# B. Com. I (NEP) (Semester-I) Vertical A/B: Major/Minor

Subject Code: 400100 Subject Title: Financial Accounting

Level	Semester	Course	Course Name	Credits	Teaching	Exam	Max
		code			Hours	Duration	Marks
4.5	I	400100	Financial	2	30	2 Hrs	30
			Accounting				

### **Course Outcomes:**

Upon completion of this course, the students will be able to:

- Understand the historical development of accounting, differentiate between Bookkeeping and Accountancy.
- Define Bookkeeping and Accountancy and apply their objectives and methods.
- Examine the Double-Entry system including its features, benefits and drawbacks.
- Apply the golden rules of debit and credit in journal entries, considering GST.
- Learn to pass opening and closing entries in sole proprietorships.
- Identify cash-related entries and determine closing cash in various scenarios.
- Utilize subsidiary books in place of ledgers for large businesses.
- Prepare balance sheets for businesses.
- Prepare financial statements for sole proprietorships with various adjustments.

Unit	Contents	Teaching
		Hours
Unit-I	1.1 History of Book-keeping and Accountancy, Meaning and Definition	7
	of Book-keeping and Accountancy, Distinguish between Book-	
	keeping and Accountancy, Objectives of Accountancy, Methods of	
	Book-keeping	
	1.2 Accounting Concepts and Conventions	
	1.3 Double Entry System: Meaning, Characteristics, Advantages and	
	Disadvantages, Golden rules of Debit and Credit	
Unit- II	2.1 Journal Entries: With and without GST related entries, Compound	8
	entries, Discount related entries.	
	2.2 Ledger Posting and Balancing	
	2.3 Opening entries and Closing entries	
	2.4 Preparation of Trial Balance	
Unit-III	3.1 Subsidiary books: Meaning, Advantages; Purchase Book and Sales	8
	Book, Purchase Return Book, Sales Return Book, Bills Receivable Book,	
	Bills Payable Book.	
	3.2 Cash Book: Meaning, Importance, Characteristics, Utility of Cash-	
	Book, maintaining a Cash Book, Sources of Writing the Cash Book.	
	3.3 Types of Cash Book: Simple Cash Book, Double Columnar Cash	
	Book and Triple Columnar Cash Book.	
Unit-IV	4.1 Final Accounts of Proprietary Concerns: Need of Final Accounts,	7
	Preparation of Trading Account, Profit and Loss Account and Balance	
	Sheet, Problems on Final Accounts.	
	4.2 Adjustments: Prepaid Expenses, Outstanding Expenses, Accrued	
	Income, Unearned Income, Depreciation, Interest on Capital, Interest on	
	Drawing, Provision for Bad Debts and Doubtful Debts, Provision for	
	Discount, Closing Stock, Problems on Final Accounts with Adjustments.	

Internal Assessment: (20 Marks)

1) Multiple Choice Questions: 08 Marks (1 mark each)

2) Home Assignments: 12 Marks

- 1. Dr. Sehgal Ashok & Dr. Sehgal Deepak: Fundamentals of Accounting, Taxmann Allied Services P. Ltd., New-Delhi
- 2. Gupta, R. L.&Radhaswamy, M: Financial Accounting. Sultanchand and Sons, New Delhi.
- 3. Monga J. R. Ahuja Girish & Sehgal Ashok: Financial Accounting: Mayur Paper Back, Noida Shukla, M. C., Grewal T S. & Gupta, S. C.: Advanced Accounts; S. Chand & Co. New Delhi.
- 4. Compendium of Statement and Standards of Accounting: The Institute of Chartered Accountants of India, New Delhi.
- 5. Ashok Banerjee: Financial Accounting; Excel Books, New Delhi-110028.
- 6. N. Vinayakam, P.L. Mani, K.L. Nagarajan: Principles of Accountancy; Eurasia Publishing House (Pvt.) Ltd., New Delhi-110 055
- 7. R.R. Gupta: Advanced Accountancy, Kalyani publishers, NewDelhi
- 8. Jain, Narang: Advanced Accountancy.
- 9. Maheshwari S. N. & Maheshwari S. K. An Introduction to Accountancy, Vikash Publishing House Pvt. Ltd. New Delhi
- 10. William Pickles: Accountancy, Sir Isaac Pitman & Sons. Ltd., London
- 11. A. Mukherjee, M.Hanif: Modern Accountancy; Tata McGraw Hill Publishing Co. Ltd.
- 12. P.C. Tulsian: Accountancy; Tata McGraw Hill Publishing Co. Ltd.
- 13. Monga, Gandhi, Kadu: Advanced Accounts; National Publishing House.
- 14. Chakraborti & Chakraborti: Advanced Accounting, Moulik Library, Culcutta-9
- 15. R.L. Gupta & V.K. Gupta: Fundamentals of Accounting, Sultanchand& Sons New Delhi.
- 16. Dr. Gupta J. D, Dr Chandak S. S. & Dr. LadheP. N.: Advanced Accounting, Shri Balaji Prakashan Nagpur.
- 17. T.P Ghosh, :Fundamentals of Accounting, SultanChand&SonsNew Delhi.
- 18. Mohota V.R.: Fundamentals of Accounting: , Rashi publication, Arni, Distt. Yavatmal.
- 19. N.P.Agrawal, S.C.Jain, Sharma, Shah, Mangal, : Ramesh Book Depot, Jaipur (Hindi, English)
- 20. Agarwala A, N. & Agarwala K. N.: Higher Sciences of Accountancy; Kitab Mahal, Allahabad. (Hindi and English)

### **Web Links & E-Contents:**

- 1. <a href="https://web.ung.edu/media/university-press/Principles-of-Financial-Accounting.pdf?t=1542408454385">https://web.ung.edu/media/university-press/Principles-of-Financial-Accounting.pdf?t=1542408454385</a>
- 2. <a href="https://drnishikantjha.com/booksCollection/Financial%20Accounting%20-%20BMS%20.pdf">https://drnishikantjha.com/booksCollection/Financial%20Accounting%20-%20BMS%20.pdf</a>
- 3. https://www.ddegjust.ac.in/studymaterial/mba/cp-104.pdf
- 4. <a href="https://ebooks.lpude.in/management/bba/term\_2/DMGT104\_FINANCIAL\_ACCOUNTING">https://ebooks.lpude.in/management/bba/term\_2/DMGT104\_FINANCIAL\_ACCOUNTING</a> G.pdf
- 5. https://icmai.in/upload/Students/Syllabus-2016/Foundation-Paper2-09042021pdf
- 6. https://www.ddegjust.ac.in/studymaterial/bba/bba-104.pdf
- 7. <a href="https://ddceutkal.ac.in/Syllabus/Financial-Accounting.pdf">https://ddceutkal.ac.in/Syllabus/Financial-Accounting.pdf</a>

# B. Com. I (NEP) (Semester-I) Vertical A/B: Major/Minor Subject Code: 400101

**Subject Title: Indian Contract Act-I** 

Level	Semester	Course	Course Name	Credits	Teaching	Exam	Max
		code			Hours	Duration	Marks
4.5	I	400101	Indian Contract	2	30	2 Hrs	30
			Act-I				

Course Outcome: Students completing this course of Basics of Contract Act will be able to:

- 1) Define, distinguish and apply the basic concepts and terminology of the Law of Contract.
- 2) Define and distinguish the various processes involved in formation of contract.
- 3) To gain the knowledge, consideration, capacity to contract and consent.
- 4) Identify performance of contract and appropriation of payment quasi contract, e-contract and modes of discharge of contract.

