

Bachelor of Commerce (B. Com)

Semester- IV Examination

Sr. No.	Subjects	Course Scheme			No. of Credits	Examination Scheme						
						Maximum Marks				Minimum Passing Marks		
		L	T	P		ESE	P	IA	Total	ESE+ AI	P	Total
1.	Compulsory English	4	-	--	4	80	-	20	100	40	-	40
2.	Marathi/Hindi/Supplementary English	4	-	--	2	80	-	20	100	40	-	40
3.	Secretarial Practice	5	-	--	4	80	-	20	100	40	-	40
4.	Monetary Economics- Paper II	4	-	--	3	60	-	15	75	30	-	30
5.	Corporate Accounting Paper ±II	5	-	--	3	60	-	15	75	30	-	30
6.	Management Accounting	5	-	--	4	80	-	20	100	40	-	40
7.	Any One Paper from the following Optional Group		-	--	--	--	--	--	--	---	-	---
	Group A. Marketing Management ± Sales and Distribution Management	4	-	--	4	80	-	20	100	40	-	40
	Group B. Human Resource Development- Organizational Behaviour- Paper-II	4	-	--	4	80	-	20	100	40	-	40
	Group C. Banking and Insurance- Banking and Insurance Law and Practices Paper- II	4	-	--	4	80	-	20	100	40	-	40
	Group D. Information Technology- Media Management	2	-	4/Batch	4	60	15	25	100	30	10	40

• Note :

1. L- Lecture, T- Tutorial, P- Practical, IA- Internal Assessment, ESE-End Semester Examination, E-External Examiner Marks, I-Internal Examiner Marks
2. Practical Period for the subject Information Technology-04 Periods per week/per batch of 30 students.

Gondwana University, Gadchiroli

Faculty of Commerce- Other Compulsory Languages

Syllabus for S. Y. B. Com.

(CBCS)

Semester-III

Compulsory English

Core Course-UCA3C03

(To be implemented from June 2018)

And

Semester-IV

Compulsory English

Core Course-UCA4C04

(To be implemented from November 2018)

Dr (Mrs) S.P. Pillai

Dr. B. Khandekar

Dr. S. G. Karmalkar

Dr. V. Vaidya

Dr. G. N. Khandekar

(Handwritten signatures and initials)

**S. Y. B. Com. Sem- III and IV
Compulsory English
Core Course**

This Syllabus has been designed as per the instructions from the Ministry of Human Resource Development and University Grants Commission.

Objectives:-

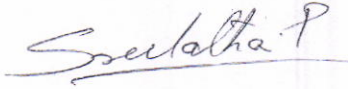
- i) To acquaint the students with success stories of stalwarts in business industry.
- ii) To create competency among the students regarding communication skills and to develop among them the ability to communicate effectively in English.
- iii) To inspire students to use various soft skills regarding use of English in business world.
- iv) To upgrade students' grammatical sense and master the basic grammatical aspects of English language.

Books Prescribed for Semester III and IV:

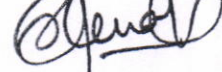
- i) *Overture: A Text Book for College Students*

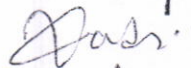
Recommended reading for Grammar, Writing Skills and Soft Skills:


- i) *English Grammar and Composition*, R. C. Jain, Macmillan India Limited, Chennai, 2003.
- ii) *A Course in English Grammar* by R. N. Bakshi, Orient BlackSwan.
- iii) *The Communicator*, Orient BlackSwan, 2013.
- iv) *A Course in English Grammar* by R. N. Bakshi, Orient BlackSwan.
- v) *Macmillan Foundation English* by R. K. Dwivedi & A. Kumar (Macmillan).
- vi) *Contemporary English Grammar & Composition* by David Green (Macmillan).

Dr (Mrs) S.P. Pillai 

Bharat B. Khandekar

Dr. S. G. Kannalle 

Dr. V. Vaidy, 

Dr. G. N. Lehmanwar 

Gondwana University Gadchiroli
Syllabus for
B. Com. Compulsory English- Semester-III & IV
80 Marks Theory (University Examination) + 20 Marks Internal Assessment

B. Com. Semester IV- Compulsory English

Core Course

Course Code- UCA4C04

Prose Section -

1	Values in Life –Rudyard Kipling
2	Education Provides a Solid Foundation –A.P.J.Abdul Kalam
3	My Lost Dollar –Stephen Leacock
4	Introduction to Right to Information Act 2005- Pralhad Kachre

Grammar and Communication Skills, and Personality Development Skills-

Interview and Interviewing Skills
Business Letters- Enquiry and Order
Presentations Skills
Narration
Synthesis of Sentences
Transformation of Sentences (Affirmative - Negative ,Assertive-Exclamatory, Assertive – Interrogative)&Vice -Versa
Idioms and Phrases

S. Y. B. Com.
Compulsory English-
Core Course
Course Code- UCA4C04
Semester-IV
Unit Wise Allotment of Marks

Sr. No.	Unit	Portion	Marks Allotted
1	I	Prose	30
2	II	Writing Skills, Communication Skills	28
3	III	Grammar	22

Dr (Mrs) S.P. Pillai 
Dr. S. G. Kannalle 
Dr. V. Vaidy. 
Dr. G.N. Chamanlekar 
Bharat. B. Khandekar

S. Y. B. Com. Compulsory English


Pattern of Question Paper- Sem-IV

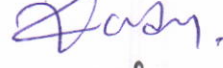
Time : Three Hours


Total Marks :80

Que. 1. A) One Long Answer Question out of Two to be answered in about 150 words (Based on First two Prescribed Prose)	10
B) One Long Answer Question out of Two to be answered in about 150 words (Based on last two Prescribed Prose)	10
Que. 2. A) i) One Short Answer Question out of Two to be answered in about 75 words each (Based on first two Prescribed Prose)	5
vii) One Short Answer Question out of Two to be answered in about 75 words each (Based on last two Prescribed Prose)	5
Que. 3. A) One Long Question on Interview or Interviewing Skills	10
B) One Long Question on Business Letters- Enquiry or Order	10
Que. 4. A) One Long Question on Presentations	8
Que. 5. A) Narration (Four out of Six)	4x2 = 8
B) Synthesis of Sentences (Three out of Five)	3x2 = 6
C) Transformation of Sentences (Affirmative – Negative, Assertive – Exclamatory, Assertive – Interrogative)	5x1 = 5
D) Idioms and Phrases	3X1= 3

Dr (Mrs) S. P. Pillai 

Dr. S. G. Kannalle 

Dr. V. Vaidy. 

