

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

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

COs:

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

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

Course Outcomes of Skill Enhancement Module :

The students will be able to:

1. Acquaint with work culture in Bank
 2. Acquaint with the use of ICT in Finance sector
 3. Acquaint with Management Skills in the industry
- i) Assignment: A Report on Visit to Bank or Industry
ii) Class Test: Sharing experiences on visited Bank or Industry

Reference Books:

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

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

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

COURSE MATERIAL : ENGLISH USAGE IN COMMUNICATION

- i) Varieties of English
American and British English
Indian English
- ii) Non- verbal Communication
- iii) The Elevator Pitch
- iv) ICT and the use of English

Unit - I

A) Prose

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

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

Unit - II

B) Prose

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

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

Unit - III

Grammar

I) Tenses **4 Marks**

II) Voices **4 Marks**

III) Narration **4 Marks**

Unit - IV

Communication and Writing Skills

I) Notice **4 Marks**

II) Agenda **4 Marks**

III) Minutes **4 Marks**

Unit - V

Employability Skills

I) Goal Setting **4 Marks**

II) Presentation Skills **4 Marks**

III) Time Management **4 Marks**

Multiple Choice Questions

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

Internal Assessment (SEM)

I) Assignment **10 Marks**

II) Class Test **10 Marks**

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Programme : Bachelor of Commerce

Semester II

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

COs

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

Unit	Topic	No. of Periods
I	PROSE I) The Selfish Giant- Oscar II) India, What it can it Teach us?- Max Muller III) Of Travell - Francis Bacon	10
II	PROSE I) The Double Aspect of Goodness- G.H. Palmer II) The Globe of Gold - Bankim Chandra Chattopadhyay III) The Money Box- Robert Lynd	10
III	POETRY I) Good bye Party to Miss Pushpa T.S. - Nissim Ezekel II) Mending Wall - Robert Frost III) After Death- Christina Rosetti	10
IV	Writing Skills I) Creative Writing : Short Story, Expansion of Idea, Poetry Writing, etc. II) Content Writing : For Website, Book Blurb, etc.	10
V	GRAMMAR 1. Subject ó Verb Agreement 2. Some Problematic Verb Patterns 3. Question Tags 4. Short Responses	10
VI	Skill Enhancement Module Vocabulary Expansion a) Some common foreign words used in English b) Words with more than one grammatical function and mean in	10

Cos:

The students will be able to:

1. Develop Vocabulary
2. Develop Spelling sense
- i) Assignment: Vocabulary Expansion ii) Class Test: Spelling Test

Reference Books:

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

Prescribed Textbook :

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

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

Course Material : Creative Writing

Personal Essay
Memoir
Short Speech
Story Writing

Unit : I

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

Unit : II

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

Unit : III

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

Unit : IV

Writing Skills

- I) Comprehension 6 Marks
II) Group Discussion 6 Marks

Unit : V

Grammar

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

Multiple Choice Questions

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

Internal Assessment

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

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Programme : Bachelor of Commerce

Semester II

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

अभ्यासपत्रिकेची निष्पत्ती (COs) :

१. नेमलेल्या साहित्यातून जीवनदर्शन, समकालीन व्यवहार जाणीवा यांची माहिती होईल.
२. वैचारिक, ललित, कविता या विविध वाङ्मय प्रकाराचे ज्ञान होईल. या वाङ्मय प्रकाराचे वेगळेपण जाणून घेतील तथा यामधील साम्यभेदाचे आकलन होईल.

