Fire and Marine Insurance, types of Marine Insurance policies, Marine Losses and perils. Clauses of marine insurance policy Practical: Collect information about awareness about general insurance in your area	<b>15</b>
<b>3</b>	<b>General Insurance:</b> (only nature & cover) Motor Insurance, Personal Accidental and Sickness Insurance Health Insurance, Student Insurance plan, Burglary Insurance, Pradhanmantri Suraksha Bima Yojana, Crop Insurance, Live Stock Insurance Practical: Study of schemes of govt. as well as General Insurance policy.	<b>15</b>
<b>4</b>	<b>General Insurance Business in India</b> Need of Privatization of Insurance Sector, Merits & demerits of privatization of Insurance Sector, Progress of General Insurance Business after Privatization, Performance evaluation of Govt. and Private Insurance companies, Career Opportunities in General Insurance Business	<b>15</b>

References:

1. S. C. Sahoo, S. C. Das Insurance Management Text and Cases 2019 , Himalaya Publishing House, Revised edition
2. P. K. Gupta, Fundamental of Insurance (2011), Himalaya Publishing House, 2 nd edition.
3. P. K. Gupta, Insurance and Risk Management(2015), Himalaya Publishing House, 5 th edition
4. R. Haridas, Life Insurance in India (2011), New Century Publications, 1 st edition.
5. M. N. Mishra and Dr. S.B. Mishra, Insurance Principles and Practices (2014), S. Chand Higher Academic, 20 th edition.
6. B.S. Bholra and M.G. Garg, Insurance Management(2007), Deep and Deep Publications, 1 st edition.
7. G. S. Panda, Principles and Practices of Insurance, Kalyani Publishers Ludhiana.
8. M. Aribkhan -&#39;Theory and practice of Insurance&#39;; Educational Book House,
9. Aligarh.
10. M. N. Mishra-&#39;Insurance principles and practice&#39;; S. Chand & company Ltd. New Delhi.
11. Kothari & Bahi, principles and practice of Insurance&#39;; Sahitya Bhawan, Agra.

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**B.Com. Business Studies Major**  
**SEMESTER – I**  
**AEC-I Soft Skills**  
**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 students' soft skills
2. Explain how to develop soft skills and self confidence in the students
3. Apply leadership qualities in the young minds
4. Demonstrate various interview techniques to the students
5. Analyze the emotions of one's own and others

Unit No.	Contents	No. of Hours
<b>I</b>	<b>Introduction : Soft Skills</b> Definition, Advantages of Soft Skills ,Need for soft skills, Nature of soft skill, Difference between Soft skills and Hard skills <b>Life Skills:</b> Attitude, Emotional Intelligence, Interpersonal Skills, Self-Development. <b>Personality development:</b> Concept, Types of personality, Elements of personality development, SWOC analysis, Goal setting, Human values	<b>15</b>
<b>2</b>	<b>Developing key traits:</b> Creativity, Critical thinking and Problem solving <b>Developing Employability Skills:</b> Group Discussion, Interview Skills, <b>Corporate Skills:</b> Leadership Qualities, Negotiation Skills, Time Management, Stress Management <b>Projecting a Positive Social Image • Grooming • Body language • Eye contact • Social etiquette • Manners in conversations</b>	<b>15</b>

**References:**

1. Prof. Dr. A. M. Gurav and Prin. Dr. R. S. Salunkhe , Skills, (2022) Shivaji University, Kolhapur
2. S. Hariharan, N. Sudararajan, S.P. Shammugapriya, Soft Skills, MJPublishers



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**B.Com. Business Studies Major**  
**SEMESTER – I**  
**AEC-II: Communication Skills**  
**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 how to enhance listening skills
2. Explain how to enhance students communication skills
3. Apply methods for organizing thoughts and effective communication techniques
4. Demonstrate how to write a good CV

Unit No.	Contents	No. of Hours
<b>I</b>	<p><b>Introduction: Communication Skills</b>            Communication Skills: Definition, types and Nature  <b>Listening Skills:</b> Purpose of Listening • Listening to Conversation (Formal and Informal) • Active Listening- an Effective Listening Skill • Benefits of Effective Listening • Barriers to Listening • Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ • commentaries etc.)  <b>Speaking Skills:</b> Sounds in English, Essentials of Speaking, Qualities of Speaker, Benefits of Speaking, Self development through Speaking skills, Tasks: Speech, Presentation, Narration</p>	<b>15</b>
<b>2</b>	<p><b>Reading Skills:</b> Purpose, Process, Methodologies, Skimming and Scanning, Levels of Reading, Reading Comprehension, Academic Reading Tips  <b>Writing Skills:</b> Basics of writing • Types of writing styles • Writing Process • Effective writing techniques • <b>Various Writing Tasks</b> : Writing general essays • Writing Paragraphs, Articles and Stories, Formal/Informal Invitation, Application for a job with bio data or resume., Poster Making,</p>	<b>15</b>

**References:**

1. Prof. Dr. A. M. Gurav and Prin. Dr. R. S. Salunkhe , Skills, (2022) Shivaji University, Kolhapur
2. S. Hariharan, N. Sudararajan, S.P. Shammugapriya, Soft Skills, MJPublishers

## **Nature of Question Paper and Scheme of Marking (proposed)**

### **A) For Four Credits Total marks: 80**

*Note: following pattern is given by taking nature of course in management and commerce course into consideration*

#### **Question No: 1 Multiple choice questions 20 marks**

**Pattern 1:** Plain question with 4 alternatives (6 MCQs for 12 marks)

**Pattern 2:** Match the following with four alternatives (2 for 4 marks)

Group I

Group II

- |    |    |
|----|----|
| 1. | a. |
| 2. | b. |
| 3. | c. |
| 4. | d. |

A) 1-a 2-b 3-c 4-d B) 1-b 2-a 3-c 4-d C) 1-c 2-b 3-a 4-d D) 1-d 2-b 3-c 4-a

**Pattern 3:** Give two statements (2 MCQs for 4 marks)

- |    |    |
|----|----|
| 1. | 2. |
|----|----|

Which is the correct option?( or which is the incorrect option)

- A) Statement 1 is True/ correct and Statement 2 is False/ incorrect
- B) Statement 2 is True/ correct and Statement 1 is False/ incorrect
- C) Both statements are True / Correct
- D) Both statements are False / Incorrect

#### **Question No: 2 Short Notes Questions (any four out of six) 20 marks**

Answer limit 150-200 words

#### **Question No: 3 Short Answer Questions (any four out of six) 20 marks**

Answer limit 150-200 words

#### **Question No: 4 Long Answer Questions (any two out of Four) 20 marks**

Answer limit 300-400 words

### **B) For two Credits Total marks: 40**

#### **Question No: 1 Multiple choice questions 10 marks**

**Pattern 1:** Plain question with 4 alternatives (3MCQs for 6marks)

**Pattern 2:** Match the following with four alternatives (1 for 2 marks)

Group I

Group II

- |    |    |
|----|----|
| 1. | a. |
| 2. | b. |

3. c.  
4. d.

A) 1-a 2-b 3-c 4-d B) 1-b 2-a 3-c 4-d C) 1-c 2-b 3-a 4-d D) 1-d 2-b 3-c 4-a

**Pattern 3:** Give two statements (1 MCQs for 2 marks)

1. 2.

Which is the correct option?( or which is the incorrect option)

- A) Statement 1 is True/ correct and Statement 2 is False/ incorrect  
B) Statement 2 is True/ correct and Statement 1 is False/ incorrect  
C) Both statements are True / Correct  
D) Both statements are False / Incorrect

**Question No: 2 Short Notes Questions (any four out of six) 20 marks**

Answer limit 150-200 words

**Question No: 3 Long Answer Questions (any one out of two) 10 marks**

Answer limit 300-400 words

### **C) Internal Assessment 20 Marks**

1. Assignments
2. Seminar
3. Poster Presentation
4. Wall papers
5. Role Play
6. Group Discussion
7. Unit Tests
8. Tutorials
9. Visits
10. Group project

SHIVAJI UNIVERSITY, KOLHAPUR  
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( Advanced Accountancy Major)  
B. Com. I Semester – I  
Accountancy (Financial Accounting) – Paper I  
Credits : 4  
Introduced from June 2024

**COURSE OUTCOMES:**

After studying this course, students will be able to

1. Understand the fundamental concepts of accounting, accounting concepts and conventions, accounting standards and accounting process.
2. Understand accounting procedure in the case of amalgamation of partnership firms.
3. Understand accounting procedure in the case of conversion of partnership firms into a company.
4. Understand the process of distribution of cash when a partnership firm is dissolved.

Unit No.	Contents	No. of Hours
Unit I	<b>Introduction to Accounting:</b> Definition of Accounting, Objectives of Accounting, Need of Accounting, Branches of Accounting, Basic Accounting Concepts and conventions, Accounting Standards – Need and Procedure, concept of IFRS.	15
Unit II	<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
Unit III	<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
Unit IV	<b>Piecemeal Distribution of Cash:</b> Meaning, Types of Liabilities, Realisation of assets and Order of payment	15

**References –**

1. Gupta L. and Radhaswamy M, 'Financial Accounting' 2006- Sultan Chand and sons, New Delhi
2. Gupta R.L. Radhaswamy M. 'Advanced Accountancy' 2018 Sultanchand and Sons, New Delhi.
3. Shukla M.C., Grewal T. S. and Gupta S.C. 'Advanced Accountancy, S Chand and Company,

New Delhi.

4. Jain and Narang – ‘Advanced Accountancy’ Kalyani Publications New Delhi.
5. S. N. Maheshwari, Suneel K. Maheshwari, Sharad K. Maheshwari – ‘Financial Accounting’ Sixth Edition 2018, Vikas Publication House Pvt. Ltd..
6. S. N. Maheshwari, Suneel K. Maheshwari, Sharad K. Maheshwari – ‘Advanced Accountancy’ Volume one Eleventh Edition 2022, Vikas Publication House Pvt. Ltd..
7. M.S.Shukla, T.S. Grewal, S.C.Gupta, - ‘Advanced Accounts’ Volume one 2022- S.Chand and Company Ltd.

