

B.Com.Part-I
Examination 2011

Prospectus No.2011151

संत गाडगे बाबा अमरावती विद्यापीठ
SANT GADGE BABA AMRAVATI UNIVERSITY

वाणिज्य विद्याशाखा
(FACULTY OF COMMERCE)

अभ्यासक्रमिका

वाणिज्य स्नातक भाग-१, परीक्षा २०११
(त्रिवर्षीय अभ्यासक्रम)

PROSPECTUS

of
The B.Com. Part-I Examination 2011
(Three Year Degree Course)



2010

Price Rs. 8/-

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PUBLISHED BY
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Amravati University
Amravati- 444 602

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SANT GADGE BABAMRAVATI UNIVERSITY AMRAVATI
SPECIAL NOTE FOR INFORMATION OF THE STUDENTS

(1) Notwithstanding anything to the contrary, it is notified for general information and guidance of all concerned that a person, who has passed the qualifying examination and is eligible for admission only to the corresponding next higher examination as an ex-student or an external candidate, shall be examined in accordance with the syllabus of such next higher examination in force at the time of such examination in such subjects papers or combination of papers in which students from University Departments or Colleges are to be examined by the University.

(2) Be it known to all the students desirous to take examination/s for which this prospectus has been prescribed should, if found necessary for any other information regarding examinations etc., refer the University Ordinances Booklet the various conditions/provisions pertaining to examination as prescribed in the following Ordinances.

Ordinance No. 1	:	Enrolment of Students.
Ordinance No. 2	:	Admission of Students
Ordinance No. 4	:	National cadet corps
Ordinance No. 6	:	Examinations in General (relevant extracts)
Ordinance No. 18/2001	:	An Ordinance to provide grace marks for passing in a Head of passing and Improvement of Division (Higher Class) and getting Distinction in the subject and condonation of deficiency of marks in a subject in all the faculties prescribed by the Statute NO.18, Ordinance 2001.
Ordinance No. 9	:	Conduct of Examinations (relevant extracts)
Ordinance No. 10	:	Providing for Exemptions and Compartments
Ordinance No. 19	:	Admission of Candidates to Degrees.
Ordinance No. 109	:	Recording of a change of name of a University student in the records of the University.

Ordinance No. 6/2008
 Ordinance No. 19/2001

: For improvement of Division/Grade.
 : An Ordinance for Central Assessment Programme, Scheme of Evaluation and Moderation of answerbooks and preparation of results of the examinations, conducted by the University, Ordinance 2001.

Dineshkumar Joshi
 Registrar

Sant Gadge Baba Amravati University

PATTERN OF QUESTION PAPER ON THE UNIT SYSTEM

The pattern of question paper as per unit system will be broadly based on the following pattern.

- (1) Syllabus has been divided into units equal to the number of question to be answered in the paper. On each unit there will be a question either a long answer type or a short answer type.
- (2) Number of question will be in accordance with the unit prescribed in the syllabi for each paper i.e. there will be one question on each unit.
- (3) For every question long answer type or short answer type there will be an alternative choice from the same unit. However, there will be no internal choice in a question.
- (4) Division of marks between long answer and short answer type question will be in the ratio of 40 and 60.
- (5) Each short answer type question shall Contain 4 to 8 short sub question with no internal choice.

DIRECTION

No. 8/2010

date : 5/5/10

Subject : Scheme of examination for B.Com. Part-I

Whereas, Regulation No. 41 of 2003 relating to the examinations leading to the Degree of Bachelor of Commerce (बॉलिवुड स्नातक) (Three Year Degree Course) is in existence in the University.

AND

Whereas, the scheme of examinations for B.Com.Part-I is provided in Regulation No 41 of 2003, under Appendix-A.

AND

Whereas, the Academic Council has resolved to accept the provision of internal assessment marks for B.Com.Part-I, II & Final examinations in its meeting held on 9/11/2009 vide item No. 46.

AND

Whereas, the Academic Council has resolved to accept the revised scheme of examinations for B.Com.Part-I, II & Final, in its meeting held on 9/11/2009 vide item No. 46.

AND

Whereas, the Academic Council has accepted the changes in existing scheme of examination for B.Com.Part-1 to be implemented from the academic session 2010-2011.

AND

Whereas, the Academic Council in its meeting held on 9/11/2009 vide item No.46 has resolved to refer the matter to the Ordinance Committee for amending the respective Regulation.

AND

Whereas, the changes in scheme of examination is required to be incorporated in Appendix-A appended with the main Regulation No 41 of 2003 relating to the Examination leading to the Degree of Bachelor of Commerce (बॉलिवुड स्नातक) (Three Year Degree Course).

AND

Whereas, original Regulation No. 41 of 2003 is required to be amended for changing the scheme of examination for B.Com Part-I.

AND

Whereas, the revised scheme of examination for B.Com. Part-I is to be made available from the academic session 2010-2011.

AND

Whereas, the matter for changing the scheme of examinations for theory and internal assessment marks is required to be regulated by the Regulation, and making amendment in Regulation is time consuming process.

Now, therefore, I, Dr. Kamal Singh, Vice-Chancellor, Sant Gadge Baba Amravati University, Amravati in exercise of the powers conferred upon me under section (8) of section 14 of the Maharashtra Universities Act, 1994, do hereby direct as under-

1) This Direction may be called, "Examinations leading to the Degree of Bachelor of Commerce (बॉलिवुड स्नातक) (Three Year Degree Course) Direction, 2010.

2) This direction shall come into force from the date of its issuance.

3) The revised scheme of examinations for theory and internal assessment marks for B.Com Part-I from the academic session 2010-2011 shall be as given below-

Subject	Maximum Marks	Minimum Marks
1) Languages:		
i) English	Theory 70 Internal 30	21 09
ii) Anyone of the languages as per syllabus	Theory 70 Internal 30	21 09
2) Commerce Discipline:		
i) Business Economics	Theory 70 Internal 30	21 09
ii) Financial Accounting	Theory 70 Internal 30	21 09
iii) Principles of Business Management	Theory 70 Internal 30	21 09
iv) Computer Fundamentals & Operating System	Theory 60 Practical 40	18 12

SCHEME FOR INTERNAL MARKS

For 30 Marks : 2 Class Room Test (5 Marks each) ... 10 Marks

Home Assignment ... 10 Marks

Seminar/Group Discussion ... 10 Marks

Amravati
Date: 3/5/2010

Sd/-
(Dr.Kamal Singh)
Vice-Chancellor

* ORDINANCE NO. 147

EXAMINATIONS LEADING TO THE DEGREE OF
BACHELOR OF COMMERCE (वाणिज्य स्नातक)

1. The following shall be the examinations, leading to the Degree of Bachelor of Commerce (वाणिज्य स्नातक) namely :-
 - (i) the B.Com. Part-I (वाणिज्य स्नातक भाग-१) Examination,
 - (ii) the B.Com. Part-II (वाणिज्य स्नातक भाग-२) Examination, and
 - (iii) the B. Com. Final (वाणिज्य स्नातक अन्त्य) Examination.
2. The duration of the Degree Course under this Ordinance shall be of three academic years with the B.Com. Part-I (वाणिज्य स्नातक भाग-१) Examination at the end of the first academic year, the B.Com. Part-II (वाणिज्य स्नातक भाग-२) Examination at the end of the second academic year and the B. Com. Final (वाणिज्य स्नातक अन्त्य) Examination at the end of the third year.
3. The Examinations specified in the preceding paragraph shall be held twice a year at such places and on such dates as may be appointed by the Academic Council.
4. Subject to compliance with the provisions of this Ordinance and of other Ordinances in force from time to time, an applicant for admission to:-
 - (A) the B. Com. Part-I (वाणिज्य स्नातक भाग-१) Examination shall have :-
 - (i) passed the 12th Standard Examination of the Maharashtra State Board of Secondary and Higher Secondary Education, with English at Higher or Lower level and Modern Indian Languages at Higher or Lower level with any combination of optional subjects;

OR

XII Standard Examination of Maharashtra State Board of Secondary and Higher Secondary Education in Vocational Stream with one language only; or any other examination recognised as equivalent thereto; in such subjects and with such standards of attainments as may be prescribed;

* As amended by Ordinance No. 1 of 1980, 43 of 1980, 4 of 1981, 30 of 1981, 12 of 1983, 19 of 1983, 7 of 1985, 4 of 1986, 17 of 1987, 10 of 1992, 4 of 1998, 2 of 1999, 9 of 2000, 11 of 2000, 16 of 2001 and 18 of 2003.

