

Syllabus & Course Outcome According to NEP

Faculty of Commerce

Session: **2024-25**

Class: **B Com Semester 2**

B.Com (Four Year – UG) – Semester – II**Commercial Laws****Course Outcome**

CO1	The Student will be able to understand Various legal provisions related to Contract Act
CO2	The students will be able to understand the provision for special contracts.
CO3	The students will be able to identify the legal provision of formations and management of the company
CO4	The students will be able to understand and identify the rights of consumers and the redressal mechanism
CO5	The students will be able to outline the scope of IT Act in business

Unit – I

UNIT - I Contract Law – Meaning – Law of Contract – Definition – Classification of Contracts – Essential Elements of Valid Contract – Discharge of Contract – Remedies of Breach of Contract – Offer – and Acceptance – Legal Rules relating to Offer and Acceptance – Revocation of Offer and Acceptance.

UNIT - II Contract of Agency - Bailment and Pledge – Essentials of Bailment – Rights and Duties of Bailor and Bailee- Pledge-Essentials-Rights and Duties of Pawnee. Contract of Sale of Goods Act 1930 –Rules regarding Delivery of Goods – Rights and Duties of a Buyer and Seller.

UNIT - III Company – Definition-Characteristics – Kinds – Privileges of Private Company – Formation of a Company – Memorandum of Association – Meaning – Purpose – Alteration of Memorandum – Doctrine of Ultravires – Articles of Association - Meaning Forms – Contents – Alteration of Articles – Doctrine of Indoor management. Prospectus – Definition – Contents – Deemed Prospectus – Misstatement in Prospectus - Shares and Debentures – Meaning – Types – Director and Secretary – Qualification and Disqualification – Appointment – Removal – Remuneration – Powers, Duties and Liabilities. Meeting – Requisites of Valid Meeting – Types of Meeting – Winding up – Meaning – Modes of Winding Up.

Unit IV - Consumer Protection Act, 2019: Definitions, Consumer Protection in India; Rights of Consumers; Consumer Dispute Redressal Forums; Nature and Scope of Remedies. Information Technology Act 2000 – Scope and Objectives, E-Governance, Authorities, Offences and Penalties.

Books for Reference

1. N.D.Kapoor, “Business Law”, Sultan Chand & Sons, New Delhi 2005.
2. R.S.N.Pillai & Bagavath, “Business Law” S.Chand, New Delhi 2005
3. Bagriyal A.K, “Company Law”, Vikas Publishing House, New Delhi
4. Rajiv Kapoor N. D. Kapoor, Rajni Abbi, Bharat Bhushan N.D. Kapoor, Elements of Mercantile Law

Question paper pattern (Common for All Major Subjects)

Question No.	Unit	Marks	Question Pattern
1	1	4	1 question of 4 marks
	2	4	1 question of 4 marks
	3	4	1 question of 4 marks
	4	4	1 question of 4 marks
2	1	16	2 questions of 8 marks each OR 1 question of 16 marks
3	2	16	2 questions of 8 marks each OR 1 question of 16 marks
4	3	16	2 questions of 8 marks each OR

Four Year Bachelor of Commerce (Honours/Research) Degree Examination as per NEP 2020

			1 question of 16 marks
5	4	16	2 questions of 8 marks each OR 1 question of 16 marks

DETAILED SYLLABUS

Faculty of Commerce and Management

Minor Course – Sem II – 2 Credits

(Common for All Programs in Commerce and Management)

Introduction to Commerce

Course Outcomes

CO1	The students will be able to understand various verticals in commerce education.
CO2	The students will be able to compare various career opportunities in Commerce.
CO3	The students will be able to map various profiles to his/her individual interests
CO4	The students will be able to choose suitable major, minor and other courses of study.

Unit – I:

Verticals in commerce education (Nature, scope and basic contents) – Financial and Management Accounting, Taxation, Cost Accounting, business administration, Financial Management, Marketing Management, Operations Management, HR Management, commercial Laws, International Trade, E Commerce, Capital Markets, Business Analytics etc

Unit – II:

Career Options in Commerce (Role and Profile) involving Maths skills like Chartered Accountant (CA), Investment Banker, Chartered Financial Analyst (CFA), Actuary, Cost Accountant, Company Secretary (CS), Personal Financial Advisor, Research Analyst, and Business Analyst

Unit – III:

Career Options in Commerce (Role and Profile) requiring lesser Maths skills like Marketing, Entrepreneurship, Human Resource Management, Retail Management, Cost Management Accountant (CMA), Product Management, Relationship Manager