### **Nature of Question Paper**

SHIVAJI UNIVERSITY, KOLHAPUR

Faculty of Commerce and Management

(Advanced Accountancy Major)

B. Com. I Semester – I

Accountancy (Financial Accounting) – Paper I

Total Marks- 80

Time – 3 hours

#### **Instructions:**

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

Question No.1	a) Choose most appropriate alternative	10 Marks
	b) State whether the statements are True or False	06 Marks
Question No.2	Write Short Notes (Any Four out of Six) (Any three short notes must be on unit 1 and remaining three short notes on each of remaining three units)	16 Marks
Question No.3	Practical problem	16 Marks
Question No.4	Practical problem	16 Marks
Question No.5	Practical problem	16 Marks
Question No. 6	a) Short Problem (on any of unit 2 to 4)	8 Marks
	b) Short Problem (on any of unit 2 to 4)	8 Marks

SHIVAJI UNIVERSITY, KOLHAPUR  
Faculty of Commerce and Management  
Syllabus as per National Education Policy (NEP) 2020  
(Advanced Accountancy Major)  
B. Com. I Semester – I  
Accountancy (Financial Accounting) – Paper I  
Credits : 4  
Introduced from June 2024

**COURSE OUTCOMES:**

After studying this course, students will be able to

1. Understand the fundamental concepts of accounting, accounting concepts and conventions, accounting standards and accounting process.
2. Understand accounting procedure in the case of amalgamation of partnership firms.
3. Understand accounting procedure in the case of conversion of partnership firms into a company.
4. Understand the process of distribution of cash when a partnership firm is dissolved.

Unit No.	Contents	No. of Hours
Unit I	<b>Introduction to Accounting:</b> Definition of Accounting, Objectives of Accounting, Need of Accounting, Branches of Accounting, Basic Accounting Concepts and conventions, Accounting Standards – Need and Procedure, concept of IFRS.	15
Unit II	<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
Unit III	<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
Unit IV	<b>Piecemeal Distribution of Cash:</b> Meaning, Types of Liabilities, Realisation of assets and Order of payment	15

Accountancy Minor  
B. Com. I Semester – I  
Accountancy – Paper I Credits : 4  
Introduced from June 2024

**COURSE OUTCOMES:**

After studying this course, students will be able to

1. Understand the fundamental concepts of accounting, accounting concepts and conventions, accounting standards and accounting process.
2. Understand the nature of Income and Expenditures.
3. Understand the nature of accounting in hospitals.
4. Understand the nature of accounting in hotels

Unit No.	Contents	No. of Hours
Unit I	<b>Introduction to Accounting:</b> Definition of Accounting, Objectives of Accounting, Need of Accounting, Branches of Accounting, Basic Accounting Concepts and conventions, Accounting Standards – Need and Procedure, concept of IFRS.	15
Unit II	<b>Business Income and Expenses</b> Measurement of Business Income. Revenue Recognition and Recognition of Expenses. Capital and Revenue Receipts and Expenditures	15
Unit III	<b>Accounting of Hospitals</b> Introduction, Types of hospitals, Special Features, System of Accounting – various Forms and Registers, Heads of Income and Expenditures, Income Statement and Balance Sheet	15
Unit IV	<b>Accounting of Hotels –</b> Nature of Hotel Business, Hotel Organisations, Classification of Customers and Guests, Heads of Revenue and Expenditures, System of Accounting, Proforma of Ledgers, Final Accounts	15

**References –**

1. Gupta L. and Radhaswamy M, 'Financial Accounting' 2006- Sultan Chand and sons, New Delhi
2. Gupta R.L. Radhaswamy M. 'Advanced Accountancy' 2018 Sultanchand and Sons, New Delhi.
3. Shukla M.C., Grewal T. S. and Gupta S.C. 'Advanced Accountancy, S Chand and Company, New Delhi.
4. Jain and Narang – 'Advanced Accountancy' Kalyani Publications New Delhi.
5. S. N. Maheshwari, Suneel K. Maheshwari, Sharad K. Maheshwari – 'Financial Accounting' Sixth Edition 2018, Vikas Publication House Pvt. Ltd..
6. S. N. Maheshwari, Suneel K. Maheshwari, Sharad K. Maheshwari – 'Advanced Accountancy' Volume one Eleventh Edition 2022, Vikas Publication House Pvt. Ltd..
7. M.S.Shukla, T.S. Grewal, S.C.Gupta, - 'Advanced Accounts' Volume one 2022- S.Chand and Company Ltd.

**Nature of Question Paper**  
SHIVAJI UNIVERSITY, KOLHAPUR  
Faculty of Commerce and Management  
(Business Management Major)  
Accountancy Minor  
B. Com. I Semester – I  
Accountancy – Paper I

Total Marks- 80

Time – 3 hours

**Instructions:**

3. Question No. 1 and Question No.2 are **compulsory**

4. Attempt any **three** questions from Question No. 3 to Question No.6

Question No.1	a) Choose Correct Alternative	10 Marks
	b) State True or False	06 Marks
Question No.2	Write Short Notes (Any Four out of Six) (Any three short notes must be on unit 1 and remaining three short notes on each of remaining three units)	16 Marks
Question No.3	Practical problem	16 Marks
Question No.4	Practical problem	16 Marks
Question No.5	Practical problem	16 Marks
Question No. 6	c) Short Problem (on any of unit 2 to 4)	8 Marks
	d) Short Problem (on any of unit 2 to 4)	8 Marks



SHIVAJI UNIVERSITY, KOLHAPUR  
Faculty of Commerce and Management  
Syllabus as per National Education Policy (NEP) 2020  
(Business Management Major)  
Accountancy Minor  
B. Com. I Semester – I  
Accountancy – Paper I Credits : 4  
Introduced from June 2024

**COURSE OUTCOMES:**

After studying this course, students will be able to

1. Understand the fundamental concepts of accounting, accounting concepts and conventions, accounting standards and accounting process.
2. Understand the nature of Income and Expenditures.
3. Understand the nature of accounting in hospitals.
4. Understand the nature of accounting in hotels

Unit No.	Contents	No. of Hours
Unit I	<b>Introduction to Accounting:</b> Definition of Accounting, Objectives of Accounting, Need of Accounting, Branches of Accounting, Basic Accounting Concepts and conventions, Accounting Standards – Need and Procedure, concept of IFRS.	15
Unit II	<b>Business Income and Expenses</b> Measurement of Business Income. Revenue Recognition and Recognition of Expenses. Capital and Revenue Receipts and Expenditures	15
Unit III	<b>Accounting of Hospitals</b> Introduction, Types of hospitals, Special Features, System of Accounting – various Forms and Registers, Heads of Income and Expenditures, Income Statement and Balance Sheet	15
Unit IV	<b>Accounting of Hotels –</b> Nature of Hotel Business, Hotel Organisations, Classification of Customers and Guests, Heads of Revenue and Expenditures, System of Accounting, Proforma of Ledgers, Final Accounts	15

**References –**

1. Gupta L. and Radhaswamy M, 'Financial Accounting' 2006- Sultan Chand and sons, New Delhi
2. Gupta R.L. Radhaswamy M. 'Advanced Accountancy' 2018 Sultanchand and Sons, New Delhi.
3. Shukla M.C., Grewal T. S. and Gupta S.C. 'Advanced Accountancy, S Chand and Company, New Delhi.
4. Jain and Narang – 'Advanced Accountancy' Kalyani Publications New Delhi.
5. S. N. Maheshwari, Suneel K. Maheshwari, Sharad K. Maheshwari – 'Financial Accounting' Sixth Edition 2018, Vikas Publication House Pvt. Ltd..
6. S. N. Maheshwari, Suneel K. Maheshwari, Sharad K. Maheshwari – 'Advanced Accountancy' Volume one Eleventh Edition 2022, Vikas Publication House Pvt. Ltd..
7. M.S.Shukla, T.S. Grewal, S.C.Gupta, - 'Advanced Accounts' Volume one 2022- S.Chand and Company Ltd.

**Nature of Question Paper**  
SHIVAJI UNIVERSITY, KOLHAPUR  
Faculty of Commerce and Management  
(Business Management Major)  
Accountancy Minor  
B. Com. I Semester – I  
Accountancy – Paper I

Total Marks- 80

Time – 3 hours

**Instructions:**

5. Question No. 1 and Question No.2 are **compulsory**

6. Attempt any **three** questions from Question No. 3 to Question No.6

Question No.1	a) Choose Correct Alternative	10 Marks
	b) State True or False	06 Marks
Question No.2	Write Short Notes (Any Four out of Six) (Any three short notes must be on unit 1 and remaining three short notes on each of remaining three units)	16 Marks
Question No.3	Practical problem	16 Marks
Question No.4	Practical problem	16 Marks
Question No.5	Practical problem	16 Marks
Question No. 6	e) Short Problem (on any of unit 2 to 4)	8 Marks
	f) Short Problem (on any of unit 2 to 4)	8 Marks

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Studies Major**  
**SEMESTER – II**  
**DSC- II : Functions 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. Understand the contributions towards the management
2. Explain in detail various functions of Management
3. Apply techniques of decision making in various field of business
4. Demonstrate the process of the controlling

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>1</b>	<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	<b>15</b>
<b>2</b>	<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	<b>15</b>
<b>3</b>	<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	<b>15</b>
<b>4</b>	<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.	<b>15</b>

**Suggested Readings:**

1. Durai, P. (2015). Principles of Management, Text and Cases. New Delhi: Pearson Education.
2. Koontz, H. (2010). Essentials of Management. New Delhi: Tata McGraw-Hill Education.
3. Stoner, Freeman & Gilbert Jr. (2009). Management. New Delhi: Prentice Hall.