OR

- (ii) been unsuccessful at the Intermediate (10+2 Pattern) Examination of the University;
- (iii) The Students seeking admission for vocational subject under U.G.C. Scheme, shall be eligible who fulfil the following condition, besides the admission qualification laid down in paras 4(A) i) & ii) above.
The Students who has passed 10+2 with the subjects Accounting & Business Studies.
- (iv) Only 30 students will be eligible for admission for Vocational subject on merit basis.
- (B) The B. Com. Part-II (वाणिज्य स्नातक भाग-२) Examination shall have :-
 - (i) passed the (वाणिज्य स्नातक भाग-१) B. Com. Part-I Examination of the University with English as one of the subjects of passing or an examination recognised as equivalent thereto; and
 - (C) B. Com. Final (वाणिज्य स्नातक अन्त्य) Examination shall have passed B. Com. Part-II (वाणिज्य स्नातक भाग-२) Examination of this University.
5. A collegiate candidate shall have prosecuted a regular course of study for not less than one academic year before being admitted to B. Com. Part-I (वाणिज्य स्नातक भाग-१) or the B.Com. Part-II (वाणिज्य स्नातक भाग-२) or the B.Com. Final (वाणिज्य स्नातक अन्त्य) Examination.
6. An applicant for the B. Com. Part-I (वाणिज्य स्नातक भाग-१) or the B. Com. Part-II (वाणिज्य स्नातक भाग-२) or the B. Com. Final (वाणिज्य स्नातक भाग-३) Examination shall have passed an examination specified in Clauses (A), (B) and (C) of Paragraph 4 respectively, not less than one academic year prior to his admission to the respective examination.
7. Without prejudice to the other provisions of Ordinance No. 6 relating to the Examinations in General, the provisions of Paragraphs 5, 7, 8, 10, 27 and 32 of the said Ordinance shall apply to every Collegiate candidate.
8. The fee for each of the examinations shall be as prescribed by the Competent Authority, time to time.
- #9. (A) An examinee for the B. Com. Part-I (वाणिज्य स्नातक भाग-१) examination shall be examined in the following subjects namely :-

1. Languages :
 - i. English
 - ii. Any one of the Languages as per Syllabus
 2. Commerce Discipline:
 - i. Book keeping & Accountancy.
 - ii. Principles of Business Management.
 - iii. Principles of Economics.
 3. Applied Component :

Any one subject from the applied component group given below:

 - i) Computer Fundamentals and Operating System.
 - ii) Taxation in India.
 - iii) Advertising, Sales Promotion and Sales Management.
 - iv) Office Management and Secretarial Practice.
 - v) Principles and Practice of Insurance.

OR

Any one subject from the following vocational subjects under U.G.C. Scheme.

 - i) Tax Procedure and Practices.
 - ii) Advertising, Sales Promotion and Sales Management.
 - iii) Tourism and Travel Management.
- *(AA) An examinee admitted in the Academic session 2003-04 for the B.Com. Part-I (वार्षिक स्नातक भाग-१) and to be examined in Summer-2004 shall be examined in the following subjects namely:-
1. Languages :
 - i) English
 - ii) Any one of the languages as per syllabus
 2. Commerce discipline:
 - i) Business Economics
 - ii) Financial Accounting
 - iii) Principles of Business Management
 - iv) Computer Fundamentals & Operating System.
 - \$9. (B) An examinee for the B. Com. Part-II (वार्षिक स्नातक भाग-२)

* Shall have force from the academic session 2003-2004 for B.Com. Part-I Examination

- Examination shall be examined in the following subjects namely :-
1. Languages :
 - i. English.
 - ii. Any one of the Languages as per Syllabus.
 2. Commerce Discipline :
 - i. Economics (Money, International Trade and Public Finance)
 - ii. Advanced Accounting and Auditing.
 - iii. Mathematics and Statistical Techniques.
 - iv. Business Planning and Policies.
 3. Applied Components :

Any one subject from the Applied Component Group given below.

 - i) Business Data Processing.
 - ii) Taxation in India.
 - iii) Advertising, Sales Promotion and Sales Management.
 - iv) Office Management and Secretarial Practice.
 - v) Principles and Practice of Insurance.
 - vi) Tax procedure and practices.
- (Notes : 1. The Examinee must offer same subject from the applied Component group which he had offered for B.Com.I Examination.
2. The Examinees who offered the subject 'Computer Fundamentals and Operating System' for B.Com.Part-I from applied component group will have to offer the subject ' Business Data Processing' for B.Com.-Part II from the applied Component Group).
- Provided that every examinee shall be examined in the Language as offered for the B.Com. Part-I Examinations.
- ◆ (BB) An examinee admitted in the Academic session 2004-2005 for the B.Com. Part-II (वार्षिक स्नातक भाग-२) and to be examined in Summer-2005 shall be examined in the following subjects namely:-
1. Languages :
 - i. English

◆ Shall have force from the academic session 2004-2005 for B.Com. Part-II Examination

ii. Any one of the languages as per syllabus

2. Commerce discipline:

- i. Corporate Accounting
- ii. Business Mathematics and Statistics
- iii. Income Tax & Auditing
- iv. Money and Financial System
- v. Information Technology and Business Data Processing.

Provided that every examinee shall be examined in the language as has been offered for the B.Com.-Part-I, examination.

@ 9. (C) An examinee for the B. Com. Final (वर्णिज्य स्नातक -अन्त्य)

Examination shall be examined in the following subjects namely :-

1. Languages:
 - i) English
 - ii) Any one of the Languages as per Syllabus.
2. Commerce Discipline :
 - i. Economics (Economics of Development)
 - ii. Cost & Management Accounting.
 - iii. Business and Industrial Laws.
 - iv. Business Administration.
3. Applied Component :

Any one subject from the Applied Component Group given below :

Applied Component Group

 - i) Computer Applications.
 - ii) Taxation in India.
 - iii) Advertising, Sales Promotion and Sales Management.
 - iv) Office Management and Secretarial Practice.
 - v) Principles and Practice of Insurance.
 - vi) Tax procedure and practices.

(Notes : 1.

1. The Examinee must offer the same subject from the applied component group which he had already offered for B.Com.-Part-I Examination.
2. The Examinees who offered the subject 'Business Data Processing' for B.Com.-II from applied component group will have to offer the subject 'Computer Application' for B.Com.-III for the applied component group.)

Provided that every examinee shall be examined in the Language as has been offered for the B.Com.-Part-II Examination.

■(CC)An examinee admitted in the academic session 2005-2006 for the B.Com.Final (वर्णिज्य स्नातक अन्त्य) and to be examined in Summer 2006 shall be examined in the following subjects namely :-

1. Languages:
 - i. English
 - ii. Any one of the languages as per syllabus
2. Commerce Discipline:
 - i. Cost & Management Accounting
 - ii. Business Environment
 - iii. Business Regulatory Frame work & Company Law
 - iv. Any one combination from the following:
 - I. a) Financial Management
 - b) Financial Market Operations
 - II. a) Principles of Marketing
 - b) International Marketing
 - III a) Fundamentals of Insurance
 - b) Indian Banking system
 - IV a) Internet and world wide web
 - b) Essentials of E-Commerce

Provided that every examinee shall be examined in the language as has been offered for the B.Com. Part-II, examination.

10. (A) The scope of the subjects shall be as indicated in syllabi.

#(B) Notwithstanding anything to the contrary, examinee shall have an option to offer any of the Medias - Marathi, Hindi or English for the Practical Part of the examination in the subject 'Accountancy' at any of the Examinations for M.Com./B. Com. degree irrespective of the Media offered by them for Theory Examination.

■ Shall have force from the academic session 2005-2006 for B.Com. Final Examination

11. The maximum marks which each subject carries and the minimum marks which an examinee must obtain in order to pass the B.Com. Part-I (वाणिज्य स्नातक भाग-१) or the B. Com. Part-II (वाणिज्य स्नातक भाग-२) or the B.Com.Final (वाणिज्य स्नातक अन्त्य) Examination as the case may be, shall be as indicated in Appendices "A" "B" and "C" respectively.

The maximum marks, which each subject carries and the minimum marks which an examinee must obtain in order to pass B.Com.Part-I (वाणिज्य स्नातक भाग-१) or B.Com.Part-II (वाणिज्य स्नातक भाग-२) or the B.Com.Final (वाणिज्य स्नातक अन्त्य) examination, Who shall be admitted in the academic session 2003-2004 for B.Com. Part-I, (वाणिज्य स्नातक भाग-१), 2004-2005 for B.Com. Part-II, (वाणिज्य स्नातक भाग-२) and 2005- 2006 for B.Com.Final (वाणिज्य स्नातक अन्त्य) and shall be examined in Summer-2004, Summer-2005, and Summer-2006 respectively, shall be as indicated in appendices A,B, and C respectively appended to the related regulation.

