



Shiksha Mandal's
G. S. College of Commerce, Wardha
(Autonomous)

B.Com. (Major in Accountancy & Business Studies)



Semester – II

Fundamentals of Financial Accounting (BCABS 2.1)			
Teaching Hours: 60	Total Credits: 4	Total Marks: 70+30 = 100	Group: Major Core
Objectives: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.			
Learning Outcomes: 1. To understand the fundamentals of accounting and the process of recording transactions in a journal. 2. To get acquainted with the concept and process of preparing ledgers and trial balance. 3. The students would be coherent with the knowledge of rectifying the errors. 4. To understand the reconciliation procedure of bank statements.			
Unit	Content		
I	Fundamentals of Accounting: Theory: Meaning and scope of Accounting, Need, Development & Definition of accounting, Branches of accounting and Principles, Concepts and Conventions of accounting, Journal Entries of Transactions; Meaning, importance and benefits of Accounting Standards. Practical Problems: Preparation of Journal of Sole Proprietor.		
II	Ledger and Trial Balance: Theory: Meaning of Ledger, different types of ledgers, importance and objectives of ledgers, meaning of trial balance, importance and objectives of trial balance, uses of trial balance, advantages and limitations of trial balance. Practical Problems: Preparation of Ledgers, Simple Cash Book, Simple Bank Book and Trial Balance.		
III	Rectification of Errors: Theory: Meaning and introduction of Rectification of errors, types of errors, stages of errors, difference between error and mistake, steps to locate errors, errors before trial balance, errors after trial balance and errors after final accounts are prepared. Practical Problems: Problems on Rectifying Errors.		
IV	Bank Reconciliation Statement: Theory: Introduction- Debit and Credit balances, Reasons for Discrepancies, Omission of entry, overdraft, difference between cash book and bank book, objectives and importance on Bank Reconciliation Statement. Practical Problems: Problems on Bank Reconciliation Statement.		
Books Recommended:			
1. Financial Accounting , Paul, S. K, New Central Book Agency 2. Financial Accounting for Managers - Ghosh, T. P. Taxman Allied Service 3. Financial Accounting - Dr. V. K. Goyal, Excel Books 4. Financial Accounting - Jain S.P., Narang K.L., Kalyani Publishers, Delhi. 5. Financial Accounting - Grewal, Shukla, S. Chand Publications, Delhi 6. Advanced Financial Accounting - R.S.N. Pillai, Bhagavathi, S. Uma, S. Chand 7. CA Foundation and Intermediate Modules by ICAI.			



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Semester – II

Basics of Economics (BCABS 2.2.1)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Minor
Objectives: 1. To provide the students an understanding of basic concepts of business economics. 2. To make the students familiar with the fundamentals of economics.			
Learning Outcomes: 1. Understand the basic concepts of economics and contribution by traditional economists, and would be aware about the central problems of the economy. 2. Correlate how the individuals make decisions on the basis of choice, satisfaction and income level and understand application through realistic case studies.			
Unit	Content		
I	Introduction to Economics - Economics - Meaning, Nature, Scope, Importance - Contribution of Economists - Adam Smith, Alfred Marshal, Lionel Robbins - Definition, Features, Criticisms - Economic Systems- Socialism, Capitalism, Mixed- Meaning, Merits and demerits - Central Problems of Economic System - Production Possibility Curve - Meaning, Properties		
II	Foundation of Economic Analysis - Micro & Macro Economic Analysis - Meaning, Definition, Features, Merits, Demerits - Case Study on Bajaj Auto (Micro Analysis), Case Study on Automobile Sector (Macro Analysis) - Utility Analysis - Meaning, Features, Types - Law of Diminishing Marginal Utility - Meaning, Definition, Concept, Assumptions, Exceptions - Law of Equi Marginal Utility - Meaning, Definition, Concept, Assumptions, Limitations/Criticisms.		
Books Recommended: 1. An Introduction to Modern Economics , Hardwick, Khan & Langmead, Longman London & New York. 2. Modern Economics – H. L. Ahuja, S. Chand & Co Ltd, Latest Edition. 3. Micro Economics – P. N. Chopra, Kalyani Publishers. 4. Principles of Economics – D. M. Mithani, Himalaya Publishing House, Latest Revised Edition. 5. Modern Economic Theory – K. K. Dewett, S. Chand & Co Ltd, Latest Revised Edition. 6. Advance Micro Economic Theory – M. Maria John Kennedy, Himalaya Publishing House, Latest Revised Edition.			