Unit	Contents	Teaching Hours
1	Basic Introduction to law,	07
	Law of Contract: Introduction, Essential elements of a	
	Contract, Formation of a Valid Contract.	
2	Definition of Agreement & Contract, Kinds of Agreements,	08
	kinds of Contract, Offer & Acceptance: Essentials,	
	Communication of proposal and acceptance, Revocation of	
	Communication and Acceptance	
3	Legality of Object & Consideration, Capacity to Contract,	07
	Consent & Free Consent, Voidable Contract, Void	
	Agreements, Contingent Contract	
4.	Performance of Contract and Appropriation of Payments,	08
	Quasi Contract, E-Contract, Modes of Discharge of	
	Contract, Breach of Contract – Consequences & Remedies.	

Internal Assessment: (20 Marks)

1) Multiple Choice Questions: 08 Marks (1 mark each)

2) Home Assignments: 12 Marks

### Books Recommended:

Business Law for management Vol. I, K. R. Bulhandani, Himalaya Publishing House

- Mercantile law: M C Shukla S.Chandand company limited, New Delhi
- Business Regulatory and Framework- Sai Jyoti Publication, Nagpur- Dr. S. R. Raghuwanshi,
   Dr. A. S. Khandekar, Dr. V. W. Jaswante, Dr. R. O. Oza.
- Business law P. C. Tulsian Tata Mc-grawHill Publishing Company limited ,New Delhi
- Business Law: P. Sarvanavel S. Senthil & S.Balakumar, Himalaya Publishing House, New Delhi
- Business Law: C. L. Bansal, Taxman's, New Delhi
- GST Ready Reckoner V. S. Date, Taxman's New Delhi
- Indian Contact Act. & Sales of Goods Act: P. Sarvenavel, S. Sumathi, Himalaya Publishing House, New Delhi.

- Mercantile Law: N.D.Kapoor, Sultan Chand & Sons Educational Publishing. New Delhi.
- Business Regulatory Framework: Dr. Ashish P. Mohata Sai Jyoti Publication.
- व्यवसाय नियमन विषयक कायधांची रचना, डॉ. राधेशायम पी.चोधरी, प्रा. तुषार एम. कोटक Sai Jyoti Publication.
- व्यवसाय नियामक व मंडल कायदा डॉ. अरविंद शिंदे, जाधव, खडसे व नेउलकर, अनुराधा प्रकाशन,नागपूर
- व्यवसाय नियामक कायदे रचना आणी कंपन्यांच्या कायदा, ए. एस. उखळकर, पिंपलापुरे प्रकाशन, नागपूर

## B. Com. I (NEP) (Semester-I) Vertical A/B: Major/Minor

Subject Code: 400102

**Subject Title: Dynamics of Management-I** 

Level	Semester	Course	Course Name	Credits	Teaching	Exam	Max
		code			Hours	Duration	Marks
4.5	I	400102	Dynamics of	2	30	2 Hrs	30
			Management-I				

#### **Course outcomes:**

### By the end of this course, students will be able to-

- 1. Understand various theories of management
- 2. Develop the ability to analyze and apply management concepts in real-world.
- 3. Understanding the key functions and processes of business management.
- 4. Compare and differentiate the management philosophies

Unit	Contents	Teaching Hours
Unit-I	Henry Fayol (1841-1925): Background of the theory, Major contributions - 14 Principles of Management, Applications of the theory & Criticisms.	7
Unit- II	F. W. Taylor (1856-1915): Background of the theory, Major contributions-Scientific Management, Applications of the theory & Criticism.	8
Unit-III	George Elton Mayo (1880-1949): Background of the theory, Major contributions- Hawthorne Experiments, Applications of the theory & Criticism.	7
Unit- IV	Peter Drucker (1909-2005): Background of the theory, Major contributions- Management by Objectives (MBO), Applications of the theory & Criticism.	8

Internal Assessment: (20 Marks)

1) Multiple Choice Questions: 08 Marks (1 mark each)

2) Home Assignments: 12 Marks

### **BOOKS RECOMMENDED:**

- Ramaswmy, T. (2010): Principles of Management, Himalaya Publishing House, Mumbai.
- देशमुख ,प्रभाकर )२००३ :(व्यवसाय व्यवस्थापनाची मुलतत्वे ,पिंपळापुरे पब्लिकेशन्स ,नागपूर
- Priciples of Business Management. Dr. Anil Kumar Rathod, Dr. Pravin Deshmukh & Dr. Dinesh Nichit, Anuradha Publication, Nagpur.
- Prasad,L.M. (2019): Principles & Practice of Management, Sultan Chand & Sons, New Delhi.
- North Maharashtra University e-book published on their website:

 $\underline{https://old.nmu.ac.in/Portals/46/SLM/SLM\%20S.Y.\%20B.Com.\%20Business\%20Management.pdf}$ 

• Khushpat Jain, Apeksha Jain and Viplav Jain (2021), Business Organization and Management, Himalaya Publishing House, New Delhi

# B. Com. I (NEP) (Semester-I)

### Vertical A/B: Major/Minor Subject Code: 400103

**Subject Title: Micro Economics-I** 

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Level	Semester	Course	Course Name	Credits	Teaching	Exam	Max
		code			Hours	Duration	Marks
4.5	I	400103	Micro	2	30	2 Hrs	30
			Economics-I				

### **Course Outcomes:**

### By the end of this course, students will be able to-

- 1. Understand the core concepts of Micro-Economics and their application in business decision making.
- 2. Analyze consumer and producer behavior.
- 3. Evaluate the role of markets in resource allocation and price determination.
- 4. Apply microeconomic principles to contemporary economic issues.

Unit	Contents	Teaching Hours
Unit I	Introduction to Micro-Economics:	7
	1.1 Introduction to economics: Scarcity, choice, and opportunity cost.	
	1.2 Basic economic problems: What, how, and for whom to produce.	
	1.3 The market system: Demand, Supply, and price determination.	
	1.4 Circular flow of income.	
Unit II	Theory of Demand and Consumer Behavior	8
	2.1 Cardinal vs. Ordinal Utility Theory	
	2.2 Law of Diminishing Marginal Utility	
	2.3 Indifference Curve Analysis and its Applications	
	2.4 Law of Demand and its determinants	
Unit III	Elasticity of Demand:	7
	3.1 Concept of Elasticity of Demand	
	3.2 Types of Elasticity of Demand	
	3.3 Measurement of Elasticity of Demand	
	3.4 Determinant of Elasticity of Demand	
Unit IV	Theory of Production and Cost Analysis:	8
	4.1 Production Function: Short Run vs. Long Run	
	4.2 Types of Costs: Fixed, Variable, Average, Marginal Cost	
	4.3 Economies of Scale	
	4.4 Diseconomies of Scale	

Internal Assessment: (20 Marks)

1) Multiple Choice Questions: 08 Marks (1 mark each)

2) Home Assignments: 12 Marks

### **BOOKS RECOMMENDED:**

- Pindyck, R.S. & Dindyck, R.S. & Pearson Education Publications.
- Mankiw, N. G. Principles of Microeconomics, Cengage Learning Publications.
- Tandon, P. A Textbook of Microeconomic Theory. Sage Publications.
- Mehta, P.K. & Direction of the Mehta, P.K. & Direction of th
- Dwivedi, D.N. Microeconomics: Theory and Applications. Vikas Publishing House.
- Sachdeva, A. Micro Economics Theory and Applications, Kusum Lata Publications.
- Salvatore, D. Microeconomic Theory, McGraw-Hill, Education.
- Case, K.E., Fair, R.C. & Oster, S.E.: Principles of Micro-Economics, Pearson Publications.
- Nicholson, W. & Snyder, C.: Micro-Economic Theory: Basic Principles and Extensions, Cengage Publications.
- Samuelson, P.A., Nordhaus, W.D. Microeconomics, McGraw-Hill Education.
- Chaturvedi, D.D. & D.D. & Mittal, A. Principles of Microeconomics. Kitab Mahal Publications, New Delhi.
- Principles of Microeconomics by N. Gregory Mankiw (latest edition)
- Microeconomics by Robert S. Pindyck and Daniel L. Rubinfeld (latest edition)
- Fundamentals of Microeconomics by Carl E. Walsh (latest edition)

• Dr. Tiwari G. S.: Principles of Economics, Dyanpath Publication.

