Gondwana University, Gadchiroli

Syllabus for F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

(CBCS)

Semester-I

Compulsory Marathi-

Foundation Course- UCA1F01

(To be implemented from June 2017)

And

Semester-II

Compulsory Marathi-

Foundation Course- UCA2F01

(To be implemented from November 2017)

गोंडवाना विद्यापीठ, गडचिरोली

बी. कॉम / बी. एससी / बी. एससी. (I. T.) / बी. सी. ए. भाग १

मराठी आवश्यक

Elective Foundation

केंद्रीय मानव संसाधन आणि विकास मंत्रालयाने व विद्यापीठ अनुदान आयोगाने निर्देशीत केलेल्या सुचनांनुसार बी. कॉम./बी. एससी. भाग एक च्या सत्र प्रथम व सत्र द्वितीयच्या परीक्षेकरिता आवश्यक मराठी विषयाचा अभ्यासक्रम संपादन मंडळाने संपादित केला आहे.

गोंडवाना विद्यापीठातील आवश्यक मराठी (भाषा) शिकणाऱ्या विद्यार्थ्यांना दर्जेदार व उच्च प्रतीचे शिक्षण लाभावे, त्यांना मराठी भाषेतील साहित्य प्रकारांतील सर्वोत्कृष्ठ साहित्याचा परिचय व्हावा. साहित्यातील जीवनमूल्य, कलामूल्यांचा त्यांनी स्वतःच्या जीवनात अंगिकार करून ज्ञानसंपन्न व्हावे. ज्ञानसंवर्धनाची प्रक्रिया सतत तेवत ठेवून मराठी भाषेला गौरव प्राप्त करून देणारे लेखन करावे. संवाद कौशल्य आत्मसात करून समाजाशी संपर्क वाढवावा. मन, बुध्दी आणि अनुभवातून समाजजागृतीचे कार्य करीत शिक्षणाचा संबंध व्यवहाराशी जोडून आपले व समाजजीवन समृध्द करावे. समाजात समता, बंधूता, न्याय आणि राष्ट्रीय् एकात्मता यासारखी जीवनमूल्य रूजविण्यात पुढाकार घ्यावा. भारतवर्षात मानवतावादी सांस्कृतिक मूल्यांचा परीघ विस्तारून मूल्याधिष्ठीत माणूस घडविण्याच्या प्रक्रीयेत पुढाकार घ्यावा. अशा मुल्यवाचक अभ्यासक्रमाची निवड केलेली आहे.

पाठ्यपुस्तक:– 'अक्षरधारा' (संपादित), राघव प्रकाशन, नागपूर.

गोंडवाना विद्यापीठ, गडचिरोली

बी. कॉम / बी. एससी / बी. एससी. (I. T.) / बी. सी. ए. भाग १

मराठी आवश्यक : प्रथम सत्र

'अक्षरधारा'

अभ्यासक्रम वर्ष जून २०१७ पासून पुढे

गद्य विभागः–

१. अखेरचे कीर्तन– गाडगेबाबा

२. लोकशाहीचे भवितव्य– डॉ. बाबासाहेब आंबेडकर

३. विज्ञानयुगात भारत. जयंत नारळीकर

४. भटक्या– कचरू जनार्दन गिन्हे

५. माणूस– उत्तम कांबळे

पद्य विभागः–

१. पसायदान– ज्ञानेश्वर

२. विद्यार्थ्याप्रत– केशवसुत

३. भंगू दे काठीण्य माझे– बा. सी. मर्ढेकर

४. स्वप्नांची समाप्ती– कुसुमाग्रज

५. लेखनीच्या तलवारी– उषाकिरण आत्राम

व्यावहारिक मराठी व व्याकरणः–

१. भाषिक कौशल्य आणि व्यक्तीमत्व विकास

२. भाषा, लिपी आणि वर्णविचार

गोंडवाना विद्यापीठ, गडचिरोली

बी. कॉम / बी. एससी / बी. एससी. (I. T.) / बी. सी. ए. भाग १

मराठी आवश्यक : प्रथम सत्र

विद्यापीठ परीक्षा: एकूण गुण: ८०

गुणविभाजन

प्रश्न १: गद्य विभागावर आधारित एक दीर्घोत्तरी प्रश्न   (पर्यायासह)   १५ गुण

प्रश्न २: पद्य विभागावर आधारित एक दीर्घोत्तरी प्रश्न   (पर्यायासह)   १५ गुण

प्रश्न ३: तीन लघुत्तरी उपप्रश्नांचा एक गट (गद्य विभाग— पर्यायासह)   १५ गुण

प्रश्न ४: तीन लघुत्तरी उपप्रश्नांचा एक गट (पद्य विभाग— पर्यायासह)   १५ गुण

प्रश्न ५. अ: व्यावहारिक मराठी विभागावार दोन प्रश्न   (पर्यायासह)   १० गुण

     ब: मराठी व्याकरणावर सात पैकी पाच प्रश्न अनिवार्य   १० गुण

अंतर्गत मुल्यमापन : एकुण गुण: २०

१. वर्गातील उपस्थिती   : ५ गुण

२. गृहपाठ   : ५ गुण

३. महाविद्यालयीन उपक्रमांत सहभाग   : ५ गुण

४. मौखिक परीक्षा   : ५ गुण

गोंडवाना विद्यापीठ, गडचिरोली

बी. कॉम / बी. एससी / बी. एससी. (I. T.) / बी. सी. ए. भाग १

मराठी आवश्यक : द्वितीय सत्र

'अक्षरधारा'

अभ्यासक्रम नोव्हेंबर २०१७ पासून पुढे

गद्य विभाग:—

१. तोडून टाका हया सात स्वदेशी बेडया— स्वा. वि. दा. सावरकर

२. शिक्षक हाच राष्ट्राचा भाग्यविधाता— राष्ट्रसंत तुकडोजी महाराज

३. संकुचित प्रांतियतेचे धोके— पु. ल. देशपांडे

४. भरती— वसंत वऱ्हाडपांडे

५. पाणी अडवा, पाणी जिरवा— बाबा भांड

पद्य विभाग:—

१. तुकारामाचे अभंग— तुकाराम

२. खरा धर्म— साने गुरूजी

३. प्रेमाचा गुलकंद— प्र. के. अत्रे

४. आडवेळचा पाऊस— शांता शेळके

५. जहर खाऊ नका— ज्ञानेश वाकुडकर

व्यावहारिक मराठी व व्याकरण:—

१. पत्रव्यवहार — व्यक्तीगत व कार्यालयीन

२. संधी — स्वरसंधी, व्यंजनसंधी व विसर्गसंधी

गोंडवाना विद्यापीठ, गडचिरोली

बी. कॉम / बी. एससी / बी. एससी. (I. T.) / बी. सी. ए. भाग १

मराठी आवश्यक : द्वितीय सत्र

विद्यापीठ परीक्षा: एकूण गुण: ८०

गुणविभाजन

प्रश्न १: गद्य विभागावर आधारित एक दीर्घोत्तरी प्रश्न (पर्यायासह)	१५ गुण
प्रश्न २: पद्य विभागावर आधारित एक दीर्घोत्तरी प्रश्न (पर्यायासह)	१५ गुण
प्रश्न ३: तीन लघुत्तरी उपप्रश्नांचा एक गट (गद्य विभाग– पर्यायासह)	१५ गुण
प्रश्न ४: तीन लघुत्तरी उपप्रश्नांचा एक गट (पद्य विभाग– पर्यायासह)	१५ गुण
प्रश्न ५. अ: व्यावहारिक मराठी विभागावार दोन प्रश्न (पर्यायासह)	१० गुण
ब: मराठी व्याकरणावर सात पैकी पाच प्रश्न अनिवार्य	१० गुण

अंतर्गत मुल्यमापन : एकुण गुण: २०

५.	वर्गातील उपस्थिती	: ५ गुण
६.	गृहपाठ	: ५ गुण
७.	महाविद्यालयीन उपक्रमांत सहभाग	: ५ गुण
८.	मौखिक परीक्षा	: ५ गुण

Gondwana University, Gadchiroli

Syllabus for F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

(CBCS)

Semester-I

Compulsory Hindi-

Foundation Course-UCA1F01

(To be implemented from June 2017)

And

Semester-II

Compulsory Hindi-

Foundation Course-UCA2F01

(To be implemented from November 2017)

F.Y. B.Com. and B.Sc. Sem.I & II
Hindi Compulsory
प्रथम वर्ष विज्ञान एवं वाणिज्य स्नातक सत्र 1 व 2
हिन्दी अनिवार्य

विश्वविद्यालय अनुदान आयोग, दिल्ली के निर्देशानुसार तथा गोंडवाना विद्यापीठ, गडचिरोली के अधिकार क्षेत्र, सीमाएँ, वातावरण एवं परिस्थितियों को ध्यान में रखकर वाणिज्य स्नातक प्रथम वर्ष के पाठ्यक्रम का संयोजन एवं संपादन किया गया है।

उद्देश्य:Objectives-

विश्वविद्यालयीन शिक्षा समाजोन्मुख तथा व्यवहारोपयोगी हो। जिसमें छात्र सामाजिकता और व्यावहारिकता को अच्छी तरह समझ सकें। छात्र भारतीय उदात्त जीवन—मूल्य तथा मानवता की रक्षा करते हुए समाज तथा राष्ट्र के समक्ष उपस्थित सभी समस्याओंका हल ढूंढने का यथासंभव, यथाशक्ति प्रयास कर सकें। उदारिकरण, जागतीकिकरण, नीजिकरण तथा विशेष आर्थिक क्षेत्र की बाढ में राष्ट्र तथा अपना सर्वांगिण विकास करने के लिए सक्षम बन सकें।

हमारे छात्र ज्ञान, विज्ञान, तंत्रज्ञान, वाणिज्य तथा औद्योगिकरण आदि के क्षेत्र में उपलब्ध ज्ञान प्राप्त कर स्वातंत्र्य, समता, बंन्धुता एवं न्याय के आदर्श पर समाज में मानव और मानव (स्त्री,पुरूष) मानवता और भौतिक जगत के बीच सही संबंध स्थापित करके अपना सर्वांगिण विकास करने में सक्षम हो। आत्मनिर्भर हो। उनमें चिकित्सक बुद्धि के साथ ही शोध बुद्धि और विवके बुद्धि प्रज्वलित हो। हमारे छात्र तन, मन, धन, बुद्धि, स्वानुभव और शैक्षणिक ज्ञान के बल पर स्व—विवेक से सही समय पर सही निर्णय मानव और प्रकृति के हित में लेने के लिए सक्षम हो। छात्रों को भाषा ज्ञान, संवाद कौशल्य, भारतीय मानवतावादी संस्कृति एवं सभी तरह की व्यावहारिकता का परिपूर्ण ज्ञान हो।

गोंडवाना विश्वविद्यालय गडचिरोली

प्रथम वर्ष बी. कॉम. और बी.एससी.

