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SRI SATYA SAI UNIVERSITY **OF TECHNOLOGY AND MEDICAL SCIENCES**

SYLLABUS REVISION

Name of School-Faculty of Education

Department/Program- Commerce/B.Com & M.Com

2017-18 TO 2021-22

www.sssutms.co.in

Opp.Oilfed Plant, Bhopal-Indore Road,Sehore (M.P), Pin - 466001



(+91) 07562-292740 | 7562292720

Minutes of the Board of Studies Committee Meeting)

Name of Department:-University Teaching Department, SSSUTMS
(COMMERCE & MANAGEMENT)

Minutes of Board of Studies Committee Meeting Date : 12/10/2017

The Board of Studies Committee Meeting was held in the room of Prof. Kanchan Shrivastava, Dean UTD, SSSUTMS at 11:00AM on 12/10/2017 Following members were present.

1. Dr. Kanchan Shrivastava, Professor, Department of Economics
2. Dr. Neelam Tripathi, Associate Professor, Department of Botany
3. Dr. Deepak K. Mittal, Assistant Professor, Department of Zoology
4. Dr. Gajraj Singh Ahirwar, Assistant Professor, Department of Commerce
5. Dr. Reshma Ara, Assistant Professor, Department of History
6. Mr. Ankit Joshi Assistant Professor, Department of Library Science
7. Mr. Pradeep Maheshwari, Assistant Professor, Department of Management
8. Ms. Pooja Saxena, Assistant Professor, Department of Chemistry
9. Mrs. Amreen Khan, Assistant Professor, Department of Physics
10. Mrs. Snehlata Rajput, Assistant Professor, Department of Sociology
11. Mr. Abhishek Kuroliya, Assistant Professor, Department of Comp. Science
12. Mr. Zuber Khan, Assistant Professor, Department of Mathematics
13. Mrs. Shobha Vyas Assistant Professor, Department of Hindi
14. Mrs. Urmila Yadav Assistant Professor, Department of Sociology

The Chairman of Board of Studies Committee welcomes and appreciated the efforts put up by the faculty for progress of the departmental activities. The following Agenda points were discussed and resolved.

Agenda 1.: Discussion of New pattern of Yearly syllabus and scheme 1st Year .

Discussion (If any) : In the BOS meeting, all the 1st year syllabus and scheme of Yearly were discussed and revised in accordance with higher education and UGC guideline.


Resolution of the Discussion: Approved

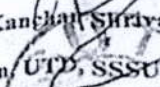
Agenda 2.: Approval of Yearly syllabus and scheme of UG (1st year) BA, B.Sc., B.Com, BBA, BCA under the university Teaching Department (UTD)

Discussion (If any) : As per the decision taken in the BOS meeting held on / /2017 in the university teaching department, the 1st year syllabus and scheme were discussed and approved.

Resolution of the discussion: Approved.


The Chairman thanks the members for peaceful conduction of meeting.


Registrar
Sri Satya Sai University of Technology
& Medical Sciences, Shri P.


Dr. Kanchan Shrivastava
Dean, UTD, SSSUTMS



- 1) Dr. Meelam Teerpathi Health 9/11/14
- 2) Ms. Pooja Saxena
- 3) Ankit Sashir Parent
- 4) Abhishek Kumbhar Apr
- 5) Zubin Dc All
- 6) Pradeep Maheshwari Police
- 7) Umilugadale - Army
- 8) Dr. Reshmita - Rhs
- 9) Dr. Rajraj Singh Muf
- 10) Dr. Deepak Mittal Mltul
- 11) Shobha Vyas Sun


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 Sahyodha University of Technology
 & Medical Sciences Sahyodha (M.P.)





SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCE, SEHORE.

B.COM PLAIN Ist YEAR 2017-18

ANNUAL SCHEME

SUBJECT CODE	GROUP	SUBJECT NAME	THEORY		CCE / INTERNAL		TOTAL MARKS		PRACTICAL		TOTAL	
			MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN
BCP- (Y-101A)	ACCOUNTING GROUP	PAPER-I :- FINANCIAL ACCOUNTING COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCP-(Y-101B)		PAPER-II BUSINESS MATHEMATICS COMPULSORY	40	13	10	4	50	17	0	0		
BCP - (Y-102A)	MANAGEMENT GROUP	PAPER-I BUSINESS LAW COMPULSORY	40	13	10	4	50	17	0	0		
BCP - (Y-102B)		PAPER-II BUSINESS ORGANIZATION & COMMUNICATION COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCP - (Y-103A)	APPLIED ECONOMICS GROUP	PAPER-I MICRO ECONOMICS	40	13	10	4	50	17	0	0		
BCP - (Y-103B)		PAPER-II MACRO ECONOMICS	40	13	10	4	50	17	0	0	100	33
FC-(Y-104A)	FOUNDATION COURSE	PAPER-I MORAL VALUE AND LANGUAGE	80	26	20	8	100	33	0	0	100	
FC-(Y-104B)		PAPER-II DEVELOPMENT ENTREPRENEURSHIP	80	26	20	8	100	33	0	0	100	33
TOTAL			400		100		500				500	



Register
Sri Satya Sai University of Technology
& Medical Sciences Sehore (M.P.)



ANNUAL SCHEME

SUBJECT CODE	GROUP	SUBJECT NAME	THEORY		CCE / INTERNAL		TOTAL MARKS		PRACTICAL		TOTAL	
			MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN
BCP- (Y-201A)	ACCOUNTING GROUP	PAPER-I :- CORPORATE ACCOUNTING COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCP- (Y-201B)		PAPER-II COST ACCOUNTING COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCP - (Y-202A)	MANAGEMENT GROUP	PAPER-I PRINCIPLES OF STATISTICS COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCP - (Y-202B)		PAPER-II PRINCIPLES OF MANAGEMENT COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCP - (Y-203A)	APPLIED ECONOMICS GROUP	PAPER-I INDIAN COMPANY ACT	40	13	10	4	50	17	0	0	100	33
BCP - (Y-203B)		PAPER-II BANKING LAW AND PRACTICE IN INDIA	40	13	10	4	50	17	0	0	100	33
FC-(Y-204A)	FOUNDATION COURSE	PAPER-I MORAL VALUE AND LANGUAGE	80	26	20	8	100	33	0	0	100	33
FC-(Y-204B)		PAPER-II ENVIRONMENTAL STUDIES	80	26	20	8	100	33	0	0	100	33
TOTAL			400		100		500				500	



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Sri Satya Sai University of Technology and Medical Science, Sehore

B.Com Plain III rd. Year

Annual Scheme

S.n	Subject Code	Subject Name	Theory		CCE/Internal		Practical		Project/Internship		Total
			Max	Min	Max	Min	Max	Min	Max	Min	
1	BCP(Y-301)	Accounting Group: Paper-I(Income Tax Law Practice) Accounting Group: Paper-II(Indirect Taxes)	40	13	10	4					100
2	BCP(Y-302)	Management Group: Paper-I (Auditing) Management Group: Paper-II (Management Accounting)	40	13	10	4					100
Select Any One Group											
3	BCP(Y-303A)	Applied Economics Group(A):Paper-I (Public Finance)	40	13	10	4					100
		Applied Economics Group(A):Paper-II (Financial Management)	40	13	10	4					
	BCP(Y-303B)	Applied Economics Group(B):Paper-I (Principles Of marketing)	40	13	10	4					100
		Applied Economics Group(B) Paper-II (International marketing)	40	13	10	4					
	BCP(Y-303C)	Applied Economics Group (C) Paper-I (E-Commerce &Marketing)	40	13	10	4					100
		Applied Economics Group (C) Paper-II (Financial Market &Investment Management)	40	13	10	4					
4	FC(Y-304A)	Foundation Course Paper-I (Moral Value and Language-III)	80	26	20	8					100
5	FC(Y-304B)	Foundation Course Paper-II (Basics of Computer App.Information Technology)	80	26	20	8					100
6	BCP(Y-305)	Project/Internship							100	33	100



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B.COM COMPUTER APPLICATION 1st YEAR 2017-18

ANNUAL SCHEME

SUBJECT CODE	GROUP	SUBJECT NAME	THEORY		CCE / INTERNAL		TOTAL MARKS		PRACTICAL		TOTAL	
			MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN
BCCA – (Y-101A)	ACCOUNTING GROUP	PAPER-I FINANCIAL ACCOUNTING COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCCA-(Y-101B)		PAPER-II BUSINESS MATHEMATICS COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCCA – (Y-102A)	MANAGEMENT GROUP	PAPER-I BUSINESS LAW COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCCA– (Y-102B)		PAPER-II BUSINESS ORGANIZATION & COMMUNICATION COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCCA– (Y-103A)	COMPUTER APPLICATION	PAPER-I Fundamental of computer and PC software	40	13	10	4	50	17	50	17	150	50
BCCA– (Y-103B)		PAPER-II Desktop Publishing and Multimedia	40	13	10	4	50	17				
FC-(Y-104A)	FOUNDATION COURSE	PAPER-I MORAL VALUE AND LANGUAGE	80	26	20	8	100	33	0	0	100	33
FC-(Y-104B)		PAPER-II DEVELOPMENT ENTREPRENEURSHIP	80	26	20	8	100	33	0	0	100	33
Total			400		100		500		50		550	



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SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCE, SEHORE.



B.COM COMPUTER APPLICATION SECOND YEAR 2017-18

ANNUAL SCHEME

SUBJECT CODE	GROUP	SUBJECT NAME	THEORY		CCE / INTERNAL		TOTAL MARKS		PRACTICAL		TOTAL	
			MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN
BCCA - (Y-201A)	ACCOUNTING GROUP	PAPER-I - CORPORATE ACCOUNTING COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCCA-(Y-201B)		PAPER-II COST ACCOUNTING COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCCA - (Y-202A)	MANAGEMENT GROUP	PAPER-I PRINCIPLES OF STATISTICS COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCCA- (Y-202B)		PAPER-II PRINCIPLES OF MANAGEMENT COMPULSORY	40	13	10	4	50	17	0	0	100	33
BCCA- (Y-203A)	COMPUTER APPLICATION	PAPER-I PC SOFTWARE & DATA PROCESSING	40	13	10	4	50	17	50	17	150	50
BCCA- (Y-203B)		PAPER-II INTERNET & E-COMMERCE	40	13	10	4	50	17				
FC-(Y-204A)	FOUNDATION COURSE	PAPER-I MORAL VALUE AND LANGUAGE	80	26	20	8	100	33	0	0	100	33
FC-(Y-204B)		PAPER-II ENVIRONMENTAL STUDIES	80	26	20	8	100	33	0	0	100	33
Total			400		100		500	50	50		550	



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Sri Satya Sai University of Technology and Medical Science, Sehare (m.p)

B.Com Computer application III rd. Year

Annual Scheme

Sn	Subject Code	Subject Name	Theory		CCE/Internal		Practical		Project/Internship		Total
			Max	Min	Max	Min	Max	Min	Max	Min	
1	BCCA(Y-301)	Accounting Group: Paper-I (Income Tax Law Practice)	40	13	10	4					100
		Accounting Group: Paper-II (Indirect Taxes)	40	13	10	4					
2	BCCA(Y-302)	Management Group: Paper-I (Auditing)	40	13	10	4					100
		Management Group: Paper-II (Management Accounting)	40	13	10	4					
3	BCCA(Y-303)	Computer Application Paper-I (Web Designing)	40	13	10	4					100
		Computer Application Paper-II (Digital Marketing)	40	13	10	4					
4	FC(Y-304A)	Foundation Course :Paper-I (Moral Value and Language-III)	80	26	20	8					100
5	FC(Y-304B)	Foundation Course: Paper-II (Basics of Computer App.Information Technology)	80	26	20	8					100
6	BCCA(Y-303C)	Practical: Computer Application					50	17			50
7	BCCA(Y-305)	Project/Internship							100	33	100




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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM PLAIN

YEAR: I ST

GROUP-ACCOUNTING
SUBJECT –FINANCIAL ACCOUNTING

PAPER:-I

PAPER CODE: BCP-(Y-101A)

Objectives: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions

UNIT I Concept of Double Entry System, Accounting Concepts and Conventions Preparation of Journal. Sub division of Journal. Preparation of Ledger and Trial Balance. Final Accounts with Adjustments.

UNIT II Introduction to Indian Accounting Standards. Detail study of accounting standard - 6 and 10, Branch Accounts, Departmental Account..

UNIT III Royalty Accounts, Insolvency Accounts. Accounting for Hire-Purchase and Installment Systems

UNIT IV Partnership Accounts - Adjustments and Guarantee, Admission of Partner, Retirement and Death of Partner.

UNIT V Partnership Accounts- Dissolution, Insolvency, Amalgamation of Partnership Firms, Conversion of Partnership Firm into Joint Stock Company

SUGGESTED READINGS:

1. Financial accounting-Dr.M.S.shukla, Sahityabhawan publication, Agra
2. M.C.Shukla, T.S.Grewal and S.C.Gupta. *Advanced Accounts*. Chand & Co. New Delhi.
3. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
4. Deepak Sehgal. *Financial Accounting*. Vikas Publishing H House, New Delhi.
5. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House

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2017-18

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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM PLAIN

YEAR: I ST

GROUP-ACCOUNTING

SUBJECT -BUSINESS MATHEMATICS

PAPER:-II

PAPER CODE: BCP-(Y-101B)

Unit - I Ratio- Gaining, Sacrificing Ratio, Proportion, Percentage, Commission.

Unit- II Simultaneous Equations- Meaning Characteristics types and calculations.

Unit – III Elementary Matrices- Definition and calculations, Types of Matrices.

Unit - IV Logarithms and anti logarithms – Principles and calculations, Introduction of calculus, Methods of Differentiation, Partial Derivative.

Unit – V Simple and compound Interest, Profit and Loss, Linear Programming Introduction.

SUGGESTED READINGS:

1. Allen R.G.D.-Basic Mathematics Macmillan, New Delhi
2. Dowling. E.T.-Mathematics for economics Schaum series
3. Dr. CK Buttan-Business Mathematics


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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM PLAIN

YEAR: I ST

GROUP-MANAGEMENT
SUBJECT -BUSINESS LAW
PAPER:-I

PAPER CODE: BCP- (Y-102A)

UNIT I Indian Contract Act 1872- Definitions, Nature of contract, Offer & Acceptance, Capacity of Parties to Contract, Free Consent and Consideration, Expressly declared void agreement, Performance of contracts.

UNIT II Breach of Contract, Remedies for breach of Contract, Indemnity and Guarantee Contracts. Special Contracts- Bailment, Pledge and Agency.

UNIT III Limited Liabilities Partnership Act, 2008, Negotiable Instrument Act, 1881- Definition, Features, Promissory note, bill of exchange and Cheques, Holder and Holder in Due Course. Crossing of Cheque, Types of Crossing, Dishonor and Discharge of Negotiable Instruments.

UNIT IV Consumer Protection Act 1986- Main Provisions. Consumer Disputes, Redressal Machinery.

The Sale of Goods Act, 1930 - Contract of sale, meaning and difference between sale and agreement to sell. Conditions and warranties, Transfer of ownership in goods including sale by a non-owner, Performance of contract of sale, unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer

UNIT V Foreign Exchange Management Act 2000 (FEMA) - Objective and Main Provisions, Introduction to Intellectual Property Right Act- Copyright, Patent and Trademark. The Partnership Act, 1932 Nature and Characteristics of Partnership, Registration of a Partnership Firms, Types of Partners, Rights and Duties of Partners, Implied Authority of a Partner, Incoming and outgoing Partners, Mode of Dissolution of Partnership

Suggested Readings:

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2017-18

1. Dr.S.M.Shukla, V.P agrawal, Business law Sahitya Bhawan Publication, Agra.
1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
4. S.N Maheshwari and S.K Maheshwari, *Business Law*, National Publishing House, New Delhi.
5. Agarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi
7. Sushma Arora, *Business Laws*, Taxman Publication's.


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Sri Satya Sai University of Technology & Medical Sciences, Sehore

FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM PLAIN

YEAR: I ST

GROUP-MANAGEMENT

SUBJECT –BUSINESS ORGANIZATION & COMMUNICATION

PAPER:-II

PAPER CODE: BCP(Y-102B)

UNIT I Business Organization: Definition, Concept, Characteristics, Objectives, Significance, Components, and Functions, Social Responsibilities of Business promotion of business: Meaning, Function, Stages of Promotion, and Forms of business organization: Detailed study of sole proprietorship and partnership.

UNIT II Company organization : Meaning, Definition, Formation of private and public company, Merits, Demerits and types of Companies cooperative organization need meaning, Significance and its merits – Demerits. Public Enterprises Concept, Meaning, Characteristics, Objective and Significance. Business – Size and location, Plant layout and business combination.

UNIT III Introduction- Definition, Nature, Objective, Importance to managers, Elements of communication, Feedback, Dimension and directions of communication, Means of Communication- verbal communication, SWOT analysis.

UNIT IV Non- Verbal Communication, Body language, Paralanguage, Sign language, Visual and audio communication, Channel of communication, Barriers in Communication, Written Business communication – Concept, Advantage, Disadvantage, Importance, Need of business letter and kinds of business letter, Essentials of an Effective business letter.

UNIT V Modern forms of communication – Fax, E-mail, Video Conferencing, International Communication for Global Business.

Suggested Readings:

1. Dr. Ramesh Mangal-Business Communication
2. Dr. Suresh Chandra Jain-Business Organization
3. Dr. Abhay Pathak-Business Organization

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Sciences & Medical



2017-18

Sri Satya Sai University of Technology & Medical Sciences, Sehore

FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM PLAIN

YEAR: I ST

GROUP-APPLIED ECONOMICS

SUBJECT –MICRO ECONOMICS

PAPER:-I

PAPER CODE: BCP(Y-103A)

UNIT I Micro Economics –Definition, meaning, inductive and deductive methods, importance and limitations of micro economics.

UNIT II Law of demand- Meaning and definitions, characteristics, types of demand, exceptions of law of demand.

UNIT III Elasticity of demand- Concept, definitions, importance, types and measurement of elasticity of demand, production function (with one and two variables), economics-internal and external.

UNIT IV Factor of production- land, labour, capital, organizational enterprise. Division of labour and efficiency of labour

UNIT V Market structure- concept, definition, characteristics, classification, and price determination under perfect and imperfect competitions.

Suggested Readings:

1. Modern Micro Economic Koustsohirajiji A. Macmillan New Delhi
2. Micro Economics Mangal Ramesh and Tanna
3. व्यवसायिक अर्थशास्त्र - मंगल


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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM PLAIN

YEAR: I ST

GROUP-APPLIED ECONOMICS
SUBJECT -MACRO ECONOMICS

PAPER:-II

PAPER CODE: BCP(Y-103B)

UNIT I Macro economics- concept Nature, importance, limitations, difference between micro and macro economics.

UNIT II National Income- meaning, Definition, Concept of National Income, Methods for measuring national income, Problem of calculating national income in India.

UNIT III Theories of Wages, Interest and employment.

UNIT IV Monetary Theories - supply and demand of theory of money, Price theory of money, liquidity of theory Money..

UNIT V Banking and credit Management - commercial banking and credit control, central banking system, inflation and deflation of money.

Reference Books:

1. Macro economics - Dr. V.C. Sinha
2. Macro economics- Dr. M.L. Seth


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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM PLAIN
GROUP-FOUNDATION COURSE

Moral Value & Language

नैतिक मूल्य और भाषा

Paper – I

Paper Code: FC(Y-104A)

UNIT I

हिन्दी भाषा

1. स्वतंत्रता पुकारती (कविता) - जयशंकर प्रसाद
2. पुष्प की अभिलाषा (कविता) - माखनलाल चतुर्वेदी
3. वाक्य संरचना और अशुद्धियां (संकलित)

UNIT II

हिन्दी भाषा

1. नमक का दरोगा (कहानी) - प्रेमचंद
2. एक थे राजा भोज (निबंध) - डॉ. त्रिभुवननाथ शुक्ल
3. पर्यायवाची, विलोम, एकार्थी अनेकार्थी, एवं शब्दयुग्म शब्द (संकलित)

UNIT III

नैतिक मूल्य

1. नैतिक मूल्य परिचय एवं वर्गीकरण (आलेख) - डॉ. शशि राय
2. आचरण की सभ्यता (निबंध) - सरदार पूर्णसिंह
3. अंतर्ज्ञान और नैतिक जीवन (लेख) - डॉ. सर्वपल्ली राधाकृष्णन
4. अप्प दीपो भव (लेख) - स्वामि श्रद्धानंद

UNIT IV

1. Where the min is without fear: Rabindranath Tagore
2. The Hero: R.K. Narayan
3. Tryst with Destiny: Jawaharlal Nehru
4. Indian weavers: Sarjini Naidu
5. The Portrait of a lady: Khushwani Singh
6. The Solitary Reaper: William Wordsworth

UNIT V

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2017-18

1. Basic Language Skills: Vocabulary, Synonyms, Antonyms, Word formation, Prefixes, Suffixes.
2. Basic Language Skills: Uncountable Noun, Verbs, Tenses, Adverbs.
3. Comprehension/Unseen Passage.
4. Composition and Paragraph Writing

Suggested Readings:

मध्यप्रदेश हिन्दी ग्रंथ आकादमी द्वारा प्रकाशित पुस्तकें


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Sri Satya Sai University of Technology & Medical Sciences, Sehore

FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM PLAIN

YEAR: I ST

GROUP-FOUNDATION COURSE
SUBJECT – DEVELOPMENT OF ENTREPRENEURSHIP

PAPER:-II
PAPER CODE: FC(Y-104B)

UNIT I

Entrepreneurship Development- Concept and importance, function of Enterpriser, Goal determination – Problems Challenges and Solutions.

UNIT II

Project Proposal – need and objects- Nature of organization, Production Management, Financial Management, Marketing Management, Consumer Management.

UNIT III

Role of regulatory Institutions, Role of development Organization, and self employment oriented Schemes, various growth schemes.

UNIT IV

Financial Management for Project- Financial Institution and their role. Capital estimation and arrangement, cost and price determination, accounting management.

UNIT V

Problem of entrepreneur- Problem relating Capital, Problem relating Registration, administration problem and how to overcome from above problems.

Suggested Readings:

मध्यप्रदेश हिन्दी ग्रंथ आकादमी द्वारा प्रकाशित पुस्तकें


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FACULTY OF COMMERCE & MANAGEMENT

CLASS: B.COM PLAIN SECOND YEAR

PAPER-I CORPORATE ACCOUNTING

CODE-BCP- (Y-201A)

(ACCOUNTING FROUP)

UNIT I

Issue of Shares, Forfeiture, Reissue of shares and buy back of shares. Redemption of Preference Shares. Issue & Redemption of Debentures.

UNIT II

Final Accounts of Companies (Including calculation of managerial remuneration). Declaration of dividend, Profit and Loss Appropriation Account and disposal of Profits. Calculation of Pre and Post incorporation Profit / Loss.

UNIT III

Valuation of Goodwill and Shares, Methods of Valuation. Accounts of Public Utility Companies (Electricity Company).

UNIT IV

Meaning of Holding and Subsidiary Company. Preparation of Consolidated Balance Sheet of a holding company with one subsidiary company, Accounting for liquidation of companies.

UNIT V

Accounting for Merger as per AS 14. Internal Reconstruction of a company as per Indian Accounting Standard 14 (Excluding inter company holdings and reconstruction scheme).

REFERENCES BOOKS:

1. Mangal Ramesh Company Accounts, Universal Publication, Agra.
2. Maheshwari S.N. Corporate Accounting Vikas Publishing House, New Delhi
3. Mehta, Brahmhat Corporate Accounting, Devi Ahilya Prakashan, Indore



FACULTY OF COMMERCE & MANAGEMENT
CLASS: B.COM PLAIN SECOND YEAR
PAPER-II COST ACCOUNTING
CODE-BCP- (Y-201B)

(ACCOUNTING GROUP)

UNIT I

Cost: meaning, Concept and Classification, Elements of cost, nature and importance, Material costing, Methods of valuation of material issue. Concept and material control and its techniques. Labor costing, methods of wages payments.

UNIT II

Unit costing, Preparation of cost sheet and statement of cost (including calculation of tender price) overhead cost, (including calculation of machine hour rate.)

UNIT III

Contract and Job costing, Operating costing.

UNIT IV

Process costing (Including Inter process profit and reserves) Reconciliation of cost and Financial Accounts.

UNIT V

Marginal costing - Profit/volume Ratio, Break -Even Point, Margin of Safety, Application of Break-Even Analysis.

Cost Audit- Meaning, importance and Techniques of cost Audit, Cost Audit programme.

Note- in this paper 70% shall be numerical questions and 30% shall be theoretical questions.

REFERENCES BOOKS:

1. Jain and Narang, Kalyani publishers, New Delhi
2. Maheshwari S.N. Vikash publishing house, New Delhi
3. Agrawal and Jain, Ram Prasad and sons.



FACULTY OF COMMERCE & MANAGEMENT
CLASS: B.COM PLAIN SECOND YEAR

PAPER-I PRINCIPLES OF STATISTICS

(MANAGEMENT GROUP)

CODE-BCP- (Y-202A)

UNIT I

Meaning, Definitions, Significance, Scope and Limitations of Statistics. Statistical investigation. Process of Data Collection, Primary and Secondary Data, Methods of Sampling, Preparation of Questionnaire, Classification and Tabulation of Data, Preparation of Statistical Series and its types.

UNIT II

Measurement of Central Tendency- Mean, Median, Quartile, Mode, Geometric Mean and Harmonic Mean

UNIT III

Dispersion and Skewness. Analysis of Time Series – Meaning, Importance, Components, Decomposition of Time Series, Measurement of Long Term Trends, Measurement of Cyclical and Irregular Fluctuations.

UNIT IV

Correlation-Meaning, Definitions, Types and Degree of Correlation, Methods of Correlation. Regression Analysis-Meaning, Uses, Difference between Correlation and Regression, Linear Regression, Regression Equations, Calculation of Coefficient of Regression.

UNIT V

Index Number- Meaning, Characteristics, Importance and Uses. Construction of Index Numbers- Cost of living Index, Fisher's Ideal Index Number. Diagrammatic and Graphic presentation of Data

REFERENCES BOOKS

- | | |
|----------------|---|
| 1. Oswal, Sahu | Business Statistics, Ramesh Book Depot, Jaipur |
| 2. Gupta B.N. | Statistics, Sahitya Bawan, Agra (Hindi & English) |
| 3. Shukla S.M. | Statistics |



FACULTY OF COMMERCE & MANAGEMENT

CLASS: B.COM PLAIN SECOND YEAR

PAPER-II PRINCIPLES OF MANAGEMENT

(MANAGEMENT GROUP)

CODE-BCP- (Y-202B)

UNIT I

Management -Meaning, Nature and importance, Functions and Principles of Management, management v/s Administration. Development of managerial Thought, Contribution of Taylor and Fayol. Management by exceptions, management by objectives, social responsibility of management.

UNIT II

Planning: concept. Process and Techniques, Decision making: concept meaning and process. Organization- concept, nature Principles of significance.

UNIT III

Motivation: Concept- Theories, Monetary and non-monetary Motivation. Leadership: - concept and Leadership styles, Leadership Theories. Direction, control and Coordination- process and methods.

UNIT IV

Human resource Management: Meaning, objectives, scope and importance. Functions and Responsibilities of HR manager, Principles of HRM.

UNIT V

Man power Planning -Recruitment, Selection and promotion. Training and development - Methods of training programme, Job performance and evaluation-concept and Techniques.

Reference Book:

1. S.M Shukla -Principle Of Management, Sahitya Bhawan, Agra
2. B.K.Agrawal- Principle Of Management, Ramprashad And Sons
3. Gupta And Sharma- Principle Of Management, Kalyani Publishers, New Delhi (Both Medium)

FACULTY OF COMMERCE & MANAGEMENT

CLASS: B.COM PLAIN SECOND YEAR

PAPER-I INDIAN COMPANY ACT

(APPLIED ECONOMICS)

CODE-BCP- (Y-203A)

UNIT I

Company-Definition, Characteristics, Types of Company. Formation of Company, Promotion, Incorporation and Commencement of Business.

UNIT II

Detailed study of Memorandum of Association, Articles of Association and Prospectus.

UNIT III

Shares - Share Capital, Types of Shares, Transfer and Transmission of shares. Shareholders v/s Members of the company. Debentures - Meaning and Types, Borrowing power, Mortgages and Charges.

UNIT IV

Directors - Managing Directors, Whole time Director, Their qualifications, Appointment, Powers, Duties and Liabilities. Company- Meetings: Types, Quorum, Voting, Resolution and Minutes.

UNIT V

Majority Powers and Minority rights, Prevention of oppression and mismanagement, Winding - up of companies - Types and Methods.

REFERENNCES BOOKS

- 1.Shukla S.M. Company Adhiniyam S/B, Agra
2. Nowlkha Jain & Tripathi Company Law, Universal - Agra (Hindi)
3. R.N. Nolakha Company Law, R.B.D Jaipur



FACULTY OF COMMERCE & MANAGEMENT
CLASS: B.COM PLAIN SECOND YEAR
PAPER-II BANKING LAW AND PRACTICE IN INDIA
(APPLIED ECONOMICS GROUP)
CODE-BCP- (Y-203B)

UNIT I

Principles of Banking: Definition of Bank, Creation of money: Present structure of commercial banks in India.

Principles of management of banks: Managerial functions in bank Recruitment, selection, training, promotion and control of staff.

UNIT II

Indian Banking system- Features, money lenders, Nationalization of commercial banks and its effects, classification of banking institutions.

Reserve Bank of India- Functions, control of credit by RBI, power of RBI.

UNIT III

Management of Deposits and Advances mobilization, classification and nature of deposit accounts, advances lending practice, types of advances. **Investment management:** Nature of bank investment, Liquidity and profitability. **Cheque bills and their Endorsement, government securities, procedure of E-Banking.**

UNIT IV

Banking Regulation act-1949- Importance provisions: Restrictions on Advances, Privatization of banks, narsimhan committee report, Banking sector Reforms in India.

UNIT V

Management of finance: Bank accounts, Records, Reports, statements of advances, Appraisal of Loan application. Development of banking in India- IFCI, IDBI, ICICI, Credit and Guarantee Corporation of India.

Reference Book:

1. H.C Sharma, Banking law and practice of India, sahitya bhawan, Agra
2. S.N maheshwari, banking law and practice, kalyani publishers, New Delhi (both medium)



FACULTY OF COMMERCE & MANAGEMENT
CLASS: B.COM PLAIN SECOND YEAR
FOUNDATION COURSE (MORAL VALUE AND LANGUAGE-II)
Code: FC(Y--204A)

UNIT-I

हिन् दी भाषा:

1. वह तोड़ती पत् थर (कविता) - सूर्यकांत त्रिपाठी निराला
2. दिमागी गुलामी (निबंध) - राहुल सांकृत यायन
3. वर्ण विचार (रु वर- व यंजन, वर्गीकरण, उच्च चारण रु थान

UNIT-II

हिन् दी भाषा

1. नारीत व का अभिशाप (निबंध) - म हादेवी वर्मा
2. चीफ की दावत (कहानी) - भीष्म साहनी
3. विराम चिन् ह) - संकलित

UNIT-III

हिन् दी भाषा: नैतिक मूल य

1. शिकागो व याख यान (व याख यान - रु वामी विवेकानंद
2. धर्म और राष्ट्रवाद) - लेख) महर्षि अरविन्द
3. सादगी (आत् मकथा) - महात्मा गांधी
4. चित्त जहां भय शून्य (कविता) - रवीन्द्र नाथ टैगोर

UNIT IV

English:

1. Tree: Tina Morris
2. Night of the Scorpion : Nissim Ezekiel
3. Idgah : Premchand (translated by Khushwant Singh)
4. Letter to God : G.L. Swante (translated by Donald a Yates)
5. My Bank Account : Stephen Leacock
6. God sees the Truth but waits : Leo Tolstoy

UNIT V

English:

1. Short Essay on given topics
2. Correspondence skills (format & Informal letters and Application)
3. Translation of sentences/passage English to Hindi and Hindi to English.

Sri Satya Sai University of Technology & Medical Sciences, Sehore (M.P.)

Suggested Readings: Madhya Pradesh Hindi grant academy, Bhopal published book.

**FACULTY OF COMMERCE & MANAGEMENT
CLASS: B.COM PLAIN SECOND YEAR**

FOUNDATION COURSE (ENVIRONMENTAL STUDIES)

Code: FC(Y—204B)

UNIT I

Study of Environment and ecology: Definition and Importance of Environment and Ecology, Public participation and Public awareness.

UNIT II

Environmental Pollution : Air Pollution, water Pollution, noise Pollution, heat and nuclear pollution- Definition, Causes, effect and prevention of pollution, Disaster management – Flood, Earthquake, cyclones and landslides.

UNIT III

Environment and social problems: Sustainable development- Introduction, Energy problems of cities, solar energy, biogas and wind energy, Water conservation – rain-water harvesting

UNIT IV

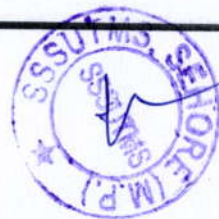
Role of mankind in conserving natural resources: Food resources – World food problem , Energy resources – increasing demand for energy,

UNIT V

Environment conservation laws: Conservation laws for air and water pollution, Wildlife conservation laws, Role of information technology in protecting environment & health.

Suggested Readings:

- Madhya Pradesh Hindi grant academy, Bhopal published book.



Faculty of Commerce & Management
Class: B.Com Plain Third Year
Paper-I Income Tax Law & Practice
Code-BCP (Y-301)

(Accounts Group)

UNIT-I

General Introduction of Indian Income Tax Act, 1961. Basic Concepts; Income, Agriculture Income, Casual Income, Previous Year, Assessment Year, Gross Total Income, Total Income, Person Assesse, Residential Status and Tax Liability, Exempted Income.

UNIT-II

Income from Salary, Income from House Property.

UNIT-III

Income from Business Profession, Capital Gains, Income from Other Sources.

UNIT-IV

Set Off And Carry Forward Of Losses, Deductions From Gross Total Income, Clubbing Of Income, Computation Of Total Income And Tax Liability Of An Individual.

UNIT-V

Assessment Procedure, Tax Deducted At Source, Advance Payment of Tax, Income Tax Authorities, Appeal, Revision and Penalties.

Suggested reading-

1. Income Tax -Shripal Saklecha, Satish Printers, Indore
2. Income Tax Legislation and Accounts-Dr.H.C Mehrotra, Sahitya Bhawan, Agra
3. Income Tax- Dr.R.N. Lakhotiya
4. Income Tax-O.P Agrawal and Arvind Jain

Faculty of Commerce & Management

Class: B.Com Plain Third Year

Paper-II Indirect Taxes

CODE-BCP(Y-301)

(Accounts Group)

UNIT-I

Central Excise Duty: Concept, Important Definitions, Goods, Excisable Goods, Manufacturer, and Classification of Goods and Principles of Classification, Valuation under Central Excise, Ad Valorem Duty and Valuation Rules.

UNIT-II

Custom Duty; Introduction and Nature, Types of Custom Duty, Prohibition of Import, Valuation Rules, Computation of Assessable Value and Calculation of Custom Duty.

UNIT-III

Central Sales Tax –Introduction And Important Definitions, Provisions, Relating To Interstate Sale, Determination of gross sales and Taxable Turnover.

UNIT-IV

MP.VAT: Introduction, Important Definitions, Tax Free Goods, Registration, And Licensing, Of Dealers, Assessment Producer, Computation of Taxable Turnover and VAT.

UNIT-V-

M.P. VAT - Tax Payment and Recovery of Tax, Input Tax Rebate, Authorities: Powers and Duties, Appeal and Revision Difficulties IN Implementation of Vat, Service Tax: Introduction, Objectives, Main Provisions, Assessment Procedures and Computation of Service Tax

Suggest Readings:

Dr.H.C. Mehrotra: Indirect tax

V.K.Singhania: Indirect tax

Shripal Saklecha: Indirect tax.



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Sri Satya Sai University of Technology
& Medical Sciences Sehore (M.P.)

Faculty of Commerce & Management
Class: B.Com Plain Third Year

Paper-I Auditing

(Management Group)
CODE-BCP (Y-302)

UNIT-I

Introduction- Meaning and Objectives of auditing, Types of Audit, Programme, audit books, Working Papers and Evidences. Preparation before commencing of audit.

UNIT-II

Internal Check System: Routine Checking, internal checking, internal audit and test checking. Internal control and audit procedure.

UNIT-III

Vouching, Verification of Assets and Liabilities:-immovable property, fictitious assets, current assets, verification of current and fixed liabilities.

UNIT-IV

Company audit: appointment of Auditor, Power, Duties and Liabilities. Divisible Profits and Dividend. Auditors Report: Cleaned And Qualified Report.

UNIT-V

Investigation - Objectives, Difference between Audit and Investigation, Process Of Investigation, Special Audit of Banking Companies, Educational, Non Profit Institutions And Insurance Companies.

Suggest readings:

1. Dr.T.R.Sharma: Auditing.
2. Jain&Khandelwal: Auditing.
3. Tondon: Auditing.



Faculty of Commerce & Management

Class: B.Com Plain Third Year

Paper-II Management Accounting

(Management Group)

CODE-BCP (Y-302)

UNIT-I

Management accounting: Meaning, nature, scope and functions of management accounting, role of management accounting in decision making, management accounting vs. financial accounting and cost accounting. Tools and techniques of management accounting.

UNIT-II

Financial statement : meaning, importance ,limitations of financial statements, objectives and methods of financial statement analysis, ratio analysis, classification of ratio- profitability ratio, turnover ratio, and financial ratios, advantage of ratio analysis , limitation of accounting ratios.

UNIT-III

Statement, cash flow statement as per Indian accounting standard-3 IFRS concept and importance of leverages.

UNIT-IV

Absorption and marginal costing; marginal and differential costing as a tool for decision making-make or buy, change of product mix, pricing, break even analysis, exploring new markets, shutdown decisions of production.

UNIT-V

Budgetary control; meaning of budget and budgetary control; objectives, merits and limitations, types of budget; cash budget and flexible budget. Concept of management audit, responsibility accounting ,management reports and types of reports and quality of good report.

Suggested reading-

1. Management accounting- Jain S.P.Narag
2. Management accounting- S.P Gupta
3. Management accounting – Mahesh Agrawal and Mukes Jain
4. Management accounting- Agrawal and Gupta



Faculty of Commerce & Management

Class: B.Com Plain Third Year

Paper-I Public Finance

(Applied Economics)

CODE-BCP (Y-303A)

UNIT-I

Public finance; meaning, nature, scope and importance. Difference between private and public finance. Principle of maximum social advantage. Role of state in public finance.

Unit-II

Sources of revenue; taxes, loans, grants and aid- meaning, and types of taxation, problem of justice in taxation, incidence of taxation, taxable capacity. Impact of taxation and tax evasion characteristics of Indian tax system .defects and steps of reform.

Unit-III

Principle of public expenditure, principle of public debts and its methods of redemption. Effect of public expenditure on production and distribution. Public debts in India.

UNIT-IV

Public finance in India: sources of revenue of central and state government. Concept and types of budget, fiscal deficit, deficit financing and deficit budget. Financial relation between central and state.

UNIT-V

Constitution and function of finance commission, recommendation of latest finance commission, latest budget of central govt; and madhyapradesh govt; main heads of revenue & expenditure of central government and state government, NITI AYOOG establishment and objectives.

Suggested reading-

1. Lewis, M.K. And P.D. Mizan-Monetary Economics, Oxford University Press New Delhi
2. Gupta.S.B-Monetary Economics, Chand And Company, New Delhi
3. Mangal Ramesh-Public Revenue, Universal Publication Agra

Sri Satya Sai University of Technology & Medical Sciences, Sehore (M.P.)

Faculty of Commerce & Management

Class: B.Com Plain Third Year

Paper-II Financial Management

(Applied Economics Group)

CODE-BCP (Y-303A)

UNIT-I

Financial Management: Meaning, Scope, Nature of Finance Goals, profit vs. wealth maximization; financial functions – investment financing and Dividend Decisions, financial planning.

UNIT-II

Capital structure: meaning and determinants .operating and financial leverage: their measures; effect on profit, analyzing alternate financial plans, And combined financial and operating leverage.

UNIT-III

capital budgeting :nature of investment decisions , investment evaluations criteria, payback period , accounting rate of return , net present value, internal rate of return profitability index; NPV and IRR comparison.

UNIT-IV

Cost of capital: significance of cost of capital; calculating cost of debt, preference shares, equity capital, retained earnings, weighted average cost of capital. Dividend policies: forms of dividend. Stability of dividends and determinants, issue in dividend policies, Walter model, Gordon model, MM hypothesis

UNIT-V

Management of Working Capital: nature types and importance of working capital. Operating cycles and factors determining working capital requirement, introduction of cash, receivables and inventories

Suggest Readings:

1. Agrawal&Agrawal. Financial Management
2. Pandey I.M. - Financial Management
3. Khan M. Jain - Financial Management
4. Dr. S.P. Gupta - Financial Management



Faculty of Commerce & Management

Class: B.Com Plain Third Year

Paper-I Principles of Marketing

(Applied Economics Group)

CODE-BCP (Y-303B)

UNIT-I

Marketing: introduction, nature and scope of marketing, importance of marketing, marketing concept: Traditional and modern, selling vs. marketing, marketing mix, marketing environment.

UNIT-II

Consumer behavior and marketing segmentation: nature & scope and significance of consumer behavior, market segmentation – concept and importance. bases for market segmentation.

UNIT-III

Product: concept of product, consumer and industrial goods; product planning and development, packaging role and Functions, brand name and trade mark: after sales and service: product life cycle concept.

UNIT-IV

Price: importance of price in the marketing mix, factors affecting price of a product/ service. Discounts and rebate. Distributions channels-concept and role: types of distribution channels: factors affecting choice of a distribution channels: retailer and wholesaler: physical distribution of goods; transportation. Warehousing.

UNIT-V

Sales promotion : methods of promotion ; optimum promotion mix; advertising media- their relative merits and limitations ; characteristics of an effective advertisement; personal selling; selling as a career; qualities of successful sales person ; functions of salesman

Suggested reading:

Marketing management; prentice hall- Philip kotler

Marketing Houghton-mifflin Boston- William Pride and C.C.ferrel

Principles of marketing R.B.D. Jaipur-R.L. Nolakha



Faculty of Commerce & Management

Class: B.Com Plain Third Year

Paper-II International Marketing

(Applied Economics Group)

CODE-BCP (Y-303B)

UNIT-I

International Marketing- Definitions, Nature and Scope of International Market, Domestic Marketing V/S International Marketing, Decisions relating entry in foreign market.

UNIT-II

Product Planning for International Market, Product Designing, advertising, Branding and Packaging.

UNIT-III

International Pricing- Factors Influencing International Price, Pricing Process and method, International Price Quotation and Payments Conditions.

UNIT-IV

International Distribution Channels and Logistics Decisions, Selection and Appointment of Foreign sales Agent.

UNIT-V

Indian import - Export Policy and Practices. Steps of commencement of An Export Business, Importing pricing and export finance.

Suggest Readings:

1. P.K.Jain: International Marketing.
2. Sharma& Sharma: International Marketing

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Faculty of Commerce & Management

Class: B.Com Plain Third Year

Paper-I E-Commerce

(Applied Economics Group)

CODE-BCP (Y-303C)

UNIT-I

Concept of E-Commerce:-Meaning Importance in the Context of Modern Business Advantages of E-Commerce (As Composition with Traditional and Modern Marketing.

