



**MES Garware College of Commerce, Pune, India  
(Autonomous)**

**Affiliated to  
Savitribai Phule Pune University, Pune**

**AUTONOMY HANDBOOK**

**Choice Based Credit System - CBCS  
(2021 Pattern)  
With effect from Academic Year 2022-23**

**Degree Programme of  
Bachelor of Commerce (B.Com)**

**Course Contents**

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## Course Contents

<b>Course Code:</b> B1-21/301	<b>Subject / Course: Business Communication - I</b>	<b>Marks: 100</b> <b>Credits: 4</b>
<p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To make the students understand the concept, process and importance of Business Communication.</li> <li>2. To make the students understand the Methods and Channels of Communication.</li> <li>3. To make them understand the importance of soft skills and to make them aware of the various traits required for Personality Development.</li> <li>4. To make students familiar with recent trends in technologies used for Business Communication.</li> </ol>		
<p><b>Course Outcome:</b></p> <p>After completing the course, the student shall be able to</p> <p><b>CO1:</b> Gain knowledge on concept, process and importance of communication used in an organization.</p> <p><b>CO2:</b> Understand different methods and channels of communication used in an organization.</p> <p><b>CO3:</b> Understand importance of Soft Skills for Personality Development.</p> <p><b>CO4:</b> Be familiar with recent trends in technologies used for Business Communication.</p>		

Unit	Unit Title	Contents	No. of Lectures
I	Introduction of Business Communication	1.1 Introduction, Meaning and Definition of Communication 1.2 Introduction, Meaning and Definition of Business Communication. Need for Communication in today's era. 1.3 Characteristics, Importance of Communication. 1.4 Principles of Effective Communication, Process of Communication 1.5 Barriers to Effective Communication 1.6 Remedies to overcome barriers.	13
II	Methods and Channels of Communication	2.1 Methods of Communication – 2.1.1 Internal Communication 2.1.2 External Communication	16

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No. of Lectures</b>
		2.2 Forms of Communication – 2.2.1 Verbal Communication : Meaning, Merits and Demerits of Oral and Written Communication 2.2.2 Non-Verbal Communication :Meaning and Importance of Non-Verbal Communication. 2.3 Channels of Communication in the Organisation – 2.3.1 Formal and Informal. 2.4 Types of Formal Channels – 2.4.1 Downward Communication 2.4.2 Upward Communication 2.4.3 Horizontal Communication 2.4.4 Diagonal Communication 2.4.5 Their Advantages and Disadvantages. 2.5 Informal Channel – Grapevine Communication: Meaning, Patterns and Impact of Grapevine Communication. 2.6 Merits and Demerits of Formal and Informal Channels of Communication	
III	Soft Skills	3.1 Meaning, Need and Importance of soft skills. 3.2 Elements of soft skills. 3.2.1 Grooming, Manners & Etiquette 3.2.2 Effective Listening & Speaking 3.2.3 Interview Skills, Resume Writing and Job Application Letter. 3.2.4 Oral Presentation 3.2.5 Group Discussion. 3.2.6 Problem-solving skills 3.2.7 Time management abilities	16
IV	Recent Trends and Technologies in Business Communication	4.1 Technologies used in Business Communication – 4.1.1 Blog writing 4.1.2 Websites 4.1.3 Social Media Network: LinkedIn, WhatsApp, Twitter, Facebook, Instagram, YouTube 4.1.4 Video Conferencing 4.1.5 Email 4.1.6 Short messaging Services (SMS) 4.2 Etiquette in Social Media Communication	12
<b>Total No of Lectures</b>			<b>57</b>

**Teaching Methodology:**

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected	Weightage of Marks (%)
				Conceptual understanding Knowledge / Skills / Attributes etc	
I	Introduction of Business Communication	Lecture Method	Case Study analysis on Barriers to Effective Communication.	<ul style="list-style-type: none"> <li>• Conceptual understanding of Business Communication.</li> <li>• Effective Communication Skills Understanding of the Barriers to</li> <li>• Communication and remedies to overcome them</li> </ul>	24%
II	Methods and Channels of Communication	Classroom Discussion	Nil	Understanding of: <ul style="list-style-type: none"> <li>• Methods of communication,</li> <li>• Forms of communication</li> <li>• Channels of communication in an organization</li> <li>• Merits and demerits of channels of communication</li> </ul>	26%
III	Soft Skills	Group Discussion & Case Studies	Case Study analysis based on Soft Skills	<ul style="list-style-type: none"> <li>• Speaking, listening and interpreting skills</li> <li>• Interview skills and presentation skills</li> <li>• Problem solving and time management skills</li> </ul>	26%
IV	Recent Trends and Technologies in Business Communication	Presentations	Presentations by students on use of technologies for Business Communication	Knowledge of: <ol style="list-style-type: none"> <li>Recent trends in business communication.</li> <li>Technologies used in business communication</li> </ol>	24%

### Suggested Readings:

Sr.No.	Title of the Book	Authors/s	Publication
1	Business Communication	Sehgal, M. K. Khetarpal, Vandana	Excel Books, New Delhi
2	Business Communication	Dr. Asha Kaul	PHI Learning Pvt. Ltd.
3	Modern Business Communication (Principles And Techniques )	Jain, J. N.,Singh, P. P. B .Tia, S. K.	New Delhi : Regal Publications
4	Basic Business Communication Skills For Empowering The Internet Generation	Lesikar, Raymond V. Flatley, Marie E	Tata Mc Hill Publishing Company Limited
5	Business Communication	Alurkar,Sudhir Joshi,V.A.	Narendra Publication
6	Business Communication	Dr.,Rhoda.A. , Dr. Aspi.H	Seth Publishers
7	Business Communication	H. Pradhan, D. S. Bhende & V. Thakur	Himalaya Pub. House
8	Business Communication	Natu, V G , Shetty, R. V.	Vipul Prakashan, Bombay
9	Communication For Business (A Practical Approach)	Taylor, Shirley	Pearson Edu

### E-Learning Resources:

Sr. No.	Topic	Lectures (available on YouTube / Swayam / MOOCs, etc.)	Films	Journals / Articles / Case Studies
I	Introduction of Business Communication	<a href="https://onlinecourses.swayam2.ac.in/imb22_mg12/preview">https://onlinecourses.swayam2.ac.in/imb22_mg12/preview</a> <a href="https://www.udemy.com/course/business-communication-course-irina-ketkin/">https://www.udemy.com/course/business-communication-course-irina-ketkin/</a>	<a href="http://eclm.unipune.ac.in/View.aspx?vid=212">http://eclm.unipune.ac.in/View.aspx?vid=212</a> <a href="http://eclm.unipune.ac.in/View.aspx?vid=215">http://eclm.unipune.ac.in/View.aspx?vid=215</a>	<a href="https://www.managementstudyguide.com/business-communication-articles.htm">https://www.managementstudyguide.com/business-communication-articles.htm</a>  <a href="https://hbr.org/2022/01/communicating-authentically-in-a-virtual-world">https://hbr.org/2022/01/communicating-authentically-in-a-virtual-world</a>

<b>Sr. No.</b>	<b>Topic</b>	<b>Lectures (available on YouTube / Swayam / MOOCs, etc.)</b>	<b>Films</b>	<b>Journals / Articles / Case Studies</b>
II	Methods and Channels of Communication	Nil	<a href="http://eclm.unipune.ac.in/View.aspx?vid=213">http://eclm.unipune.ac.in/View.aspx?vid=213</a> <a href="http://eclm.unipune.ac.in/View.aspx?vid=214">http://eclm.unipune.ac.in/View.aspx?vid=214</a>	10.1016/j.intcom.2006.07.007 , <a href="https://www.jstor.org/stable/2088276">https://www.jstor.org/stable/2088276</a>
III	Soft Skills	<a href="https://onlinecourses.nptel.ac.in/noc22_hs08/previous">https://onlinecourses.nptel.ac.in/noc22_hs08/previous</a> <a href="https://www.udemy.com/course/personal-development-for-success/">https://www.udemy.com/course/personal-development-for-success/</a>	<a href="https://www.youtube.com/watch?v=DUIsNJtg2L8&amp;list=PLLy_2iUCG87CQhELCytvXh0E_y-bOO1_q">https://www.youtube.com/watch?v=DUIsNJtg2L8&amp;list=PLLy_2iUCG87CQhELCytvXh0E_y-bOO1_q</a>	Dixon, J., Belnap, C., Albrecht, C., & Lee, K. (2010). The importance of soft skills. Corporate finance review , <a href="http://hdl.handle.net/10628/39">http://hdl.handle.net/10628/39</a>
IV	Recent Trends and Technologies in Business Communication	<a href="https://www.udemy.com/course/social-media-marketing-ads/">https://www.udemy.com/course/social-media-marketing-ads/</a>	<a href="https://youtu.be/q1ASmDnuOsc">https://youtu.be/q1ASmDnuOsc</a> <a href="https://youtu.be/31wmLHNERdc">https://youtu.be/31wmLHNERdc</a> <a href="https://youtu.be/wQdQzlb7QDA">https://youtu.be/wQdQzlb7QDA</a>	<a href="https://www.sciencedirect.com/science/article/pii/S1877042814054159">https://www.sciencedirect.com/science/article/pii/S1877042814054159</a>

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<b>Course Code:</b> <b>B1-21/302</b>	<b>Subject/Course : Corporate Accounting – I</b>	<b>Marks : 100</b> <b>Credits: 03</b>
<b>Course Objectives :</b>		
<ol style="list-style-type: none"> <li>1. To acquaint the student with knowledge about Concept, Objectives and Applicability of Accounting Standards 5 and 10.</li> <li>2. To develop understanding among the students regarding difference between Commencement and Incorporation of a company and the accounting treatment for Profit Prior to Incorporation.</li> <li>3. To update the students with knowledge for preparation of final accounts of a company as per Schedule III of the Companies Act 2013.</li> <li>4. To provide knowledge to students about concept and methods of valuation of Shares and Goodwill</li> </ol>		
<b>Course Outcome :</b>		
After completing the course, the student shall be able to		
<b>CO1:</b> Get acquainted with knowledge about Concept, Objectives and Applicability of Accounting Standards 5 and 10.		
<b>CO2:</b> Understand difference between Commencement and Incorporation of a company and the accounting treatment for Profit Prior to Incorporation.		
<b>CO3:</b> Prepare the Final Accounts of a Company as per Schedule III of the Companies Act 2013.		
<b>CO4:</b> Compute value of Shares and Goodwill		

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of Lectures</b>
I	Accounting Standards	1.1 Accounting Standards 5 and 10 with its applicability along with practical examples	08
II	Profit Prior to Incorporation	2.1 Introduction to the process on Incorporation of a Company. 2.2 Difference between Incorporation and Commencement of a Company. 2.3 Accounting of income and expenses during pre and post incorporation period 2.4 Basis of allocation and apportionment of income	15



