NOTIFICATION

No. 112 /2022. Date : 18/08/2022.

Subject : Implementation of Syllabi of Various Prorammes / Courses as per Choice Based Credit System in the Faculty of Commerce & Management from the Academic Session 2022-2023 Onwards.

It is notified for general information of all the concerned that, the authorities of the University have accepted the syllabi of various Programmes / Courses as per Choice **Based Credit System of B.Com. Semester - I & II** mentioned in column No.2 and which is to be implemented from the Academic Session 2022-2023 onwards, with appendices as shown in column No.3 of the following table.

TABLE

Sr.No.	Course / Subjects	Appendices of the New Syllabi
1	2	3.
	B.Com. (Semester-I & II) (C.B.C.S.)	
	1. English	The Syllabi prescribed for the subject English is appended herewith as **Appendix-A.**
		The Syllabi prescribed for the subject English (Business Communication skill in English Language) is appended herewith as **Appendix-B.**
		The Syllabi prescribed for the subject Supplementary English is appended herewith as **Appendix-C.**
		The Syllabi prescribed for the subject Supplementary English (Business Communication) is appended herewith as **Appendix-D.**
	2. Marathi	The Syllabi prescribed for the subject Marathi which isappended herewith as **Appendix-E.**
		The Syllabi prescribed for the subject Marathi (Communication Skill in Marathi Language), which is appended herewith as **Appendix-F.**
	3. Hindi	The Syllabi prescribed for the subject Hindi which is appended herewith as **Appendix-G.**
	4. Sanskrit	The Syllabi prescribed for the subject Sanskrit which is appended herewith as **Appendix-H.**
		The Syllabi prescribed for the subject Sanskrit (Communication Skill in Sanskrit) is appended herewith as **Appendix-I.**
	5. Pali & Prakrit	The Syllabi prescribed for the subject Pali & Prakrit is appended herewith as **Appendix-J.**
	6. Urdu	The Syllabi prescribed for the subject Urdu is appended herewith as **Appendix-K.**
	7. Principles of Accountancy	The Syllabi prescribed for the subject Principles of Accountancy is appended herewith as **Appendix-L.**
	8. Principles of Business Economics	The Syllabi prescribed for the subject Principles of Business Economics is appended herewith as **Appendix-M.**
	9. Principles of Business Management	The Syllabi prescribed for the subject Principles of Business Management is appended herewith as **Appendix-N.**
	10. Computer Fundamentals & Operating System	The Syllabi prescribed for the subject Computer Fundamentals & Operating System is appended herewith as **Appendix-O.**
	11. Financial Accounting	The Syllabi prescribed for the subject Financial Accounting is appended herewith as **Appendix-P.**

Sd/-
(Dr. Tushar Deshmukh)
Registrar,
Sant Gadge Baba Amravati University,
Amravati.

Part A

Faculty :**Commerce& Management**
Programme :**Bachelor of Commerce**

Programme Objectives :-

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

Programme Outcomes :-

The students would able to –

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

Employability Potential of the Programme

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

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

***Jobs for Commerce graduate Students ***

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

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

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

The course content in Compulsory English and Supplementary English in particular will develop the all-round personality of the students and the sophisticated communication skills among them in this globalised era of international trade and commerce. The part of grammar and syntax will improve their sense of correct English in written and spoken form while the unit of Word- Formation will enrich their vocabulary. The inter-personal communication and situational communication in the unit of communication skills

will boost confidence among students to hold impressive conversation in corporate world. The writing skills as resume, report and letter writing will develop a flair of writing in business correspondence while the content of soft skills like interview skills, body language and managerial skills will broaden the perception and make the students more sensible and mature in the practical world of Commerce and Management. Of course, the highly touching stories by the world famous writers and the biographical sketches of the successful Entrepreneurs and big business tycoons in India will develop the profound sense and fervour to be ambitious and successful. The few selected poems in the content will give an aesthetic and romantic relief and inculcate human and ethical values. In this way, the course like compulsory English and Supplementary English will bring about an all-round and holistic development of the students and ultimately make them sensible and mature global citizens.

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

Acquire various skills-

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

Higher education

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

Banking

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

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

Export import manager

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

Stock broker

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

Tax Consultant

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

Financial Planning-

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

- CA- Chartered Accountant
- CFA - Chartered Financial Analyst
- CFP - Certified Financial Planner
- CS - Company Secretary
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These are renowned certification courses in finance which help the BBA students to be helpful in the financial matters of their individual clients.

Intern at a reputed company –

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

Entrepreneurship-

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

Part B **Appendix-A**

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

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

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

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

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

Reference Books:

1. Intermediate English Grammar - Raymond Murphy (Cambridge University Press)
2. Advanced English Grammar - Martin Hewings (Cambridge University Press)
3. ‘Expressions’ by Dr. UdayNavalekar, Published by Pimpalapure Book Distributors
4. A Course in English Grammar - R.NBakshi (Orient Blackswan)
Prescribed Textbook: ‘**Oasis**’ by Board of Editors & Published by Orient Blackswan

Part B **Appendix-B**

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

Course Outcomesof AEC:
After completion of this course students will be able to:

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

COURSE MATERIAL :DEVELOPING COMPREHENSION SKILLS IN ENGLISH
A) Reading Skills

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

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

Unit - II

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

Unit - III
Grammar

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

Unit - IV
Communication and Writing Skills

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

Unit - V
Soft Skills

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

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

Internal Assessment (SEM)
I) Assignment **10 Marks**
II) Class Test **10 Marks**

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Part B **Appendix-C**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester I**

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

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

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

Course Outcomes of SEM:
After completion of this module students will be able to:
1. Develop reading skill
2. Develop critical and analytical approach
3. Develop perception to bring brevity in expression

i) Assignment: Precise writing (From unseen passages)
ii) Class Test: Reading the unseen passages

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

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

Part B **Appendix-D**

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

Course Outcomes :

After completion of this course students will be able to:

1) The learners will learn to understand and interpret any text they are reading fromdifferent perspectives
2) The interest of learners in listening to and watching good quality audio and visualmedia will be aroused.
3) Learners will acquire proficiency in the skills of listening, speaking, reading andwriting that will help them meet the challenges of the world.
4) The learners will develop good oral and written skills of communication in the Englishlanguage.

COURSE MATERIAL :DEVELOPING COMPREHENSION SKILLS IN ENGLISHSPEAKING SKILLS IN ENGLISH

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

Unit : I

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

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

Unit : II

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

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

Unit : III

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

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

Unit : IV

Writing Skills

I) Etiquettes and Manners 6 Marks
II) Writing Blogs 6 Marks

Unit - V

Grammar

I) Noun forms of some adjectives 3 Marks
II) Noun forms of some verbs 3 Marks
III) Adjective forms of some nouns 3 Marks
IV) Some words changed into verbs 3 Marks

Multiple Choice Questions

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

Internal Assessment (SEM)

I) Assignment 10 Marks
II) Class Test 10 Marks

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Part B **Appendix-E**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester I**

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

Course Outcomes :

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Part B **Appendix-F**

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

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5. ¨É®É`Ò ¦ÉÉ¹ÉSªÉÉ ´ÉÉ¶É¹]¬ÉSÉÒ +É³JÉ EòºüxÉ PÉhÉ.

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1. ºÉ¦ÉÉ¹ÉhÉ EòÉ¶É±ªÉ Ê´ÉEòÉºÉÉ±ÉÉ ºÉ½ÉªªÉ ½É<±É.
2. ¨É®É`Ò ¦ÉÉ¹ÉÉlÉ¨ÉiÉSªÉÉ ´ÉÉfÒºÉ ¨ÉniÉ ½É<±É.
3. ºÉ¦ÉÉ¹ÉhÉ lÉjÉÉSÉÒ nÉ® JÉ±ÉÒ ½ÉiÉÒ±É.
4. É´ÉÉ´ÉvÉ ´ªÉ´ÉºÉÉªÉ lÉjÉÉiÉ ºÉvÉÒ ={É±É¤vÉ ½É<±É.

+¦ªÉÉºÉPÉ]Eò

'´ªÉÉHòK´ÉÉ´ÉEòÉºÉÉ`Ò : ºÉ¦ÉÉ¹ÉhÉ ´É ±ÉJÉxÉEòÉ¶É±ªÉ - (ºÉ{ÉÉnEò : bÉ.{ÉlÉ´ÉÒ®ÉVÉ iÉÉ®, bÉ.¶É±ÉxÒ ±Éb, bÉ.´ÉnxÉÉ ¨É½ÉVÉxÉ), +lÉ´É {ÉÎ¤±ÉEò¶ÉxºÉ ½ º É{ÉÉÉnÉiÉ {ÉºÉiÉEò ªÉÉ +¦ªÉÉºÉGò¨ÉÉ ºÉÉ`Ò xÉ¨É±É±É +É½.

ºÉ¦ÉÉ¹ÉhÉEòÉ¶É±ªÉ -

1. ºÉ¦ÉÉ¹ÉhÉEòÉ¶É±ªÉ - ®ÉVÉÒ nkÉÉjÉªÉ lÉÉ®ÉiÉ
2. ºÉjÉºÉSÉÉ±ÉxÉ - |ÉÉiÉ¦ÉÉ Eòn¨É / VÉiÉÒxÉ Eòn¨É
3. ¨É±ÉÉJÉiÉ - ¶É±É¶É ÊjÉ¦É´ÉxÉ / ®´ÉÒ¤É¨¤É®
4. ´ÉHòK´É - {ÉbÊ±ÉEò EòÉ±ÉiÉ

Ê´É¦ÉÉMÉ - +	´ÉSÉÉÉ®Eò	-	20 MÉhÉ
Ê´É¦ÉÉMÉ - ¤É	±ÉÉ±ÉiÉ	-	20 MÉhÉ
Ê´É¦ÉÉMÉ - Eò	EòÉ´ÉiÉÉ	-	20 MÉhÉ
Ê´É¦ÉÉMÉ - b	={ÉªÉÉÉVÉiÉ ¨É®É`Ò	-	20 MÉhÉ

|É¶xÉÉxÉ½ÉªÉMÉhÉÉ´É¦ÉÉMÉhÉÒ :-

|É¶xÉ 1	´ÉSÉÉÉ®Eò Ê´É¦ÉÉMÉ :- nÒPÉÉkÉ®Ò BEò |É¶xÉ	10MÉhÉ
|É¶xÉ 2	´ÉSÉÉÉ®Eò Ê´É¦ÉÉMÉ :- ±ÉPÉkÉ®Ò BEò |É¶xÉ	05MÉhÉ
|É¶xÉ 3	±ÉÉ±ÉiÉ Ê´É¦ÉÉMÉ :- nÒPÉÉkÉ®Ò BEò |É¶xÉ	10MÉhÉ
|É¶xÉ 4	±ÉÉ±ÉiÉ Ê´É¦ÉÉMÉ :- ±ÉPÉkÉ®Ò BEò |É¶xÉ	05MÉhÉ
|É¶xÉ 5	EòÉ´ÉiÉÉ Ê´É¦ÉÉMÉ :- nÒPÉÉkÉ®Ò BEò |É¶xÉ	10MÉhÉ
|É¶xÉ 6	EòÉ´ÉiÉÉ Ê´É¦ÉÉMÉ :- ±ÉPÉkÉ®Ò BEò |É¶xÉ	05MÉhÉ
|É¶xÉ 7	={ÉªÉÉÉVÉiÉ ¨É®É`Ò :- nÒPÉÉkÉ®Ò BEò |É¶xÉ	10MÉhÉ
|É¶xÉ 8	={ÉªÉÉÉVÉiÉ ¨É®É`Ò :- ±ÉPÉkÉ®Ò BEò |É¶xÉ	05MÉhÉ

(´É®Ò±É ºÉ´É |É¶xÉÉxÉÉ +iÉMÉiÉ {ÉªÉÉªÉ ®É½iÉÒ±É.)

´ÉºiÉÉxÉ¹`ì |É¶xÉ -={É®ÉHò +¦ªÉÉºÉ Gò¨ÉÉiÉÒ±É Ê´É¦ÉÉMÉ '+' ´É '¤É' ªÉÉ´É® |ÉiªÉEòÒ 20 MÉhÉ

03 |É¶xÉ +ÉÉhÉ Ê´É¦ÉÉMÉ 'Eò' ´É 'b' ªÉÉ´É® |ÉiªÉEòÒ 02 |É¶xÉ

´ÉºiÉÉxÉ¹`ì º´É¯ù{ÉÉSÉ +ºÉ BEòhÉ 10 ¤É½{ÉªÉÉªÉÒ |É¶xÉ Ê´ÉSÉÉ®±É VÉÉiÉÒ±É. |ÉiªÉEò |É¶xÉÉºÉ 02 MÉhÉ ªÉÉ|É¨ÉÉhÉ½É |É¶xÉ 20 MÉhÉÉSÉÉ +ºÉ±É.

Ê´É¦ÉÉMÉ 'b'ºÉÉ`Ò ºÉn¦ÉOÉlÉ ¨½hÉxÉ ={ÉªÉÉÉVÉiÉ ¨É®É`Ò - ºÉ{ÉÉnEòbÉ.EòiÉEòÒ ¨ÉÉbEò, ºÉiÉÉ¹É ¶ÉhÉ<, ºÉVÉÉiÉÉ ¶ÉhÉ< - {Énº¨ÉMÉvÉÉ |ÉEòÉ¶ÉxÉ, {ÉhÉ ªÉÉ {ºÉiÉEòÉiÉÒ±É **|ÉEò®hÉ 3 ®** EòÉªÉÉ±ÉªÉÒxÉ {ÉjÉ´ªÉ´É½É® ´É **|ÉEò®hÉ 4 lÉ** - º´É-{ÉÉ®SÉªÉ{ÉjÉ ´É xÉÉEò®Ò ºÉÉ`Ò +VÉ ±ÉJÉxÉ ªÉÉ |ÉEò®hÉÉ ´É® 10 MÉhÉÉSÉÉ 01 nÒPÉÉkÉ®Ò ´É 05 MÉhÉÉSÉÉ 01 ±ÉPÉkÉ®Ò |É¶xÉÉ´ÉSÉÉ®±ªÉÉ VÉÉ<±É.