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Semester – II

Computer Hardware and Networking (BCABS 2.2.2)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Minor
Objectives: 1. To provide the students an understanding of basic concepts of hardware. 2. To make the students familiar with the concepts of Networking.			
Learning Outcomes: 1. The students will be able to understand the basic concept of hardware, its types and assembly of various hardware components. 2. The students will be able to understand the concept of networking, configuration, various networking models and networking devices.			
Unit	Content		
I	Computer Hardware: Introduction to Computers: Basics of Computers, Organization of Computers, Software, and Hardware Input/output devices: motherboard, types of motherboards, SMPS troubleshooting, Inside the PC: Opening the PC and identification of various components, study of different blocks, assembling and disassembling, modification, and replacement of components		
II	Networking: Network basics and configuration: Setting IP addresses and sharing files and folders Network troubleshooting, PING test, ipconfig and network testing commands, crimping, etc. Network Types: LAN, WAN, MAN, and PAN Setting of the network connection, Networking Model: The OSI Model and TCP/IP Model work with various networking devices: routers, switches, modems, hubs, etc. working with Wired and wireless technology.		
Books Recommended: 1. Operating System Concept – Silberschatz, Galvin & Gagne, John Willey & Sons Inc, Haboken, NJ 2. The UNIX Programming Environment – Kernighan & Pike, PHI, London 3. Linux: The Complete Reference (Sixth Edition) – Richard Petersen, McGraw Hill, New Delhi 4. The Complete Reference, PC Hardware – Craig Zacker John Rourke, McGraw Hill, New Delhi 5. Cisco Networks – Christopher Carthern, William Wilson, Noel Rivera, Richard Bedwell 6. Computer Networks – Fourth Edition, Andrew S., Tanebaum			



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Semester – II

Thoughts of Management (BCABS 2.2.3)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Minor
Objectives: 1. To understand the basic concepts and principles in Management Thought. 2. To study the strategic approaches to managing a business successfully in a global context.			
Learning Outcomes: After learning this subject, students will be able to: 1. Understand various perspectives and concepts in the field of Modern Management. 2. Develop skills for applying these Management concepts to emerging business problems.			
Unit	Content		
I	Development of Management Thought: Scientific Management Concept of F.W. Taylor, Functional Management Theory of Henry Fayol, Human Relations Movement of Elton Mayo. Behavioural Sciences Movement of A. Maslow, The Modern Period Management and New Schools of Management thought. Comparison of Scientific Management and Modern Management Concept.		
II	Schools of Management Thought: Social System School of Chester Bernard, Features, Contribution and Limitations of Social System School of Management. Quantitative School Features, Contributions and Criticisms of Quantitative School of Management. , Decision Theory School- Features, Contributions and Limitations , Contingency Theory School- Introduction, Features Contribution and Limitations.		
Books Recommended: 1. Organisation and Management – Dr. C.B. Gupta, Shatya Bhavan Publication Agra. 2. Principles and Practices of Management – L. M. Prasad, Sultan Chand & Sons New Delhi (2019). 3. Development of Management Thoughts – Pollard, Think Inc (28 June 2019), Amazon Asia-Pacific Holdings Private Limited. 4. Principles of Business Management – T. Ramasamy, Himalaya Publication House Mumbai, 5. Management: Challenges in 21st Century – S.H. Goodman & P.M. Fandt, Vintage Publishing House.			



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Semester – II

Production Management (BCABS 2.3.1)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
Objectives: 1. Understand the various concepts & functions of Operations Management. 2. Learn the techniques & applicability of Operations Management.			
Learning Outcomes: 1. Students will be able to understand the various aspects, systems, methodologies, processes, policies and concepts related to Production Management. 2. They will also be able to adopt techniques for achieving Production goals of the organisation through optimum use of effective resources of the organisation.			
Unit	Content		
I	An Introduction to Production Management a. Meaning & Introduction to Production Management b. Scope of Production Management w.r.t. Design & Selection of Product, Selection & Planning for Process as well Layout, Selection of Location, Capacity Planning, Types of Production systems Criteria of Performance. c. Production Strategy: -planning and control issues involving capacity and quality.		
II	Productivity a. Introduction & Meaning of Productivity & Output b. The concepts of Inputs & Productivity Measures c. The concept of Multi Factor Productivity d. Introduction to - e. Business Process Re-engineering (BPR) f. Benchmarking & its classification g. Introduction to various measures to increase Productivity. h. Meaning of Pursuit of Excellence Latest concepts in Production Management & Japanese Contribution.		
Books Recommended: 1. Production & Operations Management – S. N. Chary, Tata McGrawHill 2. Production & Operations Management – Chunawala & Patel, Himalaya PH. 3. Production & Operations Management – K. Ashwathappa & K. Bhat, Himalaya 4. Production & Operations Management – Upendra Kachru, Excel Books 5. Production and Operations Management – N. Nair; Publisher: Tata Mc. Graw Hill			



