NOTIFICATION

No. 111/2022. 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. (Accounting & Finance) 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.) (Accounting & Finance)	
1.	English	The Syllabi prescribed for the subject English is appended herewith as **Appendix-A.** The Syllabi prescribed for the subject English (Business Skill in Supplementary English) is appended herewith as **Appendix-B.** The Syllabi prescribed for the subject Supplementary English (Communication skill in Supp. English Language) is appended herewith as **Appendix-C.**
2.	Marathi	The Syllabi prescribed for the subject Marathi which is appended herewith as **Appendix-D.** The Syllabi prescribed for the subject Marathi (Communication Skill in Marathi Language) is appended herewith as **Appendix-E.**
3.	Hindi	The Syllabi prescribed for the subject Hindi is appended herewith as **Appendix-F.** The Syllabi prescribed for the subject Hindi (Business communication skill in Hindi) is appended herewith as **Appendix-G.**
4.	Financial Accounting	The Syllabi prescribed for the subject Financial Accounting-I is appended herewith as **Appendix-H.**
5.	Investment Management	The Syllabi prescribed for the subject Investment Management is appended herewith as **Appendix-I.**
6.	Business Economics	The Syllabi prescribed for the subject Business Economics is appended herewith as **Appendix-J.**
7.	Business Mathematics	The Syllabi prescribed for the subject Business Mathematics is appended herewith as **Appendix-K.**
8.	Business Environment	The Syllabi prescribed for the subject Business Environment. is appended herewith as **Appendix-L.**

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

Part A

Faculty :**Commerce & Management**
Programme : **Bachelor of Commerce (Accounting & Finance)**

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 in the vicinity of SGBAU. 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 matured 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 make an all-round and holistic development of the students and ultimately make them sensible and matured 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
- PO exams, etc.

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

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 (Accounting & Finance) **Semester I**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-01	**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 Prosperity and 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 **How to write a letter to company letter**	**10**

COs:
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)

Part B **Appendix-B**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-01	**English (Business Communication Skill in English) AEC**	15

Course Outcomes of AEC:
The 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 visual media will be aroused.
4) Learners will acquire proficiency in the skills of listening, speaking, reading and writing 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) Prosei) Thestudentswillhavetoanswer**THREE**outof**FOUR**shortanswerquestionsof2marks each. =6Marks
ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 markseach. =6Marks

Unit - II

B) Poetryi) Thestudentswillhavetoanswer**THREE**outof**FOUR**shortanswerquestionsof2marks each. =6Marks
ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 markseach. =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**

Part B Appendix-C

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce (Accounting & Finance) **Semester I**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-01	**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	Content	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**

Cos:
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 By Cambridge 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.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-01	**Supplementary English (Communication Skill in Suppelementary English Language) AEC**	15

Course Outcomes :

The students will be able to:

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

COURSE MATERIAL : DEVELOPING COMPREHENSION SKILLS IN ENGLISH SPEAKING SKILLS IN SUPPLIMENTARY 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

Part B **Appendix-D**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce (Accounting & Finance)

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-03	**Marathi**	45

अभ्यासपत्रिकेची निष्पती(COs) :

१. नेमलेल्या साहित्यातून जीवनदर्शन, समकालीन व्यवहार जाणीवा यांची माहिती होईल.
२. वैचारिक, ललित, कविता या विविध वाङ्.मय प्रकाराचे ज्ञान होईल. या वाङ्.मय प्रकाराचे वेगळेपण जाणून घेतील तथा या मधील साम्य भेदाचे आकलन होईल.
३. वैचारिक गद्या तून भाषेच्या सर्जनशील रूपाचे विद्यार्थ्यांना आकलन होईल. तसेच चारित्र्य विषय असलेल्या थोर व्यक्तींच्या जीवनकार्यातून विद्यार्थ्यांना प्रेरणा मिळेल आणि संकटावर मात करून जीवनात यशस्वी होता येते हा विचार त्यांच्या मनी रूजेल.
४. ललित कलाकृतीच्या वाचनातून आनंद, बोध, ज्ञान इत्यादींची प्राप्ती होऊन विद्यार्थ्यांच्या जीवनविषयक जाणिवा समृद्ध होतील.
५. वैचारिकता, तात्विकता, काव्यात्मकता, भावनात्मकता, सामान्य गोष्टीतील असामान्यत्वाचे दर्शन यातून विद्यार्थ्यांचा दृष्टीकोण संपन्न होईल.
६. विविध प्रकारच्या साहित्याचे आकलन, वर्णन, आस्वादन, विश्लेषण आणि मूल्यमापन करण्याची क्षमता वाढून विद्यार्थ्यांची अभिरूची विकसित होईल.
७. या वाङ्.मय प्रकारातून विविध प्रकारचे नीतिमूल्ये, जीवनमूल्ये, यांची शिकवण विद्यार्थ्यांना मिळेल, त्याचा उपयोग उत्तम रितीने जिवन जगण्यासाठी होईल.
८. 'उपयोजित' घटकाच्या माध्यमातून विविध प्रकारची कौशल्ये त्यांच्यात निर्माण होतील व ते रोजगारक्षम होतील.
९. विचारवंत, लेखक, कवी होण्यासाठी हे अध्ययन प्रेरक ठरेल, सहाय्यभूत ठरेल. यातून विद्यार्थी भाषेचा सर्जनशील वापरक साकरावाहे समजून घेतील व विविध प्रकारातील साहित्य निर्मिती करतील. तसेच व्यवहारिक उपयोजन करून रोजगारक्षम होतील.