12. (a) There shall be no classification of examinees successful at the B. Com. Part-I (वाणिज्य स्नातक भाग-१) and B.Com. Part-II (वाणिज्य स्नातक भाग-२) Examinations.
- (b) Division at the B. Com. Final (वाणिज्य स्नातक अन्त्य) Examination shall be declared on the basis of the aggregate marks at the B. Com. Part-I (वाणिज्य स्नातक भाग-१) Examination, the B. Com. Part-II (वाणिज्य स्नातक भाग-२) Examination and the B. Com. Final (वाणिज्य स्नातक अन्त्य) Examinations taken together.
- Provided that the division of a candidate who has passed the B.Com.Final (वाणिज्य स्नातक अन्त्य) Examination after passing the Intermediate Examination of the University or the Intermediate Commerce or the B. Com. Part-I (वाणिज्य स्नातक भाग-१) Examination of any other University shall be declared on the basis of the aggregate of marks obtained by him in the qualifying Examination calculated in proportion to the total marks allotted to the B. Com. Part-I (वाणिज्य स्नातक भाग-१) and the marks of the B. Com. Part-II (वाणिज्य स्नातक भाग-२) and of the B. Com.Final (वाणिज्य स्नातक अन्त्य) Examinations taken together.
- (c) Successful examinees at the B. Com. Part-I (वाणिज्य स्नातक भाग-१) the B. Com. Part- II (वाणिज्य स्नातक भाग-२) and of the B. Com. Final (वाणिज्य स्नातक अन्त्य) Examinations taken together and obtaining 60% or more marks in the

aggregate shall be placed in the First Division; those obtaining less than 60% but not less than 45% in the Second Division and all other successful examinees in the Third Division.

13. Successful examinees in the B. Com. Part-I (वाणिज्य स्नातक भाग-१), the B. Com. Part-II (वाणिज्य स्नातक भाग-२), and B.Com. Final (वाणिज्य स्नातक अन्त्य) Examinations shall be awarded Distinction in each subject of the respective Group in which examinees obtain 75% or more marks in that subject at the respective Examination.
14. Unsuccessful examinees at the above examinations can be readmitted to the same examination on payment of a fresh fee and such other fees as may be prescribed.

- @15 (A) Any person who has passed the First Degree Examination of this university in any Faculty except Commerce shall be admitted to the Examination in the additional subjects prescribed for the B. Com. Examinations, without being required to prosecute a regular course of studies in the subjects in a College. Such an examinee will be required to take the papers of subject from any of the group (except languages) comprised in any of the Boards of Studies prescribed for B. Com. Part-I Examination and the corresponding subjects from the same Boards of Studies prescribed for B. Com. Part-II and Final Examination simultaneously, and on securing not less than the minimum marks prescribed for the subjects shall be issued a Certificate of having passed the examination in that Additional Subjects as the case may be.

- (B) The application for admission to the Examination under (A) above shall be submitted to the Registrar not less than three months before the date of commencement of the Examination.

16. Provisions of Ordinance No. 18 of 2001, relating to an Ordinance to provide grace marks for passing in a head of passing and improvement of Division (Higher class) and getting distinction in the subject and condonation of deficiency of marks in a subject in all the faculties prescribed by the Statute No. 18, Ordinance 2001, and of Ordinance No.10 relating to grant of Exemptions and Compartment shall apply to the Examinations under this Ordinance.

17. As soon as possible after the examination, but not later than 30th June, next following, in case of examinations held in March-April and 28th February next following, in case of examinations held in October-November, the Board of Examinations shall

publish a list of successful examinees arranged in three Divisions. The names of the examinees passing the examination as a whole in the minimum prescribed period and obtaining the prescribed number of places in the First or Second Division shall be arranged in Order of Merit as provided in the Examinations in General Ordinance No. 6.

Provided that the merit lists only be published for Summer Examination.

18. Notwithstanding anything to the contrary in this Ordinance, no person shall be admitted to an examination under this Ordinance, if he has already passed the same examination or an equivalent examination of any other University.
19. Examinees successful at B. Com. Part-I (बणिज्य स्नातक भाग-१) Examination and B. Com. Part-II (बणिज्य स्नातक भाग-२) Examination shall be entitled to receive a certificate signed by the Registrar and those passing the B.Com Final (बणिज्य स्नातक अन्त्य) Examination shall on payment of the prescribed fees receive a Degree in the prescribed form signed by the Vice-Chancellor.

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% APPENDIX - A (बणिज्य स्नातक भाग-१)

B. Com. Part-I Examination.

Subject	Theory Practical	Maximum Marks	Minimum Marks
1) Languages :			
i. English	Theory	100	30
ii. Any one of the following Languages. (Marathi, Hindi, Sanskrit, Urdu, Pali & Prakrit and Supplementary English)	Theory	100	30
2) Commerce Discipline :			
i. Book Keeping and Accountancy.	Theory	100	30
ii. Principles of Business Management.	Theory	100	30
iii. Principles of Economics	Theory	100	30
3) Applied Component :			
Any one Subject from the following			
i) Computer fundamentals and Operating System.	Theory Practical	60 40	18 12
ii) Taxation in India.	Theory	100	30
iii) Advertising, Sales Promotion and Sales Management.	Theory	100	30
iv) Office Management and Secretarial Practice.	Theory	100	30
v) Principles and Practice of Insurance.	Theory	100	30

OR

Any One Subject from the following Vocational Subjects Under U.G.C.Scheme.

i) Tax Procedure and Practices.	Theory Sessional	80 20	24 6
ii) Advertising, Sales Promotion and Sales Management.	Theory Sessional	80 20	24 6
iii) Tourism and Travel Management.	Theory Sessional	80 20	24 6

+ APPENDIX -B

(वाणिज्य स्नातक भाग-२)

B. Com. Part-II Examination.

Subject	Paper	Maximum Marks	Minimum Marks
1) Languages :			
i. English	Paper	50	18
ii. Any one of the following Languages (Marathi, Hindi, Sanskrit, Urdu, Pali & Prakrit and Supplementary English)	Paper	50	18
2) Commerce Discipline :			
i. Economics (Money, Income, International Trade and Public Finance)	Paper	100	35
ii. Advanced Accounting & Auditing	Paper	100	35
iii. Mathematics and Statistical Technics.	Paper	100	35
iv. Business Planning & Policies	Paper	100	35
3) Applied Component:			
Any one Subject from the following			
i) Business Data Processing	Paper Theory	100 60	35 21
ii) Taxation in India.	Practical	40	14
iii) Advertising, Sales Promotion and Sales Management.	Theory	100	35
iv) Office Management and Secretarial Practice.	Theory	100	35
v) Principles and Practice of Insurance.	Theory	100	35
vi) Tax procedure and practices	Theory	80	28
	Practical	20	7

(Notes: 1. The Examinee must offer same subject from the applied Component group which he had offered for B.Com.I Examination.

2. The Examinees who offered the subject 'Computer Fundamentals and Operating System' for B.Com.Part-I from applied component group will have to offer the subject 'Business Data Processing' for B.Com.Part-II from the applied Component Group.)

= APPENDIX -C

(वाणिज्य स्नातक अन्त्य)

B. Com. Final Examination.

Subject	Paper	Maximum Marks	Minimum Marks
1) Languages :			
i. English	Paper	50	18
ii. Any one of the following Languages (Marathi, Hindi, Sanskrit, Urdu, Pali & Prakrit and Supplementary English).	Paper	50	18
2) Commerce Discipline :			
i. Economics (Economics of Development)	Paper	100	35
ii. Cost & Management Accounting.	Paper	100	35
iii. Business and Industrial Law	Paper	100	35
iv. Business Administration	Paper	100	35
3) Applied Component :			
Any One Subject from the following.			
i) Computer Applications.	Paper	100	35
ii) Taxation in India.	Theory	60	21
iii) Advertising, Sales Promotion and Sales Management.	Practical	40	14
iv) Office Management and Secretarial Practice.	Theory	100	35
v) Principles and Practice of Insurance.	Theory	100	35
vi) Tax procedure and practices	Theory	80	28
	Practical	20	7

(Notes: 1. The Examinee must offer the same subject from the applied component group which he had already offered for B.Com.Part-I Examination.

2. The Examinees who offered the subject 'Business Data Processing' for B.Com.-II from applied component group will have to offer the subject 'Computer Application' for B.Com.-III from the applied component group.)

AMRAVATI UNIVERSITY.

The Executive Council dated 1/2-4-1977 has prescribed the Teaching Periods in the various subject as follows :

COMMERCE FACULTY

B.Com.Part-I	Accountancy	5 Periods per week.
	* Principles of Economics.	5 Periods per week.
	Other Subjects.	4 Periods per week.
	English	4 Lectures and 1 tutorial per week.
		(For a batch of 20 Students. A batch will not exceed 20 by more than 10% of 20)
	Other Languages	4 Periods per week.
B.Com.Part-II & B.Com.(Final)	* For all subjects except Languages	5 Periods per week.
	*II For Languages	
	1. For English	3 Periods per week.
	2. For Marathi & Other Indian Languages.	2 Periods per week.