EòÉ¶É±ªÉ Ê´ÉEòÉºÉÉ´É® +ÉvÉÉ®ÒiÉ +iÉMÉiÉ ¨É±ªÉ¨ÉÉ{ÉxÉ :- - **20 MÉhÉ**

- MÉhÉ Ê´É¦ÉÉMÉhÉÒ

1) PÉ]Eò SÉÉSÉhÉÒ (Class Test) - 02 - 10 MÉhÉ
2) º´ÉÉvªÉÉªÉ (Home Assignment) - 02 - 10 MÉhÉ

|É¶xÉ{ÉÉjÉEòSÉ |ÉÉ°ü{É – BEòhÉ MÉhÉ 25

+iÉMÉiÉ ¨É±ªÉÉEòxÉ AEC - 25 MÉhÉ

PÉ]Eò SÉÉSÉhÉÒ - 1 - 10 MÉhÉ
MÉ½{ÉÉ`ì - - 10 MÉhÉ
SÉSÉÉºÉjÉ - - 05 MÉhÉ
(+¦ªÉÉºÉ {ÉÉjÉEòiÉÒ±É ºÉ´É PÉ]Eò´É® |É¶xÉ Ê´ÉSÉÉ®hªÉÉiÉ ªÉiÉÒ±É)

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Part B **Appendix-G**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

Course Outcomes

1) भाषा, साहित्य, कला, संस्कृति कौशल्य आदि के माध्यम से छात्रों में सकारात्मकता, सृजनात्मकता, मानवतावादी गुणों का विकास होकर उनमें राष्ट्रीयता की भावना वृद्धिंगत होगी | अनुवाद कौशल्य के कारण छात्रों के व्यवहार, व्यवसाय आदि क्षेत्रों में संपर्कता बढ़ेगी |
2) भाषण कौशल्य,सूत्रसंचालन, वाद-विवाद आदि गुणों से भाषा अध्ययन में निखार आ सकेगा |
3) प्रिंट और इलेक्ट्रॉनिक मीडिया में रोजगार के अवसर प्राप्त कर सकेगा |
4) साक्षात्कार प्रणाली के द्वारा छात्रों में प्रश्न निर्माण करने की कला, आत्मविश्वास, विषय जिज्ञासा बढ़ेगी |

Unit	Content	No. of Periods
I	गद्य खंड से प्रथम 6 पाठ	08
II	पद्य खंड से प्रथम 6 कविता	08
III	व्यवहारिक भाषा एवं व्याकरण 1. शब्द्-युग्म,अनेक शब्दों के लिए एक शब्दपर्यायवाचीशब्द्,सुक्ष्म भिनार्थकशब्द् 2. हिंदी में अनुवाद - अंग्रेजी गद्यांश का हिंदी अनुवाद	08
IV	1. पत्र लेखन व्यवसायिक अथवा कार्यालयीन पत्र 2. ब्लॉग लेखन परिचय महत्व	07
V	वस्तुनिष्ठ प्रश्न	07
Skill Enhancement Module		
VI	साक्षात्कार :- परिभाषा सीमाएं उद्देश्य साक्षात्कार अपने परिसर के प्रतिष्ठित उद्यमी, किसान, नेता, मजदूर, पत्रकार आदि का किसी भी एक विषय पर साक्षात्कार	07

Books Recommended:

पाठ्य पुस्तक :- **क्षितिज**

- संपादक मंडल डॉ. निभा उपाध्याय, डॉ. मनोज जोशी, डॉ. सुशांत ठोके
- प्रकाशक- राघवपब्लिशर्सएंडडिस्ट्रीब्यूटर्सनागपुर

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

हिंदी भाषायी कौशल्य -Comunication Skills

संभाषण कौशल्य

उपयोगिता-

1) संभाषण कौशल्य विकास को सहायता होगी |
2) हिंदी भाषा एवं साहित्य का प्रचार - प्रसार होगा |
3) संभाषण कौशल्य द्वारा संपर्क क्षेत्र बढ़ेगा |
4) व्यवसाय क्षेत्रों में रोजगार के अवसर प्राप्त होंगे |

अध्ययन इकाई

संदर्भ पुस्तक का नाम १. व्यक्तिमत्व विकास - लेखक पी. के. आर्य - व्हीअंडएस. पब्लिशर
२. इंटरव्यु मे सफल कैसे हो (गुगल पुस्तक) - लेखक पी. के. आर्य - व्हीअंडएस. पब्लिशर
३. संवाद चलता रहे(गुगल पुस्तक) - लेखककृपा शंकर चौबे - व्हीअंडएस. पब्लिशर

संभाषण कौशल्य

१)संभाषण कौशल्य
२)सूत्रसंचालन
३)साक्षात्कार
४)वक्तृत्व, वाद-विवाद आदि

<u>पाठ्यपुस्तक का इकाइयोंमें अंक विभाजन एवं प्रश्नोंका स्वरूप निम्नानुसार है-</u>

इकाई एक - गद्य खण्ड् - (प्रथम छः पाठों से)
अ) दीर्घोत्तरी प्रश्न् (एक) (०६अंक)
ब) लघुत्तरी प्रश्न् (तीन) (१२अंक)
इकाई दो - पद्य खण्ड् -(प्रथम छः कविताओं से) -
अ) दो कविताओं के केन्द्रीय भाव (१४अंक)
इकाई तीन - व्यावहारिक भाषा एवं व्याकरण (१४अंक)
अ) - १) शब्द्-युग्म (दो) (२अंक)
२)अनेक शब्दो के लिए एक शब्द् (दो) (२अंक)
३)पर्यायवाची शब्द् (दो) (२अंक)
४)सुक्ष्म भिनार्थक शब्द् (दो)(२अंक)
ब) - १) हिंदी में अनुवाद - अंग्रेजी गद्यांश का हिंदी अनुवाद (६अंक)
इकाई चार - कौशल्य् आधारित पाठयक्रम
पत्रलेखन (एक) (८अंक)
क) व्यावसायीक अथवा कार्यालयीन पत्र (शब्द्सीमा लगभग १५० शब्द्)
ड) ब्लॉगलेखन : परिचय महत्व् (६अंक)
इकाई पाँच - वस्तुनिष्ठ्प्रश्न् (२०अंक)

(प्रत्येक प्रश्न पर **एक अंक)**

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Part B **Appendix-H**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

Course Outcomes

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

Unit	Content	No. of Periods
I	घटक 1 गद्यपाठ 1 तथा 2 वाणिज्यसुधा (भाग - 1), प्रथम विभाग	09
II	घटक 2 गद्यपाठ 3 तथा 4 वाणिज्यसुधा (भाग - 1), प्रथम विभाग	09
III	घटक 3 पद्यपाठ 1 तथा 2 वाणिज्यसुधा (भाग - 1), प्रथम विभाग	09
IV	घटक 4 पद्यपाठ 3 तथा 4 वाणिज्यसुधा (भाग - 1), प्रथम विभाग	09
V	**Skill Enhancement Module** गृहपाठ मौखिक परीक्षा	09

संदर्भ ग्रंथसूची -

1. वाणिज्यसुधा (भाग -1), अथर्व प्रकाशन, जळगाव
(Text Book, Edited by Dr. B. N. Panda, Dr. R. V. Kavishwar, Dr. JayshreeSakalkale)
2. Web links –
उच्चारण स्थान -https://youtu.be/zW2vpCF3RyQ
पठन कौशल्य https://youtu.be/ARJa2GbgiiQ
विभक्ति परिचय - https://youtu.be/bY0sEHjtQLE, https://youtu.be/sWikF2JvM3M
3. Swayam **https://onlinecourses.nptel.ac.in/noc22_hs114/preview**

Part B **Appendix-I**

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

- उच्चारणकौशल्यम् (पाणिनीयशिक्षा)
- **विभक्तिपरिचय (प्रथमा, षष्ठी, सप्तमी)**

Question Paper Pattern

Theory Marks distribution -
Theory : 80 Time : 3 hrs

1. (a) Long answer question (one out of two) : 10
   (b) Reference to Context (one out of two) : 05
2. (a) Long answer question (one out of two) : 10
   (b) Reference to Context (one out of two) : 05
3. (a) Long answer question (one out of two) : 10
   (b) Reference to Context (one out of two) : 05
4. (a) Long answer question (one out of two) : 10
   (b) Reference to Context (one out of two) : 05
5. Multiple Choice Questions (Ten) : 20

Internal marks distribution – (SEM)
Total marks - 20
6. Home Assignment : 10
7. Oral Test : 10

100

Part B **Appendix-J**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

Course Outcomes -

1) MÉt {ÉÉ`ÉSÉÉ ¦ÉÉ¹ÉÉiÉ®Eò®iÉÉ aÉ<±É.
2) MÉt {ÉÉ`ÉSÉÉ oÉÉ®É¶É o´ÉiÉ:SaÉÉ ¶É¤nÉiÉ Eò®iÉÉ aÉ<±É.
3) {É t {ÉÉ`ÉiÉÒ±É MÉÉIÉÉSÉÉ +xÉ´ÉÉn Eò®iÉÉ aÉ<±É.
4) {É t {ÉÉ`ÉSÉ ´ÉÉSÉxÉ Eò¯ûxÉ oÉÉ®É¶ÉÉi¨ÉEò oÉ{É¹]¦ Eò®iÉÉ aÉ<±É.
5) oÉ{ÉhÉ +¦aÉÉoÉGò¨ÉÉSÉ oÉI¨É +vaÉaÉxÉ Eò¯ûxÉ ´ÉoiÉÊxÉ¹`¦ |É¶xÉÉSÉÒ =kÉ® niÉÉ aÉiÉÒ±É.

Unit	Content	No. of Periods
Unit-I VÉÉiÉEò EòIÉÉ	1) ¤ÉEòVÉÉiÉEò 2) =±ÉEòVÉÉiÉEò	09
Unit-II JÉqEò{ÉÉ`¦ oÉkÉÉÉxÉ{ÉÉiÉ	1) oÉ®hÉiÉaÉ 2) noÉÉoÉCJÉÉ{Én¦ 3) EòoÉÒ¦ÉÉ®n´ÉÉVÉ oÉkÉ	09
Unit-III vÉ¨É{Én¦	1) ÉSÉkÉ´ÉMMÉ 2) {É}¦ò´ÉMMÉ	09
Unit-IV vÉ¨É{Én¦	1) ¥ÉÉ¨½hÉ´ÉMMÉ 2) Ê¦ÉCJÉ´ÉMMÉ	09
Unit - V	**Skill Enhancement Module**	
	{ÉÉ±ÉÒ oÉoEòÉ® É´ÉvÉÒ EòÉ¶É±aÉ 1) xÉ¨ÉxÉ 2) ÊjÉ¶É®hÉ 3) {ÉSÉ¶ÉÒ±É	09

Course Outcomes of SEM

ÊjÉÉ{É]¦Eò oÉÉÉ½iaÉÉSÉÉ +¦aÉÉoÉ Eò®hÉ
vÉ¨É{ÉnÉiÉÒ±É xÉÉiÉEò ¨É±aÉ VÉÉ{ÉÉoÉhÉ

oÉn¦ÉOÉIÉ -

1) VÉÉiÉEò {ÉÉ±ÉÒ- xÉÉ±ÉnÉ oÉoEò®hÉ, <MÉiÉ{É®Ò
2) JÉqEò{ÉÉ`¦ - xÉÉ±ÉnÉ oÉoEò®hÉ, <MÉiÉ{É®Ò
3) oÉkÉÉxÉ{ÉÉiÉ - |ÉÉ. bÉ. Ê´É¨É±ÉÉEòiÉÒ - oÉ¨aÉEò |ÉEòÉ¶ÉxÉ - xÉ´ÉÒÊn±±ÉÒ
4) vÉ¨É{Én¦ - bÉ. ¦ÉnxiÉ +ÉxÉn¦ EòÉoÉ±aÉÉaÉxÉ
5)JÉqEò{ÉÉ`É :oÉ{ÉÉnEò, oÉ¶ÉÉvÉEò, +xÉ´ÉÉnEò SÉp{ÉÉ±É ÉoÉ½, Ê¶ÉiÉ±É Ê¨ÉMÉoÉxÉ {ÉÎ´±É¶ÉoÉ 1987
6) JÉqEò{ÉÉ`¦ {ÉÉÉ±É :- ({ÉÉ±ÉÒ-¨É®É`Ò ¶É¤nÉIÉ ¦ÉÉ¹ÉÉiÉ®, bÉ. ¤ÉÉ±ÉÉVÉÒ MÉ´½É³¦, EòÉxÉ¹Eò |ÉEòÉ¶ÉxÉ EòÉ±½É{É® 2011
7) oÉkÉÉxÉ{ÉÉiÉ - +xÉ´ÉÉn, |ÉÉ. vÉ¨ÉÉxÉn¦ EòÉoÉ¤ÉÒ, oÉ{ÉÉnEò |ÉÉ. {É. Ê´É. ¤ÉÉ{É]¦, EòÉ¶É±aÉ |ÉEòÉ¶ÉxÉ - 2011
8) vÉ¨É{Én¦ :- bÉ. +É®.VÉ.´ÉÉxÉJÉb, oÉMÉ¨É |ÉEòÉ¶ÉxÉ -2012
9) {ÉÉ±ÉÒ ¦ÉÉ¹ÉÉEòÉ¶É±aÉ :- bÉ. ¤ÉÉ±ÉÉVÉÒ MÉ´½É³¦ - oÉÉ®xÉÉIÉ |ÉEòÉ¶ÉxÉ, {É®¦ÉhÉÒ - 2017
10) Email Wikipedia, ebooks,Apps, News paper, Magazines, Paint Social Media, You Tube etc.