UNIT-II

Categories of E-Commerce (Models):- Business to Customers (B to C) Models- Basic Concept Major Activities, Major Challenges. Models of (Bto C) (Portals-Tailors Business to Business (Bto B) Model- Basic Major Activities, Types of (B To B) Market. Other Models- Business to Government (Bto G), Customers to Customers(C To C), Customer to Business(C to B)

UNIT-III

E-CRM (Eletronic Customer's Relationship Management) Concepts Features, Goals of E-CRM Business Frame Work , Three Phases of E- CRM, Types of E-CRM, Functional Component of E-CRM.

UNIT-IV

E-Payment

Types of E-Payment- Payment Card, Credit Card & Debit Card, Electronic of Digital Cash, Cash Electronic of Digital Wallet, Smart Card, Basic Concepts on Online Banking (Core Banking Solution of CBS)

UNIT-V

Introduction to ERP (Enterprise Resource Planning): Concept, Major Characteristics, Level of ERP Benefits of ERP Modules of ERP Phases of ERP Implementation, Limitation of ERP.

Suggested Books:

1. E-Commerce, Sk Katariya & Sons
- 2 E-Comm.In India-LAP.Lambari Pub.




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& Medical Sciences, Sehore (M.P.)

Faculty of Commerce & Management
Class: B.Com Plain Third Year
Paper-II Financial Market & Investment Management
(Applied Economics Group)
CODE-BCP(Y-303C)

UNIT-I

An Overview of Financial Markets in India. Money Market-Indian Money Market- Composition And Structure (A) Acceptance Houses (B) Discount Houses(C) Call Money Markets.

UNIT-II

Capital Market: Security Market(A) New Issue Markets (B)Secondary Market, Function And Role Of Stock Exchange, Stocks Exchanges, National Stock Exchange(NSE) Bombay Stock Exchange (BSE) Investors Protection: Grievance Concerning Stock Exchange Dealing And Their Removal, Grievance Cell In Stock Exchange, Security Exchange Board Of India(SEBI)

UNIT-III

Financial Services, Merchant Banking-Functions and Role, SEBI Guidelines, Ascertainment of Credit Rating Concept, Functions and Types.

UNIT-IV

Investment, Meaning Nature, Objectives And Process, Types of Investment, Alternatives of Investment, Negotiable And Non- Negotiable Instruments. Security Analysis-Fundamental, Economic, Industrial and Technical Analysis.

UNIT-V

Measurement of Return and Risk, Systematic and Unsystematic Risk, Security Risk and Return Analysis, Efficient Marketing Hypothesis-Weak, Semi Strong and Strong Market Capital Assets Pricing Model.

Suggested Books:

1. Gupta S.B- Monetary Planning In India, S.Chand, New Delhi.
2. Rastogi R.P Investment Management
3. Pindian P- Security Analysis and Portfolio Management
4. Bharal and Jayswal- Financial Market and Investment Management.



Faculty of Commerce & Management
Class: B.Com Plain Third Year
Foundation Course
Paper-I (Moral Value and Language-III)
Code: FC(Y-304A)

UNIT-I इकाई -1

हिन्दी भाषा

1. मेरे सहयात्री (यात्रा व्रतांत) - अमृतलाल बेगड
2. मध्यप्रदेश की लोक कलाएं (संकलित)
3. लोकोक्तियां एवं मुहावरे (संकलित)

इकाई -2

हिन्दी भाषा

1. पत्रकारिता के विभिन्न आयाम (संकलित)
2. मध्यप्रदेश का लोक साहित्य (संकलित)
3. पत्र लेखन - आवेदन, प्रारूपण, आदेश परिपत्र ज्ञापन, अनुस्मारक

इकाई -3

नैतिक मूल्य

1. विश्व के प्रमुख धर्म एवं महत्वपूर्ण विशेषताएं (हिन्दू धर्म , जैन धर्म, बौद्ध धर्म, सिक्ख धर्म , ईसाई धर्म , इस्लाम धर्म)
2. सत्य के साथ मेरे प्रयोग (महात्मा गांधी की आत्म कथा का संक्षिप्त संस्करण)

UNIT - 4

1. Stopping by Woods on a Snowy evening: Robert Frost.
2. Cherry Tree: Ruskin Bond
3. The Axe: R.K. Narayan
4. The Selfish Giant: Oscar Wilde
5. On the rule of the Road: A.G Gardiner
6. The song of kabir: Translated by Tagore



UNIT – 5

Direct-Indirect speech, Active-Passive Voice, Similar words with different meaning. Report Writing, Narration of events and situations. Drafting of E- mails, Drafting CV.

Text Books and References Books:

1. हिन्दी ग्रंथ अकादमी की पुस्तकें

Faculty of Commerce & Management

Class: B.Com Plain Third Year

Foundation Course

Paper-II (Basics of Computer App. Information & Technology)

Code: FC(Y-304B)

Unit-I

PowerPoint-I Creating presentation using Slide master and Template in various Themes & Variants. Working with slides: New slide, move, copy, And delete duplicate, and slide layouts, Presentation views. Format Menu: Font, Paragraph, Drawing & Editing. Printing presentation: Print slides, notes, handouts and outlines. Saving presentation in different file formats.

Unit-II

PowerPoint-II Idea of Smart Art graphics, inserting text/data using SmartArt, Converting old style presentation into new style through Smart Art. Inserting objects (Video, Audio, Symbol, Equation, etc.), table & excel sheets, picture, chart, photo album, shapes and Smart Art; Trimming of audio/videos. Connecting slides through hyperlink and action button. Slide sorter, slide transition and animation effects. Presenting the slide show: Setup Slide Show, Rehearse Timing.

Unit-III

MS Excel Workbook & Worksheet Fundamentals: Concept of Row, Column & Cell; creating a new workbook through blank & template. Working with worksheet: Entering data into worksheet (General, Number, Currency, Date, Time, Text, Accounting, etc.); Renaming, Copying, Inserting, deleting & protecting worksheet. Working with Row & Column (Inserting, Deleting, Pasting, and Resizing & Hiding), Cell & Cell formatting, and Concept of Range. Charts: Preparing & editing different types of Charts, Inserting trend line, Backward & forward forecasting. Working with formulas: Formula bar; Types of functions; Syntax & uses of the following functions: SUM,

Unit-IV

Internet & Web Services Internet: World Wide Web, Dial-up connectivity, Leased line, VSAT, Broadband, Wi-Fi, URL, Domain name, Web Browser (Internet Explorer, Firefox, Google Chrome, Opera, UC browser, etc.); Search Engine (Google, Bing, Ask, etc.); Website: Static & Dynamic; Difference between Website & Portal-mail: Account Opening, Sending & Receiving Mail s, Managing Contacts & Folders. Basics of Networking: Types of Networks (LAN, WAN, MAN); Network Topologies (Star, Ring, Bus, Hybrid). Elementary idea of - Cloud Computing & Office Web Apps, Mobile Computing & Mobile Apps.

Unit-V

Cyber Ethics, Security & Privacy Email, Internet & Social Networking Ethics Types of viruses & antivirus Computer security issues & its protection through Firewall & antivirus

Suggesting Reading-

B.COM PLAIN III YEAR

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& Medical Sciences Sehore (M.P.)



Sri Satya Sai University of Technology & Medical Sciences, Sehore (M.P.)

1. Computer Science And Information Technology- S.K.Vijay And Pankaj Singh-Books
Of Hindi Granth Academy

2. Computer Study –Pankaj Singh



Sri Satya Sai University of Technology & Medical Sciences, Sehore

FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM COMPUTER APPLICATION

YEAR: I ST

GROUP-ACCOUNTING

SUBJECT –FINANCIAL ACCOUNTING

PAPER:-I

PAPER CODE: BCCA- (Y-101A)

Objectives: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions

UNIT I Concept of Double Entry System, Accounting Concepts and Conventions Preparation of Journal. Sub division of Journal. Preparation of Ledger and Trial Balance. Final Accounts with Adjustments.

UNIT II Introduction to Indian Accounting Standards. Detail study of accounting standard - 6 and 10, Branch Accounts, Departmental Account.

UNIT III Royalty Accounts, Insolvency Accounts. Accounting for Hire-Purchase and Installment Systems

UNIT IV Partnership Accounts - Adjustments and Guarantee, Admission of Partner, Retirement and Death of Partner.

UNIT V Partnership Accounts- Dissolution, Insolvency, Amalgamation of Partnership Firms, Conversion of Partnership Firm into Joint Stock Company

SUGGESTED READINGS:

1. Financial accounting-Dr.M.S.shukla, Sahityabhawan publication, Agra
2. M.C.Shukla, T.S.Grewal and S.C.Gupta. *Advanced Accounts*. Chand & Co. New Delhi.
3. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
4. Deepak Sehgal. *Financial Accounting*. Vikas Publishing H House, New Delhi.
5. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House


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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM COMPUTER APPLICATION

YEAR: I ST

GROUP-ACCOUNTING

SUBJECT –BUSINESS MATHEMATICS

PAPER:-II

PAPER CODE: BCCA-(Y-101B)

UNIT I Ratio- Gaining, Sacrificing Ratio, Proportion, Percentage, Commission.

UNIT II Simultaneous Equations- Meaning Characteristics types and calculations.

UNIT III Elementary Matrices- Definition and calculations, Types of Matrices.

UNIT IV Logarithms and anti logarithms – Principles and calculations, Introduction of calculus, Methods of Differentiation, Partial Derivative.

UNIT V Simple and compound Interest, Profit and Loss, Linear Programming Introduction.

SUGGESTED READINGS:

1. Allen R.G.D.-Basic Mathematics Macmillan, New Delhi
2. Dowling. E.T.-Mathematics for economics Schaum series
3. Dr. CK Buttan-Business Mathematics

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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM COMPUTER APPLICATION

YEAR: I ST

GROUP-MANAGEMENT

SUBJECT -BUSINESS LAW

PAPER:-I

PAPER CODE: BCCA (Y-102A)

UNIT I Indian Contract Act 1872- Definitions, Nature of contract, Offer & Acceptance, Capacity of Parties to Contract, Free Consent and Consideration, Expressly declared void agreement, Performance of contracts.

UNIT II Breach of Contract, Remedies for breach of Contract, Indemnity and Guarantee Contracts. Special Contracts- Bailment, Pledge and Agency.

UNIT III Limited Liabilities Partnership Act, 2008, Negotiable Instrument Act, 1881- Definition, Features, Promissory note, bill of exchange and Cheques, Holder and Holder in Due Course. Crossing of Cheque, Types of Crossing, Dishonor and Discharge of Negotiable Instruments.

UNIT IV Consumer Protection Act 1986- Main Provisions. Consumer Disputes, Redressal Machinery. The Sale of Goods Act, 1930 - Contract of sale, meaning and difference between sale and agreement to sell. Conditions and warranties, Transfer of ownership in goods including sale by a non-owner, Performance of contract of sale, unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer

UNIT V Foreign Exchange Management Act 2000 (FEMA) - Objective and Main Provisions, Introduction to Intellectual Property Right Act- Copyright, Patent and Trademark. The Partnership Act, 1932 Nature and Characteristics of Partnership, Registration of a Partnership Firms, Types of Partners, Rights and Duties of Partners, Implied Authority of a Partner, Incoming and outgoing Partners, Mode of Dissolution of Partnership

Suggested Readings:

1. Dr.S.M.Shukla, V.P agrawal, Business law Sahitya Bhawan Publication, Agra.
2. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
3. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
4. S.N Maheshwari and S.K Maheshwari, *Business Law*, National Publishing House, New Delhi.
5. Agarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi
6. Sushma Arora, *Business Laws*, Taxman Publication's.


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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM COMPUTER APPLICATION

YEAR: I ST

GROUP-MANAGEMENT

SUBJECT –BUSINESS ORGANIZATION & COMMUNICATION

PAPER:-II

PAPER CODE: BCCA (Y-102B)

UNIT I Business Organization: Definition, Concept, Characteristics, Objectives, Significance, Components, and Functions, Social Responsibilities of Business promotion of business: Meaning, Function, Stages of Promotion, and Forms of business organization: Detailed study of sole proprietorship and partnership.

UNIT II Company organization : Meaning, Definition, Formation of private and public company, Merits, Demerits and types of Companies cooperative organization need meaning, Significance and its merits – Demerits. Public Enterprises Concept, Meaning, Characteristics, Objective and Significance. Business – Size and location, Plant layout and business combination.

UNIT III Introduction- Definition, Nature, Objective, Importance to managers, Elements of communication, Feedback, Dimension and directions of communication, Means of Communication-verbal communication, SWOT analysis.

UNIT IV Non- Verbal Communication, Body language, Paralanguage, Sign language, Visual and audio communication, Channel of communication, Barriers in Communication. Written Business communication – Concept, Advantage, Disadvantage, Importance, Need of business letter and kinds of business letter, Essentials of an Effective business letter.

UNIT V Modern forms of communication – Fax, E-mail, Video Conferencing, International Communication for Global Business.

Suggested Readings:

1. Dr. Ramesh Mangal-Business Communication
2. Dr. Suresh Chandra Jain-Business Organization
3. Dr. Abhay Pathak-Business Organization

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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM COMPUTER APPLICATION

YEAR: I ST

GROUP-COMPUTER APPLICATION

SUBJECT – Fundamental of computer and PC software

PAPER:-I

PAPER CODE: BCCA (Y-103A)

UNIT I

Introduction to computer system: block diagram, components, motherboard, processor, main memory, cache memory, hard disk.

Input device, output device, eternal storage devices: floppy disk CD ROM, DVD, USB derives.

Types of software: system Software, application software .System Software: operating system, utility programs, anti-virus, and disk cleaning .Application software: example commercial software with brief introduction.

Programming language : low level language ,high level language ,assembly language ,middle level language ,compiler ,interpreter ,assembler , difference between compiler and interpreter .

UNIT II

Operating system : definition , functions of operating system,CUI,GUI,types of operating system like single user ,multi user, real time, time sharing and batch processing ,multiprogramming ,multiprocessing ,multitasking, distributed processing .elementary idea of various common operating system prevalent round the world .

MS windows: introduction and its features, desktop, taskbar, files and folder start menu operations

My computer, network neighborhood,recycle-bin,windows explorer, creating ,copying ,moving and deleting files , setting wall paper , changing the mouse pointer, paint, notepad .

UNIT III

Introduction of MS Word: Advantages of word Processing, Creating, saving, and editing a document: selecting, deleting, replacing text, copying text to another file. Insert ,formatting text and paragraph , using the font ,dialog box, paragraph formatting using bullets and numbering in paragraph ,use of smart art ,checking spelling ,line spacing , margins, space before and after paragraph , mail merge ,customizing the ribbon.

Introduction of MS excel: entering the information, numbers, formulas, editing data in a cell, excel functions, using a range with SUM, Moving and copying data, inserting and deleting row and columns in the worksheet, using the format cells.

Introduction of MS power point: introduction, slide show, formatting, creating a presentation inserting smart art, adding objects applying transitions, animation effects, adding tables.

UNIT IV

Decision support system: importance of decision support system, limitation, characteristics of DSS, decision support and structure of decision making and repetitiveness of decision, DSS users.

Expert system: support for decision making phases, support for the intelligent phases, support for design phase, support for choice phase.

Management Information System: introduction, role of IT, MIS characteristics and application areas, business and technology trends –specialization, management by methodology, decentralization, internationalization etc.

UNIT V

Internet : meaning ,definitions ,history ,internet protocols,TCP/IP,FTP,HTTP,URL, internet
browsers,WWW ,search engines ,introduction internet security terminology-network

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security, firewall, cryptography, password, biometrics, digital signature, digital certificate. Business application of internet, email, use net, news group, telnet, intranet, extra net, e-ticketing, chatting.

E-Banking and its benefits: smart card, E-cash, online financial services stock trading, E-broking. E-business model, do it yourself model, made to order model, information service model, emerging hybrid models.

Text Books and Reference Books:

1. Computer Fundamental by P.K.Sinha
2. Fundamental of Information Technology by A. Leon M. Leon
3. Computer today by Suresh K. Basandra
4. P C Software by Nitin K Nayak


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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM COMPUTER APPLICATION

YEAR: I ST

GROUP-COMPUTER APPLICATION

SUBJECT – Desktop Publishing and Multimedia

PAPER:-II

PAPER CODE: BCCA (Y-103B)

UNIT – I

Importance and Advantages of DTP, DTP Software and Hardware, Commercial DTP Packages, Page Layout programs, Introduction to Word Processing, Commercial DTP Packages, Difference between DTP Software and Word Processing Software.

UNIT- II

Types of Graphics, Uses of Computer Graphics Introduction to Graphics Programs, Font and Type faces, Types of Fonts, Creation of Fonts (Photographer), Anatomy of Type faces, Printers, Types of Printers used in DTP, Plotter, Scanner.

UNIT-III

History and Versions of Page Maker, Creating a New Page, Document Setup Dialog Box, Paper Size, Page Orientation, Margins, Different Methods of placing text and graphics in a document, Master Page, Story Editor, Formatting of Text, Indent, Leading, Hyphenation, Spelling Check, Creating Index, Text Wrap, Position (Superscript/Subscript), Control Palette.

UNIT-IV

History, Multimedia Elements; Text Images, Sound, Animation and Video. Text, Concept of Plain Text and Formatted Text, RTF & HTML Text, Image , Importance of Graphics in Multimedia, Image Capturing Methods, Scanner, Digital Camera, Sound – Sound and its effect in Multimedia, Analog and Digital Sound, Animation, Basics, Principles and use of Animation. Video, Basics of Video, Analog and Digital Video.

UNIT-V

Features of Multimedia, Overview of Multimedia, Multimedia Software Tools, Multimedia Authoring-Production and Presentation, Graphic File Formats, MIDI- Overview, Concepts, Structure of MIDI Devices, MIDI Messages.

Text Books and reference books:

1. Desktop Publishing on PC by M.C. Sharma
2. Professional in Desktop Publishing by Dinesh Maidasani
3. DTP Courses 2/e by Singh & Singh
4. Multimedia, Computing, Communication & Applications by Ralf Steinmetz
5. Fundamentals of Multimedia by Ze - Nian Li
6. Page Maker- Manual
7. 'o' Level module m3.2 Desktop publishing & Presentation graphics by V.K. Jain

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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM COMPUTER APPLICATION

YEAR: I ST

GROUP-COMPUTER APPLICATION
SUBJECT - PRACTICAL

CODE-BCCA(Y-103P)

MS-Word

1. Create a document and apply different Editing options.
2. Create Banner for your college.
3. Design a Greeting Card using Word Art for different festivals.
4. Create your Bio data and use page borders and shading.
5. Create a document and insert headers and footer, page title etc.
6. Implement Mail Merge.
7. Insert a table into a document.
8. Create a document and apply different formatting options.

MS Excel

1. Design your class Time Table.
2. Prepare a Mark sheet of your class subjects..
3. Prepare a Salary Slip of an employee.
4. Prepare a bar chart & pie chart for analysis of Election Results.
5. Prepare a generic Bill of a Super Market.
6. Work on the following exercise on a workbook:
 - a) Copy an existing Sheet
 - b) Rename the old Sheet
 - c) Insert a new Sheet into an existing Workbook
 - d) Delete the renamed Sheet.
7. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus. Calculate their total attendance, total percentage of attendance of each student & average of attendance
8. Create a worksheet on Students list of any 4 faculties and perform following database functions on it,
 - a) Sort data by Name
 - b) Filter data by Class
 - c) Subtotal of no. of students by Class.

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MS Power Point

1. Design a presentation of your institute using auto content wizard, design template and blank presentation.
2. Design a presentation illustrating insertion of pictures, word Art and clipart.
3. Design a presentation learn how to save it in different format, copying and opening an existing presentation.
4. Design a presentation illustrating insertion of movie ,animation and sound.
5. Illustrate use of custom animation and slide transition (using different effects).
6. Design a presentation using charts and tables of the marks obtained in class.
7. Illustrate use of macro in text formatting in your presentation.

PageMaker

1. Create a Greeting Card for New Year.
2. Create a Visiting Card.
3. Create your Resume.
4. Create an advertisement for job in well-known firm.
5. Create a Newspaper Report.
6. Create a document by importing Graphic Image from Clip Art.
7. Create a Wedding Card.
8. Type a document using Story Editor .
9. Input a text from Word Document into a PageMaker document.
10. Create a document on Importance of Text Wrap applying proper font size,


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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM COMPUTER APPLICATION
GROUP-FOUNDATION COURSE

Moral Value & Language

नैतिक मूल्य और भाषा

Paper – I

Paper Code: FC(Y-104A)

UNIT I

हिन्दी भाषा

1. स्वतंत्रता पुकारती (कविता) - जयशंकर प्रसाद
2. पुष्प की अभिलाषा (कविता) - माखनलाल चतुर्वेदी
3. वाक्य संरचना और अशुद्धियाँ (संकलित)

UNIT II

हिन्दी भाषा

1. नमक का दरोगा (कहानी) - प्रेमचंद
2. एक थे राजा भोज (निबंध) - डॉ. त्रिभुवननाथ शुक्ल
3. पर्यायवाची, विलोम, एकार्थी अनेकार्थी, एवं शब्दयुग्म शब्द (संकलित)

UNIT III

नैतिक मूल्य

1. नैतिक मूल्य परिचय एवं वर्गीकरण (आलेख) - डॉ. शशि राय
2. आचरण की सभ्यता (निबंध) - सरदार पूर्णसिंह
3. अंतर्ज्ञान और नैतिक जीवन (लेख) - डॉ. सर्वपल्ली राधाकृष्णन
4. अप्प दीपो भव (लेख) - स्वामि श्रद्धानंद

UNIT IV

1. Where the min is without fear: Rabindranath Tagore
2. The Hero: R.K. Narayan
3. Tryst with Destiny: Jawaharlal Nehru
4. Indian weavers: Sarjini Naidu
5. The Portrait of a lady: Khushwani Singh
6. The Solitary Reaper : William Wordsworth

UNIT V

1. Basic Language Skills: Vocabulary, Synonyms, Antonyms, Word formation, Prefixes, Suffixes.
2. Basic Language Skills: Uncountable Noun, Verbs, Tenses, Adverbs.
3. Comprehension/Unseen Passage.
4. Composition and Paragraph Writing

Suggested Readings:

मध्यप्रदेश हिन्दी ग्रंथ आकादमी द्वारा प्रकाशित पुस्तकें


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FACULTY OF COMMERCE AND MANAGEMENT

CLASS: B.COM COMPUTER APPLICATION

YEAR: I ST

GROUP-FOUNDATION COURSE

SUBJECT – DEVELOPMENT OF ENTREPRENEURSHIP

PAPER:-II

PAPER CODE: FC(Y-104B)

UNIT I

Entrepreneurship Development- Concept and importance, function of Enterpriser, Goal determination – Problems Challenges and Solutions.

UNIT II

Project Proposal – need and objects- Nature of organization, Production Management, Financial Management, Marketing Management, Consumer Management.

UNIT III

Role of regulatory Institutions, Role of development Organization, and self employment oriented schemes, various growth schemes.

UNIT IV

Financial Management for Project- Financial Institution and their role, Capital estimation and arrangement, cost and price determination, accounting management.

UNIT V

Problem of entrepreneur- Problem relating Capital, Problem relating Registration, administration problem and how to overcome from above problems.

Suggested Readings:

मध्यप्रदेश हिन्दी ग्रंथ आकादमी द्वारा प्रकाशित पुस्तकें


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FACULTY OF COMMERCE & MANAGEMENT

CLASS: B.COM CA SECOND YEAR

PAPER-I CORPORATE ACCOUNTING

CODE-BCCA-(Y-201A)

UNIT I

Issue of Shares, Forfeiture, Reissue of shares and buy back of shares. Redemption of Preference Shares. Issue & Redemption of Debentures.

UNIT II

Final Accounts of Companies (Including calculation of managerial remuneration). Declaration of dividend, Profit and Loss Appropriation Account and disposal of Profits. Calculation of Pre and Post incorporation Profit / Loss.

UNIT III

Valuation of Goodwill and Shares, Methods of Valuation. Accounts of Public Utility Companies (Electricity Company).

UNIT IV

Meaning of Holding and Subsidiary Company. Preparation of Consolidated Balance Sheet of a holding company with one subsidiary company, Accounting for liquidation of companies.

UNIT V

Accounting for Merger as per AS 14. Internal Reconstruction of a company as per Indian Accounting Standard 14 (Excluding inter company holdings and reconstruction scheme).

REFERENCES BOOKS:

1. Mangal Ramesh Company Accounts, Universal Publication, Agra.
2. Maheshwari S.N. Corporate Accounting Vikas Publishing House, New Delhi
3. Mehta, Brahmabhat Corporate Accounting, Devi Ahilya Prakashan, Indore


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FACULTY OF COMMERCE & MANAGEMENT

CLASS: B.COM CA SECOND YEAR

PAPER-II COST ACCOUNTING

CODE- BCCA – (Y-201B)

(ACCOUNTING GROUP)

UNIT I

Cost: meaning, Concept and Classification, Elements of cost, nature and importance, Material costing, Methods of valuation of material issue. Concept and material control and its techniques. Labor costing, methods of wages payments.

UNIT II

Unit costing, Preparation of cost sheet and statement of cost (including calculation of tender price) overhead cost, (including calculation of machine hour rate.)

UNIT III

Contract and Job costing, Operating costing.

UNIT IV

Process costing (Including Inter process profit and reserves) Reconciliation of cost and Financial Accounts.

UNIT V

Marginal costing - Profit/volume Ratio, Break -Even Point, Margin of Safety, Application of Break-Even Analysis. Cost Audit- Meaning, importance and Techniques of cost Audit, Cost Audit programme. Note- in this paper 70% shall be numerical questions and 30% shall be theoretical questions.

REFERENCES BOOKS:

1. Jain and Narang, Kalyani publishers, New Delhi
2. Maheshwari S.N. Vikash publishing house, New Delhi
3. Agrawal and Jain, Ram Prasad and sons.

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FACULTY OF COMMERCE & MANAGEMENT
CLASS: B.COM CA SECOND YEAR
PAPER-I PRINCIPLES OF STATISTICS
(MANAGEMENT GROUP)
CODE- BCCA – (Y-202A)

UNIT I

Meaning, Definitions, Significance, Scope and Limitations of Statistics. Statistical investigation. Process of Data Collection, Primary and Secondary Data, Methods of Sampling, Preparation of Questionnaire, Classification and Tabulation of Data, Preparation of Statistical Series and its types.

UNIT II

Measurement of Central Tendency- Mean, Median, Quartile, Mode, Geometric Mean and Harmonic Mean

UNIT III

Dispersion and Skewness. Analysis of Time Series – Meaning, Importance, Components, Decomposition of Time Series, Measurement of Long Term Trends, Measurement of Cyclical and Irregular Fluctuations.

UNIT IV

Correlation-Meaning, Definitions, Types and Degree of Correlation, Methods of Correlation, Regression Analysis-Meaning, Uses, Difference between Correlation and Regression, Linear Regression, Regression Equations, Calculation of Coefficient of Regression.

UNIT V

Index Number- Meaning, Characteristics, Importance and Uses. Construction of Index Numbers- Cost of living Index, Fisher's Ideal Index Number. Diagrammatic and Graphic presentation of Data

REFERENCES BOOKS

- | | |
|----------------|---|
| 1. Oswal, Sahu | Business Statistics, Ramesh Book Depot, Jaipur |
| 2. Gupta B.N. | Statistics, Sahitya Bawan, Agra (Hindi & English) |
| 3. Shukla S.M. | Statistics |



FACULTY OF COMMERCE & MANAGEMENT

CLASS: B.COM CA SECOND YEAR

PAPER-II PRINCIPLES OF MANAGEMENT

(MANAGEMENT GROUP)

CODE- BCCA – (Y-202B)

UNIT I

Management -Meaning, Nature and importance, Functions and Principles of Management, Management & Administration. Development of managerial Thought, Contribution of Taylor and Fayol. Management by exceptions, management by objectives, social responsibility of management.

UNIT II

Planning: concept. Process and Techniques, Decision making: concept meaning and process. Organization- concept, nature Principles of significance.

UNIT III

Motivation: Concept- Theories, Monetary and non-monetary Motivation. Leadership: - concept and Leadership styles, Leadership Theories. Direction, control and Coordination- process and methods.

UNIT IV

Human resource Management: Meaning, objectives, scope and importance. Functions and Responsibilities of HR manager, Principles of HRM.

UNIT V

Man power Planning -Recruitment, Selection and promotion. Training and development - Methods of training programme, Job performance and evaluation-concept and Techniques.

Reference Book:

1. S.M Shukla -Principle Of Management, Sahitya Bhawan, Agra
2. B.K.Agrawal- Principle Of Management, Ramprashad And Sons
3. Gupta And Sharma- Principle Of Management, Kalyani Publishers, New Delhi (Both Medium)


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FACULTY OF COMMERCE & MANAGEMENT

CLASS: B.COM CA SECOND YEAR

PAPER-I PC SOFTWARE & DATA PROCESSING (COMPUTER APPLICATION)

CODE- BCCA – (Y-203A)

UNIT – I

Introduction To Spreadsheet: Definition And Advantages of Electronic Worksheet, Working On Spreadsheets, Range & Related Operations, Setting, Saving And Retrieving Worksheet File, Inserting, Deleting, Copying And Moving of Data Cells, Inserting And Deleting Rows & Columns, Copying, inserting, Renaming the sheet of workbook. Short-cut commands

Entering text and numeric data, entering date and time different functions, formatting text and numeric data. Functions and Other Features: Classification and Usage of Various Built-In-Functions In Worksheet, Passwords, Protecting A Worksheet, Printing of the worksheet, page margin setting and adding header and footer, Transferring Data to and From Non Worksheet Files, Database Handling, Creating, Naming & Executing Macros. Creating graphs.

UNIT – II

Introduction to MS - power point, Auto-wizard, creating a presentation using Auto content wizard, Blank presentation, creating, saving and printing a presentation, adding slide to a presentation, slide view, outline view, slide sorter view, notes view and slide show view. Changing text font and size, selecting text style and colour, to set header and footer. Using, bullets, clipart and word art gallery. Applying design template creating graph. Adding transitions and Animation effects, setting timings for slide show preparing note pages, preparing audience handouts.

UNIT – III

Introduction to Business Organization. Business Organization units: Production, Stock Control, Cost, Purchase Control, Sales Order Processing and Accounting. Characteristics of a good Business Unit. Data and Information, Introduction to data Processing, fields, Records and Files. Types of files: Master files and Transaction file.

UNIT - IV

Overview of System Analysis and Design, Business System Concepts, System Development Life Cycle, Feasibility Analysis, Design, Testing & Evaluation. Overview of MIS : Introduction, Role of



IT, MIS- characteristics and application areas, Business and Technology trends-specialization, management by methodology, decentralization, internationalization etc.

UNIT – V

Introduction to Database Management System: basic concepts, various facilities and advantages of business computing. Application areas of DBMS, Parallel Processing and Distributed Processing.

PRACTICAL

Using MSWord

1. Create a document and apply different Editing options.
2. Create Banner for your college.
3. Design a Greeting Card using Word Art for different festivals.
4. Create your Biodata and use page borders and shading.
5. Create a document and insert header and footer, page title etc.
6. Implement Mail Merge.
7. Insert a table into a document.
8. Create a document and apply different formatting options.

Using MS Excel

1. Design your class Time Table.
2. Prepare a Mark Sheet of your class result.
3. Prepare a Salary Slip of an employee of an organisation.
4. Prepare a bar chart & pie chart for analysis of Election Results.
5. Prepare a generic Bill of a Super Market.
6. Work on the following exercises on a Workbook:
 - a. Copy an existing Sheet
 - b. Rename the old Sheet
 - c. Insert a new Sheet into an existing Workbook
 - d. Delete the renamed Sheet.
7. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus. Calculate their total attendance, total percentage of attendance of each student & average of attendance.
8. Create a worksheet of Students list of any 4 faculties and perform following database functions on it.

- a. Sort data by Name
- b. Filter data by Class
- c. Subtotal of no. of students by Class.

Using MS PowerPoint

1. Design a presentation of your institute using auto content wizard, design template and blank presentation.
2. Design a presentation illustrating insertion of pictures, Word Art and ClipArt.
3. Design a presentation, learn how to save it in different formats, copying and opening an existing presentation.
4. Design a presentation illustrating insertion of movie, animation and sound.
5. Illustrate use of custom animation and slide transition (using different effects).

Reference Books:

1. **Fundamentals of Computers: P.K.Sinha**
2. **System Analysis and Design by Elias M Awad.**
3. **P C Software for Windows by R K Taxali**
4. **P C Software Bible by S.Jaiswal**

FACULTY OF COMMERCE & MANAGEMENT
CLASS: B.COM CA SECOND YEAR
PAPER-II INTERNET AND E-COMMERCE
(COMPUTER APPLICATION)
CODE-BCCA(Y-203B)

UNIT I

Internet: Evolution, Concepts, Internet and Intranet, Growth of Internet, ISP, ISP in India, Types of connectivity- Dial-up, Leased line, DSL, Broadband, RF, VSAT etc. Methods of sharing Internet connection. Concepts of client Server architecture, Use of Proxy server. Concepts of search engines, Search engines types, searching the web, Web servers, Introduction of TCP/IP and other protocols used on the web. Email: Concepts, POP and web based E-mails, merits, address, Basics of sending and receiving, E-mail protocols, Free E-mail Services.

UNIT II

E-Commerce: Introduction, Concepts, E-commerce & Physical Commerce, Advantages & Disadvantages of E-Commerce. Technology in E-Commerce, Internet and E-Business, application, feasibility & various constraints. E-Transition challenges for Indian corporate. The Information Technology act 2000 and its highlights related to e-commerce. Impact of e-commerce on industries, consumer & society-commerce framework. M-commerce: Origin, components, development & applications.

UNIT III

E-Business Models based on relationship of transaction parties: Business to Business, Consumer to Consumer, Consumer to Business. E-Business Models based on transaction type: Brokerage Model, Aggregate Model, Info-mediary model, Community Model, Value chain model, Manufacturer Model, Advertising Model, Subscription Model. Electronic Data Interchange (EDI): Evolution, uses, benefits, working of EDI.

UNIT IV

Marketing concepts in e-commerce: Marketing concepts, concepts for internet marketing, e-commerce marketing & branding strategies, online marketing. Electronic Payment System: Overview of electronic payment systems, Pre paid electronic payment systems, Post paid electronic payment systems. Internet advertising: Importance and competitiveness, weakness, Models of advertising on internet. E-marketing tools.

UNIT V

Security technologies in e-commerce, security problems in e-commerce. Reliability of e-commerce system, Data encryption technologies, Digital signature, authentication technologies. Firewall, Site security.

Reference Book:

1. Leon Alex in, Mathews Leon: Internet for Everyone, Leon Tec world
2. Doing Business on the Internet e-commerce: S. Jaiswal, Galgotia publication
3. E-Business and E-commerce management 3rd edition- Pearson Education

FACULTY OF COMMERCE & MANAGEMENT

CLASS: B.COM CA SECOND YEAR

FOUNDATION COURSE (MORAL VALUE AND LANGUAGE-II)

Code: FC(Y--204A)

UNIT-I

हिन्दी भाषा:

1. वह तोड़ती पत्थर सूर्यकांत त्रिपाठी निराला -कविता)
2. दिमागी गुलामी यनराहुल सांकृत्या -निबंध)
3. वर्ण जनव्यं -रविचार (स्व -, वर्गीकरण, उच्चारण स्थान

UNIT-II

हिन्दी भाषा

1. नारीत्व का अभिशाप मादेवी वमहा -निबंध)
2. चीफ की दावत साहनीभीष्म -कहानी)
3. विराम चिन्ह (संकलित) -

UNIT-III

हिन्दी भाषा: नैतिक मूल्य

1. शिकागो व्याख्यान भी विवेकानंदस्वा -न) ख्याव्या)
2. धर्म और राष्ट्रवाद लेख) महर्षि अरविन्द) -
3. सादगी गांधीमहात्मा -कथा)आत्म)
4. चित्त जहां भय शून्य नाथ टैगोररवीन्द्र -कविता))

UNIT IV

English:

1. Tree: Tina Morris
2. Night of the Scorpion : Nissim Ezekiel
3. Idgah : Premchand (translated by Khushwant singh
4. Letter to God : G.L. Swanteh (translated by Donald a Yates
5. My Bank Account : Stephen Leacock
6. God sees the Truth but waits : Leo Tolstoy

UNIT V

English:

1. Short Essay on given topics
2. Correspondence skills (format & Informal letters and Application)
3. Translation of sentences/passage English to Hindi and Hindi to English.

Suggested Readings: Madhya Pradesh Hindi grant academy, Bhopal published book.

FACULTY OF COMMERCE & MANAGEMENT

CLASS: B.COM CA SECOND YEAR

FOUNDATION COURSE (ENVIRONMENTAL STUDIES)

Code: FC(Y—204B)

UNIT I

Study of Environment and ecology: Definition and Importance of Environment and Ecology, Public participation and Public awareness.

UNIT II

Environmental Pollution : Air Pollution, water Pollution, noise Pollution, heat and nuclear pollution- Definition, Causes, effect and prevention of pollution, Disaster management – Flood, Earthquake, cyclones and landslides.

UNIT III

Environment and social problems: Sustainable development- Introduction, Energy problems of cities, solar energy, biogas and wind energy, Water conservation – rain-water harvesting.

UNIT IV

Role of mankind in conserving natural resources: Food resources – World food problem , Energy resources – increasing demand for energy.

UNIT V

Environment conservation laws: Conservation laws for air and water pollution, Wildlife conservation laws, Role of information technology in protecting environment & health.

Suggested Readings:

- Madhya Pradesh Hindi grant academy, Bhopal published book.

Faculty of Commerce & Management

Class: B.Com CA Third Year

Paper-I Income Tax Law & Practice

(Accounts Group)

CODE-BCCA (Y-301)

UNIT-I

General Introduction of Indian Income Tax Act, 1961. Basic Concepts; Income, Agriculture Income, Casual Income, Previous Year, Assessment Year, Gross Total Income, Total Income, Person Assesse, Residential Status and Tax Liability, Exempted Income.

UNIT-II

Income from Salary, Income from House Property.

UNIT-III

Income from Business Profession, Capital Gains, Income from Other Sources.

UNIT-IV

Set Off And Carry Forward Of Losses, Deductions From Gross Total Income, Clubbing Of Income, Computation Of Total Income And Tax Liability Of An Individual.

UNIT-V

Assessment Procedure, Tax Deducted At Source, Advance Payment of Tax, Income Tax Authorities, Appeal, Revision and Penalties.

Suggested reading-

1. Income Tax -Shripal Saklecha, Satish Printers, Indore
2. Income Tax Legislation and Accounts-Dr.H.C Mehrotra, Sahitya Bhawan, Agra
3. Income Tax- Dr.R.N. Lakhotiya
4. Income Tax-O.P Agrawal and Arvind Jain



Faculty of Commerce & Management

Class: B.Com CA Third Year

**Paper-II Indirect Taxes
(Accounts Group)**

CODE- BCCA (Y-301)

UNIT-I

Central Excise Duty: Concept, Important Definitions, Goods, Excisable Goods, Manufacturer, and Classification of Goods and Principles of Classification, Valuation under Central Excise, Ad Valorem Duty and Valuation Rules.

UNIT-II

Custom Duty; Introduction and Nature, Types of Custom Duty. Prohibition of Import, Valuation Rules, Computation of Assessable Value and Calculation of Custom Duty.

UNIT-III

Central Sales Tax –Introduction And Important Definitions, Provisions, Relating To Interstate Sale. Determination of gross sales and Taxable Turnover.

UNIT-IV

MP.VAT; Introduction, Important Definitions, Tax Free Goods, Registration, And Licensing, Of Dealers, Assessment Producer, Computation of Taxable Turnover and VAT.

UNIT-V-

M.P. VAT - Tax Payment and Recovery of Tax, Input Tax Rebate, Authorities: Powers and Duties. Appeal and Revision Difficulties IN Implementation of Vat, Service Tax: Introduction, Objectives, Main Provisions, Assessment Procedures and Computation of Service Tax

Suggest Readings:

Dr.H.C. Mehrotra: Indirect tax

V.K.Singhania: Indirect tax

Shripal Saklecha: Indirect tax.



Faculty of Commerce & Management

Class: B.Com CA Third Year

Paper-I Auditing

(Management Group)

CODE- BCCA (Y-302)

UNIT-I

Introduction- Meaning and Objectives of auditing, Types of Audit, Programme, audit books, Working Papers and Evidences. Preparation before commencing of audit

UNIT-II

Internal Check System: Routine Checking, internal checking, internal audit and test checking. Internal control and audit procedure.

UNIT-III

Vouching, Verification of Assets and Liabilities:-immovable property, fictitious assets, current assets, verification of current and fixed liabilities.

UNIT-IV

Company audit: appointment of Auditor, Power, Duties and Liabilities. Divisible Profits and Dividend. Auditors Report: Cleaned And Qualified Report.

UNIT-V

Investigation - Objectives, Difference between Audit and Investigation, Process Of Investigation, Special Audit of Banking Companies, Educational, Non Profit Institutions And Insurance Companies.

Suggest readings:

1. Dr.T.R.Sharma: Auditing.
2. Jain&Khandelwal: Auditing.
- 3.Tondon: Auditing.



Faculty of Commerce & Management

Class: B.Com CA Third Year

Paper-II Management Accounting

(Management Group)

CODE- BCCA (Y-302)

UNIT-I

Management accounting: Meaning, nature, scope and functions of management accounting, role of management accounting in decision making, management accounting vs. financial accounting and cost accounting. Tools and techniques of management accounting.

UNIT-II

Financial statement : meaning, importance ,limitations of financial statements, objectives and methods of financial statement analysis, ratio analysis, classification of ratio- profitability ratio, turnover ratio, and financial ratios, advantage of ratio analysis , limitation of accounting ratios.

UNIT-III

Statement, cash flow statement as per Indian accounting standard-3 IFRS concept and importance of leverages.

UNIT-IV

Absorption and marginal costing; marginal and differential costing as a tool for decision making- make or buy, change of product mix, pricing, break even analysis, exploring new markets, shutdown decisions of production.

UNIT-V

Budgetary control; meaning of budget and budgetary control; objectives, merits and limitations, types of budget; cash budget and flexible budget. Concept of management audit, responsibility accounting ,management reports and types of reports and quality of good report.

Suggested reading-

1. Management accounting- Jain S.P.Narag
2. Management accounting- S.P Gupta
3. Management accounting – Mahesh Agrawal and Mukesh Jain
4. Management accounting- Agrawal and Gupta

Faculty of Commerce & Management

Class: B.Com CA Third Year

Paper-I Web Designing (Computer Application)

CODE- BCCA (Y-303)

Unit – I

Introduction to Internet & World Wide Web, Internet Addressing, Browsers, URL, Web Server, Web Site, Homepage, Domain Names- Basic Concept. Introduction to HTML- HTML Overview, Structure, and Structure of HTML documents, Types of Documents, HTML Elements and Attributes. Basic Formatting of HTML documents layout-Font Lists, Paragraph, Break Rule, Horizontal Rule, Colors, Background, text elements, <PRE>, etc.

Unit- II

Links in html –anchor elements and its attributes, images and anchors, using META information. HTML Media Types – media like elements <MARQUEE>, Audio & Video support in Web browsers. Table – layout. Elements and attributes, ROWSPAN, COLSPAN. Frames – using frames, layout of frame, problems using frames.

Unit- III

Layers- Concept of layers, Positioned and Inflow Layers. Style Sheets – Basic Concept of Style sheet, using style sheet, Cascading style sheet (css), using style sheets- basic and properties, Positioning with style sheets.