* Latest amended by the Executive Council, Dated 27/28-4-1979.

REGULATION NO. 41 OF 2003

Examinations leading to the Degree of Bachelor of Commerce (वाणिज्य स्नातक) (Three Year Degree Course) Regulation 2003.

Whereas it is expedient to makes Regulation in respect of Examinations leading to the Degree of Bachelor of Commerce (वाणिज्य स्नातक) (Three Year Degree Course) for the purposes hereinafter appearing, the Management Council is hereby pleased to approve following Regulation.

1. This Regulation may be called " Examination leading to the Degree of Bachelor of Commerce (वाणिज्य स्नातक) (Three Year Degree Course) Regulation 2003.
2. This Regulation shall come into force from
 - i) the Academic session 2003-04 for B.Com.Part-I,
 - ii) the Academic session 2004-2005 for B.Com.Part-II, and
 - iii) the Academic session 2005-2006 for B.Com.Final.
3. The schemes of examinations and teaching in respect of B.Com.Part- I, B.Com.Part- II and B.Com.Final course shall be as provided under appendices A, B, and C appended with this Regulation respectively.

- APPENDIX- A

(वाणिज्य स्नातक भाग-१)

B.Com. Part-I Examination

Subject	Theory Practical	Maximum Marks	Minimum Marks
1) Languages:			
i. English	Theory	100	30
ii. Any one of the Languages as per syllabus	Theory	100	30
2) Commerce Discipline:			
i. Business Economics	Theory	100	30
ii. Financial Accounting	Theory	100	30
iii. Principles of Business Management	Theory	100	30
iv. Computer Fundamentals & Operating System	Theory Practical	60 40	18 12

+ APPENDIX-B

(वाणिज्य स्नातक भाग-२)

B.Com. Part-II Examination.

Subject	Theory Practical	Maximum Marks	Minimum Marks
1) Languages :			
i. English	Theory	50	18
ii. Any one of the Languages as per syllabus	Theory	50	18
2) Commerce Discipline:			
i. Corporate accounting	Theory	100	35
ii. Business Mathematics and Statistics	Theory	100	35
iii. Income Tax & Auditing	Theory	100	35
iv. Money & Financial System	Theory	100	35
v. Information Technology, and Business Data Processing	Theory Practical	60 40	21 14

+ APPENDIX-C
(वाणिज्य स्नातक अन्त्य)

B.Com. Final Examination.

Subject	Theory Practical	Maximum Marks	Minimum Marks
1) Languages :			
i. English	Theory	50	18
ii. Any one of the Languages as per syllabus	Theory	50	18
2) Commerce Discipline:			
i. Cost & Management Accounting	Theory	100	35
ii. Business Environment	Theory	100	35
iii. Business Regulatory Framework & Company Law	Theory	100	35
iv. Any One Combination from the following			
I) i. Financial Management	Theory Practical	70 30 *	21 14
ii. Financial Market Operations	Theory Practical	70 30 *	21 14
II) i. Principles of Marketing	Theory Practical	70 30 *	21 14
ii. International Marketing	Theory Practical	70 30 *	21 14
III) i. Fundamentals of Insurance	Theory Practical	70 30 *	21 14
ii. Indian Banking System	Theory Practical	70 30 *	21 14
IV) i. Internet and World wide Web	Theory Practical	70 30	21 14
ii. Essentials of E-Commerce	Theory Practical	70 30	21 14

*** SCORE SYSTEM IN PRACTICAL**

- Two best out of three periodical class tests held in a given course shall carry a weightage of 15 marks.
- A better of the two assignment-based class presentations to be selflessly assessed by the teacher concerned shall account for 5 marks.
- Active participation in routine class instructional deliveries shall become the basis for award of another 5 marks.
- Overall conduct as a responsible student, mannerism and articulation, and exhibit of leadership qualities in organizing related academic activities shall claim consideration worth 5 marks.

SYLLABUS

Prescribed for B.Com.Part-I Examination

1. LANGUAGES

(i) English (Compulsory)

Marks : **70 for Theory**

Time: 3 Hours

30 for Internal Assessment.

Text Book Prescribed for Study

1) PRUDENCE :

(As per the model Curriculum of the U.G.C. for B.Com.I and published by Orient Blackswan)

2) SYNERGY :

Communication in English and study skills
(Published by Orient Blackswan).

Unit-I

All prose lessons from the prescribed text book PRUDENCE.

Unit-II

All poems from the prescribed text book- PRUDENCE

Unit-III

Grammar based on strictly on the text book-PRUDENCE

(A) Change the Narration

(B) Change the Voice

(C) Tense Forms

(D) Synonyms and Antonyms

(E) Idioms and phrases.

Unit-IV

Communication Skill

The following chapters from the text book prescribed-SYNERGY.

(A) Notices, Agendas & Minutes

(B) Business Correspondence

(C) Nonverbal Communication.

Distribution of Marks (70:30 Ratio)

Textual Components

Q.1- Prose-From PRUDENCE

Answer Question

Any five to be attempted out of seven

Each Carrying 5 Marks

5x5 =25 Marks

Q.2- Poetry-From PRUDENCE

Answer Question

Any three to be attempted out of five

Each Carrying 5 Marks

5x3=15 Marks

Q.3- Grammar Exercise (Textual):-

- (a) Narration Any one out of two 1x2 = 02 Marks
- (b) Voice Any two out of four 2x2 = 04 Marks
- (c) Tense Forms Any three out of five 1x3 = 03 Marks
- (d) Antonyms and synonyms 1x3 = 03 Marks
- Any three out of five
- (e) Idioms and phrases Any three out of five 1x3 = 03 Marks

Q.4- Writing Skill :- (From "SYNERGY")

Communication in English and Study Skills

- (1) Notices, Agenda and Minutes 05 Marks
- Any one out of two
- (2) Business Correspondence 05 Marks
- Any one out of two
- (3) Nonverbal Communication 05 Marks
- Any one out of two

Total marks for theory question paper 70 Marks

(ii) Any one of the following Languages.

9) मराठी (आवश्यक)

वेळ: ३ तास)

(गुण- १००

- पुस्तकाचे नांव - संकल्प : भाग - १
- प्रकाशकाचे नांव - दिलीप नागरिक
- प्रकाशनाचे नांव - शिवराज प्रकाशन, बुलडाणा.

अनुक्रमणिका

विभाग अ - वैचारिक :

१. लोकशाहीचे भवितव्य डॉ.बाबासाहेब आंबेडकर
२. रयतेचे राज्य - नरहर कुरुंदकर
३. म.गंधी आणि डॉ.आंबेडकर - गं.बा.सरदार
४. परंपरा आणि परिवर्तन - रा.चि.ढेरे
५. महात्मा फुले यांचे क्रांतिकारकत्व - भा.ल.भोळे

६. जगण्याचे प्रयोजन - रावसाहेब कसबे
७. जागतिकीकरण आणि दुर्बल - उत्तम कांबळे
८. संत गाडगे बाबा - मधुकर वाकोडे

विभाग ब - ललित :

९. स्पर्श - द.भि.कुळकर्णी
१०. वैभवाची उपेक्षा - विजय कुवळेकर
११. भूमिकन्यांचे भाल प्रदेश - मित्तीद बोकील
१२. पाण्याची चंगळ - विश्वास पाटील
१३. निकेत - अनिकेत - श्रीकांत तिडके
१४. बॅरिस्टरचे कार्ट - हिमंतराव बावस्कर
१५. अल्पभूधारक - बाबाराव मुसळे
१६. युवकांचा प्रतिसाद हीच आशा I - मेधा पाटकर

विभाग - क - कविता

१७. संतवाणी - ज्ञानेश्वर
- पैल तो ये. - कान्होपात्रा
- नको देवराया - जनाबाई
- डोईचा पदर - चोखामेळा
- ऊस डोंगा परी - बहिणाबाई चौधरी
१८. देव अजब गारोडी - केशवसुत
१९. नवा शिपाई - ना.घ.देशपांडे
२०. आठवण - शरच्चंद्र मुक्तिबोध
२१. कुणाच्या वेदना - इंदिरा
२२. मुण्मयी - अनिल
२३. केळीचे सुकले बाग - मधुकर केचे
२४. जेव्हा कळले - दया पवार
२५. धरण - वसंत आबाजी इहारे
२६. नकार - अनुराधा पाटील
२७. जगाण्याचे सगळेच संदर्भ - लक्ष्मण महाडिक
२८. कोरडी बोंब -

मराठी (आवश्यक)

प्रश्नपत्रिकेचे स्वरूप

वेळ: ३ तास)

(एकूण गुण - १००

१. सूक्ष्म वाचनकरिता पाठ्यपुस्तक संकल्प भाग-१, शिवराज प्रकाशन, बुलडाणा हे पुस्तक अभ्यासक्रमासाठी राहिले.
२. व्यावसायिक संदेशवहन (व्यावसायिक पत्रलेखन, मुलाखत लेखन, जाहिरात लेखन हे विभाग अभ्यासक्रमात राहतील.)