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

oÉ¦ÉÉ¹ÉhÉEòÉ¶É±aÉ

É±ÉJÉÉhÉ +ÉÉhÉ ´ÉÉSÉxÉ

=Êq¹]aÉ :

1) É´É tÉIaÉÉSÉ oÉ¦ÉÉ¹ÉhÉ EòÉ¶É±aÉ Ê´ÉEòÊoÉiÉ Eò®hÉ
2) É±ÉJÉÉhÉ EòÉ¶É±aÉ Ê´ÉEòÊoÉiÉ Eò®hÉ
3) {ÉÉ±ÉÒ ¦ÉÉ¹ÉSÉÒ ={ÉaÉÉÉMÉiÉÉ ±ÉIÉÉiÉ PÉhÉ
4) {ÉÉ±ÉÒ ¦ÉÉ¹ÉSaÉÉ ´ÉÉ¶É¹]¦¬ÉSÉÒ +É³¦JÉ Eò¯ûxÉ PÉhÉ
5) ¨É±aÉ É¶ÉIÉhÉÉSÉ +vaÉaÉxÉ Eò¯ûxÉ PÉhÉ

={ÉaÉÉÉMÉiÉÉ

1) oÉ¦ÉÉ¹ÉhÉ EòÉ¶É±aÉÉ±ÉÉ ={ÉaÉÉMÉÉSÉ `®±É
2) {ÉÉ±ÉÒ ¦ÉÉ¹ÉiÉÒ±É Ê´ÉSÉÉ® oÉ¨ÉVÉxÉ PÉhaÉÉoÉ ¨ÉniÉ ½É<±É
3) oÉ¦ÉÉ¹ÉhÉ, ±ÉJÉxÉ, |ÉSÉÉ®, |ÉoÉÉ®, {ÉaÉ]xÉ aÉÉIÉjÉÉiÉ Ê´É tÉIÉÒ +0ÉoÉ® ½É<±É
4) Ê´ÉÉ´ÉvÉ oÉvÉÒ |ÉÉ{iÉ Eò¯ûxÉ PÉiÉÉ aÉiÉÒ±É

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Part B **Appendix-K**

Model CBCS Curriculum Framework

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI

Revised syllabus of Bachelor of Commerce (B. Com) w.e.f.(2022-2023)

Subject – Urdu Compulsory

Preamble:-

اردو دنیا کی مشہور و معروف زبان ھے-
تحصیل علوم ،تفریح اور ہمہ جہت شخصیت سازی کے نظریے سے اردو کی تعلیم کا استعمال کیا جاتا ہے -
ادبی علوم کے ساتھ ہی نفسیاتی ، سماجی علوم اور جدید سائنسی نظریے سے بھی اردو زبان معمور ہے –
آج کے کمپیوٹر کے دور میں عالمی سطح پر اردو سے دلچسپی بڑھ رہی ہے –اردو کی تعلیم و تدرس اور لکھنے پڑھنے کے بڑھتے شوق کو دیکھتے ہوے ہمارے طلباءو طالبات بھی اس وسیع خزانہ سے فائدہ اٹھا سکے اس کے لیے اردو کا مطالعہ ضروری ہے -

Program Educational Objectives (PEOs) :-

۱ -اردو زبان کی تدرس کے زریعے طلباء میں دلچسپی پیدا کرنا –
۲.اردو زبان کی پیدائش اور نثر و نظم کے ارتقاء کے بارے میں معلومات فراہم کرنا –
۳- اردو میں صرف مذہبی ،ادبی تخلیقات ہی نہیں بلکہ اعلیٰ اقدار ، ترقی نسواں ، سائنسی ، سماجی، معاشی، تکنیکی،کمپیوٹر،انٹرنیٹ ، جیسے مضامین پر بھی تصانیف دستیاب ہے اس بارے میں معلومات فراہم کرنا-
٤ – اردو ادب صرف ہندوستانی نہیں بلکہ عالمی ادب بن گیا ہےجدید مصنفین کی جدید مسائل پر منحصر تخلیقات کو سلیبس کے زریعے متعارف کرنا اہم مقصد ہے –
٥ – اردو کے مطالعہ کے زریعے تلفظ کی صحیح ادائگی ،املے کی درستگی ، اخلاقی اقدار کی پاسبانی ، اپنے تہذیبی و ثقافتی ورثہ سے روشناس کرانا سلیبس کا مقصد ہے-
٦ –طلباء کو اصناف سخن سر روشناس کرانا -

Program Out comes (POS):-

۱-اردو کے اسباق کو سمجھ سکے گے –
۲- جنگ کے نتائج کو سمجھتے ہیں -
۳.اردو تعلیم کے زریعے روزگار کے کون کون سے موا قع ہیں جانتے ہیں -
٤-اردو میں لکھے گئے سفر ناموں کے بارے میں معلومات حاصل کرتے ہیں
٥- مہا رت پر منحصر مضمون کے زریعے مہارت حاصل کرتے ہیں -

Course Title	Urdu Compulsory
Course code	1014
Course Category	Discipline Specific Core
Type of course	Theory
No .of Credits	Theory -03
No. of Lectures :	Theory -60
Course Assignment	End Term : 80 Marks (University level exam) SEM (Internal): 20 Marks (College level evaluation)
Course Objective	١ – اردو زبان کی درس و تدرس کے زریعےزبان میں دلچسپی پیدا کرنا- ٢- اردو زبان کے اصناف سخن سے روشناس کرانا - ٣- اردو ادب میں صرف مذہبی یا ادبی مضامین وی نہیں بلکہ اعلی اقدار پر مبنی اخلاقی مضامین، ترقی نسواں، ماحولیات ، معشیت،تہذیبی، ثقافتی ، کمپیوٹر، انٹرنیٹ ہر طرح کی تصانیف ملے گی طلباء کو بتانا- ٤ – جدید مسائل سے متعلق جدید مصنفین کی تخلیقات سے روشناس کرانا - ٥ – اردو کے مطالعہ سے تلفظ کی صحیح ادائگی اخلاقی اقدار کی پاسبانی ، اپنے تہذیبی اور ثقافتی ورثہ سے متعارف کرانا اس سلیبس کا مقصد ہے -
Course Out comes	١ – اردو کے اسباق سمجھ سکے گے - ٢ – اسباق کا خلاصہ اپنے الفاظ میں لکھ سکے گنے - ٣- جنگ کے نتائج کو جانتے ہیں - ٤- اردو تعلیم کے زریعےروزگار کے موا قع کون کون سے ہیں جانتے ہیں - ٥- اردو سفر ناموں کے بارے میں معلومات حاصل کرتے ہیں- ٦ – مہارت پر مبنی مضمون کے زریعے مہارت حاصل کرتے ہیں-

Semester 1

Unit	Syllabus	No. of Lecture
I	Prose:- ۱- میاں خواہ مخواہ بابو آر کے ۲-تعلیم و تربیت – سر سید احمد خاں	10 10
II	Poetry:- ۱ – اجنتا سکند ر علی وجد ۲- اے شریف انسانوں ! ساحر لدھیانوی	
III	Prose:- ۱- اشتہار بازی - سید احمد صدیقی ۲- اچھی کتاب - مولوی عبدا لحق	10
IV	Prose:- - ۱- سوشل میڈیا صحافت کی نئی معراج اکیسویں صدی میں صحافت) ۲-اردو تعلیم اور روز گر کے موا قع - ڈاکٹر سلمان ۳- ما حول کا تحفظ اور طلباء کی ذمہ دار یاں – ڈاکٹر جاوید احمد	10
V	Communication skill: 1- Prepare Advertisement /Report writing 2- Formal letter writing	05
	Activities	
	Home Assignment	

Book Prescribed:-

Text Book : Guldasta-E- Adab(Part 1st) Published by Asma Publications " Sobiya Villa"beside Deshmukh Hospital ,Millat Colony Khamgaon Dist. Buldana(M.S)

B. Com Part – I

Urdu Compulsory

Semester –I

Time : Three Hours

Max Marks :- 80

Text Book : : Guldasta-E- Adab(Part 1st) Published by Asma Publications " Sobiya Villa"beside Deshmukh Hospital ,Millat Colony Khamgaon Dist. Buldana(M.S)

Unit wise Distribution of Marks

Unit I:(prose) The following two lesson from text

۱ – میاں خواہ مخواہ ۲ – تعلیم و تربیت

There will be two long answer type questions out of four (08 Marks each) Marks :- 16

Unit –II(Poetry) The following two poems from the text

۱ – اے شریف انسانو ۲- اجنتا

Any four couplets to be explained out of six (04 Marks each) Total Marks 16

Unit –III(prose) The following two lesson from text

۱ – اشتہار بازی ۲- اچھی کتاب

There will be two long answer type questions out of four (08 Marks each) Marks 16

Unit –IV (prose) The following three lessons given below from the text .

۱ – شوشل میڈیا صحافت کی نئی معراج ۲- اردو تعلیم اور روزگار ۳- ماحول کا تحفظ اور طلباء کی ذمہ داری

There will be M.C.Qs on the three lessons eight out of 12 (02 Marks each)

Marks :- Total Marks 16

Unit –V (Communication Skill)

1- Prepare Advertisement / Report writing
2- Commercial letter

(8 Marks each) Total marks

Part B **Appendix-L**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

Course Outcome :

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

Unit	Topic	No. of Periods
I	**Book-keeping and Accountancy** 1.1 Meaning, definition, features, scope, need and development of Book Keeping & Accounting objective, meaning, definition of Accounting, scope, objective, advantages, Branches of Accounting, Difference between accounting and book-keeping, Accounting concepts, Principles and conventions. 1.2 Basic Terminology of Accountancy.	13
II	**Accounting Transaction** 2.1 Classification of Accounts, Traditional Accounts Approach,Equation Account approach, Rules of debit and credit, Journal and ledger, Ledger posting and balancing of Ledger Account and preparation of Trial Balance.	13
III	**3.1 Sub-sidiary Book** :- Purchase Book, Sales Book, Sales Return Book, Purchase Return Book. **3.2 Cash Book** – Single Column/simple cash Book, double column cash book, Triple Column Cash Book, and Petty Cash Book, Analitical petty cash book .	13
IV	**Rectification of errors** Rectification of errors : meaning, Type of errors, Rectification entries and suspense Account.	12
V	**Depreciation Accounting** Concepts of depreciation : Different methods of Depreciation. Problem on 1) Straight Line Method 2) Reducing Balance Method and accounting for Depreciation.	12
VI	**Skill Enhancement Module** 1) Practical Learning of operation of basic tally software 2) Accounting Cycle :- * Collection and Prepartion f different business vouchers like- Receipt voucher, Payment voucher, Cash memo, credit memo, invoice etc. and Preparation of vocher book * Journal entries, ledger posting, preparation of trial balance and preparation of financial statements. * Collection of Bank forms: Withdrawal form, pay in slip, Demand Draft form, RTGS, NEFT, Bank account opening form etc.	12

Books recommended :-

1) Advanced Accountancy,Dr.L.K.Karangale, Dr.ArunYeole,PrashantPublication,Jalgaon
2) Anthony R.N.&Reece,J.S.AccountingPrincipal,Richard Irwin Inc.
3) Agrawal A.N.,AgrawalK.N.,Higher Science of Accountancy,KitabMahal,Allahabad(Hindi & English)
4) Ashok Banerjee : Financial Accounting
5) R.R.Gupta : Advance Accountancy

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Part B **Appendix-M**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

Course Outcomes :

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

Unit	Content	No. of Periods
I	**Basic Concepts:** 1.1Definition of Economics: Adam Smith,Marshall 1.2 Definition of Economics:Robbins, J.K. Mehta 1.3 Economic Laws: Nature, Characteristics, Limitation & Importance. 1.4 Micro Economics-Meaning, Scope, Merits &Demerits, Importance. 1.5 Macro Economics-Meaning, Scope, Merits &Demerits, Importance.	**13**
II	**UtilityAnalysis:** 2.1 Meaning and Definition. 2.2 Diminishing Marginal Utility Theory. 2.3 Equi Marginal Utility Theory. 2.4 Indifference Curve: Meaning, Definition & Rate of Marginal Substitute. (MRS) 2.5 Characteristics of Indifference Curve.	**13**
III	**Demand Analysis:** 3.1Demand: Meaning, Definition, Change in Demand. 3.2Law of Demand & its Exceptions. 3.3 Concept and Types of Elasticity of Demand 3.4 Measurements of Elasticity of Demand 3.5 Determinants and Importance of Elasticity of Demand	**13**
IV	**Supply Analysis &Production Function:** 4.1 Supply: Meaning, Definition, Change in Supply. 4.2 Law of Supply & its Exceptions 4.3 Law of Variable Proportion. 4.4 ISO quants: Concept & Characteristics. 4.5 Internal&ExternalEconomies&Diseconomies.	**12**
V	**COST AND REVENUE:** 5.1 Meaning & Types of Cost. 5.2 Short run Cost Curve. 5.3 Long run Cost Curve. 5.4 Meaning & Types of revenue. 5.5 Total, Average & Marginal Revenue Curve.	**12**
VI	**Skill Enhancement Module** Application of Utility, Demand, Supply, Production, Cost and Revenue Patterns in Retail and Wholesale Market. For examples: APMC, Vegetable Markets, Flower Market	**12**

BOOKS RECOMMENDED

1. Ahuja H.L. : Business Economics : S. Chand & Co. New Delhi
2. Business Economics : Pimpalkar, Bapat, Joshi, Orient-Logmans
3. Koustsoyiani A Moden Micro Economics, Macmilan New Delhi
4. +lÉ¶ÉÉºjÉÉSÉ ÊºÉ r ÉiÉ - |ÉÉ. VÉÒ.BxÉ. ZÉÉ¨É®ì, ÉÉÉÉ³ÉÉ®ì |ÉÉÒÉ¶ÉxÉ
5. ´ªÉÉ´ÉºÉÉÉªÉÉÒ +lÉ¶ÉÉºjÉ - bÉ. ®ÉÉ.ªÉ.¨ÉÉ½É®ì, +¶É±É {É¤±ÉÒÉÒ¶ÉxÉ, xÉÉMÉ{É®ì
6. +lÉ¶ÉÉºjÉ ÉÒ ÊºÉ r ÉiÉ – VÉÉ¶ÉÒ, ËºÉMÉ, ¸ÉÒ´ÉÉºiÉ´É, VÉªÉ{É®ì
7. +ÉvÉÊxÉÉÒ ºÉ l ¨É+lÉ¶ÉÉºjÉ — ÉÒ.{ÉÒ.B¨É. ºÉn®ì¨É.
8. ´ªÉ´ÉºÉÉÉªÉÉÒ +lÉ¶ÉÉºjÉ — |ÉÉ. BSÉ.+É®ì. ÊiÉ´ÉÉ®Ò, bÉ. ÉÒ.ÉÒ. {ÉÉ]Ò±É, bÉ. ¤ÉÒ.¤ÉÒ. iÉÉªÉ´ÉÉb +ÉÊhÉ ´ÉÉªÉ.{ÉÒ. ËºÉMÉ - +uiÉ |ÉÉÒÉ¶ÉxÉ, +ÉÒÉ±ÉÉ
9. Business Economics : Dr. SudhirBodhankar, Dr. MedhaKanetkar, Shri SainathPrakashan, Nagpur
10. Business Economics : Dr.(Mrs..) Pushpa T
11. Ayade-Shree MangeshPrakashan, Ramdaspeth, Nagpur-10
12. Business Economics (English Edition) : Dr. G.N. Zamare-Pimpalpure& Co. Publishers, Nagpur
13. ´ªÉÉ´ÉºÉÉÉÊªÉÉÒ +lÉ¶ÉÉºjÉ (¨É®ÉÉ`Ò +É´ÉkÉÒ) :bÉ. VÉÒ.BxÉ. ZÉÉ¨É®ì, Pimpalapure& Co. Publishers, Nagpur

Part B **Appendix-N**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

COURSE OUTCOME

The students will be able to :

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

Unit	Topic	No. of Periods
I	**ManagementConcept** ❖ Management-Concept,Meaning,DefinitionandImportance ❖ ManagementThoughtandSchools ❖ ContributionofFredrikTaylor ❖ ContributionofHenryFayol ❖ ContributionofEltonMayo	**10**
II	**Planning** ❖ Planning: Concept, Meaning and Definition. ❖ Nature and Importance of Planning ❖ Objectives of Planning ❖ Forecasting and Planning ❖ Planning Process.	**10**
III	**Organizing** ❖ Organization -Concept, Nature, Meaning and Importance ❖ Principles of Organization. ❖ Line Organization ❖ Staff Organization ❖ Departmentalization	**10**
IV	**Directing** ❖ Directing- Concept, Meaning, Definition and Importance. ❖ Nature of Direction ❖ Advantages and Disadvantages ❖ Motivations- Concept, Meaning and Theories & Importance ❖ Coordination: - Meaning and Principle	**10**
V	**Controlling** ❖ Controlling-Concept, Meaning, Definition and Importance. ❖ Advantages and Disadvantages ❖ Technique and tools of Controlling ❖ Process of Controlling. ❖ Leadership : Meaning, Concepts and Importance	**10**
VI	**Skills Enhancement Module (SEM)** ❖ Report on leadership quality of any business enterprise/public Institutions ❖ Report on Scientific Management Principle applied by any Industry ❖ Report on planning function of your institution ❖ Report on controlling majors adopted by local administrations. ❖ Report on Organization of any major event in your town.	**10**

Outcomes of Skill Development Module :

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

Books Recommended :

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

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Part B **Appendix-O**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

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

Course Outcomes:

The students will be able to -

1. Get information about evolution and application of computer & its development.
2. Know about different elements of computer system.
3. Aware about different types of memory.
4. Get to know about different input devices and output devices.
5. Learn to prepare a text document with complete formatting and page setting.
6.