<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of Lectures</b>
		and expenses for the pre and post incorporation period.	
III	Company Final Account	3.1 Preparation of Company Final Accounts – Forms and contents as per provisions of Schedule III of the Companies Act 2013. 3.2 Related Adjustments and their treatments	16
IV	Valuation of Shares and Goodwill	4.1 Concept of Valuation of Shares 4.2 Need for Valuation of Shares 4.3 Special Factors affecting Valuation of Shares 4.4 Procedure for registration under GST Methods of Valuation: 4.4.1 Net Asset Method 4.4.2 Yield Basis Method 4.4.3 Fair Value Method 4.5 Concept of Valuation of Goodwill 4.6 Need for Valuation of Goodwill 4.7 Methods of Valuation of Goodwill: 4.7.1 Number of years purchase of average profit method 4.7.2 Capitalization method 4.7.3 Annuity Method 4.7.4 Super Profit Method (Simple problems)	18
<b>Total No of Lectures</b>			<b>57</b>

**Teaching Methodology:**

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome Expected		Weightage of Marks (%)
				Conceptual understanding	Knowledge / Skills / Attributes etc.	
I	Accounting Standards	Interactive, Use of E-content	N/A	Understanding various basic concepts	Conceptual understanding & Fundamental Knowledge	26
II	Profit Prior to Incorporation	Interactive, Use of E-content	N/A	Understanding various basic concepts	Conceptual understanding & solving practical problems	27
III	Company Final Account	Interactive, Use of E-content	N/A	Understanding various basic concepts	Conceptual understanding & solving practical problems	28
IV	Valuation of Shares and Goodwill	Interactive, Use of E-content	N/A	Understanding various basic concepts	Fundamental Knowledge & solving practical problems	19

**Suggested Readings:**

Sr.	Title of the Book	Author/s	Publication
1.	Advanced Accounts	Shukla & Grewal	S. Chand & Co. Ltd., New Delhi
2.	Advanced Accountancy	S. P. Jain & K.N. Narang	Kalyani Publishers

Sr.	Title of the Book	Author/s	Publication
3.	Advanced Accountancy	R.L.Gupta&Radhaswamy	Sultan Chand & Sons, New Delhi
4.	Company Accounts	S.P. Jain & K.L. Narang	Kalyani Publishers
5.	Corporate Accounting	Dr. S. N. Maheshwari & S.K. Maheshwari	Vikas Publishing House
6.	Corporate Accounting	Mukharji & Hanif	Tata McGraw Hill Publication Company Limited
7.	Accounting Standards	As issued by Institute of Chartered Accountants of India.	ICAI

**Suggested Web/E-Learning Resources:**

Sr. No.	Topic of the Lecture	Lectures (Available on Youtube / Swayam / MOOCS etc.)	Journals / Articles / Case studies
1.	Accounting Standards	Link: <a href="https://resource.cdn.icai.org/66490bos53751-cp1.pdf">https://resource.cdn.icai.org/66490bos53751-cp1.pdf</a>	The Chartered Accountant: Journal of the Institute of Chartered Accountants of India
2.	Profit Prior to Incorporation	<a href="https://youtu.be/26csH5ZVAds">https://youtu.be/26csH5ZVAds</a>	The Accounting World : ICFAI Hyderabad
3.	Company Final Account	<a href="https://youtu.be/ToqEZmgdUiw">https://youtu.be/ToqEZmgdUiw</a>	Journal of Accounting & Finance : Accounting Research Association of Jaipur.
4.	Valuation of Shares and Goodwill	<a href="https://youtu.be/GxqZnvfIZsw">https://youtu.be/GxqZnvfIZsw</a>	

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<b>Course Code :</b> <b>B1-21/303</b>	<b>Subject/Course : Business Economics (Macro) - II</b>	<b>Marks:100</b> <b>Credits:3</b>
<p><b>Course Objectives :</b></p> <ol style="list-style-type: none"> <li>1. To familiarize students with the basic concepts of macroeconomics and its applicability.</li> <li>2. To understand various concepts of National Income to assess internal and external economic status of the countries.</li> <li>3. To create ability amongst the learners to evaluate critically classical and Keynesian Theories of Output and Employment.</li> <li>4. To develop logical reasoning of students to analyze correlation amongst consumption, saving, investment and Income propagation.</li> </ol>		
<p><b>Course Outcome :</b></p> <p>After completing the Course, the student shall be able to:</p> <p><b>CO1:</b> Students shall be able to understand basic macroeconomic concepts with applicability for the macroeconomic problems.</p> <p><b>CO2:</b> Students will get knowledge about various national income concepts and will get encouraged to compare economic status of different countries.</p> <p><b>CO3:</b> Students attention will be brought to the savior problems related to output and employment and application of the available theory to the said problems.</p> <p><b>CO4:</b> Think logically and take an approach to look into the problems related to consumption, saving, investment and Income propagation and the inevitable time lapse.</p>		

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of Lectures</b>
I	Introduction to Macroeconomics	1.1 Meaning and Definition of Macro Economics 1.2 Nature, Scope and Significance of Macro Economics. 1.3 Macroeconomic Objectives and Policies 1.4 Limitations of Macro Economics	12
II	National Income	2.1 Meaning, Definitions and Significance of National Income concepts. 2.2 Concepts: Gross Domestic Product (GDP), Net Domestic Product (NDP), Gross	12

Unit	Unit Title	Contents	No of Lectures
		<p>National Product (GNP), Net National Product (NNP), Per Capita Income (PCI), Personal Income (PI), Disposable Income (DI), Real Income and Nominal Income</p> <p>2.3 Measurement of National Income: Output, Income and Expenditure methods</p> <p>2.3.1 National Income at Market Price and Factor Cost</p> <p>2.3.2 Methods and Difficulties in Calculating National Income</p> <p>2.4 Circular Flow of Income: Four Sector Model. Introduction to Open Economy.</p>	
III	Theories of Output and Employment:	<p>3.1 The Classical Theory of Employment: J. B. Say's Law of Market</p> <p>3.2 Keynesian Criticism on Classical Theory of Employment.</p> <p>3.3 Keynesian Theory of Employment and the concept of Effective Demand</p>	12
IV	Consumption, Saving, Investment and Income Propagation:	<p>4.1 The Consumption Function: Meaning</p> <p>4.1.1 Marginal Propensity to Consume (MPC)</p> <p>4.1.2 Determinants of Consumption.</p> <p>4.1.3 Keynes' Psychological Law of Consumption.</p> <p>4.2 The Saving Function: Meaning</p> <p>4.2.1 Marginal Propensity to Save (MPS)</p> <p>4.2.2 Determinants of Savings</p> <p>4.2.3 Relationship between Consumption Function and Saving Function</p> <p>4.3 The Investment Function: Meaning</p> <p>4.3.1 Gross Investment and Net Investment</p> <p>4.3.2 Types of Investment: Induced and Autonomous.</p> <p>4.4 Marginal Efficiency of Capital and its Determinants.</p> <p>4.5 Concepts of Investment Multiplier</p> <p>4.6 Principle of Acceleration.</p>	12
Total No of Lectures (48 minutes each)		<b>Teaching – Learning Process</b>	48
		<b>Evaluation Process</b>	9
		<b>Total</b>	<b>57</b>

**Teaching Methodology:**

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected	Weightage of Marks (%)
				Conceptual understanding, Knowledge / Skills / Attributes etc	
I	Introduction to Macroeconomics	Classroom Discussion, Participative Lectures	Not suggested	Students get detailed information about macroeconomics.	Approximately equal weightage to all the Units
II	National Income	Problem Solving Sessions	-	Students will be able to understand various concepts of national income and difficulties in the measurement.	"
III	Theories of Output and Employment:	Discussion on the read material for the purpose of comparative analysis.	-	Students' ability to compare and analyze gets enhanced.	"
IV	Consumption, Saving, Investment and Income Propagation:	PowerPoint Presentation by students and group Discussion	-	Students ability to draw inferences and try to apply these to real economic life.	"

**Mandatory Readings:**

<b>Sr.</b>	<b>Title of the Book</b>	<b>Author/s</b>	<b>Publication</b>
1.	Macro- Economic Theory	M L Jhingan,	Vrinda Publications (P) Limited
2.	Macroeconomics	N. Gregory Mankiw	Worth Publishers, New York
3.	Macro Economics	Rudiger Dornbusch, Stanley Fisher & Richard Startz	Tata McGraw Hill Education Private Limited (Latest Edition), US
4.	E-Book Macroeconomics	H. L. Ahuja	

**Suggested Readings:**

<b>Sr.</b>	<b>Title of the Book</b>	<b>Author/s</b>	<b>Publication</b>
1.	Economics	Paul A Samuelson and William D Nordhaus.	McGRAW – HILL international Edition.
2.	Samashti ArthshstriyVishleshan	Shridhar Deshpande, Vinayak Deshpande,	Himalaya Publication House.
3.	Theories of value: output and employment	John Eatwell,	Thames Polytechnic, 1979
4.	Businss Economics	Dr.J.P.Mishra,	Sahitya Bhavan Publications, Agra.
5.	Macroeconomics	A Global Text, Sampat Mukherjee,	New Central Book Agency Private Limited (Latest Edition), New Delhi
6.	Macroeconomics: A Rough Guide, in Macroeconomics: A Reader	Ed.) Brian Snowdon and Howard Vane	Routledge
7.	Business Economics (Macro)	Dr. Rasal, Bhadane, Fernandes	Idol Publication, Pune-2
8.	Macroeconomics: A Critical Companion	Ben Fine & Ourania Dimakou	Pluto Press (Latest Edition)

<b>Sr.</b>	<b>Title of the Book</b>	<b>Author/s</b>	<b>Publication</b>
9.	A History of Macroeconomics: From Keynes to Lucas and Beyond	Michel De Vroey	Cambridge University Press (Latest Edition)
10	Analytical Macroeconomics: From Keynes to Mankiw	Sampat Mukherjee	New Central Book Agency Private Limited
11	Macroeconomic	K R Gupta, R.K.Mandal, Amita Gupta	Atlantic Publishers and distributor's pvt.ltd.
12	Money, Inflation, and Business Cycles the Cantillon Effect and the Economy	Arkadiusz Sieroń. Abingdon	Routledge, 2019. NewYork
13	Macroeconomics	N. Gregory Maki	Worth Publishersw, New York
14	The General Theory of Employment, Interest, and Money	John Maynard Keynes	General Press
15	An Analysis of John Maynard Keynes's The General Theory of Employment, Interest and Money	John Collins	CRC Press, 2017.
16	Why I am paying more?	Satish Deodhar	-
17	Day to Day Economics	Satish Deodhar	-

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<b>Course Code :</b> <b>B1-21/304</b>	<b>Subject/Course : Business Management-I</b>	<b>Marks : 100</b> <b>Credits: 3</b>
<b>Course Objectives :</b>		
<ol style="list-style-type: none"> <li>1. To provide basic knowledge and understanding about various concepts of modern business management.</li> <li>2. To help the students to get an idea about the process of planning, basics of decision-making skills and forecasting.</li> <li>3. To guide the students to comprehend the relation between authority, power and responsibility along with the concepts like organizing, staffing and recruitment.</li> <li>4. To acquaint the students with the concepts like direction &amp; teamwork.</li> </ol>		
<b>Course Outcome :</b>		
After completing the course, the student shall be able to		
<b>CO1:</b> Develop a basic understanding of the term modern business management.		
<b>CO2:</b> Understand the steps in planning, decision-making and forecasting.		
<b>CO3:</b> Understand the importance and relationship between the concepts like organization, staffing, recruitment, authority, power and responsibility.		
<b>CO4:</b> Familiarized with the various aspects of direction and team work.		