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Semester – II

Project Management (BCABS 2.3.2)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
Objectives: 1. To learn a systematic approach towards project management. 2. To develop an understanding of various models and techniques of Project Management.			
Learning Outcomes: 1. Students will come to know the basic concept of the Project Management & its plan. 2. Students will learn to identify the techniques, risk, teambuilding and the basic knowledge of the elements of Project control.			
Unit	Content		
I	Introduction to Project Management- Definitions, Concept of Project Management, Characteristics and Objectives of Project Management, Importance of Project Management, Project Scope & Priorities, Project limitations, Project Management Plan and Process, Introduction to Project Life Cycle; Qualities of an effective Project Manager and Organisation Structures - Benefits & Drawbacks of Various Organisation Structures		
II	Project Management Techniques, Project Costs, Project Control, Monitoring and Closure- Team Development Model, Introduction to the techniques and practices in the Project Management, Project Risk Identification, Project Costs – Various Costs associated with Projects, Project Control – Time Constrained & Resource Constrained Projects. Project Control process, Monitoring Time performance and Project Closure		
Books Recommended: 1. Project Management – S. Chowdhary, McGraw Hill 2. Project Management – V. C. Sontakki, Himalaya Publishing House 3. Project Management – Clifford F. Gray, Erik W. Larson, McGraw Hill 4. Project Management – Jeffrey Pinto, Pearson			



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Semester – II

Operations Management (BCABS 2.4.1)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
Objectives: 1. Understand the various concepts& functions of Operations Management. 2. Learn the techniques & applicability of Operations Management.			
Learning Outcomes:			
Unit	Content		
I	Introduction to Operations Management: a. Definition, Need, Objectives & Importance of Operations Management b. Role of Operations manages in various sectors c. Elements & Functions of Operations Management d. Factors affecting Operations Management e. Difference between Production and Operations Management f. Strategies of Operations Management g. Meaning & Importance of Service Operations Management		
II	Application of Operations Management: a. Techniques of Operations Management b. Operations Management in Manufacturing, Logistics & Banking Industry c. Material Requirement Planning System: Objectives, functions& Application d. Process of Material Requirement Planning System e. Concept of Just-In-time approach of Inventory Management f. Types of Costs, Basic concepts of maximum stock, minimum stock, Re-order point, buffer stocks g. Numerical on Inventory costs & Basic EOQ Model.		
Books Recommended: 1. Production & Operations Management – Chunawala & Patel, Himalaya Publishing House. 2. Production & Operations Management – K. Ashwathappa & K. Shridhar Bhat, Himalaya Publishing House 3. Operations Management – Shridhar, Himalaya Publishing House.			



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Semester – II

Indian Financial System (BCABS 2.4.2)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
Objectives: 1. To enable the students with the understanding of Indian Financial System. 2. To equip the students with knowledge of financial instruments, financial regulations and financial services the organization's internal & external structure, evaluating present-day strategies.			
Learning Outcomes: After learning this subject, the students will be able to understand: 1. The concept of money markets, capital markets and various instruments of money and capital markets. 2. The instruments of capital markets, financial markets.			
Unit	Content		
I	Components of formal financial system- Structure & Functions of Financial system, financial system and economic growth. Money Markets – Meaning and Instruments: - Treasury Bills, Commercial papers, Commercial bills, Call money market: Meaning and Features Capital Market Capital Market: Meaning and Features Types of Capital Market: Meaning and Features Structure of the Indian Capital Market – Recent Developments in the Indian Capital Market		
II	Financial Instruments: Traditional Instruments: Equities, Debentures and Bonds; Hybrid Instruments: Different types of bonds such as Floating Rate Bonds, Zero Coupon Bonds, Deep Discount Bonds, Inverse Float Bonds: Meaning and Features. Financial Regulations & Financial Services- Financial Regulation - SEBI, RBI and IRDA: Meaning and Functions. The Derivative Market in India: Meaning of Derivatives; Participants in the Derivatives Markets – Hedgers, Arbitrageurs and Speculators (concept & role), Types of Financial Derivatives – Forwards, Futures, Options and Swaps: Concept and Features.		
Books Recommended: 1. Pathak Bharati (2008): The Indian Financial System –Markets, Institutions, and Services, (2nd Edition), Pearson Education, New Delhi. 2. Financial Institutions and Markets, Growth and Innovation, Bhole L. M., Tata McGraw-Hill, New Delhi, 2008. 3. Financial Economics, Bodie, Z. et. el, Pearson Education, New Delhi, 2009. 4. Introduction to Futures and Options Market, Hull John, Prentice Hall of India, Delhi, 2002. 5. Financial Services, Khan M.Y., Tata McGraw Hill, New Delhi, 2007. 6. Management of Banking and Financial Services, Paul, J. and P. Suresh, Pearson Education, Delhi, 2008. 7. Reserve Bank of India (various issues) Report on Currency and Finance, RBI, Mumbai. 8. Reserve Bank of India, Occasional Papers, Vol. 18, Nos. 2 & 3, RBI, Mumbai 1997. 9. Derivatives: An Introduction, Strong, R. A., Thomson Asia Pvt. Ltd, Bangalore, 2002. 10. Futures and Options, Sridhar, A. N., Equities and Commodities; Shroff Publishers, Mumbai 2006.			