Dr. G. N. Lakshminarayanan 

Bhanu. B. Khandekar

S. Y. B. Com. Compulsory English- Sem- IV

Internal Assessment (20 Marks)

The criteria for the award of Internal Assessment Marks will be as given below:

- | | | | |
|------|--|---|----------|
| i) | Unit Test Performance and Assignment/Project Submission | : | 10 Marks |
| ii) | Oral Test | : | 05 Marks |
| iii) | Attendance/Overall Performance and Responsible Behaviour | : | 05 Marks |

Dr (Mrs) S. P. Pillai Srebalta P
Dr. S. G. Kannekar Dr. S. G. Kannekar
Dr. V. Vaidy, Dr. V. Vaidy,
Dr. G. N. Chamankar Dr. G. N. Chamankar
Bhanat. B. Khandekar

अभ्यासकम-सत्र ४

गद्य:-

- | | |
|----------------------------------|--------------------|
| ७. मरणाहून अपेश वोखटे | - भाऊसाहेबांची बखर |
| ८. तरुणांनो! निर्भय बना, शूर बना | - स्वामी विवेकानंद |
| ९. अब्राहम लिंकनचा विनोद | - प्र. के. अत्रे |
| १०. माझा विरंगुळा | - यशवंतराव चव्हाण |
| ११. देवाचं शेत | - शांताराम |
| १२. भिकारी | - अनिल अवचट |

पद्य :-

- | | |
|---|--------------------|
| ७. केवढे हे कौर्य! | - ना. वा. टिळक |
| ८. सागरास | - वि.दा. सावरकर |
| ९. गणपत वाणी | - बा. सी. मर्ढेकर |
| १०. पुण्याई | - अरुणा ढेरे |
| ११. जल्म | - इंद्रजीत भालेराव |
| १२. गावावर विस्तारलेले
वीएसएनएल आकाश | - अजिम नवाज राही |

उपयोजित मराठी -

जाहिरात मसुदालेखन

संपादक
प्रा. डॉ. श्याम मोहरकर
प्राचार्य डॉ. पुरुषोत्तम कालभूत

प्रकाशक- राघव पब्लिशर्स अँड
डिस्ट्रीब्युटर्स, नागपूर.

S. S. Sathya P.
Dr. (Mrs) S. P. Pillai

(Dr. Ravindra Murmade)

गोंडवाना विद्यापीठ, गडचिरोली
बी. कॉम. भाग दोन - सत्र ४
घटकीकरण आणि गुणविभागणी

घटकीकरण	गद्य (गुण)	पद्य गुण	अंतर्गत मुल्यांकन
घटक १ व २ - दीर्घोत्तरी प्रश्न	१६	+	१६
घटक ३ व ४ - लघुत्तरी प्रश्न	१६	+	१६
घटक १,२,३,४ - लघुत्तरी प्रश्न	८	+	८
एकूण :-	४०	+	४०
			२० = १००

प्रश्न पत्रिकेचे स्वरूप- सत्र ४

प्र १ कं ७, ८,९,१० या गद्यापाठांवर दीर्घोत्तरी प्रश्न (दोन पैकी एक - ३०० ते ४०० 'ब्दात)	१६ गुण
प्र २ कं ७, ८,९,१० या पद्यावर दीर्घोत्तरी प्रश्न (दोन पैकी एक - ३०० ते ४०० 'ब्दात)	१६ गुण
प्र ३ कं ७, ८,९,१०,११,१२ या गद्यापाठांवर लघुत्तरी ४ प्रश्नांचा एक गट (दोन गटांपैकी एक- प्रत्येकी १०० 'ब्दात)	१६ गुण
प्र ४ कं ७, ८, ९, १०,११,१२ या पद्यांवर लघुत्तरी ४ प्रश्नांचा एक गट (दोन गटांपैकी एक- प्रत्येकी १०० 'ब्दात)	१६ गुण
प्र ५ - वरील ४ घटकांवर ४ प्रश्न अनिवार्य - (प्रत्येकी १०० 'ब्दात)	१६ गुण

	एकूण ८० गुण

अंतर्गत मुल्यांकन

१ जाहिरात तयार करणे	५ गुण
२ कार्यालयीन पत्रलेखन	५ गुण
३ परिसंवादाचे आयोजन	५ गुण
४ महाविद्यालयातील नियमितपणा	५ गुण

	एकूण २० गुण

S. S. Sathya P.
Dr. (Mrs.) S. P. Pillai

Dr. Ravindra Munnale

गोंडवाना विश्वविद्यालय, गडचिरोली

बी.कॉम द्वितीय

हिंदी (अनिवार्य)

(चतुर्थ सत्र)

कुल अंक : ८०+२०

पाठ्यपुस्तक:

साहित्य मंजरी

घटकीकरण, प्रश्नपत्र का प्रारूप एवं अंक विभाजन

इकाई: एक-

पाठ्यपुस्तक के निर्धारित गद्य खंड में से चार-चार लघुत्तरी प्रश्नों के दो समूह होंगे, जिनमें से किसी एक ही समूह के सभी प्रश्नों के उत्तर देने होंगे, प्रत्येक प्रश्न ५ अंकों होंगे।

कुल अंक होंगे (२०)

इकाई: दो -

पाठ्यपुस्तक के निर्धारित कविता खंड में से दो-दो लघुत्तरी प्रश्नों के दो समूह होंगे, जिनमें से किसी एक ही समूह के सभी प्रश्नों के उत्तर देने होंगे, प्रत्येक प्रश्न १० अंकों होंगे।

कुल अंक होंगे (२०)

इकाई: तीन -

व्यावहारिक हिंदी ज्ञान के अंतर्गत विज्ञापन लेखन से दो प्रश्न १० अंक के होंगे, जिनमें से किसी एक प्रश्न का उत्तर देना अनिवार्य होगा।

कुल अंक होंगे (१०)

इकाई: चार -

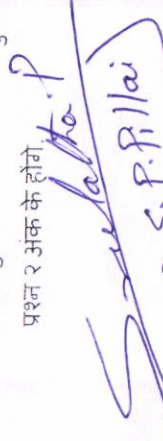
व्यावहारिक हिंदी ज्ञान के अंतर्गत वाणिज्य, उद्योग एवं कृषि से सम्बंधित दो निबंध होंगे, जिनमें से किसी एक पर निबंध लिखना अनिवार्य होगा।