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of Lectures</b>
I	Introduction of Management	<ol style="list-style-type: none"> <li>1.1 Meaning definition of Management</li> <li>1.2 Need for Management study</li> <li>1.3 Process and Levels of Management</li> <li>1.4 Functions of Management</li> <li>1.5 Contribution of F.W. Taylor, Henry Fayol, Peter Drucker.</li> </ol>	14
II	Planning and Decision-Making	<ol style="list-style-type: none"> <li>2.1 Meaning, Definition and Nature of Planning</li> <li>2.2 Forms and Types of Planning</li> <li>2.3 Steps in Planning</li> <li>2.4 Limitations of Planning</li> <li>2.5 Various Ways to Overcome the Limitations in Planning</li> <li>2.6 Meaning and Techniques of Forecasting</li> <li>2.7 Meaning, Types and Steps in Decision-Making.</li> </ol>	15

Unit	Unit Title	Contents	No of Lectures
III	Organization and Staffing	3.1 Meaning and Principles of Organization 3.2 Factors Affecting Organization Structure 3.3 Concepts of Authority, Power and Responsibility 3.4 Delegation of Authority 3.5 Difficulties in Delegation of Authority 3.6 Ways to Overcome Barriers to Delegation 3.7 Need and Importance of Staffing 3.8 Sources and Methods of Recruitment	16
IV	Direction and Team Work	4.1 Meaning, Elements, Principles, Techniques and Importance of Direction. 4.2 Concept of Team Work, Group Dynamics and Group Behavior	12
<b>Total No of Lectures</b>			<b>57</b>

**Teaching Methodology:**

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome Expected		Weightage of Marks (%)
				Conceptual understanding	Knowledge / Skills / Attributes etc.	
I	Introduction of Management	Interactive, Films on Process of Management and Films on Management Thinkers	N/A	Understanding various basic concepts & thoughts	Conceptual understanding & Fundamental Knowledge	26
II	Planning and Decision-Making	Student Group Activities which involve Planning and Decision Making	N/A	Students will get an idea about how planning works in real life.	Conceptual understanding  Experiential learning	27

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome Expected		Weightage of Marks (%)
				Conceptual understanding	Knowledge / Skills / Attributes etc.	
III	Organization and Staffing	Lectures by Industry Experts and Documentaries on Organization and Staffing	N/A	Students will understand the implementation of both the concepts.	Conceptual understanding & Application Skill	28
IV	Direction and Team Work	Role Play/Group Discussion/Case Study	N/A	Students will understand importance of proper direction and team work.	Fundamental Knowledge Analytical Skill Reflective Thinking	19

**Suggested Readings :**

Sr. No	Title of the book	Author	Publication
1.	Essentials of Management	Horol Koontz and Iteinz Weibrich	McGrawhills International
2.	Management Theory & Practice	J.N.Chandan	N/A
3.	Principles & Practice of Management	Dr. L.M.Prasad	Sultan Chand & Sons, New Delhi
4.	Business Organization & Management	Dr. Y.K. Bhushan	N/A
5.	Business Environment and Policy – A Book on Strategic Management	Francis Cherunilam	Himalaya Publishing House
6.	Principles of Management	Tripathi, Reddy	Tata McGraw Hill

**Suggested Web/E-Learning Resources :**

<b>Sr. No.</b>	<b>Topic of the Lecture</b>	<b>Lectures (Available on Youtube / Swayam / MOOCS etc.)</b>	<b>Films</b>	<b>Journals / Articles / Case studies</b>
1.	Introduction of Management	<a href="https://managemagazine.com/blogtalk/leadership-management/most-popular-leadership-management-articles-managemagazine-2017/">https://managemagazine.com/blogtalk/leadership-management/most-popular-leadership-management-articles-managemagazine-2017/</a>	Films on Process of Management and Films on Management Thinkers	Planning and Decision-Making Journal of Management/ Journal of Management Studies
2.	Planning and Decision-Making	<a href="http://irphouse.com/ijesbm/ijesbm2n1_01.pdf">http://irphouse.com/ijesbm/ijesbm2n1_01.pdf</a> <a href="https://www.ccsenet.org/journal/index.php/emr/article/view/41031">https://www.ccsenet.org/journal/index.php/emr/article/view/41031</a>	Documentaries	Journal of Management/ Journal of Management Studies
3.	Organization and Staffing	<a href="https://www.managementstudyguide.com/staffing-function-articles.htm">https://www.managementstudyguide.com/staffing-function-articles.htm</a> <a href="https://www.researchgate.net/publication/247570058">https://www.researchgate.net/publication/247570058</a> Staffing_in_the_21st_Century_New_Challenges_and_Strategic_Opportunities	Lectures of Industry Experts and Documentaries on Organizing and Staffing	Journal of Management/ Journal of Management Studies
4	Direction and Team Work	<a href="https://www.nytimes.com/guides/business/manage-a-successful-team">https://www.nytimes.com/guides/business/manage-a-successful-team</a> <a href="https://www.managementstudyguide.com/team-building-articles.htm">https://www.managementstudyguide.com/team-building-articles.htm</a>	Documentaries	Journal of Management/ Journal of Management Studies



<b>Course Code :</b> <b>B1-21/305</b>	<b>Subject / Course : Elements of Company Law</b>	<b>Total Marks : 100</b> <b>Credits : 03</b>
<p><b>Course Objectives :</b></p> <ol style="list-style-type: none"> <li>1. To introduce the concept of a Company as a business form under the Companies Act, 2013.</li> <li>2. To get acquainted with the provisions of the Companies Act, 2013 regarding the formation and incorporation of a company.</li> <li>3. To understand the principal documents required for the formation of a company.</li> <li>4. To know the various modes for raising capital for the company.</li> </ol>		
<p><b>Course Outcome :</b></p> <p>After completing the Course, the student shall be able to</p> <p><b>CO1:</b> Get acquainted with meaning, nature, and kinds of Company.</p> <p><b>CO2:</b> Have a comprehensive understanding of the company law on the formation of a new Company in India.</p> <p><b>CO3:</b> Explore the contents and importance of principal documents of the company.</p> <p><b>CO4:</b> Get an insight into the provisions of the capital of the Company.</p>		

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of lectures</b>
I	The Companies Act, 2013: Introduction and Concept	<p>1.1 History and Background of Company Law</p> <p>1.2 Introduction to the Companies Act, 2013: Meaning, Definitions, Key Concepts, Nature, Applicability, and Features of a Company; Comparison of Company as a form of business organization vis-à-vis the other forms of business entities like Sole Proprietorship, Partnership, and LLP.</p> <p>1.3 Types of Companies: On the basis of mode of formation, Number of members, liability and Control, Public and Private Companies: Distinction, Advantages, Disadvantages, Privileges and their Conversion into each other.</p> <p>1.4 Other kinds of Companies: One Person company, Section 8/Charitable Companies, Dormant Company, Sick Company, Small Company, Listed Company, Foreign Company, Associate Company, Producer Company, Nidhi Company, Government Company, etc.</p>	16

Unit	Unit Title	Contents	No of lectures
II	Formation and Incorporation of a Company	<p>2.1 Stages in the Formation and Incorporation.</p> <p>2.1.1 Promotion: Meaning of the term ‘Promoter’ / Promoter Group, their legal Position, Rights &amp; Liabilities of Promoters, Pre-incorporation contracts.</p> <p>2.1.2 Registration/ Incorporation of a Company: - Procedure, Documents to be filed with ROC, Certificate of Incorporation, Compliances related to Public Company, Effects of Certificate of Registration.</p> <p>2.1.3 Capital Subscription</p> <p>2.1.4 Commencement of Business</p>	12
III	Principal Documents	<p>3.1 Documents relating to Incorporation</p> <p>3.1.1 Memorandum of Association: Meaning and importance- Form and contents- Alteration of memorandum.</p> <p>3.1.2 Articles of Association: Meaning- Contents and form of Articles- Alteration of articles-</p> <p>3.1.3 Principles in Company law: Doctrine of Ultra Vires, Doctrine of constructive notice, Doctrine of Indoor Management, Lifting or piercing the corporate veil.</p> <p>3.2 Documents relating to Raising of Capital</p> <p>3.2.1 Prospectus: Meaning, contents, Statutory requirements in relation to prospectus, Types of Prospectus: Red Herring Prospectus; Abridged Form of Prospectus; Deemed Prospectus; Shelf prospectus; Statement in lieu of prospectus, Misstatement in a prospectus and Liabilities for Mis-statement.</p>	13
IV	Capital of the Company	<p>4.1 Various Modes for Raising of Capital</p> <p>4.1.1 Owned Capital: including private placement, public issue, rights issue, bonus shares, ESOS, Sweat Equity Shares, Buy-back of Shares (By an offer for sale)</p> <p>4.1.2 Debt/Borrowed Capital; Concept of Securities</p> <p>4.2 Share Capital: Meaning, Structure, Definition, Nature, and Kinds of Shares.</p> <p>4.3 Allotment of Shares: Meaning- Statutory provisions for allotment, improper and irregular allotment- Consequences of irregular allotment.</p> <p>4.4 Other relevant concepts: Meaning- Requisites of a valid</p>	16

Unit	Unit Title	Contents	No of lectures
		call, calls in advance, Share Certificates: Meaning, Provisions regarding the issue of share certificates- Forfeiture, Surrender, Transfer, and Transmission of Shares.	
<b>Total No of Lectures</b>			<b>57 (48 min)</b>

**Teaching Methodology:**

Unit	Unit Title	Teaching methodology	Project / Hands-on exposure / Practice-based	Outcome expected		Weightage of Marks (%)
				Conceptual understanding of Knowledge / Skills / Attributes etc.		
I	The Companies Act, 2013: Introduction and Concept	Case Studies, PowerPoint Presentation, Group Discussion, Library Visit, Class Discussion.	Different Kinds of Company	To Understand the concept of a company	To equip students with the knowledge of nature and types of Companies.	28
II	Formation and Incorporation of a Company	The project, Quiz Competition, Case Studies, Interaction with the Industry Expert, Class Discussion, Internet Resources. Visit ROC office	Steps involved in the formation of the Company	To acquaint the students with procedure of formation of company.	To Understand the company registration process	21

Unit	Unit Title	Teaching methodology	Project / Hands-on exposure / Practice-based	Outcome expected		Weightage of Marks (%)
				Conceptual understanding of Knowledge / Skills / Attributes etc.		
III	Principal Documents	Case studies, Team Exercise, Field visit, Moot Court, PowerPoint Presentation, Group Discussion	Principal Documents – MOA, AOA, and Prospectus.	To acquaint the students with the role and importance of various Documents like MOA, AOA, and Prospectus.	To learn about the documents to be filed with ROC.	23
IV	Capital of the Company	The project, Quiz Competition, Case Studies, Library Assignment, Class Discussion.	Various Modes for Raising Capital	To give Comprehensive insight about the capital of the Company and Various Modes for Raising it.	To gain knowledge about the capital of the company	28