अ.क्र. Sr.No.	**घटक Content**	**अध्यापन तासिका (No. of Periods)**
विभाग - अ	**वैचारिक**	१२
१)	दुःखाक्रांत लेंकी येणें - म्हाइंभट	
२)	धर्मनिरपेक्षता आणि शिवाजी - नरहर कुरूंदकर	
३)	डॉ.बाबासाहेब आंबेडकरांचे पाणी विषयक धोरण - प्रल्हाद लुलेकर	
४)	भारताचे आर्थिक स्वातंत्र्याचे योद्धे : श्री लक्ष्मणराव किर्लोस्कर - अनंत मराठे	
विभाग - ब	**ललित**	११
१)	आज्ञापत्र - रामचंद्रपंत अमात्य	
२)	मरी आईचा गाडा - अण्णा भाऊ साठे	
३)	आधार - बाबाराव मुसळे	
४)	पळस पताका - विजय दळवी	
विभाग - क	**कविता**	११
१)	इवलेंसें रोप लाविंले द्वारीं - संत ज्ञानेश्वर	
२)	पंढरी वर्णन - शाहीर प्रभाकर	
३)	विद्यार्थ्याप्रत - केशव सुत	
४)	उषःकाल होता होता - सुरेश भट	
५)	साहेबराव पाटील - विठ्ठल वाघ	
६)	आविष्कार - सुदाम सोनुले	
७)	देवभाताची थोंब - गोविंद गायकी	
विभाग - ड	**उपयोजित मराठीSkill Enhancement Module**	११
	१) कार्यालयीन पत्रव्यवहार -	
	२) स्व-परिचय पत्र व नोकरी साठी अर्जलेखन	

अभ्यासक्रमा साठी नेमलेले पाठ्यपुस्तक - **'अक्षरलेणी '** भाग-१ (सत्र-१ व सत्र-२) (संपादित)
प्रकाशकाचे नाव : राघव पब्लिशर्स ॲण्ड डिस्ट्रीब्युटर्स, नागपूर
(विभाग 'अ', 'ब' आणि 'क' साठी)
उपयोजित मराठी - संपादक डॉ. केतकी मोडक, संतोष शेणई, सुजाता शेणई - पद्मगंधा प्रकाशन, पुणे या पुस्तकातील
प्रकरण ३ रे- कार्यालयीन पत्रव्यवहार - डॉ.कल्याणी दिवेकर
प्रकरण ४ थे- स्व-परिचय पत्र व नोकरी साठी अर्जलेखन - डॉ.भूषण केळकर.

Appendix-E

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-03	**Marathi (Business Communication Skill in Marathi) AEC**	15

'मराठी भाषिककौशल्ये : संभाषणकौशल्ये'

उद्दिष्ट्ये
१. विद्यार्थ्यांच्या भाषिक क्षमतांचा विकास करणे.
२. संभाषण कौशल्ये विकसित करणे.
३. मराठी भाषेचे उपयोजन लक्षात घेणे.
४. विविध व्यवसायातील संधी लक्षात घेणे.
५. मराठी भाषेच्या वैशिष्ट्यांची ओळख करून घेणे.

उपयोगिता
१. संभाषण कौशल्य विकासाला सहाय्य होईल.
२. मराठी भाषाक्षमतेच्या वाढीस मदत होईल.
३. संभाषण क्षेत्राची दारे खुली होतील.
४. विविध व्यवसाय क्षेत्रात संधी उपलब्ध होईल.

अभ्यासघटक
'व्यक्तित्त्वविकासासाठी : संभाषण व लेखनकौशल्ये' - (संपादक : डॉ.पृथ्वीराज तौर, डॉ.शैलेंन्द्र लेंडे, डॉ.वंदना महाजन), अथर्व पब्लिकेशन्सहे संपादित पुस्तक या अभ्यासक्रमासाठीनेमलेले आहे.