टिप :- क्र.२ हा विभाग सहाय्यक प्रश्नातून अभ्यासावा.

प्रश्न आणि गुण विभागणी पुढील प्रमाणे राहिल.

गुण विभागणी

- विभाग अ - वैचारिक - पाठ क्र.१ ते ८ - २० गुण
- विभाग ब - ललित - पाठ क्र.१ ते १६ - २० गुण
- विभाग क - कविता - पाठ क्र.१७ ते २८ - २० गुण
- विभाग ड - व्यावसायिक संदेशवहन -

१. व्यावसायिक पत्रलेखन (चौकशी, निमंत्रण, आभार, मागणी) - १५ गुण
२. मुलाखत लेखन (मुलाखतीचे स्वरूप, मुलाखतीची पूर्वतयारी, मुलाखतीचे प्रकार, मुलाखतीचे प्रात्यक्षिक) - १० गुण
३. जाहिरात लेखन (जाहिरातीचे स्वरूप, जाहिरातीची माध्यमे, जाहिरातीची परिणामकारकता, जाहिरातीचे मसुदा लेखन) - १५ गुण

प्रश्न विभागणी

प्रश्न-१ ला	- वैचारिक विभाग	- दीर्घांतरी एक	- १० गुण
प्रश्न-२ रा	- वैचारिक विभाग	- लघुांतरी दोन	- १० गुण
प्रश्न-३ रा	- ललित विभाग	- दीर्घांतरी एक	- १० गुण
प्रश्न-४ था	- ललित विभाग	- लघुांतरी दोन	- १० गुण
प्रश्न-५ वा	- कविता विभाग	- दीर्घांतरी एक	- १० गुण
प्रश्न-६ वा	- कविता विभाग	- लघुांतरी दोन	- १० गुण
प्रश्न-७ वा	- व्यावसायिक पत्रलेखन	- दीर्घांतरी एक	- १५ गुण
प्रश्न-८ वा	- मुलाखत लेखन	- दीर्घांतरी एक	- १० गुण
प्रश्न-९ वा	- जाहिरात लेखन	- दीर्घांतरी एक	- १५ गुण

सूचना :- १. प्रत्येक दीर्घांतरी प्रश्नाला अंतर्गत पर्याय राहिल.

२. लघुांतर प्रश्नांकरिता विभाग अ आणि विभाग ब असे दोन विभाग राहतील. त्यापैकी कोणताही एक विभाग पूर्ण सोडवावा लागेल.

सहाय्यक ग्रंथ -

१. व्यावहारिक मराठी - प्रकाश परब, मिथुन प्रकाशन, मुंबई.

२) हिन्दी (अनिवार्य)

इस विषय का प्रश्नपत्र तीन घंटे का होगा। कुल अंक १०० रहेंगे।

पाठ्यपुस्तक :- अनुभूति (अमरावती विद्यापीठ प्रकाशन) पाठ्यक्रम का इकाइयों में

विभाजन अंक विभाजन , और प्रश्नो का स्वरूप -

- इकाई-१ : ‘आधारभूत पाठ्यक्रम’ के छः निबंधों में से तीन-तीन प्रश्नो के दो समुह होंगे, जिनमें से किसी एक समुह के तीन प्रश्नो के उत्तर देने होंगे। प्रत्येक प्रश्न के पाँच अंक और तीन प्रश्नो के कुल १५ अंक होंगे।

(१५ अंक)

- इकाई-२ : ‘भाषागत पाठ्यक्रम’ (वाणिज्य संकाय) के छः पाठों में से तीन- तीन प्रश्नो के दो समुह रहेंगे जिनमें से किसी एक समुह के तीन प्रश्नो के उत्तर देने होंगे। प्रत्येक प्रश्न के पाँच अंक और तीन प्रश्नो के कुल

- अंक १५ अंक होंगे। (१५ अंक)
- वाणिज्य संबंधी किसी अंग्रेजी के गद्यांश का हिंदी अनुवाद। (१० अंक)
- (दो गद्यांशों में से एक गद्यांश का अनुवाद अपेक्षित है। (१० अंक)
- व्यावहारिक भाषा एवं व्याकरण - (१० अंक)

इस इकाई का अंक विभाजन निम्नानुसार है)

- क) लोकोक्तियाँ (दो) ०२ अंक
- ख) मुहावरे (दो) ०२ अंक

- ग) पर्यायवाची शब्द (दो) ०२ अंक
- घ) श्रुतीसम भिन्नार्थक शब्द (दो) ०२ अंक
- ङ) शब्द समूह के लिये एक शब्द (दो) ०२ अंक
- प्रतिवेदन लेखन (Report Writing) २० अंक

(इसके अंतर्गत कम्पनी, कारखाना, डेरी अथवा कृषी- फॉर्म या दुकान जैसे वाणिज्यिक-संगठन का वार्षिक, अर्ध वार्षिक, त्रैमासिक या मासिक प्रतिवेदन का लेखन अपेक्षित है।)

इकाई-५ : कार्यालयीन पत्र (एक पत्र) - १० अंक

च) नौकरी के लिये आवेदन पत्र।

छ) बैंक और ग्राहक में परस्पर पत्र व्यवहार।

ज) बीमा अधिकारी, एजेंट आदि को पत्र।

इकाई-७ : व्यावसायिक पत्र (एक पत्र) १० अंक

ट) पूछताछ, निविदाये , निवेदित दर इत्यादि।

ठ) ऑर्डर एवं माल प्राप्ती की स्वीकृति।

ड) शिकायत, दावा, एवं समझौता।

ढ) वित्तीय संस्थाओं एवं शासकीय संस्थाओं से पत्र व्यवहार।

इकाई-८ : अन्य पत्र एवं प्रारूप लेखन (एक पत्र) १० अंक

त) तार का प्रारूप तैयार करना।

थ) व्यावसायिक एवं रोजगार संबंधी विज्ञापन का प्रारूप।

द) आमंत्रण पत्र, शुभ कामना संदेश आदि का प्रारूप तैयार करना।

ध) समाचार पत्र के संपादक को पत्र।

सुचना: १) इकाई १ और २ के अंतर्गत पूछे जाने वाले सभी प्रश्न लघुांतरी होंगे।

प्रश्नो के उत्तर अधिकतम १५ पंक्तियों में अपेक्षित है।

सभी प्रश्न विकल्प के साथ ही पूछे जायेंगे।

२) अनुवाद के लिए प्रश्न पत्र में दिया गया अंग्रेजी गद्यांश लगभग १०

३) पंक्तियों का होगा।

संदर्भ पुस्तकें :

- १) हिन्दि रचना प्रबोध- डॉ. बटवूलाल अवस्थी
- २) सामान्य हिन्दि बोधायन- डॉ. रामदयाल कोष्टा एवं डॉ. विजय कुमार सिंघई
- ३) व्यावसायिक पत्र लेखन- डॉ. के. पी. शाह
- ४) व्यावसायिक पत्र लेखन, बाजार, समाचार, तथा पत्र व्यवहार- डॉ. एस.सी. सक्सेना
- ५) कार्यालय संगठन, विकास कला एवं व्यापारिक पत्र व्यवहार- डॉ. शिवदान सिंह चौहान.
- ६) हिन्दि कार्यालय निदेशिका - डॉ. गोपीनाथ श्रीवास्तव

३) संस्कृत (आवश्यक)

पुस्तकाचे नाव- संस्कृत-स्तवकः । वाणिज्य भाग-१

संपादक - प्रा. कुं. अलका बेडेकर, डॉ. माधुरी कलकोटे, डॉ. ज्योती नार्हक, परिमल प्रकाशन, पुसद

- १) हितोपदेशे मित्रलाभः (भाग-१)
- १) कथामुखम् (प्रस्तावना)
- २) काकमृगकथा ।
- ३) लोभः विनाशकारणम् ।
- ४) अज्ञातकुलशीलेन सख्यं हानिकारकम् ।
- ५) गृध्रमार्जारयोः कथा ।
- ६) अतिसंग्रहस्य दुष्परिणामः ।
- ७) धूर्तवश्वकः शूनालः ।
- २) भासकृत स्वप्नवासवदन्तम् - चतुर्थोऽङ्कः । (भाग-२)
- ३) (अ) व्याकरणविभागः । (भाग ३)
- (ब) अनुवादः ।
- (क) व्यावसायिक पत्रलेखन । (आदेशपत्रे व चौकशीपत्रे)