### ONLINE RESOURCES AND SIMULATIONS FROM KHAN ACADEMY ECONOMICS

- https://www.khanacademy.org/economics-finance-domain/
- Note: Learners are advised to use the latest edition of readings

### B. Com. I (NEP) (Semester-I)

# Vertical C: Generic Open Elective Subject Code: 400104

**Subject Title: Introduction to Share Market** 

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Level	Semester	Course	Course Name	Credits	Teaching	Exam	Max
		code			Hours	Duration	Marks
4.5	I	400104	Introduction to	2	30	2 Hrs	30
			Share Market				

### **Course outcomes:**

### By the end of this course, students will be able to-

- 1) Understand the basic terms of share market
- 2) Gain the knowledge of the basic functioning of share market.
- 3) Understand the regulation of share market
- 4) Understand the concepts of primary and secondary market.

Unit	Contents	Teaching Hrs.
Unit-I	Saving & Investment: Concept, meaning of liquidity, returns & risk; Conceptual ratio of liquidity, returns & risk; Investment strategies, Investment & portfolio management.	08
Unit- II	Capital Market: Concept, Features, Nature and Objectives of Capital Market, Functions and Importance of capital market, SEBI- organizational structure, Powers and Responsibilities and Role of SEBI in Money and Capital market, Primary market vs Secondary market.	08
Unit-III	Stock Exchange in India – Concept & Types of Shares & Bonds, Initial Public Offering (IPO), Offer for sale (OFS). Role & work of BSE, NSE, MCX, Indices in Indian market (Sensex, Nifty50, Nifty Bank, Nifty midcap 100, Nifty small cap).	08
Unit- IV	<b>Demat &amp; Depositary:</b> Concept of demat account, Concept of depositary, functioning of Depositaries, Meaning & role of NSDL & CDSL, Difference between NSDL & CDSL.	06

Internal Assessment: (20 Marks)

1) Multiple Choice Questions: 08 Marks (1 mark each)

2) Home Assignments: 12 Marks

### **BOOKS RECOMMENDED:**

- $1. INVESTING\ IN\ STOCK\ MARKETS\ -\ SHIV\ DAS,\ PUBLICATION:\ SHIV\ DAS\ \&\ SONS$
- 2. INDIAN SHARE MARKET FOR BEGINNERS: INDIAN STOCK MARKET BASICS VIPIN KATS, PUBLICATION: CINNAMONTEAL PUBLISHER
- 3. HOW CAN MAKE MONEY TRADING WITH CHARTS –ASHWANI GUJRAL, PUBLICATION: VISION BOOKS

### B. Com. I (NEP) (Semester-I)

## Vertical C: Generic Open Elective Subject Code: 400105

**Subject Title: Introduction to Accounting** 

Level	Semester	Course	Course Name	Credits	Teaching	Exam	Max
		code			Hours	Duration	Marks
4.5	I	400105	Introduction to	2	30	2 Hrs	30
			Accounting				

### **Course Outcomes:**

Upon completion this course, the students will able to:

- Grasp Accounting Fundamentals, understand the history and evolution of accounting, key concepts, and conventions, define accounts, differentiate accounting users, compare single and double entry systems and apply the Golden Rules of Accounting.
- Master the Accounting Cycle, describe the accounting cycle, define and analyze journals and ledgers, explain subsidiary books, construct and interpret Trial Balances and correct common accounting errors theoretically.
- Understand Accounting Elements, define and classify assets, explain asset valuation, liabilities and equity, identify loan sources and differentiate between income and expenditures.
- Prepare Final Statements, explain the theory and format of Manufacturing, Trading, Profit and Loss Accounts, calculate Gross Profit, Net Profit, Net Profit before tax and Net profit after tax.

Unit	Contents	Teaching
Unit	Contents	Hours
Unit- I	1 1 Accounting History	8
Ullit- I	1.1 Accounting History	8
	1.2 Concepts and Conventions	
	1.3 Definition of Accounts, Accounting Users	
	1.4 Accounting system: Meaning of Single Entry System and	
	Double Entry System, Advantages of Double Entry system	
	1.5 Golden Rules of Accounting	
Unit- II	2.1 Accounting Cycle: Definition of Journal, Types of Journal,	7
	Ledger; Meaning and Proforma of Journal and Ledger	
	2.2 Subsidiary books: meaning and proforma	
	2.3 Trial balance: objectives, methods and proforma	
	2.4 Meaning of Error of Omission, Error of Commission, Errors	
	of Principles and Compensatory Errors.	
Unit- III	3.1 Accounting Terms: Assets: Definition of Assets,	8
	Characteristics, Objective of Assets Valuation	
	3.2 Type of Assets: Fixed Assets, Current Assets, Financial	
	Investments, Intangible Assets	
	3.3 Liabilities: Nature, Measurement of Liabilities	
	3.3.1 Classification of Liabilities: Current Liabilities, Long-term	
	Liabilities, Short-term Liabilities and Contingent Liabilities	
	3.4 Equity: Share Capital, Types of Share Capital	
	3.5 Loans: Sources of Secured Loan, Sources of Unsecured Loans	
	3.6 Income: Direct Income, Indirect Income	
	3.7 Expenditures: Capital Expenditure, Revenue Expenditure and	
	Deferred Revenue Expenditure  Output  Deferred Revenue Expenditure	
Unit- IV	-	7
OIIII- IV	Final Statement: Manufacturing Account, Trading Account, Profit	/
	and Loss Account, Gross Profit, Net Profit, Net Profit Before Tax,	
	Net Profit After Tax (theory and proforma)	

Batch Size: -Theory-40

Internal Assessment: (20 Marks)

1) Multiple Choice Questions: 08 Marks (1 mark each)

2) Home Assignments: 12 Marks

### **BOOKS RECOMMENDED:**

- 1. Chatterjee D.K.: Basic Accounts and Finance, Himalaya Publishing House, New Delhi
- 2. Mohota V.R.: Fundamentals of Accounting, Rashi Publications, Arni
- 3. Jawahar Lal: Accounting Theory Himalaya Publishing House, New Delhi
- 4. Gupta, R. L. and Radhaswamy, M: Financial Accounting. Sultan Chand and Sons, New Delhi.
- 5. Dr. Gupta J. D. Dr Chandak S. S. & Dr. Ladhe P. N.: Advanced Accounting, Shri Balaji Prakashan Nagpur
- 6. Anthony, R. N. and Reece, J. S.: Accounting Principles, Richard Irwin Inc.
- 7. Gupta, R. L. and Radhaswamy, M: Financial Accounting. Sultan Chand and Sons, New Delhi.
- 8. Monga J. R., Ahuja Girish, and Sehgal Ashok : Financial Accounting: Mayur Paper Back, Noida
- 9. Shukla, M. C., Grewal T S., and Gupta, S. C.: Advanced Accounts; Sultanchand& Sons, New Delhi.
- 10. Ashok Banerjee: Financial Accounting; Excel Books, New Delhi-110028.
- 11. N. Vinayakam, P.L. Mani, K.L. Nagarajan: Principles of Accountancy; Eurasia Publishing House (Pvt.) Ltd., New Delhi-110 055

#### Web Links & E-Contents:

- 1. <a href="https://www.anujjindal.in/wp-content/uploads/2022/08/Basics-of-Accounting.pdf">https://www.anujjindal.in/wp-content/uploads/2022/08/Basics-of-Accounting.pdf</a>
- 2. https://www.pearsoned.ca/highered/divisions/bande/purbhoo\_8/BasicAccounting.PDF.
- 3. <a href="https://mrcet.com/downloads/MBA/Financial%20Accounting%20and%20Analysis.pdf">https://mrcet.com/downloads/MBA/Financial%20Accounting%20and%20Analysis.pdf</a>
- **4.** <a href="https://ncert.nic.in/textbook.php?keac1=0-8">https://ncert.nic.in/textbook.php?keac1=0-8</a>
- 5. <a href="https://rccmindore.com/wp-content/uploads/2015/06/BCOM-1-Financial-Accounting-1.pdf">https://rccmindore.com/wp-content/uploads/2015/06/BCOM-1-Financial-Accounting-1.pdf</a>
- 6. https://egyankosh.ac.in/bitstream/123456789/52494/1/BLOCK%201.pdf

4.