३. वैचारिक गद्यातून भाषेच्या सर्जनशील रूपाचे विद्यार्थ्यांना आकलन होईल. तसेच चारित्र्यविषय असलेल्या थोर व्यक्तींच्या जीवन कार्यातून विद्यार्थ्यांना प्रेरणा मिळेल आणि संकटावर मात करून जीवनात यशस्वी होता येते हा विचार त्यांच्या मनी रुजेल.
४. ललित कलाकृतीच्या वाचनातून आनंद, बोध, ज्ञान इत्यादींची प्राप्ती होऊन विद्यार्थ्यांच्या जीवनविषयक जाणिवा समृद्ध होतील.
५. वैचारिकता, तात्त्विकता, काव्यात्मकता, भावनात्मकता, सामान्य गोष्टीतील असामान्यत्वाचे दर्शन यातून विद्यार्थ्यांचा दृष्टीकोण संपन्न होईल.
६. विविध प्रकारच्या साहित्याचे आकलन, वर्णन, आस्वादन, विश्लेषण आणि मूल्यमापन करण्याची क्षमता वाढून विद्यार्थ्यांची अभिरुची विकसित होईल.
७. या वाङ्मय प्रकारातून विविध प्रकारचे नीतिमूल्ये, जीवनमूल्ये, यांची शिकवण विद्यार्थ्यांना मिळेल, त्याचा उपयोग उत्तमरितीने जिवन जगण्यासाठी होईल.
८. 'उपयोजित' घटकाच्या माध्यमातून विविध प्रकारची कौशल्ये त्यांच्यात निर्माण होतील व ते रोजगारक्षम होतील.
९. विचारवंत, लेखक, कवी होण्यासाठी हे अध्ययन प्रेरक ठरेल, सहाय्यभूत ठरेल. यातून विद्यार्थी भाषेचा सर्जनशील वापर कसा करावा हे समजून घेतील व विविध प्रकारातील साहित्य निर्मिती करतील. तसेच व्यवहारिक उपयोजन करून रोजगारक्षम होतील.

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

संदर्भ ग्रंथ

- १) उपयोजित मराठी - संपादक डॉ.केतकी मोडक, संतोष शेणई, सुजाता शेणई - पद्मगंधा प्रकाशन, पुणे
- २) लेखन कौशल्ये ० प्रतिक्षा गौतम तालंगकर कथले
- ३) संवाद लेखन - राजकुमार लक्ष्मणराव तांगडे
- ४) जाहिरात लेखन ० रवि पवार
- ५) गीत लेखन ० विनायक पवार

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

‘मराठी भाषिक कौशल्ये : लेखन कौशल्य**उद्दिष्टे**

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

उपयोगिता

१. संभाषण कौशल्य विकासाला सहाय्य होईल.
२. मराठी भाषा क्षमतेच्या वाढीस मदत होईल.
३. संभाषण, लेखन क्षेत्राची दारे खुली होतील.
४. विविध व्यवसाय क्षेत्रात संधी उपलब्ध होईल.

अभ्यास घटक

‘व्यक्तित्व विकासासाठी : संभाषण व लेखन कौशल्ये’ - (संपादक : डॉ.पृथ्वीराज तौर, डॉ.शैलेन्द्र लेंडे, डॉ.वंदना महाजन), अथर्व पब्लिकेशन्स हे संपादित पुस्तक या अभ्यासक्रमासाठी नेमलेले आहे.

लेखन कौशल्ये - एकूण तासिका-१५

१. लेखन कौशल्ये ० प्रतिक्षा गौतम तालंगकर कथले
२. संवाद लेखन - राजकुमार लक्ष्मणराव तांगडे
३. जाहिरात लेखन ० रवि पवार
४. गीत लेखन ० विनायक पवार

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

प्रश्ननिहाय गुणविभागणी :-

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

(वरील सर्व प्रश्नांना अंतर्गत पर्याय राहतील.)

वस्तुनिष्ठ प्रश्न - उपरोक्त अभ्यासक्रमातील विभाग ‘अ’ व ‘ब’ यावर प्रत्येकी २० गुण
०३ प्रश्न आणि विभाग ‘क’ व ‘ड’ यावर प्रत्येकी ०२ प्रश्न
वस्तुनिष्ठ स्वरूपाचे असे एकूण १० बहुपर्यायी प्रश्न विचारले जातील. प्रत्येक प्रश्नास ०२ गुण याप्रमाणेहा प्रश्न २० गुणांचा असेल.