संभाषणकौशल्ये -
१. संभाषणकौशल्ये - राजेंद्र दत्तात्र यथोरात
२. सूत्रसंचालन - प्रतिभा कदम /जतीन कदम
३. मुलाखत - शैलेश त्रिभुवन / रवींद्र बेम्बरे
४. वक्तृत्त्व - पुंडलिक कोलते

विभाग - अ	वैचारिक	-	२० गुण
विभाग - ब	ललित	-	२० गुण
विभाग - क	कविता	-	२० गुण
विभाग - ड	उपयोजित मराठी	-	२० गुण

प्रश्ननिहायगुणविभागणी :-

प्रश्न १	वैचारिक विभाग	:- दीर्घोत्तरी एक प्रश्न	१० गुण
प्रश्न २	वैचारिक विभाग	:- लघुत्तरी एक प्रश्न	०५ गुण
प्रश्न ३	ललित विभाग	:- दीर्घोत्तरी एक प्रश्न	१० गुण
प्रश्न ४	ललित विभाग	:- लघुत्तरी एक प्रश्न	०५ गुण
प्रश्न ५	कविता विभाग	:- दीर्घोत्तरी एक प्रश्न	१० गुण
प्रश्न ६	कविता विभाग	:- लघुत्तरी एक प्रश्न	०५ गुण
प्रश्न ७	उपयोजित मराठी	:- दीर्घोत्तरी एक प्रश्न	१० गुण
प्रश्न ८	उपयोजित मराठी	:- लघुत्तरी एक प्रश्न	०५ गुण

(वरील सर्व प्रश्नांना अंतर्गत पर्याय राहतील.)

वस्तुनिष्ठ प्रश्न -उपरोक्त अभ्यासक्रमातील विभाग 'अ' व 'ब' यावर प्रत्येकी ०३ प्रश्न आणि विभाग 'क' व 'ड' यावर प्रत्येकी ०२ प्रश्न वस्तुनिष्ठ स्वरुपाचे असे एकूण १० बहुपर्यायी प्रश्न विचारले जातील. प्रत्येक प्रश्नास ०२ गुण या प्रमाणे हा प्रश्न २० गुणांचा असेल. २० गुण

विभाग 'ड' साठी संदर्भग्रंथ म्हणून उपयोजित मराठी - संपादक डॉ.केतकी मोडक, संतोष शेणई, सुजाता शेणई - पद्मगंधा प्रकाशन, पुणे या पुस्तकातील **प्रकरण ३ रे** कार्यालयीन पत्रव्यवहार व **प्रकरण ४ थे** - स्व-परिचय पत्र व नोकरी साठी अर्ज लेखन या प्रकरणावर १० गुणांचा ०१ दीर्घोत्तरी व ०५ गुणांचा ०१ लघुत्तरी प्रश्न विचारल्या जाईल.

कौशल्य विकासावर आधारीत अंतर्गत मूल्यमापन :- - **२० गुण**

- गुण विभागणी

१) घटक चाचणी (Class Test) - ०२ - १० गुण
२) स्वाध्याय (Home Assignment) - ०२ - १० गुण

प्रश्नपत्रिकेचे प्रारूप – एकूण गुण २५
अंतर्गत मूल्यांकन AEC - २५ गुण
घटक चाचणी - १ - १० गुण
गृहपाठ - - १० गुण
चर्चासत्र - - ०५ गुण

(अभ्यास पत्रिकेतील सर्व घटकांवर प्रश्न विचारण्यात येतील)

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Part B **Appendix-F**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce (Accounting & Finance) **Semester I**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-03	**HINDI**	45

पाठ्यक्रम परिणाम - **Course Outcomes:-**

१) भाषा, साहित्य, कला, संस्कृति कौशल्य आदि के माध्यम से विद्यार्थियों में सकारात्मकता, सृजनात्मकता, मानवतावादी गुणों का विकास हो कर उन में राष्ट्रीयता की भावना वृद्धिंगत होगी ।
२) अनुवाद कौशल्य के कारण विद्यार्थियोंकी व्यवहार, व्यवसाय आदि क्षेत्रों में संपर्कता बढ़ेगी
३) भाषण कौशल्य,सूत्रसंचालन, वाद-विवाद आदि गुणों से भाषा अध्ययन में निखार आ सकेगा ।
४) प्रिंट और इलेक्ट्रॉनिक मीडिया में रोजगार के अवसर प्राप्त कर सकेगा ।
५) साक्षात्कार प्रणाली के द्वारा विद्यार्थियों 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. शब्द-युग्म,अनेक शब्दों के लिए एक शब्द पर्यायवाचीशब्द,सुक्ष्म भिनार्थकशब्द 2. हिंदी में अनुवाद - अंग्रेजी गद्यांश का हिंदी अनुवाद	08
IV	1. पत्र लेखन व्यवसायिक अथवा कार्यालयीन पत्र 2. ब्लॉगलेखन 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