Unit –IV

Basic Interactivity in html: Forms- Concept of Forms, <FORM> elements, attributes, Controls Used for forms, examples of form design. Web Publishing – Concepts. Scripting- Purpose of Scripting, specifying scripts & designing events.

Unit – V

DHTML: Overview of DHTML and Document objects Model, html & Scripting access, rollover Buttons. XML: Basic XML Structure, ways to use XML, rewriting html as xml. PHP (Hypertext Preprocessor):

Introduction, syntax, Variables, Strings, Operators, if-else, loop, form, mail, file upload introduction to ASP. NET



TEXT BOOKS:

- The Complete Reference to HTML- by Thomas A Powell, TMH, II Edition.
- Using HTML – by lee Anne Phillips, PHI
- “Web Technology and Design”, Xavier, New age Inter national
- Ullman, “PHP for the Web” Visual Quick Start Guide ”, Pearson Education
- PHP: beginner’s guide VikramVaswani McGraw Hill.

Faculty of Commerce & Management

Class: B.Com CA Third Year

Paper II-Digital Marketing

(Computer Application)

CODE-BCCA(Y-303)

UNIT: I

Digital marketing ,understanding the marketing process , increasing visibility , types of visibility , example of visibility ,visitors engagement , bringing targeted traffic, retention , performance evaluation ,tools needed.

UNIT: II

Understanding Internet, difference between internet and Web, understanding website and domain names, extensions, web server & web hosting, different types of web servers, planning and conceptualizing a website, building website using CMS in class.

UNIT: III

Understanding Google analytics ,set up analytics accounts ,add analytics code in a website , understanding goals and conversions ,set up goals , understanding bounce rate , difference between bounce rate and exit rate , reduce bounce rate ,monitoring traffic sources .

UNIT: IV

Marketing on social networking website , viral marketing and its importance ,Facebook marketing ,twitter marketing , linked In marketing , Google plus marketing , video marketing , pinterest marketing .

UNIT: V

Introduction to SEO and its importance , Google Ad words overview , understanding Ad words algorithm , creating search campaigns , creating ads , tracking performance / conversion , optimizing search campaigns ,creating display campaign.

Text Books and References Books:

1. HTML, DHTML by Perl CGI by Ivan Byross.
2. The complete references HTML by Thomas Powell
3. Easy Web design by Mary Milhollon
4. HTML in easy step by Mike McGrath

Faculty of Commerce & Management
Class: B.Com CA Third Year
List of Practical (Computer Application)
CODE- BCCA(Y-303C)

Web Design

1. Create a time table of your class
2. Create a marks list of university examination.
3. Create a dynamic website for an educational institute.
4. Create a website for online marketing.
5. Create an online application for products.
6. Create an online application for admission process.
7. Create a home page of your own using HTML tags.
8. Write the basics steps for hosting a website.
9. Write an HTML documents to provide the form that collect names and telephone numbers.

Digital marketing:

1. Design SEO keywords for improving Google page rank of your college.
2. Monitor traffic on your website using Google analytics.
3. Using search engine submission improves online recognition and visibility of your website.
4. Design a blog for the regular activities of your college.
5. Link different site using cross linking.
6. Use on page optimization for your website.
7. Use off page optimization for your website.
8. Design a website for decreasing the loading time of a website.
9. Design back link for your website.

Faculty of Commerce & Management

Class: B.Com CA Third Year

Paper-I(Foundation Course (Moral Value and Language-III))

Code: FC(Y-304A)

इकाई -1

हिन्दी भाषा

1. मेरे सहयात्री (यात्रा व्रतांत) - अमृतलाल बेगड
2. मध्यप्रदेश की लोक कलाएं (संकलित)
3. लोकोक्तियां एवं मुहावरे (संकलित)

इकाई -2

हिन्दी भाषा

1. पत्रकरिता के विभिन्न आयाम (संकलित)
2. मध्यप्रदेश का लोक साहित्य (संकलित)
3. पत्र लेखन - आवेदन, प्रारूपण, आदेश परिपत्र ज्ञापन, अनुस्मारक

इकाई -3

नैतिक मूल्य

1. विश्व के प्रमुख धर्म एवं महत्वपूर्ण विशेषताएं (हिन्दू धर्म , जैन धर्म, बौद्ध धर्म, सिक्ख धर्म , ईसाई धर्म , इस्लाम धर्म)
2. सत्य के साथ मेरे प्रयोग (महात्मा गांधी की आत्म कथा का संक्षिप्त संस्करण)

UNIT – 4

1. Stopping by Woods on a Snowy evening: Robert Frost.
2. Cherry Tree: Ruskin Bond
3. The Axe: R.K. Narayan
4. The Selfish Giant: Oscar Wilde
5. On the rule of the Road: A.G Gardiner
6. The song of kabir: Translated by Tagore

UNIT – 5

Direct-Indirect speech, Active-Passive Voice, Similar words with different meaning. Report Writing, Narration of events and situations. Drafting of E- mails, Drafting CV.

Text Books and References Books:

1. हिन्दी ग्रंथ अकादमी की पुस्तकें

Faculty of Commerce & Management

Class: B.Com CA Third Year

Foundation Course

Paper-II : (Basics of Computer App. & Information Technology)

Code: FC(Y-304B)

Unit-I

PowerPoint-I Creating presentation using Slide master and Template in various Themes & Variants. Working with slides: New slide, move, copy, And delete duplicate, and slide layouts, Presentation views. Format Menu: Font, Paragraph, Drawing & Editing. Printing presentation: Print slides, notes, handouts and outlines. Saving presentation in different file formats.

Unit-II

PowerPoint-II Idea of Smart Art graphics, inserting text/data using SmartArt, Converting old style presentation into new style through Smart Art. Inserting objects (Video, Audio, Symbol, Equation, etc.), table & excel sheets, picture, chart, photo album, shapes and Smart Art; Trimming of audio/videos. Connecting slides through hyperlink and action button. Slide sorter, slide transition and animation effects. Presenting the slide show: Setup Slide Show, Rehearse Timing.

Unit-III

MS Excel Workbook & Worksheet Fundamentals: Concept of Row, Column & Cell; creating a new workbook through blank & template. Working with worksheet: Entering data into worksheet (General, Number, Currency, Date, Time, Text, Accounting, etc.); Renaming, Copying, Inserting, deleting & protecting worksheet. Working with Row & Column (Inserting, Deleting, Pasting, and Resizing & Hiding), Cell & Cell formatting, and Concept of Range. Charts: Preparing & editing different types of Charts, Inserting trend line, Backward & forward forecasting. Working with formulas: Formula bar; Types of functions; Syntax & uses of the following functions: SUM,

Unit-IV

Internet & Web Services Internet: World Wide Web, Dial-up connectivity, Leased line, VSAT, Broad band, Wi-Fi, URL, Domain name, Web Browser (Internet Explorer, Firefox, Google Chrome, Opera, UC browser, etc.); Search Engine (Google, Bing, Ask, etc.); Website: Static & Dynamic; Difference between Website & Portal-mail: Account Opening, Sending & Receiving Mail s, Managing Contacts & Folders. Basics of Networking: Types of Networks (LAN, WAN , MAN); Network Topologies (Star, Ring, Bus, Hybrid).Elementary idea of - Cloud Computing & Office Web Apps, Mobile Computing & Mobile Apps.

Unit-V

Cyber Ethics, Security & Privacy• Email, Internet & Social Networking Ethics Types of viruses & antivirus Computer security issues & its protection through Firewall & antivirus

Suggesting Reading-

1. Computer Science And Information Technology- S.K.Vijay And Pankaj Singh-Books Of Hindi Granth Academy
2. Computer Study –Pankaj Singh



Sri Satya Sai University of Technology and Medical Sciences

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Bhopal-Indore Road, Opp. Pachama oilfield plant, Pachama, Dist.-Sehore M.P. PIN-466001
Ph. 07562-223647, Fax : 07562-223644, Web: www.sssutms.co.in, info@sssutms.co.in

MINUTES OF BOARD OF STUDIES MEETING

Name of Department:- Commerce and Management

Minutes of Board of Studies Committee Meeting, held on Dated on **22/11/2021**

The Board of Studies Committee Meeting was held in the room of Department of commerce and Management at 11:00 AM. on **22/11/2021**, Following members were present.

1. Dr. Gajraj Singh Ahirwar, Dept. Of Commerce And Management -Chairman
2. Dr. D.K Dubey, Professor S.V College Bairagarh-External
3. Dr. Jaya Sharma, Professor, Govt: PG College, Sehore- External
4. Dr. Minakshi Pathak, Professor, Yoga and Meditation
5. Dr. Kanchan Shrivastava, Professor, Economics, Sssutms
6. Dr. Tabassum Khan, Professor, Hindi
7. Dr. Babina Bohra, Assist. Professor, English
8. Mr. Rajkumar Mishra, Assistant Professor, Commerce
9. Mr. Pradeep Maheshwari, Assistant Professor, Management
10. Mr. Abhishek Kuroliya, Assistant Professor, Computer
11. MS. Khushboo Vaidhya, Asstt, Professor, Environment Science

The chairman of Board of Studies Committee welcomes and appreciated the efforts put up by the faculty for progress of the departmental activities. The following Agenda points were discussed and resolved.

Agenda:1 The new syllabus and scheme of the UG (B.com, BBA) courses is discussed by the members of the Board of Studies. In which it is discussed that in the First Year of B.Com and BBA syllabus have been taken from the syllabus published by Madhya Pradesh Higher Education dept. according to National Education Policy, 2020.

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Discussion: All members discussed the agenda one scheme and syllabus of B.COM and BBA for the Academic Session 2021-22. All members agree to implement the proposed scheme and syllabus as per New National Education Policy 2020.

Resolution: It is resolved that the new syllabus and scheme of the UG (B.com and BBA) courses is recommended by all members of relative subjects present in the Board of Studies meeting.

The new syllabus and scheme were recommended for implementation from academic session 2021-22. for the student admitted in session 2021-22. Minutes of the meeting may be placed before the academic council for approval.

The Chairman thanks the members for peaceful conduction of meeting.

Signature of All members (Including Chairperson)




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**FACULTY OF EDUCATION
DEPARTMENT OF COMMERCE AND MANAGEMENT
Annual Scheme of B.Com 1st Year**



SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES

FACULTY OF EDUCATION DEPARTMENT OF COMMERCE AND MANAGEMENT Annual Scheme of B.Com Ist Year

C1-COMC1 T	Commerce (Business Economics)	Business Economics	6	Open For All	75	25	15	5	10	3	-	-	100
C1-COMC2 T	Commerce	Banking and Insurance	6	Open For All	75	25	15	5	10	3	-	-	100
C1-COMB1 T	Business Mathematics (Core I)	Business Mathematics	6	Open For All	75	25	15	5	10	3	-	-	100
M1-ASPM2 T	Advertising sales Promotion and Management	Sales Promotion Paper-II	6	Open For All	75	25	15	5	10	3	-	-	100
M1-OFMS2 T	Office Management and Stenography	Fundamental of stenography Paper-I	4	Open For All	75	25	15	5	10	3	-	-	100
M1-OFMS2 P	Office Management and Stenography	Fundamental of stenography Paper-II	2	Open For All							100	33	100
S1-COAP2 T	Computer Application (core course)	Data Processing Software	4	At Least Intermediate In Any Course/ Stream	75	25	15	5	10	3	-	-	100



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SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES

FACULTY OF EDUCATION DEPARTMENT OF COMMERCE AND MANAGEMENT Annual Scheme of B.Com Ist Year

Sl- COAP2P	Computer Application (core course)	Data Processing Software(Practical)	2	At Least Intermediate In Any Course/ Stream							100	33	100
M1- OFMS1 T	Office Management and Stenography (core course)	Office Organization and Management	6	Open For All	75	25	15	5	10	3	-	-	100
M1- TNTA2T	Tourism & Travel Management	Tourism Product in India	6	Open For All	75	25	15	5	10	3			100
S1- BOTA2G	Botany	Herbal Cosmetics	4	Open For All	75	25	15	5	10	3	-	-	100
S1- CHEM1 G	Chemistry	Chemistry in Every Day life	4	Open For All	75	25	15	5	10	3	-	-	100
S1- COAP1G	Computer Science	Computer Fundamentals	4	Open For All	75	25	15	5	10	3	-	-	100
S1- MATH2 G	Mathematics	Mathematical Logic and Sets	6	Open For All	75	25	15	5	10	3	-	-	100
S1- ZOO1G	Microbiology	Human Disease	3	PCB	75	25	15	5	10	3	-	-	100

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SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES

FACULTY OF EDUCATION DEPARTMENT OF COMMERCE AND MANAGEMENT

Annual Scheme of B.Com Ist Year

S1- ZOOL1R		Laboratory work on Human Diseases	1	PCB	-	-	-	-	25	8	75	25	100
S1- PHYS2G	Physics	Non-Conventional Energy Source	4	Open For All	75	25	15	5	10	3	-	-	100
S1- ZOOL2G	Zoology	Apiculture	2	Open For All	75	25	15	5	10	3	-	-	100
S1- ZOOL2R		Bee Keeping	2		-	-	-	-	25	8	75	25	100
A1- ECON- 2G	Economics	Indian Economy And Introduction	4	Open For All	75	25	15	5	10	3	-	-	100
A1- HIST- 2G	History	Constitutional History of India	4	Open For All	75	25	15	5	10	3	-	-	100
A1- ELIT- 1G	English literature	Generic English	4	Open For All	75	25	15	5	10	3	-	-	100
A1-FHIN- 1G	Hindi	हिन्दी अनुप्रयोग एवं विज्ञापन व्यवसाय	4	Open For All	75	25	15	5	10	3	-	-	100
A1- BECO- 1G	Psychology	Organizational Behavior	6	Open For All	75	25	15	5	10	3	-	-	100

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SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES

FACULTY OF EDUCATION DEPARTMENT OF COMMERCE AND MANAGEMENT

Annual Scheme of B.Com Ist Year

A1- POSC- 1G	Political Science	Indian Political System	6	Open For All	75	25	15	5	10	3	-	-	100
A1- SOCL- 1G	Sociology	Introduction to Sociology	4	Open For All	75	25	15	5	10	3	-	-	100
	NCC	NCC Awareness	4	Open For All	75	25	15	5	10	3	-	-	100
	NCC Practical	NCC Training	2	Open For All							100	33	100
NSS:10 1	NSS	Concept Of National Service Scheme	4	Open For All	75	25	15	5	10	3	-	-	100
NSS:10 2	NSS Practical/Project	Project Tools Of NSS	2	Open For All							100	33	100
Select any One Vocational Subject													
V1- COM- TALT	Accounting and Tally Course	Accounting and Tally Course	4	Open For All	50	17					50	17	100
V1-PSY- DEVT	Personality Development	Personality Development	4	Open For All	50	17					50	17	100



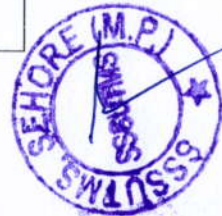
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SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES

FACULTY OF EDUCATION DEPARTMENT OF COMMERCE AND MANAGEMENT

Annual Scheme of B.Com Ist Year

V1-COS- WEBT	Web Design	Web Design	4	open for all	50	17					50	17	100
V1- HOR- ORGT	Organic Farming	Organic Farming	4	Open For All	50	17					50	17	100
Foundation Course (Compulsory)													
X1- FCEA1T	Foundation Course	Hindi Language (भाषा और संस्कृति)	2	Open For All	50	17							50
X1- FCHB1T	Foundation Course	English Language and Indian Culture	2	Open For All	50	17							50
X1- FCAC1T	Foundation Course	Environmental education	2	Open For All	50	17							50
A1- FCEA1T	Yogic Science	Yoga And Mediation	2	Open For All	50	17							50
Inter/Intra Faculty (Compulsory)													
	Field/Project/interns hip	Field/Project/interns hip	4	Open For All							100	33	100
TOTAL													



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**SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,
SEHORE**

Part A Introduction	
Programme: Certificate Class: B.Com 1 st Year Session 2021-22	
Course Code	CI-COMAIT
Course Title	Financial Accounting (Paper-I)
Course Type	Core
Pre-requisite	Not Require Open For All
Course Objectives	This course provides conceptual knowledge of financial accounting and provides knowledge about the techniques for preparing accounts in different type of business organizations.
Course Learning Outcome	Successful Completion of this course, The Student will be able to : <ul style="list-style-type: none">• CLO: Acquire conceptual knowledge of basics of accounting.• CLO : Identify events that need to be recorded in the accounting records.• CLO : Develop the skills of recording financial transactions and preparation of reports in accordance with GAAP.• CLO: Describe the role of accounting information and its limitations.• CLO: Equip with the knowledge of accounting process and preparation of in a accounts of sole trader.• CLO: Identify And analyze the reasons for the difference between cashbook and purchase book balances.• CLO: Recognize circumstances providing for increased exposure to errors and frauds.
Credit Value	6

B.COM IST YEAR w.e.f. 2021-22


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**SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,
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Total Marks	Max Marks:25 +75	Minimum Passing Marks:33
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Part B Content of the Course

Total No. of Lectures (In Hour Per Week)-3		Total Lectures:90
Unit	Topic	Lectures
I	Accounts:- Indian history, Definition, objectives, basic Concept and principles of Double Entry System, journal entry, ledger, subsidiary books, trial balance, introduction of indian Accounting standard, Final Accounts.	15
II	Accounting for Depreciation(According to Accounting standard-6, Branch accounts.	15
III	Royalty Accounts, Departmental Accounts	15
IV	Accounting of non-profit organization, investment accounts, consignment accounts.	15
V	Partnership - Dissolution of Partnership(with Insolvency), Amalgamation of Partnership Firms, Conversion of Partnership Firm into Joint Stock Company.	15
VI	Computerized accounting by using any popular accounting software, creating a company, configure and features setting, creating accounting ledger and groups, creating stock item and groups, voucher entry (with maintenance of voucher), generating report-cash book, ledger accounts, trial balance, profit and loss accounts, and balance sheet	15
key words/Tags : Financial Accounting, Depreciation, Accounting standard, branch accounts, Royalty accounts, Partnership accounts, computerized accounts.		

Part C Learning Resources:

1 हिन्दी ग्रंथ अकादमी, भोपाल

2. Dr.R.K.Sharma/ Dr. R.S.Popli, Financial Accounting, Kitab Mahal Pub., Agra .
3. Anil,Rajesh, Mariya Financial Accounting, Himalaya Publication Nagpur.
5. Financial accounting-Dr.M.S.shukla, Sahityabhawan publication, Agra
- 6.. M.C.Shukla, T.S.Grewal and S.C.Gupta. Advanced Accounts.Chand & Co. New Delhi.
7. S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting.Vikas Publishing House, New Delhi.
8. Deepak Sehgal. Financial Accounting.Vikas Publishing H House, New Delhi.
9. Gupta R.L. and Radhaswamy M, Advanced Accounting & S chand & Sons, new Delhi.
10. Bhushan Kumar Goyal and HN Tiwari, Financial Accounting, International Book House
11. Dr.S.K Singh,Financial Accounting,SBPD Publication ,Indore.

Suggestive digital platforms, web links:

- 1.<http://www.ddegjust.ac.in/studymaterial/mba/cp-104.pdf>
2. <http://www.ddegjust.ac.in/studymaterial/bba/bba-104.pdf>
3. <http://www.deeppanacademy.com/pdf/cma/foundation/fundamentals-of-accounting.pdf>
- 4.<http://www.academia.edu/38623012/financialaccounting/ifrsedition2ethjerry/wevegandt>

Part D Assessment and evaluation

Suggested Continuous Evaluation Methods : Maximum Marks:100		
Continuous Comprehensive Evaluation(CCE):25 Marks, University Exam(UE)75 Marks		
Internal Assessment:	Class Test (Objective Type) or Descriptive	15
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Word seach)	2x15=30
	Total Marks	75

Part A Introduction

**SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,
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Programme: Certificate Class:B.Com 1 st Year Session 2021-22	
Subject	Business Regulatory Framework
Course Code	C1-COMA2T
Course Title	Business Regulatory Framework (Paper-II)
Course Type	Core
Pre-Requisite	Open For All
Course Objectives	To impart basic knowledge of the important business laws relevant to conduct general business activities in physical and virtual spaces along with relevant case laws.
Course Learning Outcomes	<p>The outcome of this course is</p> <p>To provide the students with practical legal knowledge of general business law issues.</p> <p>To understand the essentials of valid contract, the law of the act, consideration of the various modes, of discharge of a contract.</p> <p>To explain the various laws with regards to the sale of goods and performance of sale contract and remedial measures.</p> <p>To familiarize the students with various laws with regards to consumer protection in india and the functions of various consumer forums and .</p> <p>To understand the meaning and the various legislations with regards to the cyber laws.</p>

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Credit Value	6	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B: Content of the Course

Total No. of Lectures (In Hour Per Week)-3 Total Lectures:90		
Unit	Topic	Lectures
I	Historical background of business law in India	18
II	Contract relating to indemnity and guarantee	18
III	Negotiable instrument act 1881- general introduction of negotiable instrument(amendment) Act 2002	18
IV	General introduction of Consumer Protection Act 1986 and 2018, FEMA	18
V	Indian Partnership Act 1932- General Introduction. Limited Liability Partnership Act 2008	18
key words/Tags : Business Law, Contract, Negotiable Instrument Act 1881, Consumer Protection Act, Indian Partnership Act, Limited Liability Partnership Act		

Part C Learning Resources

1. हिन्दी ग्रंथ अकादमी, भोपाल की पुस्तक।
2. Kapoor N.D., Business Law , S.Chand Company Ltd. New Delhi.
3. Sharma J.P. And Kanojiya Sunena, Business, Law Hindi Madhyam Karyalaya Nideshalaya Delhi.
- 4.Sharma S.P., Business Law L.K.International Publishing House Pvt. Ltd., Mumbai.
- 5.Gupta Dr. O.P. Business Regulatory Framework Sbpd Publication ,Agra.



6. Varshney Ndr. G.K , Business Regulatory Framework, Sahitya Bhawan Publication, Agra.
7. Agrawal R.C व्यावसायिक नियमन रूपरेखा, Sbpd Publication ,Agra.
8. Gagele Arun Kumar Evam Agrawal B.K., Business Law , Ramprasad And Sons, Bhopal.
9. Shukla Dr.S.M. And Sahay Dr.S.P., Business Law , Sahityabhawan, Agra.

Suggested Digital Platforms, Web Links:

1. http://sdak24.com/tag/business-law-notes-hindi/#google_vignette
2. <http://www.gkpad.com/2020/09/bcom-books>
3. <http://www.geektonight.com/business-law-notes/>
4. http://www.researchgate.net/publication/331979132_text_book_on_business_law

Part D Assessment and Evaluation

Suggested Continuous Evaluation Methods : Maximum Marks:100		
Continuous Comprehensive Evaluation(CCE):25 Marks, University Exam(Ue)75 Marks		
Internal Assessment:	Class Test (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Word seach)	2x15=30
	Total Marks	75



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Part A Introduction

Programme: Degree Class:B.Com 1 st Year Session 2021-22		
Subject	Business Organization and Communication	
Course Code	CI-COMA2T	
Course Title	Business Organization and Communication (Paper-I)	
Course Type	Minor	
Pre-Requisite(if any)	(Not Required)Open For All	
Course Objectives	The objective of this course is to develop an understanding about functions of communications and challenges faced by communication and organizations with changing dynamics.	
Course Learning Outcomes	After completion of this course it is expected that the student shall understand the basics of business and will be able to imbibe how any business can be organized successfully, the chapters related communication shall be able to educate how organization plays an important role in modern business scenario	
Credit Value	6	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33



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Part B Contents Of The Course

Total No. of Lectures (In Hour Per Week)-3 Total Lectures:90		
Unit	Topic	Lectures
I	Introduction Indian traditional businesses and their organizational structures, concept of business, trade, industry and commerce, - classification, - relationship between trade industry and commerce, - business organization - concept, characteristics, importance and objectives, functions of business and social responsibility of a business- steps to start enterprises.	15
II	Forms Of Business Organization Business organization -classification-factors influencing the choice of suitable form of organization- sole tradership and partnership- meaning and definition-characteristics- advantages. co-operative organization- meaning and functions and limitations of co-operative societies.	15
III	Organizations Of Companies Concept, meaning, formation ,characteristics, and significance, of private company and public company. multinational companies(MNCs) and the challenges of their organization in India.	15
IV	Communication: definition,nature,importance,objectives of communication theories, and process- information theory, interaction theory, transaction theory, ,element of communication process,, barriers to communication,linguistic barriers, psychological barriers, interpersonal barriers,cultural barriers, physical barriers, organizational barriers.	15
V	Written Communication: Writing techniques and guidelines,letter writing- basics principles,purpose, types of business letters, report writing, types of report, drafting of reports,, oral communication: speeches for different occasions, guidelines for effective listening, job interview, types of information.	15
VI	Modern Forms Of Communication: E-Mail, Video Conference, International Communication For Global	15



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Business. Information Technology: Forms Of Technology, Uses In Modern Communication System. Role Of Social Media In Modern Business.	
key words/Tags : Businesses, Forms Of Business Organization, Companies, Communication, Written Communication	

Part C Learning Resources

Text Books

1. हिन्दी ग्रंथ अकादमी, भोपाल की पुस्तक।
- 2.T.N Chhabra, Business Communication, Himalaya Publishing, New Delhi.
- 3.K.K. Sinha Essentials of Business Communication, V.K. Global Publications Faridabad.
- 4.Dr. Ramesh Mangal-Business Communication ,Universal Publication ,Agra
5. Dr. Suresh Chandra Jain-Business Organization
6. Dr. AbhayPathak-Business Organization
7. Shakshi K. Gupta, Business Organization And Communication, Himalaya Publishing House , Mumbai.
- 8.Nolkha R.C , Business Organization And Communication,Rbd Publishing House, Jaipur.

Suggested Digital Platforms, Web Links:

Part D Assessment and Evaluation

Suggested Continuous Evaluation Methods : Maximum Marks:100		
Continuous Comprehensive Evaluation(CCE):25 Marks, University Exam(Ue)75 Marks		
Internal Assessment:	Class Test (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Word seach)	2x15=30
	Total Marks	75



GENERIC ELECTIVE SUBJECT THEORY

Part A Introduction

Programme: Certificate Class:B.com 1 st Year Session 2021-22	
Subject	Commerce
Course Code	CI-COMCIT
Course Title	Business Economics
Course Type	General Elective
Pre-Requisite	(not required)Open For All
Course Objectives	To impart basic knowledge of the important business Economics relevant to conduct general business activities.
Course Learning Outcomes	<p>Upon successful completion of this course a student will be able to</p> <ol style="list-style-type: none">1. Understand how household(Demand) and business (Supply) interact in various market structures to determine price and quantity of a good produced.2. Understand the links between household behaviour and the economic modela of demand.3.Represent Demand, in graphical form, including the download slope of the demand curve and what shifts the demand curve.4.Understan the links between production costs and the economic modela of supply.5.Understand the concept of pricing.

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	6. Analyze operations of market under varying competitive conditions.	
Credit Value	6	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Contents of The Course

Total No. of Lectures (In Hour Per Week)-3 Total Lectures:90		
Unit	Topic	Lectures
I	Historical background of Economics in india with special reference to kautilya, Definition of Economics, concept of Micro and Macro Economics, methods of Economic study, Economics law and their nature, significance of Economics, basic problem of economics.	15
II	Elasticity of demand, Concept and measurement of elasticity of demand, price, income and cross elasticity, average revenue, marginal revenue and elasticity of demand, determination of elasticity of demand, importance of elasticity of demand.	15
III	Factors of Production- Land , Labour, division of labour, efficiency of labour,, Capital, Organization and Enterprises,, The scale of production, theories of population.	15
IV	Production function and law of returns, return of scale, equal product curve analysis, market and their classification, theory of cost and concept of revenue.	15
V	Price determination under perfect competition and equilibrium of the firm, monopoly price and output determination and monopoly control, price determination under monopoly, imperfect and monopolistic competition-price determination.	15
VI	Rent Concept, Ricardian and Modern theories of rent, Quasi rent, wages concept, nominal and real wages, theories of wage determination, profit, nature, concept and theories of profit.	15



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key words/Tags : Micro Economics, Macro Economics, Production, Perfect Competition, Rent,

Part C Learning Resources

1. हिन्दी ग्रंथ अकादमी, भोपाल की पुस्तक।
2. Kenedy John, Fundamentals of Business Economics, Himalaya Publication, Nagpur
3. Singh Dr. S.K. Business Economics, Sahitya Bhawan Publication, Agra
4. Bahtiya H.I. Micro Economics, Modern Publisher, New Delhi
5. Sinha Dr. V.C. & Dr. Pushpa Business Economics Sbpd Publication, Agra
6. Mishra Dr, J.P. Business Economics Sahitya Bhawan Publication.

Suggestive Digital Platforms, Web Links

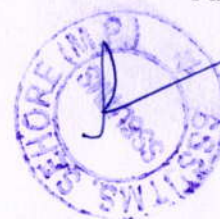
1. [http://www.icaai.edu/media/website/business%20Economics%20\(findprog\).pdf](http://www.icaai.edu/media/website/business%20Economics%20(findprog).pdf)
2. <http://www.ddeg/ust.ac.in/studymaterial/bba/bba-103.pdf>
3. <http://old.muac.in/wp-content/uploads/2020/01/FYBCOM-BUSINESS-ECO-Eng.Pdf>
4. <http://elibrary.vssdcollege.ac.in/web/data/books-com-sc/bcom1/BUSINESS%20ECONOMICS.pdf>

Part D Assessment and Evaluation

Suggested Continuous Evaluation Methods : Maximum Marks:100		
Continuous Comprehensive Evaluation(CCE):25 Marks, University Exam(Ue)75 Marks		
Internal Assessment:	Class Test (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C: Two Long Questions (500 Word each)	2x15=30
	Total Marks	75

Part A Introduction

Programme: Certificate Class: B.Com 1st Year Session 2021-22

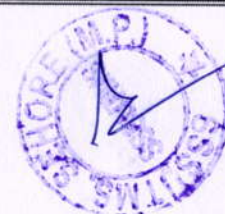


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Subject	Commerce	
Course Code	C1-COMC2T	
Course Title	Banking and Insurance	
Course Type	Elective	
Pre-Requisite	(Not Required)Open For All	
Course Objectives	To impart basic knowledge of the important banking and insurance relevant to conduct general business activities.	
Course Learning Outcomes	<p>The successful completion of this course shall enable to the students:</p> <p>To understand banking and insurance services for the economic growth of a country and importance for entire business procedure.</p> <p>To understand the banking system, banking procedure, practical banking.</p> <p>To understand the insurance system, insurance procedure, regulation of banking and insurance.</p> <p>They also shall be capable to earn employment in the field of banking and insurance.</p>	
Credit Value	6	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

Total No. of Lectures (In Hour Per Week)-3 Total Lectures:90



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Unit	Topic	Lectures
I	<p>Introduction Of Banking: Historical Background Of Banking, Definition ,Principles And Importance Of Bank. Classification Of Bank. Functions Of Commercial Banks, Structure Of Commercial Banking In India,</p> <p>Central Banking- RBI And Its Functions, Credit Control,</p> <p>Nationalization And Merger Of Banks: General Introduction To Private Banks Functioning And Usefulness Or Importance,Effects, Evaluation Of Nationalization And Merger Of Indian Banks.</p>	15
II	<p>Bank Deposits: meaning and types. features of bank accounts, procedure to open and close bank accounts(including online procedures)</p> <p>Loans And Advances: principles to sanction loans and advances. classifications of loan and advances. procedure to apply for house loan, personal loan, education loan and commercial loan.</p>	15
III	<p>Insurance: historical background of insurance, meaning elements, basics principles and importance of insurance. kinds of insurance, regulation of insurance in India.</p> <p>IRDA:Functions and its role to regulate insurance in India.</p>	15
IV	<p>Life Insurance: Historical background, meaning objectives,importance,essential elements, life insurance policyand its types. insurance proposal to policy, procedure. conditions of life insurance policies. claim filling procedures and settlement of claim..</p> <p>Life Insurance Corporation Of India: functions, progress and evaluation.</p>	15
V	<p>General Insurance: Meaning, objectives & importance, kinds of general insurance and its features, basic principles of general insurance, procedure to apply general insurance policies. claim filling procedure and settlement of claims.</p> <p>General Insurance Corporation Of India: functions, progress and structures. performance of private sector</p>	15



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	companies in general insurance sector..	
VI	Rent Concept, Recordian and Modern theories of rent, Quasi rent, wages concept, nominal and real wages, theories of wage determination, profit, nature, concept and theories of profit.	15
key words/Tags : Banking, Insurance Nationalization, Loans And Advances Progress, Regulation.		

Part C Learning Resources

1. हिन्दी ग्रंथ अकादमी, भोपाल की पुस्तक।
2. Dr. O.P. Gupta & Dr. Sudhir Kumar Sharma, Banking And Insurance, Sahitya Bhawan Publication, Agra.
3. Dr. R.L. Nolakha, Principles Of Insurance RBD Publication Jaipur
4. Dr. Kpm Sundaram & Dr. P.N. Vasherney, Banking Theory Law And Practice, S.Chand & Sons, New Delhi
5. Sharma, Jain And Dyal Insurance Principles And Practices, Himalaya Publishing House, Nagpur.

Suggestive Digital Platforms, Web Links

1. http://www.universityofcalicut.info/SDE/banking_on19may2018.pdf
2. <http://www.gdcboysang.ac.in/about/droid/uploads/b15thsembcom.pdf>
3. http://ebooks./pude.in/managements/bba/term_5/DMGT303_BANKING_AND_INSURANCE.pdf
4. <https://www.subhshiv.in/2021/03/birna-avm-bank-ke-prakar-noises-pdf.html>

Suggested Continuous Evaluation Methods : Maximum Marks:100		
Continuous Comprehensive Evaluation(CCE):25 Marks, University Exam(Ue)75 Marks		
Internal Assessment:	Class Test (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C: Two Long Questions (500 Word seach)	2x15=30
Total Marks		75



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Part A Introduction

Programme: Certificate Class: B.Com 1 st Year Session 2021-22	
Subject	Commerce
Course Code	C1-COMBIT
Course Title	Business Mathematics (Paper-II)
Course Type	Core 1
Pre-Requisite	(Not Required)Open For All
Course Objectives	To impart basic knowledge of the important business mathematics relevant to conduct general business activities.
Course Learning Outcomes	<p>The outcome of this course is</p> <p>To apply basics terms of integration in solving practical problems field of as of business.</p> <p>To explain basic methods of business calculus, types of methods of interest account and their basic applications in practice.</p> <p>To solve problem in the areas business calculus, simple and compound interest account, use of compound interest account, loan and consumer credit.</p> <p>To discuss effects of various types and methods of interest account.</p> <p>To connect acquired knowledge and skills with practical problems in economic practice.</p>



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Credit Value	6	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content of The Course

Total No. of Lectures (In Hour Per Week)-3 Total Lectures:90		
Unit	Topic	Lectures
I	Brief History Of Vedic Mathematics In Indian Knowledge Tradition, Methods and Practice of Quick Calculation Of Addition , Multilpication, Division, Square and Square Root Of Numbers Through Vedic Mathematics, Method Of Quick Verification Of Answers From Digit Sum.	10
II	Riles for sign in Algebra and practice, rules for calculation (BODMAS) and practices, Simultaneous Equations- Meaning, charateristics, types,calculations(with word problems)	15
III	Theory of indics (premilinary knowledge only formule), lagorithms and antilagorithms- principles and calculations, percentage.	15
IV	Ratio, Proportin, Discount,Brokerage.	20
V	Commission, Average,Profit and Loss	15
VI	Simple Interest, Compount Interest	15
key words/Tags : Vedic Mathematics, Lagorithms,Simultaneous Equatuions,Ratio, Proportion, Discount, Brokerage, Commission, Average, Interest.		

Part C Learning Resources

1. Mager Dr. Abhilasha, Business Mathematics, Himalaya Punlication, Mumbai.
2. Sancheti and Kapoor , Busuness Mathematics, S.Chand and Sons, New Delhi.



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3. Shirma J.K. Business Mathematics, I.K. International Pvt. Ltd. New Delhi
4. Kumar Mritunjay Business Mathematics, S.Chand and Sons, New Delhi.
5. Agrawal Dr. Mahesh, Business Mathematics, Ramprasad and Sons, New Delhi.
6. Gourav Tekriwal, Maths Sutra, Pengiun Books, Gudgao

Suggestive Digital Platforms, Web Links

1. <http://www.gkpad.com/2020/09/bcom-books/>
2. <http://www.ignouhelp.in/ignou-bcoc-134-study-material/>
3. <http://icmai.in/upload/student/syllabus-2012/studymaterialnew/foundation-paper4-revised>.
4. <http://www.youtube.com/channel/UCKYHuQs6wk16EuxliDw-w>
5. <http://www.youtube.com/watch?v=-kxpwlzUes&t=816s>
6. <http://www.youtube.com/results?searchquery=virtual+class+mp+higher+education>
7. <http://www.himpub.com/docupments/chapter1756.pdf>

Part D Assessment and Evaluation

Suggested Continuous Evaluation Methods : Maximum Marks:100		
Continuous Comprehensive Evaluation(CCE):25 Marks, University Exam(Ue)75 Marks		
Internal Assessment:	Class Test (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Word seach)	2x15=30
	Total Marks	75

Part A Introduction

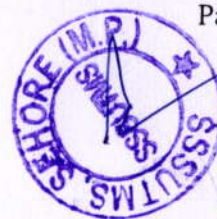
Programme: Certificate Class:B.Com 1st Year Session 2021-22

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**SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,
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Subject	Advertising Sales Promotion and Management	
Course Code	M1-ASPM2T	
Course Title	Sales Promotion	
Course Type	Paper-II	
Pre-Requisite	Elective	
Course Objectives	Open For All	
Course Learning Outcomes	To impart basic knowledge of the important sales promotion relevant to conduct sales activities.	
	Student will be able to understand-	
	The meaning and importance of Sales Promotion, types, tools and programme of sales promotion, sales promotion-result to increase of sales of organization	
Credit Value	6	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

Total No. of Lectures (In Hour Per Week)-3 Total Lectures:90		
Unit	Topic	Lectures
I	Historical background of sales promotion in india,nature and importance of sales promotion,-definition, functions and limitation, objectives, sales promotion budget, role in marketing.	15
II	Forms Of Sales Promotion-Consumer Oriented, Trade	20



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	Oriented,, Sales Force Oriented.	
III	Major tools of sales promotion- sample, display, and demonstration, fashion shows, sales contest,lotteries, goft, offers, rebate, rewards.	20
IV	Sales Promotion- requirement identification,designing,of sales promotion campaign, involvement of salesmen and dealers, outsourcing sales promotion,national and international promotion,strategies coordination within the various promotion techniques.	20
V	Developing sales promotion programme,pre-testing implementing evaluation of result and making necessary modifications.	15
key words/Tags : Sales Promotion, Forms Of Sales Promotion, ,Promotion Strategies, Salesmen.		

Part C Learning Resources

- 1 . Rosan -Management Sales Force- Mcgraw Hills
- 2.Ane Coughlan, Erin Anderson- Marketing Channels- Sten & Adel E I - Ansary, Pearson
3. Sachin Bert- Professional Approach To Modern Salesmanship- Mcgraw Hills
- 4.Shh Kazmi, Satish K. Batra, Advertising And Sales Promotion- Mcgraw Hills
5. Sanjay - Advertising And Sales Promotion- Sbpd Agra.
6. Taylor John 1978. How To Start And Succeed In A Business Of Your Own.P.290
7. Dr. A,C Jain And Niraj Singh Advertising And Sales, Sbpd Agra
8. Belch & Belch- Advertising And Promotion Tata Mcgraw Hills
9. Kotler, Philip And Armstrong, Gary, Principles Of Marketing, Prentice Hall.2.Buskirk,
Selling: Principles And Practice, Mcgraw Hills 3. Futrell, Harls Sales Management, South Ewstern College.
10. Walker, Stanton, Pandit Ajay, Marketing, Mcgraw Hills, Sa Chunawalla- Advertising , Sales And Promotion Management, Himalaya Publication,

Suggestive Digital Platforms, Web Links

- 1.[http:// raventools.com/blog/8-link-marketing-techniques-for-smbs/](http://raventools.com/blog/8-link-marketing-techniques-for-smbs/)
2. <http://www.calsscentral.com/course/sales- marketing-alignment-9729>



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SEHORE**

3.<http://www.courseera.org/specializations/the-art-of-sales-mastering-the-selling-process>

PART D ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Methods : Maximum Marks:100 Continuous Comprehensive Evaluation(CCE):25 Marks, University Exam(Ue)75 Marks		
Internal Assessment:	Class Test (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Word seach)	2x15=30
	Total Marks	75



**SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,
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Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22		
Subject	Commerce(Office Management And Stenography)	
Course Code	M1-OFMS2T	
Course Title	Fundamentals Of Stenography	
	Paper-I	
Course Type	Elective	
Pre-Requisite	No Pre-Requisites	
Course Objectives	To impart basic knowledge of the important stenography and practices relevant to office activities.	
Course Learning Outcomes	<p>Student will be able to -</p> <ol style="list-style-type: none"> 1.The basic concept of stenography with grammalogues and logogram 2. understand the basic concept of circle and loops in stenography. 3. understand and practice the use of initial and final books, hakving and doubling principle. 4. understand and apply essentials vowels, prefixes and suffixes. 5.apply advaced phrases 	
Credit Value	4	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

B.COM IST YEAR w.e.f.2021-22

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SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,
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Total No. of Lectures (In Hour Per Week) Total Lectures: L:T:P=4:0:0		
Unit	Topic	Lectures
I	Introduction Of Stenography- meaning, importance, & objectives of stenography, definition of consonants, classes of consonants, joining of strokes. definition of vowels, types of vowels, places of vowels, position of vowels grammalogues, alternative sign of R and H , diphthongs, phraseography.	20
II	Circle, Loops and Hooks- Circle, Strokes, Loops: Rules Of Circle S/Z, Rules Of Strokes S/Z, Large Circle: SW, SS And SZ, Loops-ST STR And Their Difference. hooks: use of iniotial hooks to straight strokes and curves, alternatives forms for fr vr, etc. intervening.	12
III	Other Hooks And Loops, The Halving And Doubling Principle- other hooks and loops: "n" and "f" hooks, circle and loops to final hooks, the shun hooks, the aspirate. the halving and doubling principles: the halving principl section-I and II, the doubling principle, upward and downward r, l, and sh.	12
IV	Essentials Vowels, Prefixes And Suffixes: essential vowels, diphonic or two vowels signs, medial semicircle prefixes and suffixes.	8
V	Contractions: contractions general and special contraction, intersection, advanced phreseography. practice of above subject matter for speed dictation.	8
key words/Tags : Consonants, Vowels, Dophtongs, Circle, Loops, Hooks, Halving Principle, Doubling Principle, Prefixes , Suffixes Contraction		

Part C Learning Resources

Suggested Readings:

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1. Sir ISAAK Pitman, Si Isak Pitman & Sons Ltd. Pitman House Latest Edition
2. Pitman Shorthand Instructor And Key Pitman, Pitman House Latest Edition
3. Aiyer K.S.Reporter's Phrase Book, A.H. Wheeler Publications, Latest Edition
4. Bahtia, R.C." Principle Of Shorthand Theoty" G.Lal& Co. Latest Edition
- 5.Hindi Sanket Lipi, Rishilal Agrawal, Shri Vishnu Art Press, Allahabad.

