



**M. C. E. Society's**  
**Abeda Inamdar Senior College**

Of Arts, Science and Commerce, Camp, Pune-1  
(Autonomous) Affiliated to Savitribai Phule Pune University  
NAAC accredited 'A' Grade

**Syllabus for F.Y.B.Com**  
**2021-22 (CBCS – Autonomy 21 Pattern)**

|                            |                             |
|----------------------------|-----------------------------|
| <b>Course/ Paper Title</b> | <b>Compulsory English-I</b> |
| <b>Course Code</b>         | <b>21CBCO111</b>            |
| <b>Semester</b>            | <b>I</b>                    |
| <b>No. of Credits</b>      | <b>3</b>                    |

**Objectives of the Course**

| <b>Sr. No.</b> | <b>Objectives</b>   |
|----------------|---|
| <b>1.</b>      | To offer relevant and practically helpful pieces of prose and poetry to students so that they not only get to know the beauty and communicative power of English but also its practical application |
| <b>2.</b>      | Inculcate in students intellectual and theoretical finesse.   |
| <b>3.</b>      | To develop oral and written communication skills of the students so that their employability enhances   |
| <b>4.</b>      | Help students improve the range and depth of their vocabulary.  |

**Course Specific Outcomes**

| <b>Sr. No.</b> | <b>Learning Outcome</b>  |
|----------------|--|
| <b>1.</b>      | Students appreciate shorter literary texts and understand the socio-cultural comments implicit in a literary text. |
| <b>2.</b>      | Students understand the realistic yet creative use of language in a literary text.                                 |
| <b>3.</b>      | Students develop communicative skills.   |
| <b>4.</b>      | Students improve their intellectual capacities and caliber.  |

## Syllabus

| <b>Unit No.</b> | <b>Title with Contents</b>   | <b>No. of Lectures</b> |
|-----------------|--|------------------------|
| <b>Unit I</b>   | <b>Prose and Short Stories</b>                                     | <b>24</b>              |
|                 | 1.The Beggar- Anton Chekhov  |                        |
|                 | 2.The Nightingale and the Rose- Oscar Wilde                        |                        |
|                 | 3.Muhammad Yunus: An Economics for Peace- Farida Khan...           |                        |
|                 | 4.The Model Millionaire – Oscar Wilde                              |                        |
| <b>Unit II</b>  | <b>Poetry</b>  | <b>10</b>              |
|                 | 1.Up-Hill- Christina Rossetti                                      |                        |
|                 | 2.Stay Calm- Grenville Kleiser                                     |                        |
| <b>Unit III</b> | <b>Language Skills : Building Vocabulary</b>                       | <b>12</b>              |
|                 | 1.Synonyms and Antonyms  |                        |
|                 | 2.Collocation: Words that go together                              |                        |
|                 | 3.Word formation, Suffixes and prefixes                            |                        |
| <b>Unit IV</b>  | <b>Communication and Life Skills</b>                               | <b>8</b>               |
|                 | 1.Meeting and Greeting People and Dialogue (Internals)             |                        |
|                 | 2.Group Discussions, Interview and Interviewing Skills (Internals) |                        |
|                 | 3.Presentation Skills (Internals)                                  |                        |

## References:

- Board of Editors, ed. *Success Avenue*. Hyderabad: Orient BlackSwan, 2019



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### **Syllabus for FYB.COM**

**2021-22 (CBCS – Autonomy 21 Pattern)**

|                            |                               |
|----------------------------|-------------------------------|
| <b>Course/ Paper Title</b> | <b>Financial Accounting-I</b> |
| <b>Course Code</b>         | <b>21CBCO112</b>              |
| <b>Semester</b>            | <b>I</b>                      |
| <b>No. of Credits</b>      | <b>3 + 1</b>                  |

#### **Objectives of the Course**

| <b>Sr. No.</b> | <b>Objectives</b>   |
|----------------|---|
| <b>1.</b>      | To impart knowledge of basic accounting concepts.                                 |
| <b>2.</b>      | To create awareness about application of these concepts in business world.        |
| <b>3.</b>      | To impart skills regarding Computerized Accounting.                               |
| <b>4.</b>      | To impart knowledge regarding finalization of accounts of various establishments. |