#### Suggested Readings:

Sr.	Title of the Book	Author/s	Publication	Place
1.	The Companies Act with Rules	Taxmann	Taxmann	-
2.	The Companies Act, 2013	Bharat	Bharat Law House Pvt. Ltd.	Delhi
3.	Company Law-A Comprehensive Text Book on Companies Act 2013	Dr. Sanjay Dhamija,	Taxmann	-
4.	Company Law	Dr S R Meyani	Asia Law House,	Mumbai
5.	Guide to Memorandum, Articles & Incorporation of Company	Bhandari & Makheeja	Lexis Nexis	-
6.	Company Law	Avtar Singh	Eastern Book Company	-
7.	Elements of Company Law	N D Kapoor	Sultan Chand and Sons	-



<b>Sr.</b>	<b>Title of the Book</b>	<b>Author/s</b>	<b>Publication</b>	<b>Place</b>
8.	Law Dictionary	-	-	-
9.	Guide to the Companies Act	Ramaiya	Lexis Nexis	Nagpur

#### **Web References**

<b>Sr. No.</b>	<b>Website Address</b>	<b>Institution</b>
1	<a href="https://www.mca.gov.in">https://www.mca.gov.in</a>	Ministry of Corporate Affairs
2	<a href="https://www.icai.org">https://www.icai.org</a>	ICAI - The Institute of Chartered Accountants of India
3	<a href="https://www.icsi.edu">https://www.icsi.edu</a>	ICSI - Institute of Company Secretaries of India

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<b>Course Code :</b> <b>B1-21/306A (I)</b>	<b>Subject/Course : Business Administration - I</b>	<b>Marks : 100</b> <b>Credits :4</b>
<p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To understand the concept of business and various functions of business administration.</li> <li>2. To provide basic knowledge about various forms of business organizations.</li> <li>3. To acquaint the students with business environment and its implications.</li> <li>4. To make them aware about the recent trends in business and study the various stages in business promotion, documents required for starting the business.</li> </ol>		
<p><b>Course Outcome :</b></p> <p>After completing the course, the student shall be able to</p> <p><b>CO1:</b> Understand the concept of business and various functions of business administration.</p> <p><b>CO2:</b> Gain basic knowledge about various forms of business organizations.</p> <p><b>CO3:</b> Get acquainted with the concepts and constituents of business environment and implications.</p> <p><b>CO4:</b> Understand the recent trends in business and various stages in business promotion as well as the documents required for starting the business.</p>		

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No. of Lectures</b>
I	Introduction to Business Administration	1.1 Business-Definition, Characteristics, Scope and Objectives of Business-Economic & Social Perspectives. 1.2 Commerce-Meaning, Concept, Trade & Aids to trade 1.3 Meaning & Definition of the Term: Administration, Management and Organisation, Functions of Administration.	13
II	Types of Business Organizations	2.1 Types of Business organizations: 2.2 Sole Proprietorship, Partnership Firm, Limited Liability Partnership, Joint Stock Company, Non-Profit Joint Stock Company under Section 25 of the Companies Act, NGO, One Person Company,	18

Unit	Unit Title	Contents	No. of Lectures
		MNC, MSME Unorganised (informal)v/s Organized sector (registered/incorporated) 2.3 MSME policy and various schemes 2.4 Entrepreneurship: Meaning, definition and importance, objectives, skills and qualities required of an entrepreneur, case study of a successful local entrepreneur	
III	Business Environment	3.1 Meaning of Business Environment Constituents of Business Environment Economic, Social, Legal, Cultural, Educational, Political, Technological, Natural and international. 3.2 Impact of New Policies on Business Administration	14
IV	Business Promotion and Development	4.1 Business unit- Promotion, Concept, Stages in business promotion, 4.2 Business development: Concept, process 4.3 Business components to be focused for development like markets, customers and relationships	12
<b>Total No. of lectures</b>			<b>57</b>

**Teaching Methodology:**

Unit	Unit Title	Teaching Methodology	Project (If any)	Outcome expected Conceptual understanding Knowledge / Skills / Attributes		Weightage of Marks (%)
I	Introduction to Business Administration	Group Discussion	Group Discussion on functions of Business Administration and difference in 'Administration and Management'	Students will get an idea about the basic concepts and functions in administration of business	Knowledge attribute and Communication skill will improve	25 %

Unit	Unit Title	Teaching Methodology	Project (If any)	Outcome expected Conceptual understanding Knowledge / Skills / Attributes		Weightage of Marks (%)
II	Types of Business Organizations	Case study based PPT on various entrepreneurs	Visit to sole proprietors, partnership firms and NGOs to study the functions of business administration	Students will get an idea about how different forms of business organizations can be formed and operated.	Analytical skills and thinking ability	25%
III	Business Environment	Study of the impact of pandemic on MSMEs.	Interviews of entrepreneurs to study the impact of Lockdown	Students will get practical knowledge and true experience of functioning /operations of business	Knowledge and Interview skills, Questionnaire making	25%

#### Suggested Readings:

Sr. No	Title of the Book	Author/s	Publication
1	Modern Business Organization & Management	N.Mishra, Majestic Books Hounslow	Allied Publishers Pvt. Ltd
2	Essentials of Business Administration	Ashwathappa-	Himalaya Publication
3	Business Administration	S.C.Saxena-	Sahitya Bhavan
4	Business Administration	Sharma D. K.	Centrum Press
5	Business Administration	Robinson Maurice Henry	Forgotten Books
6	The Administrative Processes	Stephen Robbins	Prentice-Hall; 2nd edition
7	Business Organization and Management	P C Tulsian	McGraw Hill Education

Sr. No	Title of the Book	Author/s	Publication
8	Modern Business Administration	Robert C.	Pitman Publication
9	Handbook of Business Administration	Maynard, H.B	McGraw-Hill

**Suggested Web/E-Learning Resources:**

Sr. No.	Topic Of the Lecture	Lectures (Available on Youtube / Swayam / MOOCS etc.)	Films	Journals / Articles / Case studies
1.	Introduction to Business Administration	<a href="https://www.udemy.com/courses/search/?src=ukw&amp;q=business+administration">https://www.udemy.com/courses/search/?src=ukw&amp;q=business+administration</a> <a href="https://www.youtube.com/watch?v=HZcXup7p5-8">https://www.youtube.com/watch?v=HZcXup7p5-8</a>	N/A	<a href="https://doi.org/10.2307/2548975">https://doi.org/10.2307/2548975</a>
2.	Types of Business Organizations	<a href="https://www.udemy.com/course/intro-to-business-administration-for-deca/">https://www.udemy.com/course/intro-to-business-administration-for-deca/</a>	N/A	N/A
3.	Business Environment	<a href="https://www.youtube.com/watch?v=EK53DG6BRJ8">https://www.youtube.com/watch?v=EK53DG6BRJ8</a>	N/A	<a href="https://openknowledge.worldbank.org/handle/10986/8253">https://openknowledge.worldbank.org/handle/10986/8253</a> <a href="https://www.ukessays.com/essays/international-business/analysis-of-indias-business-environment.php">https://www.ukessays.com/essays/international-business/analysis-of-indias-business-environment.php</a>
4.	Business Promotion and Development	<a href="https://www.youtube.com/watch?v=pEF11SI340M">https://www.youtube.com/watch?v=pEF11SI340M</a> <a href="https://www.udemy.com/courses/search/?src=ukw&amp;q=Business+Promotion+and+Development">https://www.udemy.com/courses/search/?src=ukw&amp;q=Business+Promotion+and+Development</a>	N/A	<a href="https://www.investopedia.com/articles/personal-finance/090815/basics-business-development.asp">https://www.investopedia.com/articles/personal-finance/090815/basics-business-development.asp</a> <a href="https://bdsresults.com/case-study-4/">https://bdsresults.com/case-study-4/</a>

**Suggestive Mini Projects:**

Topics of mini projects for group:

- To study the impact of Covid-19 / Lockdown on MSMEs
  - To Study the Government announcements for businesses and its usefulness and application.
  - Analysis of various Acts applicable to business and make a chart activity.
  - Visit to NGOs which supports the start-ups and administer the activities.
  - Taking interviews of Entrepreneurs.
  - Making a questionnaire for head of business/Company/Organization's interview
  - Transforming interview in to Business facts and presentation of it.
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<b>Course Code:</b> <b>B1-21/306B (I)</b>	<b>Subject/Course : Banking and Finance (Indian Banking System - I)</b>	<b>Marks:100</b> <b>Credits:4</b>
<p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To provide basic knowledge and information about recent trends in the Indian Banking System.</li> <li>2. To understand functioning of the central bank and currency system in India</li> <li>3. To know the role of Public Sector Banks in the Indian Banking System.</li> <li>4. To make aware about Indian Private Banks, Foreign Banks and future of Private Sector Banks.</li> </ol>		
<p><b>Course Outcome :</b></p> <p>After completing the course,the student shall be able to</p> <p><b>CO1:</b> Students come to know about fundamental knowledge of the Indian Banking System and Recent trends.</p> <p><b>CO2:</b> Students shall understand the functioning of the central bank in India and relate the Prevailing currency system.</p> <p><b>CO3:</b> Students will be able to know the place of Public Sector Banks in Economic Development.</p> <p><b>CO4:</b> Students are enabled to identify complementarily of Private Sector Banks to the Public Sector Banks and growing importance of Private Sector Banks.</p>		

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of lectures</b>
I	Indian Banking System	1.1 Evolution and Structure of Banking in India 1.1.1 Organized and unorganized Financial Sector 1.2 Bank and Non-Bank Finance Companies (NBFCs) 1.3 Scheduled Banks and Non-Scheduled Banks 1.4 Role of Banking in Economic Development 1.5 Recent trends and challenges faced by banks in India	<b>12</b>
II	The Central Bank	2.1 Definition of 'Central Banking' 2.2 Evolution of Reserve Bank of India (RBI) 2.3 Functions of Reserve Bank of India 2.4 Present Currency System in India 2.5 Understanding Concepts : Bank Rate,Cash Reserve Ratio(C.R.R.), Statutory Liquidity Ratio (S.L.R.), Repo Rate, Reverse Repo Rate, Variable Reverse Repo Rate	<b>12</b>

Unit	Unit Title	Contents	No of lectures
		(VRRR).	
III	Public Sector Banks	3.1 Definition and ownership pattern of Public Sector Banks 3.2 Classification of Public Sector Banks 3.2.1 State Bank of India –Evolution , Functions and Performance 3.2.2 Nationalized Banks: Social control , Meaning of Nationalization, Arguments for and against Nationalization with reference to current Indian Scenario. 3.2.3 Introduction to Regional Rural Banks 3.2.4 Introduction to Lead Bank Scheme 3.3 Mergers of the Banks	12
IV	Private Sector Banks	4.1 Meaning and features of Private Banking 4.2 Classification of Private Banks : i) Indian Private Banks – Old and New ii) Foreign Banks 4.3 Performance and role of Private Banks in India 4.4 Future of Private Sector Banks in India.	12
<b>Total No of Lectures ( 48 minutes each )</b>		<b>Teaching – Learning Process</b>	<b>48</b>
		<b>Evaluation Process</b>	<b>09</b>
		<b>Total</b>	<b>57</b>

#### Teaching Methodology :

Unit	Unit Title	Teaching methodology	Project / Hands on exposure / Practice based	Outcome expected	Weightage of Marks %
				Conceptual understanding Knowledge / Skills / Attributes etc.	
I	Indian Banking System	1. Description method Class Discussion	Not Suggested	Students will understand the Indian Banking System.	Approximately Equal weightage to all the Units.