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

BOOKS RECOMMENDED :

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

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

- **Course Outcomes:**

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

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

- **List of Practical's :**

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

Division of Marks for Practical's

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

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	**English**	60

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

Unit	Topic	No. of Periods
I	**PROSE** I) Sudha Murthy II) Devender Pal Singh III) Jadav Payeng IV) Spoken English and Broken English – G.B Shaw	**10**
II	**PROSE** 1. Why a Start-up Needs to Find its Customers First-Pranav Jain 2. Rahul Bajaj 3. Sreelakshmi Suresh 4. The Eyes Are Not Here by Ruskin Bond	**10**
III	**III Grammar** I) Tenses II) Voices III) Narration	**10**
IV	**Communication and writing skills** I) Notice II) Agenda III) Minutes	**10**
V	**Employability Skills** I) Goal Setting II) Presentation Skills III) Time Management	**10**
VI	**Skill Enhancement Module** Visit to Bank or Industry	**10**

Course Outcomes of Skill Enhancement Module :
The students will be able to:
1. Acquaint with work culture in Bank
2. Acquaint with the use of ICT in Finance sector
3. Acquaint with Management Skills in the industry

i) Assignment: A Report on Visit to Bank or Industry
ii) Class Test: Sharing experiences on visited Bank or Industry

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

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

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	**English (Business Communication Skill in English) AEC**	15

COURSE MATERIAL : ENGLISH USAGE IN COMMUNICATION
i) Varieties of English
American and British English
Indian English
ii) Non- verbal Communication
iii) The Elevator Pitch
iv) ICT and the use of English

Unit - I

A) Prose

i) The students will have to answer **THREE** out of **FOUR** short answer questions of 2 marks each. = 6 Marks

ii) The students will have to answer **ONE** out of **THREE** long answer questions of 5 marks each. = 6 Marks

Unit - II

B) Prose

i) The students will have to answer **THREE** out of **FOUR** short answer questions of 2 marks each. = 6 Marks

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

Unit - III

Grammar

I) Tenses **4 Marks**
II) Voices **4 Marks**
III) Narration **4 Marks**

Unit - IV

Communication and Writing Skills

I) Notice **4 Marks**
II) Agenda **4 Marks**
III) Minutes **4 Marks**

Unit - V

Employability Skills

I) Goal Setting **4 Marks**
II) Presentation Skills **4 Marks**
III) Time Management **4 Marks**

Multiple Choice Questions

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

Internal Assessment (SEM)

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

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	**Supplementary English**	60

COs

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

Unit	Topic	No. of Periods
I	**PROSE** I) The Selfish Giant- Oscar II) India, What it can it Teach us?- Max Muller III) Of Travell - Francis Bacon	**10**
II	**PROSE** I) The Double Aspect of Goodness- G.H. Palmer II) The Globe of Gold - Bankim Chandra Chattopadhyay III) The Money Box- Robert Lynd	**10**
III	**POETRY** I) Good bye Party to Miss Pushpa T.S. - Nissim Ezikel II) Mending Wall - Robert Frost III) After Death- Christina Rosetti	**10**

IV	**Writing Skills** I) Creative Writing : Short Story, Expansion of Idea, Poetry Writing, etc. II) Content Writing : For Website, Book Blurb, etc.	**10**
V	**GRAMMAR** 1. Subject – Verb Agreement 2. Some Problematic Verb Patterns 3. Question Tags 4. Short Responses	**10**
VI	**Skill Enhancement Module** Vocabulary Expansion a) Some common foreign words used in English b) Words with more than one grammatical function and mean in	**10**

Cos:

The students will be able to:

1. Develop Vocabulary
2. Develop Spelling sense

i) Assignment: Vocabulary Expansion ii) Class Test: Spelling Test

Reference Books:

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

Prescribed Textbook :

4. **SINGING BIRD** by Board of Editors & Published by DnyanPath Publication, Amravati.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	**Supplementary English (Business Communication Skill in Supplementary English) AEC**	15

Course Material : Creative Writing

Personal Essay
Memoir
Short Speech
Story Writing

Unit : I

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

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

Unit : II

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

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

Unit : III

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

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

Unit : IV

Writing Skills

I) Comprehension 6 Marks
II) Group Discussion 6 Marks

Unit : V

Grammar

1. Subject – Verb Agreement 3 Marks
2. Some Problematic Verb Patterns 3 Marks
3. Question Tags 3 Marks
4. Short Responses 3 Marks

Multiple Choice Questions

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

Internal Assessment

I) Assignment 10 Marks
II) Class Test 10 Marks

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Marathi**	45

+¡ªÉÉºÉ{ÉÉjÉEòSÉÒ ÊxÉ¹{ÉiÉÒ (COs) :

1. xÉ¨É±É±ªÉÉ ºÉÉÉ½iªÉÉiÉxÉ VÉÒ´ÉxÉn¶ÉxÉ, ºÉ¨ÉEòÉ±ÉÒxÉ ´ªÉ´É½É® VÉÉhÉÒ´ÉÉ ªÉÉSÉÒ ¨ÉÉÉ½iÉÒ ½É<±É.
2. ´ÉSÉÉÉ®Eò, ±ÉÉ±ÉiÉ, EòÉ´ÉiÉÉ ªÉÉ É´ÉÉ´ÉvÉ ´ÉÉb.¨ÉªÉ |ÉEòÉ®ÉSÉ YÉÉxÉ ½É<±É. ªÉÉ ´ÉÉb.¨ÉªÉ |ÉEòÉ®ÉSÉ ´ÉMÉ³{ÉhÉ VÉÉhÉxÉ PÉiÉÒ±É iÉIÉÉ ªÉÉ¨ÉvÉÒ±É ºÉÉ¨ªÉ¡ÉnÉSÉ +ÉEò±ÉxÉ ½É<±É.
3. ´ÉSÉÉÉ®Eò MÉtÉiÉxÉ ¡ÉÉ¹ÉSªÉÉ ºÉVÉxÉ¶ÉÒ±É °ü{ÉÉSÉ É´ÉtÉIªÉÉxÉÉ +ÉEò±ÉxÉ ½É<±É. iÉºÉSÉ SÉÉÉ®jªÉÉ´É¹ªÉ +ºÉ±É±ªÉÉ IÉÉ® ´ªÉHòÒSªÉÉ VÉÒ´ÉxÉ EòÉªÉÉiÉxÉ É´ÉtÉIªÉÉxÉÉ |É®hÉÉ É´É³|±É +ÉÉhÉ ºÉEò]É´É® ¨ÉÉiÉ Eò°üxÉ VÉÒ´ÉxÉÉiÉ ªÉ¶ÉºÉ´ÉÒ ½ÉiÉÉ ªÉiÉ ½É É´ÉSÉÉ® iªÉÉSªÉÉ ¨ÉxÉÒ °üVÉ±É.
4. ±ÉÉ±ÉiÉ EòÉ±ÉÉEòiÉÒSªÉÉ ´ÉÉSÉxÉÉiÉxÉ +ÉxÉn¤ÉÉvÉ, YÉÉxÉ <iªÉÉn0SÉÒ |ÉÉ{iÉÒ ½É>ðxÉ É´ÉtÉIªÉÉSªÉÉ VÉÒ´ÉxÉÉ´É¹ÉªÉEò VÉÉÉhÉ´ÉÉ ºÉ¨É r ½ÉiÉÒ±É.
5. ´ÉSÉÉÉ®EòiÉÉ, iÉÉÎi´ÉEòiÉÉ, EòÉ´ªÉÉi¨ÉEòiÉÉ, ¡ÉÉ´ÉxÉÉi¨ÉEòiÉÉ, ºÉÉ¨ÉÉxªÉ MÉÉ¹]ÒiÉÒ±É +ºÉÉ¨ÉÉxªÉi´ÉÉSÉ n¶ÉxÉ ªÉÉiÉxÉ É´ÉtÉIªÉÉSÉÉ o¹]ÒEòÉhÉ ºÉ{ÉzÉ ½É<±É.
6. É´ÉÉ´ÉvÉ |ÉEòÉ®SªÉÉ ºÉÉÉ½iªÉÉSÉ +ÉEò±ÉxÉ, ´ÉhÉxÉ, +É°´ÉÉnxÉ, É´É¶±É¹ÉhÉ +ÉÉhÉ ¨É±ª¨ÉÉ{ÉxÉ Eò®hªÉÉSÉÒ IÉ¨ÉiÉÉ ´ÉÉfxÉ É´ÉtÉIªÉÉSÉÒ +É¡É°üSÉÒ É´ÉEòÉºÉiÉ ½É<±É.
7. ªÉÉ ´ÉÉb.¨ÉªÉ |ÉEòÉ®ÉiÉxÉ É´ÉÉ´ÉvÉ |ÉEòÉ®SÉ xÉÒÉiÉ¨É±ªÉ, VÉÒ´ÉxÉ¨É±ªÉ, ªÉÉSÉÒ É¶ÉEò´ÉhÉ É´ÉtÉIªÉÉxÉÉ É¨É³|±É, iªÉÉSÉÉ ={ÉªÉÉMÉ =kÉ¨ÉÉ®iÉÒxÉ ÊVÉ´ÉxÉ VÉMÉhªÉÉºÉÉ`Ò ½É<±É.
8. '={ÉªÉÉÉVÉiÉ' PÉ]EòSªÉÉ ¨ÉÉvªÉ¨ÉÉiÉxÉ É´ÉÉ´ÉvÉ |ÉEòÉ®SÉÒ EòÉ¶É±ªÉ iªÉÉSªÉÉiÉ ÊxÉ¨ÉÉhÉ ½ÉiÉÒ±É ´É iÉ ®ÉVÉMÉÉ®IÉ¨É ½ÉiÉÒ±É.
9. É´ÉSÉÉ®´ÉiÉ, ±ÉJÉEò, EòÉ´ÉÒ ½ÉhªÉÉºÉÉ`Ò ½ +vªÉªÉxÉ |É®Eò `®±É, ºÉ½ÉªÉ¡ÉiÉ `®±É. ªÉÉiÉxÉ É´ÉtÉIÉÒ ¡ÉÉ¹ÉSÉÉ ºÉVÉxÉ¶ÉÒ±É ´ÉÉ{É® EòºÉÉ EòÉ®É´ÉÉ ½ ºÉ¨ÉVÉxÉ PÉiÉÒ±É ´É É´ÉÉ´ÉvÉ |ÉEòÉ®ÉiÉÒ±É ºÉÉÉ½iªÉ ÊxÉÌ¨ÉiÉÒ EòÉ®iÉÒ±É. iÉºÉSÉ ´ªÉ´É½ÉÉ®Eò ={ÉªÉÉVÉxÉ EòºüxÉ ®ÉVÉMÉÉ®IÉ¨É ½ÉiÉÒ±É.