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

कौशल्य विकासावर आधारीत अंतर्गत मूल्यमापन :- - २० गुण

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

प्रश्नपत्रिकेचे प्रारूप - एकूण गुण २५

अंतर्गत मूल्यांकन AEC	- २५ गुण
घटक चाचणी	- २ - १० गुण
गृहपाठ	- १० गुण
चर्चासत्र	- ०५ गुण

(अभ्यासपत्रिकेतील सर्व घटकांवर प्रश्न विचारण्यात येतील)

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

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

Unit	Syllabus	No. of Lectures
I	इकाई एक - गण्यखण्ड - (6 से 12 पाठ्ये) अ) दधततरण ढण् (एक) ब) लघुतरण ढण् (तीन)	08
II	इकाई दो - ढण्यखण्ड - (6 से 12 कखताओंसे) - अ) दो कखताओं के केण्य भाव	08
III	अ) ढ्यावहारक भाषा एवं ढ्याकरण १) ढदनाम (कोई दो) २) ढारभाषीक ढशासत्रक शढावलण (कोई दो) ३) मुहावरे (कोई दो) ४) वाणशुढण (कोई दो) आ) हंढण अनुवाद - मराठण गणयांश का हंढण अनुवाद	08
IV	इकाई चार - अ) ढबंढ (एक) ढ्यावसायक एवं ढयावरण ढषयो ढर आधारत ब) ढलॉग लेखन : ढकार, सावधाढ्याँ	07
V	इकाई ढॉच - संपूण ढाठयण ढ ढर आधारत वणुढण ढण् (ढण्येक ढण् ढर एक अंक)	07
VI	Skill Enhancement Module साण ढकार :-अ]साण ढकार के ढकार एवं ढशेषताएं आ]साण ढकार अढने ढरसर के ढतढठित शण क ढणयाढक, ढाचायण ढखलाडी, ढकसी ढभाग ढशेष के आढकारण इणयाढ ढकसी भी एक का साण ढकार लेना	07

संदभणुतक का नाम

ढण्यणुतक - ढतज संपादक -डॉ. ढभा उढाणयाय
डॉ. मनोज जोशी
डॉ. सुशांत ठोके
ढकाशक- राघव ढल्लिशसण्ड ढणुतसणनागढुर
ढ्यावहारक हंढण ढ्याकरण लेखक ढयाम चण कढूर
हंढण ढान ढकास लेखक डॉ हरण ढसाद ढांडे

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

***संभाषण कौशलय**

१)संभाषण कौशलय

२)सूचसंचालन

३)साठ ाकार

४)वतृव, वाद-ववाद आद

पाय पुतक का इकाइय मअंक वभाजन एवं ंन का वप नानुसार है

इकाई एक - गयख - (थम छह पाठ से)

अ) दधतर (एक) (०६अंक)

ब) लघुतर (तीन) (१२अंक)

इकाई दो - पयख - (थम छह कवताओं से) -

अ) दो कवताओं के केय भाव (१४अंक)

इकाई तीन - अ) यावहाक भाषा एवं याकरण

१) पदनाम (कोई दो) (०२अंक)

२) पाभाषीक शासक शादवल (कोई दो) (०२अंक)

३) मुहावरे (कोई दो) (०२अंक)

४) वाशुद (कोई दो) (०२अंक)

आ) हंद अनुवाद - मराठ गयांश का हंद अनुवाद (०६अंक)

इकाई चार - अ) नबंध (एक)

यावसायक एवं पयावरण वषयो आधारत (०८अंक)

ब) लॉग लेखन : कार, सावधान्याँ (०६अंक)

इकाई पाँच - संपूपाठय म पर आधारत वतुनठ (२०अंक)
(येक न पर एक अंक)

आंतरक मुयांकन - (कौशल आधारत मॉडयुल) (२०अंक)