4. Wehrich, H. & Koontz, H. (2010). Management- A Global Perspective: New Delhi: Tata McGraw-Hill Education.
5. Robbins & Coulter (2013). Management. New Delhi: Prentice Hall.
6. Robbins, S.P. & Decenzo, D. A. (2014). Fundamentals of Management: Essential Concepts and Applications. New Delhi: Pearson Education.
7. Luthans, F. (2010). Organizational Behaviour. New York: McGraw-Hill

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Management Major**  
**SEMESTER – I**  
**DSC- II : Introduction to Marketing**  
**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. Understand the concept of Marketing
2. Explain in detail various channels of distributing a product,
3. Apply knowledge on the PLC theory, to classify the various brands.
4. Demonstrate recent trends in Marketing

Unit No.	Contents	No. of Hours
<b>1</b>	<b>Introduction to Marketing</b> Meaning, Definition, Nature and Scope of Marketing, Importance of marketing, Core concept of Marketing, Marketing Environment, Market Segmentation- bases of market segmentation, Market Targeting, Market Positioning, Market mix- elements of marketing mix	<b>15</b>
<b>2</b>	<b>Product and Pricing</b> Product- concept, types of product, Product Mix, Product life cycle theory (PLC), Concept of Branding: Packaging: need and functions, Price- concept of price, factors influencing concept of price, Pricing strategies- Skimming strategy, Penetration strategy, Product mix pricing strategy, Product line strategy,	<b>15</b>
<b>3</b>	<b>Distribution channels and Promotion.</b> <b>Distribution channels:</b> Concept of distribution channels, Types of Distribution Channels, Promotion : Concept of promotion, Elements of Promotions: Personal selling- nature of personal selling, Sales promotion: sales promotion tools, Advertising: media of advertising, Public relations, Direct marketing: forms of direct marketing	<b>15</b>
<b>4</b>	<b>Recent Trends in Marketing</b> Service Marketing- Special features-Problems in marketing of services. Rural Marketing: Nature and Growth-Problems of Rural Marketing in India Measures for effective Rural Marketing. Concept of Green Marketing, Interactive marketing, Inclusive marketing,	<b>15</b>

**Suggested Readings:**

1. Paul Baines, Chris Fill, Kelly page, Essentials of Marketing, Oxford Uni. Press
2. Philip Kotler, Kevin Lane Keller, Marketing management, 14th Edition, Pearson.
3. Amanpreet Singh Brar, Ramandeep Kaur Cheema, Inderpreet Kaur Kular. - Principles of Marketing - Kalyani publishers.
4. Kotler, P., Armstrong, G., Agnihotri, P. Y., Haq, ul Ehsan: Principles of Marketing: A South Asian Perspective, Pearson. – [Chapter 10,11,12,16,13,14,15]
5. Kotler, P. & Keller, K. L.: Marketing Management, Pearson. (15th Edition) – [Chapter 16,20,21,22].

<p><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 Management Major</b>  <b>SEMESTER – I</b>  <b>SEC-I Marketing Skills</b>  <b>Credits :4</b></p> <p><b>Marks: Semester End:80 Internal Assessment:10 Total Marks: 100</b>  <b>Introduced from June 2024</b></p>		
<p><b>COURSE OUTCOMES:</b>  After studying this course, students will be able to...</p> <ol style="list-style-type: none"> <li>1. Understand various Marketing skills</li> <li>2. Explain in detail examples of different marketing skills</li> <li>3. Apply marketing skills in the organization</li> <li>4. Demonstrate how to develop marketing skills</li> </ol>		
Unit No.	Contents	No. of Hours
<b>I</b>	<p><b>Introduction</b>  Concept of Marketing skills, Importance and Need of Marketing skills  <b>Social media skills:</b> Concept, essentials of Social Media skills  <b>Digital marketing skills:</b> Concept, key elements of Digital marketing Skills,</p>	<b>15</b>
<b>2</b>	<p><b>Other Types of Marketing Skills</b>  <b>Advertising skills:</b> Concept, example and tips to improve, Mobile advertising,  <b>Marketing strategy skills:</b> Concept, types of marketing strategy, ways of marketing strategy  <b>Customer service skills:</b> Concept, important qualities of customer services, Key Customer Service skills  <b>Project Management Skills:</b> Concept, essentials and examples  How to build marketing Skills</p>	<b>15</b>
<b>3</b>	<p><b>Content Marketing:</b>  Meaning, Types, Benefits, Components, steps of content</p>	<b>15</b>

	Marketing, how content marketing works, how to do content marketing	
<b>4</b>	<b>Brand Marketing:</b> Meaning, Goals of Brand marketing, Current trends of brand marketing, steps to develop brand marketing strategy, Things to avoid in brand marketing	<b>15</b>

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Management Major**  
**SEMESTER – I**  
**SEC-I Insurance Skills-I**  
**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. 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
<b>1</b>	<p><b>Introduction to Insurance:</b>  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.</p>	<b>15</b>
<b>2</b>	<p><b>Life Insurance:</b>  Meaning and Significance of Life Insurance, Procedure of taking Life Insurance Policy, Policy conditions, Types of Policy, Settlement of claims, Life Insurance for the under Privileged  Practical: Collect policy certificate and write policy conditions</p>	<b>15</b>
<b>3</b>	<p><b>Career in Life Insurance</b>  Procedure of becoming Life Insurance Adviser, Code of conduct for Insurance Adviser, Job profile in insurance company, Remuneration of Advisor, Termination of Advisor, Insurance Courses, Domestic Insurance Schools, International Insurance Schools,  Practical : 1. Visit to Direct Training centre of Life Insurance Corporation</p>	<b>15</b>
<b>4</b>	<p><b>Life Insurance business in India</b>  Growth of life Insurance business after privatization, performance evaluation of LIC and Private Insurance Companies  IRDA Act-1999: Nature &amp; Objectives, Organizational setup, Functions of IRDA  Practical : Visit of General Insurance training Centre</p>	<b>15</b>

References:



1. S. C. Sahoo, S. C. Das Insurance Management Text and Cases 2019 , Himalaya Publishing House, Revised edition
2. P. K. Gupta, Fundamental of Insurance (2011), Himalaya Publishing House,2 nd edition.
3. P. K. Gupta, Insurance and Risk Management(2015), Himalaya Publishing House, 5 th edition
4. R. Haridas, Life Insurance in India (2011), New Century Publications, 1 st edition.
5. M. N. Mishra and Dr. S.B. Mishra, Insurance Principles and Practices (2014), S. Chand Higher Academic, 20 th edition.
6. B.S. Bholra and M.G. Garg, Insurance Management(2007), Deep and Deep Publications, 1 st edition.
7. G. S. Panda, Principles and Practices of Insurance, Kalyani Publishers Ludhiana.
8. M. Aribkhan -&#39;Theory and practice of Insurance&#39;; Educational Book House,
9. Aligarh.
10. M. N. Mishra-&#39;Insurance principles and practice&#39;; S. Chand & company Ltd. New Delhi.
11. Kothari & Bahi, principles and practice of Insurance&#39;; Sahitya Bhawan, Agra.

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Management Major**  
**SEMESTER – I**  
**SEC-II Management Skills**  
**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. Understand various Management skills
2. Explain in detail examples of different management skills
3. Apply managerial skills in the organization
4. Demonstrate how to develop management skills

Unit No.	Contents	No. of Hours
<b>I</b>	<p><b>Introduction</b>            Concept of Management Skills, Importance of Management Skills in organization, Managerial Skills by Robert L. Katz  <b>Technical skills:</b> Concept, Importance and Examples  <b>Conceptual skills:</b> Concept, Need and Examples, How to improve conceptual skills in management.  <b>Human Skills:</b> Concept, Importance and Examples</p>	<b>15</b>
<b>2</b>	<p><b>Other Types of Management Skills</b>  <b>Negotiation Skills:</b> Concept, types of Negotiation, Negotiation Styles, Negotiation Tips  <b>Interpersonal skills:</b> What and Why, Abilities of interpersonal skills, Do's and Don'ts for interpersonal Skills  <b>Decision making skill:</b> Concept, importance and Examples, Case Studies of Six Thinking Hats  <b>Analytical skills:</b> Concept, Need, Core ingredients of Analytical Skills            How to develop management Skills</p>	<b>15</b>
<b>3</b>	<p><b>Planning and Strategy Skills</b>  <b>Brainstorming:</b> Concept, Importance, Effective brainstorming techniques,  <b>Critical Thinking:</b> Concept, types of critical thinking, steps to improve critical thinking,  <b>Logical Thinking:</b> concept, Importance, How to think logically in five steps  <b>Strategic Thinking:</b> Concept, Characteristics Components</p>	<b>15</b>
<b>4</b>	<p><b>Organizational Skills</b>  <b>Team Building:</b> Concept, Characteristics of an Effective Team, Stages of Team Development, Building teamwork Culture  <b>Event Coordination:</b> concept, Tips for effective coordination</p>	<b>15</b>

	<p><b>Deadline Management:</b> Concept, steps to manage deadlines, top tips for deadline management</p> <p><b>Time Management:</b> Concept, Essentials for time management, tips for mastering time</p>	
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**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Management Major**  
**SEMESTER – I**  
**SEC-I Insurance Skills-II**  
**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 General Insurance and Insurance contract.
- 2 To Generate awareness about employment opportunities in insurance companies.
3. Apply Knowledge about of the General insurance policies.
4. Demonstrate how to take insurance policies

Unit No.	Contents	No. of Hours
<b>1</b>	<p><b>Fire Insurance</b>  Meaning ,Definition and Characteristics of fire insurance, Procedure of taking fire Insurance policy, Policy Conditions, Cancellation, forfeiture and renewal of policy, Settlement of claims</p>	<b>15</b>
<b>2</b>	<p><b>Marine Insurance</b>  Meaning &amp; Definition. Procedure of taking marine insurance policy, Difference between Fire and Marine Insurance, types of Marine Insurance policies, Marine Losses and perils. Clauses of marine insurance policy  Practical: Collect information about awareness about general insurance in your area</p>	<b>15</b>
<b>3</b>	<p><b>General Insurance:</b> (only nature &amp; cover)  Motor Insurance, Personal Accidental and Sickness Insurance  Health Insurance, Student Insurance plan, Burglary Insurance, Pradhanmantri Suraksha Bima Yojana, Crop Insurance, Live Stock Insurance  Practical: Study of schemes of govt. as well as General Insurance policy.</p>	<b>15</b>
<b>4</b>	<p><b>General Insurance Business in India</b>  Need of Privatization of Insurance Sector, Merits &amp; demerits of privatization of Insurance Sector, Progress of General Insurance Business after Privatization, Performance evaluation of Govt. and</p>	<b>15</b>

	Private Insurance companies, Career Opportunities in General Insurance Business	
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References:

1. S. C. Sahoo, S. C. Das Insurance Management Text and Cases 2019 , Himalaya Publishing House, Revised edition
2. P. K. Gupta, Fundamental of Insurance (2011), Himalaya Publishing House, 2 nd edition.
3. P. K. Gupta, Insurance and Risk Management(2015), Himalaya Publishing House, 5 th edition
4. R. Haridas, Life Insurance in India (2011), New Century Publications, 1 st edition.
5. M. N. Mishra and Dr. S.B. Mishra, Insurance Principles and Practices (2014), S. Chand Higher Academic, 20 th edition.
6. B.S. Bholra and M.G. Garg, Insurance Management(2007), Deep and Deep Publications, 1 st edition.
7. G. S. Panda, Principles and Practices of Insurance, Kalyani Publishers Ludhiana.
8. M. Aribkhan -&#39;Theory and practice of Insurance&#39;; Educational Book House,
9. Aligarh.
10. M. N. Mishra-&#39;Insurance principles and practice&#39;; S. Chand & company Ltd. New Delhi.
11. Kothari & Bahi, principles and practice of Insurance&#39;; Sahitya Bhawan, Agra.