Unit – IV:

Skills, competencies and examinations/ certifications for getting into various career options, SBI/ NISM Certifications overview

Reference Books:

1. Engineering Management (English, Paperback, Gupta A. K.) S Chand
2. Engineering Management (English, Undefined, Chauhan A S) Jain Brothers

<https://certifications.nism.ac.in>

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Faculty of Commerce and Management
Even Semester Open Elective – 2 Credits
Course Name: Introduction to International Trade

Course Outcomes

- CO1** The students will be able to differentiate domestic and international trade and define MNC
- CO2** The students will be able to identify and explain the role of WTO in international trade.
- CO3** The students will be able to understand the concept of regional trade agreements.
- CO4** The students will be able to understand role of international financial institution in international trade. The student will also be able to identify the concept of FDI and financial support for establishing EPZ and SEZ

- Unit I** Introduction and concepts of the international trade, Domestic and international business comparison, advantages and disadvantages of domestic trade and international trade respectively, Reasons for entering into international trade, modes of entry, Concept of MNC, TNC.
- Unit II** WTO - structure, functions and roles in the current international business scenario, an overview of WTO agreements, concept of Trade Creation, trade Diversion, Concept and Various levels of International Economic Integration, PTA, FTA, Custom Union, Common Market, Economic Union, Political Union
- Unit III** Major Regional Trade Agreements, features of European Union, SAARC, NAFTA, ASEAN, SAFTA, Limitations of Regional Economic Integration, BRICS
- Unit IV** International financial institutions – structure, roles, functions of World Bank/ IMF, ADB. Financial support available in India –EPZs, SEZs, Future trends in international business, concepts of FDI and Portfolio investments

Reference Books

1. Justin Paul, International Business, Prentice Hall of India
2. Alan M. Rugman and Richard M. Hodgetts, International Business by Pearson Education.
3. Joshi, R.M, International Business, Oxford Publishing
4. International Business, K. Ashwathappa
5. International Business, F. Cherunilam, Prentice Hall of India-fifth edition
6. International Business, P. Subbarao

Faculty of Commerce and Management

Even Semesters Open Elective – 2 Credits

Course Name: E Commerce & M Commerce

Course Outcomes

CO1	The students will be able to explain various business models of E-Commerce
CO2	The students will be able to describe E-Commerce Sales Product Life Cycle (ESLC) Model
CO3	The students will be able to understand various facets of Consumer Oriented E Commerce
CO4	The students will be able to grasp the knowledge about electronic payment models.

Unit – I:

Overview of developments in Information Technology and Defining E-Commerce: The scope of E commerce, Electronic Market, Electronic Data Interchange, Internet Commerce.

Unit – II:

Introduction to e-commerce and m-commerce, E Commerce architecture and its types; E Commerce Business Models; M- Commerce Services, Benefits and limitations of E-Commerce

Unit – III:

Consumer Oriented E Commerce: E-Retailing: Traditional retailing and e retailing, Benefits of e retailing, Key success factors, Models of e retailing, and Features of e retailing. E services: Categories of e-services, Web-enabled services, and matchmaking services, Information-selling on the web, e entertainment, Auctions and other specialized services. Business to Business Electronic Commerce

Unit – IV:

Electronic Payment Models – Credit card, Debit Card, Smart Card, Internet Banking, Immediate Payment Services (IMPS), Mobile Wallet, Aadhar Enabled Payment Services, Mobile Banking, Cryptocurrency, e-RUPI Etc.

Reference Books:

1. Elias. M. Awad, " Electronic Commerce", Prentice-Hall of India Pvt Ltd.
2. Ravi Kalakota, Andrew B. Whinston, "Electronic Commerce-A Manager's guide", Addison-Wesley.

Question paper pattern (Common for All Subjects)

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Office Management

Course Outcomes

- CO1** The student will understand the concept and importance of office management.
- CO2** The student will be able Create mails and letter for internal and external communication.
- CO3** The student will be able to Prepare a policy and manuals for office.
- CO4** The student will be able to prepare document for office meetings.

Unit I Office Management Office Management: Concept and Definition, Nature and Scope. Elements and Functions, Office Manager: Functions, Duties and Responsibilities, Challenges before Modern Office Manager, Effective Management Techniques.

Unit II Office Communication Meaning, Types: Internal and External communications, Features of good communication. Process of Communications. Basic Principles of communications. Barriers to communications. Measures to overcome barriers.