१. साठ ाकार-अपने पसर के कलाकार,पकार,साहयकार,शाक, नेता, मजदुर,पकार आद मे से कसी भी एक का साठ ाकार लेना (१०अंक)

२. गृहपाठ, इकाई परा, समुहचचा तुतीकरण आद (१०अंक)

Part B**Syllabus prescribed for 1st Year Under Graduate Programme****Programme : Bachelor of Commerce****Semester II**

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

Course Outcomes :

This course will help Students to ó

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

Unit	Content	No. of Periods
I	घटक 1 गयपाठ 1 तथा 2 वागयसुधा (भाग - 1), वतीय वभाग	09

II	घटक 2 गण्यपाठ 3 तथा 4 वाण्यसुधा (भाग - 1), ँतृतीय ँभाग	09
III	घटक 3 पण्यपाठ 1 तथा 2 वाण्यसुधा (भाग - 1), ँतृतीय ँभाग	09
IV	घटक 4 पण्यपाठ 3 तथा 4 वाण्यसुधा (भाग - 1), ँतृतीय ँभाग	09
V	Skill Enhancement Module गृहपाठ मौखक पराा	09

संदभण्णथसूची -

- वाण्यसुधा (भाग -1), अथवण्णकाशन, जळगाव
(Text Book, Edited by Dr. B. N. Panda, Dr. R. V. Kavishwar, Dr. Jayshree Sakalkale)
- Web links ó उण्णचारण ँथान - <https://youtu.be/zW2vpCF3RyQ>
पठन कौशण्य <https://youtu.be/ARJa2GbgiiQ>
ँभण्णित पण्णचय - <https://youtu.be/bY0sEHjtQLE>
<https://youtu.be/sWikF2JvM3M>
- Swayam** https://onlinecourses.nptel.ac.in/noc22_hs114/preview

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

Course Material ó

पठनकौशण्यम् (पाण्णनीयँणण)

ँभण्णितपण्णचय (ँतृतीया ते पण्णचमी)

Question Paper Pattern

- (a) Long answer question (one out of two) : 10
(b) Reference to Context (one out of two) : 05
- (a) Long answer question (one out of two) : 10
(b) Reference to Context (one out of two) : 05
- (a) Long answer question (one out of two) : 10
(b) Reference to Context (one out of two) : 05
- (a) Long answer question (one out of two) : 10
(b) Reference to Context (one out of two) : 05
- Multiple Choice Questions (Ten) : 20

Internal marks (SEM)

Total marks - 20

- Home Assignment : 10
- Oral Test : 10

100

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

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

Programme Outcomes -

- गद पाठाचा भाषांतर करता येईल.
- गद्य पाठाचा सारांश स्वतःचा शब्दात स्पष्ट करता येईल.
- पद्य पाठातील गाथांचा अनुवाद करता येईल.

- ४) पद्य पाठाचे वाचन करून सारांशात्मक स्पष्ट करता येईल.
५) संपूर्ण अभ्यासक्रमाचे सुक्ष्म अध्ययन करून वस्तुनिष्ठ प्रश्नांची उत्तरे देता येतील.

Unit	Contents	No. of Periods
Unit-I जातक कथा	१) सुप्पारक जातक २) कुटवाणिज्य जातक	०९
Unit-II थेरीगाथा	१) खेमाथेरी २) किसागौतमी	०९
Unit-III धम्मपद	१) बालवग्ग २) पंडितवग्ग	०९
Unit-IV धम्मपद	१) पुप्फवग्ग २) अरहन्तवग्ग	०९
Unit - V	Skill Enhancement Module पाली भाषा व संगणक	०९