कुल अंक होंगे (१०)

इकाई: पांच -

पाठ्यपुस्तक में निर्धारित सम्पूर्ण पाठ्यक्रम से दस अति-लघुत्तरी प्रश्न होंगे, सभी प्रश्नों का उत्तर अनिवार्य होगा, प्रत्येक प्रश्न २ अंक के होंगे।

कुल अंक होंगे (२०)


(Dr. Mrs) S. P. Pillai


R. M. Padil
CDZ. HOD. Hindi
ACB College Tumkur

सूचना :

१. इकाई एक और दो के अंतर्गत पूछे जाने वाले सभी प्रश्न लघुत्तरीय होंगे. प्रश्नों के उत्तर लगभग २५ पंक्तियों में अपेक्षित है.
२. इकाई एक और दो में पूछे गये सभी प्रश्न विकल्प के साथ होंगे.
३. इकाई तीन के अंतर्गत पूछे गए प्रश्नों के उत्तर कम से कम १५० शब्दों के होने चाहिए.
४. इकाई चार के अंतर्गत वाणिज्य, उद्योग एवं कृषि से सम्बंधित दो निबंध होंगे, जिनमें से एक निबंध (१५० शब्दों) में लिखना अनिवार्य होगा.
५. इकाई पांच के अंतर्गत पूछे गए सभी प्रश्न अति-लघुत्तरी होंगे, जिनके उत्तर लगभग ४ से ५ पंक्तियों में अपेक्षित हैं.
६. अंतर्गत मूल्यांकन २० अंक
 - गृहपाठ १० अंक
 - परिसंवाद/परिचर्चा १० अंक

पाठ्यक्रम

गद्य विभाग:- १. सब मिट्टी हो गया-पं. माधवप्रसाद मिश्र २. अपनी-अपनी हैसियत-हरिशंकर परशाई ३. दुलाईवाली -श्रीमती राजेन्द्रबाला घोष ४. सरयू भैया -रामबृक्ष बंजीपुरी ५. मैं हार गयी -मन्नु भंडारी. ६. पंचलाइट -फणीश्वरनाथ रेणु

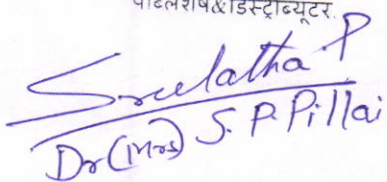
पद्य विभाग:- १. गीत-फरोश-श्री भवानीप्रसाद मिश्र २. मानव - सुमित्रानन्दन पन्त ३. बढे चलो - पद्मकांत मालवीय ४. बीस साल बाद -सुदामापाण्डेय 'धूमिल' ५. दोनों ओर प्रेम पलता है-मैथिलीशरण गुप्त ६. वंदना के इन स्वरों में- सोहनलाल दिवेदी

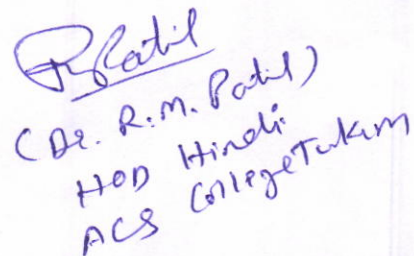
व्यावहारिक हिंदी ज्ञान:-

अ) विज्ञापन लेखन : विज्ञापन का अर्थ, परिभाषा, विज्ञापन की विशेषताएँ, विज्ञापन के माध्यम

ब) वाणिज्य, उद्योग एवं कृषि से सम्बंधित निबंध

सन्दर्भ ग्रन्थ: १. प्रयोजनमूलक हिंदी संरचना एवं अनुप्रयोग- डॉ. रामप्रकाश गुप्त, राधाकृष्ण प्रकाशन, दिल्ली २. व्यावहारिक हिंदी ज्ञान - डॉ. शैलेन्द्र कुमार शुक्ल ३. सामान्य हिंदी -पृथ्वी नाथ पाण्डेय- नालंदा पब्लिशिंग हाउस, इलाहाबाद ४. मानक हिंदी व्याकरण- डॉ. अशोक कुमार उपाध्याय-धनपत रॉय & कं. दिल्ली ५. राजभाषा शब्दकोष - डॉ. हरदेव बाहरी-लोकभारती प्रकाशन, इलाहाबाद ६. सम्प्रेषण मूलक व्यावसायिक हिंदी- डॉ. माधव सोनटक्के .ओरिएण्ट ब्लैकस्वान प्राइवेट लिमिटेड, हैदराबाद, साहित्य कलश-राघव पब्लिशर्स & डिस्ट्रीब्यूटर.


Dr (Mrs) S. P. Pillai


(Dr. R. M. Patel)
HOD Hindi
ACS College Tumkur

Gondwana University, Gadchiroli

Faculty of Commerce- Other Compulsory Languages

Syllabus for S. Y. B. Com.

(CBCS)

Semester-III

Supplementary English

Foundation Course-UCA3F01

(To be implemented from June 2018)

And

Semester-IV

Supplementary English

Foundation Course-UCA4F01

(To be implemented from November 2018)

DR(Mrs) S. P. Pillai *Smita P*

Dr. G. N. Chamanwar *G. N. Chamanwar*

Dr. S. G. Kanneke *S. G. Kanneke*

Bhanat. B. Khandekar *Bhanat. B. Khandekar*

**S. Y. B. Com. Sem- III & IV
Supplementary English
Foundation Course**

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Human Resource Development and University Grants Commission.

Objectives

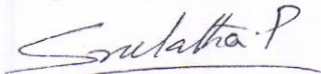
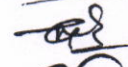
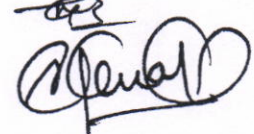
- i) To enable and inspire the students to read and learn various types of texts and enrich vocabulary and understand men and manners.
- ii) To instill poetic sense among students through reading of poetry.
- iii) To upgrade students' grammatical sense and master the basic grammatical aspects of English language.
- iv) To provide an opportunity to students to learn language elements and their application in practice.
- v) To create competency among the students regarding communication skills and to develop among them the ability to communicate effectively in English.
- vi) To inspire students to use various soft skills regarding use of English in business world.

Books Prescribed for Semester III and IV:

1. *A Pathway to Success* by Orient BlackSwan.