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Management Major**  
**SEMESTER – I**  
**AEC-I Soft Skills**  
**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 students' soft skills
2. Explain how to develop soft skills and self confidence in the students
3. Apply leadership qualities in the young minds
4. Demonstrate various interview techniques to the students
5. Analyze the emotions of one's own and others

Unit No.	Contents	No. of Hours
<b>I</b>	<p><b>Introduction : Soft Skills</b>            Definition, Advantages of Soft Skills ,Need for soft skills, Nature of soft skill, Difference between Soft skills and Hard skills</p> <p><b>Life Skills:</b> Attitude, Emotional Intelligence, Interpersonal Skills, Self-Development. <b>Personality development:</b> Concept, Types of personality, Elements of personality development, SWOC analysis, Goal setting, Human values</p>	<b>15</b>
<b>2</b>	<p><b>Developing key traits:</b> Creativity, Critical thinking and Problem solving</p> <p><b>Developing Employability Skills:</b> Group Discussion, Interview Skills,</p> <p><b>Corporate Skills:</b> Leadership Qualities, Negotiation Skills, Time Management, Stress Management</p> <p><b>Projecting a Positive Social Image</b> • Grooming • Body language            • Eye contact • Social etiquette • Manners in conversations</p>	<b>15</b>

**References:**

1. Prof. Dr. A. M. Gurav and Prin. Dr. R. S. Salunkhe , Skills, (2022) Shivaji University, Kolhapur
2. S. Hariharan, N. Sudararajan, S.P. Shammugapriya, Soft Skills, MJPublishers

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**Faculty of Commerce and Management**  
**Syllabus as per National Education Policy (NEP) 2020**  
**B.Com. Business Management Major**  
**SEMESTER – I**  
**AEC-II: Communication Skills**  
**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 how to enhance listening skills
2. Explain how to enhance students communication skills
3. Apply methods for organizing thoughts and effective communication techniques
4. Demonstrate how to write a good CV

Unit No.	Contents	No. of Hours
<b>I</b>	<p><b>Introduction: Communication Skills</b></p> <p>Communication Skills: Definition, types and Nature</p> <p><b>Listening Skills:</b> Purpose of Listening• Listening to Conversation (Formal and Informal)• Active Listening- an Effective Listening Skill• Benefits of Effective Listening• Barriers to Listening• Listening to Announcements- (railway/ bus stations/ airport /sports announcement/• commentaries etc.)</p> <p><b>Speaking Skills:</b> Sounds in English, Essentials of Speaking, Qualities of Speaker, Benefits of Speaking, Self development through Speaking skills, Tasks: Speech, Presentation, Narration</p>	<b>15</b>
<b>2</b>	<p><b>Reading Skills:</b> Purpose, Process, Methodologies, Skimming and Scanning, Levels of Reading, Reading Comprehension, Academic Reading Tips</p> <p><b>Writing Skills:</b> Basics of writing • Types of writing styles • Writing Process •Effective writing techniques • <b>Various Writing Tasks</b> :Writing general essays • Writing Paragraphs, Articles and Stories, Formal/Informal Invitation, Application for a job with bio data or resume., Poster Making,</p>	<b>15</b>

**References:**

1. Prof. Dr. A. M. Gurav and Prin. Dr. R. S. Salunkhe , Skills, (2022) Shivaji University, Kolhapur
2. S. Hariharan, N. Sudararajan, S.P. Shammugapriya, Soft Skills, MJPublishers

## Nature of Question Paper and Scheme of Marking **(proposed)**

### **A) For Four Credits Total marks: 80**

*Note: following pattern is given by taking nature of course in management and commerce course into consideration*

#### **Question No: 1 Multiple choice questions 20 marks**

**Pattern 1:** Plain question with 4 alternatives (6 MCQs for 12 marks)

**Pattern 2:** Match the following with four alternatives (2 for 4 marks)

Group I

Group II

- |    |    |
|----|----|
| 1. | a. |
| 2. | b. |
| 3. | c. |
| 4. | d. |

A) 1-a 2-b 3-c 4-d B) 1-b 2-a 3-c 4-d C) 1-c 2-b 3-a 4-d D) 1-d 2-b 3-c 4-a

**Pattern 3:** Give two statements (2 MCQs for 4 marks)

- |    |    |
|----|----|
| 1. | 2. |
|----|----|

Which is the correct option?( or which is the incorrect option)

- A) Statement 1 is True/ correct and Statement 2 is False/ incorrect
- B) Statement 2 is True/ correct and Statement 1 is False/ incorrect
- C) Both statements are True / Correct
- D) Both statements are False / Incorrect

#### **Question No: 2 Short Notes Questions (any four out of six) 20 marks**

Answer limit 150-200 words

#### **Question No: 3 Short Answer Questions (any four out of six) 20 marks**

Answer limit 150-200 words

#### **Question No: 4 Long Answer Questions (any two out of Four) 20 marks**

Answer limit 300-400 words

### **B) For two Credits Total marks: 40**

#### **Question No: 1 Multiple choice questions 10 marks**

**Pattern 1:** Plain question with 4 alternatives (3MCQs for 6marks)

**Pattern 2:** Match the following with four alternatives (1 for 2 marks)

Group I

Group II

- |    |    |
|----|----|
| 1. | a. |
| 2. | b. |
| 3. | c. |
| 4. | d. |

A) 1-a 2-b 3-c 4-d B) 1-b 2-a 3-c 4-d C) 1-c 2-b 3-a 4-d D) 1-d 2-b 3-c 4-a

**Pattern 3:** Give two statements (1 MCQs for 2 marks)

- 1.
- 2.

Which is the correct option?( or which is the incorrect option)

- A) Statement 1 is True/ correct and Statement 2 is False/ incorrect
- B) Statement 2 is True/ correct and Statement 1 is False/ incorrect
- C) Both statements are True / Correct
- D) Both statements are False / Incorrect

**Question No: 2 Short Notes Questions (any four out of six)**

**20 marks**

Answer limit 150-200 words

**Question No: 3 Long Answer Questions (any one out of two)**

**10 marks**

Answer limit 300-400 words

### **C) Internal Assessment**

**20 Marks**

1. Assignments
2. Seminar
3. Poster Presentation
4. Wall papers
5. Role Play
6. Group Discussion
7. Unit Tests
8. Tutorials
9. Visits
10. Group project



**SHIVAJI UNIVERSITY, KOLHAPUR**

**Faculty of Commerce and Management**

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

**B.Com. Business Management Major**

**SEMESTER – I**

**DSC- I : Introduction to 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. Understand the contributions towards the management
2. Explain in detail various functions of Management
3. Apply techniques of decision making in various field of business
4. Demonstrate the process of the controlling

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>I</b>	<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	<b>15</b>
<b>2</b>	<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	<b>15</b>
<b>3</b>	<b>Staffing, Directing and Motivation</b> Staffing: Concept, Importance of staffing, Sources of Recruitment	<b>15</b>

	Directing: Concept, elements and techniques of Directing Motivation: Concept, Need for motivation. Financial and Non -Financial motivation	
<b>4</b>	<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.	<b>15</b>

**Suggested Readings:**

8. Durai, P. (2015). Principles of Management, Text and Cases. New Delhi: Pearson Education.
9. Koontz, H. (2010). Essentials of Management. New Delhi: Tata McGraw-Hill Education.
10. Stoner, Freeman & Gilbert Jr. (2009). Management. New Delhi: Prentice Hall.
11. Wehrich, H. & Koontz, H. (2010). Management- A Global Perspective: New Delhi: Tata McGraw-Hill Education.
12. Robbins & Coulter (2013). Management. New Delhi: Prentice Hall.
13. Robbins, S.P. & Decenzo, D. A. (2014). Fundamentals of Management: Essential Concepts and Applications. New Delhi: Pearson Education.
14. Luthans, F. (2010). Organizational Behaviour. New York: McGraw-Hill

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**Faculty of Commerce and Management**

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

**B.Com. Business Management Major**

**SEMESTER – I**

**DSC- II : Introduction to Marketing**

**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. Understand the concept of Marketing
2. Explain in detail various channels of distributing a product,
3. Apply knowledge on the PLC theory, to classify the various brands.
4. Demonstrate recent trends in Marketing

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>I</b>	<b>Introduction to Marketing</b>  Meaning, Definition, Nature and Scope of Marketing, Importance of marketing, Core concept of Marketing, Marketing Environment, Market Segmentation- bases of market segmentation, Market Targeting, Market Positioning, Market mix- elements of marketing mix	<b>15</b>
<b>2</b>	<b>Product and Pricing</b>  Product- concept, types of product, Product Mix, Product life cycle theory (PLC), Concept of Branding: Packaging: need and functions,  Price- concept of price, factors influencing concept of price, Pricing strategies- Skimming strategy, Penetration strategy, Product mix pricing strategy, Product line strategy,	<b>15</b>

<b>3</b>	<p><b>Distribution channels and Promotion.</b></p> <p><b>Distribution channels:</b> Concept of distribution channels, Types of Distribution Channels,</p> <p>Promotion : Concept of promotion, Elements of Promotions: Personal selling- nature of personal selling, Sales promotion: sales promotion tools, Advertising: media of advertising, Public relations, Direct marketing: forms of direct marketing</p>	<b>15</b>
<b>4</b>	<p><b>Recent Trends in Marketing</b></p> <p>Service Marketing- Special features-Problems in marketing of services. Rural Marketing: Nature and Growth-Problems of Rural Marketing in India Measures for effective Rural Marketing. Concept of Green Marketing, Interactive marketing, Inclusive marketing,</p>	<b>15</b>

**Suggested Readings:**

6. Paul Baines, Chris Fill, Kelly page, Essentials of Marketing, Oxford Uni. Press
7. Philip Kotler, Kevin Lane Keller, Marketing management, 14th Edition, Pearson.
8. Amanpreet Singh Brar, Ramandeep Kaur Cheema, Inderpreet Kaur Kular. - Principles of Marketing - Kalyani publishers.
9. Kotler, P., Armstrong, G., Agnihotri, P. Y., Haq, ul Ehsan: Principles of Marketing: A South Asian Perspective, Pearson. – [Chapter 10,11,12,16,13,14,15]
10. Kotler, P. & Keller, K. L.: Marketing Management, Pearson. (15th Edition) – [Chapter 16,20,21,22].