### B. Com. I (NEP) (Semester-I)

### **Vertical D: Skill Enhancement Course**

Subject Code: 400106

**Subject Title: Computer Skills I** 

Level	Semester	Course code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	400106	Computer Skills I	2	60	2 Hrs	50

#### **Course outcomes:**

The learning outcomes of this course are as follows:

- 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.

Get to know about different input devices and output devices.

5. Learn to prepare a text document with complete formatting and page setting

The detailed syllabus of the Course is given below in the table below.

Unit	Contents	Teaching Hours
Unit-I	Fundamentals of Computer: Input/Output Devices: Input Devices: Keyboard, Mouse,	15
	MICR, OMR, OCR, Microphone, Touchpad, Touchscreen, Scanner, Barcode Reader, Joystick, Web camera, light pen.	
	Central Processing Unit	
	Output Devices: Monitor; LCD, LED, Printers and Types; Dot Matrix Printer, Laser	
	Printer, and Inkjet Printer. Speaker, Headphone, LCD Projector.	
Unit- II	Word Processing [MS-WORD2016]:	15
	Ribbon, Tabs and Group, Templates. Working with Documents, editing text document;	
	Inserting, Deleting, Cut, Copy, Paste, Text and Paragraph Format, Paragraph Alignment,	
	Line Spacing.	
Unit-III	Word Processing [MS-WORD2016]:	15
	Editing-Bullets and Numbering, Border and Shading, Change Case, Subscript	
	andSuperscript, 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	
Unit- IV	Advanced Table, Graphics and Mail Merge: (MS-WORD 2016) Working with Tables:	15
	Creating, inserting data, Aligning Data in a Table, inserting, Moving, Resizing Rows &	
	Columns. Adding Border & Shading to Table, Convert Text to Table. 09 13 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.	

### **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.
- ${\bf 10.\ Setting\ Page\ Margins\ and\ Setting\ the\ Page\ Orientation.}$
- 11. Proofing, saving and printing a document.

### **Division of Marks for Practical**

Record Preparation	5 Marks
Practical Performance	5 Marks
Viva-Voce	5 Marks
Description	5 Marks
Practical Total	20 Marks

### **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)
  - 5. Computer Fundamentals and Operating System- Dr. S. R. Raghuwanshi & Dr. A. S. Khandekar, Himalaya Publication, Nagpur.
  - 6. MS-OFFICE (TMH)
  - 7. Yeats: Systems Analysis & Design; Macmillan India, New Delhi.
  - 8. Basics of Computer and Business Mathematics, By Dr. Rajiv Ashtikar, Dr. Santosh Sadar and Prof. Vilas Chopade: Payal Prakashan, Nagpur.
  - 9. Introduction to IBMPC & Applications-Taxali.
  - 10. Principles of Computer, By Prof. S. M. Kolte, Pimpalapure & Co. publisher, Nagpur.
  - 11. Computer Fundamental and Operating System. Dr. Sunil Kedar, Dr. Dinesh Nichit & Dr. Pravin Deshmukh, Adhar Publication, Amravati
  - 12. Computer Fundamentals & Operating System, Dr. C. M. Tembhurnekar, Dr. Sushant Jadhao
  - $13. \ \ Computer \ Fundamentals \ \& \ Operating \ System: Supriya \ Bhagade-Pimpalapure \ \& \ Co. \ Pub.\ , \\ Nagpur$

### **B.Com.I** (Semester-I)

### Vertical -e (i) Ability Enhancement Courses (AEC)English

### Subject code - 400107

### **Subject Title –AEC English**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam. Duration	Max. Marks
4.5	1	400107	AEC English	01	30	1 Hour	25

Course	1) The students will study successful personalities			
Outcomes	2) Students will think of business and its ways			
	3) Value Education will assist to make a better citizen.			
	4)Writing skill will help them becoming precise.			
	5) Students will develop holistic approach towards life			

Unit	Content	Teaching Hours
System		
Unit 1	.1) Ratan Tata	15
Prose	2)RakhmabaiRaut :The First Practicing Woman Doctor	
	3)Importance of Commerce Education : Key to Prosperity	
	and Security - Manjushree Deshpande	
Unit 2	Letter writing 1) Formal 2) Informal	15
Writing		
skills		

### **References: Board of Editors (Orient BlackSwan publication)**

Model	-Based on the above Two Units, 1 Long Answer Questions will
Questions	be asked for 07 Marks. (07)
	-Based on the above Two Units, 2 Short Answer Questions
	will be asked-each for 04 Marks. (08)
External-15	- Internal Assessment -10 Marks.
Internal -10	- Unit Test related to above Two Units will be conducted
Total-25	where 10 Multiple Choice Questions will be asked.

\*CourceType : Demonstrative – Batch size -20

Note: AEC is English and MIL 25 marks each.

### B. Com. I (Semester-I)

# Vertical E: Ability Enhancement Course Marathi Subject Code:400108

### Subject Title: Communication Skill - Iसंवाद कौशल्य

Level	Semester	Course code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	400108	Communication Skill I-1संवाद कौशल्य	01	30	1 Hrs	25

### **Course Outcomes**

- 1. विद्यार्थ्यांना संवाद कौशल्याची ओळख होईल.
- 2. संवाद कौशल्याचा प्रभावी वापर विद्यार्थी उद्योग व्यवसायात करू शकतील.
- 3. संवाद कौशल्यामुळे उद्योग व्यवसायात वाढ होते हे विद्यार्थ्यांना समजेल.
- 4. विद्यार्थ्यांची उद्योग व्यवसाय करण्याची मानसिकता बदलेल.
- 5. संवाद कौशल्याच्या माध्यमातून उद्योग व्यवसायाची भरभराट होईल.

Unit System	Contents	Teaching Hours
Unit I	उद्योग व्यवसायात संवाद कौशल्याचे महत्व – डॉ. स्वाती दामोदरे	15
Unit II	प्रभावी संवाद कौशल्याचे घटक - डॉ. स्वाती दामोदरे	15

References विचारशोध भाग – 1 राघव पब्लिकेशन्स, नागपूर, प्रथम आवृत्ती 2024

Model Questions	वरील दोन्ही घटकावर 01 दीर्घोत्तरी प्रश्न 07 गुणांचा असेल.
	वरील दोन्ही घटकांवर 02 लघुत्तरी प्रश्न प्रत्येकी चार म्हणजे एकूण 08 गुणांचे असतील.
	(वरील दोन्ही प्रश्नांना अंतर्गत पर्याय राहतील)
External – 15	अंतर्गत मूल्यमापन (Internal Marks) घटक चाचणी -  10 गुण
Internal - 10	वरील दोन्ही घटकाशी संबंधित घटकचाचणी ज्यात 10 गुणांचे 10 वस्तुनिष्ठ बहुपर्यायी प्रश्न विचारले
Total - 25	जातील.