+.Gò. Sr.No.	PÉ]Eò Topic	+vªÉÉ{ÉxÉ iÉÉÉºÉÉEòÉ (Teaching Hours)
É´É¡ÉÉMÉ - +	´ÉSÉÉÉ®Eò	12
1)	®ÉVÉ¹ÉÒ ¶ÉÉ½ : ´ÉºÉÉ +ÉÉhÉ ´ÉÉ®ºÉÉ - MÉÉÉ´Én {ÉÉxÉºÉ®	
2)	MÉÉvÉÒVÉÒ +ÉÉhÉ ®É´ÉpxÉÉIÉ]ÉMÉÉ® - ºÉ®¶É uÉn¶ÉÒ´ÉÉ®	
3)	ªÉ¶É´ÉiÉ®É´É SÉ´½ÉhÉÉSªÉÉ º´É{xÉÉiÉ±ÉÉ ¨É½É®É¹] - VÉxÉÉnxÉ ´ÉÉPÉ¨ÉÉ®	
4)	É±ÉVVÉiÉSÉÒ ±ÉVVÉiÉ - VªÉÉiÉÒ xÉÉ<Eò - |ÉEòÉ¶É ÉºÉªÉÉhÉÒ, ºÉ´ÉhÉÉ ¤ÉbEò®	
É´É¡ÉÉMÉ - ¤É	±ÉÉ±ÉiÉ	11
1)	½É®{É³hÉÉ®Ò ¨É¨ÉiÉÉ - Eò¶É® ¨É¸ÉÉ¨É	
2)	¨É±ªºÉºEòÉ® - ¶É¹É®É´É JÉÉb	
3)	ºÉ®{É ¨ÉÉ®ÉSÉ ºÉÉ´É¡ÉÉ¨É ¶ÉÉºjÉ - {É°ü¹ÉÉKÉ¨É ¤ÉÉ®Eò®	
4)	+É¤É PªÉÉ... +É¤É - É´É¨É±É ¡ÉÉ±É®É´É	
É´É¡ÉÉMÉ - Eò	EòÉ´ÉiÉÉ	11
1)	{ÉÉ½É {É®nÉ®É VÉxÉÉxÉªÉ ºÉ¨ÉÉxÉ - ºÉiÉ xÉÉ¨Én´É	
2)	JÉÉ{ªÉÉ¨ÉvÉÒ JÉÉ{ÉÉ - ¤ÉÉ½hÉÉ¤ÉÉ< SÉÉvÉ®Ò	
3)	+É¨ÉSÉÉ ´ÉÉ]É - ´ÉÉ¨ÉxÉnÉnÉ EòbEò	
4)	{É®ÉvÉÒxÉ - xÉÒ±ÉEò¹hÉ n¶É{ÉÉb	
5)	BEòÉ´ÉºÉÉ´É ¶ÉiÉEò +ÉVÉSÉ iÉÉ®JÉxÉºÉÉ® - +VÉªÉ JÉbºÉ	
6)	iªÉÉ½Ò{É±ÉÒEòb VÉÉªÉSÉ +É½ ¨É±ÉÉ ! -ºÉ®¶É n´É®É´É ´ÉvÉ	
7)	+É¨½Ò ¨ÉÉxÉºÉ ¨ÉÉiÉÒSÉ - MÉVÉÉxÉxÉ ¨ÉiÉ	
É´É¡ÉÉMÉ - b	={ÉªÉÉÉVÉiÉ ¨É®É`Ò (Skill Enhancement Module)	11
	1) VÉÉ½Ò® ÊxÉ´ÉnxÉ	
	2) ÉxÉÉ´ÉnÉºÉSÉxÉÉ ±ÉJÉxÉ	

ºÉn¦É OÉlÉ

1) ={É ªÉÉÉÊVÉiÉ ¨É®É`Ò - ºÉ{ÉÉnÉò bÉ.EòiÉEòÒ ¨ÉÉbEò, ºÉiÉÉ¹É ¶ÉhÉ<, ºÉVÉÉiÉÉ ¶ÉhÉ< - {Énº¨ÉMÉvÉÉ |ÉEòÉ¶ÉxÉ, {ÉhÉ
2) ±ÉJÉxÉ EòÉ¶É±ªÉ — |ÉÉiÉlÉÉ MÉÉiÉ¨É iÉÉ±ÉMÉEòÒ® EòlÉ±É
3) ºÉ´ÉÉn ±ÉJÉxÉ - ®ÉVÉEò¨ÉÉ® ±ÉI¨ÉhÉ®É´É iÉÉMÉb
4) VÉÉÉ½®ÉiÉ ±ÉJÉxÉ — ®É´É {É´ÉÉ®
5) MÉÒiÉ ±ÉJÉxÉ — É´ÉxÉÉªÉEò {É´ÉÉ®

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Marathi (Communication Skill in Marathi) AEC**	15

"¨É®É`Ò ¦ÉÉÉ¹ÉEò EòÉ¶É±ªÉ : ±ÉJÉxÉ EòÉ¶É±ªÉ

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1. É´É tÉlªÉÉSªÉÉ ¦ÉÉÉ¹ÉEò lÉ¨ÉiÉÉSÉÉ É´ÉEòÉºÉ EòÒ®hÉ.
2. ºÉ¦ÉÉ¹É EòÉ¶É±ªÉ É´ÉEòÉºÉiÉ EòÒ®hÉ.
3. ¨É®É`Ò ¦ÉÉ¹ÉSÉ ={ÉªÉÉÉVÉxÉ ±ÉlÉÉiÉ PÉhÉ.
4. É´ÉÉ´ÉvÉ ´ªÉ´ÉºÉÉªÉÉiÉÒ±É ºÉvÉÒ ±ÉlÉÉiÉ PÉhÉ.
5. ¨É®É`Ò ¦ÉÉ¹ÉSªÉÉ ´ÉÉ¶É¹]¬ÉSÉÒ +É³JÉ EòºüxÉ PÉhÉ.

={ÉªÉÉÉMÉiÉÉ

1. ºÉ¦ÉÉ¹ÉhÉ EòÉ¶É±ªÉ É´ÉEòÉºÉÉ±ÉÉ ºÉ½ÉªaªÉ ½É<±É.
2. ¨É®É`Ò ¦ÉÉ¹ÉÉ lÉ¨ÉiÉSªÉÉ ´ÉÉfÒºÉ ¨ÉniÉ ½É<±É.
3. ºÉ¦ÉÉ¹ÉhÉ, ±ÉJÉxÉ lÉjÉÉSÉÒ nÉ® JÉ±ÉÒ ½ÉiÉÒ±É.
4. É´ÉÉ´ÉvÉ ´ªÉ´ÉºÉÉªÉ lÉjÉÉiÉ ºÉvÉÒ ={É±É¤vÉ ½É<±É.

+¦ªÉÉºÉ PÉ]Eò

'ªÉÉHòk´É É´ÉEòÉºÉÉºÉÉ`Ò : ºÉ¦ÉÉ¹ÉhÉ ´É ±ÉJÉxÉ EòÉ¶É±ªÉ' - (ºÉ{ÉÉnEò : bÉ.{ÉI´ÉÒ®ÉVÉ iÉÉ®, bÉ.¶É±ÉxpÒ ±Éb, bÉ.´ÉnxÉÉ ¨É½ÉVÉxÉ), +lÉ´É {ÉÎ¤±ÉEò¶ÉxºÉ ½ ºÉ{ÉÉÉnÒiÉ {ÉºÒiÉEò ªÉÉ +¦ªÉÉºÉGò¨ÉÉºÉÉ`Ò xÉ¨É±É±É +É½.

±ÉJÉxÉ EòÉ¶É±ªÉ - BEòhÉ iÉÉÉºÉÉEòÉ-15

1. ±ÉJÉxÉ EòÉ¶É±ªÉ — |ÉÉiÉlÉÉ MÉÉiÉ¨É iÉÉ±ÉMÉEòÒ® EòlÉ±É
2. ºÉ´ÉÉn ±ÉJÉxÉ - ®ÉVÉEò¨ÉÉ® ±ÉI¨ÉhÉ®É´É iÉÉMÉb
3. VÉÉÉ½®ÉiÉ ±ÉJÉxÉ — ®É´É {É´ÉÉ®
4. MÉÒiÉ ±ÉJÉxÉ — É´ÉxÉÉªÉEò {É´ÉÉ®

É´É¦ÉÉMÉ - +	´ÉSÉÉÉ®Eò	-	20 MÉhÉ
É´É¦ÉÉMÉ - ¤É	±ÉÉ±ÉiÉ	-	20 MÉhÉ
É´É¦ÉÉMÉ - Eò	EòÉ´ÉiÉÉ	-	20 MÉhÉ
É´É¦ÉÉMÉ - b	={ÉªÉÉÉVÉiÉ ¨É®É`Ò	-	20 MÉhÉ

|É¶xÉÉxÉ½ÉªÉ MÉhÉÉ´É¦ÉÉMÉhÉÒ :-

|É¶xÉ 1	´ÉSÉÉÉ®Eò É´É¦ÉÉMÉ	:- nÒPÉÉkÉ®Ò BEò |É¶xÉ	10 MÉhÉ
|É¶xÉ 2	´ÉSÉÉÉ®Eò É´É¦ÉÉMÉ	:- ±ÉPÉkÉ®Ò BEò |É¶xÉ	05 MÉhÉ
|É¶xÉ 3	±ÉÉ±ÉiÉ É´É¦ÉÉMÉ	:- nÒPÉÉkÉ®Ò BEò |É¶xÉ	10 MÉhÉ
|É¶xÉ 4	±ÉÉ±ÉiÉ É´É¦ÉÉMÉ	:- ±ÉPÉkÉ®Ò BEò |É¶xÉ	05 MÉhÉ
|É¶xÉ 5	EòÉ´ÉiÉÉ É´É¦ÉÉMÉ	:- nÒPÉÉkÉ®Ò BEò |É¶xÉ	10 MÉhÉ
|É¶xÉ 6	EòÉ´ÉiÉÉ É´É¦ÉÉMÉ	:- ±ÉPÉkÉ®Ò BEò |É¶xÉ	05 MÉhÉ
|É¶xÉ 7	={ÉªÉÉÉVÉiÉ ¨É®É`Ò	:- nÒPÉÉkÉ®Ò BEò |É¶xÉ	10 MÉhÉ
|É¶xÉ 8	={ÉªÉÉÉVÉiÉ ¨É®É`Ò	:- ±ÉPÉkÉ®Ò BEò |É¶xÉ	05 MÉhÉ

(´É®Ò±É ºÉ´É |É¶xÉÉxÉÉ +iÉMÉiÉ {ÉªÉÉªÉ ®É½ÒiÉÒ±É.)

´ÉºÒiÉÉxÉ¹`Ò |É¶xÉ - ={É®ÉHò +¦ªÉÉºÉGò¨ÉÉiÉÒ±É É´É¦ÉÉMÉ '+' ´É 'b' ªÉÉ´É® |ÉÒiªÉEòÒ 20 MÉhÉ

03 |É¶xÉ +ÉÉhÉ É´É¦ÉÉMÉ 'Eò' ´É 'b' ªÉÉ´É® |ÉÒiªÉEòÒ 02 |É¶xÉ

´ÉºÒiÉÉxÉ¹`Ò º´É¯ò{ÉÉSÉ +ºÉ BEòhÉ 10 ¤É½{ÉªÉÉªÉÒ |É¶xÉ É´ÉSÉÉ®±É

VÉÉiÉÒ±É. |ÉÒiªÉEò |É¶xÉÉºÉ 02 MÉhÉ ªÉÉ|É¨ÉÉhÉ½É |É¶xÉ 20 MÉhÉÉSÉÉ +ºÉ±É.

Ê´É¦ÉÉMÉ **'b'** ºÉÉ`Ò ºÉn¡É ºÉI É ¨½hÉxÉ ={ÉªÉÉÉVÉiÉ ¨É®É`Ò - ºÉ{ÉÉnEò bÉ.EòiÉEòÒ ¨ÉÉbEò, ºÉiÉÉ¹É ¶ÉhÉ<, ºÉVÉÉiÉÉ ¶ÉhÉ< - {Ên¨ÉMÉvÉÉ |ÉEòÉ¶ÉxÉ, {ÉhÉ ªÉÉ {ÉºiÉEòÉiÉÒ±É **|ÉEò®hÉ 6** ´É VÉÉ½Ò® ÊxÉ´ÉnxÉ ´É **|ÉEò®hÉ 7** ´É - ÊxÉÉ´ÉnÉ ºÉSÉxÉÉ±ÉJÉxÉ ªÉÉ |ÉEò®hÉÉ´É® 10 MÉhÉÉSÉÉ 01 nÒPÉÉkÉ®Ò ´É 05 MÉhÉÉSÉÉ 01 ±ÉPÉkÉ®Ò |É¶xÉ Ê´ÉSÉÉ®±ªÉÉ VÉÉ<±É.

EòÉ¶É±ªÉ Ê´ÉEòÉºÉÉ´É® +ÉvÉÉ®ÒiÉ +iÉMÉiÉ ¨É±ªÉ¨ÉÉ{ÉxÉ :- - 20 MÉhÉ

- MÉhÉ Ê´É¦ÉÉMÉhÉÒ

1) PÉ]ÉEò SÉÉSÉhÉÒ (Class Test)- 02 - 10 MÉhÉ
2) º´ÉÉvªÉÉªÉ (Home Assignment)- 02 - 10 MÉhÉ

|É¶xÉ{ÉÉ]ÉEòSÉ |ÉÉºü{É - BEòhÉ MÉhÉ 25
+iÉMÉiÉ ¨É±ªÉÉEòxÉ AEC - 25 MÉhÉ
PÉ]ÉEò SÉÉSÉhÉÒ - 2 - 10 MÉhÉ
MÉ½{ÉÉ`i - - 10 MÉhÉ
SÉSÉÉºÉ]É - - 05 MÉhÉ

(+¡ªÉÉºÉ{ÉÉ]ÉEòiÉÒ±É ºÉ´É PÉ]ÉEò´É® |É¶xÉ Ê´ÉSÉÉ®hªÉÉiÉ ªÉiÉÒ±É)

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Hindi**	45

Unit	Syllabus	No. of Lectures
I	इकाई एक - गद्यखण्ड् - (6 से12पाठोंसे) अ) दीर्घोत्तरी प्रश्न् (एक) ब) लघुत्तरी प्रश्न् (तीन)	08
II	इकाई दो - पद्यखण्ड् -(6से12कविताओंसे) - अ) दो कविताओं के केन्द्रीय भाव	08
III	अ) व्यावहारिक भाषा एवं व्याकरण १) पदनाम (कोई दो) २) पारिभाषीक प्रशासनिक शब्दावली (कोई दो) ३) मुहावरे (कोई दो) ४) वाक्यशुध्दी (कोई दो) आ) हिंदी अनुवाद - मराठी गद्यांश का हिंदी अनुवाद	08
IV	इकाई चार - अ) निबंध (एक) व्यावसायिक एवं पर्यावरण विषयो पर आधारित ब) ब्लॉग लेखन : प्रकार, सावधानियाँ	07
V	इकाई पाँच - संपूर्ण पाठयक्रम पर आधारीत वस्तुनिष्ठ्प्रश्न् (प्रत्येक प्रश्न्पर एक अंक)	07
VI	**Skill Enhancement Module** साक्षात्कार :-अ]साक्षात्कार के प्रकार एवं विशेषताएं आ]साक्षात्कार अपने परिसर के प्रतिष्ठित शिक्षक प्राध्यापक, प्राचार्य, खिलाड़ी, किसी विभाग विशेष के अधिकारी इत्यादि किसी भी एक का साक्षत्कार लेना	07

संदर्भ पुस्तक का नाम

पाठ्यपुस्तक -क्षितिज संपादक -डॉ. निभा उपाध्याय
डॉ. मनोज जोशी
डॉ.सुशांत ठोके
प्रकाशक- राघव पब्लिशर्स एंड डिस्ट्रीब्यूटर्स नागपुर
व्यवहारिक हिंदी व्याकरण लेखक श्याम चंद्र कपूर
हिंदी ज्ञान विकास लेखक डॉ हरी प्रसाद पांडे

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Hindi (Communication Skill in Hindi) AEC**	15

***संभाषण कौशल्य**
१)संभाषण कौशल्य
२)सूत्रसंचालन
३)साक्षात्कार
४)वक्तृत्व, वाद-विवाद आदि

<u>पाठ्य पुस्तक का इकाइयों में अंक विभाजन एवं प्रश्नों का स्वरूप निम्नानुसार है</u>