Recommended reading for Grammar and Composition:

- i) *English Grammar and Composition* by R. C. Jain, Macmillan India Limited, Chennai, 2003.
- ii) *A Course in English Grammar* by R. N. Bakshi, Orient Black Swan.
- iii) *Macmillan Foundation English* by R. K. Dwivedi & A. Kumar (Macmillan).
- iv) *The Communicator*, Orient BlackSwan, 2013
- v) *Contemporary English Grammar & Composition* by David Green (Macmillan).

Dr. (Mrs) S. P. Pillai 
Dr. G. N. Chemanlear 
Dr. S. G. Kannelle 
Bharat. B. Khandekar

S. Y. B. Com. Semester IV- Supplementary English

Foundation Course

Course Code- UCA4F01

Prose Section

1	Indra Nooyi: A Corporate Giant
2	The Need for Excellence- N. R. Narayana Murthy
3	The Woodrose- Abburi Chaya Devi
4	A Devoted Son- Anita Desai

Poetry Section

1	The Soul's Prayer- Sarojini Naidu
2	Stopping by Woods on a Snowy Evening- Robert Frost

Grammar and Communication Skills

Narration
Précis Writing
Resume Writing/E-Mails
Advertisements

Dr (Mrs) S. P. Pillai

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Dr G. N. Khandekar

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Dr. S. G. Kammalle

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Bhanat. B. Khandekar

S. Y. B. Com. Supplementary English-

Foundation Course

Course Code- UCA4F01

Semester-IV

Unit Wise Allotment of Marks

Sr. No.	Unit	Portion	Marks Allotted
1	I	Prose	32
2	II	Poetry	12
3	III	Grammar	06
4	IV	Writing Skills and Composition	30

Dr (Mrs) S.P. Pillai

Pr. G.M. Khechanekar

Dr. S. G. Karmalle

Bhanat B. Khandekar

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S. Y. B. Com. Supplementary English

Pattern of Question Paper- Sem-IV

Time : Three Hours

Total Marks :80

- Que. 1. A) One Long Answer Question out of Two to be answered in about 150 words
(Based on First Two Prescribed Essays) 10
- B) One Long Answer Question out of Two to be answered in about 150 words
(Based on Last Two Prescribed Poems) 10
- Que. 2. Two Short Answer Questions out of Four to be answered in about 50 words each
(Based on Prescribed Poems) 2X5 =10
- B) Two Short Answer Questions out of Four to be answered in about 50 words each
(Based on Prescribed Essays) 2X5 =10
- Que. 3. A) Change the Narration 3x2 = 6
- B) Précis Writing 10
- C) Identification of Titles of Prose/Poetry and authors/Poets 2X2= 4
- Que. 4. A) Resume Writing 5
- B) E-Mail Writing 5
- B) Advertisement 10

Dr (Mrs) S. P. Pillai

Dr. G. N. Khandekar

Dr. S. G. Kannekar

Bhanat. B. Khandekar

S. K. Khandekar

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Gondwana University
B.Com Part II
(Semester IV)
(UCA4C05) Monetary Economics II
(Finance and Modern Trade)

Unit No.	Topics
1	Financial System
	1.1 Role of finance in economy, Type of finance according to time, command, and security national objective. 1.2 Role and importance of Mutual Funds in economic development of India
2	Public Finance
	2.1 Public finance: Definition, Department of Public Revenue & Expenditure, Difference between Individual and Public Revenue and Expenditure, Sources of Public Revenue, Tax 2.2 Principles of Public Finance. The Principle of Maximum Social Advantage.
3	Modern trade and Commerce
	3.1 Commodity exchanges. History & overview, terms used, working and procedure followed in commodity exchanges, nature of commodity exchanges. 3.2 Stock exchanges, Introduction of Stock exchanges in India, Online trading.
4	Capital Market
	4.1 SEBI (Security & Exchange Board of India): Role of SEBI in Primary Capital Market of New Issue Market, Money and Capital Market, functions of SEBI. 4.2 NSE(National Stock Exchange): NSE in Capital Market. Education, Regulation & Protection of Investors, Advantage of the NSE. 4.3 B.S.E. (Bombay Stock Exchange) Role and Importance of B.S.E.

Books Recommended

1. Monetary Economics: Dr. DevenderKawday, DiniMenon. PayalPrakashan Nagpur.
2. Macro Economics: Errol D'Souza. PEARSON Delhi.
३. मौद्रिक अर्थशास्त्र : डॉ. प्रभाकर देशमुख पिंपळापूरे प्रकाशन नागपूर
४. अधिकोषण आणि वित्तीय प्रणाली डॉ. जी एन. झामरे, डॉ. ज्योत्सना देशपांडे पिंपळापूरे प्रकाशन नागपूर
५. मौद्रिक अर्थशास्त्र: टी. टी .सेठी लक्ष्मीनारायण अग्रवाल आग्रा—३
६. मद्रा बँकिंग एवं आंतरराष्ट्रीय व्यापार :टी. टी सेठी लक्ष्मीनारायण अग्रवाल आग्रा—३

S. Y. B. Com. Supplementary English- Sem- IV

Internal Assessment (20 Marks)

The criteria for the award of Internal Assessment Marks will be as given below:

- | | | | |
|-----|--|---|----------|
| iv) | Unit Test Performance and Assignment Submission | : | 10 Marks |
| v) | Oral Test | : | 05 Marks |
| vi) | Attendance/Overall Performance and Responsible Behaviour | : | 05 Marks |

Dr (Mrs) S. P. Pillai

Dr. G. M. Wamanbar

S. Subalatha P
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Dr. S. G. Kannekar

Bhanu. B. Khandekar

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GONDWANA UNIVERSITY GADCHIROLI

SYLLABUS **B.Com. – II** **Core Course** **Secretarial Practice** **Semester - IV**

Theory : 80
Internal Assessment : 20

- **Level of knowledge :** Basic Knowledge
- **Objectives :** To develop conceptual understanding of the fundamentals of secretarial practice and procedure requirements. To impart skill skills in drafting notices, resolutions, minutes, reports, etc.

COURSE INPUTS

Unit – I : Managing and Whole Time Directors

Meaning, Qualification, Disqualified Persons, Appointment, Remuneration, Powers and Duties, Whole time Director Appointment, Remuneration manager Appointment Disqualifications Remuneration power and Duties.

Company Secretary

Meaning, Qualification, Appointment, Qualities, Duties, Powers, Liabilities of Company Secretary, Legal Position of a Company Secretary.