हिन्दी अनिवार्य

Compulsory Hindi

संपूर्ण पांठयक्रम

शैक्षणिक वर्ष 2017–18 से प्रारंभ

गोंडवाना विश्वविद्यालय परिक्षा– 80अंक और

महाविद्यालय मूल्यांकन– 20 अंक

कुल अंक (80+20) 100

1 पाठयपुस्तक– साहित्य रश्मि

2 पाठ्यविषय– व्यावहारिक हिन्दी ज्ञान

अ–पत्र लेखन

ब–पारिभाषिक शब्द और देवनागरी लीपि

क–कम्प्युटर का सामान्य परिचय

1.पाठयपुस्तक–साहित्य रश्मि

गद्य विभाग–(पाठ)

1. उसने कहा था–(कहानी) चंद्रधर शर्मा गुलेरी

2. पाप के चार हथियार–(निबंध) कन्हैयालाल मिश्र 'प्रभाकर'

3 घर बाजार और कबीर–(ललित निबंध) श्रीराम परिहार

4 बाबर की ममता–(एकांकी) देवेंद्रनाथ शर्मा

5 पर्यावरण संरक्षणः हमारा नैतिक दायित्व–(लोकोपयोगि लेख) शुकदेव प्रसाद

6. अकेली (कहानी) मन्नू भंडारी

7. सायबर कौतूक (एकांकी) मधु धवन

8. अफसर–(व्यंग लेख) शरद जोशी

9. रेत का घर–(कहानी) सुनिता प. बनसोड

10.अग्नि की उडान–(आत्मकथा) ए.पी.जे.अब्दुल कलाम

पद्य विभाग (कविताऍं)

1 कबीर के दोहे–कबीर (दस लोकोपयोगी दोहे)

2. प्रथम रश्मि–सुमित्रानंदन पंत

3. चार विचार–हरिवंशराय बच्चन

4. कलम और तलवार–रामधारीसिंग 'दिनकर'

5. बदली–महादेवी वर्मा

6. रहीम के दोहे – रहीम

7. सखि वे मुझसे कहकर जाते–मैथिलीशरण गुप्त

8. मन आजाद नहीं–गोपालदास सक्सेना 'नीरज;

9. बाल लीला–सुरदास

10. पथिक से–उदयशंकर भट

2 पाठ्विषय–व्यावहारिक हिन्दी ज्ञान

अ–पत्र लेखन

1. आवेदन पत्र 2. व्यावसायिक पत्र

3. व्यावहारिक पत्र 4. कार्यालयीन पत्र

ब–पारिभाषिक शब्द–1. व्यवहारोपयोगी हिन्दी से अंग्रेजी एवं

अंग्रेजी से हिन्दी भारभिाषिक शब्द

2. देवनागरी लिपी परिभाषा और विशेषताऍं

क–कम्प्युटर का सामान्य परिचय

1. कम्प्युटर का परिचय
2. कम्प्युटर की विभिन्न क्षेत्रों में उपयोगिता
3. कम्प्युटर की संरचना
4. कम्प्युटर के अंग
5. कम्प्युटर के प्रकार
6. कम्प्युटर में हिन्दी का प्रयोग.

अंतर्गत मूल्यांकन–   **कुल 20 अंक**

उपस्थिति एवं वर्तन–   05
यूनिट टेस्ट, गृहकार्य एवं चर्चासत्र   10
लेखक एवं साहित्यिक विधाओं का परिचय   05

पाठ्यपुस्तक:–
साहित्य रश्मि –राघव पब्लिशर्स एण्ड डिस्ट्रिब्युटर, संपादक मंडल हिन्दी भाषा अभ्यास मंडल– वाणिज्य और
   विज्ञान शाखा, गोंडवाना विश्वविद्यालय, गडचिरोली.

संदर्भ ग्रंथ

1. प्रयोजनमूलक हिन्दी संरचना एवं अनुप्रयोग–डॉ. रामप्रकाश गुप्त–राधाकृष्ण प्रकाशन दिल्ली.
2. मानक हिन्दी व्याकरण–डॉ. अशोक कुमार उपाध्याय, धनपत रॉय अॅण्ड कंपनी.
3. राजभाषा शब्दकोष–डॉ. हरदेव बाहरी–लोकभारती प्रकाशन, इलाहाबाद.
4. व्यवहारिक हिन्दी ज्ञान–डॉ. शैलेन्द्र शुक्ल.
5. सामान्य हिन्दी–पृथ्वीनाथ पाण्डेय–नालंदा पब्लिशिंग हाउस इलाहाबाद.
6. सम्प्रेषण मूलक व्यावसायिक हिन्दी–डॉ.माधव सोनटक्के–ओरिएन्ट ब्लॅकस्वान प्राइवेट लिमिटेड हैद्राबाद.

गोंडवाना विश्वविद्यालय, गडचिरोली
प्रथम वर्ष बी. कॉम. और बी. एससी.
हिन्दी अनिवार्य–प्रथम सत्र
Compulsory Hindi Semester–I
पाठ्कम

पाठ्यपुस्तक– साहित्य रश्मि
पाठ्यविषय– व्यावहारिक हिन्दी ज्ञान
अ–पत्र लेखन,
ब–पारिभाषिक शब्द, और देवनागरी लीपि
क–कम्प्यूटर का सामान्य परिचय।
घटकीकरण
इकाई एक– गद्य विभाग पाठ्यपुस्तक साहित्य रश्मि में सम्मिलित प्रथम पॉच पाठ।

1. उसने कहा था–(कहानी) चंद्रधर शर्मा गुलेरी

2. पाप के चार हथियार–(निबंध) कन्हैयालाल मिश्र 'प्रभाकर'

3 घर बाजार और कबीर–(ललित निबंध) श्रीराम परिहार

4 बाबर की ममता–(एकांकी) देवेंद्रनाथ शर्मा

5 पर्यावरण संरक्षण: हमारा नैतिक दायित्व–(लोकोपयोगी लेख) शुकदेव प्रसाद

इकाई दो– (पद्य विभाग) पाठ्यपुस्तक साहित्य रश्मि में सम्मिलित प्रथम पॉच कविताएँ।

1 कबीर के दोहे–कबीर (दस लोकोपयोगी दोहे)

2. प्रथम रश्मि–सुमित्रानंदन पंत

3. चार विचार–हरिवंशराय बच्चन

4. कलम और तलवार–रामधारीसिंह 'दिनकर'

5. बदली–महादेवी वर्मा

इकाई तीन– व्यावहारिक हिन्दी ज्ञान

पत्र लेखन–

1–आवेदन पत्र

2–व्यावसायिक पत्र

इकाई चार–पारिभाषिक शब्द
1. हिन्दी से अंग्रेजी पारिभाषिक शब्द और
2. अंग्रेजी से हिन्दी पारिभाषिक शब्द
3. देवनागरी लीपि का परिचय, और परिभाषा
इकाई पॉच–कम्प्यूटर का सामान्य परिचय
1 कम्प्यूटर का परिचय
2–कम्प्यूटर की विभिन्न क्षेत्रों में उपयोगिता
3–कम्प्यूटर की संरचना

प्रश्नपत्र का प्रारूप एवं अंकविभाजन
अंक–80

समय–3 घंटे
प्रश्न कं1–इकाई एक गद्य विभाग से दो दीर्घोत्तरी प्रश्न कहानी एवं निबंध से विकल्प के साथ पूछे जाऐंगे। अंक 10
जिनमें से किसी एक प्रश्न का उत्तर लिखना अनिवार्य है।
प्रश्न कं2–इकाई एक गद्य विभाग से चार–चार प्रश्नों के दो समूह विकल्प के साथ होंगें।जिनमें से किसी अंक 20
एक ही समूह से चारों लघुत्तरी प्रश्नों के उत्तर लिखना अनिवार्य है।
प्रश्न कं3–इकाई दो पद्य विभाग से दो दीर्घोत्तरी प्रश्न कविताओं से विकल्प के साथ पूछे जाऐंगे। जिनमें से अंक 10
किसी एक प्रश्न का उत्तर लिखना अनिवार्य है।
प्रश्न कं4–इकाई दो पद्य विभाग से चार–चार प्रश्नों के दो विभाग विकल्प के साथ होंगें। जिनमें से किसी अंक 20
एक ही विभाग से चारों लघुत्तरी प्रश्नों के उत्तर लिखना अनिवार्य है।

प्रश्न कं 5 अ—ईकाई तीन व्यवहारिक ज्ञान पत्रलेखन से आवेदन पत्र व व्यावसायिक पत्र दो में से एक पत्र लिखना अनिवार्य है।   अंक 10

ब—इकाई चार और पॉच व्यावहारिक हिन्दी ज्ञान से पारिभाषिक शब्द, देवनागरी लीपि और कम्प्युटर का सामान्य परिचय से पॉच लघुत्तरी प्रश्नों के उत्तर लिखना है। पॉचो प्रश्न अनिवार्य   अंक 10

अंतर्गत मून्यांकन—	कुल 20 अंक
उपस्थिति एवं वर्तन—	05
यूनिट टेस्ट, गृहकार्य एवं चर्चासत्र	10
लेखक एवं साहित्यिक विधाओं का परिचय	05

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गोंडवाना विश्वविद्यालय, गडचिरोली
प्रथम वर्ष बी. कॉम. और बी. एससी.
हिन्दी अनिवार्य (व्दितीय सत्र)
Compulsory Hindi Semester-II
पाठ्यक्रम

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पाठ्यपुस्तक— साहित्य रश्मि
पाठ्यविषय— व्यावहारिक हिन्दी ज्ञान
अ—पत्र लेखन,
ब—पारिभाषिक शब्द, और देवनागरी लीपि
क—कम्प्यूटर का सामान्य परिचय।
घटकीकरण
इकाई एक— गद्य विभाग पाठयपुस्तक साहित्य रश्मि में संम्मिलीत निम्नांकित पॉच पाठ।
6. अकेली—(कहानी) मन्नू भंडारी
7. सायबर कौतुक (एकांकी) मधु धवन
8. अफसर—(व्यंग लेख) डॉ. श्रीराम परिहार
9. रेत का घर (कहानी) सुनिता प. बनसोड
10. अग्नि की उडान—(आत्मकथा) ए.पी.जे.अब्दुल कलाम आजाद
इकाई दो—(पद्य विभाग) पाठयपुस्तक साहित्य रश्मि में संम्मिलित निम्नांकित पॉच कविताऍ।
6. रहीम के दोहे—रहीम
7. सखी वे मुझसे कहकर जाते—मैथिलीशरण गुप्त
8. मन आजाद नहीं—गोपालदास सक्सेना ‘नीरज’
9. बाल लीला—सूरदास
10. पथिक से—उदयशंकर भट
इकाई तीन— व्यावहारिक हिन्दी ज्ञान
पत्र लेखन—
1—व्यावहारिक पत्र
2—कार्यालयीन पत्र

इकाई चार—पारिभाषिक शब्द

1. हिन्दी से अंग्रेजी पारिभाषिक शब्द
2. अंग्रेजी से हिन्दी पारिभाषिक शब्द और
3. देवनागरी लीपि की विशेषताऍ

इकाई पॉच—कम्प्युटर का सामान्य परिचय

4. कम्प्युटर के अंग
5. कम्प्युटर के प्रकार
6. कम्प्युटर में हिन्दी का प्रयोग.