इकाई एक - गद्यखण्ड् - (प्रथम छह पाठों से)
अ) दीर्घोत्तरी प्रश्न् (एक) (०६अंक)
ब) लघुत्तरी प्रश्न् (तीन) (१२अंक)
इकाई दो - पद्यखण्ड् -(प्रथम छंह कविताओं से) -
अ) दो कविताओं के केन्द्रीय भाव (१४अंक)
इकाई तीन - अ) व्यावहारिक भाषा एवं व्याकरण
१) पदनाम (कोई दो) (०२अंक)
२) पारिभाषीक प्रशासनिक शब्दावली (कोई दो) (०२अंक)
३) मुहावरे (कोई दो) (०२अंक)
४) वाक्यशुध्दी (कोई दो) (०२अंक)
आ) हिंदी अनुवाद - मराठी गद्यांश का हिंदी अनुवाद (०६अंक)
इकाई चार - अ) निबंध (एक)
व्यावसायिक एवं पर्यावरण विषयो आधारीत (०८अंक)
ब) ब्लॉग लेखन : प्रकार, सावधानियाँ (०६अंक)
इकाई पाँच - संपूर्ण पाठयक्रम पर आधारीत वस्तुनिष्ठ प्रश्न् (२०अंक)
(प्रत्येक प्रश्न् पर एक अंक)
आंतरिक मुल्यांकन - (कौशल्य आधारीत मॉडयुल) (२०अंक)
१. साक्षात्कार-अपने परिसर के कलाकार,पत्रकार,साहित्यकार,शिक्षक, नेता, मजदुर,पत्रकार आदि मे से किसी भी एक का साक्षात्कार लेना (१०अंक)
२. गृहपाठ, इकाई परीक्षा, समुहचर्चा, प्रस्तुतीकरण आदि (१०अंक)
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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Sanskrit**	45

Course Outcomes :
This course will help Students to –

- Study of Sanskrit has a wide scope in the field of Translation. So many Sanskrit manuscripts are there still untouched, which, if translated into other languages, would be a great serve to the mankind.
- Transliteration is one of specialties of Sanskrit Language. Sanskrit text can be transliterated into other foreign languages for a better understanding of Indian Culture and Heritage.
- Sanskrit Computational Linguistics helps human beings for a better Cognitive Understanding Skill.
- Machine Translation is a modern application of Sanskrit Language as Paninian grammar is having a great potential of transformation from Natural Language to Artificial language through Artificial Intelligence (AI).
- Voice Therapy and Voice Culture are best modern avenues of Sanskrit Scholars.

Unit	Content	No. of Periods
I	घटक 1 गद्यपाठ 1 तथा 2 वाणिज्यसुधा (भाग - 1), द्वितीय विभाग	09
II	घटक 2 गद्यपाठ 3 तथा 4 वाणिज्यसुधा (भाग - 1), द्वितीय विभाग	09
III	घटक 3 पद्यपाठ 1 तथा 2 वाणिज्यसुधा (भाग - 1), द्वितीय विभाग	09
IV	घटक 4 पद्यपाठ 3 तथा 4 वाणिज्यसुधा (भाग - 1), द्वितीय विभाग	09
V	**Skill Enhancement Module** गृहपाठ मौखिक परीक्षा	09

संदर्भ ग्रंथसूची -

1. वाणिज्यसुधा (भाग -1), अथर्व प्रकाशन, जळगाव
(Text Book, Edited by Dr. B. N. Panda, Dr. R. V. Kavishwar, Dr. Jayshree Sakalkale)
2. Web links – उच्चारण स्थान - https://youtu.be/zW2vpCF3RyQ
पठन कौशल्य https://youtu.be/ARJa2GbgiiQ
विभक्ति परिचय - https://youtu.be/bY0sEHjtQLE
https://youtu.be/sWikF2JvM3M
3. Swayam https://onlinecourses.nptel.ac.in/noc22_hs114/preview

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Sanskrit (Communication Skill in Sanskrit) AEC**	15

Course Material –

पठनकौशल्यम् (पाणिनीयशिक्षा)

विभक्तिपरिचय (द्वितीया ते पञ्चमी)

Question Paper Pattern

1. (a) Long answer question (one out of two)	: 10
(b) Reference to Context (one out of two)	: 05
2. (a) Long answer question (one out of two)	: 10
(b) Reference to Context (one out of two)	: 05
3. (a) Long answer question (one out of two)	: 10
(b) Reference to Context (one out of two)	: 05
4. (a) Long answer question (one out of two)	: 10
(b) Reference to Context (one out of two)	: 05
5. Multiple Choice Questions (Ten)	: 20
Internal marks (SEM)	
Total marks - 20	
6. Home Assignment	: 10
7. Oral Test	: 10

	100

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Pali and Prakrit**	45

Programme Outcomes -

1) MÉq {ÉÉ`ÉSÉÉ ¦ÉÉ¹ÉÉiÉ® Eò®iÉÉ ªÉ<±É.
2) MÉt {ÉÉ`ÉSÉÉ ºÉÉ®É¶É º´ÉiÉ&SÉÉ ¶É¤nÉiÉ º{É¹]¦ Eò®iÉÉ ªÉ<±É.
3) {Ét {ÉÉ`ÉiÉÒ±É MÉÉIÉÉSÉÉ +xÉ´ÉÉn Eò®iÉÉ ªÉ<±É.
4) {Ét {ÉÉ`ÉSÉ ´ÉÉSÉxÉ Eò°üxÉ ºÉÉ®É¶ÉÉi¨ÉEò º{É¹]¦ Eò®iÉÉ ªÉ<±É.
5) ºÉ{ÉhÉ +¡ªÉÉºÉGò¨ÉÉSÉ ºÉI¨É +vªÉªÉxÉ Eò°üxÉ ´ÉºiÉÉxÉ¹`¦ |É¶xÉÉSÉÒ =kÉ® niÉÉ ªÉiÉÒ±É.

Unit	Contents	No. of Periods
Unit-I **VÉÉiÉÉEò EòIÉÉ**	1) ºÉ{{ÉÉ®Eò VÉÉiÉÉEò 2) Eò]´ÉÉÉhÉVªÉ VÉÉiÉEò	09
Unit-II **IÉ®ÒMÉÉIÉÉ**	1) JÉ¨ÉÉIÉ®Ò 2) ÊEòºÉÉMÉÉiÉ¨ÉÒ	09
Unit-III **vÉ¨É{Énº**	1) ¤ÉÉ±É´ÉMMÉ 2) {ÉÉbiÉ´ÉMMÉ	09
Unit-IV **vÉ¨É{Énº**	1) {É{¡Ò´ÉMMÉ 2) +®½xiÉ´ÉMMÉ	09
Unit - V	Skill Enhancement Module {ÉÉ±ÉÒ ¦ÉÉ¹ÉÉ ´É ºÉMÉhÉEò	09

Course Outcomes of SEM

1. ÊjÉÉ{É]¦Eò ºÉÉÉ½iªÉÉSÉÉ +¡ªÉÉºÉ Eò®hÉ
2. vÉ¨É{ÉnÉiÉÒ±É xÉÉiÉEò ÊÉ¶ÉEò´ÉhÉ +¡ªÉÉºÉhÉ

ºÉnº¦ÉÒÉIÉ -

1) VÉÉiÉEò EòIÉÉ {ÉÉÉ±É - xÉÉ±É¤nÉ ºÉºEò®hÉ, <MÉiÉ{É®Ò
2) IÉÉ®MÉÉIÉÉ - |ÉÉ. bÉ. ÊÉ´É¨É±ÉÉEòiÉÒ - ºÉ¨ªÉEò |ÉEòÉ¶ÉxÉ - xÉ´ÉÒ Ên±±ÉÒ
3) vÉ¨É{Énº - bÉ. ¦ÉnxiÉ +ÉxÉnº EòÉºÉ±ªÉÉxÉ
4) {ÉÉ±ÉÒ ºÉÉÉ½¡ªÉÉSÉÉ <ÉiÉ½ÉºÉ - ¦É®iÉÉºÉ½ ={ÉÉvªÉÉªÉ
5) VÉÉiÉEò EòIÉÉ, vÉ¨ÉÉxÉnº EòÉºÉ¤ÉÒ, xÉ½É |ÉEòÉ¶ÉxÉ - xÉMÉ{É®-2011
6) vÉ¨É{Énº, bÉ. ®JÉÉ ´ÉÉxÉJÉb, ºÉMÉ¨É |ÉEòÉ¶ÉxÉ
7) vÉ¨É{Énº, MÉÉIÉÉ ´É EòIÉÉ, ±ÉJÉEò, bÉ. ºÉvnÉ®ÎCJÉiÉÉ, |ÉEòÉ¶ÉEò, ºÉ¨ªÉEò vÉ¨É{ÉniÉ]º]¦, +¨É®É´ÉiÉÒ-2019.

8) VÉÉiÉEò EòÎÉÉ - vÉ¨ÉÉxÉn EòÉºÉ¤ÉÒ, xÉ½É |ÉEòÉ¶ÉxÉ xÉÉMÉ{É®-2011.
9) ÎÉ®ÒMÉÉÎÉÉ-+xÉ´ÉÉnEò |ÉÉ.bÉ.¶É¹É®É´É ¨É¸ÉÉ¨É, |ÉEòÉ¶ÉEò- ºÉÉSÉ´É ¨É½É®É¹]¦ ®ÉVªÉ ºÉÉÉ½iªÉ +ÉÉhÉ ºÉºEòiÉÒ ¨ÉÉb³¦,¨É¤É<.1993
10) {ÉÉ±ÉÒ ¦ÉÉ¹ÉÉ EòÉ¶É±ªÉ- bÉ.¤ÉÉ±ÉÉVÉÒ MÉ´½É³¦ - ºÉÉ®xÉÉÎÉ |ÉEòÉ¶ÉxÉ - {É®¦ÉhÉÒ - 2017.
11) Email Wikipedia, ebooks,Apps, News paper, Magazines, Paint Social Media, You Tube etc.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	**Pali and Prakrit (Communication Skill in Pali and Parkrit) AEC**	15

Ê´É{É¶ªÉxÉÉ Ê¶É¤ÉÒ® / +ÉxÉÉ{ÉÉxÉ Ê¶É¤ÉÒ®

´ÉÉ¶É¹]¬ :

1) ´ÉYÉÉÉxÉEò oÎ¹]¦EòÉxÉ VÉÉhÉxÉ PÉhÉ
2) ÉxÉ¨É±É ÊSÉkÉ ½ÉhªÉÉEòÉ®iÉÉ |ÉªÉixÉ Eò®hÉ
3) ºÉ¨ÉiÉÉ´ÉÉnÒ oÎ¹]¦EòÉxÉ +¦ªÉºÉhÉ
4) º¨ÉiÉÒ ¨ÉvªÉ |ÉºÎÉÉÉ{ÉiÉ ½ÉhªÉÉSÉ EòÉ¶É±ªÉ ±ÉÎÉiÉ PÉhÉ

={ÉªÉÉÉMÉiÉÉ

1) {ÉÉ®´ÉiÉxÉ´ÉÉnÒ ½ÉhªÉÉºÉ ºÉ½ÉªªÉ¦ÉiÉ `®±É
2) ¨ÉÉxÉ´ÉÒ ¨É±ªÉ VÉÉhÉxÉ PÉiÉÉ ªÉiÉÒ±É
3) ºÉ¨ÉÉvÉÉxÉÒ ´ÉkÉÒ VÉÉ{ÉºÉ±ªÉÉ VÉÉ<±É
4) ÊVÉ´ÉxÉ VÉMÉhªÉSÉÒ Eò±ÉÉ +´ÉMÉiÉ Eò®iÉÉ ªÉ<±É

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Semester :-II

Unit	Syllabus	No. of Lectures
I	Prose :- ۱. فورٹ ولیم کالج کا قیام و خدمات - تاریخ اردو ادب ۲. خطوط غا لب ۱ - منشی ہر گوپال تفتہ کے نام ۲- میر مہدی کے نام	10
II	Poetry :- ۱. نغمہ وطن- اعجا ز صدیقی ۲- آدمی نامہ نظر اکبر آبادی	10
III	Prose :- ۱. سویرے جو کل آنکھ میری کھلی - پطرس بخاری ۲- اپنی مدد آپ - سر سید احمد خان	10
IV	Prose :- ۱- معیشت کے اسلامی احکام - ۲- دیجیٹل ٹیکنالوجی کے انسانی صحت پر منفی اثرات ڈاکٹر عبد المعز شمس ۳- لیزر دنیا طب کے لیے مترقبہ – ڈاکٹر عبد ا معز شمس	1o
V	Skill development	05
	1- Report writing 2- official letter writing	
	Activities	
	Home Assignment	

Book Prescribed :-

Text Book : Guldasta-E- Adab(Part 1st) Published by Asma Publications " Sobiya Villa"beside Deshmukh Hospital ,Millat Colony Khamgaon Dist. Buldana(M.S)

B. Com Part – I

Urdu Compulsory

Semester –II

Time : Three Hours Max Marks :- 80

Text Book : : Guldasta-E- Adab(Part 1st) Published by Asma Publications " Sobiya Villa"beside Deshmukh Hospital ,Millat Colony Khamgaon Dist. Buldana(M.S)

Unit wise Distribution of Marks

Unit I:(prose) The following two lesson from text

۱ – فورٹ ولیم کالج کا قیام و خدمات ۲ – خطوط غالب (۱ – مرزا اور گوپال تفتہ کے نام
- میر مہدی کے نام)

There will be two long answer type questions out of four (08 Marks each) Marks :- 16

Unit –II(Poetry) The following two poems from text.

۱ – نغمۂ وطن ۲- آدمی نامہ

Any four couplets to be explained out of six (04 Marks each) Total Marks 16

Unit –III(prose) The following two lesson from text

۱ – سویرے جو کل آنکھ میری کھلی ۲ – اپنی مدد آپ

There will be two long answer type questions out of four (08 Marks each) Marks 16

Unit –IV (prose) The following three lessons given below from the text .