Unit – II : Company Meetings

Meaning, Kinds of Company Meetings, Objectives of Statutory Meeting, Statutory Report, Annual General Meeting, Objects, Statutory Provisions, Regarding Annual General Meeting, Secretarial Functions Regarding Annual General Meeting, Extra Ordinary General Meeting, Objects, functions.

Unit – III : Law and Practice of Company Meetings

Notice of Meeting, Recording and signing Minutes, Agenda Meeting, Roll of Chairman, quorum, Voting methods, Qualities, Duties and Power of Chairman, Amendment proxy, Adjournment of Meeting and Postponement of Meeting.

Profit and Dividend

As certainment of divisible Profits, Payment of Dividend, Rules regarding payment of Dividend, Dividend Warrant, Electric Clearing System, Interim Dividend, Investor Education and Protection Fund.

Unit – IV Report of Company

Meaning, Characteristics, Types of Report, Statutory Report, Chairmans Speech, Essential Report, Progress Report, Certificate for Commencement of Business, Responsibility of Directors report, corporate Governance Statement.

Note :- Application of secretarial procedure and practices, drafting of notices, resolutions, minutes, reports wherever applicable.

List of recommended books :-

1. B.N. Tandon, Secretarial practice, S. Chand & Co.
2. Dr. V. K. Jain, Company law and practice
3. M. C. Kuchal company law & secretarial proactice, Vikash publishing house, New Delhi.
4. K. Mujumdar, Dr. D. K. Kapoor, Company law & Practice, (Taxmann's New Delhi.)
5. Avatar Singh, Company law (Eastern Book Co. Lucknow)

QUESTION PAPER PATTERN

Total Marks = 80

Q.1	A) Unit - I	8
	B) Unit - I	8
	OR	
	C) Unit - I	16
Q.2	A) Unit - II	8
	B) Unit - II	8
	OR	
	C) Unit - II	16
Q.3	A) Unit - III	8
	B) Unit - III	8
	OR	
	C) Unit - III	16
Q.4	A) Unit - IV	8
	B) Unit - IV	8
	OR	
	C) Unit - IV	16
Q.5	A) Unit - I	4
	B) Unit - II	4
	C) Unit - III	4
	D) Unit - IV	4

B. COM PART II
SEMESTER – IV
QUESTION PAPER PATTERN
MONETARY ECONOMICS - II

Time : 3 Hours

Total Marks: 60

Internal Assessment- 15 marks

Que. No. 1-Unit I	A) Theory	6
	B) Theory	6
	OR	
	C) Theory	12
Que. No. 2-Unit II	A) Theory	6
	B) Theory	6
	OR	
	C) Theory	12
Que. No. 3-Unit III	A) Theory	6
	B) Theory	6
	OR	
	C) Theory	12
Que. No. 4-Unit IV	A) Theory	6
	B) Theory	6
	OR	
	C) Theory	12
Que. No. 5		
	A) Theory(Unit I)	3
	B) Theory(Unit II)	3
	C) Theory (Unit III)	3
	D) Theory (Unit IV)	3

B. com. Part II
Semester – IV
CORPORATE ACCOUNTING- PAPER II

Theory - 60 Marks
Internal Assessment - 15 Marks

Unit 1

1. Final Accounts of Banking Companies: Preparation of Profit & Loss Account and Balance Sheet in the current latest form, preparation of schedules as per legal requirements.

Unit II

1. Final Accounts of General Insurance Companies in the latest prescribed form:
 - Revenue Accounts of fire, Marine and Accident insurance business.
 - Profit & Loss Account
 - Profit & Loss Appropriation Account
 - Balance Sheet

Unit III

1. Profit Prior to Incorporation of Joint stock company.

Unit IV

1. Winding up of Companies –Types of winding up, preparation of liquidators final statement of accounts

(Kamdar)
(Dr. M. T. Kamdar)
Kamode (Dr. S. S. Kamode)
Muj. Dr. V. V. Tonge

(Dr. S. P. Umare)
(Dr. S. R. Mohitkar)

R. Weginwar.
(Dr. S. R. Weginwar)
(Dr. P. V. Meshram)
(Dr. M. J. Meshram)

Kamdar
(Dr. U. T. Kamdar)

(Dr. M. Jadhav)
(Dr. M. Jadhav)

Books Recommended

1. Advanced Accounts- M.C.Shukla, T.S.Grewal; M.P.Gupta; S. Chand & Co.
2. Corporate Accounting - प्रा. अब्दुल बारी, डॉ. अरविंद शेंडे, प्रा. माधव हाते, डॉ.सुभाष जाधव
अनुराधा प्रकाशन नागपूर
3. Corporate Accounting – Dr. S. M. Shukla, Dr. S. P. Gupta, Sahitya Bhawan
Publication.
4. Company Accounts – प्रा. ए. एस. उखळकर, विद्या प्रकाशन, नागपूर.
5. Corporate Accounting – S. Anil Kumar, V. Rajesh Kumar, B. Mariyappa,
Himalaya Publication
House.
6. Financial Accounting – डॉ. एस. एम. शुक्ल, साहित्य भवन, आग्रा.
7. Financial Accounting – S. M. Somani, J. M. Ranade, Sheth Publication.
8. Financial Accounting – S. P. Jain, K. L. Narang, Kalyani Publication.
9. Financial Accounting – N. Vinayakam, B. Charumati, S. Chand and
Company.
10. Financial Accounting -2- प्रा. प्रदीप वाठ, पायल प्रकाशन, नागपूर
11. Financial Accounting – Dr. K. B. Moharir, Dr. Pradip Ghorpade, Dr Jaydev
Lanjewar, Prof.

Kedar, Payal Prakashan Nagpur.