<sup>\*</sup>CourceType : Demonstrative – Batch size -20

<sup>\*</sup>AECहा पेपर इंग्रजी25गुण व इतर भाषा25गुण असा एकत्रित50गुणांचा असेल.

# B.Com I (Semester- I) Vertical-e Ability Enhancement Course Sanskrit Course code: 400108 Subject Title- AEC संवाद कौशल्य -1

Level	Semester	Course	Course name	credit	Teaching hours	Exam	Max marks
		code				Duration	
4.5	1	400108	संवाद कौशल्य -1	1	30	1hr.	25

Course Outcome	1. संस्कृतभाषेतील संवादपरंपरेचा परिचय करून देणे.
	<ol> <li>संस्कृतभाषेतील संवादकौशल्याच्या वैशिष्यांचा परिचय करून देणे.</li> </ol>
	<ol> <li>संस्कृत अर्ज व पत्रलेखन या लेखन प्रकारांचे ज्ञान करून देणे.</li> </ol>
	<ol> <li>संस्कृतभाषेत्न शुभसन्देश लिहिण्याचे कौशल्य प्राप्त करून देणे.</li> </ol>

Unit	Content	Teaching
		Hours
Unit I	संस्कृतभाषेतील संवादांची परंपरा	15
	1. ऋग्वेदातील संवादसूक्त – सरमापणि संवादसूक्ताचा परिचयव वैशिष्ट्ये	
	2. उपनिषदातील संवाद – श्वेतकेतु – आरुणी संवादाचे विवेचन व वैशिष्ट्ये	
	3. वाल्मीकी रामायणातील राम-परशुराम संवादविवेचन व वैशिष्ट्ये	
	4. महाभारतातील – यक्षयुधिष्ठिरसंवादविवेचन व वैशिष्ट्ये	
Unit II	संस्कृत आवेदनलेखन	15
References	1. पत्रसन्देशः – संस्कृतभारती प्रकाशन, बेङ्गलुरु	
	2. संस्कृतव्यवहारसाहस्री – संस्कृतभारती प्रकाशन, बेङ्गलुरु	
	3. वाल्मीकी रामायण – गीता प्रेस गोरखपुर	
	4. महाभारत – गीताप्रेस गेरखपुर	
Model	<ul> <li>वरील दोनही घटकावर आधारित 1 दीर्घोत्तरी प्रश्न प्रत्येकी 7 गुणांकरिता असेल</li> </ul>	
Questions	<ul> <li>वरील दोनही घटकावर आधारित 2 लघुत्तरी प्रश्न प्रत्येकी 4 म्हणजे एकूण 08 गुण</li> </ul>	ाांकरिता
	विचारले जातील.(वरील दोन्ही प्रश्नांना अंतर्गत पर्याय राहतील)	
External- 15	• अंतर्गत मूल्यमापन ( Internal Evaluation) – घटक चाचणी 10 गुण	
Internal -10	<ul> <li>वरील चारही घटकांशी संबंधित 10 बहुपर्यायी प्रश्न 10 गुणांसाठी घटकचाचणीत</li> </ul>	ा विचारले
Total -25	जातील.	
Cource Type :	Demonstrative – Batch size -20	

AEC हा पेपर इंग्रजी 25 गुणांचा आणि अन्य भाषा 25 असा एकत्रित 50 गुणांचा असेल.

# B. Com. I (Semester-I) Vertical E: Ability Enhancement Course Hindi

Subject Code :400108

<b>Subject Title:</b>	Communication	Skill – Iसंवाद कौशल्य
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Level	Semester	Course Code	Courses Name	Credits	Teaching	Exam	Max
					Hours	Duration	Marks
4.5	I	400108	Communication Skill – I	01	30	1 Hrs.	25
			संवादकौशल्य				

### Courses Outcomes

- 1 विद्यार्थियों को संवाद कौशल से परिचित कराया जाएगा
- 2 विद्यार्थी संवाद कौशल को उद्योग धंधों में प्रभावी ढंग से उपयोग करने में सक्षम होंगे
- 3 विद्यार्थी समझेंगे संवाद कौशल से उद्यमिता में विकास होता है
- 4 संवाद कौशल से उद्योग व्यापार व्यवसाय फलेगा फुलेगा

### 5विद्यार्थी संवाद कौशलका उपयोग करेगा

Unit System	Contents	Workload Allotted Weightage of Marks Allotted
Unit I	कार्यालयी द्वि-भाषिता और अनुवाद के प्रकार- डॉ सुरेश माहेश्वरी	15
Unit II	वाणिज्य व्यवसायिक समाचारों में प्रयुक्त हिंदी भाषा*– डॉ. ममता मेहता	15

Referencesज्ञानदीपभाग–1(संपादक:- डॉ. निभा उपाध्याय, डॉ.तीर्थराज राय, डॉ.सुशांत ठोके)

राघव पब्लिकेशन्स, नागपूर, प्रथम आवृत्ती 2024

Model Questions	<ul> <li>उपरोक्त दोनों इकाइयों पर 01 दीर्घ उत्तरीय प्रश्न 07 अंक का होगा।</li> <li>उपरोक्त दोनों इकाइयों पर 02 लघु उत्तरीय प्रश्नों के लिए 4-4 अर्थात कुल 08 अंक होंगे</li> <li>(उपरोक्त दोनों प्रश्नों में आंतरिक विकल्प होंगे)</li> </ul>
External – 15 Internal – 10 Total - 25	<ul> <li>आंतरिक मूल्यांकन(Internal Evaluation):-इकाई परीक्षा - 10 अंक</li> <li>उपरोक्त दोनों इकाइयों से संबंधित इकाई परीक्षा में 10 अंकों के 10 वस्तुनिष्ठ बहुविकल्पीय प्रश्न पूछे जायेंगे।</li> </ul>

<sup>\*</sup>CourceType : Demonstrative – Batch size -20

<sup>\*</sup>AECयह पेपर अंग्रेजी 25 अंक व अन्य भाषा 25 अंक एकत्रित 50 अंकों का होगा

### B.Com.I (Semester I)

### Vertical- e (i) (AEC) Ability Enhancement Courses Pali

### Subject Code -400108

### Subject Title – पाली उपयोजित व्याकरण

Level	Semester	Course	Courses Name	Credits	Teaching	Exam	Max
		Code			Hours	Duration	Marks
4.5	I	400108	पाली उपयोजित	01	30	1 Hrs.	25
			व्याकरण				

Courses	1.विद्यार्थ्याना पाली भाषा लिहता, वाचता, व बोलता याव	त्री यासाठी प्राथमिक माहिती					
Outcomes	शिकण्यास मिळते.						
	2.पाली संवादकौशल्यामुळे विद्यार्थ्याना अनुवादक म्हणून व	काम करता येते.					
	3.शब्द साठा वाढविणे व वाक्य रचना करण्यास मदत होते.						
	4. विद्यार्थ्याना पाली भाषा व्याकरण शिकता येते.						
	5. विद्यार्थ्यान सोबत पालीत संभाषण करता येते.						
Unit System	Contents	Teaching Hours					
Unit I	नाम, सर्वनाम, काळ व विभक्ती	15					
Unit II	पाली निबंध, पशु-पक्षी, फळ-फुले, रंग-वस्तू यांची नवे	1.5					
	पाली भाषेत सांगणे व लिहिणे	15					
References	३१ दिन मे पाली- डॉ. भदन्त आनंद कौशल्ययान, सम्यक प्र	काशन नई दिल्ली २०१३					
Model	वरीलदोन्हीघटकावर01 दीर्घोत्तरी प्रश्न 07 गुणांचा असेल.						
Questions	वरीलदोन्हीघटकांवर02 लघुत्तरी प्रश्न प्रत्येकी चार म्हणजे ।	एकूण 08 गुणांचे असतील.					
External –	)वरील दोन्ही प्रश्नांना अंतर्गत पर्याय राहतील(						
15	अंतर्गत मूल्यमापन (Internal Marks) घटक चाचणी -10	) गृण					
Internal –	वरील दोन्ही घटकाशी संबंधितघटकचाचणी ज्यात 10 गुणांचे 10वस्तुनिष्ठ बहुपर्यायी प्रश्न						
10	विचारले जातील.						
Total -							
25							

<sup>\*</sup> Course Type: Demonstrative – Batch Size - 20

<sup>\*</sup>AECहा पेपर इंग्रजी25गुण व इतर भाषा25गुण असा एकत्रित50गुणांचा असेल.