Suggestive Digital Platforms, Web Links

- 1.[http:// cbseacademic.nic.in/webmaterial/ curriculum/vocation/2018 study materialXII shorthandenglish.pdf](http://cbseacademic.nic.in/webmaterial/curriculum/vocation/2018_study_materialXII_shorthandenglish.pdf)
2. <http://panotbook.com>
- 3.<http://epustakalay.com>

PART D ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Methods : Maximum Marks:100		
Continuous Comprehensive Evaluation(CCE):25 Marks, University Exam(Ue)75 Marks		
Internal Assessment:	Class Test (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Word seach)	2x15=30
	Total Marks	75



Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22		
Subject	Commerce(Office Management And Stenography)	
Course Code	MI-OFMS2P	
Course Title	Fundamentals Of Stenography Paper-II	
Course Type	Elective	
Pre-Requisite	No Pre-Requisites	
Course Objectives	To impart basic knowledge of the important stenography and practices relevant to office activities.	
Course Learning Outcomes	<p>After completing the course student shall be able to:</p> <ol style="list-style-type: none"> 1. Get the proficiency of typing on computer through touch method. 2. Get the proficiency of typing official correspondence and manuscript matter using signs and symbols. 3. Get the proficiency in typing stenography transcriptions. 	
Credit Value	2	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

B.COM IST YEAR w.e.f.2021-22


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 & Medical Sciences Sehore (M.P.)



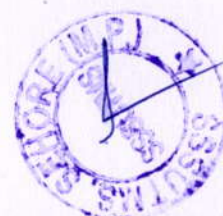
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Total No. of Lectures (In Hour Per Week) Total Lectures: L:T:P=:0:0:2		
Unit	Topic	Lectures
I	Acquire knowledge about the computer hardware: identify the computer hardware, demonstration of the computer peripherals, uses of computer peripherals and their operating system, connect the computer accessories.	
II	Recognize the various types of computer keys, demonstrate all types of computer keys and its operation, practice on key board for touch and sight typewriting with speed and accuracy(use proper spacing and punctuations) in the rate of 40 w.p.m., practice of official correspondence in proper manner, practice of typing manuscript(using manuscript sign and symbols for editing / amendment)	
III	Practice of dictation of unseen passage from pitman shorthand instructor at the speed of 80 w.p.m and transcribe on computer.	
IV	Practice of dictation of unseen passage from shorthand magazines, newspapers etc. at the speed of 80 w.p.m and transcribe on the computer.	
key words/Tags : Computer, Hardware, Peripherals, Operating System, Keys, Sight Typewriting, Manuscript, Dictation, Pitman Shorthand Instructor.		

Part C Learning Resources

Suggested Readings:

1. Sir ISAAK Pitman, Si Isaak Pitman & Sons Ltd. Pitman House Latest Edition
2. Pitman Shorthand Instructor And Key Pitman, Pitman House Latest Edition
3. Aiyer K.S.Reporter's Phrase Book, A.H. Wheeler Publications, Latest Edition
4. Bahtia, R.C." Principle Of Shorthand Theoty" G.Lal& Co. Latest Edition



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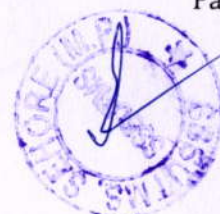
5.Hindi Sanket Lipi, Rishilal Agrawal, Shri Vishnu Art Press, Allahabad.

Suggestive Digital Platforms, Web Links

- 1.http://cbseacadmics.nic.in/webmaterial/curriculum/vocation/2018_study_materialXII_shorthandenglish.pdf
2. <http://panotbook.com>
- 3.<http://epustakalay.com>

PART D ASSESSMENT AND EVALUATION

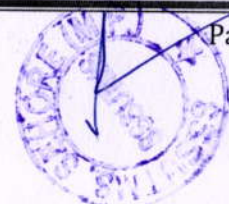
Suggested Continuous Evaluation Methods : Maximum Marks:100			
Internal Assessment:	Marks	External Assessment	Marks
Class Interaction/ Quiz	10	Viva Voce On Practical	15
Attendance	5	Personal Record File	10
Assignments(Charts/ Model/ Seminar/ Rural Service/ Technology Dessimation/ Report Of Excursion/ Lab Visits/	10	Table Work/ Experiments	50
		Total Marks	75



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Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22		
Subject	Computer Application	
Course Code	SI-COAP2T	
Course Title	Data Processing Software	
Course Type	Core Course	
Pre-Requisite	At least intermediate in any course/ stream	
Course Objectives	To impart basic knowledge of the computer and practices relevant to office activities.	
Course Learning Outcomes	<p>On the completion of this course Student will be able :</p> <ol style="list-style-type: none"> 1. understand the basic concept of various application of software. 2. to gain knowledge of ms word, excel, access and power point. 3.to apply acquired knowlwdge in office administration tasks. 4.to study various methods of formatting of documentation and use of spreadsheet. 5.to develop and enhance presentation skills using powerpoint 	
Credit Value	4	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33



Part B Content Of The Course

Total No. of Lectures-60 (In Hour Per Week)2 Total Lectures: L:T:P=2:0:0		
Unit	Topic	Lectures
I	MS Window: Introduction To Ms Windows, Features Of Windows, Various Versions Of Windows & Their Use, Working With Windows, My Computer & Recycle Bin, Desktop Icons And Windows Explorer, Screen Description, & Working Syle Of Windows, Dialog Boxes,& Toolbars, Working With Files& Folders, Shortcuts And Autostarts, Accessories And Windows Setting Using Control Panel, Start Button,7 Program Lists, Installing New Hardware And Softwares.	20
II	Basics Of Ms Word: Creating Word Dopcument, Entering Texts, Editing Document Texts, Selecting Texts, Copying And Moving Texts, Applying Texts, Text Enhancement, Applying Fonts, And Fonts Styles, Is Word, Highlighting Texts For Distnictive Look, Aligning And Formatting, , Aligning Text Using Identification Options, Setting Line Specing, Options, Uusing Tabs, Creating Lists, Numbers And Symbols, Numbring And Bullets, Creating Special Characters, Replacing And Chacking Texts, Creating And Applying Frequently Used Texts, Finding And Replacing Texts, More About Spelling And Grammer And Using Threasures, Command Getting, Print Using Print Preview, Changing Page, Orientation And Paper Size, , Aligning Texts, Vertically, Setting Margin Advanced Formatting Techniques In Words.columns, revising column, structures,, constructing high quality tables, creating and revising tables, modifying tables, table structure, formatting table, creating outlines, in word using templates, use of mail merge, in microsoft words.	12
III	MS Access: concept and terms,: database table, relational database, records, fields, controls, & objects, queries forms, reports, properties, wozards, macros, ,MS access requirements, starting & gutting MSAccess, ms access workplace, , tools& views, creating database, & tables with & without wizards, field name, data types and properties, , adding and deleting fields, renaming fields, & their caption, resizing fields, freezing column , primary key fields, & inde3xing fields,, Ms Access Forms: form wizard, saving & modifying forms,	12

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	<p>entering and editing data, finding, sorting, displaying data, creating queries, using select queries, and wild cards.</p> <p>Ms Reports: Creating Reports, Previewing Reports, Printing Reports, Modifying & Saving Reports, Relational Database, Ddefinition. Purpose Creation, Viewing, Deleting, Expressions, Creat Pivot Table Of Pivot Charts View In And Access Desktop Database.</p>	
IV	<p>Creating Excel Worksheets: Entering and editing cell entries, excel application window, workbook and worksheets, moving the cell pointer, entering texts and numbers, revising texts, and numbers, working with numbers: creating formule, formatting number, chnging worksheet laout; adusting column width and row height, inserting and deleting rows, columns, i9nserting and deleting cells, moving and copying cells, contents, numbering worksheets,, selecting worksheets, copying and moving worksheets inserting and deleting worksheets, other formatting options, : aligning, text, border and colour, printing in excel, print preview, changing page setup, checking worksheet spelling.</p>	8
V	<p>Creating Powerpoint Presentations: Creating a basic presentation, building presentations, modifying visual elements, formatting and checking text, adding objects, applying transitions, animation effect and linking, preparing handouts.</p>	8
<p>key words/Tags : MS.Word, MS Excel, Power Point, MS Access.</p>		

Part C Learning Resources

Suggested Readings:

1. Microsoft Office 97: Will Trasin, Gini Courter ,Annette Marquis, Bpb Publication.
2. Microsoft Office 2000 : Gini Courter ,Annette Marquis, Bpb Publication
3. Ms Office 2000 For Everyone, Saxenqa Sanjay, S.Chand
4. Writer Guide To Microsoft Word: Kari Holliway



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5. Access 2016 Bible: Michel Alexendaer, Richard Kusleika

Suggestive Digital Platforms, Web Links

1. [http:// www.webbucator.com/ how-to/ how-use-mail-merge- microsoft-word.cfm](http://www.webbucator.com/how-to/how-use-mail-merge-microsoft-word.cfm).
2. [http://support.microsoft.com/en-us/office/ create-pivottable-or-pivot-chart-views-in-an-access-desktop-database-83e52df](http://support.microsoft.com/en-us/office/create-pivottable-or-pivot-chart-views-in-an-access-desktop-database-83e52df).
3. <http://youtube.com/watch?v=Zv3XMBb3V6A>

PART D ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Methods : Maximum Marks:100		
Continuous Comprehensive Evaluation(CCE):25 Marks, University Exam(Ue)75 Marks		
Internal Assessment:	Class Test (Objective Type) or Descriptive	15 Marks
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
External Assessment: University Exam Section :75 Marks Time :2 Hours	Section A: Three Very Short Question (50 Word Each)	3x3=9
	Section B: Four Short Questions (200 Words Each)	4x9=36
	Section C:Two Long Questions (500 Word seach)	2x15=30
	Total Marks	75

**SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,
SEHORE**

Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22		
Subject	Computer Application	
Course Code	SI-COAP2P	
Course Title	Data processing software (practical)	
Course Type	Core Course	
Pre-Requisite		
Course Objectives	To impart practical knowledge of the computer and practices relevant to office activities.	
Course Learning Outcomes	<p>On the completion of this course Student will be able :</p> <ol style="list-style-type: none"> 1. Understand the basic concept of various application of software. 2. To gain knowledge of MS Word, Excel, Access And Power Point. 3.To apply acquired knowledge in office administration tasks. 4.To study various methods of formatting of documentation and use of spreadsheet. 5.To develop and enhance presentation skills using powerpoint 	
Credit Value	2	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33



Part B Content Of The Course

Practical lab will be conducted based on the theory syllabus		
t	Topic	
	<p>MS Office Practical</p> <ol style="list-style-type: none"> 1 To creat a docupment and insert header and footer, page title, page numbers 2. Insert table, picture. clip art and chart into the docupment 3. To creat docupment for writting mathematicla equations. 4.Creat document , set the margins, orientation, size, column, water mark, page colour and page border. 5. To creat document using small merge by connecting data base 6. To print an invitation leetr using mail merge. 7. To design a table, form and report in access. 8. To design queries and macro access. 9. To get external data from llswhere and move to access. 10. To Access data base, generate report and label. 11.To encrypt data base with pass word in access 12. Creating editing saving, printing, securing, & protecting, operations of excel spreadsheets. 13. To prepare different types of charts in excel. 14. To creat student data for identify and along with photo, sign, etc. and print it. 15. To creat bar chart & pie chart in excel for analysis of five year result of your institute. 16. To prepare attendance sheet of 10 students for any 6 subjects of your syllabi to claculate their total attendance , total percentage, of attendance, of each students & average of 	30



attendance.	
17. To creat pivot table using multiple source of data excel.	
18. Applying them and layout to powerpoint slides and inserting.	
19. To creat powerpoint slides make using transitions and animation, working with mastyer slides.	
20 To creat a professional slide for presentation in powerpoint.	
key words/Tags : Ms.Word, Ms Excel, Powerpoint, Ms Access.	

Part C Learning Resources

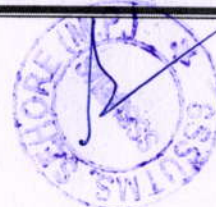
Suggested Readings:

1. Microsoft Office 97: Will Trasin, Gini Courter ,Annette Marquis, Bpb Publication.
2. Microsoft Office 2000 : Gini Courter ,Annette Marquis, Bpb Publication
3. Ms Office 2000 For Everyone, Saxenqa Sanjay, S.Chand
4. Writer Guide To Microsoft Word: Kari Holliway
5. Access 2016 Bible: Michel Alexendaer, Richard Kusleika

Suggestive Digital Platforms, Web Links

- 1.[http:// www.webbucator.com/ how-to/ how-use-mail-merge- microsoft-word.cfm](http://www.webbucator.com/how-to/how-use-mail-merge-microsoft-word.cfm).
2. [http://support.microsoft.com/en-us/office/ create-pivottable-or-pivot-chart-views-in-an-access-desktop-database-83e52df](http://support.microsoft.com/en-us/office/create-pivottable-or-pivot-chart-views-in-an-access-desktop-database-83e52df).
- 3.<http://youtube.com/watch?v=Zv3XMBb3V6A>

PART D ASSESSMENT AND EVALUATION



**SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,
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Suggested Continuous Evaluation Methods : Maximum Marks:100			
Internal Assessment:	Marks	External Assessment	Marks
Class Interaction/ Quiz	10	Viva Voce On Practical	15
Attendance	5	Personal Record File	10
Assignments(Charts/ Model/ Seminar/ Rural Service/ Technology Dessimation/ Report Of Excursion/ Lab Visits/	10	Table Work/ Experiments	50
		Total Marks	75



**SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,
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Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22		
Subject	Commerce(Office Management And Stenography)	
Course Code	MI-OFMSIT	
Course Title	Office Organization and Management	
Course Type	Elective	
Pre-Requisite	No Pre-Requisites	
Course Learning Outcomes	<p>To course would empower the students to develop the idea about the office environment and its working of daily life . after completing the course, student should be able to:</p> <p>CO1. understand about the nature and scope of office management.</p> <p>CO2. acquire the knowledge of administrative arrangements and facilities of an office.</p> <p>CO3. acquire the knowledge of modern office environment to work.</p> <p>CO4. understand the system procedures and methods of office.</p> <p>CO5. acquire the overview of office control and other miscellaneous dimensions of management.</p>	
Credit Value	4	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course



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Total No. of Lectures (In Hour Per Week) Total Lectures: L:T:P=:0:0:2		
Unit	Topic	Lectures
I	<p>Nature and Scope Of Office Management:</p> <p>historical background and tradition of indian values in office management, meaning of office , functions of modern office (primary functions, administrative and managerial functions) importance of office and office management , modern office organization(definition, principles, steps in office organization, organizational charts) nature and scope of office services , decentralization , centralization, of office services office management (elements of office management, major processes of office management , departmentalization of office office manager(qualification and status , functions)</p>	
II	<p>Administrative and Arrangements of facilities:</p> <p>Office accommodation and its importance,, locations of office, choice of locations,(urban vs suburban, factors to be considered in selecting the site) , securing office space, office layout, (objectives and principles,vastu shastra: all overview steps in layout planning, advantages of good layout, open office and private office , steps in moving office .</p>	
III	<p>Modern Office Environment:</p> <p>Components of office environment, interior decoration(color conditioniong, floor covering, furnishing,) furniture and fixtures(type of furniture, choice across furniture, of different materials, principles governing selection of furniture) lighting and alternative energy, ventilation, noise(internal) noise externsal), cleanliness, sanitation and health, sagety and security, time and motion study, exterior environment of the office, human environment(work-life balance</p>	
IV	<p>Office System And Equipments:</p> <p>meaning of office system, difference between systems, procedures and methods, major office system and procedures advantages and limitation of office system, office manual(importance and types) work flow chart(problem in the flow of work, use of flow charts,</p>	



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	office equipments(introduction to office equipments and machines, , importance and utility of office equipments , kinds of office machine, advantages of office machines, installation, handling and maintenance of office machines, office communication machines and their barriers, security of office machines and equipments, modern office equipments and their importance, office equipments and human productivity , efforts of automation and office establishments and its cost effectiveness.	
v	Office Control And Appraisal: Office Control: meaning and definition, need), time keeping, importance of time keeping, and punctuality in office motivation, through economic and non economic factors, personnel management- recruitment to retirement(an overview), supervision.coordination, brief of supervision.coordination	
key words/Tags : office management , office services , office organization,, departmentalization, accommodation, location, layout,vastu shastra, office environment, time and motion study, work-life balance, office system, office equipments, work flow chart, human productivity, office control and appraisal, time keeping, motivation, supervision.coordination, supervision.coordination.		

Part C Learning Resources

Suggested Readings:

- 1.Aswathappa,K Organizational Behavior, Himalaya Publishing , House New Delhi 2018.
2. Balachandran, V, And Chandrashekhra , V. Office Management ,Tata Mcgraw Hills Education Private Limited, New Delhi,2009.
3. Bhatiya R.C.Karyalay Pravandh (Office Management)_ Atlantic Publishers And Distributers(P) Ltd. New Delhi 2017
4. Chopra R.K. And Gouri Priyanka (Office Organization And Management) Himalaya Publishing House Delhi 2017.



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SEHORE**

Suggestive Digital Platforms, Web Links

1. http://cbseacademic.nic.in/webmaterial/curriculum/vocation/2018_study_materialXII_shorthandenglish.pdf
2. <http://panotbook.com>
3. <http://epustakalay.com>

PART D ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Methods : Maximum Marks:100			
Internal Assessment:	Marks	External Assessment	Marks
Class Interaction/ Quiz	10	Viva Voce On Practical	15
Attendance	5	Personal Record File	10
Assignments(Charts/ Model/ Seminar/ Rural Service/ Technology Dessimation/ Report Of Excursion/ Lab Visits/	10	Table Work/ Experiments	50
		Total Marks	75

Subject -Tourism & Travel Management

Course Title- Tporism Product In India

Course Code -M1-TNTA2T





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Part A Introduction			
Program U.G, Level Certificate	Class: UG I Year	Year 2021	Session :2021-2022 onwards
Subject :BOTANY			
1	Course Code	S1-BOTA2G	
2	Course Title	Herbal Cosmetics	
3	Course Type(Core Course/Elective/Generic Elective Vocational)	Elective	
4	Pre- requisite (if any)	This course can be opted as an elective by the students of all faculty/ open for all	
5	Course Learning outcomes (CLO)	<ul style="list-style-type: none"> Students will learn about raw materials used in herbal cosmetics including the skin and hair care, herbal products and their evaluation. Students can seek the opportunity of setting up their own business of herbal cosmetics after this course. 	
6	Credit Value	04 credits	
7	Total Marks	Marks 25 Max +75	Minimum Passing Marks: 17
Part B- Content of the Course			
Total no of Lectures –15Hrs.(01 hours per week)			
Total No. of Lectures:15			
	Topics	No. of Lectures	
I	<ul style="list-style-type: none"> COSMETICS- Classification and categories Brief history of herbal cosmetics Difference between herbal and synthetic cosmetic products benefits of herbal cosmetic products Challenges in formulating herbal cosmetics. 	15	
II	<ul style="list-style-type: none"> Raw materials, machinery and equipment's used in preparation of herbal cosmetics Processes used in the manufacture of herbal cosmetics Plants used in skin care products like scrub, ubtan packs, moisturizer etc. Plants used in hair products like oil, shampoo, conditioner hair tonic etc 	15	
III	Preparation of- Scrub, face packs, vanishing cream, face wash, soap, moisturizer, talcum powder, sunscreen. Preparation of- shampoo, hair oil, hair conditioner, hair dye. Preparation of- toothpaste, tooth powder, Kajal. Nail polish, lipstick lip balm, deodorant, shaving cream, after shave solution	15	

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VI	<p>Introduction to Aromatherapy, plants used in aromatherapy</p> <ul style="list-style-type: none"> • Methods of extraction of essential oils • Sanitary practices in cosmetics manufacturing • Basic ideas of storage of raw materials, pre production preparations production management packaging and labeling, marketing and pricing of herbal cosmetics. • Quality assurance, ISO certification. 	15

PART C-Learning Resources

Text books, Reference Books,Other resources

Suggested Readings:

1. Beetle Andre (1985) Six Essays in Comparative Sociology, Oxford University Press, and New Delhi.
2. Chauhan.B.R.(2018)Indian Village, Raw atPublication, Jaipur
3. Marriott MC Kim (2017) Village India: Studies in the Little Community, Raw at Publication, Jaipur.
4. Becerra MC (2019) Tribal Language Literature and Folklore, Raw at Publication, Jaipur
5. Indira Deva (2018) Society and culture in India, Raw at Publication, Jaipur
6. Mincer J. (1991) The Caste System Upside Down, Ind Gupta (ED) Social Stratification Oxford University Press, New Delhi
7. Giddens.A.(2006) Sociology (5thed) Oxford University Press, London.
8. Radcliffe BrownA.R.(1976). Structure and Function in Primitive Society, Cohen and West London.
9. Goode.William.J.(1977) Principles Sociology, McGraw Hill. America.
10. Sharma.Y.K.(2007) Indian Society :Issues & Problems,Laxmi Narayan Agarawal,Agra.
- 11 Classification of cosmetic raw materials and adjuncts IS3958 of Indian standard
- 12 Smith R.V. Stewart J.T.text book of bio pharmaceutical analysis.
- 13 Drugs and cosmetics acts and rules Govt. India publications
- 14 Panda h the complete technology book on herbal perfumes and cosmetics.
- 15 Guenther Ernest VOL I the essential oils ingram short title (2007)

Part D-Assessmentand Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks:100

Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks

Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation(CCE):25	Assignment/Presentation	10
		TOTAL MARKS 25
External Assessment:	Section (A): Three Very Short Questions(50Words Each)	03 x 03=09
University Exam Section: 75	Section(B): Fore Short Questions(200Words each)	04 x 09=36
Time:02.00 Hours		



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	Section(C): Two Long Questions(500Words Each)	02 x 15=30 Total 75
Any remarks suggestions:		

B.COM IST YEAR w.e.f. 2021-22

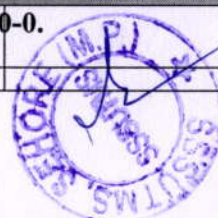
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Program U.G, Level Certificate		Class: UG I Year	Year 2021	Session :2021-2022
SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES, SEHORE				
Subject :CHEMISTRY				
1	Course Code	SI-CHEMIG		
2	Course Title	CHEMISTRY IN EVERY DAY LIFE		
3	Course Type(Core Course/Elective/Generic Elective Vocational)	Elective		
4	Pre- requisite (if any)	This course can be opted as an elective by the students of all faculty/ open for all To study this course a student must have had the subject		
PART A : Introduction				
Program	Certificate	Class	UG	Year
			I	2021-2022
		Subject : Computer Application		
1.	Course Code	SI-COAP1G		
2.	Course Title	Computer Fundamentals		
3.	Course Type (Core Course/Elective/Generic Elective/Vocational)	Elective		
4.	Pre-Requisite (if any)			
6	Credit Value	04 credits		
7	Total Marks	Max marks 25 +75		Minimum Passing Marks: 33
5.	Course Learning Outcomes(CLO)	On the Completion of this course, Students will be able:		
Total no of Lectures –15Hrs.(01 hours per week)		Total No. of Lectures:15		
	Topics	No. of Lectures		
I	<p>Ancient chemistry- Chemistry in ancient India, assigned official work with ease.</p> <ul style="list-style-type: none">Alchemy- construction material in ancient times like pottery, Bricks, cements Minerals.Discovery and uses of glass, cosmetics and perfumes paper & ink. <p>Metal extraction in ancient time, fiber cloth and dyeing chemistry in ancient times.</p> <p>Basic introduction of chemistry- Elements up to (atomic no.36) atoms, molecules, compounds.</p> <p>Keywords/ tags: ancient chemistry, alchemy, glass, metal extraction ,atoms molecules.</p>	12		
II	<p>Acids, bases and salts in Daily Life</p> <ul style="list-style-type: none">Definition of acids, bases, and neutral substance, Ph. scale <p>Theory-4 Credits</p>	12		
6.	<p>Sources and use of</p> <ul style="list-style-type: none">Acids – hydrochloric acid, acetic acid (vinegar) ascorbic acids, carbonic acid, sulfuric acid, tartaric acid, citric acid.Bases- sodium hydroxide, magnesium hydroxide calcium hydroxide, ammonia	Min. Passing Marks :33		
7	<p>Total Marks</p> <p>Max. Marks : 25+75</p>			
Part B:Content Of the Course				
Computer Fundamentals				
Keywords/ tags: acids, bases, salts neutral substances, Ph.				
Total No. of Lectures :60 (2hrs/lecture per week):2-0-0.				
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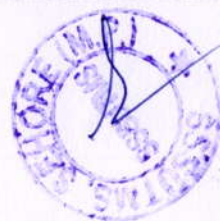
Module	Topics	No. of Lectures
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I	<p>Knowing computer :what is computer ,basic applications of computer ,components of computer system, Modern central Processing unit (CPU), video display unit, keyboard and mouse ,optical storage devices ,basic of hard drive, concept of hardware and software ,concept of computing ,data and information ,application of information ,Electronics and communication Technology, connecting keyboard ,mouse, monitor and printer to CPU and checking power supply.</p> <p>Computer software & Its types : System software ,application software ,types of Operating System, role of operating system, Utility programs ,packages, Communication software ,commonly used software.</p>	12
II	<p>Operating computer using GUI based Operating System :what is an Operating System ,basics of Popular Operating System ,the user interface ,basics of O.S. setup, common utilities .</p> <p>MS Windows Operating System: Definition and functions ,basic components of windows ,Icons, Desktop ,Taskbar, Notification area ,Files and folders ,Start menu, operation ,my computer ,network neighborhood , recycle bin ,windows explorer creating copying ,moving and deleting files ,setting wall papers ,changing the mouse ,pointer, paint notepad ,setting date time ,screen saver ,and appearance .Using Mouse ;using right button of the mouse and moving Icons on the screen, use of common icons ,status bar ,using Menu and Menu selection ,Running an application viewing of file ,folder and directories ,Creating remaining of files and folder, opening and closing of different windows using help ,creating short cuts using windows accessories .</p>	12
III	<p>MS Word :Introduction ,windows 2007 Interface ,customizing the word Application ,Document views ,Creating & editing documents . Selecting ,deleting ,replacing text ,copying text to another file .Insert ,formatting using Bullet and Numbering in paragraph ,checking spelling ,Line spacing ,Margins ,space before and after paragraph. Basic formatting in MS Word 2007 , Advanced Formatting , Navigating through a word document, performing a mail Merge ,A quick Look at Macros , printing documents ,print preview.</p> <p>Excel 2007 : Introduction , Workbook ,Worksheet ,Formatting in excel .</p>	12



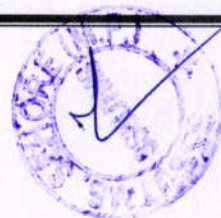
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	MS Power Point : Introduction ,creating a presentation .	
IV	<p>Introduction to Internet ,WWW and Web browser :Basics of computer networks ,LAN,WAN ,concept of Internet ;Application of Internet ,connecting to internet ,What is ISP ,knowing the Internet ,basics of internet connectivity related troubleshooting ,Web Browsing software ,speech Engines , Understanding URL, Domain Name ; IP address ,using e governance website .</p> <p>Basic of electronic mail ,getting an email account , sending and receiving emails ,accessing sent emails ,using emails documents collaboration .Instant messaging,Netiquettes (Internet etiquette).</p>	12
V	<p>Useful Google tools such as drive ,sheet ,doc, meet, etc Firewall ,computer Virus and Antivirus Software ,Internet Security & privacy Basic of Electronics data Interchange (EDI) and Electronics payment system (EPS) ,types of Payment system , Digital cash ,Electronic Cheque , Smart Card ,Introduction to Digital Signature and Digital Certificate s.</p>	12
<p>Keywords /Tags :Programming, C++,Data Structure, Expressions, Control ,File Handling, Arrays, Stack, Queue, Linked List, Tree, Graphs, Structure, Union, Search, Algorithm.</p>		



PART C: Learning Recourses

Textbooks, References Books, Other Recourses



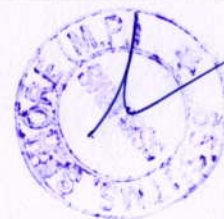
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Suggested Readings :

- Introduction to Computer: C. Xavier , New age International .
- Computer Fundamentals: Concept, System & Applications :PreetiSinha ,Pradeep K Sinha BPB Publications .
- Fundamenta of Information Technology :Alexis Leon & Mathews Leon ,Vikas Publishing House ,New Delhi.
- Microsoft Office 2019 for Dummies :Wallace Wang Wiley .

Suggested Digital Platforms ,Web links :

1. <https://edu.gcfglobal.org/en/computerbasics/>
2. <https://edu.gcfglobal.org/en/subjects/office/>
3. <https://vikaspedia.in/education/digital-literacy/it-litracy-course-in-associating-with-msup/computer-fundamentals>
4. https://onlinecourse.swayam2.ac.in/nou20_cs03/
5. https://www.tutorialspoint.com/computer_fundamentals/index.htm
6. <https://ecomputernotes.com/e-coerce/electronic-commerce/define-electronic-payment-system-itsrequirments-and-payment-methods>
7. <https://edu.gcfglobal.org/en/topics/googleapps/>
8. https://onlinecourse.swayam2.ac.in/cec19_cs06/preview
9. <https://nptel.ac.in/course/106/106/106106092/>
10. <https://nptel.ac.in/course/106/103/106103068/>



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Part D : Assessment and Evaluation (Theory)		
Maximum Marks:100		Part A Introduction
Continuous Comprehensive Evaluation (CCE):25		
University Exam (UE) :75		
Time : 02.00 Hours		
Internal Assessment :Continuous Comprehensive Evaluation (CCE):	Class test	15
	Assignment/Presentation	10
	Total	25
External Assessment :University Exam	Section (A) : Three very Short Questions (50 words each)	03X03=09
	Section (B) : Four Short Questions (200 words each)	04X09=36
	Section (C) : Two Long Questions (500 words each)	02X15=30
Total	Total	75 Marks



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Program:Certificate Course		Class: B.SC. I Year	Year : I st Year	Session :2021-2022 onwards
Subject : Mathematics				
1	Course Code		S1-MATH2G	
2	Course Title		Mathematical Logic and Sets	
3	Course Type		Elective	
4	Pre- requisite (if any)		Open For All.	
5	Course Learning outcomes (CLO)		At the end of the course the students will be able to: 1. Using the principles of logic to distinguish between sound and unsound reasoning in discourse of everybody. 2. Construct truth tables for logical expression:test statement for logical equivalence and represent mathematical statement in the language of predicate language. 3. Using the appropriate set theoretic concepts thinking process. Tool and techniques in the solution to various conceptual or real-word problems	
6	Credit Value		4	
7	Total Marks	Maximum Marks:25+75		Minimum Passing Marks:
Part B- Content of the Course				
Total no of Lectures (in hours per week):2 hours per week Total Lectures : 60 hours				
Unit	Topics			No. of Lectur
I	Mathematical Logic -I; 1.1 Propositions and Truth table 1.2 Negation,Conjunction and Disjunction 1.3 Implications and Double implication 1.4 Bi –conditional propositions 1.5 Contrapositive implication and converse 1.6 Contrapositive andand inverse propositions			15
II	Mathematical Logic -II; 2.1 Precedence of logical operators 2.2 Tautology and contradiction 2.3 Propositional equivalence :Logical equivalences 2.4 Predicates and quantifiers. 2.4.1 Introduction 2.4.2 Quantifiers 2.4.3Binding variables and Negations			15



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III	Set Theory 3.1 Introduction to sets 3.2 Finite and infinite sets. 3.3 Counting principle 3.4 Standard set operations 3.4.1 Classes of set 3.4.2 Power set of a set 3.4.3 Difference and Symmetric difference of two sets 3.4.4 Set identities 3.4.5 Generalized union and intersections 3.4.6 Principle of inclusion and Exclusion 3.5 Cardinality 3.6 Fuzzy set and its basic operations	15
IV	Relations: 4.1 Cartesian product of set 4.2 Composition of relations 4.3 Types of relations 4.4 Partitions 4.5 Equivalence relations 4.6 Partial ordering relations 4.7 Congruence modulo relation	15
	Keywords: Mathematical Logic, Set Theory, Fuzzy Sets, Relation on set	
Part C-Learning Resources		
Text books, Reference Books, Other resources		
	Suggested Reading: Text Books: <ol style="list-style-type: none"> 1. R.M.Somasundaram: Discrete Mathematical structures, PHI Learning pvt.Ltd.2003. 2. Samar BallavBhor: A text book of Logic and set. Education Publishing 2018. 3. Ganesh : Introduction to Fuzzy Set and Fuzzy Logic. Prentice Hall India Learning private Limited.2006 4. मध्य प्रदेश हिन्दी ग्रन्थ अकादमी Reference Books: <ol style="list-style-type: none"> 1. Ajit Kumar .S.Kumaresan.Bhaba Kumar Sharma: A Foundation Course in Mathematics, Al Science International Ltd.2018. 2. R.P.Grimaldi .Discrete Mathematics and Combinatorial Mathematics. Pearson Education.1998. 3. Jean –Paul Tremblay, RManohar :Discrete Mathematics Structures with Applications to computer science. McGraw Hill Education. 1st edition.2017 4. G.J.Klir and B. Yuan , Fuzzy Logic .pearson.2015 	
	Part-D Assessment and evaluation	
	Suggested Continuous Evaluation Methods: Maximum Marks: 100 Continuous Comprehensive Evaluation (CCE): 25	



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University Exam (UE):		75	
Internal Assessment Continuous Comprehensive Evaluation(CCE)	Class Test		10
	Assignment / Presentation		10
	Total Marks		25
External Assessment University Exam Section:25 Time: 02.00Hours	Section (A): Three Very Short Questions (50 Words Each)		3x3 0
	Section (B): Four Short Questions (200 Words Each)		4x9 6
	Section (C): Two Long Questions (500 Words Each)		2x1 30
	Total Marks		75

Part A Introduction			
Program U.G, Level Certificate	Class: UG I Year	Year;FIRST Year	Session :2021-2022 onwards
Subject ZOOLOGY			
1	Course Code	SI-ZOOLIG	
2	Course Title	Human Disease	
3	Course Type(Core Course/Elective/Generic Elective Vocational	Elective	
4	Pre- requisite (if any)	The course can be opted as generic elective by the students of all streams after passing class 12th	
5	Course Learning outcomes (CLO)	Upon completion of the course students will be able 1. To gain the knowledge of various human diseases. 2. To understand the causes of human diseases. 3. To explain the structures of diseases causing virus, bacteria, pathogens.	
6	Credit Value	3 Credit	
7	Total Marks	Max. Marks; 25-75	Minimum Passing Marks: 33
Part B- Content of the Course			
B.COM 1ST YEAR w.e.f. 2021-22			
Total no of Lectures –tutorials-practical (in hours per week) 02 hours per week L-T-P			
Topics		No. of Lectures	

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I	<p>Human diseases; Historical background, diseases and causes</p> <ul style="list-style-type: none"> • The historical background of human diseases with reference to India • A brief description regarding active Indian scientists in the field of human diseases. • Diseases, definitions and types • The causes of diseases a brief study of viruses, bacteria, protozoans, round worms and flat worms. • A brief study of diseases caused by different pollutants. <p>Keywords/ tags: Human diseases, virus, bacteria, worms, pollutants.</p>	12
II	<p>Viral Diseases: Pathogenicity and therapy</p> <ol style="list-style-type: none"> 1. small pox 2. hydrophobia (Rabies) 3. AIDS 4. Influenza 5. SARS <p>KEYWORDS/TAGS: Pathogenicity, smallpox, hydrophobia, rabies, Influenza, SARS</p>	
III	<p>Bacterial diseases pathogenicity and therapy</p> <ul style="list-style-type: none"> • Diphtheria • Tuberculosis • Leprosy • Pneumonia <p>Keywords: Diphtheria, tuberculosis, typhoid, leprosy, pneumonia.</p>	12
VI	<p>Protozoan diseases pathogenicity and therapy</p> <ul style="list-style-type: none"> • Malaria • Amoebiasis • Pyorrhea • Trypanosomiasis • Trichomoniasis <p>Keywords /tags: malaria, pyorrhea, amoebiasis,</p>	12
Part C-Learning Resources		
Text books, Reference Books, Other resources		
<p>Suggested Readings:</p> <ol style="list-style-type: none"> 11. Crowley, "An introduction to Human Diseases Jones and Bartlett.. 12. Wright, K "The big book of Infectious diseases Trivia," Ulysses press. 		



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13. Tampers, "Diseases of Human Body", F.A. Davis.
14. Neighbors, "Human Diseases", CEng age learning Inc.
15. <https://www.hindinotes.org> (Manavrog Free E- BOOK)

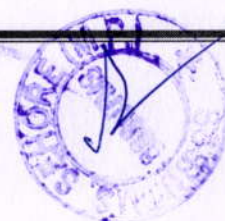
Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks:100

Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks

Internal Assessment: Continuous Comprehensive Evaluation(CCE):25	Class Test Assignment/Presentation	15 10
External Assessment: University Exam Section: 75 Time:02.00 Hours	Section (A): Three Very Short Questions(50Words Each) Section(B): Fore Short Questions(200Words each) Section(C): Two Long Questions(500Words Each)	03 x 03=09 04 x 09=36 02 x 15=30 Total 75



SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES, ^{Part A Introduction}			
Program Certificate	Class: B.SC. SEHORE	Year : FIRST Year	Session :2021-2022 onwards
Subject : ZOOLOGY			
1	Course Code	S1-ZOOL1R	
2	Course Title	Laboratory work on Human Diseases	
3	Course Type	Generic elective	
4	Pre- requisite (if any)	To Study this course a student must have had the subject	
5	Course Learning outcomes (CLO)	On completion of this course, learners will be able to understand To gain the knowledge of various human diseases. To understand the pathological tests of various diseases, To explain the structure and lifecycles of various parasites..	
6	Credit Value	1	
Total marks	Max marks; 25+75	Min. passing marks-33	
Part B – Content of the Course			
Total No. of Lectures:30			
Lectures – Tutorial – Practical (In hours per week): L-T-P: 0-0-2			
S. No.	Name of the Exercise	No. of L	
1.	Study of museum specimens and slides relevant to theory paper Human Diseases'	4	
2.	Study of life cycle of various ectoparasites and endoparasites, viz. Mosquito, round worm, Schist soma etc.	6	
3	Study of simple instruments: Microscope, centrifuge, stethoscope, sphygmomanometer etc.	2	
4.	Virtual demonstration of various diagnostic tests, viz, T.B. skin test VIDAL test malaria antigen test etc.	2	
	Keywords /tags Human diseases, Ectoparasites, Endoparasites, mosquito, round worm, diagnostic test.		
Part- C Learning Resources			
Text Books, References, and other Resources Books			
Suggested Reading;			
1. Mohan, text book of Diagnostic Microbiology			
2. Sunil K. Sen. essential of clinical diagnosis			
3. Lakhani&khan, manual of experiments of bio-technology			
Part-D Assessment and evaluation			
Suggested continues Evaluation Methods			
Internal assessment	Marks	External assessment	Marks
Class interaction Quiz	10	Viva voce on practical	15
Attendance	05	Practical Record File	10
Assignment(Charts /Model	10	Table work/ Experiment	50
Seminar /Rural service		a. Museum Specimen (5)	10
Technology (Dissemination/ R		b. Life cycle (2)	20
Report of Excursion/ Lab		c. Diagnostics test	10
visit/Survey/Industrial visit)		d. Instruments	10
TOTAL 25		Page 47	



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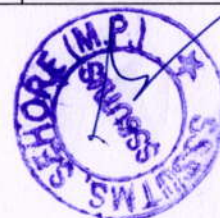
Part A Introduction			
Program U.G, Level Certificate	Class: UG I Year	Year 2021	Session :2021-2022 onwards
1	Course Code	S1-PHYS2G	
2	Course Title	Non –conventional energy sources	
3	Course Type(Core Course/Elective/Generic Elective Vocational)	elective	
4	Pre- requisite (if any)	Open for all	
5	Course Learning outcomes (CLO)	At the end of the course student will be able to achieve: <ul style="list-style-type: none"> • A good understanding of various non- conventional energy resources. • Knowledge about non-conventional energy harvesting technology • The knowledge about the availability of non-conventional energy resources in India. • A good understanding of the solar energy and the appliances based on solar energy. • A Non-conventional energy harvesting technical skill will be helpful for employment. 	
6	Credit Value	04 credits	
7	Total Marks	Max marks 25 +75	Minimum Passing Marks: 33
Part B- Content of the Course			
Total no of Lectures –15Hrs.(01 hours per week)			
Total No. of Lectures:60			
	Topics	No. of Lectures	
I	Introduction to non –conventional energy sources- <ul style="list-style-type: none"> • Classification of energy resources consumption trend of primary energy resources, importance of non –conventional energy resources • Energy chain, common form of energy, limitation of non- conventional energy resources • Salient features of non conventional energy resources • environmental aspects of energy • World energy status energy scenario in India. Keywords/ tags: Energy resources, energy chain, non –conventional energy	12	
II	Solar Energy: <ul style="list-style-type: none"> • the sun as a source of energy, solar radiation at the earth's surface. • Photo thermal applications solar collectors, solar drying solar cooker (box type) solar distillation solar water heating systems solar thermo- mechanical system 	12	

Photo voltaic system, photo voltaic principle, basic

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	<p>photovoltaic system for power generation, solar cells, types of solar cells, concentrator cells, Sun tracking systems, limitations and environmental aspect of solar cells.</p> <ul style="list-style-type: none"> Photovoltaic applications solar cell panels, solar light solar pump, solar power plants, solar cell in transportation, solar refrigeration and air conditioning. <p>Keywords/ tags: solar radiation, photo thermal, photovoltaic, solar cells.</p>	
III	<p>Bio mass Energy:</p> <ul style="list-style-type: none"> Biomass resources, biomass conversion technology biogas generation. List of factors affecting bio- digestion, working of biogas plant (with block diagram) biogas from plant waste. Methods of obtaining energy from biomass thermal gasification of biomass. Biomass energy program in India, biodiesel production from non- edible oil seeds. <p>Keywords/tags biogas biomass, thermal gasification, bio-digestion.</p>	12
VI	<p>Wind Energy:</p> <ul style="list-style-type: none"> concept of wind, origin of winds, wind climate, wind profile, limitations of extracted power from a wind turbine. Wind resource map and the site identification land requirement Wind turbine setting wind turbine aerodynamics wind turbine type upwind and down wind turbines blade count constant and variable speed wind turbines onshore and offshore wind turbines. Wind turbine rotor working of wind turbine Drag principle, Lift principle. <p>Keywords/tags: wind climate, wind energy, wind turbine</p>	12
V	<p>Geothermal and Ocean energy:</p> <ul style="list-style-type: none"> Geothermal energy, origin and distribution of geothermal energy. Types of geothermal resources analysis of geothermal resources. Exploration and development of geothermal energy. 	12