**SHIVAJI UNIVERSITY, KOLHAPUR**

**Faculty of Commerce and Management**

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

**B.Com. Business Management Major**

**SEMESTER – I**

**SEC-I Marketing Skills**

**Credits :4**

**Marks: Semester End:80 Internal Assessment:10 Total Marks: 100**

**Introduced from June 2024**

**COURSE OUTCOMES:**

After studying this course, students will be able to...

1. Understand various Marketing skills
2. Explain in detail examples of different marketing skills
3. Apply marketing skills in the organization
4. Demonstrate how to develop marketing skills

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>1</b>	<b>Introduction</b> Concept of Marketing skills, Importance and Need of Marketing skills <b>Social media skills:</b> Concept, essentials of Social Media skills <b>Digital marketing skills:</b> Concept, key elements of Digital marketing Skills,	<b>15</b>
<b>2</b>	<b>Other Types of Marketing Skills</b> <b>Advertising skills:</b> Concept, example and tips to improve, Mobile advertising, <b>Marketing strategy skills:</b> Concept, types of marketing strategy, ways of marketing strategy <b>Customer service skills:</b> Concept, important qualities of customer services, Key Customer Service skills <b>Project Management Skills:</b> Concept, essentials and examples How to build marketing Skills	<b>15</b>

<b>3</b>	<b>Content Marketing:</b> Meaning, Types, Benefits, Components, steps of content Marketing, how content marketing works, how to do content marketing	<b>15</b>
<b>4</b>	<b>Brand Marketing:</b> Meaning, Goals of Brand marketing, Current trends of brand marketing, steps to develop brand marketing strategy, Things to avoid in brand marketing	<b>15</b>

<p><b>SHIVAJI UNIVERSITY, KOLHAPUR</b></p> <p><b>Faculty of Commerce and Management</b></p> <p><b>Syllabus as per National Education Policy (NEP) 2020</b></p> <p><b>B.Com. Business Management Major</b></p> <p><b>SEMESTER – I</b></p> <p><b>SEC-I Insurance Skills-I</b></p> <p><b>Credits : 4</b></p> <p><b>Marks: Semester End:80 Internal Assessment:20 Total Marks: 100</b></p> <p><b>Introduced from June 2024</b></p>
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<b>COURSE OUTCOMES:</b>	
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
<b>I</b>	<p><b>Introduction to Insurance:</b></p> <p>Meaning, Definition and Characteristics of Insurance, Significance of insurance, Meaning and Nature of Insurance Contract, Difference between Insurance Contract and Wagering Contract,</p> <p>Types of Insurance Contract, Fundamental principles of Insurance</p> <p>Practical: Collection information awareness about Various schemes of life insurance in your area.</p>	<b>15</b>

<b>2</b>	<b>Life Insurance:</b> Meaning and Significance of Life Insurance, Procedure of taking Life Insurance Policy, Policy conditions, Types of Policy, Settlement of claims, Life Insurance for the under Privileged Practical: Collect policy certificate and write policy conditions	<b>15</b>
<b>3</b>	<b>Career in Life Insurance</b> Procedure of becoming Life Insurance Adviser, Code of conduct for Insurance Adviser, Job profile in insurance company, Remuneration of Advisor, Termination of Advisor, Insurance Courses, Domestic Insurance Schools, International Insurance Schools, Practical : 1. Visit to Direct Training centre of Life Insurance Corporation	<b>15</b>
<b>4</b>	<b>Life Insurance business in India</b> Growth of life Insurance business after privatization, performance evaluation of LIC and Private Insurance Companies IRDA Act-1999: Nature & Objectives, Organizational setup, Functions of IRDA Practical : Visit of General Insurance training Centre	<b>15</b>

References:

12. S. C. Sahoo, S. C. Das Insurance Management Text and Cases 2019 , Himalaya Publishing House, Revised edition
13. P. K. Gupta, Fundamental of Insurance (2011), Himalaya Publishing House, 2 nd edition.
14. P. K. Gupta, Insurance and Risk Management(2015), Himalaya Publishing House, 5 th edition
15. R. Haridas, Life Insurance in India (2011), New Century Publications, 1 st edition.
16. M. N. Mishra and Dr. S.B. Mishra, Insurance Principles and Practices (2014), S. Chand Higher Academic, 20 th edition.
17. B.S. Bholra and M.G. Garg, Insurance Management(2007), Deep and Deep Publications, 1 st edition.
18. G. S. Panda, Principles and Practices of Insurance, Kalyani Publishers Ludhiana.
19. M. Aribkhan -&#39;Theory and practice of Insurance&#39;; Educational Book House, 20. Aligarh.
21. M. N. Mishra-&#39;Insurance principles and practice&#39;; S. Chand & company Ltd. New Delhi.
22. Kothari & Bahi, principles and practice of Insurance&#39;; Sahitya Bhawan, Agra.

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**Faculty of Commerce and Management**

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

**B.Com. Business Management Major**

**SEMESTER – I**

**SEC-II Management Skills**

**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. Understand various Management skills
2. Explain in detail examples of different management skills
3. Apply managerial skills in the organization
4. Demonstrate how to develop management skills

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>I</b>	<b>Introduction</b> Concept of Management Skills, Importance of Management Skills in organization, Managerial Skills by Robert L. Katz <b>Technical skills:</b> Concept, Importance and Examples <b>Conceptual skills:</b> Concept, Need and Examples, How to improve conceptual skills in management. <b>Human Skills:</b> Concept, Importance and Examples	<b>15</b>
<b>2</b>	<b>Other Types of Management Skills</b> <b>Negotiation Skills:</b> Concept, types of Negotiation, Negotiation Styles, Negotiation Tips  <b>Interpersonal skills:</b> What and Why, Abilities of interpersonal skills, Do's and Don'ts for interpersonal Skills <b>Decision making skill:</b> Concept, importance and Examples, Case Studies of Six Thinking Hats <b>Analytical skills:</b> Concept, Need, Core ingredients of Analytical Skills How to develop management Skills	<b>15</b>



<b>3</b>	<p><b>Planning and Strategy Skills</b>  <b>Brainstorming:</b> Concept, Importance, Effective brainstorming techniques,  <b>Critical Thinking:</b> Concept, types of critical thinking, steps to improve critical thinking,  <b>Logical Thinking:</b> concept, Importance, How to think logically in five steps  <b>Strategic Thinking:</b> Concept, Characteristics Components</p>	<b>15</b>
<b>4</b>	<p><b>Organizational Skills</b>  <b>Team Building:</b> Concept, Characteristics of an Effective Team, Stages of Team Development, Building teamwork Culture  <b>Event Coordination:</b> concept, Tips for effective coordination  <b>Deadline Management:</b> Concept, steps to manage deadlines, top tips for deadline management  <b>Time Management:</b> Concept, Essentials for time management, tips for mastering time</p>	<b>15</b>

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

**B.Com. Business Management Major**

**SEMESTER – I**

**SEC-I Insurance Skills-II**

**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 General Insurance and Insurance contract.
- 2 To Generate awareness about employment opportunities in insurance companies.
3. Apply Knowledge about of the General insurance policies.
4. Demonstrate how to take insurance policies

Unit No.	Contents	No. of Hours
<b>1</b>	<b>Fire Insurance</b>  Meaning ,Definition and Characteristics of fire insurance, Procedure of taking fire Insurance policy, Policy Conditions, Cancellation, forfeiture and renewal of policy, Settlement of claims	<b>15</b>
<b>2</b>	<b>Marine Insurance</b>  Meaning &Definition. Procedure of taking marine insurance policy, Difference between Fire and Marine Insurance, types of Marine Insurance policies, Marine Losses and perils. Clauses of marine insurance policy  Practical: Collect information about awareness about general insurance in your area	<b>15</b>
<b>3</b>	<b>General Insurance:</b> (only nature & cover) Motor Insurance, Personal Accidental and Sickness Insurance Health Insurance, Student Insurance plan, Burglary Insurance, Pradhanmantri Suraksha Bima Yojana, Crop Insurance, Live Stock Insurance  Practical: Study of schemes of govt. as well as General Insurance policy.	<b>15</b>
<b>4</b>	<b>General Insurance Business in India</b> Need of Privatization of Insurance Sector, Merits & demerits of privatization of Insurance Sector, Progress of General Insurance Business after Privatization, Performance evaluation of Govt. and Private Insurance companies, Career Opportunities in General Insurance Business	<b>15</b>

References:

12. S. C. Sahoo, S. C. Das Insurance Management Text and Cases 2019 , Himalaya Publishing House, Revised edition
13. P. K. Gupta, Fundamental of Insurance (2011), Himalaya Publishing House, 2 nd edition.
14. P. K. Gupta, Insurance and Risk Management(2015), Himalaya Publishing House, 5 th edition
15. R. Haridas, Life Insurance in India (2011), New Century Publications, 1 st edition.
16. M. N. Mishra and Dr. S.B. Mishra, Insurance Principles and Practices (2014), S. Chand Higher Academic, 20 th edition.
17. B.S. Bhola and M.G. Garg, Insurance Management(2007), Deep and Deep Publications, 1 st edition.
18. G. S. Panda, Principles and Practices of Insurance, Kalyani Publishers Ludhiana.
19. M. Aribkhan -&#39;Theory and practice of Insurance&#39;; Educational Book House, 20. Aligarh.
21. M. N. Mishra-&#39;Insurance principles and practice&#39;; S. Chand & company Ltd. New Delhi.
22. Kothari & Bahi, principles and practice of Insurance&#39;; Sahitya Bhawan, Agra.

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**Faculty of Commerce and Management**

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

**B.Com. Business Management Major**

**SEMESTER – I**

**AEC-I Soft Skills**

**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 students' soft skills
2. Explain how to develop soft skills and self confidence in the students
3. Apply leadership qualities in the young minds
4. Demonstrate various interview techniques to the students
5. Analyze the emotions of one's own and others

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>I</b>	<b>Introduction : Soft Skills</b>  Definition, Advantages of Soft Skills ,Need for soft skills, Nature of soft skill, Difference between Soft skills and Hard skills  <b>Life Skills:</b> Attitude, Emotional Intelligence, Interpersonal Skills, Self-Development. <b>Personality development:</b> Concept, Types of personality, Elements of personality development, SWOC analysis, Goal setting, Human values	<b>15</b>
<b>2</b>	<b>Developing key traits:</b> Creativity, Critical thinking and Problem solving <b>Developing Employability Skills:</b> Group Discussion, Interview Skills, <b>Corporate Skills:</b> Leadership Qualities, Negotiation Skills, Time Management, Stress Management	<b>15</b>

	<b>Projecting a Positive Social Image</b> • Grooming • Body language • Eye contact • Social etiquette • Manners in conversations	
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**References:**

1. Prof. Dr. A. M. Gurav and Prin. Dr. R. S. Salunkhe , Skills, (2022) Shivaji University, Kolhapur
2. S. Hariharan, N. Sudararajan, S.P. Shammugapriya, Soft Skills, MJPublishers

<p><b>SHIVAJI UNIVERSITY, KOLHAPUR</b></p> <p><b>Faculty of Commerce and Management</b></p> <p><b>Syllabus as per National Education Policy (NEP) 2020</b></p> <p><b>B.Com. Business Management Major</b></p> <p><b>SEMESTER – I</b></p> <p><b>AEC-II: Communication Skills</b></p> <p><b>Credits : 2</b></p> <p><b>Marks: Semester End:40 Internal Assessment:10 Total Marks: 50</b></p> <p><b>Introduced from June 2024</b></p>
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**COURSE OUTCOMES:**

After studying this course, students will be able to...