Course Outcomes of SEM

- त्रिपिटक साहित्याचा अभ्यास करणे
- धम्मपदातील नैतिक शिकवण अभ्यासणे

संदर्भग्रंथ -

- जातक कथा पालि - नालंदा संस्करण, इगतपुरी
- थेरिगाथा - प्रो. डॉ. विमलकिर्ती - सम्यक प्रकाशन - नवी दिल्ली
- धम्मपद - डॉ. भदन्त आनंद कौसल्यान
- पाली साहित्याचा इतिहास - भरतसिंह उपाध्याय
- जातक कथा, धर्मानंद कोसंबी, नेहा प्रकाशन - नागपूर-२०११
- धम्मपद, डॉ. रेखा वानखडे, सुगम प्रकाशन
- धम्मपद, गाथा व कथा, लेखक, डॉ. सध्दारक्खिता, प्रकाशक, सम्यक धम्मदुत ट्रस्ट, अमरावती-२०१९.
- जातक कथा - धर्मानंद कोसंबी, नेहा प्रकाशन नागपूर-२०११.
- थेरीगाथा-अनुवादक प्रा.डॉ.शेषराव मेश्राम, प्रकाशक- सचिव महाराष्ट्र राज्य साहित्य आणि संस्कृती मंडळ,मुंबई.१९९३
- पाली भाषा कौशल्य- डॉ.बालाजी गव्हाळे - सारनाथ प्रकाशन - परभणी - २०१७.
- Email Wikipedia, ebooks,Apps, News paper, Magazines, Paint Social Media, You Tube etc.

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

विषयना शिबीर / आनापान शिबीर

वैशिष्ट्ये :

- वैज्ञानिक दृष्टिकोन जाणून घेणे
- निर्मल चित्त होण्याकरिता प्रयत्न करणे
- समतावादी दृष्टिकोन अभ्यासणे
- स्मृती मध्ये प्रस्थापित होण्याचे कौशल्य लक्षात घेणे

उपयोगिता

- परिवर्तनवादी होण्यास सहाय्यभूत ठरेल
- मानवी मुल्य जाणून घेता येतील
- समाधानी वृत्ती जोपसल्या जाईल
- जिवन जगण्याची कला अवगत करता येईल

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

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

Course outcome :

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

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

Books recommended :

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

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

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

Course Outcomes

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

Unit	Content	No. of Periods
I	Business and Managerial Economics: 1.1 Meaning and characteristics of Business Economics. 1.2 Meaning and characteristics of Managerial Economics. 1.3 Nature and Scope of Managerial Economics. 1.4 Objectives and Importance of Managerial Economics. 1.5 Relation of Managerial Economics with Business Economics	13
II	Market Structure: Monopoly 2.1 Meaning and classification of Markets. 2.2 Working of Price Mechanism. 2.3 Monopoly: Meaning and Characteristics. 2.4 Price determination under monopoly 2.5 Price discrimination under monopoly.	13
III	MARKET STRUCTURE : Competitive Market 3.1 Monopolistic competition: Meaning and Characteristics. 3.2 Price determination in monopolistic competition. 3.3 Oligopoly: Meaning and Characteristics. 3.4 Price determination under Oligopoly. 3.5 Perfect competition: Meaning, Characteristics and Price Determination.	13
IV	FACTORS PRICING: LAND & LABOUR 4.1 Factors Inputs: Nature, Demand & Supply 4.2 Marginal Productivity Theory. 4.3 RENT: Concept, Ricardian Theory, Quasi Rent. 4.4 WAGES: Meaning & Types. 4.5 Determination of wages.	12
V	FACTORS PRICING: CAPITAL & ENTREPRENURSHIP 5.1 INTEREST: Concept and time preference. 5.2 Loanable funds and Liquidity preference theory of Interest. 5.3 PROFIT: Meaning and Definition. 5.4 Dynamic & Risk bearing theory of Profit. 5.5 Innovation theory of Profit.	12
VI	Skill Enhancement Module Application of Price Determination for consumer products and services and factors of productions.	12