#### **Course Specific Outcomes**

| <b>Sr. No.</b> | <b>Learning Outcome</b>  |
|----------------|--|
| <b>1.</b>      | To give Knowledge about various accounting Concepts, Conventions and Principles & emerging trends in accounting. To impart knowledge about various Accounting Standards  |
| <b>2.</b>      | To impart knowledge about process of dissolution of partnership firm.  |
| <b>3.</b>      | To give knowledge about Accounting for Professionals   |
| <b>4.</b>      | To give Knowledge about conceptual framework of the GST ,various Components of GST & understand the types of taxes under GST and to understand the Registration process under GST for business establishments. |

## Syllabus

| <b>Unit No.</b> | <b>Title with Contents</b>   | <b>No. of Lectures (54)</b> |
|-----------------|--|-----------------------------|
| <b>I</b>        | <b>Accounting Concepts, Conventions and Principles and an overview of Emerging Trends in Accounting &amp; Introduction to Accounting Standards</b>   | <b>12</b>                   |
|                 | <b>1. Accounting Concepts, Conventions and Principles:</b><br>i. Money Measurement<br>ii. Business Entity.<br>iii. Dual Aspect<br>iv. Periodicity Concept<br>v. Realization Concept<br>vi. Matching Concept<br>vii. Accrual / Cash Concept<br>viii. Consistency Concept<br>ix. Conservatism Principle<br>x. Materiality Concept<br>xi. Going Concern Concept<br>xii. Historical Cost Concept | 3                           |
|                 | <b>2. Emerging Trends in Accounting</b><br>i. Inflation Accounting<br>ii. Creative Accounting<br>iii. Environmental Accounting<br>iv. Human Resource Accounting<br>v. Forensic Accounting  | 2                           |
|                 | <b>3. Introduction and Relevance of Accounting Standards</b><br>i. Overview of Accounting Standards in India-Concept, Need, Scope and Importance. Procedures for Issue of Accounting Standards   | 2                           |

|           |  |                            |
|-----------|--|----------------------------|
|           | <ul style="list-style-type: none"> <li>ii. Accounting Standard – 1: Disclosure of Accounting Policies <ul style="list-style-type: none"> <li>a) Purpose</li> <li>b) Areas of Policies</li> <li>c) Disclosure of Policies</li> <li>d) Disclosure of Change in Policies</li> <li>e) Illustrations</li> </ul> </li> <br/> <li>iii. Accounting Standard– 2: Valuation of Inventories (Stock) <ul style="list-style-type: none"> <li>a) Meaning, Definition</li> <li>b) Applicability</li> <li>c) Measurement of Inventory</li> <li>d) Disclosure in Final Account</li> <li>e) Explanation with Illustrations</li> </ul> </li> <br/> <li>iv. Accounting Standard– 9: Revenue Recognition <ul style="list-style-type: none"> <li>a) Meaning and Scope</li> <li>b) Transactions Excluded</li> <li>c) Sale of Goods</li> <li>d) Rendering of Services</li> <li>e) Effects of Uncertainties</li> <li>f) Disclosure</li> <li>g) Illustrations on AS-9</li> </ul> </li> </ul> | <p>1</p> <p>2</p> <p>2</p> |
| <b>II</b> | <b>Piecemeal Distribution of Cash</b>  | <b>14</b>                  |
|           | <b>1.Introduction &amp; Meaning of Piecemeal Distribution of Cash</b> <ul style="list-style-type: none"> <li>i. Asset taken over by a partner,</li> <li>ii. Treatment of past profits or past losses in the Balance sheet</li> <li>iii. Contingent liabilities</li> </ul>  | 2                          |