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	<ul style="list-style-type: none"> Advantages and disadvantages of geothermal energy, limitations. Ocean energy: Tidal energy- origin and nature of tidal energy, environmental impact, energy and power in waves, advantages and disadvantages of wave energy. Ocean thermal energy , ocean thermal conservation technology (OTEC), ENVIRONMENTAL IMPACT. <p>Keywords/tags: geothermal energy, ocean energy, tidal energy, OTEC.</p>	
PART C-Learning Resources		
Text books, Reference Books,Other resources		
<p>Suggested reading:</p> <ul style="list-style-type: none"> Rai G.D., Non conventional energy sources.” KHANNA PUBLISHERS, 4TH edition Sukhumi S.P. and Nyack J.K. SOLAR ENERGY principles of thermal collection and storage”, Tata MC GRAW hill Ltd. Second edition. Rai G.D., “SOLAR ENERGY UTILIZATION,”KHANNA PUBLISHERS. 5TH EDITION KHAN B.H. ; “non- conventional energy resources” MC Grew HILL PUBLICATIONS. <p>SUGGESTIVE DIGITAL PLATFORM WEB LINKS:</p> <ul style="list-style-type: none"> HTTPS://mnre.gov.in/ministryofnewandrenewableenergy <p>Suggested equivalent online courses: https://nptel.ac.in/courses/121/106/121106014/Byprof.prathapharidoss,IITMadras</p>		
Part D-Assessmentand Evaluation		
<p>Suggested Continuous Evaluation Methods: Maximum Marks:100 Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks</p>		
Internal Assessment: Continuous Comprehensive Evaluation(CCE):25	Class Test Assignment/Presentation	15 10 TOTAL MARKS 25
External Assessment: University Exam Section: 75 Time:02.00 Hours	<p>Section (A): Three Very Short Questions(50Words Each)</p> <p>Section(B): Fore Short Questions(200Words each)</p> <p>Section(C):Two Long Questions(500Words Each)</p>	<p>03 x 03=09</p> <p>04 x 09=36</p> <p>02 x 15=30Total 75</p>
Any remarks suggestions:		



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Part A Introduction			
Program U.G, Level Certificate	Class: UG I Year	Year;FIRST Year	Session :2021-2022 onwards
Subject ZOOLOGY			
1	Course Code	SI-ZOOL2G	
2	Course Title	APICULTURE	
3	Course Type(Core Course/Elective/Generic Elective Vocational)	Elective	
4	Pre- requisite (if any)	The course can be opted as generic elective by the students of all streams after passing class 12th	
5	Course Learning outcomes (CLO)	<p>Upon completion of the course students will be able</p> <ol style="list-style-type: none"> 1. Understand the various species of Bees in India, their social organization and importance. 2. Understand the techniques involved in Bee keeping and honey production. 3. Know about various product obtain from bee keeping sector and their importance. 4. Be aware about the opportunities and employment in apiculture in private public and government sector. 5. Develop entrepreneurial skills for self- employment in bee keeping sector. 	
6	Credit Value	2 Credit	
7	Total Marks	Max. Marks; 25-75	Minimum Passing Marks: 33
Part B- Content of the Course			
Total no of Lectures –tutorials-practical (in hours per week) 02 hours per week L-T-P			
	Topics	No. of Lectures	
I	Historical Background: <ul style="list-style-type: none"> • History and importance of Bee keeping in India. • Indian species of Honey Bees. Biology of Bees: <ul style="list-style-type: none"> • Classification and biology of honey bees. • Social organization of Bee colony. • Behavioral patterns Bee dance, swarming. Keywords/ tags: apiculture in India, honey bee, classification, social organization behavioral pattern	07	



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II	Rearing of Bee <ul style="list-style-type: none"> • Artificial Bee Rearing (Apiary) • Bee hives- Newton and Langstrothbox; Bee pasturage • Selection of bee species keeping equipment • Modern bee keeping equipment • Methods of extraction oh honey (indigenous and modern methods) • Apiary management – honey flow period <p>KEYWORDS/TAGS: apiary, Newton and bee keeping equipment.</p>	
III	Diseases and Enemies : <ul style="list-style-type: none"> • Diseases and enemies of honey bees. • Control and preventive measures <p>Keywords / tags Bee disease, enemies, prevention</p>	04
VI	Economic importance and entrepreneurship in apiculture: Economic importance of apiculture <ul style="list-style-type: none"> • Products of apiculture industries and its uses – Honey, bee wax, propel pollen. Entrepreneurship in apiculture: <ul style="list-style-type: none"> • Bee keeping industry recent efforts. • Modern methods for employing artificial beehives for cross pollination in horticulture gardens. • Economics in small scale and large scale bee keeping. <p>Keywords /tags: apiculture products, recent efforts in bee keeping, cross pollination, horticultural gardens.</p>	12
Part C-Learning Resources		
Text books, Reference Books,Other resources		



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Suggested Readings:

1. Bisht, DS, "APICULTURE" ICAR publication, 1980
2. Conrad, R, Natural bee keeping, second edition 2013.
3. Cramp, D "The complete step by step book of Bee keeping," Anness publishing 2012.
4. Flotsam, K "The backyard bee keeper", Fourth edition Quarry book publisher 2018.
5. Gupta, JK, "Apiculture", Indian council of agricultural research, New Delhi, 2016
6. Mishra, RC, "Honey Bees and their management in India, Indian council of agricultural New Delhi, 1995.
7. Philips, T "beginning of bee keeping", alpha publisher 2017.
8. Prost PJ "Apiculture", oxford and IBH, New Delhi, 1962
9. Brahman, A "BOOK KEEPING IN India", New Delhi 2017.
10. Shukla upadhyay, "Economic Zoology" restage publication 2017

Suggested equivalent online courses:

1. Sway am (MHRD) Portal vocational Bee keeping.
2. E- PG Pataskala (MHRD) Portal, (<http://epgp.inflibnet.ac.in>)
3. Science direct open access content
(<https://www.sciencedirect.com/book/9781843342038/open-access>)

Part- D

Suggested Continuous Evaluation Methods:

Maximum Marks:100

Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks

Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation(CCE):25"	Assignment/Presentation	10
External Assessment:	Section (A): Three Very Short Questions(50Words Each)	03 x 03=09
University Exam Section:	Section(B): Fore Short Questions(200Words each)	04 x 09=36
75	Section(C): Two Long Questions(500Words Each)	02 x 15=30 Total 75
Time:02.00 Hours		
Any remarks / suggestions		



PRACTICAL SYLLABUS

Part A Introduction

SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES,			
Program Certificate	Class: B.SC.	Year : FIRST	Session :2021-2022
	SEHORE	Year	onwards

Subject : ZOOLOGY

1	Course Code	S1-ZOOL2R
2	Course Title	Bee keeping
3	Course Type	Elective
4	Pre- requisite (if any)	To Study this course a student must have had the subject
5	Course Learning outcomes (CLO)	On completion of this course, learners will be able to understand 1. The life cycle of bees. 2. Analysis of honey purity. 3. Enhance collaborative learning, communication and entrepreneur skills through practical sessions, team group discussions, assignments and projects
6	Credit Value	2

Part B – Content of the Course

Total No. of Lectures:30

Lectures – Tutorial – Practical (In hours per week): L-T-P: 0-0-2

S. No.	Name of the Exercise	No. Of lectures
1.	Study of history of honey bee	8
2.	Spotting (study of morphological structures through permanent slides/ photographs) Mouth parts, antenna, wings, leg, pollen basket, sting apparatus	10
3.	Study of artificial hive Langroth hive/ newton hive	8
4.	Study of bee keeping equipment's	8
5.	Analysis of honey purity	6
6.	Study of bee pasturage Visit to fields/ gardens/ orchards for studying the bee activity (role in pollination and nectar pollination)	10
7.	Making of herbarium of nectar and pollen yielding flowering plants	10
	Keywords/tags: honey bee, bee keeping	

Part- C Learning Resources

Text Books, References, and other Resources Books

Suggested Reading;

- Patterson R Bee keeping A practical guide little brown book group publisher 2012
- "practical Beekeeping Book- start Beekeeping
- "Beekeeping ; a practical manual of bee keeping , free download
http://archie.org/details/A-PRACTICAL-MANUAL_OF_BEE_KEEPI

Part-D Assessment and evaluation

Suggested continues Evaluation Methods

Internal assessment	Marks	External assessment	Marks
Class interaction Quiz	10	Viva voce on practical	15
Attendance	05	Practical Record File	10
Assignments (charts/ models) seminar/ rural service technology dissemination /excursion/lab/ visits/ survey/industrial visits	10	Table work/ Experiments	
TOTAL		25	55

Dr. Komal P. Yekar
Sri Satya Sai University of Technology
& Medical Sciences Sehore (M.P.)

- Life history of honey bee
- Spotting (any four)
- Artificial hive/bee keeping
- Bee pasturage study

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Part A Introduction

Program: Certificate	Class B.A. (Plain) I Year	Year:2021	Session:2020-2021
Course Code	A1-ECON-2G		
CourseType (Core Course/ Elective Course	Elective Course		
Course Tittle	Indian Economy- An Introduction (Economics)		
Credit Value	04		
Total marks	Max. Marks :75+25	Min. Passing in Marks:33	
Course Objectives:	<p>CO-1. The main objective of this paper is to introduce the student to basic understanding of the Indian economy and measurement of various macro-economic variables.</p> <p>CO-2. Students will be able to evaluate the consequences of economic activities on institution, individual and social welfare.</p> <p>CO-3. To make awareness among the students about various economic issues in India.</p> <p>CO-4...Organizing social and economic activities such as business club, exhibitions, effective salesmanship, and business fair for development of commercial attitude among the students</p>		

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Course learning out comes:-CLO	After completing this, students will be able to under the basic concepts of the Indian economy .they will be familiar with the issues related to Agriculture, Industry, Foreign Trade, economic Planning and various economic problems of India .They Will also be able to able to understand the various issues ofMadhya PradeshEconomy	
Part B- Course Contents:		
Total No ofLectures-Tutorials – Practical (in hours per week): 3 hours		
UNIT	Topics	NoofLectur es
I Introduction	<ol style="list-style-type: none"> 1. Characteristics of Indian economy 2. Trends and Sectorial Composition of National Income 3. SectorialDistribution of work force 4. Nature Resources Endowments :- land ,waterLivestock forest and mineral Resources 5. Demographic Features:Population. Compositionsiz and Growth Rates 6. Problems and causes of over Population and Population policy 	12 Lectures
II Agriculture	<ol style="list-style-type: none"> 1. Nature and Importance Characteristics of Indian Agriculture 2. Trends in Agriculture Production and Productivity 3. Green Revolution – Objectives achievements and failures 4. Agriculture: Finance and Insurance 5. Agriculture Marketing 	12 Lectures



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III Industry and foreign trade	1. Industrial Development of India after Independence 2. New Industrial Policy of 1991 3. Role of Public sector in Industrialization 4. MSME-Definition, Characteristics and its Role Problems and Remedies of small – scale 5. and cottage industries 6. Start up India and Make in India Aatm Nirbhar Bharat	
IV Planning and Development	1. Planning in India:- Objectives, Strategy, achievements and failures 2. NITI Aayog 3. Problems of Indian Economy- Poverty, Unemployment and Regional Inequality 4. Infrastructure Composition- Power, Transport and Communication.	12 Lectures
V Economy of Madhya Pradesh	1. Salient features of Madhya Pradesh Economy 2. Nature Resources of Madhya Pradesh:- land, water, forest and mineral 3. Trends and Regional Disparities in Agriculture Sector of Madhya Pradesh 4. Industrial Development in Madhya Pradesh 6. Infrastructure Developments in Madhya Pradesh- Power, Transport	12 Lectures



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	And Communication 7. Employment oriented schemes in Madhya Pradesh	
Key words: Sectorial Composition, Human Resources of India, Indian Agriculture, Industrialization, Infrastructure, Five year Plan in India, Regional Disparities, Industrial Development		
Part c- Learning resources		
Reference Books ,Other resources		
1. Suggested readings: 1. Pannagariya, Arvind (2020) –India Unlimited :Reclaiming the lost Glory , harper collins publishers India 2. Mishra and Puri (2020) – IndianEconomy Himalaya publishing House New Delhi. 3. Rudra Dutt and Sundaram - – IndianEconomy,S.Chand and Company House New Delhi. 4. Hariharan, N.P (2008)–Lights and Shades of IndianEconomy Vishal publishing, Jalandhar 5. Uma Kapila (20thEdition) (2009) IndianEconomy since Independence, Academic Foundation, New Delhi. 6. Reserve Bank of India- Annual Reports		
Suggested Equivalent online course: https://online.course.nptel.ac.in/noc21hs/preview		
Suggested Digital platform: 1. https://www.indiabudget.gov.in/economicsurvey/ebookes2021/index.html 2. https://des.mp.gov.in/Ports/o/Economic surely/ebookes2021%2020-21.pdf 3. www.indiabudget.gov.in/economic survey/ 4. https://www.rbi.org.in/scripts/AnnualReportMainDisplay.aspx .		
Part D-Assessment and Evaluation		



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Suggested continuous Evaluation Methods:

Max. Marks :100

Continuous Comprehensive Evaluation (CCE):25 Marks

University Exam 75 Marks

Internal Assessment:

Continuous Comprehensive
Evaluation(CCE):25 Marks

Class Test

15

Assessment/Presentation

10

External Assessment:

University Exam Section: 75

Time:2.00 hours



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PART A INTRODUCTION			
Program: Certificate		Class: BA I	Year: 2021
		Session: 2021-22	
Subject: History			
1	Course Code	A1-HIST-2G	
2	Course Title	Constitutional History of India	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/....)	Elective	
4	Pre-requisite (if any)	This course can be opted by any student who has passed 12th class.	
5	Course Learning outcomes (CLO)	Students will analyze the salient features of the constitutional development during Company's Rule in India from 1773 - 1857 and to assess their impact on the freedom struggle of India. They will know about the influence of the British Crown on India. They will be able to write a detailed essay on the various acts passed during the Crown's period in India from 1858- 1947 and their impact on the socio political life of India. Students will be able to critically examine the major reforms by the British Government in India and highlight their salient features. They will gain the knowledge of Indian Constitution.	
6	Credit Value	04	
7	Total Marks	Max. Marks: 25+75 1	Min. Passing Marks: 33
PART B- CONTENT OF THE COURSE			
Total No. of Lectures-Tutorials-Practical.(in hours per week) : L-T-P : 2 H/W			
Unit	Topics		No. of Lectures
I	Constitutional Development During Company's Rule (1773. 1793) Regulating Act of 1773 : causes for the passing of the Regulating Act, main provisions of the Act. Bengal Judicature Act 1781,' Iiiditati Bill of Dundas 1783, Fox India Bill 1783, Pitt's India Act of 1784, ClaitekAdt 1793.		12
II	Constitutional, Development During Company's Rule.(1833-1854) Charter Act of 1813: main provisions of the Act; Charter Act of 1833-background, main provisions, Charter Act of 1853 - background, main provisions of the Act, significance of the Act, Government of India Act 1854.		12
III	Constitutional Development during the Rule of the Crown Government of India Act, 1858 - Background, main provisions of the Act, evaluation of the Act, Queen Victoria's Proclamation Letter', significance of the proclamation.		12



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	Indian Council Act 1861- causes for the passing of the Act, provisions of the Act, provisions related to Provincial Legislative Assemblies defects of the Act, significance of the Act, Indian Council Act 1892 - causes for passing of the Act, main provisions of the Act, defects of the Act, significance of the Act.	
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Unit	Topics	No. of Lectures
IV	Morley-Minto Reforms and Mont-Ford Reforms Government of India Act 1909 - Causes for passing of the Act, Government's outlook towards the reforms, main provisions of the Act, defects of the Act, significance of the Act Government of India Act 1919 - Causes for passing of the Act, significance of the Montague declaration, Montague-Chelmsford Report, passing of the Act, preamble of the Act, main features of the Act.	12
V	Provincial Autonomy, Indian Independence and Indian Constitution The Government of India Act of 1935 - Features of the Act, 'Home Government, Advisors of the Indian Secretary, High Commissioner, proposed Federal Plan—organization, criticism, conclusion. Meaning of Provincial autonomy. Government of India Act, 1947-The Mountbatten Plan, Factors responsible for the Independence of India, provisions and significance of the Act. Main Features of Indian Constitution.	12

Keywords/Tags: Act, Constitution, Crown and Reform, and Autonomy

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings

- 1- Sumit Sarkar: Modern India 1885 to 1947. Macmillan, 1983
- 2- R. Jeffery, J Masselos: From Rebellion to the Republic
- 3- Paul Brass: The Politics of India since Independence
- 4- Agarwal, R.C.: Indian National Movement and Constitutional Development, New Delhi
- 5- Desai A.R.: India's Path of Development
- 6- Tara Chand: History of Freedom Movement in India Vols 1,2,3,4
- 7- Bipan Chandra and Others: Freedom Struggle.
- 8- Majumdar, R.C.: History & Culture of Indian People, Vol. 8, 9, 10 & 11, Bombay, 1954
- 9- Grover and Yashpal : Indian National Movement and Constitutional Development, Delhi
- 10- अग्रवाल आर.सी.: भारतीय संविधान का विकास राष्ट्रीय आन्दोलन, नई दिल्ली, 1996
11. ताराचंद: भारतीय स्वतंत्रता आन्दोलन का इतिहास, खंड 1,2,3,4 नई दिल्ली 1996
- 12- पांडे, श्रीनेत्र: आधुनिक भारत का इतिहास, भाग 1 एवं 2 इलाहाबाद 1988
- 13- ग्रोवर एवं यशपाल: भारतीय स्वतंत्रता संग्राम तथा संवैधानिक विकास, नई दिल्ली 1995
- 14- सिंह, वीरकेश्वर प्रताप: भारतीय राष्ट्रीय आन्दोलन एवं संवैधानिक विकास, नई दिल्ली 1995
- 15- नागपाल, ओम: भारत का राष्ट्रीय आंदोलन एवं संवैधानिक विकास, इन्दौर 1995
- 16- फड़िया, बी.एल. : भारतीय राष्ट्रीय आंदोलन एवं संवैधानिक विकास, भोपाल 1990
- 17- जैन, पुखराज : भारतीय राष्ट्रीय आंदोलन एवं संवैधानिक विकास, आगरा 1987



Suggestive Digital Platform Web links:

- 1- <https://byjus.com/free-ias-prep/constitutional-development-of-india/>
- 2- <http://www.igntu.ac.in/eContent/BA-PoliticalScience-02Sem-DrudaySingh>
- 3- [Indian%20Govenment%20and%20Politics.pdf](#)
- 4- <https://www.jstor.org/stable/1226621?seq=1>
- 5- https://en.wikipedia.org/wiki/Constitution_of_India
- 6- <https://constitutionnet.org/country/constitutional-history-india>
- 7- <https://blog.ipleaders.in/history-and-development-of-the-constitution-of-india/>

Suggested equivalent online courses:

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Part D – Assessment and Evaluation		
Suggested Continuous Evaluation Methods: Maximum Marks: 100 Continuous Comprehensive Evaluation (CCE): 25 Marks University Exam (UE) 75 marks		
Internal Assessment: Continuous Comprehensive Evaluation (CCE): 25	Class Test Assignment/Presentation	15 10
External Assessment: University Exam Section: 75 Time: 02:00 Hours	Section (A) : Three Very Short Question (50 Words Each) Section (B) : Four Short Questions (200 Words Each) Section (C) : Two Long Questions (500 Words Each)	03 x 03 = 09 04 x 09 = 36 02 x 15 = 30 Total 75
Any Remarks/ Suggestions:		



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Part A- Introduction			
Program: Certificate	Class: B.A IYear	Year: 2021-22	Session: 2021-2022
Subject: Generic English			
Course Code	A1-ELIT-1G		
. Course Title	Communication English (Paper, Theory + Tutorial)		
Course Type (Core/Elective/ Generic Elective/Vocational/...)	Elective		
Pre-requisite (if any)	This course can opted as an elective by the students of following subjects: Class 12 passed in any discipline /Open for all		
Course Learning Outcomes (CLO)	<p>1.The study of the course will enable the students to acquire the knowledge ofPhonology and morphologysyntax and structureVocabulary and discourse.</p> <p>2.The students will be able to converse in real life situations effective language skills the cost will also help them Acquire literacy sense.</p> <p>Use atomic and lexical language effectively across the globe</p>		
Credit Value	4(3+1)+0=4		
Total Marks	Max. Marks: 25+75	Minimum passingMarks:33	

Part B- Content of the Course		
Total No. of Lectures- Tutorials-Practical (in hours per week):1.5+0.5+00=02 L-T-P:45+15+00=60		
Unit	Topics	No. of Lectures +No of Tutorials
1	<p>Communication</p> <p>1.1 What is communication? Its meaning types and its purpose in the age of Globalization.</p> <p>1.2 Communicative needs and problems.</p> <p>1.3 Expansion of an idea</p> <p>1.4 Rules of use of language use of appropriate words</p> <p>Keywords/ Tags:</p> <p>Linguistic and communicative competence .Communication effective and</p>	10+03



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	cognitive strategies ESL. EFL. acquisition of L1 L2 and Collocational language	
II	<p>Practicing listening skills reading and understanding skills</p> <p>2.1 Listening to Radio and TV news, discussions and comprehension rules of grammar, speech of speech, pronunciation and intonation melodic parts of and Utterance variation of speech.</p> <p>2.2 Reading newspapers, analysis and interpretation</p> <p>2.3 IPA and phonetic symbol</p> <p>2.4 Précis writing and paraphrasing</p> <p>2.5 Vocabulary enrichment</p> <p>Keywords/Tags: LRWS. Receptive skills. Attentive listening. Word stress. Syllable. Received pronunciation(RP). Summarizing pragmatic competence.</p>	10+04
III	<p>Practicing writing speaking skills</p> <p>3.1 Formal and informal writing of letter and invitation, meeting minutes, official orders and appointment creative writing listening to talks and presentation, note making tips.</p> <p>3.2 Communicative approach lexical approach task based learning.</p> <p>3.3 Report writing story writing daily routine in English</p> <p>3.4 Situational conversation between two friends on different topics .</p> <p>Keyword/Tags Productive skills code mixing. Situational conversation. Structural English. Frequent use of proverbs, phrases and idioms.</p>	15+04
IV	<p>Application of communicate in English</p> <p>4.1 Translation (from Hindi to English and vice versa)</p> <p>4.2 Group and Peer discussion ,role play</p> <p>4.3 Contrastive analysis between 1.1 and 1.2 at structural. Phonological and lexical levels with example</p> <p>Keywords/ Tags: Literary translation. translation theories L1 interference. Bilingualism types</p>	10+04



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	of Role –play conversational English	
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Part C-Learning Resources
Text Books, Reference Books, Other resources
<p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. "A communicative grammar of English" Leech Geoffrey, and Jan Svartvik Routledge, 2003 Third edition. 2. "CLT for ESL Teachers and Learners" Gautam .GS. Classical Publishing Company, New Delhi India 2012 First ed. 3. "Communicative English for Globalization" Gautam GS .Classical Publishing Company, New Delhi India 2030 First edition. 4. "Communicative English language skills Sumi Sumague Juheta Arjuna Society Publishing 2020. 5. "Communicative Methodology in Language Teaching Brumfit C Cambridge University Press 1984. 6. "Language Teaching a Scientific Approach" Lado Robert, McGraw -Hill New York 1964. 7. "Motivation -The Teacher's Responsibility" Allwright. Dick ELTS Journal 31st 4 1977.. 8. "Problems and Principles in Language Teaching Brumfit C Pergamon Institute of English 1980. 9. "The Learner -Centred Curriculum" Nunan D Cambridge University Press 1988. <p>Suggested digital platform weblinks :</p> <ol style="list-style-type: none"> 1. www. skillsyouneed.com/ips/what- is -communication html 2. www. slideshare.net/mwakidimi/communication- notes -6910 3614 <p>Suggested equivalent online courses:</p> <ul style="list-style-type: none"> • https://www.coursera.org/specializations/improve-english Improve your English Communication Skills Specialization by Gerry Landers, Amalia B. Stephens, Karen Peterson, Georgia Tech Language Institute.
Part D-Assessment and Evaluation
<p>Suggested Continuous Evaluation Methods:</p> <p>Maximum Marks: 100</p>

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Internal Assessment: Continuous Comprehensive Evaluation (CCE):25	Class Test Assignment/Presentation	15 10 Total Marks 25
External Assessment: University Exam Section: 75 Time : 02.00 Hours	Section(A) : Three Very Short Questions (50 Words Each) Section (B): Four Short Questions (200 Words Each) Section (C): Two Long Questions (500 Words Each)	03 x 03 = 09 04 x 09= 36 02 x 15 = 30 Total 75
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks		
Any remarks/ suggestions: Tutorial activities (based on syllabus) in the class by students and teacher are desirable. These will strengthen the student's knowledge of communicative English.		

BA I Year: Generic English (Theory + Tutorial)

Internal Assessment: Continuous Comprehensive Evaluation (CCE):25	Class Test Assignment/Presentation	15 10 Total Marks 25
External Assessment: University Exam Section: 75 Time : 02.00 Hours	Section(A) : Three Very Short Questions (50 Words Each) Section (B): Four Short Questions (200 Words Each) Section (C): Two Long Questions (500 Words Each)	03 x 03 = 09 02 x 15 = 30



GE TH-1

भाग - अ - परिचय			
कार्यक्रम : प्रमाण-पत्र	कक्षा : प्रथम वर्ष	वर्ष : 2021	सत्र 21-22
विषय : प्रयोजनमूलक हिंदी (Functional Hindi), प्रश्न पत्र प्रथम (वैकल्पिक)			
1	पाठ्यक्रम का कोड	A1-FHIN-1G	
2	पाठ्यक्रम का शीर्षक	हिन्दी और विज्ञापन व्यवसाय	
3	पाठ्यक्रम का प्रकार	जेनेरिक (Generic Elective)	
4	पूर्वापेक्षा (Prerequisite)	इस कोर्स का अध्ययन करने के लिए, छात्र ने किसी भी संकाय/विषय में कक्षा 12वीं अथवा समकक्ष परीक्षा उत्तीर्ण की हो। (Open for all)	
5	पाठ्यक्रम अध्ययन की परिलब्धियां (कोर्स लर्निंग आउटकम) (CLO)	<p>आज के वैश्वीकरण एवं बाजारवाद के दौर में विज्ञापन एक सशक्त माध्यम के रूप में उभरकर सामने आया है। विज्ञापन का क्षेत्र अत्याधिक व्यापक एवं बहुआयामी है। न केवल उत्पादन कंपनियों द्वारा वस्तु का प्रचार-प्रसार किया जा रहा है बल्कि जनकल्याण, शैक्षणिक संस्थाओं एवं सूचनाओं के प्रचार-प्रसार में भी विज्ञापनों की महती भूमिका है। हिन्दी आज बाजार की जरूरत बन गयी है। हिन्दी बोलने-समझने वालों की संख्या में आशंकीत वृद्धि होने के कारण विपणन-कंपनियों को अपने उत्पाद बेचने के लिए हिन्दी में तैयार विज्ञापन की अत्यंत आवश्यकता है। हिन्दी भाषा के माध्यम से विभिन्न जनसंचार माध्यमों में विज्ञापन व्यवसाय द्वारा रोजगार की अपार संभावनाएं हैं। विज्ञापन की अवधारणा, आवश्यकता, निर्देश व सिद्धान्त, विज्ञापन-लेखन की रचना-प्रक्रिया से विद्यार्थी को परिचित कराना ही इस पाठ्यक्रम के अध्ययन-अध्यापन का प्रयोजन है।</p> <p>पाठ्यक्रम के अध्ययन से -</p> <p>1. इस पाठ्यक्रम के अध्ययनोपरांत विद्यार्थी को प्रिंट मीडिया, इलेक्ट्रॉनिक मीडिया, विज्ञापन एजेंसियों व अन्य संस्थाओं में विज्ञापन-लेखन के माध्यम से रोजगार के अवसर उपलब्ध हो</p>	



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		<p>सकेंगे।</p> <p>2. विभिन्न प्रकार के विज्ञापनों से संबंधित स्लोगन, गीत, जिंगल-लेखन, तुकांत कविता, रेखाचित्र, बैनर, पोस्टर, रंग-संयोजन, कैलेंडर निर्माण आदि के कौशल का विकास विद्यार्थी में हो सकेगा।</p> <p>3. अपने देश समाज एवं क्षेत्र विशेष के उपभोक्ता की रुचि, कय-शक्ति एवं वस्तु की मांग से विद्यार्थी विज्ञापन-लेखन के दौरान परिचित होगा, जिससे उसमें विश्लेषण क्षमता का विकास हो सकेगा।</p> <p>4. विज्ञापन की तथ्यात्मक बनाने के लिए विद्यार्थी विभिन्न उत्पाद कंपनियों के उत्पादों की जानकारी प्राप्त करने का प्रयास करेगा जिससे उसमें तुलनात्मक एवं तार्किक विवेचन की क्षमता का विकास होगा, जिससे वह स्वयं का व्यवसाय आरंभ करने के लिए भी प्रेरित हो सकेगा।</p> <p>5. विज्ञापन-लेखन के अभ्यास से विद्यार्थी में कल्पनाशीलता, रचनात्मक एवं भाषा के विविधता भरे कौशल की अभिवृद्धि होगी।</p>
6	क्रेडिट मान	सैद्धान्तिक - 4
7	कुल अंक	अधिकतम अंक 25+75 न्यूनतम उत्तीर्ण अंक : 33

भाग - ब - पाठ्यक्रम की विषयवस्तु

व्याख्यात की कुल संख्या - द्यूटेरियल - प्रायोगिक (प्रति सप्ताह घंटे में) : 3 घण्टे प्रति सप्ताह (L-T-P : 3-0-0)
कुल व्याख्यान : 60

इकाई	विषय (Topics)	व्याख्यान की संख्या
I	विज्ञापन : अर्थ, परिभाषा एवं विशेषताएँ।	



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	विज्ञापन का उद्देश्य, आवश्यकता एवं महत्व। विज्ञापन और व्यापार का संबंध। विज्ञापन का इतिहास और विकास। विज्ञापन : कानून और आचार संहिता।	15
II	विज्ञापनों का वर्गीकरण, विज्ञापन के प्रमुख अंग और आधारभूत सिद्धान्त। विज्ञापन - निर्माण की प्रविधि : प्रारूप-निष्पादन, अभिकल्पना (डिजाइन) और अभिविन्यास (ले-आउट)। विज्ञापन-भाषा की विशिष्टताएँ एवं भाषा-संरचना।	15
III	विज्ञापन के विविध माध्यम - मुद्रण माध्यम - समाचार पत्र, पत्रिकाएँ। श्रव्य माध्यम - रेडियो, एफ.एम. रेडियो, मुनादी। दृश्य श्रव्य माध्यम - टी.वी., इंटरनेट, मोबाईल, सोशल मीडिया, ई-विज्ञापन। अन्य माध्यम - होर्डिंग, पोस्टर, बैनर, पर्चे, स्टीकर, प्रदर्शनी आदि।	15
IV	विज्ञापन के नए संदर्भ : प्रायोजित कार्यक्रम। विज्ञापन का उपभोक्ता बाजार एवं अर्थव्यवस्था पर प्रभाव। हिन्दी विज्ञापनों से जुड़ी प्रमुख एजेन्सियों का परिचय। हिंदी भाषा के विकास में विज्ञापनों की भूमिका।	15

सार बिन्दु (की वडी)/टैग : विज्ञापन, विज्ञापन-भाषा, मुद्रित माध्यम, दृश्य-श्रव्य माध्यम, सोशल मीडिया, ई-विज्ञापन, विज्ञापन एजेंसी, ले-आउट, अभिकल्पना, डिजाइन

भाग-स - अनुशंसित अध्ययन संसाधन

पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन

अनुशंसित सहायक पुस्तकें / ग्रंथ / अन्य पाठ्य संसाधन / पाठ्य सामग्री :

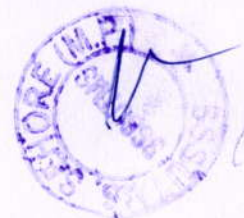
1. अग्रवाल, मधु - “भारतीय विज्ञापन में नैतिकता” - प्रकाशन विभाग, नई दिल्ली, सं.-1995
2. कुलश्रेष्ठ, डॉ. विजय - “जनसंपर्क, प्रचार एवं विज्ञापन” - राजस्थान प्रकाशन, जयपुर, सं.-2017



3. कुलश्रेष्ठ, डॉ. विजय - “विज्ञापन : सिद्धांत और प्रयोग” - माया प्रकाशन मंदिर, जयपुर, सं.
-2018
4. जेठवानी, जयश्री एवं अन्य - “विज्ञापन और जनसंपर्क” - सागर पब्लिकेशन, नई दिल्ली।
5. तिवारी, डॉ. रामचन्द्र - “विज्ञापन व्यवसाय एवं कला” - आलेख प्रकाशन, दिल्ली, सं.-2008
6. पाण्डेय, कैलाश नाथ - “विज्ञापन बाजार और हिंदी” - वाणी प्रकाशन, दिल्ली सं.-2018
7. पाण्डेय, आशा - “हिंदी विज्ञापनों की भाषा” - ब्लेकी एण्ड पब्लिशर्स प्रा.लि., दिल्ली, सं.-1986
8. परीकर, आशुतोष - “हिंदी विज्ञापनों का पहला दौर” - अनन्य प्रकाशन, दिल्ली, सं.-2017
9. महाजन, अशोक - “विज्ञापन” - हरियाणा साहित्य अकादमी, पंचकुला, सं.-2010
10. मोहन, महेन्द्र - “एडवर्टाइजिंग मैनेजमेंट” - मैग्नील एजुकेशन इंडिया, सं.-2017
11. शर्मा, कुमुद - “विज्ञापन की दुनिया” - प्रभात प्रकाशन, दिल्ली, सं.-2010
12. यादव, नरेन्द्र सिंह - “विज्ञापन तकनीक एवं सिद्धान्त” - हिन्दी एवं अकादमी, जयपुर, सं.
-2017
13. हटवाल, एकेश्वर प्रसाद - “विज्ञापन कला” - राजस्थान हिंदी ग्रंथ अकादमी, जयपुर, सं.
-1989

अनुशंसित वेबसाइट एवं डिजिटल संपर्क-सूत्र :

1. www.ndl.iitkgp.ac.in. (National Digital Library of India)
2. <http://www.csttpublication.mhrd.gov.in/>
3. <http://ugcmoocs.inflibnet.ac.in/>
4. <http://ignou.ac.in/eGyankosh>
5. <http://ugcmoocs.inflibnet.ac.in/>
6. <http://www.swayamprabha.gov.in/>
7. www.mghv.in



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Part A Introduction				
Program : Certificate		Class:B.A.1 st Year	Year: 2021	Session :2021-2022
Subject : Psychology				
1	Course Code	A1-BECO-1G		
2	Course Title	Organizational Behaviour		
3	Course Title (Core Course/Elective /Generic Elective /Vocational/.....	Elective		
4	Pre- requisite (if any)	-		
5	Course Learning outcomes (CLO)	The course will enable the students t develop an understanding of the principles of human behavior in organizations with relevance of the Indian business context.		
6	Credit Value	Theory -6		
7	Total Marks	Max. Marks: 25+75=100		Min. Passing Marks: 33
Part B				
Content of the Course-GE Subject-I (Organizational Behavior)				
Total No. of Lectures –Tutorials –Practical (in hours per week):				
Total No. of Lectures=90				
Unit	Topics	No. of Lectures		
Unit I	INTRODUCTION: Concept of Organizational behaviour(OB); Management roles, skills and activities; Disciplines that contribute to OB; Opportunities for OB(Globalization, Indian workforce diversity, customer service, innovation and change, networked organizations, work-life balance, people skills, positive work environment, ethics	12		
Keywords /Tags : Organizational Behavior(OB); Globalization; Innovation; change; Networked organizations; Work-Life balance; people skills; Environment; ethics				
Unit II	INDIVIDUAL BEHAVIOUR: 1. Learning, attitude and job satisfaction: concept of learning, conditioning, shaping and reinforcement. Concept of attitude, components, behavior and attitude. Job satisfaction: causation; impact of satisfied employees on workplace. 2.Motivation: Concept, Theories(Hierarchy of needs, X and , Two factor, McClelland, Goal setting, Self-efficacy, Equity theory); Job characteristics model; Redesigning job and work arrangement; Employee involvement; Flexible benefits, Intrinsic rewards 3.Personality and Values: Concept of personality; Myers-Briggs Type Indictor(MBTI); Big Five model. Relevance of values; Indian values; Linking personality and values to the workplace(person-job fit, Person-organization fit)	13		



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	4. Perception, Decision Making and Emotions: Perception and Judgments; Factors; linking perception to individual decision making; Decision making in organizations, Ethics in decision making, Emotional labour; Emotional Intelligence	
Keywords /Tags : Learning; Attitude; Job satisfaction ; Motivation; personality; values; perception; decision making emotions		
III	GROUP BEHAVIOUR: 1.Group and Work Teams: Concept; five stage model of group development; Group think and shift; Indian perspective on group norms. Groups and teams; Types of teams; Creating team players from individuals; Team building and team based work(TBW) 2. Leadership: Concept; Trait Theories; Behavioral Theories(Ohio and Michigan studies); Contingency theories(Fiedler, Hersey and Blanchard, Path-goal); Authentic leadership; Mentoring, Self leadership, online leadership; Inspirational Approaches(transformational, Charismatic); Comparison of Indian Leadership styles with other countries. Exercises, games and role plays may be conducted to develop team and leadership skills	11
Keywords /Tags : Groups, Work teams; Leadership		
VI	ORGANISATIONAL CULTURE AND STRUCTURE: Concept of culture; impact(functions and liability);creating and sustaining culture; Employees and culture; Creating positive and ethical cultures. Concept of structure, Prevalent organizational designs, New Design options.	12
Keywords /Tags : Culture ; structure		
V	ORGANISATIONAL CHANGE, CONFLICT AND POWER: Forces of change; planned changes; Resistances; Approaches(Lewin's model, Organizational Development); Learning organization; Organisational change in Indian businesses. Concept of conflict; Traditional view and interactions view of conflict; Conflict process; Functional/Dysfunctional. Introduction to power and politics.	12



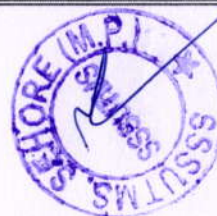
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Keywords /Tags : Change; Resistance; Conflict; Power; Politics		
Part C-Learning Resources Text Book, Reference books, other resources		
Suggested Reading: <ol style="list-style-type: none"> 1. Luthans Fred, "Organizational Behaviour", McGraw Hills 2. Hellriegel, Slocum and Woodman, OB, South-western, Thomson learning, 9th ed. 2001 3. Behavior in organization, Jerald Greenberg, 8th ed, Pearson edu 4. Arnold, John, Robertson, Ivan t. and Cooper, Cary, I, "Work psychology: understanding human behavior in the workspace" Macmillan India Ltd. Delhi. 5. Dwivedi, R.S, "Human relations and organizational behavior: A global perspective", Macmillan India Ltd. Delhi. 		
Suggestive equivalent online courses: <ol style="list-style-type: none"> 1. https://www.coursera.org/courses?query=economics 2. https://www.mooc-list.com/tags/economics 3. https://www.coursera.org/learn 4. https://ocw.mit.edu/courses 5. https://nptel.ac.in/courses/macroeconomics 6. https://nptel.ac.in/courses/economics 7. https://nptel.ac.in/courses/managerial_economics 		
Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods: Maximum Marks: 100 Continuous Comprehensive Evaluation (CCE): 25 University Exam (UE) 75 marks Time: 02:00 Hours		
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation(CCE):	Assignment/Presentation	10
	Total	25
External Assessment:	Section (A): Three Very Short Questions(50 Words Each)	03*03=09
University Exam :	Section(B): Four Very Short Questions(200 Words each)	04*09=36
	Section(C): Two Long	02*15=30



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	Questions(500Words Each)	
	Part A Introduction	Total 75



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Program: Certificate/Diploma/ Degree		Class:B.A.1 st Year	Year: 2021	Session :2021-2022
Subject : Political science				
1	Course Code	A1-POSC-1G		
2	Course Title	Indian political system		
3	Course Title (Core Course/Elective /Generic Elective /Vocational/.....	Elective		
4	Pre- requisite (if any)	To study this course, a student must have passed 12 th Student of any subject can study this course.		
5	Course Learning outcomes (CLO)	1. Students will be able to understand nature of Indian political System and its determinates. 2. They will be able to answer questions related to the functions and role of the president, prime Minister, parliament and Supreme Court, party system in the institutional settings of Indian political system. 3. They will be a able to understand basic problems of Indian political system. 4. They will be able to identity the challenges of Indian political system.		
6	Credit Value	Theory-6		
7	Total Marks	Max. Marks; 25+75	Min. Passing Marks: 33	
Part B- Content of the Course				
Total no of Lectures –Tutorials –Practical (in hours per week): 4 hours per week				
Total Lectures - 60 hours				
Unit	Topics		No. of Lectures	
I	Fundamentals of India Indian political system 1. Nature of Indian political system. 2. Determinants of Indian political system. 2.1 Salient Features of Indian Constitution 2.2 preamble 2.3 fundamental rights 2.4 Directive principles of state policy 3. Federal system 4. Parliamentary system		23	



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II	Institutional setting of Indian political system <ol style="list-style-type: none"> 1. Role of functions of president , prime Minister and Council of Ministers 2. Parliament and its working 3. Supreme Court and judicial Review 4. Panchayati raj Institutes 	23
III	Problems of Indian political system : <ol style="list-style-type: none"> 1. Linguism. 2. Regionalism 3. Casteism 4. Communalism 	22
IV	Challenges of Indian political system : <ol style="list-style-type: none"> 1. Poverty 2. Social justice 3. Gender justice 4. Defection politics 5. Election Reforms 	22

Keywords/ Tags

Part C-Learning Resources

Text Books, Reference Book, Other resources

Suggested Readings:

- 1- Austin,G "The Indian Constitution: Cornerstone of a Nation", Oxford University press, Delhi,1966.
- 2- Basu,D.D " Introductionto the Constitution of Indian",24 th edition,LexixNexi Publication, Gurgaon, Haryana, 2020.
- 4- Jayal, Nirja Gopal and pratap Bhanu Mehta, Companion to politics in India student edition", Oxford University press New delhi.2010.
- 4- Kashayap, Subhash, Our constitution: an Introduction to Indias Constitution and Constitutional law" National Book Trust, India, 2011.
- 5- Kashayap, subhash," Constitution of India", National Book Trust, India, 2004.
- 6- Kaviraj,"politics in india", Oxford University press Delhi, 1970.
7. Kothary, R, Politics in India", orientLongman, New Delhi, 1970.
8. M. Laxmikant, Indian polity ", McGraw Hill Education
- 9- Narang, A.S "Indian Govertment and politics", Geetanjali publishing House, New Delhi,1996 (Latest edition)
- 10-Sharma, B.K" Introduction to the Constitution of india", PHI Learning Delhi, 2019.
- 11- Pylee, M.P.,Saxena, R "Federalizing India in the age of Globalizations", primus Book, New Delhi, 2013.
- 12- Roy, H& Singh, M.P. Indian POLITICAL System", Pearson, Delhi 2018.