Unit	Unit Title	Teaching methodology	Project / Hands on exposure / Practice based	Outcome expected	Weightage of Marks %
				Conceptual understanding Knowledge / Skills / Attributes etc.	
II	The Central Bank	1. Students interaction 2. Web References 3. Library work	Writing a report based on the guest lecture	Students become aware about the Indian Central Bank and current rates.	.
III	Public Sector Banks	1. Panel Discussion	Project	Students will get acquainted with the importance of Public Sector Banks and its role in Economic Development.	
IV	Private Sector Bank	1. Students PPT 2. Study of Annual Performance Reports of Banks 3. Web references of Foreign Banks.	Visit to a bank	Students know about the growing impacts of Private Sector Banks and will be able to evaluate their performance.	

#### Mandatory Readings:

Sr No.	Title of the Book	Author/s	Publication
1	Innovations in Banking Services	Suneja H. R.,	Himalaya Publishing House, Mumbai, 1994.
2	Banking and Finance	Edition 1st, Joshi, Shrikant	Indian Banking System paper
3	Banking in India	Khan Ahmed Masoor Khan	-
4	Financial Market and Institutions	Bhole L.M.	Tata McGraw Hills.

**Suggested Readings:**

<b>Sr No.</b>	<b>Title of the Book</b>	<b>Author/s</b>	<b>Publication</b>
1	Indian Banking System	Deb Joyeeta	Evince Publishing. (2019)
2	Indian Banking-Nature and Problems	Desai Vasant	Himalaya Publishing House. (2007)
3	Banking Principles and Operations	Gopinath M.N.	Pearson Publication
4	Managing Indian Banks	Joshi, Vasant and other The Challenges Ahead	Response Books, New Delhi. (2002)
5	Indian Banking System-Growth, Challenges and Government Initiatives	Mallik, Chaudhury and Sarkar,	Kalpaz Publications. (2018)
6	Indian Banking	Nararajan and Parameswaran	S. Chand Company Ltd. New Delhi. (2007)
7	Banking in India: Past, Present and Future	Shahi Ujjwala	New Century Publications(2013)
8	Indian Banking System	Trivedi, Chaudhary and other	RBD Publication, Jaipur. (2015)
9	Indian Banking System	Trivedi I.V. and JatanaRenu	RBSA Publisher. (2010)
10	Report on Trend and Progress of Banking in India India'2017-18, 2018-19	2019-20- Reserve Bank of India	-

**Web references Recommended:**

1. [www.rbi.org](http://www.rbi.org)
2. [www.sbi.org](http://www.sbi.org)



<b>Course Code:</b> <b>B1-21/306C (I)</b>	<b>Subject/Course: Business Laws and Practices – I</b>	<b>Marks: 100</b> <b>Credits - 04</b> <b>(Theory 03 +</b> <b>Practical 01 = 04)</b>
<b>Course Objectives:</b>		
<ol style="list-style-type: none"> <li>1. To make students understand basic concepts, administrative setup, and functionality of the Maharashtra Agricultural Produce Marketing Act, 1963.</li> <li>2. To introduce basic terms and principles of insurance, the claim settlement procedure, etc.</li> <li>3. To make the students understand the features and principles of life insurance, various types of life insurance, the nomination of policy, etc.</li> <li>4. To understand about IT Act, 2000 and Electronic Governance.</li> </ol>		
<b>Course Outcome:</b>		
After completing the course, the student shall be able to		
<b>CO1:</b> Understand basic concepts, administrative setup, auctioning process, etc. of MAPM Act, 1963.		
<b>CO2:</b> Understand the basic terms of insurance, various types of insurance, and claim settlement process.		
<b>CO3:</b> Get an insight into life insurance, its principles, types, nominations, etc.		
<b>CO4:</b> Gain knowledge about provisions of IT Act, 2000 relating to digital signature, E-governance etc.		

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of lectures</b>
I	Maharashtra Agricultural Produce Marketing (development and regulations) Act, 1963	<ol style="list-style-type: none"> <li>1.1 Introduction; Meaning of Agricultural Produce, Agriculturist, Broker, Buyer, bye-laws, Commission Agent, Director, Coolee, Local Authority, Market Area, Market Committee, Processor, Secretary, Retail sales.</li> <li>1.2 State Marketing Board, Establishment of National Integrated Produce Market, Direct Marketing.</li> <li>1.3 Establishment of private market and farmer-consumer market and redressal of disputes.</li> <li>1.4 Contract Farming Agreement (Sec. 5), Marketing of Agricultural Produce (Sec 6 to 10)</li> </ol>	14

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of lectures</b>
II	General Insurance	2.1 Characteristics of Insurance, Importance of Insurance, Basic Principles of General Insurance. 2.2 Contract of Insurance, Type of Insurance. 2.3 Important terms – Insurer, Insured, Premium, Policy subject matter of Insurance, Claim and Proposal, Insurance Interest. 2.4 Double Insurance and Reinsurance. 2.5 Meaning of Fire Insurance, Marine Insurance & Miscellaneous Insurance	14
III	Life Insurance	3.1 Meaning, Definition of Life Insurance, Features of Life Insurance, Importance of life insurance. 3.2 Basic Principles of Life Insurance, Advantages of Life Insurance, Types of Life Insurance Policy. 3.3 Procedure of Life Insurance Policy. 3.4 Settlement of Claims of Life Insurance Policy, Nomination of Policy. 3.5 LIC: Objectives, Constitution & Functions, Challenges before LIC, Social Responsibility of LIC.	15
IV	Information Technology Act,2000	4.1 Evolution of the IT Act, Digital Signature and Electronic Signature. 4.2 Electronic Governance, Attribution. 4.3 Acknowledgment and Dispatch of Electronic Records, Secure Electronic Records, and Secure Electronic Signature Introductions. (Sec 1 to 16)	14
<b>Total No of Lectures</b>			<b>57 (48 min)</b>

**Teaching Methodology :**

Unit	Unit Title	Teaching methodology	Project / Hands on exposure / Practice based	Outcome expected		Weightage of Marks (%)
				Conceptual understanding	Knowledge / Skills / Attributes etc	
I	Maharashtra Agricultural Produce Marketing (development and regulations) Act, 1963	Cases of MAPM to be Studied. Group Discussion Article Reviews	Project report to be prepared on efficiency & effectiveness of MAPM	Understanding the actual working of MAPM & its legal applications with benefits to the stakeholders.	Students will gain basic knowledge of the MAPM Act, 1963 and awareness about marketing of Agricultural Produce	25
II	General Insurance	Benefits of Insurance to be discussed in Groups. Use of Internet Sources, Discussion on Claim Settlement.	Project Report to be prepared on benefits of General Insurance to the beneficiaries	Understanding the concept of general insurance, various ways to minimize different types of risks.	It will help the students to gain insights of General Insurance	25
III	Life Insurance	Benefits of Insurance to be discussed in Groups. Use of Internet Sources. Discussion on Claim Settlement.	Project report on benefits of Life insurance.	The legal framework of Life insurance. Insights & benefits to be understood to minimize financial risk.	It will help the students to gain insights of Life Insurance	25

Unit	Unit Title	Teaching methodology	Project / Hands on exposure / Practice based	Outcome expected		Weightage of Marks (%)
				Conceptual understanding	Knowledge / Skills / Attributes etc	
IV	Information Technology Act, 2000	Use of Internet Sources, Case laws on Information Technology.	Project report on Cyber Security Measures & Prevention of cyber fraud.	Awareness about cyber security.	To gain knowledge about legalities pertaining to transactions conducted through electronic data exchange, electronic communication or other means of e-commerce.	25

#### Projects :

Sr. No.	Topic	Project/s
01	Marketing of Agricultural Produce	Projects on auction process at APMC.
02	Insurance Documents and Policy Terms and Conditions	Projects on buying an insurance policy.
03	Settlement of Claims of Life Insurance of Policy	Projects on the claim settlement process.
04	Electronic Governance Registration of Establishments	Projects on Online data analysis with library sources

#### References :

Sr. No.	Title of the Book	Author/s	Publication
01	MAPM	Bare Act	Government Publication
02	General Insurance	Dr. L P Gupta	Dr. L P Gupta,
03	Information Technology Act, 2000	Sachdeva Editorial Unit	Sachdeva Law Publishers
04	Economic, Business & Commercial Laws	Amit Vohra and Rachit Dhingra	Bharat Law House
05	Business Law for Managers	Prof. P. K. Goel	Dreamtech Press India

<b>Sr. No.</b>	<b>Title of the Book</b>	<b>Author/s</b>	<b>Publication</b>
06	Information Technology Act, 2000	Bare Act	Government Publication

**Web References :**

<b>Sr. No.</b>	<b>Website Address</b>	<b>Institution</b>
1	<a href="https://www.mca.gov.in">https://www.mca.gov.in</a>	Ministry of Corporate Affairs
2	<a href="https://www.icai.org">https://www.icai.org</a>	ICAI - The Institute of Chartered Accountants of India
3	<a href="https://www.icsi.edu">https://www.icsi.edu</a>	ICSI - Institute of Company Secretaries of India



<b>Course Code:</b> <b>B1- 21/306D (I)</b>	<b>Subject/Course: Cost and Works Accounting- I</b>	<b>Marks: 100</b> <b>Credits: 04</b>
<b>Course Objectives:</b> <ol style="list-style-type: none"> <li>1. To acquaint the students with basic Concepts of Cost, Cost Accounting and its importance</li> <li>2. To enable the students to classify the costs and prepare the Cost Sheet</li> <li>3. To acquaint the students with the Purchase Procedure and Material Control System</li> <li>4. To provide insights on the Inventory Control System.</li> </ol>		
<b>Course Outcome:</b> <b>After completing the Course, the students will be able to:</b> <p><b>CO 1:</b> Understand the basic Concepts of Cost, Cost Accounting and its importance</p> <p><b>CO 2:</b> Classify the costs and prepare the Cost Sheet</p> <p><b>CO 3:</b> Get knowledge of Purchase Procedure and Material Control System</p> <p><b>CO 4:</b> Get insights on Inventory Control System</p>		

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of Lectures</b>
I	Basics of Cost Accounting	1.1 Concept of Cost, Types of Cost, Items excluded from Cost 1.2 Costing, Cost Accounting and Cost Accountancy 1.3 Limitations of Financial Accounting 1.4 Objectives and Importance of Cost Accounting 1.5 Relationship between Cost Accounting, Financial Accounting and Management Accounting 1.6 Cost Objects, Cost Units and Cost Centers 1.7 Role of a Cost Accountant in an organization 1.8 Introduction to Cost Accounting Standards (CAS)	12
II	Elements of Cost & Preparation of Cost Sheet	2.1 Classification of Cost, CAS 1 2.2 Elements of Cost: Material, Labour and other Expenses 2.3 Preparation of Cost Sheet, Tender (including E-Tender), Quotation and	16