अभ्यासक्रम व गुणांचे विभाजन खालीलप्रमाणे करण्यात आले आहे. एकूण गुण-१००

(१) हितोपदेशः (मित्रलाभः) गुण ३०

प्रश्न १ ला : तीन उता-यापैकी दोहोंचे भाषांतर करा गुण- १५

प्रश्न २ रा : (अ) संदर्भासह वाक्याचे स्पष्टीकरण करा गुण- ०८

(३ पैकी २ वाक्ये)

- (ब) दीर्घोत्तरी प्रश्न (२ पैकी १) गुण- ०७
- प्रश्न ३ रा : स्वप्नवासवदत्तम् (भासकृत) अंक ४ था गुण- ३०
- स्तोकांचे भाषांतर करा (५ पैकी ३) गुण- १५
- प्रश्न ४ था : (अ) संदर्भासह वाक्यांचे स्पष्टीकरण करा

(३ पैकी २ वाक्ये) गुण- ०८

(ब) दीर्घोत्तरी प्रश्न (२ पैकी १) गुण- ०७

प्रश्न ५ वा : (अ) अकारान्त पुल्लिगी, नपुंसकाल्लिगी, आकारान्त

व दीर्घईकारान्त गुण- ०५

स्त्रिलिगी शब्द- यांची रूपे ओळखा (७ पैकी ५)

(ब) गण १,४,६,१० (उभय पदी) या धातूंची वर्तमानकाली व

आज्ञार्थी रूपे ओळखा (७ पैकी ५) गुण- ०५

(क) १० ओळींच्या मराठी उता-याचे संस्कृत भाषांतर करा गुण- १०

प्रश्न ६ वा व्यावसायिक पत्रलेखन- आदेशपत्रे व चौकशीपत्रे-

महत्त्व व स्वरूप (४ पैकी २ पत्रांचे लेखन) गुण- २०

संदर्भ ग्रंथ १) श्री नारायणपण्डितकृत हितोपदेशः (मित्रलाभः)

२) भासविरचितम् स्वप्नवासवदत्तम् (चतुर्थोऽङ्कः)

३) व्यावसायिक संदेशवहन- तत्त्व व व्यवहार

लेखक- डॉ. संजय कलान, डॉ. संतोष सदार, बजाज पब्लिकेशन, अमरावती.

४) हिन्दि कार्यालय निर्देशिका लेखक- गोपीनाथ श्रीवास्तव, सामायिक

प्रकाशन, प्रकाशक-जगदीश भारद्वाज, जटवाडा

५) Modern Business, Correspondance, Hindi Kitabs Limited. Publishers, Bombay- J.C. Bahi, and S.M.Nagmaia.

४) पाली आणि प्राकृत (अनिवार्य)

वेळ ३ तास गुण- १००

अ) सूक्ष्म वाचन :-

१) सरणत्तय (‘सुद्धक निकाय)

२) दससिक्खापदं —’—

३) धम्मवक्कपवत्तन (महावग्ग)

४) कल्याणधम्मजातक

५) निज्झ जातक

- ६) कुम्भजातक
७) मणिचोर जातक
ब) स्थूल वाचन
१) अङ्गुलिमालसुत (मञ्जिम निकाय)
२) तण्हावग
३) सुनित थेर
४) यमक वग्ग
क) व्यावसायिक संदेशवहन :
१) व्यावसायिक पत्रव्यवहार
२) जाहिरात कला
३) व्यावसायिक पत्र लेखन
४) निबंध (सामाजिक, आर्थिक, वाणिज्य व सांस्कृतिक)

गुण विभागणी

विभाग अ-	सुस्मवाचन - पाठ क्र. १ ते ७	गुण- ४०
विभाग ब-	स्थूलवाचन - पाठ क्र. १ ते ४	गुण- ४०
विभाग क-	व्यावसायिक संदेशवहन	एकूण गुण- २०
	१) व्यावसायिक पत्रव्यवहार	गुण- १०
	(स्वरूप, प्रकार, उद्दिष्ट व महत्त्व, चौकशी आदेश, मुलतत्वे, पत्राची सजावट व प्रारूप)	
	२) जाहिरात कला	
	(जाहिरात म्हणजे काय ? उद्दिष्टे, माध्यमे, महत्त्व, जाहिरातीचे फायदे, जाहिरातीचे तंत्र, जाहिरातीचा ग्राहकावर होणारा प्रभाव)	
	३) निबंध	
	(सामाजिक, आर्थिक, वाणिज्य विषयक व सांस्कृतिक)	गुण -१०
प्रश्न १ ला -	प्रश्न पत्रिका गुण विभागणी	
	विभाग अ व ब मधील गद्या पाठावरील मुळ पाली उता-याचे दोन पैकी एकाचे भाषांतर	१० गुण
	(उतारा १० ओळीचा राहील)	
प्रश्न २ रा-	विभाग ब मधील पद्य पाठावरील मुळ पाली चार गाथा पैकी दोन चे ससंदर्भ भाषांतर	१० गुण
प्रश्न ३ रा	अ) गद्या पाठावरील दीर्घांतरी प्रश्न २ पैकी १ सोडवावा ब) पद्य पाठावरील दीर्घांतरी प्रश्न २ पैकी १ सोडवावा	१५ गुण
प्रश्न ४ था	अ) लघुत्तरी-टिपणात्मक- ४ पैकी २ सोडवावेत	१० गुण

- ब) सारांशात्मक - गद्या व पद्य पाठावरील २ पैकी १ सोडवावा.
क) व्याकरण-
विभक्त्यर्थ- बुध्द, लता, इत्थि, भिक्खु
काल- वर्तमान, भूतकाल, भविष्यकाली रूपे- शब्द
भू, गम, पठ, चर,
१) व्यावसायिक संदेशवहन व जाहिरात कला
२) निबंध
- १० गुण
१० गुण
१० गुण

5) URDU (COMPULSORY)

Time: 3 Hours.

Marks: 100

TEXT PRESCRIBED: SHUA-E-ADAB (Part-I)

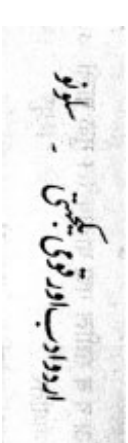
Published by TAFSA Printers & Publishers, Amravati.

UNIT WISE DISTRIBUTION OF MARKS

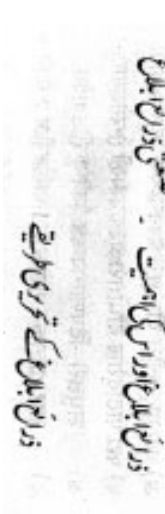
- UNIT-I The following Five Lessons from Text : 20



- UNIT-II The following Lessons from Text : 20



- UNIT-III The following Three Lessons from Text : 20



- UNIT-IV The following Two Lessons from Text : 20



UNIT-V	Communication skill	20
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- (a) Official letters
(b) Commercial letters, Orders, Sale Purchase letters, etc.

6) SUPPLEMENTARY ENGLISH

Marks : 100
Time : 3 Hrs

Text Prescribed-

Practical English Prose and Verse edited by G.E.B. COE Orient Longman.

Unit I - Prose:-

The following prose lessons are prescribed for study.

- 1) A ship of Tongue – J. E. B. Gray
- 2) Socrates and the school master - F. L. Brayne
- 3) Good Manners – J. C. Hill
- 4) The Bottle Imp – R. L. Stevenson
- 5) Playing the English Gentleman – Mahatma Gandhi
- 6) The Home coming – Robinranath Tagore
- 7) The miracle of Radio – H. Shipp
- 8) Robin – Jim Corbett

25 Marks

Unit II - Poetry:-

The following poems are prescribed for study.

- 1) The Daffodils – William Wordsworth
- 2) Break Break Break – Alfred Lord Tennyson
- 3) The wild swans – B. Yeats
- 4) All in June – W. H. Davies
- 5) Adlestrop – Edward Thomas
- 6) The Solder – Rupert Brooke
- 7) To the Indian who Died in Africa – T. S. Eliot
- 8) That Whitsun – Philip Larkin

20 Marks

Unit III - Precis writing:-

5 Marks

Unit IV - Comprehension of an Unseen passage:-

5 Marks

Unit V - Composition :-

15 Marks

(An essay of about 300 words on Social, Economic, Commercial problems of India)

Unit VI - Writing Skills - from "Strengthen your writing-V.R.Narayanswami"-

10 Marks

Published by Orient Longman.

- 1) Note Making
- 2) Report writing
- 3) Memorandum and short tasks.

Unit VII - Letter Writing:-

20 Marks

- 1) Personal letters
- 2) Business letters
- 3) Letters of Application

Book recommended for Unit V, VI & VII :

- 1) Strengthen your writing by V. R. Narayanswami – Published by Orient Long man.