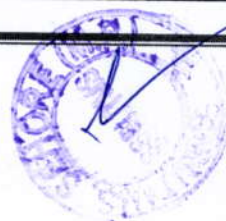
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Suggestive digital platforms web links		
Part A Introduction		
1. https://WWW.Jstor.org/stable/2125628?seq=1		
2. https://politicalscience.stanford.edu/research/ political- theory		
3. https://link.springer.com/referenceworkentry/10.1007%2f978-1-4020-8265-8-1431		
4. https:// www. YouTube. Watch? v= fd TNIx52weg		
Suggestive equivalent online courses:		
NPTL- Introduction to political Theory by Prof. Mithlesh kumar jha. IIT gwahati		
Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks:100		
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks		
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation(CCE):25	Assignment/Presentation	10
External Assessment:	Section (A): Three Very Short Questions(50Words Each)	03x03=09
University Exam Section:	Section(B): Fore Short Questions(200Words each)	04x09=36
75	Section(C): Two Long Questions(500Words Each)	02x15=30Total 75
Time:02.00 Hours		
Any remarks suggestions:		



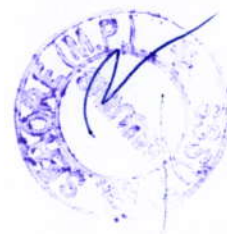
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Program :certificate Course		Class:B.A.1st Year	Year: 2021	Session :2021-2022
Subject :Sociology				
1	Course Code	A1-SOCI-1G		
2	Course Title	Introduction to Sociology		
3	Course Title (Core Course /Elective /Generic Elective /Vocational/.....	Elective		
4	Pre- requisite (if any)	This is an elective paper open for all B.A. 1 st Year Students, except those who have opted Sociology as core paper.		
5	Course Learning outcomes (CLO)	<ol style="list-style-type: none">1. This course will enhance the conceptual Learning and understanding of the basic concept used in Sociology.2. The Paper will contribute in enriching the vocabulary and scientific temperament of the student about human society.3. In this course student will get information about employment opportunities related to the discipline of Sociology.4. The Course will provide Knowledge about social-cultural processes.		
6	Credit Value	Theory-4		
7	Total Marks	Max. Marks; 25+75	Min. Passing Marks: 33	
Part B- Content of the Course				
Total no of Lectures –Tutorials –Practical (in hours per week): 6 hours per week				
Unit	Topics	No. of Lectures		
I	Emergence of Sociology <ol style="list-style-type: none">1.Tradition of Indian Thinking2.Sociology<ol style="list-style-type: none">2.1 Meaning2.2 Scope2.3 Subject Matter2.4 Nature2.5 Importance3.Development of Sociology4. Job opportunities in Sociology	10		
Keywords /Tags : Emergence of Sociology ,Tradition of Indian Thinking,Development of Sociology , Importance of Sociology, Job opportunities in Sociology				
II	Basic Concepts : <ol style="list-style-type: none">1. Society2. Relation between Individual and Society3. Community4. Institution5. Association6. Social Group7. Status and Role	12		
Keywords /Tags : Relation between Individual and Society , Social Structure,Social Group, Social Status, Association in Sociology				



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III	Social Organization and Institutions: (Concept ,Emergence ,Development, Forms and Challenges) 1. Family 2. Kinship 3. Marriage 4. Caste, Class and Power 5. Race	12
Keywords /Tags : Social Organization, Social System, Social Institution, Class, Kinship , Race in Sociology		
VI	Social Cultural Processes : 1.Culture 1.1 Meaning 1.2 Characteristics 1.3 Types 1.4 Culture and Civilization 2. Socialization 2.1 Meaning 2.2 Characteristics 2.3 Stages 2.4 Agencies 3.Social processes 3.1 Cooperation 3.2 Accommodation 3.3 Competition 3.4 Conflict	14
Keywords /Tags : Culture, Social Process, Civilization, Socialization, Cooperation		
V	Social Control and Change: 1.Social Control 1.1 Concept 1.4 Means of Social Control 2. Social Stratification 2.1 Concept 2.2 Bases 3.Social Change 3.1 Meaning 3.2 Characteristics 3.3 Factors of social Change 3.4 Patterns of social change	12
Keywords /Tags : Social Control, Social Stratification, Social Change, Factors of Social change, Patterns of Social Change.		
Part C-Learning Resources		
Suggested Readings: 1-Maclver, Robert M& Charles Hunt Page (1949) Society: An Introductory Analysis, New York. 2- Beteille Andre (1965) Caste Class &Power, California University, Berkeley. 3-Ghury GS (1961) Caste Class & Occupation, Popular Book Depot.,Bombay. 4-Ogburn & Nimkof (1947) Hand Book of Sociology, K.Paul, Trench, Prebner and Comp. LTD. London.		



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5- Giddens, A. (2006). Sociology (5 th ed.). Oxford University Press. London		
Part A Introduction		
6- Horton and Hunt .(1964) Sociology – The Discipline and its Dimensions: New Central Book Agency , Calcutta.		
7- Johnson Harry M. (1988) Sociology- A Systematic Introduction. Allied Publisher Pvt Ltd, New Delhi.		
8- दुवे श्यामाचरण (1993) मानव और संस्कृति, राजकमल प्रकाशन, नई दिल्ली,		
9- आहुजा राम (2008) समाजशास्त्र विवेचना और परिप्रेक्ष्य, रावल पब्लिकेशन, जयपुर		
10- अग्रवाल जी के (2018) समाजशास्त्र की मूल अवधारणाएँ, साहित्य भवन पब्लिकेशन, आगरा		
11- सिंह जे पी (2019) समाजशास्त्र अवधारणाएँ एवं सिद्धान्त , रावल पब्लिकेशन, जयपुर		
12- बघेल डी एस (2020) समाजशास्त्र, कैलाश पुस्तक सदन, भोपाल		
13- पाटिल अशोक डी एवं भदौरिया एस एस (2015) समाजशास्त्र परिचय, मध्य प्रदेश हिन्दी ग्रन्थ अकादमी, भोपाल		
Suggestive digital platforms web links		
https://nios.ac.in/online-course-material/sr-secondary-courses/Sociology-(331).aspx		
Suggestive equivalent online courses:		
IGNOU & Other centrally/state operated Universities /MOOC platforms as “SWAYAM” in India and Abroad.		
Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (CCE): 25 marks University Exam (UE) 75 marks		
Internal Assessment: Continuous Comprehensive Evaluation (CCE): 25	Class Test	15
	Assignment/Presentation	10
External Assessment: University Exam Section: 75 Time: 02.00 Hours	Section (A): Three Very Short Questions (50 Words Each)	03 x 03 = 09
	Section (B): Four Short Questions (200 Words each)	04 x 09 = 36
	Section (C): Two Long Questions (500 Words Each)	02 x 15 = 30
		Total 75
Any remarks suggestions:		

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Program:Certificate/Diploma/Degree		Class: 1 Year	Year:2021	Session:2021-22
Subject: NCC				
1	Course Code			
2	Course Title	NCC Awareness		
3	Course Type(Core course/Elective/Generic Elective/Vocational/...)	Elective		
4	Pre-requisite (if any)	To study this course ,a student must have passed 12 th with any subject and must be medically fit. This course can be opted as an elective and it is open for all		
5	Course Learning outcomes(CLO)	The students will develop a sense of responsibility and there by display sense of patriotism, secular values, discipline, improve bearing and develop the quality of immediate and implicit obedience of good things.This paper will enable the students to build and develop leadership through communication. The significant relationship between personality traits and leadership will be achieved and executed.		
6	Credit value	04		
7	TotalMarks	Max.Marks: 25+75	Min.PassingMarks:33	
Part B- Content of the Course				
Total numbers of Lectures(in hours per week) :2hours per week				
Total lectures:60Hours L-T-P (02-00-00)				
Unit	Topics	No of Lectures		
I	History of National Cadet Corps: <ul style="list-style-type: none">National Cadet corps of Independent indiaNational Cadet corps Act,1948Motto of National Cadet corpsAims and Objectives.Emblem,NCCflag.NCC song.Organization of NCC-Army.Navy and Air Wing.Training centres of NCC	15		
II	Introduction to Defence Services <ul style="list-style-type: none">Army, Navy and Air Force.Organizational Structure in ChartsRegimental Structure: command and controlBadges and Ranks:Army, Navy,Air ForceHonors and Awards.	15		
III	Personality development: <ul style="list-style-type: none">Introduction to personality developmentFactors influencing and shaping the personality	15		



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	<ul style="list-style-type: none"> Team work and team building, social skills, Etiquettes and manners, Decision making and problem solving, Change your mind set 	
IV	Leadership: <ul style="list-style-type: none"> Introduction and type of Leadership Leadership traits How to develop leadership. Leadership case study(Field Marshal General Sam H.F.J.Manekshaw and General K.M Cariappa) First Aid: <ul style="list-style-type: none"> Scope and objectives First aid in common emergencies, Dressing of Wounds. 	15

Part C- Learning Resources				
Text Books, Reference Books, Other resources				
Suggested Readings:				
S No	Name of Writers	Name of Book	Name of Publishers	Year of publication
1	Sabharwal,D.P	Personality Development	Finger print publishing,India	2015
2	Sabharwal,D.P	Personality Development(Hindi)	publishing,India	2021
3	Gurav, Aarti	50 Mantras of Personality Development	Buzzing stock Publishing	2013
4	Vasudeva, Sangeetha	Personality Development	Clever Fox publishing	2021
5	Kapoor ,Shikha	Personality Development and Soft skills	Dream Tech Press	2020
6	Sinha, Surya	Complete Personality Development course (Hindi)		2012
7	Agrawal,(Dr.) Vijay	Student and Personality Development (Hindi)	Benteen Books	2012
8	Shekhar,(Dr0. Priyanshu	Personality Development guide (Hindi)	PrabhatPrakashan	2016
9	Anand, Arunsagar	Personality Development Course (Hindi)	V & S Publication	2013
10	Sharma, Robin	Leadership Wisdom	Jaico publishing House	2003
11	Maxwell, John C	5-Levels of leadership	Cross liance	2014
12	Dravid,Rahul and Iyer,Prakash	The Secret of Leadership	Penguin ,India	2020
13	Dr. Bomi	The Leadership Handbook		2020



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14	Bindra, Vivek	Everything about Leadership	Diamond Pocket Books	2018
15	Carnegie, Dala	The Leader in you	Amazing reeds	2018
16	Subramanian, Ramesh and Ramiah, Ramkrishan	Leadership by Values	Notion Press	2020
17	Manivannan, C. and Manivannan, T. Latha	Text Book of First Aid and Emergency Nursing	EMMESS Medical Publishers	2020
18	Popli, Harvinder and Sharma, Nirmal	Emergency First aid Safety Oriented	CBS Publishers	
19	Jain, N. C. and Saakshi	First Aid and Emergency Case	AITBS Publishers	2019
20	Pippa, Dr. Keech	Practical Guide to First Aid	Anees Publishing House	
21	Gupta, RK	NCC National Cadet Corps (Hindi & English)	Ramesh Publication	2021
22		Hand Book of NCC	Kanti Publication, Itawa	2017
23		Hand Book of NCC an unique book for NCC Cadets	Naveen Publication	2019
24	Ranjan, Shashi and kumar, Aashish	Hand Book of NCC	Goodwin Publication	2021
25	Chauhan, Lt (Dr) Rajeev kumar	NCC National Cadet Corps	Aakriti publication	2021
26		Cadets Hand book	NCC Directorate M.p. & C.G	
27	Goyal, Hariom	Personality Development	Kalpaz Publication, India	
28	Mitra, Barun K	Personality Development and Soft Skills	Oxford University Press India	
29	Mishra, Rajeev k	Personality Development- Transform Yourself	Rupa and Company India	
2. Suggestive digital platforms web links: 1. https://www.en.m.wikipedia.org 2. https://www.firstaidforfree.com				
Suggested equivalent online courses:				

Part D- Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum marks: 100

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Continuous Comprehensive Evaluation(CCE): 25 Marks University Exam (UE) 75 Marks		
Internal Assessment: Continuous Comprehensive Evaluation(CCE): 25 Marks	Class Test Assignment/Presentation	15 10
External Assessment: University Exam Section:75 Time ; 02.00 Hours	Section(A): ThreeVery Short Questions(50 words Each)	03x03=09
	Section(B): Four Short Questions(200 Words Each)	04x09=36
	Section(C): Two Long Questions (500 Words Each)	02x15=30 Total 75
Any remarks/Suggestions: NIL		


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Part A Introduction			
Program: Certificate/Diploma/Degree	Class: 1 Year	Year:2021	Session:2021-22
Subject: NCC			
1	Course Code		
2	Course Title	NCC Training	
3	Course Type(Core course/Elective/Generic Elective/Vocational/...)	Elective	
4	Pre-requisite (if any)	To study this course ,a student must have passed 12 th with any subject and must be medically fit. This course can be opted as an elective and it is open for all	
5	Course Learning outcomes(CLO)	Aim of the Course is to inculcate a sense of discipline, create self confidence and to create a human resource of organized,trained youth and to develop the quality of immediate and implicit the obedience of orders. Trained the youth to meet any medical emergency by giving aid.	
6	Credit value	02	
7	TotalMarks	Max.Marks: 25+75	Min.PassingMarks:33
Part B- Content of the Course			
Total numbers of Lectures-Tutorials-Practical (in hours per week) :2hours per week			
L-T-P:00-00-01			
S.No	Topics	No of Lectures	No of Tutorial
UNIT-I	Drill: General and Words of command:Attention,Stand at ease, Stand easy. Turning; Right turn,Left Turn and About turn.Sizing, Forming up in three ranks. Numbering and dressing of Troupe. Salute in Army,Navy and Air Force, Its description and training. Falling out and Dismissing.	15	
UNIT-II	Group Discussion on current topics and issues(National & internationals) • Public Speaking/Extempour • First Aid: Bandages and CPR	15	
TOTAL		30	
B.COM 1ST YEAR w.e.f. 2021-22			
Keywords/ Tags: Drill, Troupe,Salute,First aid, CPR			
Part C-Learning Resources			

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Text Books, Reference Book, Other Resources

Suggested Readings:

S No	Writers	Name of Book	Name of Publishers	Year of publication
1	Ranjan, Shashi and kumar, Aashish	Hand book of NCC	Goodwin Publication	2021
2	Chauhan, Lt(Dr) Rajeev kumar	NCC National Cadet Corps	Aakriti Publication	2021
3		Cadets Hand book	NCC Directorate M.p. & C.G	
4	Goyal, Hariom	Personality Development	Kalpaz Publication, India	
5	Mitra, Barun K	Personality Development and Soft Skills	Oxford University Press India	
6	Manivannan, C. and Manivannan, T. Latha	Text Book of First Aid and Emergency Nursing	EMMESS Medical Publishers	2020
7	Popli, Harvinder and Sharma, Nirmal	Emergency First aid Safety Oriented	CBS Publishers	
8	Jain, N. C. and Saakshi	First Aid and Emergency Case	AITBS Publishers	2019
9	Pippa, Dr. Keech	Practical Guide to First Aid	Anees Publishing House	
10	Gupta, RK	NCC National Cadet Corps (Hindi & English)	Ramesh Publication	2021
11		Hand Book of NCC	Kanti Publication, Itawa	2017
12		Hand Book of NCC an unique book for NCC Cadets	Naveen Publication	2019

2. Suggestive digital platforms web links: 1. <https://www.en.m.wikipedia.org>
2. DG NCC TRAINING APP.

:

Part D- Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Internal Assessment	Marks	External Assessment	Marks
Class Interaction/Quiz	10	Viva Voce on Practical	15
Attendance	05	Practical Record File	10
Assignments	10	Table Work /Experiments	50
TOTAL	25		75



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Any remarks/Suggestions

Part A : Introduction			
Program:- Certificate/Diploma/Degree/ Course		Class: 1 Year	Year:2021
			Session:2021-22
Subject: National Service Scheme (NSS)			
1	Course Code	NSS:101	
2	Course Title	Concept of National Service Scheme	
3	Course Type	Elective	

B.COM IST YEAR w.e.f. 2021-22

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4	Pre-requisite (if any)	To study this course ,a student must have passed 12 th with any subject. This course can be opted as an elective and it is open for all	
5	Course Learning outcomes(CLO)	Course Objective:- <ol style="list-style-type: none"> 1. Main objective of syllabus is developing the personality and character of the students youth through voluntary community service.It will also help them understand the rich cultural service. It will also help them understand the rich cultural diversity of india and have pride through a better Knowledge of the Country. 2. Understand the community in which they work and their relation. 3. Identity the needs and problems of the community and involve them in problem-solving. 4. Develop capacity to meet emergencies and natural disasters. 5. Practice national integration and social harmony and. 6. Utilize their knowledge in finding practical solutions to individual and community problems. Learning Outcome:- To impart hands- on skills in Preparation. Theend of the paper,a student should be able to: <ol style="list-style-type: none"> 1. Understand the importance of having community problems and their solution. It might help in job opportunity in some Government approved NGOs, and Ministry of youth affairs and Sports. 2. The students can carry out basic information about Community, which in turn and be of great help in disaster management fields. 3. Students can also go for Social Community Courses, Opening opportunities in different social activity related department. 	
6	Credit Value	Theory -04	
7	Total Marks	Max.Marks: 25+75	Min.Passing Marks:33

Part B- Content of the Course		
Total numbers of Lectures(in hours per week) :2hours per week		
Total lectures: 60 Hours		
Unit	Topics	No of Lectures
I	Introduction and Basic Concepts of NSS: <ul style="list-style-type: none"> • History and Philosophy. • Aims and Objectives. • Emblem sign, NSS badge,NSS flag. • NSS song: Lakshya Geet, Sadbhawna Geet, Rastriye yuva Geet. 	15 Hours



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	Key Words:- Concept of NSS.	
II	Organization of NSS, Regular Activities and Programmes: <ul style="list-style-type: none"> • Organization structure of NSS. • Concept of regular activities. • Basis of adoption of village/ slums. • Methodology of conducting survey. • Calendar of NSS activities. • Maintenance of nss work diary. Key Words:- Regular Activities.	15 Hours
III	Day camp, Special camp and Personality development: <ul style="list-style-type: none"> • Various Demension of day camp. • Special camp at college/Unit level. • Other Camps: District level camp, University level camp, State level Leadership Training camp. • NIC camp, Sahshik activity camp, pre -RDC, RDCcamp. Key Words:- Youth Camping.	15 HOurs
IV	Youth and volunteerism: <ul style="list-style-type: none"> • Definition, Issues, challenges and opportunities for Youth. • Youth as an agent of social change. • Indian Tradition of volunteerism. • Needs and importance of volunteerism. • Motivation and constraints of volunteerism. Key Words:- Youth volunteerism.	15 Hours

Part C- Learning Resources		
Text Books, Reference Books, Other resources		
Suggested Reading Materials: <ol style="list-style-type: none"> 1. National Service Scheme Manual, Government of india. 2. Training Programme on national Programme scheme, TISS. 3. Orientation Courses for NSS programme officers, TISS. 4. Case material as Training Aid for field workers, Gurmeet Hans. 5. Social service opportunities in Hospitals, Kapil K. Krishan, TISS. 6. Social Problems in india, Ram Ahuja. 		
Suggested equivalent online Courses: http://www.thebetterindia.com/140/national-service-scheme-nss http://en.wikipedia.org/wiki/national-service-scheme http://nss.nic.in		
Part D- Assessment and Evaluation (Theory)		
Maximum Marks:		100
Continuous comprehensive Evaluation (CCE):		25
University Exam(UE):		75
Time: 02.00Hours		
Internal Assessment: Continuous Comprehensive Evaluation (CCE):	Class Test	15
	Assignment/Presentation	10
	Total	25



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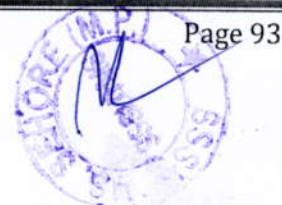
External Assessment: University Exam	Section(A): Three Very Short Questions (50 words Each)	03x03= 09
	Section(B): Four Short Questions (200 words Each)	04x09 =36
	Section(C): Two Long Questions (500 words Each)	02x15 =30
	Total	75

Part A : Introduction			
Program:- Certificate/Diploma/Degree/Course		Class: BBA.1 Year	Year:2021 Session:2021-22
Subject: National Service Scheme (NSS)			
1	Course Code	NSS:102	
2	Course Title	Project Tool of NSS	
3	Course Type	Practical/ Project Work	
4	Pre-requisite (if any)	To study this course ,a student must have passed 12 th with any subject. This course can be opted as an elective and it is open for all	
5	Course Learning outcomes(CLO)	Course Objective:- Each student Will Have the option to select two skill-areas out of the list based on the local conditions and opportunities, and will Prepare a report based on field situation. Learning Outcome:- To impart hands- on skills in Preparation. The end of the paper,a student should be able to: Project work of NSS will aim to enhance the employment potential of the NSS volunteers or, alternately to help them to job opportunities in government approved NGOs,ministry of youth Affairs and Sports.	
6	Credit Value	Practical -02	
7	Total Marks	Max.Marks: 25+75	Min.Passing Marks:33

Part B- Content of the Practical Course	
Total numbers of Lectures (in hours per week) :2hours per week	

B.COM IST YEAR w.e.f. 2021-22

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Credits -02 (Total Lectures :30 Hours)

Scheme of Practical Examination :-
Max.Marks (25+75=100)

- Internal Assessment:-
Max. Marks-25
- 1. Class Interaction.
(05)
- Quiz.
(05)
- Seminar.
(07)
- Assignments.
(08)
- External Assessment:-
Max. Marks-75
- Report of Regular Activities in the Society.
(15)
- Report of NSS Volunteerism.
(10)
- Report of Communication Skills.
(10)
- Report of Camping Activity .
(15)
- Report of Excursion/Training/Survey/Data Collection .
(10)
- Viva-Voce.
(05)
- Practical Record
(10)

List of Practical/ Project Activity:-

Communication Skill:- Personality development, communications Skill development, Problem-Solving.

Key Words- Communication skill project activity.

Youth and Community :- Adoption of slum, Survey of slum, Service of Slum, Identification of problems of slum areas.

Key Words- Youth community project activity.

Youth and Health:- AIDS, Drugs and substance abuse, Home nursing, First Aid, Yoga as a tool for healthy lifestyle etc.

Key words- Regular activity, project activity.

Environmental Issues:- Natural disaster management, natural resource management, Rain water harvesting, Afforestation, Waste management etc.

Key words- Natural resources/ disaster management project activity.

Awareness Programe :- Peer mentoring in preventing crimes, cyber crime and prevention juvenile justice, save girls child protection, Blood donation awareness, swacch Bharat abhiyan, Corona virus awareness etc.

05

07
Hours

05
Hours

06
Hours

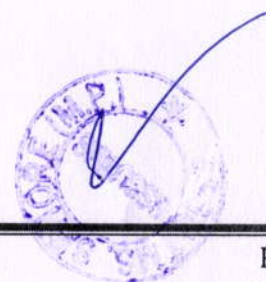
07
Hours



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Key Words- Volunteerism awareness project activity.	
Part C : learning Resources	
Text Books, Reference Books, Other resources	
Suggested Reading Materials: <ul style="list-style-type: none">• National Service Scheme Manual, Government of india.• Training Programme on national Programme scheme, TISS.• Orientation Courses for NSS programme officers, TISS.• Case material as Training Aid for field workers, Gurmeet Hans.• Social service opportunities in Hospitals, Kapil K. Krishan, TISS.• Social Problems in india, Ram Ahuja.	
Suggested equivalent online Courses: http://www.thebetterindia.com/140/national-service-scheme-nss http://en.wikipedia.org/wiki/national-service-scheme http://nss.nic.in	


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VOCATIONAL SUBJECT

Part A Introduction

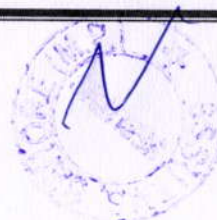
Programme: Certificate Class:B.Com 1 st Year Session 2021-22	
Subject	Vocational
Course Code	VI-COM-TALT
Course Title	Accounting and Tally Course
Course Type	Vocational
Pre-Requisite	No pre-requisite
Course Objectives	<p>To understand the meaning of tallterp-9</p> <p>To Understand The Terms Of electronic accounting.</p>
Course Learning Outcomes	<p>After the completion of the course, wstudent will be get to</p> <ul style="list-style-type: none"> • understand the elements of electronic accounting process. • Apply the basics of accounting with the help of sophisticated software like tally • creat a company, laedger and group creation, stock groups,stock items, stock units formation, various vouchers entry,etc in tally software. • make adjustments entries through tally and produce financial statements like p&l accounts, balance sheet etc. • develop skills to prepare account mannually and computerized.
Expected Job/Role Of Career Opportunities	Students can find a job as an accountants in any business firms.

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Credit Value	4	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33

Part B Content Of The Course

Total No. of Lectures- (In Hour Per Week)L-1-/ p-1		
Unit	Topic	Lectures
I	Financial Accounting: concept of double entry system, golden rule of accounting, preparation of journals.	18
II	preparation of ledger and trial balance.	10
III	brief introduction of Trading and Profit And Loss account , Balance Shheet	02
Practical		
IV	TALLY ERP 9.0 1.Introduction of tally erp9.0, info menu, creation of company, gateway of tally. 2.account information : ledger and group creation. 3. Inventory Information: determination of stock groups, stock items, stock units 4.Accounting voucher entries: receipt voucher, payment voucher, , purchase voucher, sales voucher, , contra, voucher, journal voucher, debit note and credit note.	25
V	Report: trial balance , day book, account book, statements of accounts, inventory book, trading and profit loss account, and balance sheet.	5



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Project: make a project to record day to day accounting and generate trading and profit and loss account, and balance sheet.

Part C Learning Resources

1. Behera Soumya Ranjan, Learn Tally. ERP 9.0, B.K. Publication Pvt Ltd.
2. Singh , Shraddha, Mehraavneet, Tally ERP.9.0 (Power Of Simplicity) V& S Publication, Delhi
3. Agrawal Dr. Namrata , Comdex Tally ERP .9.0 Course Kit, Condex Publication Delhi.

Suggestive Digital Platforms, Web Links:

1. <http://sscstudy.com/tally-erp-9-book-pdf-free-download/>
2. <http://www.sarkarirush.com/tally>
3. <http://learnmeck.com/fundamentals-of-tally-erp-9>

PART D ASSESSMENT AND EVALUATION



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Part A Introduction

Programme: Certificate Class:B.Com 1 st Year Session 2021-22		
Subject	Vocational	
Course Code	VI-PSY-DEVT	
Course Title	Personality Development	
Course Type	Vocational	
Pre-Requisite	No pre-requisite	
Course Objectives	<p>To understand the meaning of personality.</p> <p>To Understand The Terms Of personality development.</p>	
Course Learning Outcomes	<p>After the completion of the course, wstudent will be get to</p> <ul style="list-style-type: none"> • to cultivate skills for successful life and learn to handle failure. • to learn the process of goal setting and swot analysis. • to understand the importance of time and stress management. • to develop core skills for employability. • to develop the effective communication skills. • to realize the role of technology in personality development. 	
Expected Job/Role Of Career Opportunities	Growth And Value Addition In The Respective Job Profiles.	
Credit Value	4	
Total Marks	Max Marks:25 +75	Minimum Passing Marks:33



Part B Content Of The Course

Total No. of Lectures- 30 (In Hour Per Week)L-1-/ P-1		
Unit	Topic	Lectures
I	Personality, Success And Facing Failure: Concept of personality. what is success?- hurdles in achieving success, factors responsible for success, developing effective habits,. what is failure?. factors affecting failure, learning from failures, overcoming failures,, power of faith, practicing faith, SWOT analysis, and goal setting(specific, measurable, acievable, realistic, time bpnd- SMART goals)	10
II	Time And Stress Management And Employability Quotient time as a resources, identifying time wasters, techniques for better time management, introduction to stress, causes and effects, of stress, managing stress. resume building, the art of participating in group discussion,interview, frequentlyasked questions, mock interview sessions.	10
III	Communication Skills And Digital Etiquettes Communication Skills: effective reading/ writing/ listening skills, hard skills & soft skills, overcoming stage fear, role of body language, art of professional presentation, use of audio & visuals in presentations, social etiquettes. use of information & communication technology(ict) in day to day management, effective use of social media, e-mail etiquettes, netiquettes, useful electronic gadgets and mobile applications.	10
Practical		
IV	1. SWOT analysis 2.goal setting(smart goal) 3.time management 4.resume writing and mock interview sessions 5.communication skills	30

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	5.E-Mail Writing	
V	Report:.	
<p>Project/field trip: submit a report based on your learning from the life of any one successful personality</p> <p>2. visit to personality development training institute and submit report.</p>		

Part C Learning Resources

1. Andrews, Sudhir(1988) How To Succeed At Interviews.21 St(Rep). Tata Mc Grew-Hills New Delhi.
- 2.Covey, Stephen. ()1989) , The Seven Habits Of Highly Effective Peoples. Ny ; Free Press
3. Hindle, Tim(2003), Reducing Stress, Essentials Manager Series. Dk Publishing
4. Licas, Stephen(2001) Art Of Public Speaking. Tata Mcfrew Hills, New Delhi
- 5.Modern Sweat, Development Of Personality Anand Paperbox
- 6.Petes S.J., Francis92011). Soft Skills And Professional Communications Tata Mc Graw Hills Education New Delhi
- 7.P.K. Sharma , Personality Developmwnrt , Bharat Shree Prakashan.
8. Smith ,B (2004), Body Language. Rohan Book Company Delhi.

Suggestive Digital Platforms, Web Links:

- 1.basics of communication: <http://www.glow and lovelycareers.in/en/course-detail/nlit-156/basics->
- 2.

PART D ASSESSMENT AND EVALUATION

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Part A Introduction			
Program U.G, Level Certificate	Class: UG I Year	Year;FIRST Year	Session :2021-2022 onwards
Subject :Web Designing			
1	Course Code	V1-COS-WEBT	
2	Course Title	Web Designing	
3	Course Type	Vocational	
4	Pre- requisite (if any)	Open for all	
5	Course Learning outcomes (CLO)	<p>After studying this course the student will be able to-</p> <ul style="list-style-type: none"> • Code a handful of useful HTML & CSS example • Build semantic, HTML & CSS webpage • Write basic Scripts • Use Names, objects and Methods • Add interactivity to a Web page • Create Dynamic Web pages using Java script in HTML forms. 	
6	Expected Job Role / Career Opportunities	<p>Job Rule- Web Designer / Front End Developer/ Creative Ad Designer</p> <p>Job Description- Web designers develop functional and appealing web pages, websites, and web applications. Online Advertisements for individual business and government agencies to establish their online presence. They use knowledge of computer programming and graphic design to create websites that meet client needs.</p> <p>Career Opportunities-</p> <p>Typical employers of Web Designers are-</p> <ul style="list-style-type: none"> • Software companies • IT Consultancies • Specialist web design companies • Large corporate organizations. • Any organization that uses computer systems. • Self- employment/ freelance work is often possible for individuals with appropriate experience, • Vacancies are advertised online, by career services and by recruitment agencies 	



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	Credit Value	(4) Theory- Practical - 2
Part B – Content of the course		
Total NO OF Lecture +(in hours per week) L-2 hrs./ P- 2 Hrs.		
Total No of Lecture/practical : L- 30 hrs./ p- 30 hrs.		
	Topics	No. of Lectures
I	<p>Introduction to Internet- World Wide Web. Internet Addressing, Browser, URL, Web Server, Website, homepage, Domain Name, Basic concepts.</p> <p>Software for web designing - Notepad/ Notepad++ Dreamweaver, Blue Griffon, Net beans, Sea Monkey, World press, Sublime.</p> <p>Introduction to HTML: HTML Tags and Attributes, HTML Basic Tags, Formatting Tags, HTML Color Coding, Div. and Span Tags for Grouping.</p> <p>Lists: Unordered Lists, Ordered Lists, Definition list. Image and Image Mapping.</p> <p>Hyperlink: URL – Uniform Resource Locator, URL Encoding. Table : < table>, <th>, <td>, <caption>, <thead>, <tbody>, <tr>, <colgroup>, <col>. Attribute Using I frame as the Target</p> <p>Form : < input>, < text area>, < button>, < select>, < label></p> <p>Headers: Title, Base, Link, Styles, Script.</p> <p>HTML Meta Tag, XHTML, HTML deprecated Tags & Attributes</p>	6
II	<p>CSS: Introduction using link, Multiple Style Sheets, Value lengths and percentages.</p> <p>Selectors: ID Selectors, Class Selector, Grouping Selectors, Universal Selectors, Descendant / Child Selectors, Attribute Selectors, CSS – Pseudo Classes.</p> <p>, Features and benefits of CSS syntax, External Style Sheet</p> <p>Color Background Cursor: Background image, background repeat, background position, CSS- cursor.</p> <p>Text Fonts: Color, background-color, text-decoration, text-</p>	05



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III	<p>align, Text-indent. text transform, white space, letter spacing, word spacing, line- height, font- family,, font- size, font- variant, font- weight.</p> <p>Lists Tables: list style type, list-position type, list style range, CSS, Tables, (border, width, & height, text- align, vertical align, padding, color)</p> <p>Box Model: Borders & Outline, Margin & Padding, Height and width, CSS, Dimension</p> <p>Display Positioning: CSS visibility, CSS display, CSS scroll bars, CSS Positioning, (Static Positioning fixed positioning, relative positioning, absolute positioning) CSS Layers with Z- Index.</p> <p>Floats: The float property, t5he clear property, the clear fix hack.</p>	05
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IV	<p>The Java script: Nature of Java, swcript writing basics, writing basics, enhancing HTML, Documents with Java script, the building blocks.</p> <p>Introduction to Java script, Java script Engines, Values, variables and operators, variable mutation, basic operators, operator procedure, Java script Types, Types definition, Types in java script, type conversion.</p> <p>Java script Conditionals: Introduction to conditional, conditionals in Java script, ternary operators, conditional Ladder, & switch statement.</p> <p>Java Script Arrays: Introduction to arrays, Declaring and mutating Arrays, Array methods and properties, replication with Array methods, Multi dimensional Arrays.</p>	07
PRACTICALS		15
<ul style="list-style-type: none"> • Design a home page which displays information about your college department using heading, HTML, entities and paragraphs. • Implement different type of list tags in the college department homepage • Create a webpage for any clinic using marquee and formatting tags. • Create 3 Hyperlinks in home page connecting it to 3 different pages. • Create 3 hyperlinks in which jumps to 3 different headings on same page. • Insert image (s) and I frame in a webpage. • Design a page with image of block diagram of computer, mapping, each co0mponent as areath specific co- ordinates, • Create a web page containing Frame 1 that contains link and another contents of th • Design a time table and display ib tabular form. • Demonstrate difference between “get” and “post” method of form tag in a form with password text. • Design an admission form for any course in your college with text, password field, drop-down list, check-boxes, radio- button, submit and reset button etc. • Create a website for online book store with Home, Login, catalogue, registration page, with links to all these in a menu on top of every page. • Write a CSS style specification rule that would make all unordered list (<u>) tags) have square bullets and purple background. • Create a HTML form with the use of cascading style sheets. • Create a Home page of your town with a attractive background color, text color, an image, font face, by using online CSS formatting. • Create a catalog for an online shopping company that sells music records using style sheets. • Create a sample code3 to illustrate the external style sheets for your web page. • Design a web page by using different CSS border style. • Change the color of all elements with the class “color text” to “BLUE” 		



- Set different margins for all four side borders.

Part C- Learning Resources
Text Books, References, other resources

Suggested Reading:

- Jon Docket, HTML and CSS Design and build websites.
- JON Docket, Java script and query: Interactive front end Web development Wiley.
- Jennifer Neediest Robbins, learning web designer, web design, java script, O'REILLY.
- Steven Schafer, HTML, X html, and CSS Bible.
- **Fleche-Morris, Basics of web design, Html5 & Css3, 5th edition, Pearson Education.**
- Jan Pounce, Richard york, beginning CSS, cascading style sheets for web design wiley India.
- Thomas A Powell, the complete reference to Html.
- Lee Anne Philips, using Html PHI
- Xavier World Wide Web Design With Html.
- Laura Lemay, Mastering Html, CSS & Java script.
- Dt Editorial Services, Html5 Block Book- CoVERS css 3.

Suggestive digital platforms web links:

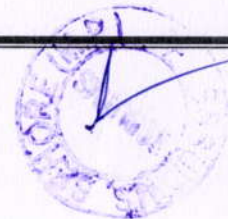
- <http://www.w3school.com>
- <https://spoken-tutorial.org/>
- <https://www.doc-development-durable.org/file/projectsinformatics.com>
- <http://www.nematrian.com/pages/HTML/combined.pdf> (PDF:514 PAGES)
- <http://www.dnodisamir.com/references/vs>

Suggested Equivalent Online Course:

- <http://nptel.ac.in/courses/106/105/106105084/> (NPTEL course Internet technology- Part of the Course)
- <https://onlinecourses.swayam2.ac.in/aic20>
- <https://www.coursera.org/learn/html/css-javascript-for-web-developers#syllabus> (HTML,CSS, and Java script for web developers.
- <https://www.classcentral.com/course/html-for-web-developers-4270> (HTML,CSS,)
- <https://www.classcentral.com/course/duke-programming-web-4256>
- <https://www.coursea.org/learn/programming-web> (Programming Foundations with Java script , HTML and CSS)



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Part-A Introduction	
Program: Certificate	Year: First Year Session: 2021-22
Course Code	VI-HOR-ORGT
Course Title	Organic Farming
Course Type	Vocational
Pre-requisite (if any)	Open for All
Course Learning Outcomes (CLO)	<p>After studying this Course the Student will be able to:</p> <ul style="list-style-type: none"> • Prepare media for protected cultivation. • Demonstrate irrigation and fertigation, greenhouse operations, irrigation and fertigation, care and maintenance of protected structure. • Demonstrate special horticultural practices in protected cultivation • Identify and control of insect-pest and diseases, harvest and post-harvest practices.
Expected Job Role/career opportunities	Job opportunities in government sector as well as private sector and self-employment.
Credit Value	4

Part-B: Content of the course		
Total No. of Lectures + Practical (in hours per week): L-1h / P-1 Labh		
Total No. of Lectures / Practical: L- 30h / P- 30 h		
Module	Topics	No. of Hours
I	Introduction and Principles, Developing Organic farm, conversion of soil to organic Soil Cultivation and Tillage, Creating good growing conditions, soil compaction, Types of soil cultivation.	5
II	<p>Crop planning and management, Crop rotation, intercropping, cover crops, crop-animal association.</p> <p>Mulching: Definition, Uses, Selection of mulch materials, source of mulching materials, Application of mulch.</p>	8



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III	Organicallymanage thefield, Livefencing, Waterandnutrientmanagement, Weedmanagement, Pestanddiseasemanagement. Plant propagation, Criteria for seed evaluation, characterization and multiplication, Importanceoftraditionalvarieties, Seedconservation.	10
IV	Otherformsoforganicmanagement, Biodynamicagriculture., RishiKrishi, naturalfarming, panchgavyakrishi, Natuecofarming, Homafarming.	7
	Practica I	No. of Hours
	<ol style="list-style-type: none"> 1. SoilsamplingandddeterminationofSoilpH. 2. Determinationof soilorganiccarboncontent. 3. Preparationofnurseryandseedbeds. 4. SeedtreatmentwithfungicidesandBio-fertilizers. 5. Identificationofdifferenttypesofchemicalfertilizers,composts,bio-fertilizers. 6. Calculationoffertilizerrequirementofcrops(forwheat, riceandmaize)basedontheirnutrientneeds. 7. PreparationofFYMandCompost. 8. Usesofsprayersanddustersforpestcontrolandnutrientspray. 9. Determinationofmoisturecontentofcropseeds(wheat, rice, maize andmustard). 10. Visittoacropfieldandcomparehealthyplantwithadiseasedandinsectaffectedplant. 11. IdentificationofdifferenttypesofInsecticides, FungicidesandHerbicides. 	30
Project/Fieldtrip: Excursionofan Organic Farm/ Presentationofa project related toany topic of OrganicFarming.		

Part C : LearningResources
TextBooks, ReferenceBooks, Otherresources



Suggested Readings:

- Principles of Organic Farming-by S.R.Reddy, *Kalyani Publishers*, New Delhi.
- Organic Farming (Theory and Practice)-by S.P.Palaniappan and Annadurai, *Scientific Publishers*, New Delhi

Suggested digital platforms weblinks

- www.nptel.ac.in>organicfarming>126/105/126105014
- <http://www.agmoocs.in/organicfarming>

आधार पाठ्यक्रम: प्रथम प्रश्न पत्र – हिन्दी भाषा

(भाग- ए) परिचय				
कार्यक्रम: यूजी लेवल प्रमाण-पत्र		कक्षा: बी.ए. / बी.कॉम / बी. एस. सी. / बी. एच. एस. सी. / बी. सी. ए. / बी. बी. ए. (प्रथम वर्ष)	वर्ष : 2021	सत्र : 2021-2022
विषय: आधार पाठ्यक्रम				
1	कोर्स कोड:	X1-FCEA1T		
2	कोर्स का शीर्षक	भाषा और संस्कृति		
3	कोर्स का प्रकार	आधार पाठ्यक्रम		
4	कोर्स अपेक्षित	कक्षा 12वी उत्तीर्ण किसी भी विषय समूह से		
5	कोर्स अधिगम उपलब्धि (लर्निंग आउटकम) (CLO)	<ul style="list-style-type: none">• उत्कृष्ट साहित्यिकपाठों के अध्ययन से रुचिकाविकासकरना।• सांस्कृतिकचेतनाऔरराष्ट्रीय भावनाकाविकासकरना।• भाषा-ज्ञान।• सामान्य शब्दावलीऔरविशेष शब्दावली के अध्ययन द्वाराभाषा एवंसंस्कृतिबोध काविकासकरना।• विशिष्ट शब्दावली (बीज शब्द/की वर्ड) सेपरिचितकरवातेहुए बोध के स्तरकोविकसितकरना।• प्रतियोगीपरीक्षाओंहेतुतैयारकरना।		
6	क्रेडिट मान	02 क्रेडिट		
7	कुल अंक	50 अंक		
8	उत्तीर्ण अंक	17 अंक		
(भाग - बी) कोर्स सामग्री				
व्याख्यान की कुल संख्या : वर्ष में अधिकतम 15 घंटे				
यूनिट	विषय			व्याख्यान की संख्या
इकाई - एक	<ul style="list-style-type: none">• मैथलीशरणगुप्तपरिचय पाठ : मातृभूमि (कविता)• प्रेमचन्द : परिचय पाठ : शतरंज के खिलाड़ी (कहानी)• व्यंगय :शरदजोशी: जीपपरसवारइल्लिया			5 घण्टे
इकाई -दो	<ul style="list-style-type: none">• वैचारिक-भारतीय भाषाओंमेंराम• आचार्यरामचन्द्र शुक्लपरिचय पाठ : उत्साह (भावमूलक निबंध)• रामधारी सिंह दिनकरपरिचय पाठ : भारत एक है (संस्कृति)			5 घण्टे


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	<ul style="list-style-type: none"> आदिशंकराचार्य- जीवन व दर्शन 	
इकाई -तीन	<ul style="list-style-type: none"> पर्यायवाची शब्द : विलोम शब्द : अनेक शब्द के लिए एक शब्द (हिन्दी व्याकरण) संधि और उसके प्रकार (हिन्दी व्याकरण) बीज शब्द- धर्म, अद्वैत, भाषा अवधारणा, उदारीकरण। 	5 घण्टे
सारबिन्दू (की वही) / टैग		
सर्चकरें :		
मैथिलीशरणगुप्त	मैथिलीशरणगुप्त की कवितामातृभूमि	
प्रेमचंद	प्रेमचंद शतरंज के खिलाड़ी	
रामधारी सिंह दिनकर	भारत एक है रामधारी सिंह दिनकर	
आचार्य रामचन्द्र शुक्ल	उत्साहनिबंध रामचन्द्र शुक्ल	
स्वामीविवेकानन्द	शिकागोव्याख्यान	
धर्मक्या है		
भाषाविकास		
भाषापरिभाषा		
अवधारणा का अर्थ एवं परिभाषा		
उदारीकरण की विशेषता		
पर्यायवाची शब्द		
विलोम शब्द		
अनेक शब्द के लिए एक शब्द		
संधि		

(भाग-सी)
अनुशंसित अध्ययन संसाधन
पाठ्य पुस्तकें, संदर्भपुस्तकें, अन्य संसाधन
<ul style="list-style-type: none"> प्रेमचन्द-मानसरोवर, खण्ड-3 आचार्य रामचन्द्र शुक्ल-चिन्तामणि, भाग-1 डॉ. वासुदेवनन्दनप्रसाद, आधुनिक हिन्दी व्याकरण और रचना, भारतीभवन, ठाकुरबाड़ी रोड, पटना, बिहार डॉ. राजेश्वरचतुर्वेदी, हिन्दी व्याकरण-उपकारप्रकाशन, आगरा उ.प्र. हिन्दी ज्ञानकोश


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- इन्टरनेटसामग्री-टैगमेंउल्लेखित

Part A Introduction			
Program : UG Level	Class : I Year	Year : 2021	Session : 2021-2022
Subject : FOUNDATION COURSE (ENGLISH)			
1	Course Code	X1-FCHBIT	


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2	Course Title	English Language and Indian Culture
3	Course Type (Core Course/Elective/Generic Elective/Vocational)	Foundation Course
4	Pre-Requisite (if any)	To Study this course, a student should have basic knowledge of English language. This course will be studied by all the students of UG level under the Foundation course category.
5	Course Learning outcomes (CLO)	Through this course the students will be able to: <ol style="list-style-type: none"> 1. Prepare for various competitive exams by developing their English language competence. 2. Promote their comprehension skills by being exposed to a variety of text and their interpretations. 3. Build and enhance their vocabulary. 4. Develop their communication skills by strengthening grammar and usages. 5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.
6	Credit Value	(Credit) 2
7	Total Marks	Max. Marks :50 / Min. Passing Marks :17

Part B – Content of the Course

Total No. of Lectures – Tutorials – Practical (in hours per week) : L-T-P

Unit	Topics	No. of Lectures
1	Reading, Writing and Interpretation Skills: <ol style="list-style-type: none"> 1. Where the mind is without fear – Rabindranath Tagore (Key Word: Patriotism) 2. National Education – M.K. Gandhi (Key Word : Edification) 3. The Axe-R.K. Narayan (Key Word: Environment) 4. The wonder that was India – A.L. basham (an Excerpt) (Key Indianness) 5. Preface to the Mahabharata C. Rajagopalachari (Key Word: Indian Mythology) 	05
2	Comprehension Skill: Unseen passage followed by multiple choice questions	05
3	Basic language skills: <ol style="list-style-type: none"> 1. Vocabulary building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One-word Substitution. 2. Basic Grammar: Noun, pronoun, adjective, verb, adverb, prepositions, articles, Time and tense. 	18

Part C- Learning Resources


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Text Books, Reference Books, Other resources			
Suggested Readings :			
<ul style="list-style-type: none"> • Essential English Grammar – Raymond Murphy, Cambridge University Press. • Practical English Grammar Exercises 1 – A.J. Thomson & A.V. martinet, Oxford India. • Practical English Usage – Michael Swan, Oxford • English Grammar in Use – Raymond Murphy, Cambridge University Press. 			
Suggested web links:			
Suggested equivalent online courses:			
Part D- Assessment and Evaluation			
Max. marks : 50	Min. Marks:17	University Exam (UE)	Total:50
U.E. Time 2 Hours			
External Assessment (UE)	Time: 2 hours		
Fifty Multiple Choice / Objective / True-False type questions to be asked. Each Question carries one mark.			