Unit	Unit Title	Contents	No of Lectures
		Estimates	
III	Purchase Procedure and Documentation	3.1 Need and Essentials of Material Control 3.2 Functions of the Purchase Department 3.3 Principles of Purchasing and Purchase Procedure 3.4 Purchase Documentation	12
IV	Inventory Control	4.1 Meaning and Importance of Inventory Control 4.2 Methods of Inventory control 4.2.1. Stock Levels 4.2.2 Economic Order Quantity (EOQ) 4.2.3 ABC analysis 4.2.4 Perpetual and Periodic Inventory Control 4.2.5 Physical Verification 4.2.6 Inventory Turnover Ratio	17
<b>Total No of Lectures</b>			<b>57</b>

**Teaching Methodology:**

Unit	Unit Title	Teaching methodology	Outcome expected		Weightage of Marks (%)
			Conceptual understanding Knowledge / Skills / Attributes etc.		
1	Basics of Cost Accounting	Expert Talk Power Point Presentations Group discussions	Understand the basic concepts of Cost, Cost Accounting and its importance	Conceptual understanding Fundamental Knowledge	20%
2	Elements of Cost and Preparation of Cost Sheet	Power Point Presentations Quiz Analysis of published Tenders and Quotations	Classify the costs and prepare the Cost Sheet	Conceptual clarity Application skills	30%

Unit	Unit Title	Teaching methodology	Outcome expected		Weightage of Marks (%)
			Conceptual understanding Knowledge / Skills / Attributes etc.		
3	Purchase Procedure and Documentation	Lectures of industry experts  Case studies  Power Point Presentations	Get knowledge of Purchase Procedure and Material Control System	Fundamental knowledge  Practical Exposure	20%
4	Inventory Control	Guest Lecture Visit small Units or manufacturing unit	Get insights on Inventory Control System	Conceptual Understanding  Practical Exposure	30%

#### Suggested Readings:

Sr. No	Title of the Book	Author/s	Publication
1	Cost Accounting (Intermediate)	Study Material, ICAI, Kolkata	Institute of Cost Accountants of India, Kolkata
2	Cost and Management Accounting	Study Material, ICAI, New Delhi	Institute of Chartered Accountants of India, New Delhi
3	Cost Accounting- Principles & Practices	Jawahar Lal & Seema Shrivastava	Tata Mcgraw Hill, New Delhi
4	Advanced Cost Accounting and Cost Systems	Ravi M. Kishor	Taxmann, New Delhi
5	Purchasing Strategy Text and Cases	P. Gopalkrishnan and M. S. Sandhya	Streling Publications (P) Ltd.
6	Advanced Cost Accounting	Jain and Narang	Kalyani Publication, New Delhi
7	Purchasing and Inventory Control	K. S. Manon	Shroff Publications
8	Cost Accounting- Principles & Practices	Dr. M. N. Arora	Vikas Publishing House, New Delhi

Sr. No	Title of the Book	Author/s	Publication
9	Principles and Practice of Cost Accounting	N.K. Prasad	Book syndicate Private Ltd, Kolkata
10	Cost Accounting: Methods and Problems	B. K. Bhar	Academic Publications, Kolkata

#### E – Learning Resources:

Sr. No.	Topic	Lectures (YouTube / Swayam / MOOCs / etc.)	Study Material / Journals / Articles / Case Studies
1	Basics of Cost Accounting	<a href="https://onlinecourses.nptel.ac.in/noc20_mg53/preview">https://onlinecourses.nptel.ac.in/noc20_mg53/preview</a>	<a href="https://icmai.in/upload/Students/Syllabus2016/Inter/Paper-8-January-2021.pdf">https://icmai.in/upload/Students/Syllabus2016/Inter/Paper-8-January-2021.pdf</a>
2	Elements of Cost and Preparation of Cost Sheet	<a href="https://onlinecourses.nptel.ac.in/noc20_mg53/preview">https://onlinecourses.nptel.ac.in/noc20_mg53/preview</a> <a href="https://nptel.ac.in/courses/110101132">https://nptel.ac.in/courses/110101132</a>	<a href="https://www.icsi.edu/media/webmodules/publications/2.%20CMA-Executive.pdf">https://www.icsi.edu/media/webmodules/publications/2.%20CMA-Executive.pdf</a>
3	Purchase Procedure and Documentation	<a href="https://nptel.ac.in/courses/110106045">https://nptel.ac.in/courses/110106045</a>	Articles from the Professional Journals like:
4	Inventory Control	<a href="https://nptel.ac.in/courses/110105095">https://nptel.ac.in/courses/110105095</a>	<ul style="list-style-type: none"> <li>• The Management Accountant</li> <li>• The Chartered Accountant</li> <li>• The Chartered Secretary</li> </ul>

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<b>Course Code:</b> <b>B1-21/306E (I)</b>	<b>Course: Business Entrepreneurship - I</b>	<b>Marks: 100</b> <b>Credits: 4</b>
<b>Course Objectives:</b>		
<ol style="list-style-type: none"> <li>1. To understand the concepts of Business Entrepreneurship and its aspects.</li> <li>2. To make students aware of the qualities and traits of being an entrepreneur and to study the new age of the entrepreneur and to know its various aspects.</li> <li>3. To understand the concept and relevance of Group Entrepreneurship and Self-help groups.</li> <li>4. To study the types of ethics and responsibilities towards the society in the conventional and corporate sector in the new edge followed by the rules and regulations.</li> </ol>		
<b>Course Outcome:</b>		
After completing the course, the student shall be able to -		
<b>CO1:</b> To develop the entrepreneurial mindset.		
<b>CO2:</b> To be able to understand certain skillsets which can enhance entrepreneurial abilities.		
<b>CO3:</b> To get acquainted with observation skills, analytical skills, and design thinking skills.		
<b>CO4:</b> To be able to understand the concepts of Business Ethics and Social Responsibility.		

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of Lectures</b>
1	Entrepreneur and Entrepreneurship	1.1 Concept, Need, and Importance. 1.2 Self Employment V/s Entrepreneurship, Importance of Wealth Creation 1.3 Building entrepreneurial mindset – 1.3.1 Creation of Dream 1.3.2 Entrepreneurial Initiative 1.3.4 Entrepreneurial Competencies and qualities. 1.4 Achievement Motivation – Kakinada Experiment	18

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of Lectures</b>
2	New Age Entrepreneur	2.1 Entrepreneurial Traits – Study of Conventional and New Age Entrepreneurs with reference to the real-life examples of the following sectors – (Concept, Opportunities - Case Studies) 2.2 Conventional - Manufacturing & Trading in goods and services. 2.3 New Age Entrepreneurs 2.4 Internet-Based Entrepreneurs 2.5 Environmental Entrepreneurs 2.6 Social Entrepreneurs 2.7 Artistic Entrepreneurs 2.8 Technology-driven Entrepreneurs	18
3	Group Entrepreneurship	3.1 Concept of Group Entrepreneurship - Meaning and Significance- Individual Entrepreneurship V/s Group Entrepreneurship. Advantages and Disadvantages of Group Entrepreneurship. (Case Studies) 3.2 Self Help Group: Definition, Meaning and Evolution- Nature- Scope of SHG, Administration Functions, and Operation of SHG's.  Role of Self-Help Groups in rural development and Women Empowerment.  Challenges and Opportunities.  (Case Studies)	12
4	Business Ethics and Social Responsibility of Business	4.1 Business goals and Social Responsibility 4.2 Social Responsibility towards their Stakeholders: Investors, Owners, Employees, Government and Society at Large. (Case studies) 4.3 Leadership by Example. Code of Ethics - Ethical Structure- 4.4 Social Audit. Brief Introduction to Corporate Governance.	9
<b>Total No of Lectures</b>			<b>57</b>

**Teaching Methodology :**

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected		Weightage of Marks (%)
				Conceptual understanding Knowledge / Skills / Attributes etc		
1	Entrepreneur and Entrepreneurship	Lecture Method, Case Studies, PPT presentation	Case study-based report by the students & its presentation in the class.	1. To understand the concept of Entrepreneur and Entrepreneurship 2. To develop the entrepreneurial spirit among the students 3. To know the various aspects of entrepreneurship, there competencies and qualities with examples	To develop the conceptual understanding	30%
2.	New Age Entrepreneur	Lecture Method, Expert talks, Interviews of Entrepreneurs by students.	Case study-based report by the students & its presentation in the class.	1. To develop the The ability of positive thinking. 2. To be able to modernize tactics to solve social or environmental problems. 3. To develop students and involve and engage them in new forms of entrepreneurship in the rightest of the world. 4. To find ways to stay motivated as an entrepreneur.	1. Igniting an entrepreneurial spirit 2. Developing thinking skills.	30%

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected		Weightage of Marks (%)
				Conceptual understanding Knowledge / Skills / Attributes etc		
3.	Group Entrepreneurship	Lecture Method, study visits, group discussion, Idea Generation Workshop.	Case study-based report by the students & its presentation in the class.	1. To understand the concept of Individual Entrepreneurship and Group Entrepreneurship along with their significance. 2. To make aware of the concept Self Help Group with its functions to enhance the knowledge in entrepreneurship. 3. To Comprehend the concept and objectives of start-up and Make in India. 4. To understand the concept of Business Incubation Centres.	1. Developing critical thinking skills. 2. Making the students aware about the current Ecosystem and Government initiatives.	25%
4	Business Ethics and Social Responsibility of Business	Lecture Method, Case studies, E-learning resources.	N/A	To be able to understand the business ethics and social responsibility of business w.r.t. practices in entrepreneurship (e.g. corruption, harmful behaviour to the society).	Understanding and realizing the ethical values and responsibilities.	15%

**Suggested Readings:**

Sr. No.	Title of the book	Author/s	Publication
1	Dynamics of Entrepreneurship	Desai Vasant	Himalaya Publishing House, New Delhi Business Environment
2	Business Environment	Francis Cherunilam	Himalaya Publishing House
3	Entrepreneurship Development	Khanna S.S,	S. Chand Publishing, New Delhi
4	Entrepreneurship Development	Gupta, Shrinivasan,	S. Chand Publishing, New Delhi
5	Indian Economy	Ruddar Datt, K.P.M. Sundharam, S. Chand	New Delhi
6	Vyawasaya Udyojagata	Dr. S. L. Shiragave	Success Publication, Pune

**E-Learning Resources:**

Sr. No.	Topic	Lectures (available on YouTube / Swayam / MOOCs, etc.)	Films	Journals / Articles / Case Studies
1	Entrepreneur and Entrepreneurs hip	<a href="https://www.youtube.com/watch?v=qBFSPT9xoDg&amp;list=PLI5viI556JdT3Bn0adtESRczCoPXI1K36">https://www.youtube.com/watch?v=qBFSPT9xoDg&amp;list=PLI5viI556JdT3Bn0adtESRczCoPXI1K36</a>	<a href="https://www.youtube.com/c/Youngentrepreneursforum">https://www.youtube.com/c/Youngentrepreneursforum</a>  <a href="https://www.youtube.com/c/StartupStoriesTV">https://www.youtube.com/c/StartupStoriesTV</a>	<a href="https://journals.sagepub.com/home/iei">https://journals.sagepub.com/home/iei</a> <a href="https://www.youtube.com/c/StartupStoriesTV">https://www.youtube.com/c/StartupStoriesTV</a>
2	New Age Entrepreneur	N/A	<a href="https://www.youtube.com/c/Youngentrepreneursforum">https://www.youtube.com/c/Youngentrepreneursforum</a>	N/A



<b>Course Code:</b> <b>B1-21/306F (I)</b>	<b>Subject / Course: Marketing Management-I</b>	<b>Marks: 100</b> <b>Credits:3+1</b>
<b>Course Objectives:</b>		
<ol style="list-style-type: none"> <li>1. To understand the concept of Marketing Management, and to get the basic knowledge of Marketing Management.</li> <li>2. To acquaint the students with the various marketing management strategies and the concept of Consumer Behavior theories.</li> <li>3. To understand the concept of marketing planning, its process, and relevance.</li> <li>4. To know the importance of International Marketing and various forces that influence International Marketing.</li> </ol>		
<b>Course Outcome:</b>		
<b>After completing the course, the student shall be able to-</b>		
<b>CO1:</b> Analyze and use the Marketing Management strategies and theories.		
<b>CO2:</b> Understand the Marketing Management strategies and consumer behavior practices.		
<b>CO3:</b> Understand the concept and effectiveness of Marketing Planning.		
<b>CO4:</b> Students get the knowledge of International Marketing and understand the importance of the same.		