Appendix-G

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-03	**HINDI (Business Communication Skill in Hindi) AEC**	15

***संभाषण कौशल्य**

१)संभाषण कौशल्य

२)सूत्रसंचालन

३)साक्षात्कार

४)वक्तृत्व, वाद-विवाद आदि

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

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 इकाइयों में अंक विभाजन एवं प्रश्नों का 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

अ) - १) शब्द्-युग्म (दो) (२अंक)

२)अनेक शब्दो के लिए एक शब्द् (दो) (२अंक)

३)पर्यायवाची शब्द् (दो) (२अंक)

४)सुक्ष्म भिनार्थकशब्द् (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 - वस्तुनिष्ठ प्रश्न (२०अंक)

(प्रत्येक प्रश्न पर एक अंक)

Part B **Appendix-H**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce (Accounting & Finance) **Semester I**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-04	**Financial Accounting – I**	75

Course Outcomes :-

1) To make aware with Basic Terminology of Accounting .
2) To make aware with Accounting system of Book keeping.
3) To Know Financial position of an individual
4) To Make aware with Higher purchase and instalment system.
5) To have a clear idea above contents and process of bill of Exchange.

Unit	Topic	No. of Periods
I	Meaning, definition, scope, need and development of Book Keeping & Accounting. Objectives, principals concepts and conventions and Accounting Standards. Limitations of Financial Accounting,' Rules of Account, Accounting cycle-Journal, Ledger, Trial balance preparation.	**13**
II	Subsidiary Book : Subsidiary Book, Purchases Book, Purchases Return Book, Sales Book, Sales Return Book, Bills Receivable Book, Bills Payable Book. Cash Book – Single column/Simple Cash Book, Double column Cash Book, Triplecolumn Cash Book and petty Cash Book.	**13**
III	Final Accounts of Individual – Manufacturing Account, Trading Account, Profit & Loss Accounts, Balance Sheet with Adjustment.	**13**
IV	Accounting for Hire Purchase and Installment Purchase System.	**12**
V	Banking Transactions :- Deposit & Withdrawal, Cheques, Types of Cheque, Bank Draft. Bank ReconsiliationStatement : Meaning, Importance & Need, Causes of Difference between Cash Book & Pass Book, Preparation of all types of Bank reconciliation Statement.	**12**
VI	**Skill Enhancement Module** Practical Learning of operation of basic tally software.	**12**

Books recommended :-

1) Financial Management, Dr.Manusmare,SaijyotiPublication,Nagpur
2) Advance Accountancy :Dr.J.D.Gupta, Dr.S.S.Chandak, Dr.P.N.Ladhe, Shri BalajiPublication,Nagpur.
3) Advance Accountancy :Vol.I Jain S.P. &NarangK.L., Kalyani Publication.
4) J.R.Botliboi : Advanced Accountancy
5) R.R.Gupta : Advanced Accountancy
6) Shukla & Grewal : Advanced Accountancy
7) A.N.Agrawal : Higher Science of Accountancy
8) R.L.Gupta, V.K.Gupta : Advanced Accountancy
9) Mukherjee M.Hanif : Modern Accountancy, Tata McGraw Hill Publishing Co.Ltd.
10) P.C.Tulsian : Accountancy, Tata McGraw Hill Publishing Co.Ltd
11) Monga, Gandhi Kadu : Advanced Accountancy, National Publishing House
12) S.Chakravorti : Advanced Accountancy
13) Fundamental of Accounting :R.L.Gupta&V.K.Gupta, Sultanchand& Sons.

Part B **Appendix-I**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce (Accounting & Finance) **Semester I**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-05	**Investment Management**	75

Course Outcomes :-

- Student will be able to have clear understanding of introduction of investment management and its types, company fix deposit, etc.
- Students will have to knowledge of taxation, financial system of India
- Student will be able to have clear understanding of security exchange board of India and credit rating and information services of india limited.
- Student will have to knowledge of stock exchange.
-