Part A Introduction			
Program : UG Level	Class : I Year	Year : 2021	Session : 2021-2022
Subject : FOUNDATION COURSE (ENVIRONMENTAL EDUCATION)			
1	Course Code	XI-FCACIT	
2	Course Title	Environmental Education	


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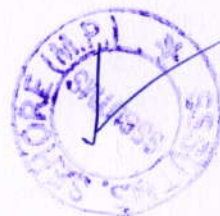
3	Course Type (Core Course/Elective/Generic Elective/Vocational)	Foundation Course
4	Pre-Requisite (if any)	<p>A Course intended to create awareness about the life of human beings which is an integral part of environment: and to inculcate the skills required protecting the environment from all sides.</p> <p>To study this course, the student must have a knowledge about the environmental components, pollution, biodiversity, and ecosystem at senior secondary, Class 12th level.</p>
5	Course Learning outcomes (CLO)	<ol style="list-style-type: none"> 1. To understand various aspects of life forms, ecological processes, and the impacts on them by the human during anthropogenic era: 2. To build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices, and policies, and develop framework to make inform decisions. 3. To develop empathy for all life forms, awareness, and responsibility towards environmental protections and nature preservation. 4. To develop the critical thinking for shaping strategies such as scientific, social, economics, administrative & legal, environmental protection, conservation of biodiversity, environmental equity and sustainable development. 5. To prepare for the competitive exams.
6	Credit Value	(Credit) 2
7	Total Marks	Max. Marks :50 / Min. Passing Marks :17

Part B - Content of the Course

Total No. of Lectures -15 Hrs. (01 Hours per week): Total No. of Lectures: 15

Unit	Topics	No. of Lectures
1	Reading, Writing and Interpretation Skills: <ul style="list-style-type: none"> • Multidisciplinary nature, scope and importance of environment. • Components of environment: Atmosphere, Hydrosphere, Lithosphere, and biosphere. • Brief account of natural resources and associated problems: Land resources, water resources, energy resource. • Concept of sustainability and sustainable development. 	05 Hrs.


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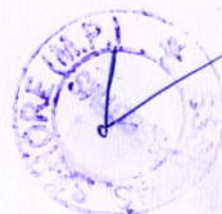


	Keywords: Environment, Forest Mineral, Food, land, Energy, Sustainable development.	
2	Biome, Ecosystem and biodiversity: <ul style="list-style-type: none"> • Major biomes: Tropical, Temperate, Forest, Grassland, Desert, Tundra, Wetland, Estuarine and marine. • Ecosystem: Structure function and types their preservation & restoration. • Biodiversity and its conservation practices. Keywords: Biome, Ecosystem, Biodiversity	04 Hrs.
3	Environmental pollution, management and social issues: <ul style="list-style-type: none"> • Pollution: Types, control measures, management and associated problems, • Environmental law and legislation: Protection and conservation acts. • International agreement & programme. • Environmental movements, communication and public awareness programme. • National and international organizations related to environment conservation and monitoring. • Role of information technology in environment and human health. Keywords: Pollution, Environmental Legislation, Environmental Movement, Environmental programme and organization.	06 Hrs.
Suggested activities: (At least one) <ol style="list-style-type: none"> 1. Visit to an area to document environmental assets: Rivers/forest/flora/fauna. 2. Visit to a local polluted site Urban/Rural/Industrial/Agriculture. 3. Study of simple ecosystem. 		

Part C- Learning Resources	
Text Books, Reference Books, Other resources	
Suggested Readings : <ul style="list-style-type: none"> • Singh J.S. S. P. and Gupta S.R.; "Ecology; Environment science and conservation, "S Chand Publishing, New Delhi (2018) • Divan, S. and Rosencranz, A., "Environmental Law and Policy in India: Cases, Material & Status" Oxford University Press, India, (2002) 2nd Edition. • Odum, E.P., "Fundamentals of Ecology", Philadelphia Saundres, (1971). • Bharucha, Erach, "Environmental Studies" Universities press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available). • Kaurik, Annaba, Kaurik, C.P. "Perspective in Environmental Studies", New age International Publishers, (2018), 6th Edition. • Astana D.K AstanaMe era, "A Textbook of Environmental Studies," S. Chand Publishing New Delhi, (2007). • National Digital Library(https://ndl.iitkgp.ac.in./homestudy/science) • Epg-Pathshala (https://epgp.inflibnet.ac.in/Home/Download) • NPTEL (https://nptel.ac.in/course.html) • Coursera (https://www.coursera.org/search?query=environmental+science&page=1) 	

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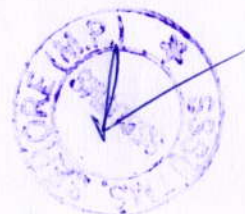
- इराका भरूचा, पर्यावरण अध्ययन, ओरियन्ट ब्लैकस्वान प्राइवेट लिमिटेड नई दिल्ली (2014)
- दयाशंकर त्रिपाठी, पर्यावरण अध्ययन, मोतीलाल बनारसीलाल पब्लिशर्स दिल्ली (2005)
- रतन जोशी, पर्यावरण अध्ययन, साहित्य भवन पब्लिकेशन्स (2018)

Suggested web links:

Suggested Equivalent Online Courses:

1. The health effects of climate change (edx)
2. Climate change: Financial risk and opportunities (edx)
3. Introduction to environmental law and policy (coursera)
4. Women in environmental Biology (coursera)
5. Our Earth; It's Climate, History and process (coursera)
6. Ecology, physiology, environmental science (national digital library)

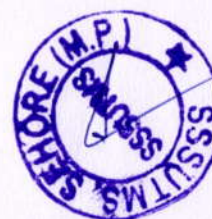

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Program :Certificate Course		Class:BBA.1 st Year	Year: 2021	Session :2021-2022
Subject :YOGIC SCIENCE				
1	Course Code	A1-YOSC1F		
2	Course Title	YOGA AND MEDITATION (PAPER-2)		
3	COURSE TYPE	FOUNDATION COURSE		
4	Pre-requisite (if any)	For BBAI year student, this course is compulsory for all.		
5	Course Learning outcomes (CLO)	1. After studying this course, student will be able to : <ul style="list-style-type: none">• Take care of their own physical mental emotional, social and spiritual health.		
6	Credit Value	Theory-2		
7	Total Marks	Max. Marks; 50	Min. Passing Marks: 17	
Part B- Content of the Course				
Total no of Lectures –Tutorials –Practical (in hours per week): 2 hours per week				
Unit	Topics		No. of Lectures	
I	Introduction to yoga and yogic practices <ol style="list-style-type: none">1. Yoga: Etymology, definition, aim. Objectives and misconceptions.2. Yoga: its origin history and development.3. Rules and regulations to be followed by yoga practioners4. Introduction to yoga practices5. Shatkarma: meaning, purpose and their significance in yoga sadhna6. Key words: history and development of yoga ,shatkarma, common yogic practices.		10	
II	Breathing Practices And Pranayama <ol style="list-style-type: none">1. Sectional breathing (Abdominal, thoracic Clavicular)2. Yogic deep Breathing3. Concept of puraka and kumbhaka4. Concept of Bandha and Mudra5. Anumoaviloma/ Nadishodhna6. Shitali 7.bhramari Keywords: sectional breathing, Deep breathing, Bandha& Mudra, shitali, bhramari.		10	

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III	Practices leading to meditation <ol style="list-style-type: none"> 1. Recitation of pranava Mantra 2. Recitation of Hymns, in vocation and prayers 3. Anter Maun 4. Breath Meditation 5. Om Dhyana <p>Key words: pranava Mantra, Antermaun, Breath meditation, omdhiyan.</p>	10
Part C-Learning Resources		
Text BOOKS, REFERENCES BOOKS, OTHER RESOURCES		
Suggested Readings:		
<ol style="list-style-type: none"> 1. Singh S.P&yogiMukesh: foundation of yoga, standard publication, New Delhi, 2010. 2. Swami DhinrendraBrahachari: yogasanavijnana, Dhinrendra yoga, publication, New Delhi, 1966. 3. Saraswati, Swami Satynand: Asana, pranayam, mudra, Bandha (apmb), yoga publication trust, Munger, 2013. 4. H.R Nagendra: asana, pranayama, Mudra, Bandha, swami vivekanand, yogprakashan, Banglore, 2002. 5. IshwarBhardwaj: saralyogasana, satyam publishing House, New Delhi, 2018. 6. ShiriRaisinghchouhan: Mudra Rahsya, Bhartiayogsansthan ,new delhi,2014 7. Dr. Vishwanathan Prasad sanha: Dhiyan yoga, Bhartiayogsansthan, New Delhi, 1987. 8. Shirideshraj: Dhiyansadhna, Bhartiya yoga sansthan, NewDelhi, 2015. 		
Suggestive digital platforms web links		
1. www.rishikeshnathyogshala.com		
Suggestive equivalent online courses:		
2. http://theoyoginstitute.org		
Part D-Assessmentand Evaluation		
Maximum Marks:50		
University Examination (objective) 50		
Time : 01.00 Hour		
External Assessment: University Examination	Objective questions	50
	Total	50


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Sri Satya Sai University of Technology and Medical Sciences

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Bhopal-Indore Road, Opp. Pachama oilled plant, Pachama, Dist.-Sehore M.P. PIN-466001
Ph. 07562-223647, Fax : 07562-223644, Web: www.sssutms.co.in, info@ssutms.co.in

MINUTS OF BOARD OF STUDIES MEETING

Name of Department:- Commerce and Mngement

Minutes of Board of Studies Committee Meeting, held on Dated on 05/04/2021

The Board of Studies Committee Meeting was held in the room of Department of commerce and Management at 11:00 AM. on 05/04/2021, Following members were present.

1. Dr.Gajraj Singh Ahirwar, Dept. of Commerce and Mngement -Chairman
2. Dr. D.K Dubey, Proferror S.V College Bairagarh-External
3. Dr.Rajeev Maheshwari, Professor, Govt. PG College, Pipariya- External
4. Dr. Kancahn Shrivastava, Professor, Economics, Sssutms
5. Mr. Rajkumar Mishra, Assitant Professor, Commerce
6. Mr. Pradeep Maheshwari, Assistant Professor, Management
7. Mr. Abhishek Kuroliya, Assistant Professor, Computer

The chairman of Board of Studies Committee welcomes and appreciated the efforts put up by the faculty for progress of the departmental activities. The following Agenda points were discussed and resolved.

Agenda:1 The revision of the syllabus and scheme of the UG (B.com plain, B.com CA, BBA) and PG (M.com) courses is discussed by the members of the Board of Studies. In which it is discussed that in the Second Year of B.Com Plain and B.Com CA the subject "Banking and Insurance" would be replaced on the place of "Banking Law and Practice". In the Third Year of B.Com Plain and B.Com CA, " Goods and Service Tax & Customs Duty "would be replaced in the place of " Indirect Tax". And revise in the old syllabus of B.com plain and B.Com CA I To III Year, Vision, Mission, PEOs, PO, PSOs, Subject Learning Outcomes, Teaching-Learning Process, Assessment Methods, Keywords, will be added to it. The maximum contents of the revised syllabus have been taken from the syllabus published by Madhya Pradesh Higher Education from time to time.

The revised of the syllabus of PG courses of M.Com. In which the syllabus of M.Com III semester was revising and the Synopsis would be replaced in the place of the Project. In the M.Com IV, the Semester Dissertation would be replaced in the place of the project. In the Taxation Group, "GST and Custom Duty" replace on the place of "Indirect Tax". And revising the syllabus, it includes will be Vision, Mission, PEOs, PO, PSOs, Subject Learning Outcomes, Teaching-Learning Process, Assessment Methods, Keywords, will be added to it.

Discussion: Discussed all members

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Resolution: It is resolved that subject replaced "Banking and Insurance" in the place of "Banking Law and Practice" in B.Com Plain and B.Com CA II nd Year, and "GST and Custom Duty" replaced on the place of " Indirect Tax" in B.Com Plain and B.Com CA III rd Year. And the revised syllabus and scheme, it included Vision, Mission, PEOs, PO, PSOs, Subject Learning Outcomes, Teaching-Learning Process, Assessment Methods, Keywords, added to it. In M.Com III Semester Synopsis was replaced on the place of Project and in M.Com IV Semester "Dissertation" was replaced on the place of Project. In M.Com IV Semester in Taxation Group "GST and Custom Duty" replaced on the place of "Indirect Tax". In the revised syllabus of M.com I To IV, included Vision, Mission, PEOs, PO, PSOs, Subject Learning Outcomes, Teaching-Learning Process, Assessment Methods, Keywords, added to it. The revised syllabus and scheme were discussed and recommended for implementation from academic session 2021-22. for the student admitted in session 2021-22. Minutes of the meeting may be placed before the academic council for approval.

The Chairman thanks the members for peaceful conduction of meeting.

Signature of All members (Including Chairperson)


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FACULTY OF EDUCATION
Sri Satya Sai University of Technology & Medical Sciences, Sehore (M.P.)

SEMESTER WISE SCHEME

Scheme of Examination 2021-22

First Semester - Master of Commerce

MASTER OF COMMERCE-Ist SEMESTER

SUBJECT CODE	COMPULSORY / OPTIONAL	SUBJECT NAME	THEORY				PRACTICAL				TOTAL	
			PAPER		CCE / INTERNAL		PAPER		CCE / INTERNAL		MIN	MA X
			MIN	MAX	MIN	MA X	MIN	MA X	MIN	MA X		
MC0101	COMPULSORY	ADVANCED ACCOUNTING	28	70	12	30	-	-	-	-	40	100
MC0102	COMPULSORY	COST ANALYSIS & CONTROL	28	70	12	30	-	-	-	-	40	100
MC0103	COMPULSORY	BUSINESS ENVIRONMENT	28	70	12	30	-	-	-	-	40	100
MC0104	COMPULSORY	MANAGEMENT CONCEPT	28	70	12	30	-	-	-	-	40	100
TOTAL			112	280	48	120	-	-	-	-	160	400

Master of Commerce

2021-22



FACULTY OF EDUCATION
Sri Satya Sai University of Technology & Medical Sciences, Sehore (M.P.)

SEMESTER WISE SCHEME
Scheme of Examination 2021-22

Second Semester - Master of Commerce

Master of Commerce - IInd SEMESTER

SUBJECT CODE	COMPULSORY / OPTIONAL	SUBJECT NAME	THEORY				PRACTICAL				TOTAL	
			PAPER		CCE / INTERNAL		PAPER		CCE / INTERNAL		M N	M A X
			MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX		
MCCO201	COMPULSORY	ORGANIZATIONAL BEHAVIOUR	28	70	12	30	-	-	-	-	40	100
MCCO202	COMPULSORY	ADVANCED STATISTICAL ANALYSIS	28	70	12	30	-	-	-	-	40	100
MCCO203	COMPULSORY	FUNCTIONAL MANAGEMENT	28	70	12	30	-	-	-	-	40	100
MCCO204	COMPULSORY	CORPORATE LEGAL FRAME WORK	28	70	12	30	-	-	-	-	40	100
		TOTAL	112	280	48	120	-	-	-	-	160	400



Master of Commerce

Sri Satya Sai University of Technology & Medical Sciences
 2021-22
 2021-22



FACULTY OF EDUCATION
Sri Satya Sai University of Technology & Medical Sciences, Sehore (M.P.)
SEMESTER WISE SCHEME
Scheme of Examination 2021-22
Third Semester - Master of Commerce

MASTER OF COMMERCE - IIIrd SEMESTER

SUBJECT CODE	COMPULSORY / OPTIONAL	SUBJECT NAME	THEORY				PRACTICAL				TOTAL	
			PAPER		CCE / INTERNAL		PAPER		CCE / INTERNAL		MIN	MA X
			MIN	MAX	MIN	MA X	MIN	MA X	MIN	MA X		
MCO-301	COMPULSORY	MANAGERIAL ECONOMICS	28	70	12	30	-	-	-	-	40	100
MCO-302	COMPULSORY	TAX PLANNING AND MANAGEMENT	28	70	12	30	-	-	-	-	40	100
MCO-303	COMPULSORY	ENTREPRENEURSHIP DEVELOPMENT	28	70	12	30	-	-	-	-	40	100
MCO-304	COMPULSORY	ACCOUNTING FOR MANAGERIAL DECISIONS	28	70	12	30	-	-	-	-	40	100
MCO-305	COMPULSORY	SYNOPSIS			25	50					25	50
		TOTAL	112	280	73	170					185	450



MASTER OF COMMERCE

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2021-22



FACULTY OF EDUCATION
Sri Satya Sai University of Technology & Medical Sciences, Sehore (M.P.)

SEMESTER WISE SCHEME

Scheme of Examination 2021-22

Third Semester - Master of Commerce



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2021-22



FACULTY OF EDUCATION
Sri Satya Sai University of Technology & Medical Sciences, Sehora (M.P.)

SEMESTER WISE SCHEME

Scheme of Examination 2021-22

Fourth Semester - Master of Commerce

MASTER OF COMMERCE - IVth SEMESTER Specialization Subject Group (A) ~Marketing Management

SUBJECT CODE	COMPULSORY / OPTIONAL	SUBJECT NAME	THEORY				PRACTICAL				TOTAL	
			PAPER		CCE / INTERNAL		PAPER		CCE / INTERNAL		MIN	MAX
			MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX		
MC0401A	COMPULSORY	ADVERTISING AND SALES MANAGEMENT	28	70	12	30	-	-	-	-	40	100
MC0402A	COMPULSORY	CONSUMER BEHAVIOR	28	70	12	30	-	-	-	-	40	100
MC0403A	COMPULSORY	RURAL & AGRICULTURAL MARKETING	28	70	12	30	-	-	-	-	40	100
MC0404A	COMPULSORY	INTERNATIONAL MARKETING	28	70	12	30	-	-	-	-	40	100
MC0405A	COMPULSORY	DISSERTATION	-	-	-	-	50	100	50	100	100	200
		TOTAL	112	280	48	120	50	100	50	100	200	600



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2021-22



FACULTY OF EDUCATION
Sri Satya Sai University of Technology & Medical Sciences, Sehore (M.P.)

SEMESTER WISE SCHEME
Scheme of Examination 2021-22
Fourth Semester - Master of Commerce

MASTER OF COMMERCE - IVth SEMESTER Specialization Subject Group (B) "Financial Analysis & Control"

SUBJECT CODE	COMPULSORY / OPTIONAL	SUBJECT NAME	THEORY				PRACTICAL				TOTAL	
			PAPER		CCE / INTERNAL		PAPER		CCE / INTERNAL		MIN	MAX
			MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX		
MCO3401R	COMPULSORY	SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT	28	70	12	30	-	-	-	-	40	100
MCO3402H	COMPULSORY	STRATEGIC FINANCIAL MANAGEMENT	28	70	12	30	-	-	-	-	40	100
MCO3403H	COMPULSORY	PROJECT PLANNING AND MANAGEMENT	28	70	12	30	-	-	-	-	40	100
MCO3404R	COMPULSORY	INDIAN FINANCIAL SYSTEM	28	70	12	30	-	-	-	-	40	100
MCO3405R	COMPULSORY	DISSERTATION	-	-	-	-	50	100	50	100	100	200
		TOTAL	112	280	48	120	50	100	50	100	260	600



MASTER OF COMMERCE - IVth SEMESTER Specialization Subject Group(C) "Accounting"

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Rectifier

2021-22



FACULTY OF EDUCATION
Sri Satya Sai University of Technology & Medical Sciences, Sehore (M.P.)
SEMESTER WISE SCHEME
Scheme of Examination 2021-22
Fourth Semester - Master of Commerce

SUBJECT CODE	COMPULSORY / OPTIONAL	SUBJECT NAME	THEORY				PRACTICAL				TOTAL	
			PAPER		CCE / INTERNAL		PAPER		CCE / INTERNAL		MIN	MAX
			MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX		
MCCO401C	COMPULSORY	CORPORATE ACCOUNTING	28	70	12	30	-	-	-	-	40	100
MCCO402C	COMPULSORY	COST ADMINISTRATION AND CONTROL	28	70	12	30	-	-	-	-	40	100
MCCO403C	COMPULSORY	ACCOUNTING THEORY	28	70	12	30	-	-	-	-	40	100
MCCO404C	COMPULSORY	INSTITUTIONAL ACCOUNTING	28	70	12	30	-	-	-	-	40	100
MCCO405C	COMPULSORY	DISSERTATION	-	-	-	-	50	100	50	100	100	200
TOTAL			112	280	48	120	50	100	50	100	260	600

MASTER OF COMMERCE - IVTH SEMESTER Specialization Subject Group (D) "Taxation"

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SEMESTER WISE SCHEME

Scheme of Examination 2021-22

Fourth Semester - Master of Commerce

SUBJECT CODE	COMPULSORY / OPTIONAL	SUBJECT NAME	THEORY				PRACTICAL				TOTAL	
			PAPER		CCE / INTERNAL		PAPER		CCE / INTERNAL		MIN	MAX
			MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX		
MC04011B	COMPULSORY	DIRECT TAX IN INDIA	28	70	12	30	-	-	-	-	40	100
MC04021D	COMPULSORY	BUSINESS TAXATION	28	70	12	30	-	-	-	-	40	100
MC04031D	COMPULSORY	GOODS AND SERVICE TAX LAW AND PRACTICES	28	70	12	30	-	-	-	-	40	100
MC04041D	COMPULSORY	CUSTOM DUTY AND PRACTICES	28	70	12	30	-	-	-	-	40	100
MC04051D	COMPULSORY	DISSERTATION	-	-	-	-	50	100	50	100	100	200
		TOTAL	112	280	48	120	50	100	50	100	260	600

Master of Commerce



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[Signature]

2021-22

SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES

FACULTY OF EDUCATION

DEPARTMENT OF COMMERCE AND MANAGEMENT

M.Com Ist Semester

Advanced Accounting

MCO-101

Course Objective: This course is designed to serve the needs of modern accounting principles, procedures and methods that are applied in preparations of financial statements and the proper uses that can be made of financial data.

Subject Learning Outcomes: After completing the course, the student shall be able to:

SO1: Memorize the basic terms, concepts and their application in accounting for business consolidations, and partnerships

SO2: Describe the Bank Reconciliation statement, Rectification of errors, ngo.

SO3: Summarize concepts and procedures underlying the measurement and reporting of financial information dealing with business consolidations, and partnerships.

SO4: Demonstrate collaborative learning and problem solving.

SO5: Demonstrate an understanding of the concepts and procedures underlying the measurement and reporting of financial information dealing with business consolidations, and partnerships.

Course Contents

UNIT-I Final accounts Including Trading account, profit and loss account, Balance sheet (advanced with adjustment)

UNIT- II Bank Reconciliation statement, Rectification of errors, Accounting for non-profit organization.

UNIT- III Accounting for incomplete record, accounting for insurance claim.

UNIT-IV Investment accounting, voyage account, Insolvency account.

UNIT- V Dissolution of Partnership Firm including sales of firm and Amalgamation.

References:-

1. Gupta R.L. Radhaswamy M: Company Accounts; Sulan Chand and Sons, New Delhi.

2. Maheshwari S.N: Corporate Accounting; Vikas Publishing House, New Delhi.


SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES
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3. Monga J.R, Abuja, Girish, and Sehgal Ashok: Financial Accounting: Mayur PaperBacks, Noida.

4. Shukla M.C., Grewal T.S. and Gupta S.C.: Advanced Accountis: S. Chand & Co. New Delhi.

5. Moore C.L. and Jaccdicke R.K.: Managerial Accounting; South Western Publishing Co., Cincinnati, Ohio.

6. Modi, Oswal& S.K. Khutik; Corporate Accounting in Hindi & English (both) College Book House, Jaipur.

7. Jain, Pareek&Khandelwal: Company A/c, Ramesh Book Depot, Jaipur

8. Jain &Narang: Financial A/c, Kalyani Pub, Delhi.

9. डॉ. रमेशमंगल-उन्नतलेखाकिन-Advanced accounting

10. R.L. Gupta: Advanced Accounting

11. A.K. Sehgal: Advanced Accounting

12. ShuklaGrewal: Advanced accounting

13. Agarwal M, Jain M: Advanced accounting

Teaching Learning Process

Theory and numerical with examples, Practical Lab Lectures.

Assessment Methods: Class participation, Presentation, Practical's, Viva/ test, half & End semester Exam.

Keywords: Financial Statements, Depreciarion, Inventory Valuation, for incomplete record, insurance claim, Investment accounting, voyage account, Insolvency account, of Partnership Firm, Dissolution, Amalgamation.


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M.Com Ist Semester

Cost Analysis & Control

MCO-102

Course Objective: This course provides students with an understanding of cost analysis & control related to control, and decision making. The course covers including job and process costing, variance analysis, activity based costing and the balanced scorecard. Students are introduced to the application cost analysis and control tools for marginal costing, budgetary control, and standard costing.

Subject Learning Outcomes: After completing the course, the student shall be able to:

SO1: critically analyses and provide recommendations to improve the operations of organizations through the application of cost analysis & control techniques.

SO2: demonstrate mastery of costing systems, cost management systems, budgeting systems.

SO3: demonstrate the need for a balance between financial and non-financial information in decision making, control and performance evaluation applications of cost analysis and control.

SO4: evaluate the costs and benefits of different costing systems;

SO5: evaluate complex ideas and tolerate ambiguity in managerial and organizational problem-solving

Course Contents

UNIT- I Various cost concepts, Cost center and Cost unit, Methods and techniques of costing, Installation of costing system, Methods of inventory control, Overheads.

UNIT-II Process Accounting: Joint Products and by products, Equivalent production and inter process profit, operating cost.

UNIT- III Marginal costing; concept, Break even analysis, uniform costing and inter firm comparison, use of managerial costing in business decision.

UNIT- IV Budgetary control; Basic concept, preparation of functional budget, cost audit, objectives and advantages.

UNIT- V Standard costing and variance analysis.

References:-

1. डॉ. रमेशमंगल एवसिपई-लागतलेखांकन
2. OswalMaheshwari - Cost Accounting

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3. M. Agarwal & M Jain - Cost Accounting
4. Jain & Narang - Cost Accounting
5. S.N. Maheshwari - Cost Accounting
6. M.C. Agarwal - Cost Accounting
7. Jawaharlal - Cost Accounting

Teaching Learning Process: Theory and numerical with examples, Practical Lab Lectures.

Assessment Methods: Class participation, Presentation, Practical's, Viva/ test, half & End semester Exam.

Keywords: Cost, Cost Center, Overheads, Process Accounting, Joint Products And By Products, Marginal Costing, Break Even Analysis, Budgetary Control, Standard Costing, Variance Analysis.


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M.Com Ist Semester

Business Environment

MCO-103

Course Objective: To provide knowledge of the environment in which businesses operate, the economic operational and financial framework with particular application to the transaction of insurance business.

Subject Learning Outcomes: After completing the course, the student shall be able to:

SO1: Explain the effects of government policy on the economic environment and insurance industry.

SO2: Outline how an entity operates in a business environment.

SO3: Describe how financial information is utilized in business.

SO 4: able to understanding about the various constituents of global business environment.

SO5: able to understand the benefits and cost of globalization.

SO6: able to understand concept of the various constituents of environment and their impact on businesses.

SO7: Analyze the principle and the different exchange rate regimes' impact on businesses.

Course Contents

UNIT- I Theoretical frame work of business environment – Concept, significance and nature of business environment; element of environment – internal and external, changing dimensions of business environment, Liberalization, privatization and globalization.

UNIT- II Economic environment of business – Significance and element of economic environment; Economic system and business environment; Economic planning in India, Government policies; industrial policy and licensing policy, Fiscal policy Monetary policy, EXIM policy.

UNIT- III Political and legal environment of business – Monopolistic restricted trade practice (MRTP) Act, Foreign exchange management acts (FEMA), Consumer protection act, and patent law.

UNIT- IV Socio cultural & international environment – social responsibility of business , characteristics, components ,scope ,relationship between society and business ,target of socio-cultural business environment ,social groups ,world trade organization(WTO), international monetary fund(IMF), Foreign investment in India.

UNIT -V Technological environment-Concept, online channels online services, advantage of online services, E-commerce, Electronic banking, franchise business.


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References:-

1. Adhikary, M: Economic Environment of Business, Sultan Chand & Sons, New Delhi
2. Ahluwalia, I.J.: Industrial Growth in India, Oxford University Press Delhi.
3. Alagh, Yoginder K: Indian Development Planning and Policy, Vikas Publication, New Delhi.
4. Aswathappa, K: Legal Environment of Business, Himalaya Publication, Delhi.
5. Chakravarty, S.: Development Planning. Oxford University Press, Delhi.
6. Ghosh, Biswanath: Economic Environment of Business, Vikas Publication, New Delhi.
7. Govt. of India: Economic Survey, various issues.
8. Raj Agrawal and Parag Diwan, Business Environment; Excel Books, New Delhi.
9. Ramaswamy, V.S. and Nana Kumari: Strategic Planning for Corporate Success, Macmillan, New Delhi.
10. Sengupta, N.K. Government and Business in India, Vikas Publication, New Delhi.

Teaching Learning Process: The teaching learning process will be based on lectures, presentations, and project work and cases studies.

Assessment Tasks: The assessment of the students must be aligned with the course learning outcomes and requires class participation, class test, assignment, project work, half and end semester examination

Keywords : Business, environment, Liberalization, privatization, globalization, Economic environment, industrial policy , licensing policy, Fiscal policy, Monetary policy, EXIM policy, MRTP, FEMA, WTO, IMF, Technological environment,


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M.Com Ist Semester

Management Concepts

MCO-104

Course Objectives: To help the students gain understanding of the functions of management and provide them tools and techniques to be used in the performance of the managerial job, enable them to analyze and understand the environment of the organization, help the students to develop cognizance of the importance of management principles.

Subject Learning Outcomes: After completing the course, the student shall be able to:

SO1: Understand the concepts related to Business.

SO2: Demonstrate the roles, skills and functions of management.

SO3: Analyze effective application of PPM knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.

SO4: Understand the complexities associated with management of human resources in the organizations and integrate the learning in handling these complexities.

Course Contents

UNIT -I Introduction: concept of Management, Scope and nature of management, approaches to management, human relation, behavioral and system approach.

UNIT -II Planning: concept of planning, objectives and components of planning, Nature and process of planning, Determination of objectives, Management by objectives (MBO), management by exception, concept, nature and process of decision making.

UNIT -III Organizing: concept, objectives, and element of organization, process and principles of organization, organization structure, and charts, span of management, Delegation of authority, Centralization and Decentralization.

UNIT- IV Directing: concept, nature, scope, principles and techniques of direction, communication, concept, process, and channel and media communication, barriers to effective communication, building communication system.

UNIT -V Controlling: concept, objectives, nature and process of control, levels and area of control, various control techniques, Z-theory of management, management education in India, objectives. Present position and difficulties.

References:-

1. डॉ. सुभाजी-प्रबंध अकादमी व संगठनात्मक व्यवहार
2. पीनवी, सी. - संगठनात्मक व्यवहार
3. शाह व लोतेड - प्रबंधकीय अकादमी


Professor
Dr. S. S. Patil, University of Technology
K. J. Somaiya Institute of Technology (U.S.)



4. Understanding Organization - Shukla

Teaching Learning Process: The teaching learning process will be based on lectures, presentations, and project work and cases studies.

Assessment Tasks: The assessment of the students must be aligned with the course learning outcomes and requires class participation, class test, assignment, project work, half and end semester examination

Keywords: Management, MBO, Organizing, Directing, communication, Controlling.


Prof. Dr. B. K. Shukla
Dr. B. K. Shukla University of Technology
B. K. Shukla University of Technology (BKTU)



SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES

FACULTY OF EDUCATION

DEPARTMENT OF COMMERCE AND MANAGEMENT

M.Com IInd Semester

Organizational Behavior

MCO-201

Course Objectives: To develop theoretical and practical understanding of different components of individual and group behavior in organizational setting.

Subject Learning Outcomes: After completing this course the students will be able to:

SO1: Understand the theoretical development of organizational behavior and its importance in managing people at the work place.

SO2: Understand the behavior of the people as individual and members of the group.

SO3: Understand the foundation of group dynamics and the nature of conflict and its management.

SO4: Understand the Interpersonal Behavior.

SO5: Understand different types of organizational structures, organizational climate and to know the importance of organizational culture apart from learning how to deal with change and stress.

Course Contents

UNIT-I Organization: Concept, Types and significance, organization Goal and its determinants, Organization behavior: concept, nature and significance, organizational behavior models.

UNIT-II Personality: Concept, theories, Determinants and importance, Perception: concept, process and theories, Learning: concept, components, affecting factors and theories.

UNIT-III Motivation: Meaning, types and important elements, theories of motivation, Attitudes and values: Concept, factors, significance and theories.

UNIT-IV Interpersonal Behavior: Nature, Transactional Analysis, concept of group, Theories of group formation, Group cohesiveness, power and Authority.

UNIT-V Organizational Conflicts: Causes and suggestions, developing sound, organizational climate, Management of change, concept and process of organization development.

References:-

1. C.vgupta- organizational behavior


Registrar
Sri Satya Sai University of Technology
& Medical Sciences Secom (M.P.)



2. G. s.audha- organizational behavior

3. P.c Jain-- organizational behavior

Teaching Learning Process: The teaching learning process will be based on lectures, presentations, and project work and cases studies.

Assessment Tools: The assessment of the students must be aligned with the course learning outcomes and requires class participation, class test, assignment, project work, half and end semester examination

Keywords: Organization Behavior, Goal and Its Determinants, Personality, Motivation, Interpersonal Behavior, Organizational Conflict.




Registrar
Shri Sai Baba University of Technology
& Medical Sciences Sehore (M.P.)

M.Com IInd Semester
Advanced Statistical Analysis

MCO-202

Course Objectives: The course is to provide a basic understanding of data analysis using statistics and to use computational tools on problems of applied nature.

Subject Learning Outcomes: After completing this course the students will be able to:

SO1: Carry out data analysis/statistical analysis

SO2: Effectively visualize the data.

SO3: Able to understand probability.

SO4: Able to understand sampling and analysis of variance.

SO5: Able to understand interpolation and extrapolation and regression analysis.

Course Contents

UNIT-I Theory of Probability- Probability Distributions, Binomial, Poisson and Normal Distribution, 8 Hrs.

UNIT-II Theory of Sampling and Test of Significance.

UNIT-III Analysis of variance (including one way and two way classification), Chi-square Test.

UNIT-IV Interpolation and Extrapolation. Association of attributes.

UNIT-V Regression Analysis, Statistical Decision Theory: - Decision under Risk and Uncertainty, Decision Tree Analysis.

References:-

1. Shukla and Sahai- Advanced Statistical Analysis

2. Gupta H.N- Advanced Statistical Analysis

3. K.N.Nagar- Advanced Statistical Analysis

Teaching Learning Process: This course is well structured and sequenced attainment of knowledge and skills. It will constitute an important aspect of teaching learning process. The course would involve lectures supported by group tutorials, open ended projects and self-study.

Assessment Methods: Class participation, tutorial assignments and presentations, class tests, and half End semester Exam.

Keywords: Probability, Sampling, variance, Chi-square Test, Interpolation, Extrapolation. Association of attributes, Regression Analysis.


Registrar
St. Sagar University of Technology
& Medical Sciences Scheme (M.P.)



M.Com IInd Semester

Functional Management

MCO-203

Course Objectives: The course is providing basics of functional management. The students will learn how successful managers manage resources through organizational functions in order to effectively and efficiently achieve organizational objectives.

Subject Learning Outcomes: After completing this course the students will be able to:

SO1: able to understand basic concepts of functional management.

SO 2: student able to capitalization in business operation.

SO 3: able to understand marketing management and personal management.

SO 4: able to understand advertising management.

SO 4: able to understand production management

Course Contents

UNIT-I financial Management: Concept Nature and objectives, Functions of financial manager, Financial Planning- Nature, need and influencing factors, characteristics of a sound financial plan.

UNIT-II Capitalization: Concept and Theories, over and Under capitalization, capital structure, balanced capital structure, Trading on equity, Leverage: financial and leverage.

UNIT-III Marketing management: concept nature and scope of marketing, functions of marketing management, marketing mix, Advertising management: meaning objectives, functions of and scope, Media of advertising, selecting an advertising media Essentials of a good advertising copy, Meaning of sales promotion, importance, limitations and methods of sales promotion.

UNIT-IV Personnel Management: Concept, functions, scope, and importance, significance of man-power planning, sources of recruitment, characteristics of good recruitment policy, concept of selection, selection procedure, importance of employee training, methods of training.

UNIT-V production Management- Concept, importance, scope and functions, types of production systems, concept of production planning, objectives, elements and steps. Procedure of production control, process of new product development, concept of product diversification, standardization, simplification and specialization.

References:-

1. Mouhar .M -Functional Management
2. J.K.Jain- Functional Management, PrateekPrakashan Allahabad



RECEIVED
St. Xavier's College of Technology
Palayamkottai
10/11/2023

Teaching Learning Process: This course is well structured and sequenced attainment of knowledge and skills. It will constitute an important aspect of teaching learning process. The course would involve lectures supported by group tutorials, open ended projects and self-study.

Assessment Methods: Class participation, tutorial assignments and presentations, class tests, and half End semester Exam

Keywords: Functional Management, Marketing Management, Advertising Management, Production Management,


Associate Professor
St. John's University of Technology
& Applied Sciences, Bangalore (U.P.)



M.Com IInd Semester
Corporate Legal Frame Work
MCO-204

Course Objectives: The purpose of this course is to define fundamental legal frame work regarding of company Act, negotiable instrument, consumer protection Act, and regulatory environment of international business, and examine various consumer laws as applied to business and individuals.

Subject Learning Outcomes: After completing this course the students will be able to:

SO1: Describe the legal system and the legal environment of business.

SO2: able to understand the relationship of ethics and law in business.

SO3: Define relevant legal terms in business.

SO4: Explain various Acts that apply to business and business transactions.

SO5: Describe corporate legal frame in the global context.

SO6: Describe current law, rules, and regulations related to settling business disputes

Course Contents

UNIT-I The companies act, 1956 (Relevant Provisions) : Definition , types of companies, memorandum of association , Article of association, Prospectus , share capital and membership, Meetings and Resolutions, Company management Remuneration, winding up and dissolution of companies.

UNIT-II The negotiable instruments Act, 1881: Definition, types of negotiable instruments, Negotiation Holder and holder in due course, Endorsement and Crossing of cheque; presentation of negotiable instruments.

UNIT-III MRTP Act 1969; Monopolistic trade practice; Restrictive trade practices; unfair trade practices.

UNIT-IV The consumer protection Act, 1986; salient features; Definition of consumer right of consumer; Grievance redressal machinery.

UNIT-V Regulatory Environment for International business: FEMA, WTO, Regulatory Framework of WTO, Basic principles and its character, WTO provisions relating to preferential treatment to developing countries; regional groupings, technical standard, anti -dumping duties and other non-Tariff barriers. Custom valuation and dispute settlement, TRIP and TRIMS

References:-

1. Jain Narang -Corporate Legal Frame Work


Head of the Department
of Law
St. Xavier's College of Technology
& Management Studies (M.P.)



2. Rastogi U.S and Shukla- Corporate Legal Framework.

Teaching Learning Process: This course is well structured and sequenced attainment of knowledge and skills. It will constitute an important aspect of teaching learning process. The course would involve lectures supported by group tutorials, open ended projects and self-study.

Assessment Methods: Class participation, tutorial assignments and presentations, class tests, and half End semester Exam

Keywords: Corporate ,legal, company Act, negotiable instruments, MRTP, The consumer protection Act, FEMA,WTO , regional groupings, technical standard, anti -dumping duties , TRIP


Registrar
Gri Saha Sai University of Technology
& Medical Sciences Scheme (M.P.)



SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES

FACULTY OF EDUCATION

DEPARTMENT OF COMMERCE AND MANAGEMENT

M.Com IIIrd Semester

Managerial Economics

MCO-301

Course Objectives: The objective of the course is to acquaint students with the basic principles managerial economics for developing the understanding of theory of the demand production functions, business cycles, profit management, which would help them in managerial decision-making processes.

Subject Learning Outcomes: On completion of this course, the student should be able to:

SO1: Describe the nature and scope of managerial economics, demand analysis and growth model of the firm.

SO2: Learn the techniques of production function and cost analysis.

SO3: Comprehend the market forms and apply the pricing techniques to determine the price of factors of production.