1. Understand how to enhance listening skills
2. Explain how to enhance students communication skills
3. Apply methods for organizing thoughts and effective communication techniques
4. Demonstrate how to write a good CV

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>I</b>	<p><b>Introduction: Communication Skills</b></p> <p>Communication Skills: Definition, types and Nature</p> <p><b>Listening Skills:</b> Purpose of Listening• Listening to Conversation (Formal and Informal)• Active Listening- an Effective Listening Skill• Benefits of Effective Listening• Barriers to Listening• Listening to Announcements- (railway/ bus stations/ airport /sports announcement/• commentaries etc.)</p>	<b>15</b>

	<b>Speaking Skills:</b> Sounds in English, Essentials of Speaking, Qualities of Speaker, Benefits of Speaking, Self development through Speaking skills, Tasks: Speech, Presentation, Narration	
<b>2</b>	<b>Reading Skills:</b> Purpose, Process, Methodologies, Skimming and Scanning, Levels of Reading, Reading Comprehension, Academic Reading Tips <b>Writing Skills:</b> Basics of writing • Types of writing styles • Writing Process • Effective writing techniques • <b>Various Writing Tasks</b> :Writing general essays • Writing Paragraphs, Articles and Stories, Formal/Informal Invitation, Application for a job with bio data or resume., Poster Making,	<b>15</b>

**References:**

1. Prof. Dr. A. M. Gurav and Prin. Dr. R. S. Salunkhe , Skills, (2022) Shivaji University, Kolhapur
2. S. Hariharan, N. Sudararajan, S.P. Shammugapriya, Soft Skills, MJPublishers

**Nature of Question Paper and Scheme of Marking (proposed)**

**A) For Four Credits Total marks: 80**

*Note: following pattern is given by taking nature of course in management and commerce course into consideration*

**Question No: 1 Multiple choice questions**

**20 marks**

**Pattern 1:** Plain question with 4 alternatives (6 MCQs for 12 marks)

**Pattern 2:** Match the following with four alternatives (2 for 4 marks)

Group I

Group II

- |    |    |
|----|----|
| 1. | a. |
| 2. | b. |
| 3. | c. |
| 4. | d. |

A) 1-a 2-b 3-c 4-d B) 1-b 2-a 3-c 4-d C) 1-c 2-b 3-a 4-d D) 1-d 2-b 3-c 4-a

**Pattern 3:** Give two statements (2 MCQs for 4 marks)

- |    |    |
|----|----|
| 1. | 2. |
|----|----|

Which is the correct option?( or which is the incorrect option)

- Statement 1 is True/ correct and Statement 2 is False/ incorrect
- Statement 2 is True/ correct and Statement 1 is False/ incorrect
- Both statements are True / Correct
- Both statements are False / Incorrect

**Question No: 2 Short Notes Questions (any four out of six)**

**20 marks**

Answer limit 150-200 words

**Question No: 3 Short Answer Questions (any four out of six)** **20 marks**

Answer limit 150-200 words

**Question No: 4 Long Answer Questions (any two out of Four)** **20 marks**

Answer limit 300-400 words

**B) For two Credits Total marks: 40**

**Question No: 1 Multiple choice questions** **10 marks**

**Pattern 1:** Plain question with 4 alternatives (3MCQs for 6marks)

**Pattern 2:** Match the following with four alternatives (1 for 2 marks)

Group I

Group II

- |    |    |
|----|----|
| 1. | a. |
| 2. | b. |
| 3. | c. |
| 4. | d. |

A) 1-a 2-b 3-c 4-d B) 1-b 2-a 3-c 4-d C) 1-c 2-b 3-a 4-d D) 1-d 2-b 3-c 4-a

**Pattern 3:** Give two statements (1 MCQs for 2 marks)

- |    |    |
|----|----|
| 1. | 2. |
|----|----|

Which is the correct option?( or which is the incorrect option)

- A) Statement 1 is True/ correct and Statement 2 is False/ incorrect
- B) Statement 2 is True/ correct and Statement 1 is False/ incorrect
- C) Both statements are True / Correct
- D) Both statements are False / Incorrect

**Question No: 2 Short Notes Questions (any four out of six)** **20 marks**

Answer limit 150-200 words

**Question No: 3 Long Answer Questions (any one out of two)** **10 marks**

Answer limit 300-400 words

**C) Internal Assessment** **20 Marks**

1. Assignments
2. Seminar
3. Poster Presentation
4. Wall papers
5. Role Play
6. Group Discussion
7. Unit Tests
8. Tutorials
9. Visits
10. Group project

**SHIVAJI UNIVERSITY, KOLHAPUR**

**Faculty of Commerce and Management**

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

**B.Com. Business Management Major**

**SEMESTER – I**

**DSC- I : Introduction to 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. Understand the contributions towards the management
2. Explain in detail various functions of Management
3. Apply techniques of decision making in various field of business
4. Demonstrate the process of the controlling

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>I</b>	<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	<b>15</b>
<b>2</b>	<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	<b>15</b>

<b>3</b>	<p><b>Staffing, Directing and Motivation</b></p> <p>Staffing: Concept, Importance of staffing, Sources of Recruitment</p> <p>Directing: Concept, elements and techniques of Directing</p> <p>Motivation: Concept, Need for motivation. Financial and Non -Financial motivation</p>	<b>15</b>
<b>4</b>	<p><b>Leadership and Control</b></p> <p>Leadership: Concept, Importance of Leadership, qualities of leader, Leadership style</p> <p>Controlling: Concept, Importance of controlling, Types of control, Steps in control process.</p>	<b>15</b>

**Suggested Readings:**

15. Durai, P. (2015). Principles of Management, Text and Cases. New Delhi: Pearson Education.
16. Koontz, H. (2010). Essentials of Management. New Delhi: Tata McGraw-Hill Education.
17. Stoner, Freeman & Gilbert Jr. (2009). Management. New Delhi: Prentice Hall.
18. Weihrich, H. & Koontz, H. (2010). Management- A Global Perspective: New Delhi: Tata McGraw-Hill Education.
19. Robbins & Coulter (2013). Management. New Delhi: Prentice Hall.
20. Robbins, S.P. & Decenzo, D. A. (2014). Fundamentals of Management: Essential Concepts and Applications. New Delhi: Pearson Education.
21. Luthans, F. (2010). Organizational Behaviour. New York: McGraw-Hill



**SHIVAJI UNIVERSITY, KOLHAPUR**

**Faculty of Commerce and Management**

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

**B.Com. Business Management Major**

**SEMESTER – I**

**DSC- II : Introduction to Marketing**

**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. Understand the concept of Marketing
2. Explain in detail various channels of distributing a product,
3. Apply knowledge on the PLC theory, to classify the various brands.
4. Demonstrate recent trends in Marketing

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>I</b>	<b>Introduction to Marketing</b> Meaning, Definition, Nature and Scope of Marketing, Importance of marketing, Core concept of Marketing, Marketing Environment, Market Segmentation- bases of market segmentation, Market Targeting, Market Positioning, Market mix- elements of marketing mix	<b>15</b>
<b>2</b>	<b>Product and Pricing</b> Product- concept, types of product, Product Mix, Product life cycle theory (PLC), Concept of Branding: Packaging: need and functions, Price- concept of price, factors influencing concept of price, Pricing strategies- Skimming strategy, Penetration strategy, Product mix pricing strategy, Product line strategy,	<b>15</b>

<b>3</b>	<p><b>Distribution channels and Promotion.</b></p> <p><b>Distribution channels:</b> Concept of distribution channels, Types of Distribution Channels,</p> <p>Promotion : Concept of promotion, Elements of Promotions: Personal selling- nature of personal selling, Sales promotion: sales promotion tools, Advertising: media of advertising, Public relations, Direct marketing: forms of direct marketing</p>	<b>15</b>
<b>4</b>	<p><b>Recent Trends in Marketing</b></p> <p>Service Marketing- Special features-Problems in marketing of services. Rural Marketing: Nature and Growth-Problems of Rural Marketing in India Measures for effective Rural Marketing. Concept of Green Marketing, Interactive marketing, Inclusive marketing,</p>	<b>15</b>

**Suggested Readings:**

11. Paul Baines, Chris Fill, Kelly page, Essentials of Marketing, Oxford Uni. Press
12. Philip Kotler, Kevin Lane Keller, Marketing management, 14th Edition, Pearson.
13. Amanpreet Singh Brar, Ramandeep Kaur Cheema, Inderpreet Kaur Kular. - Principles of Marketing - Kalyani publishers.
14. Kotler, P., Armstrong, G., Agnihotri, P. Y., Haq, ul Ehsan: Principles of Marketing: A South Asian Perspective, Pearson. – [Chapter 10,11,12,16,13,14,15]
15. Kotler, P. & Keller, K. L.: Marketing Management, Pearson. (15th Edition) – [Chapter 16,20,21,22].

**SHIVAJI UNIVERSITY, KOLHAPUR**

**Faculty of Commerce and Management**

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

**B.Com. Business Management Major**

**SEMESTER – I**

**SEC-I Marketing Skills**

**Credits :4**

**Marks: Semester End:80 Internal Assessment:10 Total Marks: 100**

**Introduced from June 2024**

**COURSE OUTCOMES:**

After studying this course, students will be able to...