Unit	Content	No. of Periods
I	➢ Introduction,meaning, concept, natureofinvestment,modesofinvestment, taxprovision,objectsofinvestors,characteristicsof investment ➢ Various types of investments, saving and investment ➢ Companyfixeddeposits,acceptancerepayment,andcaretobetakenbytheinvestor	**13**
II	➢ Taxation on dividend and interest, tax treatment on investment- income tax, capital gain taxation, gift taxation of NRI ➢ Growth process, meaning of growth process, role of saving, role of private corporate and public sector, other factors in development ➢ Financial systems in India, RBI and financial system, money market, characteristics of money market	**13**
III	➢ Capital market, introduction, concept, meaning and structure ➢ Players in stock market, intermediaries ➢ SEBI guidelines, Indian capital market, new issues in market, developed and undeveloped market, new money market instruments, CD- Certificates of deposits, participation certificates	**13**
IV	➢ SEBI- The Securities Exchange Board of India, introduction, objectives ➢ Development and investment institutions- UTI, ICICI - objectives, schemes and functions ➢ CRISL (Credit Rating and Information Services of India limited) - Rating and investor protection, secondary market, major influencing stock market, special features of Indian capital market	**12**
V	➢ Introduction of stock exchange, history, definition, regulation, recognition by government ➢ Functions of stock exchange, Bombay stock exchange (BSC), National stock exchange (NSE) and SEBI ➢ NSE- guidelines, characteristics, market systems, operations	**12**
VI	**SKILL ENHANCEMENT MODULES:-** ➢ Visit to Banks , Investment Brokers / Insurance Companies ➢ Visit to Tax Consultant ➢ An assignment to open " Demat A/c" , Introduced the procedure ➢ Prepare report about SEBI ➢ An interview of Eminent Investor in the City	**12**

BOOKS RECOMMENDED :

- RajivSrivastava-InvestmentManagement
- AngshumanAdhikari-BasicsofIndianstockmarket:Learnmarketsfromscratch(Financialeducationbook
- Dutta andSundaram-IndianEconomybyS. Chand.

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Part B **Appendix-J**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce (Accounting & Finance) **Semester I**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-06	**Business Economics**	75

COs
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	**Utility Analysis:** 2.1 Meaning and Definition. 2.2 Marginal Diminishing 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**
VI	**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.	**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. अर्थशास्त्राचे सिद्धांत - प्रा. जी.एन. झामरे, पिंपळापूरे प्रकाशन
5. व्यावसायिक अर्थशास्त्र – डॉ. रा.य.माहोरे, अंशुल पब्लीकेशन, नागपूर
6. अर्थशास्त्रके सिद्धांत – जोशी, सिंग, श्रीवास्तव, जयपूर
7. आधुनिक सुक्ष्मअर्थशास्त्र – के.पी.एम. सुंदरम.
8. व्यवसायिक अर्थशास्त्र – प्रा. एच.आर. तिवारी, डॉ. के.के. पाटील, डॉ. बी.बी. तायवाडे आणि वाय.पी. सिंग - अद्वैत प्रकाशन, अकोला
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. व्यावसायिक अर्थशास्त्र (मराठी आवृत्ती) :डॉ. जी.एन. झामरे, Pimpalapure& Co. Publishers, Nagpur

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce (Accounting & Finance) **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-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	I) Sudha Murthy II) Devender Pal Singh III) Jadav Payeng IV) Spoken English and Broken English – G.B Shaw	**10**
II	I) Why a Start-up Needs to Find its Customers First-Pranav Jain II) Rahul Bajaj III) Sreelakshmi Suresh IV) The Eyes Are Not Here by Ruskin Bond	**10**
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**

COs:
After completion of Skill module 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)

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-11	**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 (Accounting & Finance) **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-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	Content	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 meaning	10

Course Outcomes:

After completion of Skill module 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
BAF-11	**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 (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 (Accounting & Finance) **Semester II**

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

अभ्यासपत्रिकेची निष्पती (COs) :

१. नेमलेल्या साहित्यातून जीवनदर्शन, समकालीन व्यवहार जाणीवा यांची माहिती होईल.
२. वैचारिक, ललित, कविता या विविध वाङ्.मय प्रकाराचे ज्ञान होईल. या वाङ्.मय प्रकाराचे वेगळेपण जाणून घेतील तथा यामधील साम्यभेदाचे आकलन होईल.
३. वैचारिक गद्यातून भाषेच्या सर्जनशील रूपाचे विद्यार्थ्यांना आकलन होईल. तसेच चारित्र्यविषय असलेल्या थोर व्यक्तींच्या जीवन कार्यातून विद्यार्थ्यांना प्रेरणा मिळेल आणि संकटावर मात करून जीवनात यशस्वी होता येते हा विचार त्यांच्या मनी रूजेल.
४. ललित कलाकृतीच्या वाचनातून आनंद, बोध, ज्ञान इत्यादींची प्राप्ती होऊन विद्यार्थ्यांच्या जीवनविषयक जाणिवा समृद्ध होतील.
५. वैचारिकता, तात्विकता, काव्यात्मकता, भावनात्मकता, सामान्य गोष्टीतील असामान्यत्वाचे दर्शन यातून विद्यार्थ्यांचा दृष्टीकोण संपन्न होईल.