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Semester – II

Basics of Tally Prime (BCABS 2.5)			
Teaching Hours: 45 (Theory + Practical)	Total Credits: 2	Total Marks: 35+15 = 50	Group: Vocational Skill Courses
Objectives: 1) To acquaint students with the Basics use of Tally Prime. 2) To acquaint students with practical understanding of creation of accounting and inventory masters, accounting of various business transactions, accounting of taxes (GST), daily accounting reports etc.			
Learning Outcomes: After learning this subject, students will be able to: 1) Understand the installation procedure of Tally Prime, Creation of Company in Tally Prime, Creation of Accounting Masters in Tally Prime. 2) Understand creation of Inventory Masters, Maintenance of Godowns, Activation of GST and Accounting of GST transactions and various reports (Day Book, Trial Balance, Profit & Loss A/c, Balance Sheet and Stock Summary) in Tally Prime.			
Unit	Content		
I	Introduction to Tally Prime – Installation Procedure, Opening Tally Prime, Creating a Company. Creating Accounting Masters – Introducing Groups, Introducing Ledgers, Introducing Vouchers and accounting vouchers transactions. Bank Reconciliation, Cheque Printing		
II	Creating Inventory Masters – Stock Groups, Stock Items, Unit, Godown and inventory vouchers transactions. Introduction to GST – GST activation, GST Ledgers, GST Invoicing, Working with GST Reports Reports – Day Book, Trial Balance, Profit & Loss A/c, Balance Sheet and Stock Summary.		
Books Recommended: 1. Tally Prime – Tally Education Private Ltd (TEPL). 2. Official Guide to Financial Accounting Using Tally Prime – BPB Publications. 3. Mastering in Tally Prime – Ascent Prime Publications. 4. Tally Prime GST – United Publications 5. Tally Prime Training Guide – BPB Publications.			



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Correspondence Skills (BCABS 2.6.1)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Skill Enhancement Courses
Objectives to achieve after studying unit I and II: 1. To introduce Business correspondence. 2. To develop writing skills of correspondence. 3. To develop skills of analysis of a given text. 4. To develop creative writing skills.			
Learning Outcomes: After studying this subject, students would be able to achieve the following course outcomes as per Bloom’s taxonomy: 1. CO1 and CO2- Unit I- will achieve the attaining of CO1 and CO2 Remember and Understand by asking questions on various business letters 2. CO3 and CO4- Unit II – Unseen Passage-will achieve the attaining of CO3- Apply and CO4-Analyze by asking questions based on unseen passage for comprehension. The students have to apply their skills of reading, analyzing and attempt the questions 3. CO5 and CO6- Unit II- Expansion of an idea and Vocabulary/grammar-based exercises will achieve the attaining of CO5-evaluate and CO6-create			
Unit	Content		
I (20M)	Business Correspondence i) Business Enquiry Letters- Enquiry about products and services with seller, Reply to enquiries ii) Business Order Letters- placing order about products and services, Reply to orders iii) Business Complaint Letters- Writing complaint letters to the seller about bad quality, less quantity, wrong products iv) Business Adjustment Letters- providing proper adjustment to the buyer v) Letters to Banks-Writing applications for bank loans, issuing of cheque book		
II (15M)	i) Unseen Passage for comprehension with 5 questions based on it (3 questions on write the answer, 1 question on vocabulary-(write the synonym or antonym of a word from passage, 1 question on give a suitable title to the passage) ii) Expansion of an idea based on given points iii) Vocabulary exercise – Fill in the blanks with appropriate homonyms given in brackets		
Books Recommended: 1. Business Communication – Urmila Rai, S.M. Rai - (Himalaya Publishing House) 2. Business Communication – V. K. Jain & Omprakash Biyani (S. Chand) 3. Business Correspondence and Report Writing – R.C. Sharma & Krishna Mohan (Tata McGraw-Hill) 4. Developing Communication Skills – Krishna Mohan & Meera Banerji (Macmillan)			