1. Understand various Marketing skills
2. Explain in detail examples of different marketing skills
3. Apply marketing skills in the organization
4. Demonstrate how to develop marketing skills

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>1</b>	<b>Introduction</b> Concept of Marketing skills, Importance and Need of Marketing skills <b>Social media skills:</b> Concept, essentials of Social Media skills <b>Digital marketing skills:</b> Concept, key elements of Digital marketing Skills,	<b>15</b>
<b>2</b>	<b>Other Types of Marketing Skills</b> <b>Advertising skills:</b> Concept, example and tips to improve, Mobile advertising, <b>Marketing strategy skills:</b> Concept, types of marketing strategy, ways of marketing strategy <b>Customer service skills:</b> Concept, important qualities of customer services, Key Customer Service skills <b>Project Management Skills:</b> Concept, essentials and examples How to build marketing Skills	<b>15</b>
<b>3</b>	<b>Content Marketing:</b> Meaning, Types, Benefits, Components, steps of content Marketing, how content marketing works, how to do content marketing	<b>15</b>
<b>4</b>	<b>Brand Marketing:</b> Meaning, Goals of Brand marketing, Current trends of brand marketing, steps to develop brand marketing strategy, Things to avoid in brand marketing	<b>15</b>

**SHIVAJI UNIVERSITY, KOLHAPUR**

**Faculty of Commerce and Management**

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

**B.Com. Business Management Major**

**SEMESTER – I**

**SEC-I Insurance Skills-I**

**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. 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

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>1</b>	<b>Introduction to Insurance:</b> 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.	<b>15</b>
<b>2</b>	<b>Life Insurance:</b> Meaning and Significance of Life Insurance, Procedure of taking Life Insurance Policy, Policy conditions, Types of Policy, Settlement of claims, Life Insurance for the under Privileged Practical: Collect policy certificate and write policy conditions	<b>15</b>
<b>3</b>	<b>Career in Life Insurance</b> Procedure of becoming Life Insurance Adviser, Code of conduct for Insurance Adviser, Job profile in insurance company, Remuneration of Advisor, Termination of Advisor, Insurance	<b>15</b>

	Courses, Domestic Insurance Schools, International Insurance Schools, Practical : 1. Visit to Direct Training centre of Life Insurance Corporation	
<b>4</b>	<b>Life Insurance business in India</b> Growth of life Insurance business after privatization, performance evaluation of LIC and Private Insurance Companies IRDA Act-1999: Nature & Objectives, Organizational setup, Functions of IRDA Practical : Visit of General Insurance training Centre	<b>15</b>

References:

23. S. C. Sahoo, S. C. Das Insurance Management Text and Cases 2019 , Himalaya Publishing House, Revised edition
24. P. K. Gupta, Fundamental of Insurance (2011), Himalaya Publishing House, 2 nd edition.
25. P. K. Gupta, Insurance and Risk Management(2015), Himalaya Publishing House, 5 th edition
26. R. Haridas, Life Insurance in India (2011), New Century Publications, 1 st edition.
27. M. N. Mishra and Dr. S.B. Mishra, Insurance Principles and Practices (2014), S. Chand Higher Academic, 20 th edition.
28. B.S. Bholra and M.G. Garg, Insurance Management(2007), Deep and Deep Publications, 1 st edition.
29. G. S. Panda, Principles and Practices of Insurance, Kalyani Publishers Ludhiana.
30. M. Aribkhan -&#39;Theory and practice of Insurance&#39;; Educational Book House, Aligarh.
31. M. N. Mishra-&#39;Insurance principles and practice&#39;; S. Chand & company Ltd. New Delhi.
32. Kothari & Bahi, principles and practice of Insurance&#39;; Sahitya Bhawan, Agra.

**SHIVAJI UNIVERSITY, KOLHAPUR**

**Faculty of Commerce and Management**

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

**B.Com. Business Management Major**

**SEMESTER – I**

**SEC-II Management Skills**

**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. Understand various Management skills
2. Explain in detail examples of different management skills
3. Apply managerial skills in the organization
4. Demonstrate how to develop management skills

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>I</b>	<b>Introduction</b> Concept of Management Skills, Importance of Management Skills in organization, Managerial Skills by Robert L. Katz <b>Technical skills:</b> Concept, Importance and Examples <b>Conceptual skills:</b> Concept, Need and Examples, How to improve conceptual skills in management. <b>Human Skills:</b> Concept, Importance and Examples	<b>15</b>
<b>2</b>	<b>Other Types of Management Skills</b> <b>Negotiation Skills:</b> Concept, types of Negotiation, Negotiation Styles, Negotiation Tips  <b>Interpersonal skills:</b> What and Why, Abilities of interpersonal skills, Do's and Don'ts for interpersonal Skills <b>Decision making skill:</b> Concept, importance and Examples, Case Studies of Six Thinking Hats <b>Analytical skills:</b> Concept, Need, Core ingredients of Analytical Skills How to develop management Skills	<b>15</b>

<p><b>3</b></p>	<p><b>Planning and Strategy Skills</b>  <b>Brainstorming:</b> Concept, Importance, Effective brainstorming techniques,  <b>Critical Thinking:</b> Concept, types of critical thinking, steps to improve critical thinking,  <b>Logical Thinking:</b> concept, Importance, How to think logically in five steps  <b>Strategic Thinking:</b> Concept, Characteristics Components</p>	<p><b>15</b></p>
<p><b>4</b></p>	<p><b>Organizational Skills</b>  <b>Team Building:</b> Concept, Characteristics of an Effective Team, Stages of Team Development, Building teamwork Culture  <b>Event Coordination:</b> concept, Tips for effective coordination  <b>Deadline Management:</b> Concept, steps to manage deadlines, top tips for deadline management  <b>Time Management:</b> Concept, Essentials for time management, tips for mastering time</p>	<p><b>15</b></p>

**SHIVAJI UNIVERSITY, KOLHAPUR**

**Faculty of Commerce and Management**

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

**B.Com. Business Management Major**

**SEMESTER – I**

**SEC-I Insurance Skills-II**

**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 General Insurance and Insurance contract.
- 2 To Generate awareness about employment opportunities in insurance companies.
3. Apply Knowledge about of the General insurance policies.
4. Demonstrate how to take insurance policies

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>1</b>	<b>Fire Insurance</b>  Meaning ,Definition and Characteristics of fire insurance, Procedure of taking fire Insurance policy, Policy Conditions, Cancellation, forfeiture and renewal of policy, Settlement of claims	<b>15</b>
<b>2</b>	<b>Marine Insurance</b>  Meaning & Definition. Procedure of taking marine insurance policy, Difference between Fire and Marine Insurance, types of Marine Insurance policies, Marine Losses and perils. Clauses of marine insurance policy  Practical: Collect information about awareness about general insurance in your area	<b>15</b>
<b>3</b>	<b>General Insurance:</b> (only nature & cover) Motor Insurance, Personal Accidental and Sickness Insurance Health Insurance, Student Insurance plan, Burglary Insurance,	<b>15</b>



	Pradhanmantri Suraksha Bima Yojana, Crop Insurance, Live Stock Insurance Practical: Study of schemes of govt. as well as General Insurance policy.	
<b>4</b>	<b>General Insurance Business in India</b> Need of Privatization of Insurance Sector, Merits & demerits of privatization of Insurance Sector, Progress of General Insurance Business after Privatization, Performance evaluation of Govt. and Private Insurance companies, Career Opportunities in General Insurance Business	<b>15</b>

References:

23. S. C. Sahoo, S. C. Das Insurance Management Text and Cases 2019 , Himalaya Publishing House, Revised edition
24. P. K. Gupta, Fundamental of Insurance (2011), Himalaya Publishing House, 2 nd edition.
25. P. K. Gupta, Insurance and Risk Management(2015), Himalaya Publishing House, 5 th edition
26. R. Haridas, Life Insurance in India (2011), New Century Publications, 1 st edition.
27. M. N. Mishra and Dr. S.B. Mishra, Insurance Principles and Practices (2014), S. Chand Higher Academic, 20 th edition.
28. B.S. Bhole and M.G. Garg, Insurance Management(2007), Deep and Deep Publications, 1 st edition.
29. G. S. Panda, Principles and Practices of Insurance, Kalyani Publishers Ludhiana.
30. M. Aribkhan -&#39;Theory and practice of Insurance&#39;; Educational Book House, Aligarh.
31. M. N. Mishra-&#39;Insurance principles and practice&#39;; S. Chand & company Ltd. New Delhi.
32. Kothari & Bahi, principles and practice of Insurance&#39;; Sahitya Bhawan, Agra.

**SHIVAJI UNIVERSITY, KOLHAPUR**

**Faculty of Commerce and Management**

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

**B.Com. Business Management Major**

**SEMESTER – I**

**AEC-I Soft Skills**

**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 students' soft skills
2. Explain how to develop soft skills and self confidence in the students
3. Apply leadership qualities in the young minds
4. Demonstrate various interview techniques to the students
5. Analyze the emotions of one's own and others

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Hours</b>
<b>I</b>	<b>Introduction : Soft Skills</b>  Definition, Advantages of Soft Skills ,Need for soft skills, Nature of soft skill, Difference between Soft skills and Hard skills  <b>Life Skills:</b> Attitude, Emotional Intelligence, Interpersonal Skills, Self-Development. <b>Personality development:</b> Concept, Types of personality, Elements of personality development, SWOC analysis, Goal setting, Human values	<b>15</b>
<b>2</b>	<b>Developing key traits:</b> Creativity, Critical thinking and Problem solving <b>Developing Employability Skills:</b> Group Discussion, Interview Skills,	<b>15</b>

	<b>Corporate Skills:</b> Leadership Qualities, Negotiation Skills, Time Management, Stress Management <b>Projecting a Positive Social Image •</b> Grooming • Body language • Eye contact • Social etiquette • Manners in conversations	
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**References:**

1. Prof. Dr. A. M. Gurav and Prin. Dr. R. S. Salunkhe , Skills, (2022) Shivaji University, Kolhapur
2. S. Hariharan, N. Sudararajan, S.P. Shammugapriya, Soft Skills, MJPublishers

<p><b>SHIVAJI UNIVERSITY, KOLHAPUR</b></p> <p><b>Faculty of Commerce and Management</b></p> <p><b>Syllabus as per National Education Policy (NEP) 2020</b></p> <p><b>B.Com. Business Management Major</b></p> <p><b>SEMESTER – I</b></p> <p><b>AEC-II: Communication Skills</b></p> <p><b>Credits : 2</b></p> <p><b>Marks: Semester End:40 Internal Assessment:10 Total Marks: 50</b></p> <p><b>Introduced from June 2024</b></p>
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**COURSE OUTCOMES:**

After studying this course, students will be able to...