६. विविध प्रकारच्या साहित्याचे आकलन, वर्णन, आस्वादन, विश्लेषण आणि मूल्यमापन करण्याची क्षमता वाढून विद्यार्थ्यांची अभिरूची विकसित होईल.

७. या वाङ्.मय प्रकारातून विविध प्रकारचे नीतिमूल्ये, जीवनमूल्ये, यांची शिकवण विद्यार्थ्यांना मिळेल, त्याचा उपयोग उत्तमरितीने जिवन जगण्यासाठी होईल.

८. 'उपयोजित' घटकाच्या माध्यमातून विविध प्रकारची कौशल्ये त्यांच्यात निर्माण होतील व ते रोजगारक्षम होतील.

९. विचारवंत, लेखक, कवी होण्यासाठी हे अध्ययन प्रेरक ठरेल, सहाय्यभूत ठरेल. यातून विद्यार्थी भाषेचा सर्जनशील वापर कसा करावा हे समजून घेतील व विविध प्रकारातील साहित्य निर्मिती करतील. तसेच व्यवहारिक उपयोजन करून रोजगारक्षम होतील.

अ.क्र. Sr.No.	घटक Topic	अध्यापन तासिका (Teaching Hours)
विभाग - अ	**वैचारिक**	१२
१)	राजर्षी शाहू : वसा आणि वारसा - गोविंद पानसरे	
२)	गांधीजी आणि रविंद्रनाथ टागोर - सुरेश द्वादशीवार	
३)	यशवंतराव चव्हाणांच्या स्वप्नातला महाराष्ट्र - जनार्दन वाघमारे	
४)	लिज्जतची लज्जत - ज्योती नाईक - प्रकाश बियाणी, सुवर्णा बेडेकर	
विभाग - ब	**ललित**	११
१)	होरपळणारी ममता - केशर मेश्राम	
२)	मुल्यसंस्कार - शेषराव खाडे	
३)	सरप माराचं सार्वभौम शास्त्र - पुरूषोत्तम बोरकर	
४)	आंबे घ्या... आंबे - विमल भालेराव	
विभाग - क	**कविता**	११
१)	पाहा परदारा जननिये समान - संत नामदेव	
२)	खोप्यामधी खोपा - बहिणाबाई चौधरी	
३)	आमचा वाटा - वामनदादा कर्डक	
४)	पराधीन - नीलकृष्ण देशपांडे	
५)	एकविसावे शतक आजचे तारखेनुसार - अजय खडसे	
६)	त्याहीपलीकडे जायचं आहे मला ! -सुरेश देवराव वर्धे	
७)	आम्ही मानसं मातीचे - गजानन मते	
विभाग - ड	**उपयोजित मराठी (Skill Enhancement Module)**	११
	१) जाहीर निवेदन	
	२) निविदासूचना लेखन	

अभ्यासक्रमासाठी नेमलेले पाठ्यपुस्तक - **'अक्षरलेणी '** भाग-१ (सत्र-१ व सत्र-२)
प्रकाशकाचे नाव : राघव पब्लिशर्स ॲण्ड डिस्ट्रीब्युटर्स, नागपूर (विभाग 'अ', 'ब' आणि 'क' साठी)
'उपयोजित मराठी' - संपादक डॉ.केतकी मोडक, संतोष शेणई, सुजाता शेणई - पद्मगंधा प्रकाशन, पुणे या पुस्तकातील (विभाग- 'ड' साठी)
प्रकरण ६ वे - जाहीर निवेदन - प्रा.आनंद काटीकर
प्रकरण ७ वे - निविदासूचना लेखन - डॉ.सतीश बडवे.

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

लेखन कौशल्ये -
१. लेखन कौशल्ये
२. संवाद लेखन
३. जाहिरात लेखन
४. गीत लेखन

संदर्भ ग्रंथ

अभ्यास घटक

'व्यक्तित्त्व विकासासाठी : संभाषण व लेखन कौशल्ये' - (संपादक : डॉ.पृथ्वीराज तौर, डॉ.शैलेंन्द्र लेंडे, डॉ.वंदना महाजन), अथर्व पब्लिकेशन्स हे संपादित पुस्तक या अभ्यासक्रमासाठी नेमलेले आहे.