प्रश्नपत्र का प्रारूप एवं अंकविभाजन   अंक–80

समय–3 घंटे

प्रश्न कं1–इकाई एक गद्य विभाग से दो दीर्घोत्तरी प्रश्न कहानी एवं एकांकी से विकल्प के साथ पूछे   अंक 10
जाऍंगे। जिनमें से किसी एक प्रश्न का उत्तर लिखना अनिवार्य है।

प्रश्न कं2–इकाई एक गद्य विभाग से चार–चार प्रश्नों के दो समूह विकल्प के साथ होंगें।जिनमें से किसी   अंक 20
एक ही समूह से चारों लघुत्तरी प्रश्नों के उत्तर लिखना अनिवार्य है।

प्रश्न कं3–इकाई दो पद्य विभाग से दो दीर्घोत्तरी प्रश्न कविताओं से विकल्प के साथ पूछे जाऍंगे। जिनमें से   अंक 10
किसी एक प्रश्न का उत्तर लिखना अनिवार्य है।

प्रश्न कं4–इकाई दो पद्य विभाग से चार–चार प्रश्नों के दो विभाग विकल्प के साथ होंगें। जिनमें से किसी   अंक 20
एक ही विभाग से चारों लघुत्तरी प्रश्नों के उत्तर लिखना अनिवार्य है।

प्रश्न कं 5 अ–ईकाई तीन व्यवहारिक ज्ञान पत्रलेखन से व्यावहारिक पत्र व कार्यालयीन पत्र दो में से एक   अंक 10
पत्र लिखना अनिवार्य होगा।

ब–इकाई चार और पॉच व्यावहारिक हिन्दी ज्ञान से पारिभाषिक शब्द, देवनागरी लीपि और कम्प्युटर का   अंक 10
सामान्य परिचय से पॉच लघुत्तरी प्रश्नों के उत्तर लिखना है। पॉचो प्रश्न अनिवार्य है।

कुल 20 अंक

अंतर्गत मूल्यांकन–

उपस्थिति एवं वर्तन–	05
यूनिट टेस्ट, गृहकार्य एवं चर्चासत्र	10
लेखक एवं साहित्यिक विधाओं का परिचय	05

Gondwana University, Gadchiroli

Syllabus for F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

(CBCS)

Semester-I

Supplementary English-

Foundation Course- UCA1F01

(To be implemented from June 2017)

And

Semester-II

Supplementary English

Foundation Course- UCA2F01

(To be implemented from November 2017)

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci)

Sem- I & II

Supplementary English

Foundation Course- UCA1F01

This Syllabus has been designed as per the instructions from the Ministry of 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.

Book Prescribed for Semester I and II:

1. *Literary Landscapes: An Anthology of Prose and Poetry* by Orient BlackSwan.

Recommended reading for Grammar, Writing Skills and Soft Skills:

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 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).

Gondwana University Gadchiroli
Syllabus for
F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci)

Supplementary English- Semester-I & II
80 Marks Theory (University Examination) + 20 Marks Internal Assessment

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci)

Semester I- Supplementary English
Foundation Course

Course Code- UCA1F01

Prose Section

1	Playing the English Gentleman- M. K. Gandhi
2	The Home Coming- Rabindranath Tagore
3	A Letter by Hazlitt to His Son- William Hazlitt
4	Freedom of the Press- Shashi Tharoor

Poetry Section

1	The Quality of Mercy- William Shakespeare
2	The Village Schoolmaster- Oliver Goldsmith
3	Laugh and Be Merry- John Masefield

Grammar and Communication Skills

Tenses
Synonyms and Antonyms
Transformation of Sentences
Unseen Passage

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Semester-I

Supplementary English–

Foundation Course

Course Code- UCA1F01

Unit Wise Allotment of Marks

Sr. No.	Unit	Portion	Marks Allotted
1	I	Prose	30
2	II	Poetry	15
3	III	Grammar	25
4	IV	Writing Skills	10

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Supplementary English

Pattern of Question Paper- Sem-I

Time : Three Hours   **Total Marks :80**

Que. 1. A) One Long Answer Question out of Two to be answered in about 150 words   10
(Based on First Two Prescribed Essays)

B) One Long Answer Question out of Two to be answered in about 150 words   10
(Based on Last Two Prescribed Essays)

Que. 2. Three Short Answer Questions out of Five to be answered in about 75 words   3x5 =15
each (Based on Prescribed Poems)

Que. 3 Two Short Answer Questions out of Four to be answered in about 75 words   2x5 =10
each (Based on Four Prescribed Essays)   5x1=5

Que. 4. A) Tenses   5x1=5

B) Synonyms   5x1 = 5

C) Antonyms   10

Que. 5. A) Transformation of Sentences

i)   Assertive and Exclamatory

ii)   Affirmative and Negative

iii)   Assertive and Interrogative

iv)   Remove 'too'

v)   Use of 'No sooner... than.

10

B) Unseen Passage

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Supplementary English- Sem- I

Internal Assessment (20 Marks)

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

i)   Unit Test Performance and Assignment Submission   :   10 Marks

ii)   Oral Test   :   05 Marks

iii)   Attendance/Overall Performance and Responsible Behaviour   :   05 Marks

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Semester- II
Supplementary English
Foundation Course

Course Code- UCA2F01

Prose Section

1	A Cup of Tea- Katherine Mansfield
2	The Last Leaf- O. Henry
3	Kalpana Chawla
4	My Lost Dollar- Stephen Leacock

Poetry Section

1	Still I Rise- Maya Angelou
2	Another Woman- Imtiaz Dharkar
3	My Grandmother's House-Kamala Das

Grammar and Communication Skills

Voice
Interchange of Simple Compound and Complex Sentences
Idioms/Phrases
Letter Writing
Paragraph Writing

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci)

Semester-II

Supplementary English-

Foundation Course

Course Code- UCA2F01

Unit Wise Allotment of Marks

Sr. No.	Unit	Portion	Marks Allotted
1	I	Prose	30
2	II	Poetry	15
3	III	Grammar	15
4	IV	Writing Skills	20

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Supplementary English

Pattern of Question Paper- Sem-II

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 Essays)   10

Que. 2. A) Three Short Answer Questions out of Five to be answered in about 75 words

each (Based on Prescribed Poems)   3X5 =15

Que. 3. Two Short Answer Questions out of Four to be answered in about 75 words

each (Based on Four Prescribed Essays)   2X5 =10

Que. 4. A) Active and Passive Voice (Any Three out of Five)   3X2=6
B) Interchange of Simple Compound and Complex Sentences

(Any Three out of Five)   3X2=6

C) Idioms/Phrases   3X1=3

Que. 5. A) Letter Writing- Personal / Official (Any One)   10

B) Paragraph Writing   10

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci)

Supplementary English- Sem- II

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

Gondwana University, Gadchiroli

Syllabus for F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

(CBCS)

Semester-I

Compulsory English

Core Course-UCA1C02

(To be implemented from June 2017)

And

Semester-II

Compulsory English

Core Course-UCA2C02

(To be implemented from November 2017)

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

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:-

v) To enable and inspire the students to read and learn various types of texts and discuss among them about great achievers.

vi) To instill poetic sense among students through reading of poetry.

vii) To equip students with the practical business communication skills and to develop among them the ability to communicate effectively in English.

viii) To inspire students to learn various soft skills regarding use of English in business and competitive world.

ix) To upgrade students' grammatical sense and master the basic grammatical aspects of English language.

Books Prescribed for Semester I and II:

Prelude: A Text Book for College Students, edited by the Board of Editors (Published by Orient BlackSwan)

Recommended reading for Grammar, Writing Skills and Soft Skills:

vii) English Grammar and Composition, R. C. Jain, Macmillan India Limited, Chennai, 2003.

viii) *A Course in English Grammar* by R. N. Bakshi, Orient Black Swan.

ix) *The Communicator*, Orient BlackSwan, 2013.

x) *A Course in English Grammar* by R. N. Bakshi, Orient Black Swan.

xi) *Macmillan Foundation English* by R. K. Dwivedi & A. Kumar (Macmillan).

xii) *Contemporary English Grammar & Composition* by David Green (Macmillan).

Gondwana University Gadchiroli
Syllabus for
F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

(To be implemented from June 2017)
80 Marks Theory (University Examination) + 20 Marks Internal Assessment

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Semester I- Compulsory English
Core Course
Course Code- UCA1C02

Prose Section

1	The Homecoming – Rabindranath Tagore
2	Playing the English Gentleman – M. K. Gandhi
3	Prospects of Democracy in India- Dr. B. R. Ambedkar
4	Indra Nooyi : A Corporate Giant

Poetry Section

1	The Village School Master – Oliver Goldsmith
2	If- Rudyard Kipling
3	My Grandmother's House – Kamala Das

Grammar and Communication Skills

Articles
Prepositions
Tenses
Synonyms and Antonyms
Correction of Sentences
Paragraph Writing
Introduction to Soft Skills- Leadership Skills, Team Work Skills, Time Management, Goal Setting

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Compulsory English-

Core Course

Course Code- UCA1C02

Semester-I

Unit Wise Allotment of Marks

Sr. No.	Unit	Portion	Marks Allotted
1	I	Prose	25
2	II	Poetry	15
3	III	Grammar	20
4	IV	Writing Skills, Communication Skills and Personality Development Skills	20

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Semester- I
Compulsory English

Pattern of Question Paper-

Time : Three Hours   **Total Marks :80**

Que. 1. A) One Long Answer Question out of Two to be answered in about 150 words
       10
     (Based on Prescribed Prose)

     B) One Long Answer Question out of Two to be answered in about 150 words
       10
     (Based on Prescribed Poems)

Que. 2. A) Three Short Answer Questions out of Four to be answered in about 75 words each
       3X5=15
     (Based on Prescribed Prose)

     B) One Short Answer Question out of Two to be answered in about 75 words each
       1X5=5
     (Based on Prescribed Poems)

Que. 3. A) Fill in the Blanks with appropriate Articles   3X1 = 3

     B) Fill in the Blanks with appropriate Prepositions   3X1 = 3

     C) Fill in the Blanks with appropriate Tense forms of Verbs   4X1 = 4

     D) Correction of Sentences   4X1= 4

     E) i) Synonyms   3X1 = 3

         ii) Antonyms   3X1 = 3

Que. 4. A) Paragraph Writing with the help of given points   10

Que. 5. A) Two Short Answer Questions out of Four with internal choice on Leadership Skills
, Team Work Skills, Time Management and Goal Setting.   2X5= 10

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Semester- I

Compulsory English

Internal Assessment (20 Marks)

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

vii)	Unit Test Performance and Assignment Submission	:	10 Marks
viii)	Oral Test	:	05 Marks
ix)	Attendance/Overall Performance and Responsible Behaviour	:	05 Marks

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Semester II
Compulsory English
Core Course
Course Code- UCA2C02

Prose Section

1	The Three Questions – Leo Tolstoy
2	The Chicago Speech – Swami Vivekananda
3	Work Brings Solace – APJ Abdul Kalam
4	Why Is the Sea Blue? – G. Venkataraman

Poetry Section

1	Where the Mind is Without Fear – Rabindranath Tagore
2	Money-Madness – D. H. Lawrence
3	Leisure – W. H. Davies

Grammar and Communication Skills

Question Tag
Voice
Advertisements
Dialogue Writing
Giving Personal information
Describing Daily Routine
Notices, Agenda & Minutes

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Compulsory English-

Core Course

Course Code- UCA2C02

Semester-II

Unit Wise Allotment of Marks

Sr. No.	Unit	Portion	Marks Allotted
1	I	Prose	25
2	II	Poetry	15
3	III	Grammar	10
4	IV	Writing Skills, Communication Skills and Personality Development Skills	30

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Semester- II

Compulsory English

Pattern of Question Paper-Sem-II

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 Prescribed Prose)   10

    B) One Long Answer Question out of Two to be answered in about 150 words

    (Based on Prescribed Poems)   10

Que. 2. A) Three Short Answer Questions out of Four to be answered in about 75 words

    each (Based on Prescribed Prose)   3X5= 15

    B) One Short Answer Question out of Two to be answered in about 75 words

    (Based on Prescribed Poems)   1X5= 5

Que. 3. A) Question Tags   2X2= 4

    B) Change the Voice (Three out of Five)   3X2= 6

Que. 4. A) Writing Advertisements (One out of Two)   10

    B) Dialogue Writing (One Long Answer Question out of Two)   10

Que. 5. A) Giving Personal Information or Describing Daily Routine (Any One)   5

    B) One Short Answer Question out of Two on Notices, Agenda & Minutes   5

F. Y. B. Com. / B. Sc./B. Sc. (I.T.)/B. C. A. (Sci.)

Semester- II

Compulsory English-

Internal Assessment (20 Marks)

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

x)	Unit Test Performance and Assignment Submission	:	10 Marks
xi)	Oral Test	:	05 Marks
xii)	Attendance/Overall Performance and Responsible Behaviour	:	05 Marks

B. Com. Part I
Semester I
Core Course-UCA1C03
Financial Accounting ± Paper I

Theory ± 60 Marks
Internal Assessment ± 15 Marks
Periods Allotments

Objectives-
The Course aims at acquainting the students with the emerging issues in business, trade and commerce regarding recording, maintaining and presenting the accounting and financial facts.