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Public Administration (BCABS 2.6.2)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Skill Enhancement Courses
Objectives: 1. To understand the concept of Public Administration 2. To understand its importance 3. Role of Public Administrators			
Learning Outcomes: After studying this subject, students would be able to understand the administrative systems in India.			
Unit	Content		
I	i) Meaning, scope and significance of Public Administration ii) Public and Private Administration iii) Public Services-Central, State and Local Government iv) Constitutional Framework of Government		
II	i) Basic elements of administrative governance Planning, Organizing, Directing and Controlling ii) Characteristics of Public Administration--- Public interest, Equality in society, Tax collection etc. iii) Role of Public Administration in development- Concept of good governance iv) Union Government-Executive, Parliament, Judiciary		
Books Recommended:			
1. Indian Public Administration – Institutions and Issues, Ramesh K Arora and Rajani Goyal: Vishwa Prakashan, New Delhi, 1996. 2. From Government to Governance – Kuldeep Mathur: National Book Trust, New Delhi, 2010. 3. Indian Administration – Hoshiar Singh: Kitab Mahal, New Delhi, 2004. 4. Indian Administration – S.R. Maheshwari: Orient Longman, Delhi, 2005. 5. Public Administration in India – S.R. Maheshwari: Oxford University Press New Delhi, 2005. 6. Public Administration in India – Padma Ramchandran: National Book Trust, New Delhi, 2006.			



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Business Hindi (व्यावसायिक हिंदी) (BCABS 2.7.1)			
Teaching Hours: 30	Total Credit: 02	Total Marks: 35+15 = 50	Group: Ability Enhancement Courses
उद्देश्य:			
1. यह पाठ्यक्रम छात्रों को न केवल शैक्षणिक स्तर पर बल्कि भविष्य में बैंकिंग और कॉर्पोरेट जगत में प्रभावी संवाद के लिए भी तैयार करेगा। 2. इस पाठ्यक्रम से विद्यार्थियों को व्यावसायिक संचार, प्रशासनिक लेखन और कार्यालयी हिंदी का व्यावहारिक ज्ञान मिल सके। 3. विद्यार्थियों को व्यवसायिक संचार के लिए प्रभावी हिंदी सिखाना। 4. कार्यालयी और व्यापारिक पत्राचार का ज्ञान देना। 5. बैंकिंग, वित्त और प्रबंधन से संबंधित पारिभाषिक हिंदी शब्दावली का विकास करना।			
परिणाम एक विश्लेषण:			
1. व्यवसायिक हिंदी के अध्ययन द्वारा विद्यार्थियों में हिंदी द्वारा रोजगार प्राप्त करने की रुचि जागृत हुई। 2. इस व्यवहारिक हिंदी के माध्यम से हिंदी भाषी व्यक्ति रोजगार के क्षेत्र में स्वयं को सिद्ध कर सकता है। वैश्वीकरण के इस युग में व्यक्ति हिंदी के अध्ययन द्वारा चरित्र निर्माण के साथ -साथ जीविकापार्जन भी कर सकता है।			
Unit (इकाई)	Content (मूलतत्त्व / घटक)		
I व्यवसायिक हिंदी	1. व्यवसायिक हिंदी - व्यवसायिक हिंदी का अर्थ, महत्व, विशेषताएँ, व्यापार और प्रबंधन में हिंदी की भूमिका, वित्त और वाणिज्य की भाषा , पारिभाषिक शब्दावली (वाणिज्य), हिंदी भाषा और रोजगार के क्षेत्र, वाणिज्य में हिंदी प्रयोग की संभावनाएँ 2. संप्रेषण के प्रकार: मौखिक संप्रेषण (बातचीत), लिखित संप्रेषण (व्यावसायिक पत्र की संरचना/ ई-मेल), पूछताछ पत्र (Inquiry Letter), आदेश पत्र (Order Letter), शिकायत पत्र (Complaint Letter), भुगतान और स्मरण पत्र (Payment & Reminder Letters) 3. बैंकिंग और वित्तीय हिंदी- बैंकिंग संबंधी हिंदी शब्दावली, चेक, ड्राफ्ट, चालान आदि का परिचय, वित्तीय दस्तावेजों की भाषा, बीमा और निवेश संबंधी शब्द, आय-व्यय और लेखा से संबंधित शब्द, प्रतिवेदन ।		
II हिंदी और रोजगार के अवसर	➤ साक्षात्कार :- परिभाषा , सीमाएं , उद्देश्य , प्रकार, महत्व । ➤ कल्पना विस्तार – पाठ्यक्रम में संकलित उक्तियों की सूची से ही कल्पना विस्तार का अध्ययन अपेक्षित है । ➤ हिंदी और रोजगार के अवसर हिंदी टंकण पद्धति – यूनिकोड , मंगल , निर्मला , कृतिदेव आदि ।		
Recommended Books:			
संदर्भ सूच :- व्यवसायिक हिंदी संदर्भ पुस्तकें –			
1. हरिमोहन, डॉ. व्यवसायिक हिंदी. नई दिल्ली: राजकमल प्रकाशन, 2018. 2. भाटिया, कैलाश चंद्र. कार्यालयी एवं व्यावसायिक हिंदी. नई दिल्ली: वाणी प्रकाशन, 2019.			