Unit III Office Manuals & Reports Office Manuals & Reports Introduction, need, sources, types, advantages of manuals. Introduction, functions, classification of reports, basic Principles of writing reports, specimen of report.

Unit IV Office Meeting Office Meeting: Meaning, Definition, Importance, Purposes and Types of Meetings. Meeting: Essentials of Valid meeting & drafting notices, Agenda & Minutes, Factors of Successful meeting.

Reference Books

1. Office Organization and Management- Dr. C B Gupta, Sultan Chand & Sons.
2. Office Organization and Management- N.Kumar & R.Mittal, Anmol Publication Pvt.Ltd.
3. Fundamental of Office Management- J.P.Mahajan, Pitamber Publishing Co.
4. Office Management-Dr. A H Lokhandwala & V.K.Behere, Nirali Prakashan,

Practical Marks – 50

Practical Works for Course

1. Prepare a letter for inviting quotation of stationary supplies to Office.
2. Prepare a Joining letter for a new employee in the office.
3. Write an email to customer to apologize for delay in fulfilling orders.
4. Prepare an appreciation letter praising employee in office.
5. Prepare a leave policy for the office employee.
6. Prepare a manual to claim reimbursement of office tours.
7. Prepare a notice and agenda of an employee meeting to brief them on new project.
8. Prepare the minutes of the of an employee meeting to brief them on new project.
9. Prepare a report on annual employee performance.
10. Write a report on action taken of customer complaint against office staff

Semester – II

SEC Name –Mutual Fund Agent

QP Code : BSC/Q0601
Sector : Banking Financial Services and Insurance (BFSI)
Sub-Sector : Non-Banking Financial Service
Occupation : Mutual Fund Agent

SEC Outcome

After completing this SEC, participants will be able to:

- Conduct research on mutual funds
- Keep up to date on the mutual fund market
- Approach and market various mutual funds schemes to prospective customer identified
- Assist customer with determining most suitable mutual fund scheme according to needs
- Receive approval for initiating purchase process
- Assist customer with the application process for purchasing the mutual fund
- Collect and ensure payments are processed at the bank/organization
- Deliver proof of purchase and plan follow-up sessions
- Develop long-term relationships with customers
- Respond to customer queries and clarifications and advise the customers on existing product and new schemes
- Assist in termination of investment

Unit – I

Introduction, History of Mutual Funds, Structure of Mutual Funds, Financial Planning and Potential Investors, Role of a Mutual Fund Agent, Legal & Regulatory Environment, Macro Economic Environment.

Practical –

Update knowledge on mutual fund market, Keep up to date on regulations and guidelines, Impact of Macro Economic factors on mutual fund market.

Unit – II

Structure of Mutual Fund Products, Accounting of Mutual Funds, Tax and Tax-Related Regulations, Financial Planning, Marketing of Mutual Funds.

Practical –

Approach and market various mutual funds schemes to prospective customer identified, Assist customer with determining most suitable mutual fund scheme according to needs, Receive approval for initiating purchase process.

Unit- III

Offer Documents and Application Forms, Account Opening and KYC Process, Modes of Investment, Timing of Investment, Risk Allocation and Portfolio Selection.

Practical –

Assist customer with the application process for purchasing the mutual fund, Collect and ensure payments are processed at the bank/organization, Deliver proof of purchase and plan follow-up sessions

Unit – IV

Customer Relationships, After Sales Service.

Practical –

Develop long-term relationships with customers, Respond to customer queries and clarifications and advice the customers on existing product and new schemes, assist in termination of investment.

Assessment by Teacher based on performance during Practical (40%), documents Created while performing practical / solving assignments given by teacher or MCQ based exam (40%) and viva-voce (20%)

राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ, नागपूर
Bachelor of Commerce (B.Com.) Part 1 & 2

Semester 2 & 3

MARATHI

Ability Enhancement Course (AEC)

(To be implemented from Session 2024-25 and onwards)

राष्ट्रीय शैक्षणिक धोरण (NEP) 2020 नुसार अभ्यासक्रम

अभ्यासक्रमाचा उद्देश (Course Objectives) :