Unit I An overview of basic of Book keeping and Accountancy, Theory and practice pertaining to recording of transaction in an intergraded manner right from basic rules to Final Accounts (Journal, Ledger, Cashbook an Trial Balance) Accounting Concepts and Conventions and relevant Accounting standards, Accounting Policies and their discloser.

15

Unit II Final Accounts of Trading Co-operative societies (As Per Maharashtra State co-operatives societies Act 1960)

15

Unit III **Depreciation Accounting**
Concept of Depreciation. Causes. Methods of recording depreciation, accounting treatments under Annuity method. Depreciation Fund Investment method,Depreciation Fund insurance policy method. **15**

Unit IV **Accounts of Professionals**
Practical problems based on preparation of Receipt and Payment Account and Income and Expenditure Accounts and Balance sheet of medical practitioners and professionals accounts. **15**

Books Recommended

1. Advance Accountancy Vol I – R. L. Gupta, M. Radhaswami Sultan Chand & Sons.
2. Fundamentals of Accounting. Dr. T. P.Ghosh, Sultan chand& Sons.
3. Accountancy for C. A. Foundation Course – P. C. Tulsian, Tata Mc-graw Hill
4. Advance Accountancy Vol I P.C. tulsian, Pearsons education, New Delhi.
5. Advance Accounts M. C. Shukla, T. S. Grewal, and S. C. Gupta, Sultan Chand &Co. Ltd.
6. Financial Accounting – A. Mukharji& M. haneef, tataMc-graw Hill
7. Fundamentals of accounting Dr. S. N. Maheshwari and Dr. S. K. maheshwari, Vikas Publishing House New Delhi.
8. Financial Accounting – B. S. Raman.
9. Advance Accounting – S. Kr Paul.
10. Fanancial Accounting – Jain &Narang.

Gondwana University, Gadchiroli

B. Com. Part I
Semester I
Paper Code: - UCA1C03
Financial Accounting – Paper I

Time: 3 Hours   Marks: 60

Que. No. 1 :-	Unit 1	a) Theory	-	06 Marks
		b) Practical	-	06 Marks
			OR	
		c) Practical	-	12 Marks
Que. No. 2 :-	Unit 2	a) Practical	-	06 Marks
		b) Practical	-	06 Marks
			OR	
		c) Practical	-	12 Marks
Que. No. 3 :-	Unit 3	a) Practical	-	06 Marks
		b) Practical	-	06 Marks
			OR	
		c) Practical	-	12 Marks
Que. No. 4 :-	Unit 4	a) Practical	-	06 Marks
		b) Practical	-	06 Marks
			OR	
		c) Practical	-	12 Marks
Que. No. 5 :-	Unit 1	a) Theory	-	03 Marks
	Unit 2	b) Theory	-	03 Marks
	Unit 3	c) Theory	-	03 Marks
	Unit 4	d) Theory	-	03 Marks

B.Com ± Part ± I
Semester II
Financial Accounting Paper ± II

Theory 60 marks
Internal Assessment 15 marks
Periods Allotment

Objectives

To impart basic Accounting knowledge as applicable to business.

Unit – I	Consignment Account	14
Unit – II	**Hire purchase and Installment purchase System** Concept of Hire purchase and Installment purchase, distinction between Hire purchase and Installment purchase system, legal provision and rights of vendor and purchaser under both purchases system, Accounting treatments in the books of purchaser and vendor under various condition. [excluding repossessions].	16
Unit – III	Branch Accounts excluding foreign branch	16
Unit – IV	**Final Accounts of Non Trading Organization (Institutions)** Meaning objectives and need of Non Trading organization, Cash System of Accounting, kinds of Income and Expenditure, difference between receipt and payment and Income and Expenditure Accounts.	14

Preparation of Receipt and Payment Accounts Income and Expenditure Accounts and Balance Sheet.

Books Recommended

1. Advance Accountancy Vol. I –   R. L. Gupta, M. Radhaswani   Sultan Chand & Sons,
2. Fundamentals of Accounting –   Dr. T. P. Ghosh,   Sultan chand& sons.
3. Accountancy for C.A. Foundation – P. C. Tulsian,   Tata Mc-graw Hill
    course
4. Advance Accountancy Vol. I –   P. C. Tulsian,   Pearsons Education,
    New

    Delhi.
5. Advance Accounts –   M. C. Shukla, T.S. Grewal   Sultan chand& co. ltd.
    and S.C. Gupta,
6. Financial Accounting –   A. Mukharji& M. Haneef,   Tat Mc-graw Hill
7. Fundamentals of Accounting –   Dr. S. N. Maheshwari and   Vikas Publishing House
    New

    Dr. S. K. maheshwari,   Delhi
8. Financial Accounting –   B. S. Raman
9. Advance Accounting –   S. Kr Paul
10. Financial Accounting –   Jain &Narang

Gondwana University, Gadchiroli

B.Com – Part – I
11.Semester II
12.Paper Code: - UCA2C03
13.Financial Accounting Paper – II

14.Time: 3 Hours
Marks: 60

15.

16.Que. No. 1 :-	Unit 1	a) Theory	-	06
Marks		b) Practical	-	06
17.				
Marks			OR	
18.		c) Practical	-	12
19.				
Marks				
20.Que. No. 2 :-	Unit 2	a) Practical	-	06
Marks		b) Practical	-	06
21.				
Marks			OR	
22.		c) Practical	-	12
23.				
Marks				
24.Que. No. 3 :-	Unit 3	a) Practical	-	06
Marks		b) Practical	-	06
25.				
Marks			OR	
26.		c) Practical	-	12
27.				
Marks				
28.Que. No. 4 :-	Unit 4	a) Practical	-	06
Marks		b) Practical	-	06
29.				
Marks			OR	
30.				

31.		c) Practical	-	12
Marks				
32.Que. No. 5 :-	Unit 1	a) Theory	-	03
Marks				
33.	Unit 2	b) Theory	-	03
Marks				
34.	Unit 3	c) Theory	-	03
Marks				
35.	Unit 4	d) Theory	-	
03 Marks				
		36.		
		37.		

Gondwana University
B.Com Part I
(Semester – I)
Core Course-UCA1C04
Business Economics I

Objective
1. To expose students to basic micro economics concepts.
2. To apply economic analysis in the formulation of business policies.
3. To use economic reasoning to problems of business.

Unit No.	Topics
	INTRODUCTION
1	1.1 Meaning, Nature, Scope & Importance of Business Economics, role of business economics in business decision – making.
	1.2 Role of business in society-social responsibility of business-social responsibility & value maximization model of the firm.
	1.3 Micro and Macro Economics; Meaning, Scope, Merits & Demerits, Difference between Micro and Macro Economics.
	DEMAND ANALYSIS
2	2.1 Demand & Law of demand: meaning & schedules of demand, factors determining market demands
	2.2 Elasticity of Demand: Determinants of Elasticity of Demand; Importance & types of Elasticity of Demand
	2.3 Indifference curve: Approaches, Meaning, properties
	Production Function
3	3.1 Concept of Production
	3.2 Factors of Production
	3.3 Law of variable proportions
	POPULATION
4	4.1 Malthus' & optimum Theory of population.
	4.2 A Policy adopted China for Population.
	4.3 Current Policy for Population adopted by India

Recommended Books:
1. Business Economics H.L. Ahuja S.Chand and Company New Delhi 110055
2. Economics G.L.Bach Prentice Hall of India New Delhi.
3. An Introduction of Micro economics N.C. Ray Macmillan Company of India Ltd. Delhi.
4. Basic Economics & Business Environment Prof. G.M. Kochar, Dr.K.B. Moharir , Gurbir Kaur Khalsa, Dr. Devendra Kawde –Das Ganu Prakashan Nagpur. I.S.B.N. No. 978-93-81660-19-3
5. Micro Economics D.N. Dwivedi Pearson Publication NOIDA (U.P.)
६. व्यावसायिक अर्थशास्त्र : डॉ. प्रभाकर देशमुख–पिंपळापुरे प्रकाशन रामदासपेठ नागपूर.
७. व्यावसायिक अर्थशास्त्र : डॉ. प्रकाश सोमलकर –सुनिल नरांजे, दास गणू प्रकाशन झाशी राणि चौक सिताबर्डी नागपूर
८. व्यावसायिक अर्थशास्त्र : डॉ. प्रकाश सोमलकर, प्रा. शाम हेडाउ, रजणी प्रकाशन नागपूर

Gondwana University
B.Com – I
(Semester II)
Core Course
Business Economics II

Unit No.	Topics
1	**PRICING UNDER VERIOUS MARKET CONDITION**
	1.1 Perfect Competition: Equilibrium of Firm and Industry under Perfect Competition
	1.2 Monopoly Price Determination under Monopoly.
	1.3 Monopolistic Competition Price and Output Determination under Monopolistic Competition
2	**COST ANALYSIS**
	2.1 Accounting Cost and Economic Cost.
	2.2 Short Run Cost Analysis : Fixed, Variable and Total Cost Curves, Average and Marginal Costs.
	2.3 Long Run Cost Analysis : Economies and Diseconomies of Scale and Long Run Average and Marginal Cost Curves
3	**RENT AND WAGES**
	3.1 Rent: Concept of Economic Rent
	3.2 Ricardian Theory of Rent, Modern Theory of Rent and Quasi Rent
	3.3 Wages: Money-Wages and Real Wages- causes of wage Differentials
4	**INTEREST AND PROFIT**
	4.1 Interest: Concept and theories of interest-Loanable Funds Theory, Liquidity Preference Theory.
	4.2 Profit: Nature and concepts, Theories of Profit Innovation Theory, Risk Theory, Uncertainty Bearing Theory.

Recommended Books:

1. Business Economics H.L. Ahuja S.Chand and Company New Delhi 110055
2. Economics G.L.Bach Prentice Hall of India New Delhi.
3. An Introduction of Micro economics N.C. Ray Macmillan Company of India Ltd. Delhi.
4. Basic Economics & Business Environment Prof. G.M. Kochar, Dr.K.B. Moharir , Gurbir Kaur Khalsa, Dr. Devendra Kawde –Das Ganu Prakashan Nagpur.   I.S.B.N.   No. 978-93-81660-19-3
5. Micro Economics D.N. Dwivedi Pearson Publication NOIDA (U.P.)