BOOKS RECOMMENDED

1. Ahuja H.L. : Business Economics : S. Chand & Co. New Delhi
2. Business Economics : Pimpalkar, Bapat, Joshi, Orient-Logmans
3. Koustsoyiani A Moden Micro Economics, Macmilan New Delhi
4. अर्थशास्त्राचे सिद्धांत ० प्रा. जी.एन. झामरे, पिंपळापूर प्रकाशन
5. व्यावसायिक अर्थशास्त्र ० डॉ. रा.य.माहारे, अंशुल पब्लिकेशन, नागपूर
6. अर्थशास्त्रके सिद्धांत ० जोशी, सिंग, श्रीवास्तव, जयपूर
7. आधुनिक सूक्ष्मअर्थशास्त्र ० के.पी.एम. सुंदरम.
8. व्यवसायिक अर्थशास्त्र ० प्रा. एच.आर. तिवारी, डॉ. के.के. पाटील, डॉ. बी.बी. तायवाडे आणि वाय.पी. सिंग - अद्वैत प्रकाशन, अकोला
9. Business Economics : Dr. Sudhir Bodhankar, Dr. Medha Kanetkar, Shri Sainath Prakashan, Nagpur
10. Business Economics : Dr.(Mrs..) Pushpa T
11. Ayade-Shree Mangesh Prakashan, Ramdaspath, Nagpur-10
12. Business Economics (English Edition) : Dr. G.N. Zamare-Pimpalpure & Co. Publishers, Nagpur
13. व्यावसायिक अर्थशास्त्र (मराठी आवृत्ती) : डॉ. जी.एन. झामरे, Pimpalpure & Co. Publishers, Nagpur

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

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

COURSE OUTCOMES

The students will be able to:

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

Unit	Topic	No. of Periods
I	Commerce and Industry <ul style="list-style-type: none"> ❖ Commerce and Industry - Meaning, Scope and Evolution ❖ Industrial Revolution- Its Effects ❖ Emergence of Indian MNC ❖ Recent Trends in Business World ❖ Indian Business in New Millennium. 	10
II	Business <ul style="list-style-type: none"> ❖ Business Sectors and Its Form ❖ Forms of Business Organization ❖ Unorganized Business- Peddlers and Hawkers, Market Traders and Street Traders ❖ E-Commerce - Concepts and Scope ❖ E- Tailers, Cashless Transaction and Its various modes 	10
III	Entrepreneurship Development <ul style="list-style-type: none"> ❖ Concepts: Function and Need ❖ Entrepreneurship: Characteristics and Competencies ❖ Process of Entrepreneurship Development ❖ Entrepreneurship Values: Attitudes and Motivation - Meaning and Concepts 	10
IV	New Enterprises <ul style="list-style-type: none"> ❖ Decisions in Setting up Enterprises ❖ Opportunity and Idea Generation ❖ Role of Creativity and Innovation ❖ Feasibility Study and Business Plan ❖ Business Size and Location Decision 	10
V	Trade in India <ul style="list-style-type: none"> ❖ Whole Sale and Retail Trade ❖ Malls, Super Markets, Hypermarket ❖ Stores-Speciality, Convenience, Departmental and Discount ❖ Transport, Insurance, Communication and Other Services ❖ Import E port Trade Procedure 	10
VI	Skills Enhancement Module (SEM) <ul style="list-style-type: none"> ❖ Visit any local organization / local governing bodies (Panchayat Samittee Offices / Magarparishad / Municipal Corporation) and Prepared Report ❖ Gathered details about any ISO- 9000 certified organization 	10

	<ul style="list-style-type: none"> ❖ Gathered details on administrative audit report and methods adopted by any organization. ❖ Report on motivational tools for employees adopted by any organization. ❖ Report on contribution of any organization for conservation of environment, energy and heritage. 	
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BOOKS RECOMMENDED