12. Corporate Accounting – Dr H. M. Kamde, Das Ganu Prakashan, Nagpur
Ruesinwan

(Kamde)
(Dr. M. T. Kamde)
(Dr. S. S. Kamode) (Dr. S. R. Weginwan) (Dr. P. V. Prakashan)
(Dr. S. P. Ukhare)
(Dr. S. B. Mohitkar)
(Dr. M. J. Meshram)
(Dr. Y. T. Kamble)
(Dr. R. M. Jadhav)

B.com-Part II
Semester – IV
CORPORATE ACCOUNTING- PAPER II

Theory - 60 Marks

Internal Assessment - 15 Marks

Que.1	On unit I		
	A)	Practical problem	6 marks
	B)	Practical problem	6 marks
	OR		
Que 2	On unit II		
	A)	Practical problem	6 marks
	B)	Practical problem	6 marks
	OR		
Que 3	On unit III		
	A)	Practical problem	6 marks
	B)	Practical problem	6 marks
	OR		
Que 4	On unit IV		
	A)	Practical problem	6 marks
	B)	Practical problem	6 marks
	OR		
Que 5	A)	Theory on unit I	3 marks
	B)	Theory on unit II	3 marks
	C)	Theory on unit III	3 marks
	D)	Theory on unit IV	3 marks

Kamode
 (Dr. M.T. Kamode)
 Kamode (Dr. S.B. Kamode)
 Khaj (Dr. V.V. Tonge)

Thing
 (Dr. S.P. Umare)

Dr. S. Banohitew

Rameshwar
 (Dr. S.R. Rameshwar) *P. V. Meshram*
 (Dr. P.V. Meshram)
~~Dr. M.J. Meshram~~
Kamode
 (Dr. U.T. Kamode)

Dr. R.M. Jadhav

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B.COM.PART TWO
SEMESTER-IV
MANAGEMENT ACCOUNTING

Theory: 60 Marks

Internal Assessment: 15 Marks

Objectives- To Provide Basic Knowledge and Understanding of important Management Accounting to Business and Industry

Periods Allotment

UNIT I **15**
Meaning, Object, Nature, Advantages, Limitations of Management Accounting, Tools and Techniques of Management Accounting, Distinguish between Cost, Management and Financial Accounting. **Business Budgeting-** Meaning, Types of Budget, Flexible Budget and Problems related to Flexible Budget, Cash Budget.

UNIT II **15**
Break Even Analysis – Meaning, Need, Importance and Limitation, Computation of Profit-Volume Ratio, Break –Even-Point, Fixed Cost, Margin of Safety, Contribution, Estimated Sales for required Profit and Estimated Profit for given Sales, Changes in Sales, Variable Cost and Fixed Cost.

UNIT III **15**
Ratio Analysis- Meaning, Nature, Significance and Limitation of Ratio Analysis. Preparation of Income and Expenditure Statement, Computation of Ratios relating to Trading and Profit and Loss Account and Balance-Sheet Ratios such as Current Ratio, Liquid Ratio, Stock to Working Capital Ratio, Debtor Turnover Ratio, Creditor Turnover Ratio, Fixed Assets Turnover Ratio.

UNIT IV **15**
Fund Flow Statement- Meaning, Concepts, Importance and Limitation, Preparation of Schedule of Changes in Working Capital and Fund Flow Statement.

(S.P. Umare)
(Dr. P.V. Meshram)
(Dr. S.R. Wajinwar)
(Dr. S.B. Mohite)
(Dr. U.T. Kamble)
(R.M. Jadhav)
(Dr. M.T. Kamble)
(Dr. S.S. Kanode)
(Dr. S.V. Meshram)

BOOKS RECOMMENDED

1. Advance Management Accounting – Dr. Pradeep Navghare, and Dr. R. P. Ingole, Seth Publication.
2. Management Accounting – R. S. N. Pillia and V. Bhagavati, S. Chand and Company, New Delhi
3. Cost and Management Accounting - Dr. Rahul Sawlikar, Dr. K.B. Moharir and Dr. Pradip Ghorpade, Rajani Prakashan, Nagpur ISBN-978-93-82683-00-1
4. Cost and Management Accounting- Y.R. Mahajan, Pimplapure Prakashan, Nagpur
5. Management Accounting- Dr. R.K. Sawlikar and Dr. R.P. Ingole, Das Ganu Prakashan, Nagpur. ISBN-978-93-81660-41-6
6. Cost and Management Accounting (Marathi) Dr. Kishor Moharir, Sunita Moharir, Dr. Pradip Ghorpade, Dr. Vinod Waghale, Das Ganu Prakashan, Nagpur
7. Cost and Management Accounting (Marathi)- Dr. Sudhir Bobhankar, Dr. Megha Kanetkar, Shri. Sainath Prakashan, Nagpur
8. Cost and Management Accounting- Shashi K. Gupta, Kalyani Publisher, New Delhi
9. Management Accounting- Dr. K.L. Gupta, Sahitya Bhawan Publication, Agra
10. Essential of Management Accounting- P.N. Reddy and H.R. Appannaiah, Himalaya Publishing House, New Delhi.

Chandrat
(Dr. M.T. Chandrat)
Mode
(Dr. S.S. Mode)

Pr. M. J. Meherrom
(Dr. M. J. Meherrom)

S. B. Mohitkar
(Dr. S. B. Mohitkar)

Dr. S. P. Umur
(Dr. S. P. Umur)

Kamble
(Dr. U.S. Kamble)

Dr. V.V. Tonge
(Dr. V.V. Tonge)

R. M. Jadhav
(R. M. Jadhav)

M. S.

**PAPER-PATTERN OF
B. COM PART TWO
SEMESTER IV
MANAGEMENT ACCOUNTING**

Time = 3.00 Hours

Marks =60

Internal Assessment: 15 Marks

Que No. 1 on Unit 1st

a) Theory (6M)

b) Problem (6M)

(OR)

c) Problem (12M)

Que No. 2 on Unit 2nd

a) Problem (6M)

b) Problem (6M)

(OR)

c) Problem (12M)

Que No. 3 on Unit 3rd

a) Problem (6M)

b) Problem (6M)

(OR)

c) Problem (12M)

Que No. 4 on Unit 4th

a) Problem (6M)

b) Problem (6M)

(OR)

c) Problem (12M)

Que No. 5 Write Short Answers

a) Theory on Unit 1st (3M)

b) Theory on Unit 2nd (3M)

c) Theory on Unit 3rd (3M)

d) Theory on Unit 4th (3M)

(Dr. S. S. Kamode)
(Dr. M. J. Meshram)

(Chandak)
DR. M. T. Kambal
(Dr. U. T. Kambal)
DR. V. V. Torje

(Dr. S. B. Mohitkar)
(Dr. S. P. Umant)

Sales and Distribution Management

Unit I

Sales management :

- 1) Concepts of sales, sales management ,meaning and functions, selling process,
- 2) Sales planning :- importance, types, process, costumers & products in selling process ,
- 3) Personal selling:- meaning, merit and limitation

Unit II

Sales force management:

- 1) Rate of sales force turnover:- Estimating Man power, requirement sources of sales force recruits, selection of salesman.
- 2) Sales man training :- objectives , contents of training program, organization of training, remuneration of training
- 3) Remuneration of sales man :- requirements of ideal compensation plan, methods of Remuneration, salesman expenses & allowances. Motivation for sales man,

Unit III

Organization ~~meaning~~ of sales department

- 1) Sales organization : concepts, meaning, characteristics, objectives, important setting of sales organization planning process , limitations of sales organization.
- 2) Sales Department : organization of sales department, relation of sales organization win other department, sales manager quality & qualification of sales manager, selling policy of sales manager function and responsibility of sales departmental manager.