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of lectures</b>
I	Elements of Marketing Management	1.1 Introduction and Meaning of Marketing Management. 1.2 Nature & Scope of Marketing Management 1.3 Features of Marketing Management 1.4 Functions of Marketing Management 1.5 Components of Marketing Management 1.6 Problems of Marketing Management 1.7 Marketing Management Philosophy 1.8 Marketing Characteristics in the Indian Context 1.9 Marketing Management Process	13

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of lectures</b>
II	Marketing Strategy and Consumer Behaviour	2.1 Marketing Strategy 2.1.1 Introduction 2.1.2 Concept of Strategy 2.1.3 Meaning of Marketing Strategy 2.1.4 Significance of Marketing Strategy 2.1.5 Aim of Marketing Strategy 2.1.6 Marketing Strategy Formulation 2.1.7 Bases of Formulating Marketing Strategy 2.1.8 Types of Marketing Strategy 2.2 Consumer Behaviour 1.2.1 Introduction 1.2.2 Meaning of Consumer Behaviour 1.2.3 Definition of Consumer 1.2.4 Scope of Consumer Behaviour 1.2.5 Determinants of Consumer Behaviour 1.2.6 Concept of Motivation 1.2.7 Theories of Motivation 1.2.8 Multivariable Models of Consumer Behaviour 1.2.9 Buying Motives & Consumer Importance of Buying Motives 1.2.10 Monadic Models of Consumer Behavior	15
III	Marketing Planning	3.1 Introduction and Meaning of Marketing Planning 3.2 Definition 3.3 Nature 3.4 Scope 3.5 Elements 3.6 Importance 3.7 Types of Marketing Planning 3.8 Principles behind Successful Planning 3.9 Steps in Marketing Planning Process 3.10 Relevance in Marketing Planning 3.11 Structure of Marketing Plan 3.12 Constraints to Effective Marketing Planning	15
IV	Introduction to International Marketing	4.1 Introduction and Meaning of International Marketing 4.2 Definition of International Marketing 4.3 Scope of International Marketing 4.4 Objectives of International Marketing 4.5 Facets of International Marketing 4.6 Benefits of International Marketing 4.7 Limitations of International Marketing	14

Unit	Unit Title	Contents	No of lectures
		4.8 Forces influencing International Marketing 4.9 Forces restraining International Marketing	
<b>Total No. of Lectures</b>			<b>57</b>

**Teaching Methodology –**

Unit	Unit Title	Teaching methodology	Project / Hands-on exposure / Practice-based	Outcome expected		Weightage of Marks (%)
				Conceptual understanding of Knowledge / Skills / Attributes etc.		
I	Elements of Marketing Management	PowerPoint Presentation, Article Review, Survey Analysis	Market survey	To get acquainted with the basics of Marketing Management subject	Conceptual and fundamental knowledge to be developed.	23%
II	Marketing Strategy and Consumer Behaviour	Group Discussion, Quiz, Poster Making	Interviews of the Buyers/ consumers	It will help students to know the preferences, likes and dislikes of the consumer which lead to the further modernization of the sales strategies by marketers.	Conceptual and practical knowledge. Communication skills.	26%
III	Marketing Planning	Powerpoint presentation, Group Discussion, Survey Analysis Expert Lecture.	Interviews of sellers and marketers.	To get acquainted with the knowledge of how the market plan is prepared	Practical knowledge and conceptual learnings. Communication skills.	26%

Unit	Unit Title	Teaching methodology	Project / Hands-on exposure / Practice-based	Outcome expected		Weightage of Marks (%)
				Conceptual understanding of Knowledge / Skills / Attributes etc.		
				by the sellers in the market.		
IV	Introduction to International Marketing	Powerpoint presentation, Group discussion	Report on understanding international marketing.	To get acquainted with the knowledge of international marketing.	Theoretical and conceptual knowledge.	24%

#### Projects:

Sr. No.	Topic	Project/s
01	Elements of Marketing Management	A project on the understanding process of Marketing Management
02	Marketing Strategy and Consumer Behaviour	A project on understanding Consumer Behavior in the market. OR A project based on the Marketing Strategy of a particular unit.
03	Marketing Planning	A project on Marketing Planning Strategy of any business unit.
04	International Marketing	Case study

#### Suggested Readings :

Sr. No	Title of the book	Author/s	Publication
1	Marketing Management	Philip Kotler	Pearson Publication
2	Marketing Management	Rajan Saxena	McGraw Hill Education
3	Principles of Marketing	Philip Kotler	Pearson Publication

<b>Sr. No</b>	<b>Title of the book</b>	<b>Author/s</b>	<b>Publication</b>
4	Marketing Planning and strategy	Subhash Jain & George Haley	Cengage Learning India Pvt. Ltd
5	Marketing Strategy	Anil Mishra & Amit Kumar Mishra	Excel Books
6	Consumer Behaviour: Insight from Indian Market	Ramanuj Muzumdar	McGraw Hill Publication
7	Retail Management	Gibson Vedamani	Jayco Publication
8	Marketing Management	V. S. Ramaswamy & S. Namakumari	Macmillan Publication

**E-learning resources :**

<b>Sr. No</b>	<b>Topic</b>	<b>Lectures / YouTube / Swayam / MOOC</b>	<b>Films</b>	<b>Journals / Articles / Case studies</b>
1	Elements of Marketing Management	<a href="https://onlinecourses.swayam2.ac.in/cec20_mg06/preview">https://onlinecourses.swayam2.ac.in/cec20_mg06/preview</a>	Lectures on Basics of Marketing	<a href="http://jmm-net.com/">http://jmm-net.com/</a>
2	Marketing strategy and consumer behavior	<a href="https://onlinecourses.swayam2.ac.in/imb21_mg27/preview">https://onlinecourses.swayam2.ac.in/imb21_mg27/preview</a>	Lectures on consumer behavior and marketing strategies	<a href="https://www.scimagojr.com/journalsearch.php?q=19700187623&amp;tip=sid">https://www.scimagojr.com/journalsearch.php?q=19700187623&amp;tip=sid</a>
3	Marketing Planning	<a href="https://onlinecourses.nptel.ac.in/noc19_mg48/preview">https://onlinecourses.nptel.ac.in/noc19_mg48/preview</a>	Documentaries	<a href="http://www.mmaglobal.org/publications/mmj/current-past-issues/">http://www.mmaglobal.org/publications/mmj/current-past-issues/</a>
4	International Marketing	<a href="https://onlinecourses.nptel.ac.in/noc19_mg49/preview">https://onlinecourses.nptel.ac.in/noc19_mg49/preview</a>	Lectures of International Marketing	<a href="https://serialsjournals.com/index.php?route=product/product&amp;product_id=606">https://serialsjournals.com/index.php?route=product/product&amp;product_id=606</a>

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<b>Course Code:</b> B1-21/307(5)	<b>Course: Tax Procedure &amp; Practices (Vocational)</b> <b>Subject: Income Tax</b>	<b>Marks: 100</b> <b>Credits : 3+1</b>
<b>Course Objectives:</b>		
<ol style="list-style-type: none"> <li>1. To understand provisions of Income Tax Act for computation of profits and gains from business/profession</li> <li>2. To understand provisions for computing Capital Gain</li> <li>3. To understand provisions for computing Income from other sources and deductions under Chapter VI A and clubbing of income</li> <li>4. To understand provisions of income Tax Act for computation of Gross total income, taxable income and tax liability</li> </ol>		
<b>Note: Finance Act immediately preceding the Academic Year will be applicable.</b>		
<b>Course Outcome:</b>		
After completing the course, the student shall be able to		
<b>CO1:</b> Compute profits and gains from business/profession.		
<b>CO2:</b> Compute capital gains		
<b>CO3:</b> Compute income from other sources, deductions under Chapter VI A and clubbing of income.		
<b>CO4:</b> Compute Gross total income, taxable income and tax liability.		

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of lectures</b>
I	Profit and Gains from Business or Profession	1.1 Profit and Gains from Business or Profession (With Practical Problems)	17
II	Income from Capital Gains	2.1 Income from Capital Gains (With Practical Problems)	14
III	Income from Other sources	3.1 Income from Other sources and Deductions Under Chapter VIA and Clubbing of Income (With Practical Problems)	13
IV	Computation of Taxable Income & Tax Liability for Individual Assessee	4.1 Computation of Gross Total Income, Net Taxable Income & Income Tax Liability for Individual Assessee (With Practical	13

Unit	Unit Title	Contents	No of lectures
		Problems)	
Total No of Lectures			57 (48 min)

**Teaching methodology:**

Unit	Unit Title	Teaching methodology	Project / Hands on exposure / Practice based	Outcome expected		Weightage of Marks (%)
				Conceptual understanding	Knowledge / Skills / Attributes etc	
I	Profit and Gains from Business or Profession	a) Pre Literature b) Classroom Teaching c) Library visit d) Home Assignment e) MCQ: Test Your Knowledge	NA	Understand various concepts & definitions under Income Tax Act, 1961	Comprehension Skill	25
II	Income from Capital Gains	a) Classroom Teaching b) Group Discussion c) Home Assignment d) Case Studies e) MCQ: Test Your Knowledge	NA	Understand rules for deciding Residential Status of the person, Knowing incomes which are not chargeable to tax	Comprehension Skill	25
III	Income from Other sources	a) Classroom Teaching b) Problem Solving c) PPT Presentation d) Home Assignment e) MCQ: Test Your Knowledge	NA	Understand Computation of Income under the Head Salary	Application Skill	25