1. Understand how to enhance listening skills
2. Explain how to enhance students communication skills
3. Apply methods for organizing thoughts and effective communication techniques
4. Demonstrate how to write a good CV

Unit No.	Contents	No. of Hours
<b>I</b>	<p><b>Introduction: Communication Skills</b></p> <p>Communication Skills: Definition, types and Nature</p> <p><b>Listening Skills:</b> Purpose of Listening• Listening to Conversation (Formal and Informal)• Active Listening- an Effective Listening Skill• Benefits of Effective Listening• Barriers to Listening• Listening to Announcements- (railway/ bus stations/ airport /sports announcement/• commentaries etc.)</p>	<b>15</b>

	<b>Speaking Skills:</b> Sounds in English, Essentials of Speaking, Qualities of Speaker, Benefits of Speaking, Self development through Speaking skills, Tasks: Speech, Presentation, Narration	
<b>2</b>	<b>Reading Skills:</b> Purpose, Process, Methodologies, Skimming and Scanning, Levels of Reading, Reading Comprehension, Academic Reading Tips <b>Writing Skills:</b> Basics of writing • Types of writing styles • Writing Process • Effective writing techniques • <b>Various Writing Tasks</b> :Writing general essays • Writing Paragraphs, Articles and Stories, Formal/Informal Invitation, Application for a job with bio data or resume., Poster Making,	<b>15</b>

**References:**

1. Prof. Dr. A. M. Gurav and Prin. Dr. R. S. Salunkhe , Skills, (2022) Shivaji University, Kolhapur
2. S. Hariharan, N. Sudararajan, S.P. Shammugapriya, Soft Skills, MJPublishers

**Nature of Question Paper and Scheme of Marking (proposed)**

**A) For Four Credits Total marks: 80**

*Note: following pattern is given by taking nature of course in management and commerce course into consideration*

**Question No: 1 Multiple choice questions**

**20 marks**

**Pattern 1:** Plain question with 4 alternatives (6 MCQs for 12 marks)

**Pattern 2:** Match the following with four alternatives (2 for 4 marks)

Group I

Group II

- |    |    |
|----|----|
| 1. | a. |
| 2. | b. |
| 3. | c. |
| 4. | d. |

A) 1-a 2-b 3-c 4-d B) 1-b 2-a 3-c 4-d C) 1-c 2-b 3-a 4-d D) 1-d 2-b 3-c 4-a

**Pattern 3:** Give two statements (2 MCQs for 4 marks)

- |    |    |
|----|----|
| 1. | 2. |
|----|----|

Which is the correct option?( or which is the incorrect option)

- Statement 1 is True/ correct and Statement 2 is False/ incorrect
- Statement 2 is True/ correct and Statement 1 is False/ incorrect
- Both statements are True / Correct
- Both statements are False / Incorrect

**Question No: 2 Short Notes Questions (any four out of six)**

**20 marks**

Answer limit 150-200 words

**Question No: 3 Short Answer Questions (any four out of six)** **20 marks**

Answer limit 150-200 words

**Question No: 4 Long Answer Questions (any two out of Four)** **20 marks**

Answer limit 300-400 words

**B) For two Credits Total marks: 40**

**Question No: 1 Multiple choice questions** **10 marks**

**Pattern 1:** Plain question with 4 alternatives (3MCQs for 6marks)

**Pattern 2:** Match the following with four alternatives (1 for 2 marks)

Group I

Group II

- |    |    |
|----|----|
| 1. | a. |
| 2. | b. |
| 3. | c. |
| 4. | d. |

A) 1-a 2-b 3-c 4-d B) 1-b 2-a 3-c 4-d C) 1-c 2-b 3-a 4-d D) 1-d 2-b 3-c 4-a

**Pattern 3:** Give two statements (1 MCQs for 2 marks)

- |    |    |
|----|----|
| 1. | 2. |
|----|----|

Which is the correct option?( or which is the incorrect option)

- A) Statement 1 is True/ correct and Statement 2 is False/ incorrect
- B) Statement 2 is True/ correct and Statement 1 is False/ incorrect
- C) Both statements are True / Correct
- D) Both statements are False / Incorrect

**Question No: 2 Short Notes Questions (any four out of six)** **20 marks**

Answer limit 150-200 words

**Question No: 3 Long Answer Questions (any one out of two)** **10 marks**

Answer limit 300-400 words

**C) Internal Assessment** **20 Marks**

1. Assignments
2. Seminar
3. Poster Presentation
4. Wall papers
5. Role Play
6. Group Discussion
7. Unit Tests
8. Tutorials
9. Visits
10. Group project

# Shivaji University, Kolhapur

Syllabus to Accordance with

As per NEP 2020 to be Structure of  
Credits with effect from Academic Year 2024

-25

B.Com- I (Semester-I)      2 Credits

## Course Name: Micro Economics Paper – I Open Elective (OE) I

<b>Name of the Programme:</b> B.Com.I		<b>Semester–I</b>	
<b>Name of the Course (Subject):</b> Business Economics Paper –I		<b>Course Code:</b> MR E-1	
Semester End Examination (SEE) : <b>40</b> <b>Marks</b>	Continuous Internal Evaluation (CIE): <b>10</b> <b>Marks</b>	Total Marks: <b>50</b>	<b>Credit Assigned -</b> <b>02</b>
<b>Introduced from June, 2024</b>			
<b>Course Objectives:</b>			
<ol style="list-style-type: none"> <li>1) To understand the concept of Business Economics.</li> <li>2) To increase an awareness about demand and consumer behavior.</li> <li>3) To create an interest about market requirement.</li> </ol>			
<b>Course Outcomes:</b>			
<b>After completing the course student's will be able</b>			
<ol style="list-style-type: none"> <li>1) To define meaning and scope of Business Economics.</li> <li>2) To apply the concept and theories of Demand and Consumer Behaviour.</li> <li>3) To express Demand Forecasting and its methods.</li> </ol>			
<b>Unit No.</b>	<b>Name &amp; Contents of Units</b>		<b>No. of Hours</b>
<b>1</b>	<b>Introduction to Business Economics</b> Definition, Concept, Nature and Scope of Business Economics - Business Economics and Business Decisions. Features of Business Economics – Micro and Macro Economics, Prescriptive Science, bridges gap between theoretical Economics. – Goal of Business Firm – Profit Maximization.		15
<b>2</b>	Demand analysis & Demand Forecasting Concept of Demand, Demand Function & Law of Demand, Elasticity of Demand – Types of elasticity of Demand & its applications Measurement of Elasticity of Demand, Concept & types of Demand Forecasting, Importance of Demand Forecasting in Business decision making,		15

**References:**

- Seth, M.L. (1986) "MicroEconomics" LaxmiNarayanAgrwalPublication, Aagra.
- Gupta G.S. (1990) "ManagerialEconomics" TataMacGrawHillPublication, NewDelhi.
- Jhingan M.L., (1986) "MicroEconomicTheory" VikasPublication, NewDelhi.
- Dean J. (1976) "ManagerialEconomics, TheoryandApplications" HimalayaPublishingHouse, NewDelhi
- Ahuja H.L. (2003) "AdvancedEconomicTheory" SethPublication
- Shinde M.N., (2005) "ManagerialEconomics" AjabPublication, Kolhapur
- Doshi R.R., (1999), "ModernBusinessEconomics" ModernPublication, NewDelhi
- Bain S.J. (1953), Pricing, Distribution and Employment, The world Press Ltd, Kolkata.
- Glahe F.R. and Lee D.R. (1989) " Microeconomic: Theory and Application" Fort Worth: Harcourt-Brace Jovanovich.
- Puri V.K., (2006) "BusinessEconomics" HimalayaPublishingHouse, NewDelhi.

# Shivaji University, Kolhapur

Syllabus to Accordance with

As per NEP 2020 to be  
Structure of  
Credits with effect from Academic  
Year 2024-25

B.Com- I (Semester-I)      2 Credits

## Course Name: Micro Economics Paper – I Open Elective (OE) I

<b>Name of the Programme:</b> B.Com.I		<b>Semester</b> –I	
<b>Name of the Course (Subject):</b> Business Economics Paper –I		<b>Course Code:</b> MR E-1	
Semester End Examination (SEE) :40 Marks	Continuous Internal Evaluation (CIE):10 Marks	Total Marks: <b>50</b>	<b>Credit Assigned - 02</b>
<b>Introduced from June, 2024</b>			
<b>Course Objectives:</b>			
<ul style="list-style-type: none"> <li>4) To understand the concept of Business Economics.</li> <li>5) To increase an awareness about demand and consumer behavior.</li> <li>6) To create an interest about market requirement.</li> </ul>			
<b>Course Outcomes:</b>			
<b>After completing the course student's will be able</b>			
<ul style="list-style-type: none"> <li>4) To define meaning and scope of Business Economics.</li> <li>5) To apply the concept and theories of Demand and Consumer Behaviour.</li> <li>6) To express Demand Forecasting and its methods.</li> </ul>			
<b>Unit No.</b>	<b>Name &amp; Contents of Units</b>		<b>No. of Hours</b>
<b>1</b>	<b>Introduction to Business Economics</b> Definition, Concept, Nature and Scope of Business Economics - Business Economics and Business Decisions. Features of Business Economics – Micro and Macro Economics, Prescriptive Science, bridges gap between theoretical Economics. – Goal of Business Firm – Profit Maximization.		15
2	Demand analysis & Demand Forecasting Concept of Demand, Demand Function & Law of Demand, Elasticity of Demand – Types of elasticity of Demand & its applications Measurement of Elasticity of Demand, Concept & types of Demand Forecasting, Importance of Demand Forecasting in Business decision making,		15



**References:**

- Seth, M.L. (1986) "MicroEconomics" LaxmiNarayanAgrwalPublication, Aagra.
- Gupta G.S. (1990) "ManagerialEconomics" TataMacGrawHillPublication, NewDelhi.
- Jhingan M.L., (1986) "MicroEconomicTheory" VikasPublication, NewDelhi.
- Dean J. (1976) "ManagerialEconomics, TheoryandApplications" HimalayaPublishingHouse, NewDelhi
- Ahuja H.L. (2003) "AdvancedEconomicTheory" SethPublication
- Shinde M.N., (2005) "ManagerialEconomics" AjabPublication, Kolhapur
- Doshi R.R., (1999), "ModernBusinessEconomics" ModernPublication, NewDelhi
- Bain S.J. (1953), Pricing, DistributionandEmployment, TheWorldPressLtd, Kolkata.
- Glahe F.R. and Lee D.R. (1989) " Microeconomic: Theory and Application" Fort Worth: Harcourt-BraceJovanovich.
- Puri V.K., (2006) "BusinessEconomics" HimalayaPublishingHouse, NewDelhi.