Unit IV

Physical distribution

- 1) Methods of distributions :- major contents of distribution methods, nature of physical distribution, function limitations of physical distributions, physical distributions & limitations of physical distributions
- 2) Chanel of distributions :- definition, objectives, function & types various intermediates of distribution channel, factors affecting distribution channel.
- 3) Selection process of distribution channel :- steps of selection process sales, distributors, wholesalers and retailers.

Reference Book:

- 1) Dr.P.N. Somalkar , sales & distribution management publisher Nagpur
- 2) Principle of marketing, Dr.Fudke.

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A signature that appears to be 'Mithaa' with a star symbol next to it.
A signature that appears to be 'G.C.' with 'G.C.' written above it.
A signature that appears to be 'XOE'.

REFERENCE BOOKS

1. R.Still, W.Cundiff,A.P.Govoni, Sales Management Decisions Strategies and Cases,5th Edition, P.H.I, New Delhi 2001.
2. M.Johnson, L.Kurtz, E.Scheuing, Sales Management Concepts Practice and Cases,2nd Edition, McGraw Hill International, New York 1994.
3. W.Stern, EI-Ansary, T.Coughlan, Marketing Channels, 5th Edition, P.H.I., New Delhi 2001
4. Gupta.S.L.,Sales and Distribution Management 1st Edition,ExcellBooks,New Delhi 1999
- 5.Luick,John F. and Siegler William lee, Sales Promotion and Modern Merchandising, McGraw Hill Book Company, New York 1968.
6. Stanton William, J. and Buskrit, Management of the Sales Force, Richard D.Irwin, Inc.Homewood 1987
7. Rusell Frederic, A. Beach, Frank H. and Buskrik Richard H.,Selling Principles and Practice, McGraw Hill, International Book Company, 1982.

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B.Com Part Two

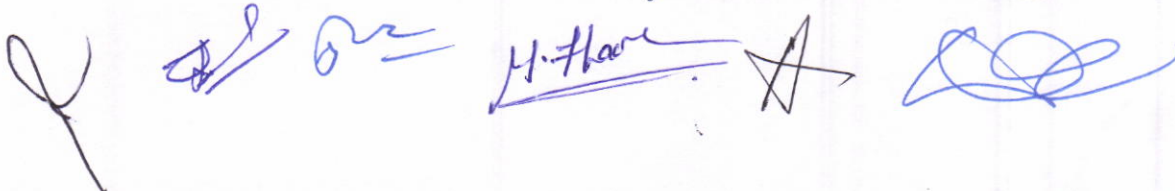
Semester IV

Sales and Distribution Management

Theory: 80 Marks

Internal Assessment: 20 Marks

Ques. No. 1 - Unit I	A. Theory	08Marks
	B. Theory	08 Marks
	OR	
Ques. No. 2 - Unit II	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	OR	
Ques. No. 3 - Unit III	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	OR	
Ques. No. 4 - Unit IV	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	OR	
Ques. No. 5	C. Theory	16Marks
	A. Theory on Unit No. I	4 Marks
	B. Theory on Unit No. II	4 Marks
	C. Theory on Unit No. III	4 Marks
	D. Theory on Unit No. IV	4 Marks

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B.Com Part Two
Semester IV
Organisation Behaviour (Paper – II)

Theory : 80 Marks
Internal Assessment :20 Marks

Level of Knowledge : Basic Knowledge

Objective: To understand the conceptual framework of organizational behaviour

UNIT I

Group Behaviour and Leadership: Foundation of Group Behaviour : Causes for creation of Groups in the organization, Process of creation of Group Behaviour in the organization. **Leadership :** Meaning & concept of Leadership, Characteristics, Types and Qualities of Leadership

UNIT II

Power and Politics : Power – Meaning and Basis of Power, **Politics –** Meaning of Politics, Ethics of Power and Politics. **Communication :** Meaning, Role and Importance of Communication, Scope and Types of Communication, Communication media, Essentials of Effective Communication.

UNIT III

Management of Organisational Conflicts : Meaning and Characteristics of the organizational conflicts. Approaches Regarding Conflicts, Constructive and Destructive Conflicts, Conflicts Management. **Organisational Culture –** Meaning, Concept and Characteristics of Organizational Culture, Types of Organisation Culture, Function of Culture.

UNIT IV

Human Resources - Policies and Practices : Job Analysis, Job Description, Job specification, Importance of job analysis, **Training and Development :** Meaning, Need, Objectives and Characteristics of Training, Methods of Training and its merits and demerits. **Work Stress –** Meaning, Factors and Consequences of Work Stress, Executive Stress, Measures of Reducing the Stress,

REFERENCE BOOKS :

1. K. Aswathappa, Organizational Behaviour, Himalaya Publishing House
2. L.M. Prasad, Organizational Behaviour, Sultan Chand and Sons, New Delhi
3. Shukla, Madhukar, Understand Organizations : Organization Theory and Practice in India, Prentice Hall, New Delhi.
4. S.S. Khanna, Human Resources, S. Chand & Co.
5. A. M. Shaikh, Human Resource Management, S.Chand & Co.

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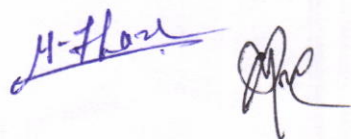
B.Com Part Two
Semester IV
Organisation Behaviour (Paper – II)

Theory: 80 Marks
Internal Assessment: 20 Marks

Ques. No. 1 - Unit I	A. Theory	08Marks
	B. Theory	08 Marks
	OR	
Ques. No. 2 - Unit II	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	OR	
Ques. No. 3 - Unit III	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	OR	
Ques. No. 4 - Unit IV	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	OR	
Ques. No. 5	C. Theory	16Marks
	A. Theory on Unit No. I	4 Marks
	B. Theory on Unit No. II	4 Marks
	C. Theory on Unit No. III	4 Marks
	D. Theory on Unit No. IV	4 Marks

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Gondwana University Gadchiroli
B.Com. – Part - II
Semester IV
Elective Course
Banking and Insurance – law and Practices
Paper II

Theory : 80
Internal Assessment : 20

Objective

- 1) The objective of this subject is to provide in depth knowledge on Various aspect of Banking system and Insurance.
- 2) To make the students aware about the careers in the Field of Banking and Insurance.