६. व्यावसायिक अर्थशास्त्र : डॉ. प्रभाकर देशमुख–पिंपळापुरे प्रकाशन रामदासपेठ नागपूर.

७. व्यावसायिक अर्थशास्त्र : डॉ. प्रकाश सोमलकर –सुनिल नरांजे, दास गणू प्रकाशन झाशी राणि चौक सितावर्डी नागपूर

८. व्यावसायिक अर्थशास्त्र : डॉ. प्रकाश सोमलकर, प्रा. शाम हेडाउ, रजणी प्रकाशन नागपूर

B.Com I
Semester I & II
QUESTION PAPER PATTERN
BUSINESS ECONOMICS

Total Marks – 60 Marks

Internal Assessment- 15 Marks

Q.1	A)Unit – I	6
	B) Unit –I	6
	OR	
	C) Unit – I	12

Q.2	A) Unit –II	6
	B) Unit –II	6
	OR	
	C) Unit – II	12

Q.3	A) Unit –III	6
	B) Unit –III	6
	OR	
	C) Unit – III	12

Q.4	A) Unit –IV	6
	B) Unit –IV	6
	OR	
	C) Unit – IV	12

Q.5	A) Unit – I	3
	B)Unit – II	3
	C) Unit – III	3
	D) Unit – IV	3

1) To provide a basis of understanding to the students with reference to working of Business Organization through the Process of Management.
2) On completion of the syllabi the student will understand the basic Principles of Management- will acquainted himself with management process, functions and principles. Student will also get the idea about new development in management.

Unit-I : Nature of management : Meaning, Definition, Nature, Purpose, Importance and functions. Management as an Art, Science & Profession- Management as Social System Concepts of Management- Administration - Organization.   - 15 Periods

Unit-II : Evaluation of management: Contribution of F.W.Taylor, Henry Fayol, Elton Mayo chester Barhard and Peter Drucker to the management (i.e School of management thought) Indian Management Thought.   - 15 Periods

Unit-III : Functions of Management:
 Planning : Meaning, Need and Importance, Types, Levels,   Advantages & Limitations. Forecasting – Need & Techniques, **Decision-making**: Types- process rational decision-making and techniques of decision making. **Organizing:** Elements of Organizing and Processes. Types of Organizations,   Delegation of authority, Need difficulties in delegation-Decentralization.
                                        - 15 Periods

Unit-IV : Recent Trends in Management : Social Responsibility of Management-environment friendly Management. Management of Change, Management of Crisis, Total Quality Management, Stress Management, International Management.
                                        - 15 Periods

Books recommended
1. Essentials of Management – Horold Koontz and Iteniz Weibrich –McGraw-Hill's International
2. Management Theory and Practice- J. N. Chandan
3. Essential of Business Administration – K. Aswathapa Himalaya Publishing House
4. Principles and Practice of Management- Dr. L.M. Prasad, Sultan chand a & Sons – New Delhi
5. Business Organization and Management – Dr- Y. K. Bhushan
6. Management Concept and Strategies By J.S. Chandan, Vikas Publishing.
7. Principles of Management By Tripathi and Reddy- Tata McGraw Hill
8. Business & Organization & Management by Talloo by Tata McGraw Hill
9. Business Environment and Policy – A Book on Strategic Management/Corporate Planning By Francies Cherunilam Himalaya Publishing House 2001 Edition.
10 Principle of Management – S.B. Kishor, Das Ganu Prakashan

Examination Sheme (Question Paper Pattern)
B.Com. Part I (Semester – I)
Core Course - CBCS
PRINCIPLES OF MANAGEMENT – I (UCA1CO5)
Total Marks : 60

Question No. 1. :	a)	On unit 1	6 Marks
	b)	On unit 1	6 Marks
		OR	
	c)	On unit 1	12 Marks
Question No. 2. :	a)	On unit 2	6 Marks
	b)	On unit 2	6 Marks
		OR	
	c)	On unit 2	12 Marks
Question No. 3. :	a)	On unit 3	6 Marks
	b)	On unit 3	6 Marks
		OR	
	c)	On unit 3	12 Marks
Question No. 4. :	a)	On unit 4	6 Marks
	b)	On unit 4	6 Marks
		OR	
	c)	On unit 4	12 Marks
Question No. 5. :	a)	On unit 1	3 Marks
	b)	On unit 2	3 Marks
	c)	On unit 3	3 Marks
	d)	On unit 4	3 Marks

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B.Com. Part – I Semester System
Semester-II
Principles of Management : Paper-II

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Objectives:

1. To acquaint the Students with the basic concept, Principles and functions of Management.
2. To make students aware about the recent trends in management.

Unit-I : Direction and Communication
Direction- Meaning, Principles, Techniques, Process of Communication of as Management Functions, Barriers to Communication, Essentials of Organizational Communication.
- 15 Periods

Unit-II : Motivation and Leadership –
Motivation- Meaning, importance, Theories of motivation- (Maslow's need Hierarchy Theory, -Herzberg's Theory, Douglas, McGreger's Theory, 'x' and Theory 'y', McClelland's Theory) Leadership – Meaning and Importance, Qualities, Functions of leader, Leadership styles.
- 15 Periods

Unit-III : Co-ordination and Control – Co-ordination – Meaning, Need, Requisites for excellent Co-ordination Techniques of Co-ordination. Control – Need, Steps in the process of Control Techniques. - 15 Periods

Unit-IV: New Trends in Management :
1. Business Ethics and Social Responsibility.
2. Disaster Management.
3. Management of Change.
4. Event Management.
- 15 Periods

Books recommended
1. Principles of Management- Koontz & O'Donnel
2. The Management Process- R.S. Davar
3. Essentials of Management- Koontz & O'Donnel TraleMc-Grow Hill Publishing House
4. Business Administration- Mritunjooy Banerjee
5. Principles and Practice – T.N. Chhabra, Dhanapat Rai & Co. of Management
6. Management- Prasad
7. Ancient Indian Commerce – Dr. Ambedkar
8. Makers of Modern India- NBT Pblishers
9. Economics Thought of Dr. B.R.Ambedkar- Dr. Narendra Jadhav
10. Articles & Speeches of Dr. B. R. Ambedkar, Mahatma Gandhi, Pandit Nehru
11 Principle of Management – S.B. Kishor, Das Ganu Prakashan

Examination Sheme (Question Paper Pattern)
B.Com. Part –I (Semester-II)
Core Course : UCA2CO5
Principles of Management : Paper-II

Total Marks : 60

Question No. 1. :	a)	On unit 1	6 Marks
	b)	On unit 1	6 Marks
		OR	
	c)	On unit 1	12 Marks
Question No. 2. :	a)	On unit 2	6 Marks
	b)	On unit 2	6 Marks
		OR	
	c)	On unit 2	12 Marks
Question No. 3. :	a)	On unit 3	6 Marks
	b)	On unit 3	6 Marks
		OR	
	c)	On unit 3	12 Marks
Question No. 4. :	a)	On unit 4	6 Marks
	b)	On unit 4	6 Marks
		OR	
	c)	On unit 4	12 Marks
Question No. 5. :	a)	On unit 1	3 Marks
	b)	On unit 2	3 Marks
	c)	On unit 3	3 Marks
	d)	On unit 4	3 Marks

45

Core Course-UCA1C06

Statistics Techniques and Business Mathematics ± Paper I

Theory ± 60 Marks

Internal Assessment ± 15 Marks

Periods Allotments

Objectives-

To provide basic knowledge and understanding of important statistical tools and statistics and Mathematics elementary application to business example.

Unit I	Concept. Nature and Scope, Functions. Significance, Limitation of Statistics Statistical data collecting. Primary and secondary data, methods of collecting primary data, sources and secondary data. Presentation of Statistical data-classification, tabulation, frequency distribution, diagrams and graphs. Concept of central tendency. Arithmetic mean. median, mode, geometric mean and harmonic mean.	16

Unit II	Concept. Objective. Nature of dispersion, measures of dispersion. Range, Standard deviation and its Co-efficient. Co-efficaent of Variation, Mean deviation.	16
Unit III	Concept. Type, Causes and Different Measures of Skewness, Concept. Merit, Demerits, and Measures of Inter quartile Rang and Quartile deviation.	16
Unit IV	Business mathematics- simple and compound interest, Percentages.	16

Books Recommended

1. Fundamentals of Information Technology- Deepak Bharihoke-Excel Books, New Delhi
2. Statistics for Business and economics – Hooda R. P. – Macmillan, New Delhi
3. Statistics Methods – S. P. Gupta, Sultan chand& Sons, New Delhi
4. Basic of Computer & Statistical Technique- Dr. Rahul Sawlikar, Dr. S. B. ⊦ Das Ganuprakashan, Nagpur
5. Statistics- R. S. N. Pillia, V. Bhagavathi- S Chand and Company, New Delhi
6. Fundamental of Statistics – A. K. Agrawal& Sahib Singh – Frank Sons, New Delhi
7. Standard Problems and Formulae of Statistics – Dr. Rahul Sawalikar, Dr. S. B Kishor- Das GanuPrakashan, Nagpur
8. Statistics for management- Lewin and Rubin – Prentice-Hall of India, New Delhi
9. सांख्यिकी–डॉ. एस. एम. चछज्ञ?

Gondwana University, Gadchiroli

B. Com. Part I
Semester I
Paper Code:-UCA1C06

Statistics Techniques and Business Mathematics – Paper I
Time: 3 Hours

Marks: 60

Que. No. 1 :-	Unit 1	a) Theory	-	06 Marks
		b) Practical	-	06 Marks
			OR	
		c) Practical	-	12 Marks
Que. No. 2 :-	Unit 2	a) Practical	-	06 Marks
		b) Practical	-	06 Marks
			OR	
		c) Practical	-	12 Marks
Que. No. 3 :-	Unit 3	a) Practical	-	06 Marks
		b) Practical	-	06 Marks
			OR	
		c) Practical	-	12 Marks
Que. No. 4 :-	Unit 4	a) Practical	-	06 Marks
		b) Practical	-	06 Marks
			OR	
		c) Practical	-	06 Marks
		d) Practical	-	06 Marks
Que. No. 5 :-	Unit 1	a) Theory	-	03 Marks
	Unit 2	b) Theory	-	03 Marks
	Unit 3	c) Theory	-	03 Marks
	Unit 4	d) Theory	-	03 Marks

B.Com Part I
Semester-II
Statistics techniques and Business mathematics- Paper II

Theory ± 60 Marks
Internal Assessment ± 15 Marks

Objectives-   **Periods Allotments**
To provide basic knowledge and understanding of important statistical tools and statistics and Mathematics elementary application to business example.