लेखन कौशल्ये – एकूण तासिका-१५

१. लेखन कौशल्ये – प्रतिक्षा गौतम तालंगकर कथले
२. संवाद लेखन - राजकुमार लक्ष्मणराव तांगडे
३. जाहिरात लेखन – रवि पवार
४. गीत लेखन – विनायक पवार

विभाग - अ	वैचारिक	-	२० गुण
विभाग - ब	ललित	-	२० गुण
विभाग - क	कविता	-	२० गुण
विभाग - ड	उपयोजित मराठी	-	२० गुण

प्रश्ननिहाय गुणविभागणी :-

प्रश्न १	वैचारिक विभाग	:- दीर्घोत्तरी एक प्रश्न	१० गुण
प्रश्न २	वैचारिक विभाग	:- लघुत्तरी एक प्रश्न	०५ गुण
प्रश्न ३	ललित विभाग	:- दीर्घोत्तरी एक प्रश्न	१० गुण
प्रश्न ४	ललित विभाग	:- लघुत्तरी एक प्रश्न	०५ गुण
प्रश्न ५	कविता विभाग	:- दीर्घोत्तरी एक प्रश्न	१० गुण
प्रश्न ६	कविता विभाग	:- लघुत्तरी एक प्रश्न	०५ गुण
प्रश्न ७	उपयोजित मराठी	:- दीर्घोत्तरी एक प्रश्न	१० गुण
प्रश्न ८	उपयोजित मराठी	:- लघुत्तरी एक प्रश्न	०५ गुण

(वरील सर्व प्रश्नांना अंतर्गत पर्याय राहतील.)

वस्तुनिष्ठ प्रश्न - उपरोक्त अभ्यासक्रमातील विभाग 'अ' व 'ब' यावर प्रत्येकी ०३ प्रश्न आणि विभाग 'क' व 'ड' यावर प्रत्येकी ०२ प्रश्न वस्तुनिष्ठ स्वरुपाचे असे एकूण १० बहुपर्यायी प्रश्न विचारले जातील. प्रत्येक प्रश्नास ०२ गुण याप्रमाणे हा प्रश्न २० गुणांचा असेल. २० गुण

विभाग 'ड' साठी संदर्भ ग्रंथ म्हणून उपयोजित मराठी - संपादक डॉ.केतकी मोडक, संतोष शेणई, सुजाता शेणई - पद्मगंधा प्रकाशन, पुणे या पुस्तकातील **प्रकरण ६ वे** जाहीर निवेदन व **प्रकरण ७ वे** - निविदा सूचनालेखन या प्रकरणावर १० गुणांचा ०१ दीर्घोत्तरी व ०५ गुणांचा ०१ लघुत्तरी प्रश्न विचारल्या जाईल.

कौशल्य विकासावर आधारीत अंतर्गत मूल्यमापन :- - २० गुण

- गुण विभागणी

१)	घटक चाचणी (Class Test)- ०२	-	१० गुण
२)	स्वाध्याय (Home Assignment)- ०२	-	१० गुण

प्रश्नपत्रिकेचे प्रारूप - एकूण गुण २५
अंतर्गत मूल्यांकन AEC - २५ गुण

घटक चाचणी	- २	- १० गुण
गृहपाठ	-	- १० गुण
चर्चासत्र	-	- ०५ गुण

(अभ्यास पत्रिकेतील सर्व घटकांवर प्रश्न विचारण्यात येतील)

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce (Accounting & Finance) **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-12	**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
Skill Enhancement Module		
VI	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
BAF-12	**Hindi (Business 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 (१४अंक)

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 वस्तुनिष्ठ्प्रश्न् (२०अंक)
(प्रत्येक प्रश्न्पर एक अंक)

आंतरिक मुल्यांकन - (कौशल्य आधारीत मॉडयुल) (२०अंक)

१. साक्षात्कार-अपने परिसर के कलाकार,पत्रकार,साहित्य्कार,शिक्षक, नेता, मजदुर,पत्रकार आदि मे से किसी भी एक का साक्षत्कार लेना (१०अंक)

२. गृहपाठ, इकाइ परीक्षा, समुहचर्चा, प्रस्तुतीकरण आदि (१०अंक)

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce (Accounting & Finance) **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-13	**Financial Accounting - II**	75

Course Outcomes :

Rectification of Journal entry

1 Student accquire the knowledge of non profit organisation
2 Prepare the all types of cooperative society account
3 Students should be acquired partnership farm accountancy
4 The bill of exchange contest and unconditional order to pay a create amount on as agree day.