Unit – I

A) Money Market

Meaning and importance

- Role of Money Market in the economy
- Structure of money market : Instrument and participant

B) Capital Market

- Meaning, importance and feature
- Constitutions of primary and secondary market

Unit – II

A) Bank – Customer Relationship
General Relationship
Special Relationship

B) Negotiable instruments – meaning features types
Bill of exchange & Promissory notes.

Unit – III

Life Insurance Product Whole life policy, Endowment Policy, Term Assurance Amounts ULIP
Concept of fund investment Compression of ULIP with traditional insurance Riders.

Unit – IV

Risk & Insurance

1. Definitions & Meaning, Classification
2. Source of Risk, Identification & evaluation
3. Principles of Risk
4. Risk Retention, Risk Transfer & Risk Control

Books Recommended :-

- 1) Indian Banking system (Ramesh Book depo jaipur, New Delhi) Trivedi, Choudhary, Kumar
- 2) Banking and Financial Market in India 1947-2007 (New Century Publication, New Delhi) Niti Bhasin
- 3) Banking Theory and Practice (Vikas Publication) K.C. Shekhar and Lakmi Shekhar.
- 4) Banking Theory Law and Practice (S. Chand) K.P.M. Sundaram, DN. Varshney
- 5) Insurance Principle & Practice (S. Chand and Company New Delhi) M.N. Mishra
- 6) Insurance Principle & Practice (S. Chand and Company New Delhi) Vinayakam N. Radhaswamy & Vasu devan S.V.
- 7) Insurance Theory & Practice (Pearls Book Delhi) Bhargava B.D.

B. Com. - Part – II
Semester IV
Banking and Insurance law and Practices
Paper- II

Theory: 80 Marks

Internal Assessment: 20 Marks

Ques. No. 1 - Unit I	A. Theory	08Marks
	B. Theory	08 Marks
	OR	
Ques. No. 2 - Unit II	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	OR	
Ques. No. 3 - Unit III	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	OR	
Ques. No. 4 - Unit IV	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	OR	
Ques. No. 5	C. Theory	16Marks
	A. Theory on Unit No. I	4 Marks
	B. Theory on Unit No. II	4 Marks
	C. Theory on Unit No. III	4 Marks
	D. Theory on Unit No. IV	4 Marks

B.Com Part Two

Semester **IV**

INFORMATION TECHNOLOGY - MEDIA MANAGEMENT

Theory : 50 Marks

Internal Assessment : 20 Marks

Practical : 30 Marks

Ques. No. 1 - Unit I	A. Theory	05Marks
	B. Theory	05Marks
OR	C. Theory	05Marks
	D. Theory	05Marks
Ques. No. 2 - Unit II	A. Theory	05Marks
	B. Theory	05Marks
OR	C. Theory	05Marks
	D. Theory	05Marks
Ques. No. 3 - Unit III	A. Theory	05Marks
	B. Theory	05Marks
OR	C. Theory	05Marks
	D. Theory	05Marks
Ques. No. 4 - Unit IV	A. Theory	05Marks
	B. Theory	05Marks
OR	C. Theory	05Marks
	D. Theory	05Marks
Ques. No. 5	A. Theory on Unit No. I	2.5 Marks
	B. Theory on Unit No. II	2.5 Marks
	C. Theory on Unit No. III	2.5 Marks
	D. Theory on Unit No. IV	2.5 Marks

B.Com. Part - II
SEMESTER -IV
INFORMATION TECHNOLOGY
MEDIA MANAGEMENT

Unit- I : Adobe PageMaker

PageMaker Screen, Entering Text, Viewing the PageMaker Screen, the Keyboard, Tools and Menus. Editing Text, Undoing Changes, Text Blocks, Saving Document on Disk, Printing A Document Existing PageMaker. Preparation of Table Of Contents. Page Formatting (Columns) Story Editor, Highlighting In The Editor, Showing Invisible Character, Formatting, Returning To The Layout, Spelling Check, Selective Editing With FIND And REPLACE Commands. Printing of Documents And Printing To Files

Unit- II: Basics of CorelDraw

Introduction-Getting Started-Creating A New File - Title Bar-Menu Bar-Work Area-Printable Page-Property Bar-Page Counter Bar-Color Palette-Toolbox-Status Bar-Drawing Figures-Lines-Ellipse-Circles-Rectangle-Square-Polygon-Saving-Closing-Opening-Views-Normal View-Preview-Wire Frame View-Draft View-Zoom-View Manager-Creating A View. **Toolbox**-Selecting An Object, Resizing An Object, Moving An Object, Changing The Shape, Combining Two Objects. **Text Tool**-Entering Artistic Text, Entering Paragraph Text, Converting Text, Formatting Text (Size, Color).

Unit -III: Adobe Photoshop

Introduction To Adobe Photoshop CS3 , Working With Layers , Making Selections, Incorporating Color Techniques , Placing Type In An Image , Using Painting Tools , Working With Special Layer Functions , Creating Special Effects With Filters , Enhancing Specific Selections, Adjusting Colors, Using Clipping Groups, Paths, & Shapes , Transforming Type, Liquefying An Image , Performing Image Surgery , Annotating And Automating An Image

Unit – IV: Macromedia Flash

Introduction And How Flash Software Works, Steps To Do A Flash Movie, Basic Functions, Opening And Closing Files, Flash Windows, Window Control, Creating Objects, Drawing In Flash, Drawing Toolbar, Line Tool, Oval Tool, Rectangle Tool. Animation: Elements Of Animation, Motion Twinning, Shape Twinning.

Books:

- 1) Scott Basham, "Pagemaker in Easy Steps", Dream Tech, ISBN: 978-81-7722-0001
- 2) Kogent Learning Solution, "Corel Draw in Easy Steps", Dream Tech ISBN: 978-81-7722-960-8
- 3) "Photoshop in Easy Steps", Kogent Learning Solution, Dream Tech ISBN: 978-93-5004-078-2
- 4) Bonnie Blake, "Flash in Easy Steps", Dream Tech ISBN: 81-7722-451-4