Unit ± I	Index Number	Fisher's ideal Index Number, Dorbish and Bowl's Method, Pasche method. Lasprey's method
Unit ± II	**Correlation and** Regression Simple	**Karl pearson Co-efficient for** Ungrouped & Spearman's rank correlation Co-efficient Regression (Simple)
Unit ± III	Chi-Square Test	Calculation of X^2 Value and Conclusion
Unit ± IV	Business mathematics-	Ratio and Proportion, Profit & Loss

Books Recommended

1.	Fundamentals of Information Technology	Deepak Bharihoke	Excel Books, New Delhi
2.	Statistics for Business and economics	Hooda R.P.	Macmillan, New Delhi
3.	Statistics Methods	S.P. Gupta	Sultan chand& Sons, New Delhi
4.	Basic of computer & Statistical Technique	Dr. Rahul Sawlikar, Dr. S.B. Kishor	Das GanuPrakashan, Nagpur ISBN ± 978-81-921757-8-2
5.	Statistics Delhi.	R.S.N. Pillia	S. Chand & Company, New
		V. Bhagvathi	
6.	Fundamental of Statistics	A.K.Agrawal& Sahib Singh	Frank Sons, New Delhi
7.	Standard Problems and Formulae of Statistics	Dr. Rahul Sawlikar, Dr. S.B. Kishor	Das GanuPrakashan,Nagpur ISBN – 978-81-921757-8-2
8.	Statistics for Management Delhi	Lewin and Rubin	Prentice-Hall of India, New
9.		डॉ. एस.एम. शुक्ल	

Gondwana University, Gadchiroli

B.Com Part I
Semester-II
Paper Code: - UCA2C06
Statistics techniques and Business mathematics- Paper II

Time: 3 Hours   Marks: 60

Que. No. 1 :-	Unit 1	a) Theory	-	06 Marks
		b) Practical	-	06 Marks
			OR	
		c) Practical	-	12 Marks
Que. No. 2 :-	Unit 2	a) Practical	-	06 Marks
		b) Practical	-	06 Marks
			OR	
		c) Practical	-	12 Marks
Que. No. 3 :-	Unit 3	a) Practical	-	06 Marks
		b) Practical	-	06 Marks
			OR	
		c) Practical	-	12 Marks
Que. No. 4 :-	Unit 4	a) Practical	-	06 Marks
		b) Practical	-	06 Marks
			OR	
		c) Practical	-	06 Marks
		d) Practical	-	06 Marks
Que. No. 5 :-	Unit 1	a) Theory	-	03 Marks
	Unit 2	b) Theory	-	03 Marks
	Unit 3	c) Theory	-	03 Marks
	Unit 4	d) Theory	-	03 Marks

GONDWANA UNIVERSITY, GADCHIROLI
B. Com
Semester I
Paper Code:- **UCA1EM1**

BASIC MARKETING MANAGEMENT (Paper-I)

UNIT –I: Introduction:
Meaning & Definition of Market and Marketing, Pre Independence and post Independence Marketing in India, Nature, Scope, Function of Marketing in India in Libraries Marketing.
- 15 Periods

UNIT –II: Consumer Behaviors :
Meaning, definition, Importance and Characteristics of consumer Behavior, Determinants (Factors) effecting the consumer behavior- Psychological factors, personal factor, Social factor cultural factor, Buying Motives of Consumer behaviors
- 15 Periods

UNIT- III :   Pricing Policies
Meaning and Significance of price, Meaning and objectives of Pricing, decision factors, influencing pricing decision.
- 15 Periods

UNIT –IV: Product Indentification :
Branding-Importance, Causes which discourge the use of branding Packaging- Objective, functions and Importance.
- 15 Periods

Reference books-

1. विपणन व्यवस्थापणाची मुलतत्वे, बी. कॉम प्रथम वर्ष (प्रथम सत्र पेपर १)डॉ.प्रकाश एन. सोमलकर, प्रा. राजेश एस.डोंगरे जी.सी.पब्लीशर्स नागपूर.
2. Marketing Management-   Philep kotlers, McGrwo hill Co.
3. Marketing Management-   Prof. Milind Kothari, Ramesh Book Depot,   Jaypur, New Delhi
4. Marketing Management -   Prof. Kothari, Mehta, Sharma, Ramesh Book Depot, Jaypur, New Delhi
5. गतिशील विपणन — डॉ. सुधीर बोधनकर, साईनाथ प्रकाशन
6. विपणनाची तत्वे — डॉ फडके, पिंपळापुरे प्रकाशनए नागपूर
7. Consumer Behavior by Schiffman – Kanuk

Examination Sheme (Question Paper Pattern)
B.Com.- I (Sem. I) CBCS
DSE Course
Group A : Marketing Management – UCA1EM1
BASIC MARKEING MANAGEMENT (Paper-I)

Total Marks : 80

Question No. 1. :	a)	On unit 1	8 Marks
	b)	On unit 1	8 Marks
		OR	
	c)	On unit 1	16 Marks
Question No. 2. :	a)	On unit 2	8 Marks
	b)	On unit 2	8 Marks
		OR	
	c)	On unit 2	16 Marks
Question No. 3. :	a)	On unit 3	8 Marks
	b)	On unit 3	8 Marks
		OR	
	c)	On unit 3	16 Marks
Question No. 4. :	a)	On unit 4	8 Marks
	b)	On unit 4	8 Marks
		OR	
	c)	On unit 4	16 Marks
Question No. 5. :	a)	On unit 1	4 Marks
	b)	On unit 2	4 Marks
	c)	On unit 3	4 Marks
	d)	On unit 4	4 Marks

GONDWANA UNIVERSITY, GADCHIROLI
B Com
Semester II
BASIC MARKETING MANAGEMENT (Paper-II)

UNIT- I: Channels of Distribution:
Meaning Definition, Functions of Distribution, kind of Distribution of Industrial Goods, factors Influencing channels of Distribution, Contact of selling Agencies, Factors of selection of a proper channel in recent trends.   -15 Period

UNIT- II : Advertisement
Meaning definition, Objective, Importance and Merits-Demerits of Advertisement, Advertisement and sales, Advertising Agencies, Functions of Advertising Agencies, Techniques of advertisement.   -15 Period

UNIT- III : Sales Forecasting :
Definition, Types, Concept, Objectives, Factors Influencing sales forecasting ,limitations, of Buyer's intention survey method, Techniques, Importance of Sales forecasting .   -15 Period

UNIT- IV : Product Life cycle
Meaning and concept of Product, new product development process, stages of product life cycle-Introduction, Growth, Maturity, Saturation Decline, Importance of Product Innovation.   -15 Period

Reference books-
1. विपणन व्यवस्थापणाची मुलतत्वे, बी. कॉम प्रथम वर्ष (द्वितीय सत्र पेपर २)डॉ.प्रकाश एन. सोमलकर, प्रा. राजेश एस.डोंगरे जी.सी.पब्लीशर्स नागपूर.
2. Dynamic of Marketing-Dr. Suddhir Bodhankar & Prof. V. Aloni
3. Principal of Marketing-Dr. Fadake

Examination Sheme (Question Paper Pattern)
B.Com.- I (II Sem.) CBCS
DSE Course
Group A : Marketing Management- UCA2EM2
BASIC MARKEING MANAGEMENT (Paper-II)

Total Marks : 80

Question No. 1. :	a)	On unit 1	8 Marks
	b)	On unit 1	8 Marks
		OR	
	c)	On unit 1	16 Marks

Question No. 2. :	a)	On unit 2	8 Marks
	b)	On unit 2	8 Marks
		OR	
	c)	On unit 2	16 Marks

Question No. 3. :	a)	On unit 3	8 Marks
	b)	On unit 3	8 Marks
		OR	
	c)	On unit 3	16 Marks

Question No. 4. :	a)	On unit 4	8 Marks
	b)	On unit 4	8 Marks
		OR	
	c)	On unit 4	16 Marks

Question No. 5. :	a)	On unit 1	4 Marks
	b)	On unit 2	4 Marks
	c)	On unit 3	4 Marks
	d)	On unit 4	4 Marks

Gondwana University Gadchiroli
B.Com- I (Semester-I)
Paper Code:-UCA1EH1

HUMAN RESOURCE MANAGEMENT (Paper-I)

Objectives: - To develop understanding of the concepts of Human Resource Development to gain and insight of the factors which go into the making of an efficient HRD Manager

Unit- I
Introduction to Human Resource Management :-
- Concept, Definition, Objective, Scope, Functions and significance of Human Resource management.
- Recruitment and Selection :-Recruitment – Definitions, Types and Sources. Selection-Definitions, Scope, Process and Steps.
- Interview-Definition, Objective, Types. Induction- Definition, Objectives, Steps of Induction.

Unit-II
Training and development :-
- Training: - Definitions, characteristics, Objectives of Training. Needs and importance of training, methods of training on the job and the job training.
- Management of Development: - Meaning, Process and Technique of management development.

Unit-III
Performance Appraisal :-
- Concept, Definition and Objectives of Performance Appraisal. Methods and Techniques of Performance Appraisal.
- How to make Performance Appraisal effective
- Job Evaluation- definition, process and objectives.

Unit-IV
Motivation, Moral and Productivity :-
- Definition, Importance, methods of Motivation.
- Morale, Morale and Productivity
- Job enrichment-Core Dimensions of Job Enrichment
- Executive Stress
- Introduction, objectives and factors effecting wage determination
- Incentive plans
- Profit Sharing
- Fringe benefits

Books recommended :-
1- Dr. P.C. Tripathi & N.C. Dapoor, Personal Management & Industrial Laws, Sultan Chand & Sons.
2- C.B. Mamoria, Personnel management, Himalaya Publishing House, New Delhi
3- R.S. Davar, Personnel management & Industrial Relation, Vikas Publications,New Delhi
4- C.S. Venkata ratnam & B. K. Shrivastava, Personnel management and Human Resources, tata McGraw Hill Publishing Co.Ltd.
5- H.L. Kumar, Practical Guide to Labour management Universal Law Publishing Co.Pvt. Ltd.
6- Arun Monappa, Industrial Relations, tata McGraw Hill Publishing Co.Ltd.

Examination Sheme (Question Paper Pattern)

B.Com-I (Semester - I) CBCS

DSE Course

Group B : Human Resource Development UCA1EH1

HUMAN RESOURCE MANAGEMENT (Paper - I)

Total Marks : 80

Question No. 1. :	a)	On unit 1	8 Marks
	b)	On unit 1	8 Marks
		OR	
	c)	On unit 1	16 Marks
Question No. 2. :	a)	On unit 2	8 Marks
	b)	On unit 2	8 Marks
		OR	
	c)	On unit 2	16 Marks
Question No. 3. :	a)	On unit 3	8 Marks
	b)	On unit 3	8 Marks
		OR	
	c)	On unit 3	16 Marks
Question No. 4. :	a)	On unit 4	8 Marks
	b)	On unit 4	8 Marks
		OR	
	c)	On unit 4	16 Marks
Question No. 5. :	a)	On unit 1	4 Marks
	b)	On unit 2	4 Marks
	c)	On unit 3	4 Marks
	d)	On unit 4	4 Marks

Gondwana University Gadchiroli
B.Com- I (Semester-II)
HUMAN RESOURCE MANAGEMENT (Paper-II)

Objectives: - To develop understanding of the concepts of human Resource Development to gain and insight of the factors which go into the making of an efficient HRD Manager.

Unit-I
Promotion, Demotion and Transfer:-
- Promotion: Meaning, Types, Principles of Promotion policy, Importance, Objectives and Basis of Promotion.
- Demotion: Meaning, Policy, Causes of Demotion and Principles of Demotion policies.
- Transfer: Meaning, Objectives, Types of Transfer, Principles of Transfer policies.