Unit	Unit Title	Teaching methodology	Project / Hands on exposure / Practice based	Outcome expected		Weightage of Marks (%)
				Conceptual understanding	Knowledge / Skills / Attributes etc	
IV	Computation of Taxable Income & Tax Liability for Individual Assessee	a) Classroom Teaching b) Problem Solving c) Home Assignment, d) Case Studies e) MCQ: Test Your Knowledge	Filling Income Tax Return -1	Understand Computation of Income under the Head House Property	Application Skill	25

#### References:

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	Direct Tax, Laws & Practice	Dr. Vinod Singhania	Taxman Publication	New Delhi
2.	Direct Taxes	Girish Ahuja & Rani Gupta	Bharat Law House	New Delhi
3.	Direct Tax, Laws & Practice	Mehrotra H C & Gupta S D	Sahitya Bhawan Publication	Agra
4.	Direct Taxes	Gaur V P & Narang	Kalyani Publications	New Delhi

#### Web Links:

1. [www.icai.org](http://www.icai.org)
2. [www.icsi.edu](http://www.icsi.edu)
3. [www.icmai.in](http://www.icmai.in)

**Note:** Finance Act & amendments in taxation law enacted immediately preceding the Academic Year will be applicable.



<b>Course Code:</b> B1-21/308(6)	<b>Course: Tax Procedure &amp; Practices (Vocational)</b> <b>Subject: Goods &amp; Services Tax and Profession Tax</b>	<b>Marks: 100</b> <b>Credits: 3+1</b>
<b>Course Objectives:</b>		
<ol style="list-style-type: none"> <li>1. To acquaint with the provisions of classification of Goods and Services, Exemptions &amp; Different Rates under GST law.</li> <li>2. To acquire the ability to interpret the provisions of the Time and Value of supply.</li> <li>3. To develop an ability to understand provisions of the Composition levy scheme under GST law.</li> <li>4. To introduce to the basic provisions of Maharashtra Profession Tax Act, 1975.</li> </ol>		
<b>Course Outcome:</b>		
After completing the course, the student shall be able to		
<b>CO1:</b> Understand classification of Goods and Services, Exemptions & Different Rates under GST law.		
<b>CO2:</b> Analyze and interpret the provisions of Time and Value of supply.		
<b>CO3:</b> Understand the applicability of provisions in respect of composition levy scheme under GST Law.		
<b>CO4:</b> Understand to the basic provisions & Applicability of Maharashtra Profession Tax Act, 1975		

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of lectures</b>
I	Classification of Goods & Services	1.1 Classification of Goods & Services 1.1.1 Leviability of Tax 1.1.2 Goods versus services 1.1.3 Negative List and Other Exemptions 1.1.4 Rates of GST 1.1.5 HSN & SAC identification	15
II	Time and Value of supply	2.1 Time and Value of supply (with basic problems) 2.1.1 Time of supply of goods & services 2.1.2 Change in rate of tax in respect of supply of goods or services 2.1.3 Time limit for issuing tax invoice 2.1.4 Rules for determination of value of taxable supply 2.1.5 Valuation of taxable supply	18
III	Composition levy	3.1 Composition levy 3.1.1 Conditions for availing Composition Scheme 3.1.2 Benefits of availing Composition Scheme 3.1.3 Periodicity of payment of GST and filling of	14

Unit	Unit Title	Contents	No of lectures
		returns for composition scheme 3.1.4 Rules for switching over from composition Scheme	
IV	Maharashtra Profession Tax Act	4.1 Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975. 4.1.1 Purpose and scope of Maharashtra state profession tax Act 4.1.2 Concepts and important definitions under Maharashtra state profession tax Act 4.1.3 Levy of profession tax 4.1.4 Registration under profession tax and tax on employees 4.1.5 Payment and Returns under profession tax	10
<b>Total No of Lectures</b>			<b>57 (48 min)</b>

**Teaching methodology:**

Unit	Unit Title	Teaching methodology	Project / Hands on exposure / Practice based	Outcome expected		Weightage of Marks (%)
				Conceptual understanding	Knowledge / Skills / Attributes etc	
I	Classification of Goods & Services	a) Pre Literature b) Classroom Teaching c) Test your Knowledge d) Library visit	NA	Understand Classification of Goods & Services as per GST Law	Basic understanding	25
II	Time and Value of supply	a) Classroom Teaching b) PPT Presentation c) Home Assignment d) Quiz Competition e) Test your Knowledge	NA	Understand Time & Value of Supply	Conceptual Understanding	25

Unit	Unit Title	Teaching methodology	Project / Hands on exposure / Practice based	Outcome expected		Weightage of Marks (%)
				Conceptual understanding	Knowledge / Skills / Attributes etc	
III	Composition levy	a) Classroom Teaching b) Group Discussion c) Test your Knowledge	NA	Understand Composition Levy under GST	Practical Knowledge & Awareness	25
IV	Maharashtra Profession Tax Act	a) Classroom Teaching b) PPT Presentation c) Test your Knowledge	NA	Learn Maharashtra Profession Tax act Provisions	Comprehension Skill	25

#### Suggested Readings :

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	Indirect Taxation	Girish Ahuja & Ravi Gupta	Bharat Law House	New Delhi
2.	Indirect Tax Laws	Dr. Yogendra Bangar	Aadhya Academy	Jaipur
3.	Indirect Taxes	Vinod Singhanian	Tasmans Publication	New Delhi
4.	Indirect Taxes	H C Mehrotra	Sahitya Bhawan Publication	Agra
5.	Bare Act CGST, SGST, IGST	H C Mehrotra	Sahitya Bhawan Publication	Agra

#### Web Links:

1. [www.icai.org](http://www.icai.org)
2. [www.icsi.edu](http://www.icsi.edu)
3. [www.icmai.in](http://www.icmai.in)

**Note:** Finance Act, GST Council Recommendations & other amendments in taxation law enacted immediately preceding the Academic Year will be applicable.

<b>Course Code</b> <b>B1-21/309</b>	<b>Subject / Course: Environment Awareness course</b>	<b>Marks: 50</b> <b>Credits : 2</b>
<p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To acquire the knowledge, values, attitudes, commitment and practices needed to protect and improve the environment.</li> <li>2. To make students conscious towards better Ecosystem.</li> <li>3. To create awareness of various natural resources</li> <li>4. To build knowledge about necessary bio-diversity and ecological conservations and to address complex environmental issues</li> </ol>		
<p><b>Course Outcome:</b></p> <p>After completing the course, the student shall be able to</p> <p><b>CO1:</b> Understand how their actions affect on the environment.</p> <p><b>CO2:</b> Develop Consciousness about the Eco-system</p> <p><b>CO3:</b> Build knowledge and implement necessary practices for utilization of various natural resources</p> <p><b>CO4:</b> Motivate to implement various practices of bio-diversity and to preserve ecological conservations of complex environmental issues.</p>		

Unit	Unit Title	Contents	No of Lectures
I	Introduction to environmental studies	1.1 Multidisciplinary nature of environmental studies 1.2 Scope and importance; Concept of sustainability and sustainable development	10
II	Ecosystems	2.1 What is an ecosystem? 2.2 Structure and function of ecosystem 2.3 Energy flow in an ecosystem: food chains, food webs and ecological succession. 2.4 Case studies of the following ecosystems : a) Forest ecosystem b) Grassland ecosystem c) Desert ecosystem d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)	12
III	Natural Resources : Renewable and Non-renewable Resources	3.1 Land resources and landuse change 3.2 Land degradation, soil erosion and desertification	17

<b>Unit</b>	<b>Unit Title</b>	<b>Contents</b>	<b>No of Lectures</b>
		3.3 Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations 3.4 Water: Use and over-exploitation of surface and ground water, floods, droughts conflicts over water (international & inter-state) 3.5 Energy resources : Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies	
IV	Biodiversity and Conservation	4.1 Levels of biological diversity : genetic, species and ecosystem diversity 4.2 Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots 4.3 India as a mega-biodiversity nation; Endangered and endemic species of India 4.4 Threats to biodiversity : Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity : In-situ and Ex-situ conservation of biodiversity. 4.5 Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.	18
<b>Total No of Lectures</b>			<b>57</b>

**Teaching Methodology:**

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected	Weightage of Marks (%)
				Conceptual understanding Knowledge / Skills / Attributes etc	
I	Introduction to environmental studies	Presentations, Lectures series, Video Clips	NA	The student shall be able to understand how their decisions and actions affect on the environment	18%
II	Ecosystems	Presentations, Lectures series, Video Clips	NA	Students will be able to develop Consciousness about the Eco-system	21%
III	Natural Resources : Renewable and Non-renewable Resources	Presentations, Lectures series, Video Clips	NA	It will able to build knowledge and practices , necessary practices of various natural resources	30%
IV	Biodiversity and Conservation	Presentations, Lectures series , Video Clips	NA	It will able to motivate to implement various practices of bio-diversity and to preserve ecological conservations of complex environmental issues	31%

### Suggested Readings:

Sr. No	Title of the book	Author/s	Publication
1	Silent Spring.	Carson, R. 2002.	Houghton Mifflin Harcourt
2	This Fissured Land: An Ecological History of India	Gadgil, M., & Guha, R. 1993	Univ. of California Press.
3	Global Ethics and Environment	Gleeson, B. and Low, N. (eds.) 1999	London, Routledge
4	Water in Crisis. Pacific Institute for Studies in Dev	Gleick, P. H. 1993.	Environment & Security. Stockholm Env. Institute, Oxford Univ.
5	Principles of Conservation Biology.	Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll	Sunderland: Sinauer Associates, 2006.
6	Threats from India's Himalaya dams	Grumbine, R. Edward, and Pandit, M.K. 2013.	Science, 339 : 36-37.
7	Rivers no more: the environmental effects of dams (pp. 29-64).	McCully, P. 1996.	Zed Books.
8	Something New Under the Sun: An Environmental History of the Twentieth Century.	McNeill	John R. 2000.
9	Fundamentals of Ecology. Philadelphia: Saunders.	Odum, E.P., Odum	H.T. & Andrews, J. 1971
10	Environmental and Pollution Science	Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011	Academic Press
11	Waste Water Treatment	Rao, M.N. & Datta, A.K. 1987	Oxford and IBH Publishing Co. Pvt. Ltd.
12	Environment. 8th edition	Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012	John Wiley & Sons.
13	Environmental law and policy in India.	Rosencranz, A., Divan, S., & Noble, M.L. 2001	Tripathi 1992.
14	Ecology and economics : An approach to sustainable development	Sengupta, R. 2003.	OUP
15	Ecology, Environmental Science and Conservation.	Singh, J.S., Singh, S.P. and Gupta, S.R. 2014	S. Chand Publishing, New Delhi.

<b>Sr. No</b>	<b>Title of the book</b>	<b>Author/s</b>	<b>Publication</b>
16	Conservation Biology : Voices from the Tropics.	Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013	John Wiley & Sons.
17	Land of the Tiger: A Natural History of the Indian Subcontinent	Thapar, V. 1998	-
18	Biology and Water Pollution Control.	Warren, C. E. 1971.	WB Saunders
19	The Creation: An appeal to save life on earth	Wilson, E. O. 2006.	New York : Norton
20	World Commission on Environment and Development	1987. Our Common Future	Oxford University Press.

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