|            |   |  |
|------------|---|--|
|            | iv. Realization expenses/amount kept aside for expenses<br>v. Adjustment of actual, Treatment of secured liabilities,<br>vi. Treatment of preferential liabilities like Govt. dues/labour dues etc.<br><b>2. Problems on Surplus Capital Method</b><br><br><b>3. Problems on Insolvency of partner and Maximum Loss Method.</b>   | <br><br><br>6<br><br>6                     |
| <b>III</b> | <b>Accounting for Professionals</b>   | <b>16</b>                                  |
|            | <b>1.Problems on Accounting for Professionals such as :</b><br><br>i. Doctors<br>ii. Solicitors<br>iii. Chartered Accountants<br>iv. Architects   | <br><br>5<br>4<br>4<br>3                   |
| <b>IV</b>  | <b>Introduction to Goods and Services Tax laws and Accounting (GST)</b>   | <b>12</b>                                  |
|            | 1. Constitutional Background of GST, Concepts and definition of GST.<br>2. Integrated Goods And Service Tax,<br>Central Goods And Service Tax ,<br>State Goods And Service Tax and<br>Union Goods & Service Tax<br>3. Input and Output Tax credit<br>4. Procedure for registration under GST<br>5. Problems on calculation of GST | <br>1<br><br>2<br><br>2<br><br>2<br>2<br>3 |

#### References:

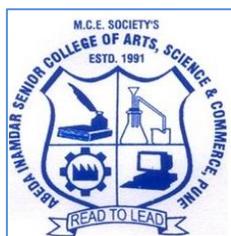
- Gupta, S. C. (1997). Advanced Accounts (Complete). S. Chand Publishing.
- Tulsian, P. C. (2002). Financial Accounting. Pearson Education India.
- GOYAL, V. K., & GOYAL, R. (2012). Corporate Accounting. PHI Learning Pvt.
- Batra, C. A. (2019). GST Audit. Wolters Kluwer India Pvt.

**Note: The breakup of marks in the Examination will be as follows:**

| <b>Component</b>    | <b>Percent</b> |
|---------------------|----------------|
| Theory              | 40%            |
| Practical/ Problems | 60%            |

**Practical for Semester– I**

| <b>Topic</b>  | <b>Mode of Practical</b> |
|---|--------------------------|
| Constitutional Background of GST, Concepts and Implications of GST.                             | Library Assignment       |
| Integrated Goods And Service Tax, Central Goods And Service Tax And State Goods And Service Tax | Guest Lecture            |
| Procedure for registration under GST Visit to a Business establishment                          | Presentation             |
| Input and Output Tax credit   | Power Point Presentation |



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### **Syllabus for FYBCOM**

**(CBCS – Autonomy 21 Pattern)**

|                            |                                     |
|----------------------------|-------------------------------------|
| <b>Course/ Paper Title</b> | <b>Business Economics (Micro)–I</b> |
| <b>Course Code</b>         | <b>21CBCO113</b>                    |
| <b>Semester</b>            | <b>I</b>                            |
| <b>No. of Credits</b>      | <b>3</b>                            |

#### **Objectives of the Course**

| <b>Sr. No.</b> | <b>Objectives</b>  |
|----------------|--|
| 1.             | To impart knowledge of business economics  |
| 2.             | To analyze and interpret charts and graphs   |
| 3.             | To understand basic theories, concepts of microeconomics and their application             |
| 4.             | To help the students understand price determination in varied demand and supply conditions |
| 5.             | To understand theories of production function and impact of scale on cost of production    |

#### **Course Specific Outcomes**

| <b>Sr. No.</b> | <b>Learning Outcome</b>   |
|----------------|---|
| 1.             | Understand and apply the various economic principles for the purpose of decision making in real life business settings. |
| 2.             | Understand the concept of utility and its application in analyzing consumer behavior.                                   |
| 3.             | Make use of the basic concepts of Demand, Supply, Equilibrium and their   |

|    |  |
|----|--|
|    | determinants.  |
| 4. | Apply the concept of elasticity of demand for making various demand related decisions. |
| 5. | Understand production and theories of production to handle business decisions.         |