Unit-II
Workers absenteeism, Labour turnover and Lay-off:-
- Absenteeism: Meaning and causes of Absenteeism, Effects of Absenteeism of workers, Measures to reduce absenteeism of Industrial workers.
- Labour turnover: Meaning, Causes, Bad effects of Labour turnover, Measures to reduce to the rate of labour turnover.
- Lay-off: Meaning, Causes and Bad effects of Lay-off.

Unit-III
Role of Human Resource Development Manager:-
- The need for separate department for human resource development, Function of human resource manager, Dimensions of the role of human resource manager, The quality of successes full human resource manager.
- Professionalization of Human Resource Development in India :- Main causes of Indian managerial movement, Causes of slow speed of the development of managerial movement in India
- Indian management institutions: - Development, Establishment and Objectives of Indian management institutes, Activities performed by the Indian Management Institutes.

Unit-IV
Human Resource Development :-
- Concept, Meaning, objective and Importance of human Resource development.
- Human Resource Planning :- Meaning, Objectives and Advantages of Human Resource planning. Career Planning and Career Development.
- Quality Circle.
- Human Resource Accounting.

Books Recommended :-
1. C. B. Moria, Personnel Management.
2. Edwin Floppo, Perssonel Management.
3. Aswathappa K. Human Resource management
4. Subha Rao. Human resource Management.
5. Michael Porter, HRM and human Relations.
6. Biswanath Ghosh, Human Resource Development and Management.

Examination Sheme (Question Paper Pattern)

B.Com - I (Semester - II) CBCS

DSE Course

Group B : Human Resource Development (UCA2EH2)

HUMAN RESOURCE MANAGEMENT (Paper - II)

Total Marks : 80

Question No. 1. :	a)	On unit 1	**8 Marks**
	b)	On unit 1	**8 Marks**
		OR	
	c)	On unit 1	**16 Marks**
Question No. 2. :	a)	On unit 2	**8 Marks**
	b)	On unit 2	**8 Marks**
		OR	
	c)	On unit 2	**16 Marks**
Question No. 3. :	a)	On unit 3	**8 Marks**
	b)	On unit 3	**8 Marks**
		OR	
	c)	On unit 3	**16 Marks**
Question No. 4. :	a)	On unit 4	**8 Marks**
	b)	On unit 4	**8 Marks**
		OR	
	c)	On unit 4	**16 Marks**
Question No. 5. :	a)	On unit 1	**4 Marks**
	b)	On unit 2	**4 Marks**
	c)	On unit 3	**4 Marks**
	d)	On unit 4	**4 Marks**

GONDWANA UNIVERSITY GADCHIROLI
B. Com Part I
(Semester – I)
Paper Code:-**UCA1EB1**
Principles of Banking and Insurance – I

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 beeld of banking and insurance.

Unit I : Banking meaning and functions
Concept, Meaning, Evolution of banking, Function of bank Tradition and modern.

Unit II : Indian Banking system and their classification

> Unit banking system
> Branch banking system
> Chain banking system
> Correspondent banking system
> Mixed banking system
> Universal Banking system.

Unit III : Conceptualization of Insurance.
Introduction, Meaning of Insurance, Definition of Insurance, Types of Insurance, Evolution Of Insurance, Why Life Insurance.

Unit IV : Types Of Insurance
Introduction, Classification on the basis of Nature of Insurance, Classification of Insurance from Business Point of View, Classification of Insurance from Risk Point of View .

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

GONDWANA UNIVERSITY GADCHIROLI
B. Com Part I
(Semester – I)
Elective Course
Principles of Banking and Insurance – II

Theory : 80
Internal Assessment : 20

Unit – I : Banking Operation
> Type of Account
> Process of Opening Operating and closing of a bank account
> General Precutting for opening of account.

Unit – II : E – Banking
> Meaning of e- banking and core banking emergence and development of e- banking
> Electronic banking product / service.
> i)   Electronic payment system
> ii)   ATM
> iii)   Phone and Tele banking
> iv)   Internet banking
> v)   Electronic Fund transfer

Benefits of e - banking to customer and to the banker.

Unit III : INSURANCE PRINCIPLES :
> Introduction,
> General Principles of Essentials of Insurance Contract
> Specific Principles of Insurance contract
> Miscellaneous Principles.

Unit IV : SOCIAL SECURITY AND INSURANCE
> Introduction, exaltation of Insurance Organization, insurance Organization in India.,
> Insurance and Social Security, Different Schemes of Social Security in Insurance.

Books Recommended :-
1) Indian Banking system (Remesh 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 Principal & Practice (S. Chand and Company New Delhi)
   M.N. Mishra

Gondwana University, Gadchiroli.
B.com part 1 Sem 1 & Sem 2
Sub- Banking and Insurance
Marking scheme as per CBCS

Que . 1)A or B (16 marks) based on unit 1
Que . 2)A or B (16 marks) based on unit 2
Que . 3)A or B (16 marks) based on unit 3
Que . 4)A or B (16 marks) based on unit 4
Que. 5) A, B, C, D (4×4 marks) based on unit 1, 2, 3, 4

Gondwana University, Gadchiroli

Choice Based Credit System (CBCS)

Syllabus
of
Bachelor of Commerce

B.Com. (IT)
Optional Subject
(Three Years Degree Course)

2017-2018

Note :Direction and Scheme of course is available in the website of Gondwana University, Gadchiroli (www.gondwana.digitaluniversity.ac)

Pattern of Question Paper

General Rules and Regulations regarding pattern of question paper for the semester end examination is as given below:

1. There will be four units in each paper.
2. Maximum marks of each theory paper will be 50.
3. Question paper will consist of five questions, each of 10 marks.
4. Four questions will be based on four units with internal choice.
5. Fifth question will be compulsory with questions from each of the four units having equal weightage and there will be no internal choice.

Bachelor of Commerce

B.Com. (IT) - [I / II / III]
Paper Code :

Semester – [I / II/ III / IV / V / VI]
Paper : Name of Paper

[Max. Marks: 60

Time: 3 Hours]
Note:1) All questions are compulsory and carry equal marks.
2) Draw Neat and Labeled diagram and use supporting data wherever necessary.
3) Avoid vague answers and write specific points/answer related to questions.

Q1 Either (From Unit 1)	6
a)	6
b)	
Or	6
c)	6
d)	
Q2 Either (From Unit 2)	6
a)	6
b)	
Or	6
c)	6
d)	
Q3 Either (From Unit 3)	6
a)	6
b)	
Or	6
c)	6
d)	
Q4 Either (From Unit 4)	6
a)	6
b)	
Or	6
c)	6
d)	
Q5 Solveall questions	3
a)(From Unit 1)	3
b) (From Unit 2)	3
c)(From Unit 3)	3
d) (From Unit 2)	

B.Com. I
SEMESTER–I
Group D: (Information Technology)
Paper Code:UCA1EI1
Paper- 7: Information and Communication Technology

[Max. Marks: 60

UNIT – I: Basic of Computer

Introduction to Computer, Types and Classification. Basic Anatomy of Computer. Block, Diagram of Computer, Generation of Computers. CPU: Function of Each Unit. Data Representation: Decimal, Binary, Their Interconversion.

UNIT – II: Input/ Output Peripherals and Storage Device

Input Devices: Keyboard, Mouse, Touch Screen Scanning: MICR, OCR, OMR, Barcode Reader, Output Devices: VDU, Dot Matrix, Laser and Inkjet Printers

Memory: Primary, Secondary

StorageDevices: Pen Drive, Hard Disk, and Optical Disk, Blu Ray Disc.

UNIT – IV: Windows

Features of Windows, GUI, Operating with Windows, Desktop, Taskbar, Windows Explorer, **Control Panel:** Administrative Tools - Date and Time, Display, Mouse, Programs and Features, Usage of Recycle Bin

Windows Accessories: Calculator, Notepad, Paint, System Information, Disk Cleanup

UNIT – IV: Network &PC Maintenance

Computer Communication, Need for Networks, Communication Device, Types of Network- LAN, WAN, MAN

PC Maintenance- Active Software Maintenance, Passive Maintenance. Types of Pc Faults-Diagnostic and Repair ToolsDiagnostic Software Tools- Diagnostic Hardware Tools-Disassembling PC.Computer Virus, Types of Viruses, Antivirus

Books:

1) Dr. S.B. Kishor," Information and Communication Technology", Das Ganu Prakashan,

2) Alexis and Mathews Leon, "Fundamentals of Information Technology" Leon Press, Chennai &Vikas Publishing House Pvt. Ltd, New Delhi, ISBN: 8182090105

3) KamleshAgarwal,"WAP the NET", MacMillan Publication.

References:

1) Peter Norton' s, "Introduction to Computers", 4TH Ed. TMH Pub., ISBN-0070593744

2) Douglas Comer, "The Internet Book", PHI Publication, ISBN: 0132335530

Practical - based on IT, Windows

1. Study of various I/O devices with troubleshooting.

      a. To study and installation of keyboard.

      b. To study and installation of mouse.

      c. To study the installation of printer.

2. To study the installation of multimedia.

3. Study of different operating system.

4. Study of booting process.

5. To study assembling and disassembling the PC.

6. To study and installation of antivirus software

7. Procedure to clean-up Disk, Disk fragmentation

8. Procedure to Copy and move the files from one location to another

9. Procedure to delete the files and restoring files and deleting files Permanently.

10. Creating User accounts and setting personal environments

11. Creating files using notepad.

12. Switching between two application for example performing certain Calculation using calculator and copy the result in notepad

13. Create some graphical images using paintbrush

B.Com. I

SEMESTER-II

Group D: (Information Technology)

Paper Code:UCA2EI2
Paper- 7 : Office Automation

[Max. Marks: 60

UNIT – I : Office Automation
Introduction of Office Automation, Need of Office Automation
Office Automation Tools: Computer: E-MAIL, Internet For Business Conferencing, Voice-Mail, Fax Machine, Printer, E-Commerce, E-Governance.

UNIT – II : Word Processing
Introduction to Word Processing, Features of MS-Word, Creating document, Opening Documents, Saving Documents, Protecting Document, Print Preview, Page Setup, Printing Document, Various Utility Option like: Undo, Copy, Paste, Cut, Select, Find, Replace, Goto, Formatting Text With : Font, Paragraph, Alignment, Line Spacing, Working with Table, Spelling and Grammar Check, Mail Merge

UNIT – III : Working with Spreadsheet
Introduction To Spreadsheet, Features of Ms-Excel, Basic of MS-Excel, Navigating around the Worksheet, Excel Toolbars and Operations, Formatting Features, Copying Data Between Worksheets, Entering and Editing Cell Entries, Various type of Charts (Column chart, Pie Chart, Line chart, Bar chart), Creation of Charts, Editing and Formatting Charts, Goal Seek. Database in Excel

UNIT – IV : Presentation Graphics
Introduction, Features of Ms-Powerpoint, Standard Toolbar, Formatting Toolbar, Drawing Toolbar, Creating Slides, Running Slides, Different types of Layout, Moving the Frame, Inserting Clip Art, Picture, Slide, Copying, Hiding, Slide Transition, Text Styling, Send to Back, Entering Data to Graph, Table, Design Template, Package for CD (Pack & Go Feature).