### B.Com.I (Semester -I)

### Vertical –e (i) (AEC) Ability Enhancement Course Urdu

### Subject Code-400108

### Subject Title: Communication Skill -1

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I UG	400108	اردو میڈیا (حصہ اول)	01		1 Hrs.	25

Course Outcome

1-طلباء ذرائع ابلاغ کی اہمیت سے متعارف ہوگے

2- طلباء خبروں کی اہمیت اور ترتیب کو سمجھے گے

3- طلباء ایڈیٹنگ اور سب ایڈ یٹنگ سے روشناس ہوگے

4- صنعتی تجارتی پیشوں میں خیالات بدلے گے -

5- بزنس رپورٹنگ کس طرح ہوتی ہے یہ سمجھ میں آئے گا ۔

Unit System	Contents	Work load
		Allotted
Unit –I	1- ذرائع ابلاغ کی اہمیت – تسنیم فاطمہ 2- خبروں کی اہمیت و ترتیب – نسیم احمد	15
Unit –II	1- ایڈ یٹنگ اور سب ایڈ یٹنگ ۔ او۔ پی۔ ورما 2- بزنس رپورٹنگ ۔ او ۔ پی ۔ ورما	15

### References

### پاسبان ادب :- ترتیب کار ڈاکٹر شاہدہ مناف

Model	*اوپر کے دو یونیٹ پردو میں سے ایک مفصل جواب مطلوب ہے 7 مارکس
Questions	*اوپر کے دو یونیٹ پر چار میں سے دو مختصر جوابات مطلوب ہے 8 مارکس
External -15	
Internal – 10	
	(Internal Marks )-10 Marks
Total- 25	(Objective) اوپر کے چاروں یونیٹ پر 10 مارکس کے متبادل سوالات رہے گے

<sup>\*</sup>CourceType : Demonstrative – Batch size -20

# B. Com. I (NEP) (Semester-I) Vertical E: Indian Knowledge System (Generic) Subject Code: 400109

Level	Semester	Course	Course Name	Credits	Teaching	Exam	Max
		code			Hours	Duration	Marks
4.5	I	400109	Indian	2	30	2Hrs	50
			Knowledge				
			System				
			(Generic)				

Note:1.FortheProgrammesinthefacultyofScienceandTechnologyandthefacultyofCommerceand Management, all 04 units shall be studied in the Semester-I resulting into 2 credits (50 Marks)

2. For the Programmes in the Faculty of Humanities and the faculty of Interdisciplinary studies, Unit I and Unit II shall be studied in the First Semester resulting into 1 credit course (25 Marks). Later, Unit III and Unit IV shall be studied in the Second Semester resulting into 1 credit course (25 Marks).

Course Outcomes:

### Aftercompletion of this course successfully, students would be able to

- 1. Develop an appreciation about the role and importance of Veda, Vedangas, Upanishadas, Ramayana, Mahabharata, 64 art forms, etc.
- 2. Explain the roleand importance of Science and TechnologyinIndia
- 3. Gainknowledgeaboutthe roleandimportanceofYogaandAyurveda
- 4. Understandtheroleandimportanceofgovernance, publicadministration through Kautilya's Artha Shastra, Vidur Niti, etc.
- 5. Takeup a detailed studyof someofthese topics and exploretheirapplication potential

Unit I (Humanities): Importance of ancient Indian knowledge, Ancient Indian Culture, Introduction to the Four Vedas, vedangas, upanishadas, Vedic schools of philosophy: Samkhya and Yoga darashana, non-vedic philosophical systems: Baudhha school of philosophy and Jain School of philosophy; Indian Religions: Hindu, Jain and Bauddha, Wisdom through: Puranas, Ramayana, Mahabharata, Shrimad Bhagwad Geeta, Indian approach to psychology, the triguna system, Prominent ancient art forms and skills.(64 Kalas)

**Unit II (Science and Technology):** Number system and units of measurement, The concept of zero and its importance, decimal system, measurement of time, distance and weight, Elements of the panchanga- the Indian calendar system, Town planning and architecture, irrigation and water management, dyes and painting technology, Vastu Shastra-the science of architecture, amazing stone architectures of temples in India, Metals and metal working technology, iron and steel in India.

**Unit III (Inter-disciplinary):** Impact of yoga way of life on emotional intelligence, Ayurveda: definition of health, tridoshas-relationship to health, dinacharya- dailyregimen for wealth and wellness, surgical techniques, disease management: diagnostic techniques, sleep and food- importance to health, drugs and physical therapy.

Unit IV (Commerce an Management): Governance and public administration: Kautilya's Arthashastra-governance and administration, Vidura Niti: advice to head ofthe nation, Trading in ancient India, ancient Indian agriculture, crops and tools; ways of travelling and business, animal husbandry, ancient Indian ports.

### TextBooks:

- 1. IntroductiontoIndianKnowledgeSystem:ConceptsandApplicationsbyB.Mahadevan,VinayakR. Bhatand Nagendra P. R. N., PHI LearningPrivate Limited, 2022.
- 2. Kapur K and Singh A. K (Eds) 2005). Indian Knowledge Systems, Vol. 1. Indian Institute of Advanced Study, Shimla. Tatvabodh of sankaracharya, Central chinmay mission trust, Bombay, 1995.

### ReferenceBooks:

1. CollectionofFourVedas(RigvedaSamhita, YajurvedaSamhita, SamvedaSamhita, AtharvaVeda Samhita), by Pandit ShriRam Sharma Acharya, Motilal Banarasidass