۱ – معیشت کے اسلامی اصول ۲ – ڈیجیٹل ٹیکنالوجی کے منفی اثرات ۳ – لیزر دنیا طب کے لیے مترقبہ

There will be M.C.Qs on the three lessons eight out of 12 (02 Marks each)

Total Marks 16

Unit –V (Communication Skill)

1- Report writing
2- offcial letter

(8 Marks each) Total marks 16

Employability in Urdu Subject

۱-اردو کو ابھی تک صرف شعر و شاعری کا اور تفریح ادب کا زریعہ سمجھا جاتا رہا . جس میں عشق و عا شقی کی داستانیں ، گل و بلبل کی کہانیاں ،محبت کی شاعری کے سوا کچھ نہیں لیکن یہ سب غلط ہے جدید دور میں اردو کے طلباء کے لیے روز گار کے کئی موا قع دستیاب ہیں-

۲ – معلم /لیکچرر شپ :- دور حاضر میں کے جی سے لے کر یونیورسٹی سطح تک اردو مضمون کو رکھا گیا ہے اردو میڈیم کی اسکولوں اور اردو ٹیچر کی حیثیت سے روزگار کے موا قع ہے

۳ - تحقیقی کام:- تاریخی دستاویزات ، جو اردو کی ابتدائی شکل میں ہیں . اس میں بھی روزگار کے موا قع ہیں –

٤ – اکادمی :- ہر ریاست میں اردو کی ترقی و ترویج کے لیے اکادمی قائم کی گئی اس میں بھی روزگار کے موا قع ہیں –

٥ – مقابلہ جاتی امتحانات :- مقابلہ جاتی امتحان میں اردو مضمون کو بھی لیا گیا ہے جس کے زریعے حکومت کے انتظامیہ میں روز گار حاصل کر سکتے ہیں ساتھ ہی اردو میڈیم کے طلباء کے لئے نیٹ امتحان میں اردو میں پیپر رکھے گئے ہیں جس کے زریعے وہ ایم بی بی ایس تک کر سکتے ہیں –

٦ – صحافت :- اردو مضمون کے طلباء اردو اخبارات کے ادارے میں الگ الگ کاموں میں روزگار حاصل کر سکتے ہیں -

۷– ترجمہ :- اردو زبان پر عبور رکھنے والے افراد کو اس شعبے میں روز گار کے کئی موا قع ہیں –دوسری زبانوں کے ادب کو اردو میں ترجمہ کرنے کا کام ، اخبارات میں غیر ملکی خبروں کا ترجمہ کرنا، حکومت کے شعبے میں بھی ترجمہ کا کام ہوتا ہے اس طرح ترجمہ نگاری کے شعبہ میں روز گار کے کئی موا قع ہیں

۸ - کمپیوٹر :- کمپیوٹر میں روزگار کے کئی موا قع ہیں جسے اردو ٹائپنگ ، کتابوں کی ٹائپنگ ، رقعے، بنانا ، پیپرٹائپ کرنا ، ادبی مواد کمپیوٹر کے زریعے حاصل ہو سکتا ہے ، اردو کے بورڈ کا خاکہ بنانا،اردو میں اشتہارات بنانا ،پمفلیٹ بنانا جدید دور میں ہر وہ کام جو انگریزی میں کمپیوٹر کے زریعے ہو رہے ہیں اب رہ اردو میں بھی ممکن ہو گئے ہیں جس سے اردو کے طلباء کو بڑے پیمانے پر روزگار حاصل ہو رہا ہے

۹ - خبریں :- ٹیلی وزن ،ریڈیو میں اردو کی خبریں پڑھنے کے لیے نیوز ریڈر کے طور پر نوکری مل سکتی ہے

۱۰ - ڈرامہ :- بہت سے اردو ڈراموں کو اسٹیج پر پیش کیا جاتا ہے اچھی اردو کے ساتھ کردار نگاری کے فن سے وقفیت رکھنے والوں کو کام دیا جاتا ہے – اور اچھے ڈرامے

لکھنے والوں کو اچھی قیمت ملتی ہے – ٹیلی وزن میں بھی ڈراموں کو خریدا جاتا ہے

۱۱ – سینما :- اردو نے قدیم زمانے سے ہی ڈراموں اور سینما کو شہرت دلائی ہے ، سینما میں اسٹوری یعنی کہانی کار، گیت لکھنا ، مکالمے لکھنا ، وغیرہ میں اردو زبان کے طلباء کو کئی موا قع حاصل ہیں -

۱۲ – مشا عر ے :- ایک زمانہ تھا کہ مشا عر ے بلا معا و ضہ ہوا کرتے تھے لیکن جدید دور میں مشا عر ے میں پڑھنے کے لیے پیسہ دیا جاتا ہے . یہ بھی روز گار کا زریعہ بن گیا ہے-شا عر فلموں میں بھی قسمت آزمائی کر سکتے ہیں-

۱۳ – اگر کوئی اردو کا اچھا مصنف ہے تو اس کی لکھی گی کتابوں کو لوگ خریدتے ہیں جس سے اچھی انکم ہوتی ہے.ناول، افسانے لکھ کر ماہنامہ ، سالانہ رسالوں میں بھیجنے پر بہت سے رسا لے اس کی قیمت ادا کرتے ہیں -

۱٤ – نظامت :- آج کل آئے دن مختلف قسم کے پروگرام منعقد ہو تے رہتے ہیں ایسے موقعوں پر اچھی نظامت کرنے والوں کو اچھی رقم ادا کی جاتی ہے اردو زبان کے طلباء اس کو بھی روز گار کا زریعہ بنا سکتے ہیں -

۱٥ – انٹرنیٹ یوٹیوب :- اردو زبان کے طلباء اردو شا عری ، مختلف قسم کی اہم معلوماتی ، نصاب سے تعلق رکھنے والی وڈیوز بنا کر انٹرنیٹ کے زریعے یوٹیوب ، فیس بک وغیرہ پر ڈال سکتے ہیں جس سے انھیں انکم حاصل ہو سکتی ہے -

Part B **Appendix-P**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-23	**Financial Accounting**	75

Course outcome :

2 Rectification of Journal entry
3 Student acquire the knowledge of nonprofit organization
4 Prepare the all types of cooperative society account
5 Students should be acquired partnership farm accountancy
6 The bill of exchange contest and unconditional order to pay a create amount on as agree day.

Unit	Topic	No. of Periods
I	Final Account of individual, manufacturing Account, Trading Account, Profit & Loss Accounts, Balance Sheet with Adjustment entry.	13
II	Bill of Exchange	13
III	Accounts of Non-profit organization.	13
IV	Final Accounts of co-operative societies.	12
V	Final Accounts of partnership Firms, Basic Terminology, Method Capital.	12
VI	**Skill Enhancement Module** :- 1) Finalization of Accounts with the help of Tally 2) Visit to office of C.A. and submission of visit report.	12

Books recommended :

1) Financial Accounting : Dr.L.K.Karangale, Dr.W.D.Golait, Dr.Arun Yeole,Prashant Publication, Jalgaon
2) Financial Accounting : Dr.Sanjay P.Kale, Dr.Arun N.Dasode,Saijyoti Prakashan, Nagpur
3) Financial Accounting : Dr.Prof.Pradip Wath, Dr.Raju Jadhao, Dr.Rajendra Selukar
4) Financial Accounting : Ku.Jaiprabha Mahadev Bhagat, Aakash Anandrao Budhe
5) Advanced Accountancy : R.R.Gupta

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-24	**Business Economics**	75

Course Outcomes

1. Examine the difference between business and managerial economics.
2. Application of Discriminative nature of monopolist.
3. Application of monopolistic competition, oligopoly, and perfect competition
4. Application of demand and supply pattern of rent and wage.
5. Application of the theories of interest and profit.

Unit	Content	No. of Periods
I	**Business and Managerial Economics:** 1.1 Meaning and characteristics of Business Economics. 1.2 Meaning and characteristics of Managerial Economics. 1.3 Nature and Scope of Managerial Economics. 1.4 Objectives and Importance of Managerial Economics. 1.5 Relation of Managerial Economics with Business Economics	13

II	**Market Structure: Monopoly** 2.1 Meaning and classification of Markets. 2.2 Working of Price Mechanism. 2.3 Monopoly: Meaning and Characteristics. 2.4 Price determination under monopoly 2.5 Price discrimination under monopoly.	13
III	**MARKET STRUCTURE : Competitive Market** 3.1 Monopolistic competition: Meaning and Characteristics. 3.2 Price determination in monopolistic competition. 3.3 Oligopoly: Meaning and Characteristics. 3.4 Price determination under Oligopoly. 3.5 Perfect competition: Meaning, Characteristics and Price Determination.	13
IV	**FACTORS PRICING: LAND & LABOUR** 4.1 Factors Inputs: Nature, Demand &Supply 4.2 Marginal Productivity Theory. 4.3 RENT: Concept, Ricardian Theory, Quasi Rent. 4.4 WAGES: Meaning & Types. 4.5 Determination of wages.	12
V	**FACTORS PRICING: CAPITAL & ENTREPRENURSHIP** 5.1 INTEREST: Concept and time preference. 5.2 Loanable funds and Liquidity preference theory of Interest. 5.3 PROFIT: Meaning and Definition. 5.4 Dynamic & Risk bearing theory of Profit. 5.5 Innovation theory of Profit.	12
VI	**Skill Enhancement Module** Application of Price Determination for consumer products and services and factors of productions.	12

BOOKS RECOMMENDED

1. Ahuja H.L. : Business Economics : S. Chand & Co. New Delhi
2. Business Economics : Pimpalkar, Bapat, Joshi, Orient-Logmans
3. Koustsoyiani A Moden Micro Economics, Macmilan New Delhi
4. +lÉ¶ÉÉºjÉÉSÉ ÊºÉ rÉiÉ – |ÉÉ. VÉÒ.BxÉ. ZÉÉ¨É®Ì, ÉÉ{É{É³É¦É{É®Ì |ÉEòÉ¶ÉxÉ
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9. Business Economics : Dr. Sudhir Bodhankar, Dr. Medha Kanetkar, Shri Sainath Prakashan, Nagpur
10. Business Economics : Dr.(Mrs..) Pushpa T
11. Ayade-Shree Mangesh Prakashan, Ramdaspeth, Nagpur-10
12. Business Economics (English Edition) : Dr. G.N. Zamare-Pimpalpure & Co. Publishers, Nagpur
13. ´ªÉ´ÉºÉÉÉªÉEò +lÉ¶ÉÉºjÉ (¨É®É`Ò +É´ÉkÉÒ) : bÉ. VÉÒ.BxÉ. ZÉÉ¨É®Ì, Pimpalapure & Co. Publishers, Nagpur

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-25	**Principle of Business Organization**	60

COURSE OUTCOMES

The students will be able to:
1) To Familiar with business organization.
2) Understand the concepts related to Business policies.
3) Demonstrate the roles, skills and functions of management.
4) To diagnose and solve organizational problems and develop optimal managerial decisions.

Unit	Topic	No. of Periods
I	**Commerce and Industry** ❖ Commerce and Industry - Meaning, Scope and Evolution ❖ Industrial Revolution- Its Effects ❖ Emergence of Indian MNC ❖ Recent Trends in Business World ❖ Indian Business in New Millennium.	10
II	**Business** ❖ Business Sectors and Its Form ❖ Forms of Business Organization ❖ Unorganized Business- Peddlers and Hawkers, Market Traders and Street Traders ❖ E-Commerce - Concepts and Scope ❖ E- Tailers, Cashless Transaction and Its various modes1	10
III	**Entrepreneurship Development** ❖ Concepts: Function and Need ❖ Entrepreneurship: Characteristics and Competencies ❖ Process of Entrepreneurship Development ❖ Entrepreneurship Values: Attitudes and Motivation - Meaning and Concepts	10
IV	**New Enterprises** ❖ Decisions in Setting up Enterprises ❖ Opportunity and Idea Generation ❖ Role of Creativity and Innovation ❖ Feasibility Study and Business Plan ❖ Business Size and Location Decision	10
V	**Trade in India** ❖ Whole Sale and Retail Trade ❖ Malls, Super Markets, Hypermarket ❖ Stores-Speciality, Convenience, Departmental and Discount ❖ Transport, Insurance, Communication and Other Services ❖ Import E port Trade Procedure	10
VI	**Skills Enhancement Module (SEM)** ❖ Visit any local organization / local governing bodies (Panchayat Samittee Offices / Magarparishad / Municipal Corporation) and Prepared Report ❖ Gathered details about any ISO- 9000 certified organization ❖ Gathered details on administrative audit report and methods adopted by any organization. ❖ Report on motivational tools for employees adopted by any organization. ❖ Report on contribution of any organization for conservation of environment, energy and heritage.	10

BOOKS RECOMMENDED

1. Organization : Text, Cases and readings on the Management of Organizational Design and Change, J.P. Kotter, L.A. Schlesinger and V. Sathe
2. Business Organization & Management, Mr. Mahesh Chaudhary
3. Business Organization & Management, Kaul V (Pearson Education 2012)
4. Business Organization & Management, Tulsian P and Pandey V (Pearson Education 2011)
5. Business Environment, Cherunilam F. (Himalaya Publishing House 2010)
6. Business Sutra, Pattnaik D. (Aleph Book Company 2013)
7. Organizational Traps : Leadership, Culture, Organizational Design, Chris A (Oxford University, Press 2010)
8. World Class in India, Piramal G and Ghoshal S (Penguin India 2002)
9. Business Maharajas, Parimal G (Penguin India 2011)
10. On Becoming a Leader, Warren B. (Perseus Books Group 2009)

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-26	**Computer Fundamental & Operating System II**	45

- **Course Outcome**

The students will be able to-

1. Get basic introduction of Computer and mobile operating systems
2. Know concept of windows versions.
3. Create and delete file in File Explorer.
4. Know concept of modern communication and network topologies.
5. Create e-mail account and compose e-mail massage.
6. Create table, utilizing existing Template provided by Microsoft and add customization on Template according to user needs.
7. Identify steps in the process and complete an activity to create a mail merge.
8. Develop the skill of power point programs.
9. Insert various graphical object on slide.
10. Add different Transition, Animation, Sound and Timing effect to Slide.
11. Run a presentation on computer screen.