SO4: Describe the trade cycles in the open economy and exchange rate determination

Course Contents

UNIT-I Meaning of Managerial economics: Nature and Scope of Managerial economics, Managerial Economist: Role and Responsibilities, fundamental economic concepts Profit Maximization Theory.

UNIT-II Demand Analysis: Elasticity of Demand, Introduction Explanation Theory of Consumer Choice, Indifference Approach, Revealed Preference Theory.

UNIT-III Production Function: Law of Variable Proportions, Law of Returns to Scale.

UNIT-IV BusinessCycles: Nature and Phases, Theories of Business Cycles.

UNIT-V Profit Management: Measurement of Profit, Concept of Risk and Uncertainty.

References:-

1.Chapra, O.P. Managerial Economics, Tata McGraw Hill, Delhi.

2.Dean, Joel: Managerial Economics, Prentice Hall, Delhi.


Registrar
Sri Satya Sai University of Technology
& Medical Sciences Scheme (M.P.)



3.Varshney, RL and Maheshwari, KL. Managerial Economics; Sultan Chand and Sons New Delhi.

4.Dwivedi D.N.: Managerial Economics, Vikas Publishing House, New Delhi.

5.Sinha V.C - Managerial Economy

6.Varshney R.C.- Managerial Economics

7.Shrivastava O.S. Managerial Economics Quality Publishing Company. Bhopal

Teaching Learning Process: The teaching learning process will be based on lectures, presentations, and project work and case studies.

Assessment Tasks: The assessment of the students must be aligned with the course learning outcomes and requires class participation, class test, assignment, project work, half and end semester examination

Keywords: Managerial economics, Profit Maximization Theory, Demand, Production Function, Business Cycles, Profit Management

Registrar
Sri Sree Sri University of Technology
& Medical Sciences Solapur (M.S.)



M.Com IIIrd Semester
Tax Planning and Management

MCO-302

Course Objectives: This course is designed to make the students aware of the tax planning and management. Understanding the concept of tax planning and areas of tax and tax planning & setting up new business, financial decisions, and tax assessment.

Subject Learning Outcomes: On completion of this course, the student should be able to:

SO1: able basics concept of tax planning.

SO2: able to describe how the provisions in the tax laws can be used for tax planning.

SO3: able to explain different types of incomes and their taxability and expenses and their deductibility.

SO4: able to tax planning and financial decisions and tax assessment.

SO5: able to state the use of deductions of expenses to reduce the taxable income.

Course Contents

UNIT-I Concept of Tax Planning: Meaning, Scope, Importance, Objectives of Tax Planning

UNIT-II Areas of Tax Planning: Ownership Aspect, Activity Aspects & Vocational Aspects, Nature of the Business & Tax Planning.

UNIT-III Tax Planning and Setting up New Business: Deductions Available to New Industrial Undertakings, Amalgamation, Merger and Tax Planning, Special Tax Provisions - Tax Provisions Relating to Free Trade Zones, Infrastructure Sector & Backward Areas.

UNIT-IV Tax Planning and Financial Decisions: Capital Structure Decision Dividend, Inter Corporate Dividend, Bonus Shares.

UNIT-V Tax Assessment: Introduction, Difference between Tax Planning and Tax

Management, Areas of Tax Management, Return of Income and Assessment, Penalties and Prosecutions, Appeals and Revisions.

References:-

1. Ahuja, G.K. and Ravi Gupta: Systematic Approach to Income Tax and Central Sales Tax; Bharat Law House, New Delhi.
2. Lakhotia, R.N.; Corporate Tax Planning; Vision Publication, Delhi.
3. Singhania, V.K. Direct Taxes: Law and Practice; Taxman's Publication, Delhi.


Registrar
Dr. Sushil Kumar University of Technology
& Modern Sciences, Solapur (M.S.)



4.Sainghania, Vinod K; Direct Tax Planning and Management; Taxman's Publication, Delhi-
Tax Planning and Management

5.Mehrotra S.- Tax Planning and Management

6.Lakhotia - Tax Planning and Management

7.SaklechaShripal - Tax Planning and Management

8.Goyal R.S. - Tax Planning and Management

Teaching Learning Process: The teaching learning process will be based on lectures, presentations, and project work and cases studies.

Assessment Tasks: The assessment of the students must be aligned with the course learning outcomes and requires class participation, class test, assignment, project work, half and end semester examination

Keywords: Tax Planning, Tax Areas, Setting Up New Business, Financial Decisions, Tax Assessment.




Registrar
SI Seeshore University of Technology
& Science Seeshore (M.P.)

M.Com IIIrd Semester
Entrepreneurship Development
MCO-303

Course Objective: To inculcate the spirit of entrepreneurship among the learners so as to ensure their entrepreneurial desire resulting into promotion of a venture and development programme.

Subject Learning Outcomes: After completing the course, the student shall be able to:

SO1: understand the concept of entrepreneurship and socio-economic environment.

SO2: link the individual's capability and promotion an venture.

SO3: understand **Entrepreneurial Development Programme.**

SO4: understand **Entrepreneurship and Industrial Development.**

SO5: understand various industrial Policy of the Government.

UNIT-I Entrepreneur: Definition, emergence of Entrepreneurial class, Theories of Entrepreneurship, Socio-economic Environment and Entrepreneur. 8 Hrs.

UNIT-II Promotion of a venture: Opportunity analysis, External Environmental forces, economic, Social, Technological and Competitive factors, Establishment of a new unit.

UNIT-III Entrepreneurial Behavior: Innovation and Entrepreneurship, Entrepreneurial Behavior, Social Responsibility.

UNIT-IV Entrepreneurial Development Programme: Entrepreneurial Development Programme relevance and achievements, role of Government in organizing such Programmes.

UNIT-V Entrepreneurship and Industrial Development: Planning and growth of industrial activities through industrial Policy of the Government, Role of Industrial Estates, Role of Central and State level Promotional Services.

References:-

1. Kenneth R Van Voorhis: Entrepreneurship and small business management.
2. Hass School hammer & Arthur Kuri: Entrepreneurship and small
3. Sharma R.A. : Entrepreneurial Change in Indian Industries.
4. Dhar P.N. and Lydall H.F. The role of small enterprises in Indian Economic Development.
5. Shukla M.B - Entrepreneurship Development


In-charge for University of Technology
A Higher Learning Institute (H.L.I.)



6. जैन, डॉ० विनेन्द्रकुमार, सद्यभिता-विकास, प.प्र. हिन्दीग्रन्थअकादमी, पोपाल

7. रमेशमंगल, सद्यभिता-विकास

Teaching Learning Process: Direct interactive class room teaching method along with practical cases may be put before the learners so as to promote entrepreneurial propensity among the students.

Assessment Methods: Class tests/Assignments, Class participation, Presentations, half semester End-semester examination

Keywords socio-economic environment, Promotion of a venture, Entrepreneurial Behavior, Entrepreneurial Development Programme, Entrepreneurship and Industrial Development.


Registrar
Shri Satyaji Sai University of Technology
& Medical Sciences, Sehore (M.P.)



M.Com IIIrd Semester

Accounting for Managerial Decisions

MCO-304

Course Objective: Enable students to acquire knowledge of concepts, methods and techniques of management accounting for the purpose of managerial planning, control and decision making.

Subject Learning Outcomes: After completing the course, the student shall be able to:

SO1: understand thoroughly the conceptual framework of Management Accounting.

SO2: understand the Nature and Limitations of Financial Statements

SO3: understand the Fund Flow analysis and Cash Flow analysis.

SO4: understand preparation of various types of budgets and budgetary control system as a tool of managerial planning and control;

SO5: able to understand Management Reporting System and Responsibility Accounting.

UNIT-I Management Accounting: Its meaning, nature and importance. Difference Of Management accounting with Cost Accounting and Financial accounting 8 Hrs.

UNIT-II Nature and Limitations of Financial Statements: Needs and objectives of Financial Analysis. 8 Hrs.

UNIT-III Fund Flow analysis and Cash Flow analysis (Application of A.S.-3). 8 Hrs.

UNIT-IV Capital Budgeting: Nature and Characteristics of Long Terms Investment Decision, Methods of Ranking Investment Proposals. 8 Hrs.

UNIT-V Management Reporting System: Types of Reports, Responsibility Accounting 8 Hrs.

SUGGESTED READINGS

- 1 M.R. Agarwal – Accounting for Managers
- 2 Agarwal & Agarwal – Accounting for Managers
- 3 Agarwal, Jain & Jain – Management Accounting
- 4 अग्रवाल एच.एन.-प्रबंधकीय लेखांकन
- 5 गुप्ता एस.पी. -प्रबंधकीय लेखांकन

Registrar
Sri Satya Sai University of Technology
& Medical Sciences, Secom (M.P.)



Teaching Learning Process: The teaching learning process will be based on lectures, presentations, and project work and cases studies.

Assessment Tasks: The assessment of the students must be aligned with the course learning outcomes and requires class participation, class test, assignment, project work, half and end semester examination

Keywords: Management Accounting, Financial Statements, Fund Flow analysis and Cash Flow analysis, Long Terms Investment Decision, Management Reporting System, Responsibility Accounting



M.Com IIIrd Semester

Synopsis

MCO-305


Faculty
St. John's College of Technology
& Medical Sciences, Sejhore (M.P.)

**SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL
SCIENCES**

FACULTY OF EDUCATION

DEPARTMENT OF COMMECE AND MANAGEMENT

M.Com IVth Semster

Specialization Subject Group (A) "Marketing Management"

Advertising and Sales Management

MCO-401A

Course Objectives: To develop an in-depth understanding of the modern concepts and latest techniques of advertising, personal selling and sales force management which is an integral area of marketing.

Subject Learning Outcomes: The successful completion of the course shall enable the student:

SO1: To know the basics of marketing communication and the processes.

SO2: To develop an understanding of strategic and tactical level decisions involved in development of an advertisement and their application

SO3: To know about possible arrangements for organizing and evaluating advertising efforts

SO4: To comprehend the ethical issues and social aspects of advertising.

SO5: To understand the process involved in personnel selling, its management and its implications for relationship development.

SO6: To explain the decisions involved in planning and organizing the sales efforts.

SO7: To explain the decisions involved in sales force management and the related issues

Course contents

UNIT-I Introduction: Concept, Scope, Objectives and Functions of advertising. Role of advertising in marketing mix and the advertising process. Legal, ethical and social aspect of advertising. 8 Hrs.

UNIT - II Pre-launch Advertising Decision: Determination of target audience, Advertising media and their choice. Advertising measures, Layout of advertisement and advertising appeal, advertising copy.

UNIT - III Promotional Management: Advertising department, Role of advertising agencies and their selection, Advertising budget, Evaluation of Advertising effectiveness.

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& Medical Sciences, Puttur (T.N.)



UNIT -IV Personal Selling: Meaning and Importance of personal selling, Difference between personal selling, Advertising and sales promotion, Methods and procedure of personal selling.

UNIT - V Sales Management: Concept of sales management, Objectives and Functions of sales managements, Sales organization, Management of sales force and Sales force objectives, Sales force recruitment, selection, training, compensation and evaluation.

References:-

1. Philip Kotler – Marketing Management
2. Sonuaka – Marketing Management
3. P.C. Tripathi – Marketing Management
4. Bhadad&Porwal – Marketing Management
5. ISuftusUnzdqekj&foi.ku ds n)kUr e-iz- fgUnhxzUFkvdkneh] Hkksiky

Teaching Learning Process: The teaching learning process will be based on lectures, presentations, and project work and cases studies.

Assessment Tasks: The assessment of the students must be aligned with the course learning outcomes and requires class participation, class test, assignment, project work, half and end semester examination

Keywords: Advertising, Layout, appeal, Advertising copy, Promotional Management, Personal Selling, Sales Management, recruitment, selection, training.


Prof. Dr. P. C. Tripathi
Head of the Department of Technology
B. School of Engineering, O.P.J.S. (P.T.)



M.Com IVth Semester
Specialization Subject Group (A) "Marketing Management"

Consumer Behaviour

MCO-402A

Course Objective: To provide an in-depth understanding of the consumer buying processes and their determinants as relevant for marketing decision making.

Subject Learning Outcomes: The successful completion of this course shall enable the student:

SO1: To understand consumer behavior and its relationship

SO2: To understand the process of consumer decision making and its application;

SO3: To describe the underlying variables resulting into differences in consumer decision making;

SO4: To understand the attitude-behavior relationship and its related models;

SO5: To know the socio-cultural, class, factors affecting consumer decision making.

Course Contents

UNIT - I Introduction: Meaning and Significance of consumer behavior, Determinants of consumer behavior, Consumer behavior vs. buyers' behavior, Consumer buying process and consumer movement in India.

UNIT - II Organizational Buying Behavior and Consumer Research: Characteristics and Process of organizational buying behavior Determinants of organizational buying behavior, History of consumer research and Consumer research process.

UNIT - III Consumer Needs and Motivations: Meaning of motivation, Needs and Goals, Dynamic nature of consumer motivation, Types and systems of consumer needs, measurement of motives and Development of motivational research.

UNIT - IV Personality & Consumer Behavior: Concept of personality, theories of personality, Personality and understanding, consumer diversity, self and self-images.

UNIT - V Social Class and Consumer Behavior: Meaning of social class, Measurement of social class, Lifestyle profiles of the social class, Social-class mobility, Affluent and Non-affluent consumer, Selected consumers behaviour, applications of social class.

References:-

1. Philip Kotler – Marketing Management

Approved
by the University of Technology
& Applied Sciences (U.T.A.S.)



2. Jain, Jinendrakumar - Marketing Management

Teaching Learning Process: The teaching learning process will be based on lectures, presentations, and project work and cases studies.

Assessment Tasks: The assessment of the students must be aligned with the course learning outcomes and requires class participation, class test, assignment, project work, half and end semester examination

Keywords: Consumer behavior, organizational buying behavior, Consumer research, Consumer Needs and Motivations, Personality, Social Class

10/10/2020
Dr. Suresh Kumar
Dr. Suresh Kumar, Assistant Professor (T & P)



M.Com IVth Semester

Specialization Subject Group (A) "Marketing Management"

Rural & Agricultural Marketing

MCO-403A

Course Objectives: Rural and agriculture markets represent a substantial portion of the Global Marketplace. Despite of huge potential, rural markets and agriculture markets have been traditionally ignored by most multinationals from advanced countries. The course introduces the student to the various aspects of Indian rural & agriculture markets as the study of rural marketing has become significant because of the saturation of the urban markets and the increase in the purchasing power of the rural population.

Subject Learning Outcomes: The successful completion of this course shall enable the student:

SO1: Explore the various facets of rural & agriculture marketing and develop an insight into rural agriculture marketing regarding different concepts and basic practices in this area.

SO2: Identify the challenges and opportunities in the field of rural & agriculture marketing for the budding managers and also expose the students to the rural and agriculture market environment and the emerging challenges in the globalization of the economics.

SO3: To acquaint the students with the appropriate concepts and techniques in the area of rural & agriculture marketing.

SO4: Apply adaptations to the rural and agriculture marketing mix (4 A's) to meet the needs of rural consumers.

SO5: Understand the concept of Rural Market in India.

Course contents

UNIT - I Rural Marketing: Position of Indian rural marketing and Approach to rural markets of India, Rural consumer and demand dimensions and Market segmentations, Channels of distribution and physical distribution Product management, Marketing communication and sales force tasks.

UNIT - II Agricultural Marketing: Concept, Nature, Scope and Subject matter, Classification of agricultural products and their difference with manufactured goods. Agriculture market: Meaning, Components, Dimensions and Classification. Market structure: Dynamics of market structure, Components of market, structure and Market forces.

UNIT - III Market Management and Channel Strategy: Modern marketing management and agricultural products, Structured organized markets-commodity exchange and produce exchange, Cash market, Forward dealing, Exchange market, Speculative market, Channels of distribution for consumer goods, Agricultural consumer goods and Agricultural raw materials.


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& Medical Sciences, Sesham (M.P.)



UNIT - IV Rural Market In India: Regulated market, Genesis of regulated market in India, Limitations in present marketing regulation, Advantages and Limitations of regulated market, Organization of regulated market, Future of regulated and regulated markets in India.

UNIT - V Marketing of Farm Products: Packaging - Packing and Packaging, Packing material, Transportation Advantages, Means of transport and Transportation cost, Grading and Standardization - Meaning, Type, Criteria, Labeling and specification, storage, Warehousing, Processing and Selling.

References:-

1. Marketing Management – Sontaka
2. Marketing Management – R.L. Vashney
3. Marketing Management – Bhadada&Porwal
4. Marketing Management – Jain J.K.

Teaching Learning Process: The teaching learning process will be based on lectures, presentations, and project work and cases studies.

Assessment Tasks: The assessment of the students must be aligned with the course learning outcomes and requires class participation, class test, assignment, project work, half and end semester examination.

Keywords: Rural and agriculture markets, agricultural products, Channel Strategy, Rural Market in India, Marketing of Farm Products.


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Sri Satsa Sai University of Technology
& Medical Sciences, Sehore (M.P.)



M.Com IVth Semester

Specialization Subject Group (A) "Marketing Management"

International Marketing

MCO-404A

Course Objective::The course is designed to equip students with the knowledge of marketing of all types of services.

Subject Learning Outcomes:The successful completion of this course shall enable the student:

SO1: To apply the concept and theories of international marketing to understand the environment.

SO2: To identify data, information, and evidence related to international business opportunities and threats relevant in the current world;

Course contents

UNIT -I International Marketing: Meaning, Scope, Nature and Significance, International Marketing Environment - Internal and External Environment, International Market, Orientation, Identification and Selection of foreign market, Functions and qualities of an Export Manager.

UNIT -II Export Organization: Meaning, affecting factors and types, Overseas Product Development; its concept and methods, pricing and its factors, Methods, of Pricing, Price quotation.

UNIT - III NDirect Trading and Indirect Trading: Meaning and Methods, Methods of Payment in International Marketing.

UNIT -IV Export Credit: Meaning, Nature, Influencing factors and significance, Methods of Export Credit, Export Credit and Finance in India, Risk in Export Trade, Role of the Export Credit Guarantee Corporation of India Limited, The Export-Import Bank of India.

UNIT - V Export and Import Procedure : Documentation in foreign trade, Bilateral and Multilateral Trade Agreements, its meaning, objective, types and significance, SAARC, Role of WTO in Foreign Trade.

References:-

1. International Marketing – V.S. Rathore

Teaching Learning Process: The teaching learning process helps students to become more effective learners in the course. It includes lectures, case study discussions, individual, group presentation and projects.

Assessment Methods: The assessment methods of this course include class tests, assignments, project evaluations and class presentations.

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& Medical Sciences Sector (M.P.)



Keywords: International marketing, Product, international pricing, international distribution, Promotion, Packaging, Labeling, foreign sales management, Marketing Environment export and import.


Rajesh Kumar
Dr. Subhojit University of Technology
B. Bhabani Sankar Sahoo (M. P.)



M.Com IVth Semester

Specialization Subject Group (A) "Marketing Management"

Dissertation

MCO405A


Professor
St. John's University of Technology
& Applied Sciences, Chennai (T.N.)



M.Com IVth Semester

Specialization Subject Group (B) "Financial Analysis & Control"

Security Analysis and Portfolio Management

MCO-401B

Course Objective: To equip the students with essential tools, techniques, models and investment theory necessary for analyzing different types of securities, making sound investment decisions and optimal portfolio choice.

Subject Learning Outcomes: After successful completion of this course the student should be able to:

SO1: Understand the environment of investment and risk return framework.

SO2: Analyze bonds in terms of valuation, yields and risks as well as build up immunized bond portfolio.

SO3: Understand The Stock Exchange In India.

SO4: Construct, analyze, select and evaluate portfolios along with a deep understanding of Capital market theory and associated models.

SO5: Understand and analyze Emerging Trends in India Capital Market.

Course Contents

UNIT - I Investment: Concept, objectives and types, Investment and speculation, Factors of Sound Investment, Financial Markets: Meaning and Types, Investment opportunities available in India.

UNIT - II Concepts of Return and Risk: Sources and Types of Risk, Measurement of Risk, Concept of Portfolio Management, Portfolio selection, Markowitz, Model, Capital Assets Pricing Model.

UNIT -III Fundamental Analyses: Economic Analysis, Industry Analysis and Company Analysis, Technical Analysis: Dow Theory, Elliott wave Theory, Charting, Efficient Market Hypothesis

UNIT - IV Stock Exchange in India: B.S.E., N.S.E., O.T.C., Interconnected Stock, Exchange In India, Stock Indices and their computation, SEBI: Their Power and Functions.

UNIT - V Emerging Trends in India Capital Market: Depositories and Script less Trading, Book Building, Stock Lending Scheme, Rolling Settlement, Green Shoe Option, Responsibilities and code of conduct for portfolio manager.

References:-

1. Investment Management - R.P. Rastogi


Registrar
Sri Sakshi Sai University of Technology
& Medical Sciences Sehore (M.P.)



2. Security Analysis and Portfolio Management - P. Pandian
3. Security Analysis and Portfolio Management - S. Guruswami
4. Security Analysis and Portfolio Management - Jordon / Fischer

Teaching Learning Process: The teaching learning process helps students to become more effective learners in the course. It includes lectures, case study discussions, individual, group presentation and projects.

Assessment Methods: The assessment methods of this course include class tests, assignments, project evaluations and class presentations.

Keywords: Security, Investment, Portfolio, SEBI, Return and Risk, Fundamental Analysis, Capital Market.


Registrar
Sri Siva Sai University of Technology
& Medical Sciences, Bhopal (M.P.)



M.Com IVth Semester

Specialization Subject Group (B) "Financial Analysis & Control"

Strategic Financial Management

MCO402B

Course Objectives: To equip the students to develop cognizance of the importance of Strategic Financial Management in corporate valuation, describe how people analyze the corporate leverage under different conditions and understand why people value different corporates in different manner, EBIT, Dividend Decisions, WCM.

Subject Learning Outcomes: On completion of this course, the students will be able to

SO1. Demonstrate the applicability of the concept of Financial Management to understand the managerial Decisions and Corporate Capital Structure

SO2. Apply the Leverage and EBIT EPS Analysis associate with Financial Data in the corporate

SO3. Analyze the complexities associated with management of cost of funds in the capital Structure

SO4. Demonstrate how the concepts of financial management and investment, financing and dividend policy decisions.

SO5. Demonstrate how risk is assessed

Course Contents

UNIT -I Leverage Analysis: Concept of Time Value of Money, Financial and Operating Leverage.

UNIT - II Earning Before Interest & Tax (EBIT) : EPS Analysis, Financial Break-Even level, Indifference level of EBIT, Value of the Firm: Net Income and Net operating Income Approach, Traditional Approach, MM Hypothesis.

UNIT -III Value of Equity and Preference Share, Valuation of debentures.

UNIT -IV Dividend Decision: Relevance and Irrelevance of Dividend Policy, Dividend Policy and Retained Earnings, Stability of Dividends, Legal Constraints, Bonus Share.

UNIT - V Working Capital Analysis: Concept Needs and Affecting factors, Methods of Financing of working capital, Working Capital Monitoring and control. Estimation of working capital.

References:-

1. Strategic Financial Management - G.P. Lakhota
2. Strategic Financial Management (Hindi) - N.P. Agarwal

Registrar
Dr. Smt. G. University of Technology
& Medical Sciences, Solapur (M.P.)



Teaching Learning Process: The teaching learning process helps students to become more effective learners in the course. It includes lectures, case study discussions, individual, group presentation and projects.

Assessment Methods: The assessment methods of this course include class tests, assignments, project evaluations and class presentations.

Keywords: Leverage, Working, Capital Management, Dividend Decisions, EBIT, Equity, Debentures.


Registrar
Sri Sahas Reddy University of Technology
& Applied Sciences, Sesham (H.P.)



M.Com IVth Semester

Specialization Subject Group (B) "Financial Analysis & Control"

Project Planning and Management

MCO-403B

Course Objectives: To make them understand the concepts of Project Management for planning to execution of projects.

Subject Learning Outcomes: On completion of this course, the students will be able to:

SO 1. Understand project characteristics and various stages of a project.

SO 2. Understand the conceptual clarity about project organization and feasibility analyses – Market, Technical, Financial and Economic.

SO 3. Analyze the learning and understand techniques for Project planning, scheduling and Execution Control.

Course contents

UNIT -I Project: Meaning, Characteristics and steps, Project Life Cycle, Causes of Project Failure. Role and qualities of a project Manager Classification of project, Project Identification, Sources of project ideas, Considerations for initial selection of projects.

UNIT - II Project Formulation: Pre-feasibility study, Project Feasibility Analysis: Market Analysis, Technical Analysis, Financial Analysis, Economic Analysis.

UNIT -III Project Finance: Direct Financial Assistance, Bridge Loans, Specific assistance scheme of Financial Institutions. Project Organization structure, Selection of project manager. Authority and Responsibilities of project manager.

UNIT - IV Project Implementation: Pre-requisites for successful implementation. Project Management Systems; characteristics, Necessity, Project Management Information System.

UNIT - V Project Audit: Ex-post project evaluation, Human aspect of project management, Environment Appraisal of Projects (a brief review).

References:-

1. N.P. Agarwal - Project Planning & Management
2. Prasanna Chand - Project Planning & Management
3. Chowdhri S.C - Project Planning & Management
4. Singh Narendra - Project Planning & Management
5. vazoky flag o fclh&fij;ktukfu;ktu] jes'keqdfMikst;iqj



REVISOR
Dr. Suresh Kumar
University of Technology
& Applied Sciences, Chennai

Teaching Learning Process: The teaching learning process helps students to become more effective learners in the course. It includes lectures, case study discussions, individual, group presentation and projects.

Assessment Methods: The assessment methods of this course include class tests, assignments, project evaluations and class presentations.

Keywords: Project, Project Formulation, Project Finance, Implementation, Audit.


Rajeshwar
Dr. Rajeshwar, University of Technology
& Applied Sciences, Dehradun (U.T.A.S.D.)



M.Com IVth Semester

Specialization Subject Group (B) "Financial Analysis & Control"

Indian Financial System

MCO-404B

Course Objective: This course aims at providing the students the intricacies of Indian financial system for better financial decision making.

Subject Learning Outcomes: At the end of the course, students will be able to:

SO1: Outline the structure and functions of the Indian financial system.

SO2: Illustrate the functioning of depository and custodians and financial derivatives, future, option, credit rating.

SO3: understanding the mutual fund.

Course Contents

UNIT -I Introduction to Financial System: Components, functions, Nature and Role, Relationship between financial system and Economic growth.

UNIT - II Money Market in India: Meaning, functions, Development of Money Market in India, Money Market Instruments, Capital Market: Meaning, functions and reforms.

UNIT -III Depositories and Custodians: Depository System NSDL, CSDL, Stock Holding Corporation of India, Derivatives Market, Concept, Benefits and Need, Types of Financial derivatives, forward and future contracts, Options, Futures, Types and Benefits.

UNIT - IV Credit Rating: Concept and significance, Credit Rating Agencies in India, Factoring and Forfeiting.

UNIT - V Mutual Funds: Introduction, History, Types, Organization, Regulation over Mutual Funds, Financial, Objectives of Financial system reforms.

References:-

1. Indian Financial System - B. Pathak
2. Indian Financial System - Khan & Jain
5. डॉ. बी.एस. श्रीवास्तव

Teaching Learning Process: The teaching learning process helps students to become more effective learners in the course. It includes lectures, case study discussions, individual, group presentation and projects.

Assessment Methods: The assessment methods of this course include tests, assignments, project evaluations and class presentations.

Reviewed by
The Director, Institute of Technology
& Management Studies (ITMS)



Keywords: Indian Financial System, Money Market, NSDL, CSDL, Derivatives, Credit Rating, Mutual Funds.


Registrar
Sri Sarva Sri University of Technology
& Medical Sciences Sehore (M.P.)



M.Com IVth Semester

Specialization Subject Group (B) "Financial Analysis & Control"

Dissertation

MCO405B


Registrar
Sri Sathya Sai University of Technology
& Medical Sciences, Sathya (M.P.)



M.Com IVth Semester
Specialization Subject Group(C) "Accounting"

Corporate Accounting

MCO-401C

Course Objective: To acquire the conceptual knowledge of corporate accounting and to understand the various techniques of preparing accounting and financial statements.

Subject Learning Outcomes: After completing the course, the student shall be able to:

SO1: develop an understanding of accounting for share capital and debentures.

SO2: Prepare Final Accounts of Companies.

SO3: develop understanding of banking and insurance companies.

SO4: understand the accounting for internal reconstruction and liquidation of company..

SO5: understanding valuation of goodwill and shares.

Course Contents

UNIT - I Issue and Forfeiture of shares, Accounting for Redemption of Preference Share and Debenture, Buy back of Equity Share, Bonus Shares.

UNIT - II Company Final Accounts AS-4, AS-5, Disposal of Profit.

UNIT -III Mergers of Companies AS-14

UNIT - IV Internal Reconstruction of a Company, Liquidation of a company.

UNIT - V Valuations of Goodwill and Shares.

References:-

1. Modern Accountancy - Mukharjee, Haif
2. Advance Accountancy Vol-2 - A.K. Schgal
3. Advance Accountancy Vol-2 - R.L. Gupta
4. Advance Accountancy Vol-2 - Shukla&Grewal
5. रमेशचंगल-निगमिय लेखांकन
6. अग्रवाल एवं जैन-निगमिय लेखांकन

Teaching Learning Process: The pedagogy would involve discussion of theory substantiated with numerical al live examples taken from business world.


Registrar
Sri Sahakar University of Technology
& Management Studies, Solapur (M.S.)



Assessment Methods: Class participation, Presentation, Practical's, test, half End semester Exam.

Keywords: Redemption of shares, Financial Statements, disposal of profit, Amalgamation, holding company, Internal Reconstruction of a Company, Liquidation of a company, Goodwill and Shares.


Registrar
Sri Sairam Institute of Technology
& Health Sciences, Chennai (600 091)



M.Com IVth Semester

Specialization Subject Group(C) "Accounting"

Cost Administration And Control

MCO-402C

Course Objectives: Examination of the accounting practices to record and control material, labor, and overhead costs. Study includes job-order, process cost and standard cost systems for manufacturing and service firms.

Subject Learning Outcomes: After completing the course, the student shall be able to:

SO1: able to understand the cost concepts, cost behaviors, and cost accounting techniques that are applied to manufacturing and service businesses.

SO2: Apply cost concepts and budgeting process.

SO3: Determine the pricing strategy.

SO4: Analyze the various cost aspect.

SO5: Discuss the various techniques available to measure TQM

Course contents

UNIT - I Application of Marginal Costing, Key factor analysis, Profit planning, optimum product mix, Make or Buy decision, Price fixation, Discontinuance of product, Diversification of product line, Acceptance of new order, close down decision.

UNIT - II Budgeting Process: Budget Manual, Zero Base Budget, Planning, Programming, Budgeting system, Performance Budgeting, Disposal of variance in standard costing, Transfer Pricing: Meaning, necessity and methods.

UNIT - III Pricing Strategy : Factors influencing product pricing, Pricing decision process, Pricing Methods: Cost plus pricing, Standard cost pricing, Marginal cost pricing, Pricing for target rate of return : Added value, Method of Pricing, Differential cost pricing, Going rate pricing, Opportunity cost pricing, Administered Pricing, Export pricing, Skimming and penetration pricing policy, Price discrimination target pricing, Non-financial factors of pricing.

UNIT - IV Cost reduction and cost control, cost control process, Cost Reduction Process, Planning for cost Reduction Techniques for cost control and reduction, Value Analysis, Inventory control Techniques.

UNIT - V Total Quality Management (TQM) in costing, Material Requirement Planning, Manufacturing Resource Planning, Product Life Cycle Costing, Feedback control system, Activity Based costing, Target costing, Enterprises Resource Planning, Synergy Benchmarking, Business Process Outsourcing (BPO)

References:-

Registrar
Sri Satya Sai University of Technology
& Medical Sciences Secora (M.P.)



1. Cost Accounting - JawaharLal
2. Cost Accounting - M.N. Arora
3. Cost Accounting - Ravi M. Kishore
4. Cost Accounting - M.L. Agarwal
5. Cost Accounting - R.N. Khandelwal
6. Cost Accounting - M.L. Oswal
7. Cost Accounting - Mahesh Agarwal
8. Cost Accounting - B.L.M. Nigam

Teaching Learning Process: The pedagogy would involve discussion of theory substantiated with numerical al live examples taken from business world.

Assessment Methods: Class participation, Presentation, Practical's, test, half End semester Exam.

Keywords: Marginal Costing, Budgeting Process, Pricing Strategy, TQM.


Registrar
Shri Satish Shri University of Technology
& Medical Sciences, Sehore (M.P.)



M.Com IVth Semester
Specialization Subject Group(C) "Accounting"
Accounting Theory
MCO-403C

Course Objectives:- The course provides a basis to compare concepts prevalent in accounting

Subject Learning Outcomes: After completing the course, the student shall be able to:

SO1: evaluate the notions and ideas of thought that have shaped a theoretical basis for accounting,

SO2: formulate how a theoretical base for accounting can be used in the systematization of accounting through policies, frameworks, and design considerations,

SO3: examine the relationship between accounting theory and practice, and

SO4: sketch the development in accounting thought and structure leading up to the current prevalent accounting methods.

Course contents

UNIT -I Principles of Accounting: as information system, as a language factors influencing accounting environment. Accounting and economic development. Concept of Accounting Theory. Role and classification of Accounting Theory. Approaches of Accounting Theory.

UNIT - II Accounting Concepts, Postulates, and Principles: G.A.A.P., Accounting Policies, Revenue Recognition, Study of AS-9, Concept of Expenses, Gain and losses.

UNIT - III Revenue Measurement and its relevance: various concept of income: Accounting concept, Economic concept and capital maintenance concept, Operating and Nonoperation activities, Concept of comprehensive Income, Prior period items and extraordinary items.

UNIT - IV Conceptual study of Accounting for Changing prices, Segment Reporting, Social Accounting,

UNIT - V Interim Reporting, Conceptual Human Resource Accounting, Value Added Reporting, Environmental Accounting and reporting.

References:-

1. Accounting Theory - JawaharLal
2. Accounting Theory - J.C. Maheshwari
3. Accounting Theory A.L.S. Porwal



Received at
Shaheed Sukhdev University of Technology
& Management Sciences, Sonner (M.P.)

4. Accounting Theory - R. Mangal

Teaching Learning Process: The pedagogy would involve discussion of theory substantiated with numerical and live examples taken from business world.

Assessment Methods: Class participation, Presentation, Practical's, test, half End semester Exam,

Keywords: Principles of Accounting, Accounting Concepts, GAAP Revenue, HR Accounting, Environmental Accounting.


Registrar
Shri Siddhant University of Technology
& Medical Sciences, Solapur (M.P.)



M.Com IVth Semester

Specialization Subject Group(C) "Accounting"

Institutional Accounting

MCO-404C

Course Objectives: To acquire the conceptual knowledge of institutional accounting and to understand the various aspect of accounting.

Subject Learning Outcomes: After completing the course, the student shall be able to:

SO1: able to understand the holding company.

SO2: able to understand bank and insurance company.

SO3: able to understand of co-operative societies, hotel accounting.

SO4: able to understand government accounting.

Course contents

UNIT -I Accounting for holding company.

UNIT -II Accounting for Bank and Insurance Company (including Life Insurance).

UNIT - III Double Accounts System.

UNIT - IV Accounting for Co-operative societies, Hotel Accounting.

UNIT - V Government Accounting.

References:-

1. Advance Modern Accountancy - Mukharjee&Hanif
2. Advance Accountancy Vol-2 - AK. Sehgal
3. Advance Accountancy Vol-2 - R.L. Gupta
4. Advance Accountancy - Shukla&Grewal

Teaching Learning Process: The pedagogy would involve discussion of theory substantiated with numerical al live examples taken from business world.

Assessment Methods: Class participation, Presentation, Practical's, test, half End semester Exam.

Keywords: Holding accounting, bank and insurance company, Co-operative societies, Hotel Accounting, Government Accounting.


Head of the Department
of Commerce
University of Technology
K. J. Somaiya Institute of Technology
Mumbai



M.Com IVth Semester

Specialization Subject Group(C) "Accounting"

Dissertation

MCO-405C




Rectified
Sh. Shri. S. S. University of Technology
& Management Studies (M.P.)

M.Com IVth Semester
Specialization Subject Group (D) "Taxation"

Direct Tax in India

MCO401D

Course Objectives: To acquaint the students with basic principles underlying the provisions of direct tax laws and to develop a broad understanding of the tax laws and accepted tax practices.

Subject Learning Outcomes: After completing the course, the student shall be able to:

SO1: By the end of the course students will be able to describe how the provisions in the corporate tax laws can be used for tax planning.

SO2: Students of the course will be able to explain different types of incomes and their taxability and expenses and their deductibility.

SO3: Students who complete this course will be able to learn various direct and indirect taxes and their implication in practical situations.

SO4: Students of the course will be able to state the use of various deductions to reduce the taxable income.

Course Contents

UNIT -I Basic concept and Definitions, Residential status and tax incidence, Exempted Income, Deemed Income, Clubbing of Income, Deductions under Section-80.

UNIT -II Computations of Tax Liabilities of Individual Taxation on Agriculture Income.

UNIT -III Assessment of Tax and Return of Income Tax, Types of Assessment.

UNIT - IV Advance payment of tax, Tax Deduction at Source, Penalties and Prosecution, Refund of excess payment.

UNIT - V Income Tax Authorities, Appeal and Revisions, Settlement of cases.

References:-

1. Income Tax - Gupta & Ahuja
2. Income Tax - V.K. Singhania
3. Income Tax - R.K. Jain
4. Income Tax - S.C. Jain


Registrar
Sri Saini Sai University of Technology
& Medical Sciences Scheme (M.P.)



Teaching Learning Process: The pedagogy would involve discussion of theory substantiated with numerical and live examples taken from business world.

Assessment Methods: Class participation, Presentation, Practical's, test, half End semester Exam.

Keywords


Registrar
Sri Sai Sri University of Technology
& Medical Sciences, Sehore (M.P.)



M.Com IVth Semester
Specialization Subject Group (D) "Taxation"

Business Taxation

MCO-402D

Course Objectives: The objective of the course is to help students understand the law and application of key types of business taxes.

Subject Learning Outcomes: after completing the course, the student shall be able to:

SO1: Build upon the principles of income tax law as covered in a Computation of Income from Business and Profession.

SO2: able to Assessment of firm and Association of Person. Computation of Tax Liabilities.

Course Contents

UNIT -I Computation of Income from Business and Profession, Assessment of Hindu Undivided Family (H.U.F.) including tax liabilities.

UNIT - II Assessment of firm and Association of Person. Computation of Tax Liabilities.

UNIT - III Assessment of Companies, including tax computation.

UNIT -IV Assessment of Co-operative society. Charitable and other Trust including tax calculation.

UNIT - V Double Taxation Reliefs, Assessment of Non-Residents.

References:-

1. Income Tax - Gupta & Ahuja
2. Income Tax - V.K. Singhania
3. Income Tax - R.K. Jain
4. Income Tax - S.C. Jain

Teaching Learning Process: The pedagogy would involve discussion of theory substantiated with numerical and live examples taken from business world.

Assessment Methods: Class participation, Presentation, Practical's, test, half End semester Exam.

Keywords


Registrar
Sri Saha Institute of Technology
& Advanced Sciences Scheme (H.O.)



M.Com IVth Semester

Specialization Subject Group (D) "Taxation"

Goods and Service Tax -Law and Practices

MCO-403D

Course Objectives: :To acquaint the students with basic principles underlying the provisions of indirect tax laws and to develop a broad understanding of the tax laws and accepted tax practices.

Subject Learning Outcomes: After completing the course, the student shall be able to:

SO1: By the end of the course students will be able to describe how the provisions in the indirect tax laws can be used for tax planning.

SO2: Students of the course will be able to explain different types of indirect taxes.

SO3: Students who complete this course will be able to learn various indirect taxes and their implication in practical situations.

SO4: Students of the course will be able to state the use of various deductions to reduce the taxable goods and services.

Course Contents

UNIT-I Goods and Service Tax (GST) Introduction, overview, historical development, comparison with earlier indirect tax regime, constitutional aspects and legal framework (including CGST, SGST, UTGST, and IGST) compensation to states objectives and benefits, registration process under GST

UNIT -II Identification of nature of Supply: inter state and intra state, meaning and scope of supply, composite and mixed supply, continuous supply, taxable and non-taxable supply, exemption from tax, applicable rates of GST, composition scheme, GST council and GST network

UNIT -III Levy and Collection Of Tax, time and value of supply goods and services, input tax credit and job work transitional provisions, computation of GST liability.

UNIT -IV Maintenance of records and books, Invoicing, E-Way, Billing,, Interstate And Debit Note and Credit Note, filling of returns, assessment procedure, administration of GST, payment and refund of tax, reverse charge.

UNIT - V Demand and recovery, audit, inspection search and seizure, provisions regarding offences and penalties appeals.


Registrar
Sri Satya Sai University of Technology
& Medical Sciences Scheme (M.P.)



References:-

1. Goods and Service Tax, Prof.C.K.Shah and Prof.S.K.Mangal RBD Publishing New Delhi
2. Goods and Service Tax, Dr.H.C.Mehrotra and Prof.V.P.Agarwal, Sahitya Bhawan Publication Agni

Teaching Learning Process -The pedagogy would involve discussion of theory substantiated with numerical and live examples taken from business world.

Assessment Methods Class participation, Presentation, Practical's, test, half End semester Exam.

Keywords -GST, SGST, UGST IGST, Levy and Collection Of Tax.


Registrar
St. Satya Sai University of Technology
& Medical Sciences, Sore (M.P.)



M.Com IVth Semester
Specialization Subject Group (D) "Taxation"

Custom Duty and Practices

MCO404D

Course Objectives: To develop in students the ability to Custom Duty in business.

Subject Learning Outcomes: After successful completion of this course, students will be able to:

SO1: Compute custom duty of a company

SO2: to increase understanding in custom duty and practices

Course Contents:

UNIT- I History of customs in india, role of customs in international trade, nature of custom duty, types of custom duty, important terms & definition, assessable value, baggage, bill of entry, bill of lading, shipping bill, letter of credit.

UNIT -II An overview of customs tariff Act 1975 tariff classification and exemptions, prohibition of exemption and importation of goods, provision regarding notified & specified goods, administrative & operational authorities of customs.

UNIT -III Free import, restricted import, types of restricted import, prohibited goods, provision of assessment & payment of custom duty (practical)

UNIT -IV Import of Cargo, import by land, Sea or Air, import by post, clearance procedure for home consumption, clearance procedure for import by post, clearance of baggage.

UNIT -V Adjudication, Appeal and Revision, confiscation of Goods and conveyances, imposition of penalties, search, seizure & arrest.

Note: Relevant software will be used for pedagogical purpose. Evaluation of practical exercise (if any) using software will be part of internal assessment.

References:-

1. Indirect Taxes, V.S. Daley, Taxman Publication, New Delhi
2. Indirect Taxes, Dr. H.C. Mahroua & Prof. V.P. Agarwal, Sahitya Bhawan Publication, Agra.

Teaching Learning Process: The pedagogy would involve discussion of theory substantiated with numerical and live examples taken from business world.


Registrar
Dr. Suresh Chandra University of Technology
& Management Sciences (H.P.)



Assessment Methods: Class participation, Presentation, Practical's, test, half End semester Exam.

Keywords- Custom Duty, Internal Trade, Appeal And Revision, Import Of Cargo, Free Import,

M.Com IVth Semester

Specialization Subject Group (D) "Taxation"

Dissertation

MCO-405D


Registrar
St. Sylvester's University of Technology
& Applied Sciences Scheme (M.P.)