- * मराठी भाषेच्या समृद्धीची जाणीव करून देणे.
- * विद्यार्थ्यांमध्ये भाषा कौशल्याचा विकास करणे आणि त्यातून रोजगाराच्या संधींचा शोध घेणे आणि प्राप्त करणे.
- * भाषेचा जीवन व्यवहारात योग्य पद्धतीने वापर करण्याचा प्रयत्न करणे.
- * प्राचीन, अर्वाचीन साहित्याच्या आकलन, आस्वाद व चिकित्सेतून विद्यार्थ्यांची मानवी संवेदनशीलता, चारित्र्यसंपन्नता, मूल्याधिष्ठितता जागृत करणे आणि त्यांच्यात सामाजिक सेवेची व राष्ट्रप्रेमाची जाणीव जागृती निर्माण करणे.
- * संत साहित्याच्या शिकवणुकीतून मानवता आणि मानवी व्यवहाराची सांगड घालणे आणि विद्यार्थ्यांत नैतिक मूल्य रुजविणे.
- * व्यावहारिक मराठीच्या माध्यमातून व्यावहारिक ज्ञानकौशल्य विकसित करणे.
- * रोजगाराभिमुख मराठीच्या माध्यमातून विद्यार्थ्यांना रोजगाराभिमुख बनविणे.

अभ्यासक्रमाचा परिणाम

(Course Outcomes)

- * मराठी भाषा, साहित्य व संस्कृतीचे ऐतिहासिक मूल्याचे आकलन होणे.
- * नैतिक मूल्याचे, सामाजिक व राष्ट्रीय उत्तरदायित्वाचे सजग भाग असणारा नागरिक निर्माण होणे.
- * मराठी भाषेचे संवर्धन आणि संरक्षण होण्यास मदत होणे.
- * व्यावसायिक कौशल्याची प्रेरक वाट गवसणे.
- * व्यावसायिक कौशल्य विकसित होणे, त्यातून समाजाभिमुख कार्य करणे.
- * स्वतंत्र लेखनशैली विकसित होणे.
- * मराठी भाषेवर प्रभुत्व निर्माण होऊन वक्तृत्वशैली विकसित होणे.

अभ्यासक्रम

पाठ्यपुस्तक : शब्दतरंग (भाग-१)

- (अ) गद्य विभाग
- (ब) पद्य विभाग
- (क) रोजगाराभिमुख मराठी - व्यावहारिक कौशल्ये
- (ड) व्यावहारिक मराठी

अनुक्रमणिका

Unit - I : गद्य विभाग

- १. ससिकरक्षण - म्हाइंभट
- २. एक जुनी पुराणी मास्त्रीण - श्री. म. माटे
- ३. 'वसंत' माझा विद्यार्थी - श्री. ना. बनहट्टी
- ४. अम्मा - प्रिया तेंडूलकर

Unit - II : पद्य विभाग

- १. संतवाणी - संत ज्ञानेश्वर, संत नामदेव, संत तुकाराम
- २. या झोपडीत माझ्या - राष्ट्रसंत तुकडोजी महाराज
- ३. उषःकाल होता होता - सुरेश भट
- ४. तिफन - विठ्ठल वाघ

Unit - III : रोजगाराभिमुख मराठी - व्यावहारिक कौशल्ये

- १. मुलाखतीचे तंत्र आणि लेखन प्रक्रिया - वसुंधरा काशीकर
- २. दृक्-श्राव्य माध्यमांसाठी लेखनकौशल्ये - डॉ. परमानंद बावनकुळे
- ३. मराठी शुद्धलेखन आणि मुद्रितशोधन - प्रा. सोनाली देशपांडे-गुजर

Unit - IV : व्यावहारिक मराठी

- १. वृत्त संपादन - प्रभाकर कोंडबतुनवार
- २. इंग्रजी शब्दसंक्षेप व मराठी शब्दविस्तार
- ३. शुद्ध शब्द

B. Com./BBA/B.Sc. (Finance) Semester – II
Value Education Course – 2 Credits

Name of the Course: Constitution of India

(Prepared by the Board of Studies in Law under the Faculty of Humanities)

UNIT – I:

- Historical Background to the Framing of the Indian Constitution: General Idea about the Constituent Assembly of India.

UNIT – II

- Preamble – Nature and key concepts/Constitutional values, Socialism, Secularism, Democracy, Justice, Liberty, Equality and Fraternity
- Salient Features of the Constitution of India

UNIT – III

- General study about the kinds, nature and importance of; Fundamental Rights, Directive Principles of State Policy and Fundamental Duties.

UNIT –IV

Introduction of the Constitutional Institutions and Authorities;

- Central Legislature and Executive (Parliament of India, President of India and Council of Ministers)
- State Legislature and Executive (State legislative Assemblies, Governors and Council of Ministers)
- Higher Judiciary (Supreme Court of India and High Courts)