- 2. Collection of Vedas (Rigveda, Shukla Yajurveda, Krishna Yajurveda, Samveda, Atharva Veda), by Brahmarshi Maha Mahopadhyaya Pandit Shreepad Damodar Satvalekar, Publisher: Swadhyaya mandal, Pardi (Balsad), Printer: Samvad Tradeprints, 1005, Sadashiv Peth, Pune
- $3. \quad Nair, Shantha N. Echoes of Ancient Indian Wisdom. New Delhi: Hindology Books, 2008.$
- 4. SKDas, Theeducation system of Ancienthindus, Gyan publication house, India
- 5. BLGupta, Value and distribution system in India, Gyan publication house, India
- $6. \quad Reshmiram dhoni, Ancient Indian Culture and Civilisation, Starpublication, 2018$
- 7. Supriya LakshmiMishra, Cultureand History of Ancient India (With Special Reference of Sudras), 2020.
- 8. Gambirananda, Swami, Tr. *Upanishadswiththe Commentary of Sankarachrya*. Kolkata: Advaita Ashrama publication Department, 2002.
- $9. \quad Ranganathan and a, Swami. \textit{The Message of the Upanishads}. Bombay: Bharathya Vidya Bhaven, 1985.$
- 10. OmPrakash, Religionand Society in Ancient India, Bhariya Vidhya Prakashan, 1985
- 11. JAuboyer, Daily Lifein Ancient India from Approximately 200 BC to AD 700, Munshiram Manoharlal publication, 1994.
- 12. DKChakkrabarty, Makkhan Lal, History of Ancient India (Set of 5 Volumes), Aryanbook International publication, 2014
- 13. Dr.GirishNathJha,Dr.UmeshKumarSinghandDiwakar Mishra,ScienceandTechnologyinAncient Indian Texts, DK Print World limited,
- 14. SwamiBBVishnu, VedicScienceandHistory-AncientIndian's Contribution to the Modern World, gosai publication, 2015
- 15. Chatterjee, S.C. The Nyaya Theory of Knowledge. Calcutta: University of Calcutta Press, 1950.
- $16. \ \ Dasgupta, Surendra. A History of Indian Philosophy. Delhi: Motilal Banarsidass, 1991. Vols. III \& IV. A surendra and A surendra and$
- 17. Mercier, Jean L. From the Upanishads to Aurobindo. Bangalore: Asian Trading Corporation, 2001.
- 18. M.Hiriyanna. Essentials of Indian Philosophy. London: Diane Publications, 1985.
- 19. Hume, Robert Ernest, Tr. The Thirteen Principal Upanishads. Virginia: Oxford University Press, 1931.
- 20. Radhakrishnan, S. Principal Upanishads. New York: Harper Collins, 1963.
- 21. Satprakashananda. *The Methods of Knowledge according to Advaita Vedanta*. Calcutta: Advaita Ashram, 2005.
- $22. \ \ Potter, K.H. \textit{Encyclopaedia of Indian Philosophies}, Vol. III. Delhi: Motilal Banara sidass, 2000.$
- 23. मराठट्रवि विकाश, संपा. तक[तीथ[लंबमणशाeठुंीजोशी, म. रा. साह्र ×यआर्णसंकृतीमंडळ, मं्ई
- 24. भारतीयसंकृतिकोश, संपा. पंमहादेवशाèढुंीजोशी, भारतीयसंकृतिकोशमंडळ, शर्वनवारपेठ, पूर्ण.
- 25. अठराप्राग्रांपा. A. न. जोशी, AसादAकाशन, प्णे.
- 26. भारतीयसंकृती, सानेग्\जी, साधनाभकाशन, प्णे.

### **B.Com.I** (Semester-I)

### Vertical –e (iii) Value Education Course English

### Subject code -400110

### **Subject Title – VEC English**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam. Duration	Max. Marks
4.5	1 UG	400110	VEC English	01	30	01 Hours	25

Course	1) The students will recognize the values.			
Outcomes	2) Value Education will develop the personality of students.			
	3) Value Education will assist to make a better citizen.			
	4) Value Education will instill credibility in Trade and Industry.			
	5) Value Education will establish transparency in Business			

Unit	Content	Teaching Hours
System		
Unit 1	Legal Alien(Self esteemed skills) –Rutangye Crystal	15
	Butungi	
	Action will be taken (Empathy skills) – Heinrich Boll	
Unit 2	The letter (Customer relation skills) – G.G.Joshi	15
	Lemon – Yellow and Gig – Manohar Malgaonkar	

# References: English and Soft Skills –Vol.2 . By- S.P.D hanavel ( OrientBlackSwan publication)

Model	-Based on the above 02 Units, 1 Long Answer Questions will
Questions	be asked- each for 07 Marks.
	-Based on the above 02 Units, 02 Short Answer Questions
	will be asked-each for 04 Marks. (08)
External-15	- Internal Assessment -10 Marks.
Internal -10	- Unit Test related to above 02 Units will be conducted
Total-25	where 10 Multiple Choice Questions will be asked. (10)

\*CourceType : Demonstrative – Batch size -20

Note: VEC is English and MIL 25 marks each.

### B.Com I (Semester – I) Vertical- e (iii) Value Education Courses Marathi Subject Code -400110 Subject Title -मूल्य शिक्षण मराठी – 1

Level	Semester	Course Code	Courses Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	400110	मुल्य शिक्षण मराठी –1	01	30	1 Hrs.	25

### Courses Outcomes:

- 1. विद्यार्थ्यांना मूल्यांची ओळख होईल.
- 2. मूल्य शिक्षणामुळिखिद्यार्थ्यांच्या व्यक्तिमत्त्वाचा विकास होईल.
- 3. मूल्य शिक्षणामुळचिांगला भारतीय नागरिक घडली
- 4. मूल्य शिक्षणामुळ 🗓 यापारात विश्वासाहर्यता निर्माण होईल.
- 5. मूल्य शिक्षणामुळ ब्यावसायात पारदर्शकता य**ई**ली.

Unit	Contents	Teaching
System		Hours
Unit I1	व्यवसायानं खूप काही शिकवलं - धनंजय दातार	15
2	□र्टिफिशियल <b>टि</b> लिजन्स - प्र <b>ि</b> कुमार जयस्वाल	
Unit II	सामाजिक व राजकीय क्षश्चातील पर्यावरण - किशोर रिठ□	15
1		
	संग्रीक्षग्रीत करिअरला वाव — सुधीर संग्रीकी	
2		

References विचारशोध भाग – 1 राघव पब्लिक्श्रीन्स, नागपूर, प्रथम □वृत्ती 2024

Model	वरील 02घटकावर □धारीत 01 दीर्घोत्तरी प्रश्न 07गुण
Questions	वरील 02घटकावर 🗆 धारीत 02 लघुत्तरी प्रश्न प्रत्यक्षी 04 म्हणजिष्कूण 08गुण
	(वरील दोन्ही प्रश्नांना अंतर्गत पर्याय राहतील.)
External – 15	अंतर्गत मूल्यमापन (Internal Marks) घटक चाचणी -10गुण
Internal – 10	वरील चारही घटकाशी संबंधित घटकचाचणी ज्यात $f 10$ गुणांच $f 10$ वस्तुनिष्ठ बहुपर्यायी प्रश्न विचारल $f \Box$
Total - 25	जातील.

<sup>\*</sup>CourceType : Demonstrative – Batch size -20

 $<sup>*</sup>_{
m VEC}$ हा प्राःखे ग्रिजी25गुण व  $\,$  तिर भाषा25गुण असा एकत्रित50गुणांचा असत्वि

### B.Com I (Semester – I) Vertical- e (iii) Value Education Courses Hindi Subject Code -400110

### Subject Title -मूल्य शिक्षण हिंदी-1

Level	Semester	Course Code	Courses Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	400110	मूल्य शिक्षण हिंदी-1	01	30	01 Hrs.	25

### Courses Outcomes

- 1.विद्यार्थी मूल्यों की पहचान करेंग□
- 2. मूल्यपरक शिक्षा सर्विद्यार्थियों कव्यिक्तित्व का विकास होगा।
- 3. मूल्यपरक शिक्षा एक बह्तर भारतीय नागरिक बनाएगी
- 4. मूल्य शिक्षा सउद्योग व्यापार में विश्वास पैदा होगा।
- 5 मूल्य शिक्षा व्यवसाय में पारदर्शिता लाएगी।

Unit System	Contents	Workload Allotted
		Weightage of Marks Allotted
Unit I 1	कार्य जीवन संतुलन —डॉ. नह्यीभंडारकर	15
2	दूसरों किंिंग जीना- भूवेंद्र त्यागी	
Unit II	1नर हो,न निराश करो मन को- मैथिली शरण गुप्त	
	2भारतीय सैनिकों का समर प्रयाण- हरिवंश राय बच्चन	15
	3सुनों, नदी कुछ कहती है-ड़ॉ.अर्ज़िनबी युसुफ शखि	
	4हम बालदिवस मना रहिंद्ये डॉ पूनम मानकर पिस□	

Referencesज्ञानदीपभाग—1 (संपादक:- डॉ. निभा उपाध्याय, डॉ.तीर्थराज राय, डॉ.सुशांत ठोक्री)