Books:
1) K.K. Bajaj, "Office Automation", MacMillan, ISBN 13: 9780333929278
2) Dr. S. B. Kishor, "Ms-Office with Office Automation", Das Ganu, ISBN : 978-93-81660-67-6
3) Sanjay Saxena, "MS Office 2007 in a Nutshell", Vikas Publication, 2011, ISBN-978-81-259-5036-3
4) Rutkosky, Seguin, Audrey "Microsoft Office 2007", BPB, ISBN-10:81-8333-228-5/13:978-81-8333-228-6

References:
1) S.Jaiswal, "IT Today Encyclopedia", Galgotia, ISBN: 9788175152700
2) Sanjay Saxena, "A First Course in Computers", Vikas Publication, ISBN : 9788125914440

Practical :

A.LibreOffice Writer/Ms-Word

a) Type the Content Heading and then set the Index option using Tab setting. Finally take a print out.

CONTENTS

Chapter	Page No.

[Chapter names at 1" with left alignment while Page number at 4.5" with right alignment and with leader …..]

b) Draw a Block diagram of computer system using auto-shapes, and name them using textbox and join each parts using line-style. At the end give the page border to it. Finally take a print out.

c) Type the following set of equation. Finally take a printout.

1. $B^2 - 4AC = 0$
2. H_2SO_4
3. If $(A^2 \geq 0)$

4. $f(x) = \sum_{i=1}^{i=5} 5 * X^i$

5. $k^2 - 4 = 0$, if $b_0 \neq 0$
6. $e^{i\theta} + e^{-i\theta} = 2\cos\theta$

1. Type the following letter and take printout

ABC
SAI Nagar
Mumbai
☎020-1111111

Dear Sir,

Kindly provide the **rate** of following set of peripherals,

➤ Computer 🖵 with following configuration
- Intel® Pentium® Processor T4400 (2.2 Ghz, 1MB L2 Cache, 800 MHz FSB)
- 250 GB HDD, DVD RW, 35.56cms (14) CSV LED Backlit, 1GB DDR3 RAM
➤ Floppy disk 💾 of 1.44 MB of 12 Box
  • Sony
  • Verbatin
➤ 3-Button mouse 🖱 of following 5 each
     i-ball
  a)
     Logitech
  b)

Thanking you,
Date : < Insert System Date >

Your
XYZ

2. Type the following

```
┌─────────────────────────────────────┐
│                                     │
│          LibreOffice                │
│        1.   Word                    │
│        2.   Excel                   │
│        3.   Power Point             │
│        4.   Access                  │
│                                     │
└─────────────────────────────────────┘
```

a)   **Ms-Word:** MS-Word is the application software and one of the most powerful word processor in Windows operating system. It is used for formatting of letters or the text. In simple meaning it is a word processor having various functions for text you may insert different objects like pictures, sound and video or calendar in word file.

b)   **Ms-Excel:** Ms-Excel is a powerful spreadsheet or worksheet application that can use for managing, analyzing and presenting data in tabular format. It also helps to display data in graphical format using charts.

c)   **Ms-Power Point**: Ms-Powerpoint is a powerful tool to create professional looking presentation and slide shows.

d)   **Ms-Access:** Ms-Access is a powerful program to create and manage database.

Perform the following operation,

    i. When user presses on Access it should jump to Access Paragraph within page.

    ii. Similarly create a hyperlink for other option within a page.

    iii. Print it.

3.   Define and write the characteristic of computer and perform following operation,
    a.   Divide the text in two columns
    b.   Insert the picture of computer in the background in each column.
    c.   Insert header with your name
    d.   In footer write name of your college
    e.   Give proper heading for phrase.
    f.   Use Drop Cap for 1st letter of each paragraph
    g.   Define line spacing 1.5 with left margin 1.25" and right margin 0.75"
    h.   Font : Courier New, Font size for heading 14 and for normal text 11
    i.   Finally take a print out.

4.   Type the following letter exactly as given below,
Before start of typing, set up page in the following format
    1)   Page Size : A4 with Landscape Orientation
    2)   Left Margin: 2" Right Margin: 1" Top Margin: 0.5"

COMPUTER

- **Science Stream**
  - B.Sc. (Computer Science)
  - B.Sc. (IT)
  - BCA
  - B.E. (Computer Science)
  - B.E. (Information Technology)
- **Commerce Stream**
  - BCCA
  - B.Com (Information Technology)

[If Computer Picture is not loaded on your computer then simply select one of the pictures loaded in clip-art]

5. Write a letter to publisher for supplying the list of books along with book details. For ex.

To,
Publisher,
Das Ganu Prakasan,
Nagpur.

R/Sir,
Supply following title of books at the earliest.

| Sr.No.	Title	Author	No. of Copies
1	Information System	S.Kishor	10
2	Information Technology	S. Kishor	15
3	Principle of Business Management	S. Kishor	12
4	Financial Accounting	Dr. Kishor Mohrir	13

Thanking you,

Date: < Insert System Date >

Yours

Principal
(Dr. WWW)

Perform Following option
1) Take a printout
2) Assume Liberian forget to enter one of the entry of book so, kindly add it between number 3 and 4 say,
        4   Business Economics   Gurbir Kaur Khalsa   10
3) Replace author name S. Kishor by S.B. Kishor at once.
4) Finally print the copy of this document with following settings,
- Left Margin   = 1.75"
- Right Margin   = 1"
- Top Margin   = 1.5"
- Bottom Margin = 1"

6. Using Mail-Merge write a letter to all selected candidate for their final admission on specific date say (30-June) at XYZ Institute, with necessary documents at 10 AM.
Name should be highlighted while course and date of commencing class should be underlined

7. Create a document and while saving give a security to open the saved document.
Take a screen shot while opening it.

8.   Draw the following shape using rectangle option found in Drawing Toolbar

And generate following types of box by copying and formatting above box
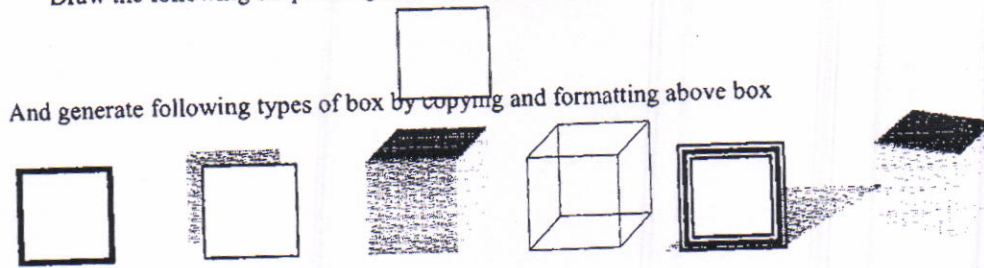
B) LibreOffice Calc/MS-Excel

1) Prepare following table in a worksheet using MS-Excel.

Name	Basic	DA	HRA	Gross Pay	PF	Net Pay
Rahul	10000					
Sachin	20000					
Nilesh	15000					
Bharti	25000					

Perform following operations:-
1.   Complete the table using formulas
     o   DA = Basic * 27 %
     o   Hra = Basic * 10 %
     o   PF = Basic * 12.5 %
     o   Gross Pay = Basic + DA + HRA
     o   Net Pay = Gross Pay – PF
2.   Give the Proper Heading.
3.   Take the printout in landscape orientation

2) Enter following data in MS-Excel worksheet.

Name	Date of joining	Salary	Designation
Rahul	Jan-05	10000	Peon
Sachin	Oct-10	20000	Accountant
Nilesh	Jan-05	15000	Clerk
Bharti	Dec-09	25000	Manager

Perform following operations:-
1.   Copy the above data and place in sheet2 and sort the table in the ascending order or date of joining and give proper heading.
2.   Copy the above data and place in sheet3 and sort the table in the ascending order or date of joining followed by order of name and give proper heading.
3.   Copy all the above data to sheet4 and take printout

3)   Prepare following using MS-Excel.

Players	Match 1	Match 2	Match 3	Average	Highest Score	Sum
Schwag	78	43	91			
Sachin	45	77	62			
Yuvraj	65	80	37			
Dhoni	34	15	46			
Raina	23	75	55			

Perform following:-
   a. Calculate Average and High score of each player using AVERAGE & MAX function
   b. Calculate total score of each match using SUM function.
   c. Sort above records in descending order on the basis of average.
   d. Take the printout in landscape orientation
4) Prepare the Mark sheet of IT subject on the basic of 3 Unit test. Each of 30 Marks and perform following,
   1. Calculate total marks, Average and Grade
   2. Auto format to the above table.
   3. Take the printout
5) Prepare the multiplication using
   1) Relative cell reference
   2) Absolute cell reference.

Multiplicand	Multiplier	Product using Relative	Product using Absolute
13	1		
	2		
	3		
	:		
	:		
	10		

6) Create profit and prepare a column chart in MS-EXCEL using the data.

Month	Net Sales	Actual Cost	Profit
Jan. 10	22000	18000	
Feb. 10	245005	9555	
Mar. 10	32450	24850	

Perform following operations:-
   a. Find the profit
   b. Give a chart title "Profit Report"
   c. Take the printout.

7) Draw Pie chart of following excel sheet.

Bowler	Over	Maiden	Runs	Wickets
Zaheer	10	2	22	3
Ishant	10	1	36	2
Harbhajan	10	0	48	2
Mishra	10	0	37	3
Yuvraj	10	0	43	0

Wickets
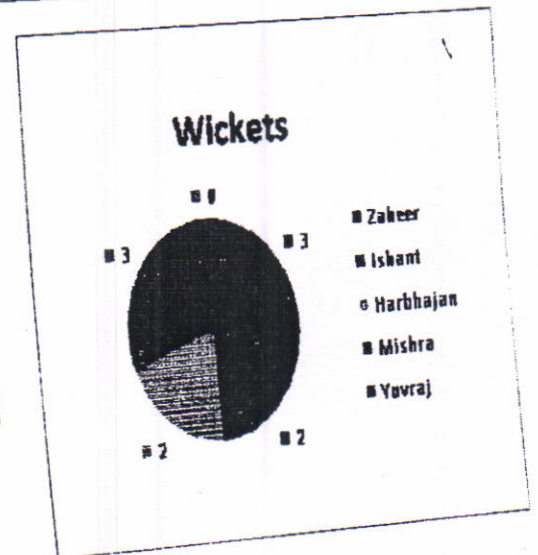
C) LibreOffice Impress/Ms-Powerpoint

1. Prepare the following slides with the information given below:
   • Select the slide of your choice and write about yourself.
   • Write about your family members name with relation.
     Tip: By using Title and 2 column text
   • Using Title Content and text slide insert the picture of your favourite hero with the list of their movies.
   • Finally run the slide continuously until Esc key is not pressed.
   At last, write the steps that you have perform.

2. Create the following slide.

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• COURSES	• FEES STRUCTURE
✓ C	❖ 1500
✓ C++	❖ 2500
✓ VB	❖ 2000
✓ ORACLE	❖ 3000
✓ JAVA	❖ 4000

1. Change the bullet style in the first and the second level.
2. Change the case of the first level text to upper case and second level text to lower case.(By using Change Case option)
3. Change the attribute of the text to: Font : Arial, Font Style : Italics, Size:20
4. Justify the text.

3. Select the 10 slides of your choice. Apply the following settings and write the steps you have perform in each options.

- o   Insert page number in each slide
- o   Timer should be displayed during execution.
- o   Change the background color of each slide.
- o   Set the interval time for each slide to be displayed.
- o   Use Flash bulb animation in your presentation.
- o   Select a Color Schemes of your choice.
- o   Insert Chart in one of your slide.
  Insert a table in your presentation