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3. सकसेना, रामप्रकाश. व्यावसायिक संप्रेषण हिंदी में. वाराणसी: विश्वविद्यालय प्रकाशन, 2017.
4. मिश्र, नरेश. व्यवसायिक हिंदी और संचार. नई दिल्ली: राधाकृष्ण प्रकाशन, 2020.
5. शर्मा, ओमप्रकाश. वाणिज्यिक हिंदी. नई दिल्ली: ग्रंथ शिल्पी, 2016.
6. वर्मा, एस. के. रोजगार और हिंदी. नई दिल्ली: वाणी प्रकाशन, 2019.
7. वाजपेयी, अशोक. हिंदी और रोजगार के अवसर. नई दिल्ली: राधाकृष्ण प्रकाशन, 2016.
8. कुमार, सुरेश. हिंदी कंप्यूटिंग और टंकण. नई दिल्ली: प्रभात प्रकाशन, 2020.
9. सी-डैक (C-DAC). हिंदी टंकण मार्गदर्शिका. पुणे: सी-डैक, 2022.
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Marathi (BCABS 2.7.2)			
Teaching Hours: 30	Total Credit: 02	Total Marks: 35+15 = 50	Group: Ability Enhancement Courses
उद्दिष्टे- भाषा मानवाला परिष्कृत, परिमार्जीत आ ण संस्कारीत बनवून त्यांच्या व्यक्तित्व गुणांचा सुवास समाजा मध्ये पसरवण्याचे कार्य करीत असते. वद्यार्थ्यांना उद्यमशील प्रेरणे बरोबरच मानवी जीवनातील उच्च मूल्यांची ओळख करून देणे .वैश्वीकरणाच्या युगात चारित्र्य निर् मती बरोबरच व्यक्तीला रोजगाराच्या क्षेत्रात स्वयंपूर्ण सद्ध करण्यासाठी व्यावहारिक मराठीला उपजी वकेचे साधन म्हणून स्वीकारणे. मराठी भाषेचा अभ्यास करणाऱ्या व त्यासोबतच स्पर्धा परीक्षेची तयारी करणाऱ्या वद्यार्थ्यांमध्ये निबंध लेखनाचे कौशल्य विकसित करणे..			
साध्य- (अध्ययन निष्पत्ती) घटक 1 -(गद्य वभाग) आ ण घटक २ (पद्य वभाग) लेखक, कवी आ ण कवयत्री यांच्या साहित्याचे वद्यार्थ्यांनी आवडीने अध्ययन करून त्याची समाज उपयोगी मते जाणून घेतली. घटक 2- वैश्वीकरणाच्या युगात चारित्र्य निर् मती बरोबरच व्यक्तीला रोजगाराच्या क्षेत्रात स्वयंपूर्ण सद्ध करण्यासाठी व्यावहारिक मराठीला उपजी वकेचे साधन म्हणून स्वीकारणे.			
घटक	वषय घटक		
I साहित्यिक मराठी	गद्य वभाग ➤ आमची एक दुष्ट खोड आळस- गोपाळ गणेश आगरकर ➤ शील बनवणारे शिक्षण - स्वामी ववेकानंद ➤ डॉ. पंजाबराव देशमुख- व. भ. कोलते पद्य वभाग ➤ ज्ञानेश्वरांचे अभंग -संत ज्ञानेश्वर ➤ नवा शपाई -केशवसुत ➤ पुतळे- वसंत आबाजी डहाके		
II	➤ मुलाखत लेखन- स्वरूप पूर्वतयारी, प्रकार, प्रात्यक्षके ➤ जाहिरात लेखन -व्याख्या ,कार्य प्रकार, प्रतिमा निर् मती, जाहिरातीची माध्यमे, जाहिरात लेखन आ ण जाहिरातीचा शेवट		
Recommended Books:			
1. राष्ट्रसंत तुकडोजी महाराज नागपुर वद्यापीठ की बी. कॉम -१ मराठीचे पाठ्यपुस्तक 2. सुगम मराठी व्याकरण व लेखन, मो. रा. वाळम्बे 3. जाहिरातींचे जग- यशोदा भागवत, मौज प्रकाशन गृह, मुंबई			