Unit	Content	No. of Periods
I	Final Account of individual, manufacturing Account, Trading Account, Profit & Loss Accounts, Balanace Sheet with Adjustment entry.	**13**
II	Bill of Exchange	**13**
III	Accounts of Non-profit organisation	**13**
IV	Final Accounts of co-operative societies.	**12**
V	Final Accounts of partnership Firms, Basic Terminology, Method Capital.	**12**
VI	**Skill Module**:- 1) Finalisation 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 **Appendix-K**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce (Accounting & Finance) **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-14	**Business Mathematics**	75

Course Outcomes :

1) Student able to calculate the integers HCF & LCM
2) Student able to calculate percentage, discount, commission on various goods
3) Student able to know and calculate profit and loss, simple and compound interest

Unit	Content	No. of Periods
I	a) Natural Numbers. Integers HCF & LCM on two or more integers. b) Linear Equation in one and two variables Method with application.	**13**

II	a) Percentage b) Discount c) Commission & Borkerage	**13**
III	a) Average b) Profit & Loss	**13**
IV	**Mathematics & Finance** a) Simple Interest b) Compound Interest	**12**
V	**Ratio and Proportion** Ratio and Percentage concept of proportion simple and compound proportion. Direct and inverse proportion.	**12**
VI	**Skill Enhancement Module** 1) Calculate Commission and discount on various goods 2) Calculate simple and compound interest	**12**

BOOKS RECOMMENDED :

1) Commerce Mathematics by Om P., Chug, Anmol Publication, New Delhi
2) Mathematics for Economics and Business by J. Soper, Blackwell Publishing, USA
3) Business Mathematics & Statestics By B. Agrawal, Ane Book Pvt. Ltd.
4) Business Mathematics by V.K. Kapoor, Sultan Chand and Sons. Asian Books Pvt. Ltd.
5) Business Mathematics & Statistics by R.K. Ghosh and S. Shah, New Central Agency, Calcutta

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Part B **Appendix-L**

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce (Accounting & Finance) **Semester II**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF-15	**Business Environment**	75

Course Outcomes :
1. Application of Business Environment to Local Business and Industrial Units
2. Application of GDP/GNP Concepts to categorization of economies of various countries
3. Application of LPG and FDI concepts to various sectors of Indian Economy and economies of other countries.
4. Application of foreign trade and its policy to various sectors of Indian economy.
5. Impact of WTO & IMF on various sectors of Indian Economy.

Unit	Content	No. of Periods
I	**INTRODUCTION** 1.1: Concept, Nature and Scope of Business. 1.2: Business Environment: Meaning, Concept & Nature, 1.3: Business Environment: Scope and Importance. 1.4: Internal Components of Business Environment 1.5: External Components of Business Environment	**13**
II	**INDIAN BUSINESS ENVIRONMENT** 2.1: National Income: Meaning, Equality & Inequality 2.2: National Income: GDP, GNP, NDP, NNP & Per Capita Income 2.3: Consumption and Propensity to Consume. 2.4: Saving, Investment and their propensity. 2.5: Parallel Economy: Meaning, Causes,effects.	**13**

III	**TRENDS IN INDIAN ECONOMY** 3.1: LPG: Meaning and its impact on Indian Economy. 3.2: FDI: Meaning and its impact on Indian Economy. 3.3: Role of finance in business 3.4: Make in India & Start-ups 3.5: Entrepreneurship and Skill Development	**13**
IV	**FOREIGN TRADE:** 4.1 Foreign Trade: Concept & Features 4.2 Foreign Trade & Economic Growth 4.3 Balance of Trade & Balance of Payment 4.4 EXIM Policy 4.5 Trends in foreign trade of India	**12**
V	**FINANCIAL INSITITUTIONS** 5.1 WTO: Introduction, Functions & Significance 5.2 IMF: Introduction, Functions & Significance 5.3 MNCs: Definition, Merits & Demerits, 5.4 Role of MNCs in Indian Economy 5.5 Foreign Collaboration Meaning, Concept & Forms	**12**
VI	**Skill Enhancement Module** Application of Business Environment Dynamics on Agriculture, Industry & Service Sectors of Indian Economy	**12**

BOOKS RECOMMENDED :

1. Business Environment, Dr. Sanjay Kavishwar, SaiJyoti Publication, Nagpur
2. Business Environment Text and Cases by M.B. Shukla, Taxman Publications, New Delhi
3. Global Economy and Business : Environment by Francis Cherunilam, Himalaya Publication House, Mumbai
4. Bsiness Environment: Text and Cases by Francis Cherunilam, Himalaya Publication House, Mumbai
5. Indian Economy by Dutt and Sundaram, S. Chand and Company Pvt. Ltd., New Delhi
6. Essentials of Business Environment by K. Aswathappa, Himalaya Publicationo House, Mumbai
7. Business Environment by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi

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 शाि्लनी, <ाचीन भारताचा संि<< इितहास आिण िं<यदश< अशोक भाग पि्हला व द ुसरा, ्वयं म <काशन एर ोल ी नवी म ुंबई,२०१७
8. बनस ोड डॉ स ंत ोष, जाधव डॉ िस< ाथ, भारत ाच ा इ ितहास (<ार ंभ त े १२०५) <ी साईनाथ <काशन नागपूर, जुलै २०१७