Distribution of Marks

Unit-I Practical English prose and verse – edited by G.E.B. COE

Q. 1) Long Answer Questions 10 Marks

(One to be attempted out of two)

Q. 2) Short Answer Questions 15 Marks

(Any three to be attempted out of five)

Unit-II

Q. 3) Poetry section 20 Marks

Short Answer Question

(Four to be attempted out of Six)

Unit-III

Q. 4) Precis Writing. 5 Marks

Unit-IV

Q. 5) Comprehension of an unseen passage 5 Marks

Unit-V

Q. 6) An essay of about 250 words to be 15 Marks

attempted out of the given five Topics.

Unit-VI Writing skills- from 'Strengthen your writing'-

V. R. Narayanswami published by Orient Longman.

Q. 7) Attempt any two out of three 10 Marks

Unit VII – Letter writing.

Q. 8) Attempt any two out of three. 20 Marks

100 Marks

2. COMMERCE DISCIPLINE

(i) BUSINESS ECONOMICS

Time:3 Hours

Marks:100

Unit-I : NATURE AND SCOPE OF ECONOMICS :

- 1.1 Definition of Economics : Adam Smith, Marshall, Robbins & J.K. Mehta.
- 1.2 Nature of Economic Law Types, Limitations and importance.
- 1.3 Micro & Macro Economics, Meaning, Merits and Demerits.
- 1.4 Managerial Economics: Concept and objectives.
- 1.5 Basic problems of an Economy.
- 1.6 Working of Price Mechanism

Unit-II : DEMAND :

- 2.1 Law of Demand, Elasticity of Demand :
- 2.2 Concept, Importance and Measurement of Elasticity of Demand.
- 2.3 Determinants of Elasticity of Demand.
- 2.4 Average Revenue, Marginal Revenue and Elasticity of Demand.
- 2.5 Price income and cross Elasticities.
- 2.6 Concept and Characteristics of Indifference Curve.

Unit-III: PRODUCTION FUNCTION :

- 3.1 Law of Variable Proportions.
 - 3.2 Concept of ISO-quants.
 - 3.3 Economic regions and optimum factor Combination.
 - 3.4 Internal and External economics and diseconomies.
- THEORY OF COST:

- 3.5 Short-run and long-run cost curves.
- 3.6 Traditional and Modern approaches.

Unit-IV : MARKET STRUCTURES :

- 4.1 Meaning & classification of Markets.
- Decisions of Business.

4.2 A) Perfect Competition :

Meaning and Characteristics.

4.3 B) Monopoly : Determination of price under monopoly.

Equilibrium of a firm, Comparison between competition

and monopoly. Multi-plant monopoly.

Price discrimination, Practical applications,

4.4 C) Monopolistic Competition :

Meaning and characteristics, Price and output determination under monopolistic competition.

Product differentiations selling cost, Comparison with perfect competition. Excess capacity under monopolistic competition.

4.5 D) Oligopoly:

Characteristics, indeterminate pricing and output.

Classical Models of Oligopoly; Price leadership; Collusive Oligopoly; Kinked demand curve.

Unit-V : 5.1 A) FACTOR PRICING:

Marginal Productivity theory and demand factors:

Nature of supply of factors inputs.

5.2 B) WAGES:

Determination of wage rates under perfect competition and monopoly. Exploitation of Labour.

5.3 C) RENT:

Concept, Ricardian and Modern Theories of Rent. Quasi-Rent.

5.4 D) INTEREST:

Concept and Time preference, Loanable funds and Liquidity Preference Theory of Interest.

5.5 E) PROFIT:

Concepts and dynamic and risk bearing theory of Profit

BOOKS RECOMMENDED:

1. Ahuja H.L. : Business Economics : S.Chand & Co.New Delhi.
2. Business Economics : Pimpalkar, Bapat, Joshi, Orient-Longmans.
3. Koustsoyanni A Modern Micro Economics: Macmillan New Delhi.
4. अर्थशास्त्राचे सिध्दांत - प्रा.जी.एन्.झामरे, पिंपळापूर प्रकाशन.
5. व्यावसायिक अर्थशास्त्र - डॉ.रा.य.माहारे, अंशुल पब्लीकेशन, नागपूर.
6. अर्थशास्त्राचे सिध्दांत - जोशी, सिंग, श्रीवास्तव, जयपूर.
7. आधुनिक सूक्ष्मअर्थशास्त्र - के.पी.एम्.सुंदरम्.
8. व्यावसायिक अर्थशास्त्र - प्रा.एच.आर.तिवारी, डॉ.के.के.पाटील, डॉ.बी.बी.तायवाडे आणि वाय.पी.सिंग : अद्वैत प्रकाशन, अकोला.
9. Business Economics : Dr.Sudhir Bodhanekar, Dr.Medha Kanekar, Shri Sainath Prakashan, Nagpur.
10. Business Economics : Dr. (Mrs.) Pushpa Tayade- Shree Mangesh Prakashan, Randaspeth, Nagpur-10.

11. Business Economics (English Edition) : Dr.G.N. Zamare-Pimpalpure & Co. Publishers, Nagpur.
 12. व्यावसायिक अर्थशास्त्र (मराठी आवृत्ती) : डॉ.जी.एन.झामरे-Pimpalpure & Co. Publishers, Nagpur.

(ii) FINANCIAL ACCOUNTING

Times : 3 Hours

Marks : 100

Objective :- To impart basic accounting knowledge as applicable to business.

Unit-I 1.1 **Meaning and Scope of Accounting** : Need, development and definition, Book – keeping and Accounting, Persons interested in accounting, Branches of accounting, Objectives of accounting, Accounting principles, Accounting standards in India, Accounting Concepts & Conventions.

1.2 **Accounting Transactions** : Accounting Cycle, Journal Transfer, closing and adjustment entries and Ledger, Relationship between Journal and Ledger, Rules regarding posting, Sub division of Journal, Trial balance.

Unit-II 2.1 **Final Accounts of Individuals** : Manufacturing account, Trading account, Profit and Loss account, Balance sheet with Adjustment.

2.2 **Rectification of errors** : Rectification entries, Effects of Rectification on Profit and Financial position.

2.3 **Single Entry System** : Simple problems on Single Entry System.

Unit-III 3.1 **Depreciation and Reserves** : Concept of depreciation, Different methods of depreciation, Depreciation policy as per Accounting Standard, Problems on Straight line method and Reducing balance method, Provisions and Reserves.

3.2 **Accounts of Non – Trading Institutions.**

Unit-IV **Special Accounting Areas :**

4.1 Branch Accounts (Excluding Foreign Branch).

4.2 Accounts of Co-operative Societies.

Unit-V **I) Insolvency Accounts of an Individuals**

II) Self Balancing ledger system.

BOOKS RECOMMENDED

- * Anthony, R. N. and Reece, J. S. : Accounting Principles; Richard Irwin Inc.
- * Gupta, R. L. and Radhaswamy, M : Financial Accounting; Sultan Chand and Sons, New Delhi.
- * Monga J. R. Ahuja Girish, and Sehgal Ashok : Financial Accounting; Mayur Paper Back, Noida.
- * Shukla, M. C., Grewal T.S., and Gupta, S. C. : Advanced Accounts ; S Chand & Co New Delhi.
- * Compendium of Statement and Standards of Accounting ; The Institute of Chartered Accountants of India, New Delhi.
- * Agarwala A. N., Agarwala K. N. : Higher Sciences of Accountancy ; Kitab Mahal, Allahabad. (Hindi and English)
- * Ashok Banerjee : Financial Accounting ; Excel Books, New Delhi – 110028.
- * N. Vinayakam, P.L.Mani, K.L.Nagarajan : Principles of Accountancy ; Eurasia Publishing House (Pvt.) Ltd., New Delhi – 110 055.
- * R.R.Gupta : Advanced Accountancy.
- * Jain, Narang (Kalyanipulli) : Advanced Accountancy.
- * William Pickles : Accountancy.
- * A. Mukherjee, M. Hanif : Modern Accountancy ; Tata McGraw Hill Publishing Co. Ltd.
- * P.C.Tulsian : Accountancy ; Tata McGraw Hill Publishing Co. Ltd.
- * Monga, Gandhi, Kadu : Advanced Accounts ; National Publishing House.
- * S. Chakravorti : Advanced Accounting.
- * Fundamentals of Accounting : R.L.Gupta & V.K.Gupta, Sultanchand & Sons.
- * Fundamentals of Accounting : T.P.Ghosh, Sultanchand & Sons.
- * Financial Accounting : Payal Prakashan, Nagpur
- * Financial Accounting : V.R.Mohota, Rashi publication, Arni, Distt. Yavatmal.
- * Financial Accounting : Dr.Gajanan Patil, Dr.Shakil Sattar, Dr.Anil Bhawar, Dr.Dattatraya Gujrathi-Das Ganu Prakashan, Nagpur
- * Financial Accounting : Dr.Kanetkar Medha, Dr. Baheti D.R.- Shri Sainath Prakashan, Nagpur.