राघव पब्लिक्श्रान्स, नागपूर, प्रथम □वृत्ती 2024

Model Questions	उपरोक्त02किार्टीं पर □धारित 01 दीर्घ उत्तरीय प्रश्न 7 अंक     उपरोक्त 02 किार्टीं कि. धार पर 02 लघु उत्तरीय प्रश्न, पर 4-4 अंक अर्थात कुल 08 अंक
External – 15 <u>Internal – 10</u> Total – 25	<ul> <li>(उपरोक्त दोनों प्रश्नों में □तिरिक विकल्प होंग)</li> <li>□तिरिक मूल्यांकन(Internal Evaluation):-क्राई परीक्षा -10 अंक (उपरोक्त सभी 02कि।खीं सिर्सिबंधित क्रिाई परीक्षा - में 10 अंकों कि वस्तुनिष्ठ बहुविकल्पीय प्रश्न होंगि)</li> </ul>

<sup>\*</sup>Cource Type : Demonstrative – Batch size -20

<sup>\*</sup>VECयह प्राःस अंग्रजी 25 अंक व अन्य भाषा 25 अंक एकत्रित 50 अंकों का होगा

### B.Com –I (Semester I) Vertical-e Value Education Course Sanskrit

Subject code: 400110

 ${f Subject\ Title}$ - नीतिशतकातील नीतिविचार भाग1

Level	Semester	Course	Course name	Credit	Teaching	Exam	Max
		code			hours	Duration	marks
4.5	1	400110	नीतिशतकातील नीतिविचार भाग $1$	01	30	01 hr.	25

Course Outcome	1. विद्यार्थ्यांना संस्कृतभाषिति नीतिविषयक ग्रंथाचा परिचय होईल.
	2. विद्यार्थ्यांना नीतिशतकात वर्णित विविध नीतिविषयांच ज्ञान होईल.
	3. विद्यार्थ्यांना नीतिशतकातील तर्कशुद्ध व वास्तववादी विचारांची ओळख होईल.
	4. विद्यार्थ्यांना नीतिसाहित्याच <u>मि</u> हत्त्व □त्मसात करता य <b>ई</b> ली.

Unit system	Content	Teaching Hours	
Unit I	अज्ञपद्धती	15Hr	
	विद्वत्पद्धती		
Unit II	मानशौर्यपद्धती	15Hr	
	परोपकारपद्धती		
References	1. नीतिशतकम् – संपादक जोशी अयाचित, सुयोग प्रकाशन, अमरावती		
	2. नीतिशतकम्- डॉ. स्वानंद पुंड ऋचा प्रकाशन		
Model Questions	वरील 02 घटकावर □धारित 1दीर्घोत्तरी प्रश्न 7 गुण		
	वरील02घटकावरआधारित02लघुत्तरीप्रश्नप्रत्येकी4 म्हणजेएकू	ण08	
	गुण(वरीलदोन्हीप्रश्नांनाअंतर्गतपर्यायराहतील)		
External- 15	अंतर्गत मूल्यमापन ( Internal Evaluation) – घटक चाचणी 10 गुण		
Internal -10 Total -25	(वरील चारही घटकांशी संबंधित $10$ बहुपर्यायी प्रश्न $10$ गुणांसाठी घटकचाचणीत विचारल	जातील.)	

 $Cource Type: Demonstrative-Batch\ size\ -20$ 

VEC हा प्रिची ग्रिजी 25 गुणांचा  $\square$ णि अन्य भाषा 25 असा एकत्रित 50 गुणांचा असिची

# B.Com.I (Semester I)

# Vertical- e (iii) Value Education Courses Pali

### Subject Code -400110

### Subject Title -मूल्य शिक्षण पाली -1

Level	Semester	Course Code	Courses Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	400110	मूल्य शिक्षण पाली —1	01	30	01 Hrs.	25

Courses	1.विद्यार्थ्यांना मूल्यांची ओळख होईल.					
Outcomes	2.मूल्यशिक्षणामुळिखिद्यार्थ्यांच्या व्यक्तिमत्त्वाचा विकास होईल.					
	3.मूल्यशिक्षणामुळचांगला भारतीय नागरिक घडछा					
	4.मूल्यशिक्षणामुळ् <u></u> उद्योग व्यापारात विश्वासाहर्यता निर्माण होईल.					
	5.मूल्यशिक्षणामुळब्यिवसायात पारदर्शकता य <b>ई</b> ली.					
Unit System	Contents	Teaching Hours				
Unit I 1	धम्मचक्रप्रवर्तनसुत्त	15				
2	धम्मपद — बुद्धावग्ग, क्रोधवग्ग,					
Unit II 1	सुत्तनिपात - पराभवसुत्त, महामंगलसुत्त	15				
2	चार 🗆 र्य सत्त्य व अष्टागिक मार्ग					
References	धम्मपद — नव नालंदा महाविहार नालंदा, बिहार . २०१८					
	सुत्तनिपात - नव नालंदा महाविहार नालंदा, बिहार . २०१८					
Model	वरील02घटकावर⊟धारीत01 दीर्घोत्तरी प्रश्न 07 गुण					
Questions	वरील02घटकावर□धारीत02 लघुत्तरी प्रश्न प्रत्यक्षी 04 म्हणजा्फ्रूण 08 गुण					
External – 15	अंतर्गत मूल्यमापन (Internal Marks) घटक चाचणी - 10 गुण					
<u>Internal – 10</u> Total - 25	गी प्रश्न विचारल <b>जा</b> तील.)					

<sup>\*</sup> Course Type: Demonstrative – Batch Size – 20

<sup>\*</sup>VECहा प्रिः चिजी 25गुण व  $\Box$ र भाषा 25गुण असा एकत्रित 50गुणांचा असिः

### B.Com.I (Semester -I)

### Vertical –e (III) Value Education Courses (VEC) Urdu

### Subject Code-400110

اخلاقیات (اردو) -: Subject Title

Level	Semester	Course	Course	Credits	Teaching	Exam	Max Marks
		Code	Name		Hours	Duration	
4.5	1	400110	اخلاقيات	01	30	1 Hrs.	25

Course Outcomes

1- طلباء اخلاق سے متعارف ہوگے۔
 2- طلباء اچھے اخلاق کی اہمیت سمجھے گے
 3- صنعتی تجارتی پیشوں میں طلباء اخلاق سے پیش آئے گے۔
 4- طلباء کے اخلاق کی وجہ سے ایک بہترین سماج بنے گا۔
 5-طلباء اچھے شہری بنے گے

Unit System	Contents	Teaching Hours
Unit –I	1ـ روشنی (افسانہ ) ۔ پریم چند	15
	2۔ اپنی مدد آپ ۔ سرسید احمد خان	
	1۔گھر کی تربیت ۔ مولوی ذکا اللہ	
	2- ادب میں اخلاقی اقدار کا تقاضا ۔ محمد کلیم ضیا	
Unit-II	1-دنیا (نظم) نظیر اکبر بادی	
	2 قوم کی لڑکیوں سے خطاب(نظم) چکبست	15
	1۔اے شریف انسانوں(نظم) ساحر لدھیانوی	
	2۔جاوید کے نام (نظم) علامہ اقبال	

Reference s

پاسبان ادب :- ترتیب کار - ڈاکٹر شاہدہ مناف

Model	*اوپر کے چاروں یونیٹ پرچار میں سے 1 مفصل سوال حل کرنا ہے ایک پر 07 مارکس کل
Questions	07 ماركس
	*اوپر کے چاروں یونیٹ پرچھ میں سے چار مختصر سوالات حل کرنا ہے ہر ایک پر 2
External -15	مار کس کل 80 مار کس
Internal – 10	(Internal Marks )-Unit Test = 10 Marks
	(Objective) اوپر کے دونوں یونیٹ پر 10 مارکس کے10 متبادل سوالات رہے گے
Total- 25	

<sup>\*</sup>Cource Type : Demonstrative – Batch size -20