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

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

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

• **Course Outcome**

The students will be able to-

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

Unit	Topic	No. of Periods
I	Operating System (OS): Operating System Basics: Introduction, Definition, Basic Functions. Types of Operating Systems: Batch OS, Single User, Multiuser, Time Sharing/Multitasking OS, Real Time OS, Distributed OS, Network OS and Mobile OS. Concepts of Popular Operating Systems: MS DOS, Microsoft Window, UNIX, LINUX, Apple iOS,Google Android, BlackBerry, Macintosh.	09
II	MS-WINDOWS: Concept &Version of Windows: Windows 1.0, Windows NT, Windows 95, Windows 98, Windows XP, Windows 7 and Windows 8 Windows 10: Introduction, Features,Screen Element of Window 10. Desktop: This PC, Icons, Recycle Bin, Microsoft Edge (Browser), Taskbar, Start Menu, Notification area. Manage Files and Folders with File Explorer:Creating, Deleting, Opening, Copying, Moving And Renaming Files and Folders. Microsoft Cortana; meaning and features.	09
III	Modern Communications: (Concept Only) Definition, Characteristics of Modern communication Technology. Communications Methods; SMS (Text Massaging), IM (Instant Massaging), Voice Calling, Video Chat, Blogging, Social Media and e-mail. Audio and Video Conferencing tools: concept and features of Zoom, Google Meet, Google Hangouts, Skype and YouTube. Networking: Concept, Topology. Network types: PAN, LAN, MAN and WAN. Communication Devices: Smart Phone, Bandwidth; Modem, Wi-Fi, Bluetooth	09
IV	AdvancedTable, Graphics and Mail Merge: [MS-WORD 2013/2016] Working with Tables: Creating, Inserting data, Aligning Data in a Table, inserting, Moving, Resizing Rows & Columns. Adding Border & Shading to Table, Convert Text to Table.	09

	<p>Illustrations and Objects: Insert Pictures, SmartArt, Shapes, Screenshot, Hyperlink, Text Box, WordArt, Drop Cap and Symbol.</p> <p>Document Designing: Themes, Watermark, Page Color, Page Border.</p> <p>Mail Merge: Meaning and Advantages. Procedures of Mail merge; Create Main Document, Edit Recipient's list, Insert Merge fields, Preview Results and Finish & Merge documents.</p>	
V	<p>PowerPoint Presentation: [2013/2016]</p> <p>Concept of Presentation: MS-PowerPointScreen, Creating a new Presentation Using a Template.</p> <p>Inserting and Editing: Text, Pictures, screenshot, Shapes, SmartArt, WordArt, Video and Audio effects.</p> <p>Formatting Slide: Resizing and Scaling an Object, Slide Size, format background and Changing Slide layouts.</p> <p>Slide Effects; Adding Transition and Animation effect, Setting Slide Show Timings, Different Slide Views, Running a Slide Show, Saving, Sharing and Printing a presentation.</p>	09

Books Recommended :

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

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester II

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

• **Course Outcome:**

Students will be able to do at the end of practicals:

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

• **List of Practical's:**

- 1) Create a new folder on desktop
- 2) Create, rename, delete, and restore File from Recycle Bin.
- 3) Change icon of Folder from Disk.
- 4) Open Control Panel or Setting in Windows 10 to customize and personalize.
- 5) Creating Windows Login User Account
- 6) Change Time Zone and Language of Keyboard.
- 7) Personalization your computer according to your need like changing theme, changing color, changing start menu app.
- 8) Create class time Table in table format, save file.
- 9) Open any existing Template and customize according to your need.
- 10) Create two column page, add border to page and add Picture /Text Watermark.
- 11) Create two pages with Header and Footer, add current date on Footer and your College name on Header.

- 12) Create main document (letter/Notice/Invitation etc,) along with Recipients Address (minimum five) then insert merge field, merge document, Preview and save/print it.
- 13) Create Blank or New Existing Template, Add few Slides and Edit content on each slides.
- 14) Change Background color of each slides make sure each slides has different background.
- 15) Create a Presentation Title and Content slide layout. Add class name as a Title and add Exam Table (Sample) in table format in Content Section.
- 16) Create two Slides with Transition Effect on Each Slides
 - I) Insert WordArt on First Slide and Animate it.
 - II) Insert Picture on Second slide and Animate it with Sound.

Division of Marks for Practical's

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