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Semester – II

Value Education (BCABS 2.8)			
Teaching Hours: 30	Total Credits: 2	Total Marks: 35+15 = 50	Group: Value Education Courses
Objectives: 1. Understanding the moral values: To impart & inculcate the importance of value-based living. Student should be able to understand the teachings of great Indian leaders and their relevance in today’s world. 2. Sensitization of students for Nation Building: Sensitization of students on various facets like Human rights, Duties & Responsibilities of citizens, etc.			
Learning Outcomes: After learning this subject, students would be able - 1. To build a strong base of high moral values in life. 2. To appraise Indian values and to contribute to nation building.			
Unit	Content		
I	UNIT I- Moral Values: 1. Meaning & definition of moral values, Types of values and need of value education. 2. Important values in Human Life – Integrity, truth, commitment, empathy, honesty, punctuality, unity, forgiveness, love, teamwork, ability to sacrifice, care, positive & creative thinking. 3. Role of values in education. 4. Teachings of great Indian Leaders: - Seven Deadly Sins by Mahatma Gandhi and Ten Golden Teachings of Swami Vivekanand. 5. Seven inspiring thoughts of Mother Teresa & Baba Amte.		
II	UNIT II A – Values & Self: 1. Self-confidence - Theories of self confidence 2. Stress Management - Techniques of Stress Management 3. Self-acceptance – Techniques and importance 4. Self-growth – Role of spirituality, meditation, yoga in self-growth. B – Values & Nation Building: 1. Sensitization for social & human values, sensitization to constitutional obligations- rights & duties. 2. Dr. A. P. J. Kalam’s Ten points for enlightened citizenship. 3. Valuable thoughts on management - Shivaji Maharaj's eight valuable thoughts on management for nation building. 4. Ratan Tata's eight valuable thoughts on management.		
Books Recommended: 1. Vivekananda, Swami. “Personality Development” – Advaita Ashrama, Kolkata, 2008. 2. “Value Education” – Dr. Kiruba Charles and V Arul Selvi 3. “Wings of Fire” – Dr. A. P. J. Kalam 4. Skill Development – Dr. Mohini T. Bhelwani, Shree Sainath Prakashan, Nagpur 5. Shivaji : The Management Guru , Prof. Namdev Jadhav, Rajmata Prakashan, Mumbai			



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Semester – II

Physical Education – II (BCABS 2.9.1)			
Teaching Hours: 60	Total Credits: 2	Total Marks: (20+15+10+5) = 50	Group: Co-Curricular Courses
Objectives: 1) Understand the concept and significance of health and wellness 2) Understand the role of physical activities in developing health and wellness 3) Understand the concept of yoga and significance of Asanas & Pranayama in developing health and wellness 4) Understand the fundamental skills & rules of major Games & Sports. 5) Perform & Guide various Physical & Fitness activities to develop health & wellness 6) Perform related test to assess parameters related to health.			
Learning outcome: After learning this course, students will be able to: 1) Students acquire knowledge of physical fitness, sports, nutrition, yoga and understand the significance of its development for healthy life. 2) Students will learn theoretical and practical aspects of games, and aware about its rule and regulation. 3) Students will learn to apply knowledge of Physical fitness, Nutrition and exercise management to lead better quality life. 4) Students will understand and learn different dimensions of health & wellness for active lifestyle.			
Unit	Content		
I	Theory A 1) Physical Fitness & Nutrition a. Types of Physical Fitness b. Health Related Physical Fitness c. Skill Related Physical Fitness 2) Components d. Components of Health-Related Physical Fitness e. Components of Skill Related Physical Fitness B. Nutrition & Caloric Requirement f. Caloric requirement for various activities g. Implication of Nutrition to promote Health & Wellness		
II	Game: Athletics- A. Throwing Events (Measurements, Skills) a) Shot Put b) Discus Throw c) Javelin Throw d) Hammer Throw B. Jumping Events a) Long Jump b) High Jump c) Triple Jump b) Pole Vault C. Running Events • Sprints: 100mtrs,200mtrs,400mtrs. • Middle Distance: 800 mtrs,1500 mtrs., • Long Distance: 3000 mtrs,3000 mtrs Steeplechase,5000 mtrs,10000 mtrs, • Relay Race: 4X100mtrs,4X400mtrs • Hurdles: 110(Men),100(Women),400mtrs.		



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Semester – II

Books Recommended:

1. D.M Jyoti, Yoga and Physical Activities (2015) lulu.com3101, Hills borough, NC27609, United States
2. Health, Exercise and Fitness, Dr. Briz, Mohan.T. Raman, Sports Publications, Darya Ganj, New Delhi
3. Lokesh Tani (2018) Track Athletics Sports Publication New Delhi.
4. Prevention And Treatment of Sports Injuries, 2000, Anju Ambast, Khel Sahitya Kendra, Shiv Market, Ashok Vihar, Delhi.