हिन्दी

रूपराम गुप्त, विद्यासरन गुप्त : एडवॉरंज एकाउन्टेन्सी, आगरा बुक स्टोअर्स.

डॉ. एस.एम.शुक्ला : अडवॉरंज अकाउन्टेन्सी.

सक्सेना, वैश्य : उच्च लेखाकर्म

डॉ. एम. पी. खंडेलवाल : उच्चतक लेखाकर्म.

ए. एन. अग्रवाल : उच्चतर लेखाविज्ञान.

जे. के. अग्रवाल : वृहत लेखाकर्म.

गुप्ता, अग्रवाल : एडवॉन्सड एकाउन्ट्स; एस. चान्द.

मराठी

डॉ. शुक्ल, जोगरे, मोहता : लेखा तत्त्व आणि व्यवहार ; पिंपळपुरे अँड कं. पब्लिशर्स, नागपुर.

प्रा. अरविंद शेंडे, प्रा. अब्दुल बारी : वित्तिय लेखांकन भाग-१ ; अनुराधा प्रकाशन, नागपुर.

प्रा. अरविंद शेंडे, प्रा. अब्दुल बारी : आर्थिक लेखांकन भाग-१ ; अनुराधा प्रकाशन, नागपुर.

गजानन पाटील, भरत मेघे, विलास चोपडे : आर्थिक लेखांकन ; दत्त सन्स, सदर, नागपुर.

प्रा. म. नी. गर्गे, प्रा. वि. द. वैद्यारकर, ज. अ. पाध्ये : उच्च लेखाकर्म ; मंगेश प्रकाशन.

प्रा. लंजिवार, गुल्हाने, कड्डु : लेखाकर्म भाग-१ ; संगम प्रकाशन.

नाथ, लंजिवार, भागवत : उच्च लेखाकर्म भाग-१ ; महाराष्ट्र राज्य ग्रंथ निर्मिती मं.

प्रा. ए. एस. उखळकर : उच्च लेखाकर्म भाग-१ ; विद्या प्रकाशन.

सेडे, स्मार्थ, जोन्वरे : प्रथम वर्ष जमाखर्च - खंड १ ; एस. चांद कं. लि.

(III) PRINCIPLES OF BUSINESS MANAGEMENT

TIME : 3 Hours

Marks : 100

Objective- To familiarizes the students with the basics of Management.

Unit: INTRODUCTORY

- 1.1 Business – Meaning, Nature, Scope and objective
- 1.2 Management Concept – Nature, Importance and Process
- 1.3 Managerial Role and its importance (Mintzberg)
- 1.4 Development of Management Science- F. W. Taylor, Mayo, Drucker, Fayol's Contributions
- 1.5 Approaches to management

UnitII: PLANNING

- 2.1 Planning- Concept and process
- 2.2 Types of Planning
- 2.3 Strategy- Meaning and Formulation

- 2.4 Decision Making- Definition and process
- 2.5 Environment analysis, Swot analysis

UnitIII: ORGANIZING

- 3.1 Organizing- Concept, nature and significance
- 3.2 Authority and Responsibility and Accountability.
- 3.3 Centralization and Decentralization- Concept and Advantages and Disadvantages
- 3.4 Organization structure- Forms and contingency factors
- 3.5 Depart mention – Concept and bases

Unit IV : DIRECTING

- 4.1 Motivation - concept –2 Theories, Maslow, Herzberg Theory X, Theory Y, Theory Z Financial and Nonfinancial incentives
- 4.2 Leadership- Concept, Theories and Styles
- 4.3 Communication- Nature, Process, Types of communication, Barriers to Communication

Unit V : CONTROLLING

- 5.1 Concept and process of control
- 5.2 Techniques of control
- 5.3 Effective Control Systems
- 5.4 Management of change- Concept, process and Resistance to change

Reference books:

- * Management Concept and Practices, by Manmohan Prasad. Himalaya Publishing House.
- * Essentials of Management by Wehrlich and Koontz. Tata McGraw Hill.
- * Principles and Practice of Management, by Dr.L.M.Prasad. Sulanchand & Sons.
- * Management Concept and Principles, by Manmohan Prasad. Himalaya Publishing House.
- * Management, by Stoner & Freeman. Prentice Hall of India.
- * Fundamentals of Managements, by Robbins. Pearson Education.
- * Management Principles and Practices, by Prasad, Lallan & Gulshan. S. Chand.
- * व्यवसाय व्यवस्थापनाचे सिद्धांत - Prof. S.M.Kolte, Pimpalpure & Co. Publishers, Nagpur.

(IV) COMPUTER FUNDAMENTALS AND OPERATING SYSTEM

Time:3 Hours

Marks:100

(60 Marks for theory + 40 Marks for Practical)**Objective:** The objectives of this course are to provide basic information of computer, Word Processing and Presentation.**Unit-I**
Fundamentals of Computer :**Introduction:** Definition of Computer, Evolution of Computer, Characteristics of Computer, Generations of Computer, Types of Computer (By Logic and By size).**Basic Computer Organization :** Computer Block Diagram, Input Unit, Output Unit and CPU: Memory Unit, Arithmetic Unit, Control Unit.**Unit-II**
Storage : Primary Storage : Concept of Memory, RAM: Read-Write: SRAM, DRAM; Read-Only: ROM, PROM and EPROM.**Secondary Storage :** Concept of Secondary Storage, Secondary Storage, Devices: Magnetic Tape, Magnetic Disk, Floppy Disk, Hard disk, Compact disk, Optical Disk, Pen drive, Memory card, Data Card.**Software :** Concept of Software, Types of Software : Application Software & System Software.**Languages :** Concept of Computer Languages, Machine Language, Assembly Language, High Level Language, 4th Generational Languages.**Unit-III**
Operating System : Concept of Operating System.**MS-DOS :** Introduction to MS-DOS, MS-DOS Commands : **Internal Commands :** DIR, COPY, DEL, TYPE, REN, CD, MD, RD, PROMPT, COPY CON; **External Commands :** FORMAT, DISKCOPY, X-COPY, BACK UP, RESTORE, CHKDSK, PATH, ATTRIB, EDIT.**Window : Window XP/Vista :** Introduction to Windows, Features of Windows, Types of Windows : Application Window, Document Window & Dialog box, Desktop, Icons : My Computer, My Documents, Recycle Bin, Internet Explorer, Task Bar, Properties, Management of the Files & Folders.**Unit-IV**
MS Word 2003/2007/Higher : Concept of Word processing, **Working With MS-WORD:** MS-Word Screen, Working with Menus, Creating and Saving Document, Formatting Text and Document Setup, Header & Footer, Creating tables and chart, Inserting Clip Arts, Links, Text Box, Word Arts, Drop Cap, Mail Merge, Printing a Document.**Unit-V****Ms PowerPoint 2003/2007/Higher :** Concept of Presentation, MS-PowerPoint Screen, Creating, Saving and Opening presentations, Adding text, Clips & Word Art to Slides, Working with different Slide Views, Background features, Gallery, Color Layout, Slide Effects & Slide Show, Saving and Printing.**BOOKS RECOMMENDED:**

1. Fundamentals of Computers-V Rajarman (PHI)
2. Computer Fundamentals- B. Ram (WE)
3. Introduction to IBMPC & Applications-Taxail.
4. MS-OFFICE (PHI)
5. MS-OFFICE (BPP)
6. MS-OFFICE (TMH)
7. Yeats: Systems Analysis & Design; Macmillan India, New Delhi.
8. Basics of Computer and Business Mathematics, By Dr. Rajiv Ashitkar, Dr.Santosh Sadar and Prof. Vilas Chopade: Payal Prakashan, Nagpur.
9. Computer Fundamentals & Operating System : Supriya Bhagade-Pimpalapur & Co. Pub., Nagpur.
10. संगणक मूलतत्वे आणि चलत प्रणाली- Prof. S.M. Kolte, Pimpalapur & Co. Publishers, Nagpur.

Practicals based on Syllabus.

1. Dos Commands & Window XP/Vista
2. MS Word 2003/2007/Higher
3. MS Power Point 2003/2007/Higher

Notes: B.Com-I Practical Batch will be of 20 students**SCHEME**

Year	Paper	Total	Marks	Min. Passing	Marks
		T	P	T	P
B.COM.I	Computer Fundamentals & Operating System.	60	*40	18	12

***Division of Marks for Practical**

Record preparation	10 Marks
Practical	15 Marks
Discription	10 Marks
Viva	<u>5 Marks</u>
TOTAL ..	40 Marks

(Use Answer Book for practical provided by the University)

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