Unit	Topic	No. of Periods
I	**Operating System (OS):** **Operating System Basics:**Introduction, Definition, Basic Functions. **Types of Operating Systems:** Batch OS, Single User, Multiuser, Time Sharing/Multitasking OS, Real Time OS, Distributed OS, Network OS and Mobile OS. **Concepts of Popular Operating Systems:** MS DOS, Microsoft Window, UNIX, LINUX, Apple iOS,Google Android, BlackBerry, Macintosh.	**09**
II	**MS-WINDOWS:** **Concept &Version of Windows:** Windows 1.0, Windows NT, Windows 95, Windows 98, Windows XP, Windows 7 and Windows 8 **Windows 10:**Introduction, Features,Screen Element of Window 10. Desktop: This PC, Icons, Recycle Bin, Microsoft Edge (Browser), Taskbar, Start Menu, Notification area. Manage Files and Folders with File Explorer:Creating, Deleting, Opening, Copying, Moving And Renaming Files and Folders. Microsoft Cortana; meaning and features.	**09**
III	**Modern Communications: (Concept 0nly)** Definition, Characteristics of Modern communication Technology. Communications Methods; SMS (Text Massaging), IM (Instant Massaging), Voice Calling, Video Chat, Blogging, Social Media and e-mail. Audio and Video Conferencing tools: concept and features of Zoom, Google Meet, Google Hangouts, Skype and YouTube. Networking: Concept, Topology. Network types:PAN, LAN, MAN and WAN. Communication Devices: Smart Phone, Bandwidth; Modem, Wi-Fi, Bluetooth	**09**
IV	**AdvancedTable, Graphics and Mail Merge: [MS-WORD 2013/2016]** **Working with Tables:**Creating, Inserting data, Aligning Data in a Table, inserting, Moving, Resizing Rows & Columns. Adding Border & Shading to Table, Convert Text to Table. **Illustrations and Objects:** Insert Pictures, SmartArt, Shapes, Screenshot, Hyperlink, Text Box, WordArt, Drop Cap and Symbol. **Document Designing:** Themes, Watermark, Page Color, Page Border. Mail Merge: Meaning and Advantages. Procedures of Mail merge; Create Main Document, Edit Recipient's list, Insert Merge fields, Preview Results and Finish & Merge documents.	**09**
V	**PowerPoint Presentation: [2013/2016]** **Concept of Presentation:** MS-PowerPointScreen, Creatinga new Presentation Using a Template. **Inserting and Editing:** Text,Pictures, screenshot, Shapes, SmartArt, WordArt, Video and Audioeffects. **Formatting Slide:** Resizing and Scaling an Object, Slide Size, format background and Changing Slide layouts. Slide Effects; Adding Transition and Animation effect, Setting Slide Show Timings, Different Slide Views, Running a Slide Show, Saving, Sharing and Printing a presentation.	**09**

Books Recommended :

1. Computer Fundamentals, P. K. Sinha, V.K.Goyal
2. Computer Fundamentals-B.Ram (WE)
3. Fundamentals of Computers-V. Rajarman(PHI)
4. Introduction to IBMPC & Applications-Taxali.
5. Computer Fundamentals & Operating System : Dr. Sanjay Kadu, Dr. Arun Harne
6. MS-OFFICE (PHI)
7. MS-OFFICE (BPB)
8. MS-OFFICE (TMH)
9. Yeats : SystemsAnalysis & Design ; Macmillan India, New Delhi.
10. Basics of Computer and Business Mathematics, By Dr. Rajiv Ashtikar, Dr. Santosh Sadar and Prof. Vilas Chopade : Payal Prakashan, Nagpur.
11. Computer Fundamentals & Operating System : Supriya Bhagade-Pimpalapure &Co. Pub.,Nagpur.
12. Principals of Computer, By Prof. S. M. Kolte, Pimpalapure & co. publisher, Nagpur.
13. Computer Fundamentals & Operating System, Dr. C. M. Tembhurnekar, Dr Sushant Jadhao
14. Computer Fundamentals & Operating System, Dr Sanjay Tidke, Aakash Bele
15. Computer Fundamentals & Operating System : Prof.Sunil Ishwarkar, Prof. Sharad Kulat

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-26	**Computer Fundamental And Operating System-II (Practical)**	15

- **Course Outcome:**

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

1) Know how to organize files/folder in File Explorer
2) Understand different customization setting in windows 10.
3) Create windows login Account which is necessary for Windows 10
4) Create table, utilizing existing Template provided by Microsoft and add customization Template according to user needs.
5) Add header and footer to long list of pages which is crucial.
6) Complete Mail Merge process.
7) Change layout of pages
8) Create Presentation, designing slides and add different Transition and Animation effect to objects and Slide

- **List of Practical's:**

1) Create a new folder on desktop
2) Create, rename, delete, and restore File from Recycle Bin.
3) Change icon of Folder from Disk.
4) Open Control Panel or Setting in Windows 10 to customize and personalize.
5) Creating Windows Login User Account
6) Change Time Zone and Language of Keyboard.
7) Personalization your computer according to your need like changing theme, changing color, changing start menu app.
8) Create class time Table in table format, save file.
9) Open any existing Template and customize according to your need.
10) Create two column page, add border to page and add Picture /Text Watermark.
11) Create two pages with Header and Footer, add current date on Footer and your College name on Header.
12) Create main document (letter/Notice/Invitation etc,) along with Recipients' Address (minimum five) then insert merge field, merge document, Preview and save/print it.
13) Create Blank or New Existing Template, Add few Slides and Edit content on each slides.
14) Change Background color of each slides make sure each slides has different background.
15) Create a Presentation Title and Content slide layout. Add class name as a Title and add Exam Table (Sample) in table format in Content Section.
16) Create two Slides with Transition Effect on Each Slides
    I) Insert WordArt on First Slide and Animate it.
    II) Insert Picture on Second slide and Animate it with Sound.

Division of Marks for Practical's

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

Personality Development & Soft Skill
B.A., B.COM. AND B.SC. PART-I, SEMESTER-II
Syllabus for the generic open elective course

Objectives:

To understand the scope of personality development and soft skill.
Preparing the qualities that are important in the competitive era.
To convince the students of the importance and importance of communication skills.

UNIT I: Self-Development Skills (6 hours)
1.1. Introduction to Personality
1.2. Self-Esteem and Self-Confidence
1.3. Thinking and Problem-Solving Skills
1.4. Stress Management
1.5. SWOT Analysis and Goal-Setting

UNIT II: Interpersonal Skills (6 hours)
2.1. Hard Skills and Soft Skills
2.2. Effective Communication
2.3. Skills for a successful interview
2.4. Leadership
2.5. Social Empathy

UNIT III - MOTIVATION (4 hours)
Factors of motivation,
Self talk,
Intrinsic & Extrinsic Motivators.

UNIT IV - GOAL SETTING (4 hours)
Wish List,
SMART Goals,
Blueprint for success,
Short Term,
Long Term,
Life Time Goals.

Unit V
Time Management(4 hours)
Value of time,
Diagnosing Time Management,
Weekly Planner To-do list,
Prioritizing work

References:

1) Anastasia, M. P. (2010). Seven Barriers to Active Listening: ³Why ´; wwww.lawsagna.com
2) Argyle, M., Salter, V., Nicholson, H. Marylin W. & Burgess, P. (1970). The Communication of Inferior and Superior Attitudes by Verbal and Non-Verbal Signals. British journal of social and clinical psychology Vol 9
3) (5967) 7 Most Time Management Tips | by Him eeshMadaan - YouTube
4) How to write a Resume Effectively? : Job Interview Tips in Hindi by Himesh
5) (5967) "Personality Development by Vikas Divyakirti" || Drishti IAS || - YouTube
6) https://www.youtube.com/watch?v=Qv2Pd0ylToY • How to write a resume / CV with Microsoft
7) (5967) How to develop your Communication Skills by Simerjeet Singh -How to Improve English Speaking Skills? - YouTube
8) (5967) How to Set Your Goal | Goal Setting in Your Life | Life Motivational Tips | Sonu Sharma - YouTube
9) Word https://www.youtube.com/watch?v=fZclFtagPic&t=27s •
10) How to Write a Winning Resume, with Ramit Sethi https://www.youtube.com/watch?v=_0fjkKCsM1w&t=1s • How to Write a Cover Letter https://www.youtube.com/watch?v=wRo26Gth7u0

Employability Potential of the Programme:

Generic Elective DETAILED SYLLABUS

Discovery of Bharat

The following employment is available from this course

1) Competitive Examination: - Today is the age of competition. In this age of competition, competitive examination is of paramount importance. This course is Central Public Service Commission. Maharashtra State Public Service Commission. It will be very useful for railway recruitment, various selection boards, staff selection etc.

2) Tourism Guide: - The course covers the history of ancient India. Most of the tourist destinations in India are based on ancient architecture. Mehroli's Iron Pillar, as well as Universities at Nalanda, Sachi, Vallabhi, Takshashila, Ujjaini, Mathura, as well as Stupas, monasteries, caves, inscriptions, columns, copperplates, palaces, etc. from the Maurya period. More than 100 places where it is located can provide employment opportunities to a large number of students as a tourist, guide.

3) Industry and Business: - Ancient Buddhist, Maurya, Gupta, Vakataka. During the Satvahana period, industry and business flourished. These were the international markets of the industry. During the course of this course, these markets and the place of the center would be able to create industries from the point of view of tourists as well as businesses could be established.

4) Local Employment means Earn and Learn: - In the examination of SantGadge Baba Amravati University, there are many historical places in the subject period. All these places are crowded with tourists. These places include Regimal Heritage site - Bhon, Tal. Sangrampur, Dist. BuldanaLonar, Dist. BuldhanaTarapur, Dist. Buldhana, NarasimhaMurti, Mehkar, Dist. Buldhana, SharangdharBalaji, Mehkar, Dist. Buldhana, KanchanichaMahal, Mehkar, Dist. Buldhana, Washim, Dist. WashimNimba, Tal. Darvda, Dist. Yavatmal, Salbardi, Dist. Amravati, Muktagiri, Dist. Amravati, Ramtel, Dist. Nagpur, Nagardhan, Dist. Nagpur, AjinthaAurangabad,Eolra Aurangabad, Pitalkhore, Dist. Aurangabad, Pratishthan, Dist. Aurangabad, Kandhar, Dist. Nanded . By making them aware of these arts, they can get a large number of employment opportunities.

5) Development of Art and Architecture: -There has been a huge development of sculpture and architecture in the course.

6) Creation of Vipassana Center: - This course covers Buddhist period and Buddhist philosophy. Today, meditation is of paramount importance in terms of health. The importance of this meditation, its form and the creation of the center, etc., can be realized by the students. They can set up such centers.

7) Creation of business through social customs: -There are many customs and traditions that have been going on in India since ancient times. The skill of creating the

8) Historian:-Historians are academics, and researchers rolled into one. They mainly deal with studying the events of the past. Historians' research, analyzes, and interprets historical events and write their inferences about them.

They collect data from libraries, archives, and artifacts, determining the authenticity and importance of historical data, translate historical documents into human languages, preserve artifacts and documents in museums, and publish their writings in academic journals.

9) Archivist:-Archivists are primarily responsible for acquiring, curating, and managing a permanent collection of documents, artifacts, other materials of historical and cultural importance. Their archive generally includes historic books, papers, maps, photographs, prints, films, videotapes, and computer-generated records.

In essence, Archivists preserve the past for the present and future generations of learners, researchers, and the general public. Apart from this, Archivists liaise with donors and depositors of archives and maintain computer-aided search systems.

10) Curator:-Curators take on a managerial role in museums, art galleries, or heritage centers. They develop collections of valuable exhibits such as artworks, paintings, sculptures, scriptures, etc. Curators organize events like exhibitions, conferences, and audio-visual presentations to display their collections.

They buy exhibits, negotiate the prices of objects, arrange for restoration of artifacts, maintain records and catalog acquisitions, and raise funds and grants formuseums/art galleries.

11) Archeologist: -Archaeologists study human civilizations to find out how they impacted the present world. They inspect and examining historical artifacts, ranging from prehistoric tools and objects to monuments and buildings. Their prime duty is to recover and analyze the remains extracted from excavation sites.

Archaeologists' job demands that they travel extensively within the country and globally to find pieces of historical significance. According to their specialization, they can also settle for tenured academic positions like lecturers, professors, conservators, and museum curators.

Generic Elective DETAILED SYLLABUS

Discovery of Bharat

Course Outcome

CO1: Survey the sources of History of Ancient India.
CO2: Describe the social, economic, religious and institutional bases of Ancient India.**CO3:** Analyze development of the concept of Nation- State background of political history.
CO4: Study ancient Indian Art & Architecture
CO5: Students will acquire knowledge regarding the primitive life and culturalstatus of the people of ancient India.
On successful completion of the Course the students will be able to:
CSO1: Learn the socio-political and cultural background of the Ancient Indian History.CSO2: Learn various Ancient Indian History Tourist places and Guide Tourist.
CSO3: Prepare for Competitive Examinations like UPSC, MPSC, and SET/NET etc.CSO4: Understand various concepts in Social Studies through the Ancient Indian History.
CSO5: Learn developments of mankind.

Generic Elective
DETAILED SYLLABUS

Discovery of Bharat

Module: I -Concept of Bharatvarsha

I. Understanding of Bharatvarsha
II. Eternity of synonyms Bharat- India, Hindustan
III. The glory of Indian Literature: Ved, UpanishadsJain – Aagam, Buddhist Literature- Tripitak,MilindPrashna, Divyavadan,Dipvansh, Mahavansh, Jatak Katha Etc.

Module: II - Indian Knowledge Tradition, Art and Culture

I. Evolution of language and Script: Brahmi, Kharoshiti, Pali, Prakrit, Sanskrit,Tigaliri, etc
II. Salient features of Indian Art & Culture- Harrappa CivilizationVedic Age,Maurya Age, Gupta Age, Satavahan and Vakataka.
III. Indian educational system-Ashram System, TakshashilaUniversity , MathuraUniversity, Vallabhi University, Nalanda University,

Module: III - Dharma, Philosophy and Development of Rural Culture

I. Indian perception of Dharma and Darshan- Vedic and Jainism
II. Buddhism and Expansion of Buddhism
III. The concept of Janpada& Gram Swarajya

Module: IV - Science, Environment and Medical science

I. Science and Technology in Ancient India
II. Environmental conservation: Indian View
III. Health consciousness of (Science of Life): Ayurveda, Yoga, Vippashana andNaturopathy

Module: V- Indian economic traditions and Astronomy

I. Indian numeral system and Mathematics
II. Indian economic thoughts, Industry, inland trade commerce, Maritime Trade
III. Concept of Astronomy

References:

1. Ghos, A- Ajantha murals, Arcological survey of India New Delhi1978
2. Altekar, A. S. – The Rashtrakuts and Their Times, Orntial Bookagency Pune
3. AlkaziRoshan, Ancient Indian costume, 1993, National Book Trust,India, A-5, Green park New Delhi, 110016
4. Alkazi, Roshen- Ancient India Costume First Edi, 1996
5. Gajbhiye, Ashwaveer W, The Constitutional Name of India FromEarliest to Present, B. R. Publishing Corporation, Delhi, 2016

6. शमा,<रामशरण, <ाचीन भारताचा इितहास, अनुवाद - डॉ िव दा परांजपे

7. कळंबे िच<लेखा, कळंबे शाि िनी, <ाचीन भारताचा संि<< इितहास आिण **ि<यदश<अशोक भाग पिहला व दुसरा, स्वयंम <काशन एरोली नवी मुंबई,२०१७**

8. बनसोड डॉ संतोष, जाधव डॉ िस<ाथ,भारताचा इितहास (<ारंभ ते १२०५ **) <ी साईनाथ <काशन नागपूर, जुलै २०१७**

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