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Semester – II

Women Studies and Services II (BCABS 2.9.2)

Teaching Hours: 30	Total Credits: 2	Total Marks: 25+25=50	Group: Co-curricular Course
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Objectives:

- To promote gender equity and gender sensitization among students in the field of knowledge.
- To understand gender discrimination in various aspects of day-to-day life of individuals and create awareness.
- To organize various activities like Guest lectures, counseling of girl students regarding menstrual hygiene, sexual and mental harassment, safety measures, financial independence, career development, self-defence training, etc.

Learning outcome:

After completion of the course, students will be able to-

- Understand gender equity and gender sensitization.
- Promote gender equality and mental health.
- Organize and conduct programs, training sessions, extension work and field outreach activities.

Unit	Content
I	Gender Equality Understanding Sex - Gender, Gender Equality, Gender Equity, Gender Sensitization, Patriarchy and Patriarchy practices in different institutions.
II	Mental Health and Women What is Mental Health, Critical issues in Mental Health and Women, Gender Bias in Mental Health, Psychological effect related to reproductive health.

Books Recommended:

- **Seeing Like a Feminist**, Nivedita Menon, Penguin/Zubaan, 2012
- **Feminism in India**, Maitrayee Chaudhuri, Kali for Women, 2004
- **South Asian Feminism**, Ania Loomba & Ritty A. Lukose Duke University Press, 2012



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Semester – II

Cultural Activities (BCABS 2.9.3)			
Teaching Hours:30	Total Credits:2	Total Marks: 50	Group : Minor
Objectives: - To understand traditional festivals and celebrations - To promote cultural diversity and inclusivity - To develop event participation skills			
Learning Outcomes: After completion of the course, students will be able to: - Explain traditional festivals and their cultural significance - Demonstrate understanding of cultural diversity and inclusivity - Participate in and organize festival-based cultural activities - Work effectively in teams during cultural events - Appreciate and promote regional and national heritage			
Unit	Content		
I	Unit I: Festivals and Cultural Diversity - Study of national, regional, and global festivals - Understanding cultural diversity, inclusivity, and traditions - Significance of festivals in social and cultural life Interdisciplinary Cultural Integration: - Culture and Economics (festival markets and economic activities) - Culture and Environment (eco-friendly and sustainable celebrations) - Culture and Media (role of social media in cultural promotion and trends) Activities: - Organization of Theme-Based Festival Presentation showcasing rituals, traditions, and cultural significance - Conduct of Ethnic Day Celebration to promote traditional attire and cultural identity - Arrangement of Cultural Food and Heritage Exhibition highlighting regional cuisines and traditions - Group activity on “Adopt a Tradition” – study and presentation of a selected cultural practice - Preparation of Audio-Visual Presentations on global cultural diversity		
II	Unit II: Cultural Event Participation and Planning - Basics of organizing cultural events - Introduction to teamwork and coordination - Understanding roles and responsibilities in event management Activities: - Assisting senior students in organizing cultural events (stage management, registration, coordination, logistics support) - Participation in <i>guided group activities</i> such as flash mob or street performance under supervision - Supporting roles in organizing events such as cultural fairs, exhibitions, or food festivals - Observation and reporting of event planning and execution processes - Preparation of brief <i>event reports</i> based on participation and learning		



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Semester – II

National Service Scheme (BCABS 2.9.4)

Teaching Hours: 30

Total Credit: 02

Total Marks:
25+10+10+5

Group: Co-curricular
Course

Objectives:

- To familiarize students with NSS programmes and activities, including regular and special camp activities, and enable their active participation in community service.
- To develop an understanding of volunteerism, its meaning, qualities, and significance in national development, along with opportunities available in NSS such as various camps.
- ☐ To train students in planning and documentation, including preparation of yearly action plans and effective report writing.

Learning outcome: After learning this subject, students would be able to understand:

- Students will be able to participate effectively in NSS regular and special camp activities with a sense of responsibility and teamwork.
- Students will demonstrate volunteer qualities and social commitment, contributing positively to community and national development.
- Students will acquire skills in planning, organizing, and report writing, enabling proper execution and documentation of NSS programmes.

Unit	Content
I	• NSS Programmes and Activities (Regular activities) • NSS Programmes and Activities (Special Camp activities) • Yearly Action Plan of NSS Unit
II	• Volunteerism– Meaning, definition, basic qualities of volunteers, need of volunteerism for National development. • Opportunities in NSS for Volunteers (Various Camps) • Report Writing

Recommended Books:

1. Training Programme on National Programme Scheme TISS
2. Orientation Courses for N.S.S. Programme Officers, TISS
3. Hans Gurmeet, Case Material as a Training Aid for Field Workers