## Syllabus

| Unit No.        | Title with Contents  | No. of Lectures |
|-----------------|--|-----------------|
| <b>Unit I</b>   | <b>Introduction to business economics and basic concepts</b>   | <b>13</b>       |
|                 | 1. Meaning, Nature, Scope and Significance of Business Economics<br>2. Concept of Micro and Macro Economics<br>3. Tools for Economic Analysis: Functional Relationship, Schedules, Graphs and Equations<br>4. Basic Concepts: Household, Consumer, Plant, Firm, and Industry<br>5. Goals of Firms: Economic and Non-Economic |                 |
| <b>Unit II</b>  | <b>Consumer Behavior</b>   | <b>13</b>       |
|                 | 1. Utility: Concept, Types, and Measurement<br>2. Cardinal Approach: Law of Diminishing Marginal Utility and Law of Equi-Marginal Utility<br>3. Consumer Surplus: Concept and Measurement<br>4. Ordinal Approach: Indifference curve Analysis- Concept, Characteristics, Consumer Equilibrium                                |                 |
| <b>Unit III</b> | <b>Demand and Supply Analysis</b>  | <b>14</b>       |
|                 | 1 Concept of Demand<br>2. Determinants of Demand<br>3. Law of Demand<br>4. Elasticity of Demand: <ol style="list-style-type: none"> <li>i. Price Elasticity of Demand: Meaning, Types, Measurement, Uses, and Significance</li> <li>ii. Income Elasticity of Demand: Meaning, Types, and</li> </ol>                          |                 |

|                |  |           |
|----------------|--|-----------|
|                | Measurement<br>iii. Cross Elasticity of Demand: Meaning, Types, and Measurement<br>5. Supply: Concept, Determinants, and Law of Supply<br>6. Equilibrium of Demand and Supply for Price Determination  |           |
| <b>Unit IV</b> | <b>Production Analysis</b>   | <b>14</b> |
|                | 1. Concept of Production Function<br>2. Total, Average, and Marginal Product<br>3. Concept of Isoquant and Iso-cost<br>4. Law of Variable Proportions<br>5. Law of Returns to Scale<br>6. Economies and Diseconomies of Scale: Internal and External |           |

#### References:

- Koutsoyiannis, A. (2003). *Modern microeconomics* (2nd ed.). MacMillan Press.
- Mankiw, N. G. (2016). *Principles of microeconomics* (8th ed.). Cengage Learning.
- Besanko, D., & Braeutigam, R. (2013). *Microeconomics* (5th ed.). Wiley India.
- Ahuja, H. L. (2019). *Principles of microeconomics* (22nd ed.). S. Chand Publishing.
- Bernheim, B. D., & Whinston, M. (2018). *Microeconomics* (5th ed.). Tata McGraw-Hill Education.
- Pindyck, R., & Rubinfeld, D. (2018). *Microeconomics* (9th ed.). Pearson.
- Lipsey, R., & Chrystal, A. (2020). *Economics* (14th ed.). Oxford University Press.
- Refer to the below link for recorded video explanation:

[https://www.youtube.com/playlist?list=PL4OxnRvuKzQEmwI8oQcgf\\_HPr012tvSF1](https://www.youtube.com/playlist?list=PL4OxnRvuKzQEmwI8oQcgf_HPr012tvSF1)



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### **F.Y.B.Com. Mathematics**

**(CBCS – Autonomy 21 Pattern)**

|                            |                                       |
|----------------------------|---------------------------------------|
| <b>Course/ Paper Title</b> | Business Mathematics and Statistics-I |
| <b>Course Code</b>         | 21CBCO-114A                           |
| <b>Semester</b>            | I                                     |
| <b>No. of Credits</b>      | 3 (1 Unit equivalent to 1 Credit)     |

#### **Aims & Objectives of the Course**

| <b>Sr. No.</b> | <b>Objectives</b>   |
|----------------|---|
| <b>1.</b>      | To introduce the basic concepts in Finance and Business Mathematics and Statistics.   |
| <b>2.</b>      | To familiar the students with applications of Statistics and Mathematics in Business.   |
| <b>3.</b>      | To acquaint students with some basic concepts in Statistics.  |
| <b>4.</b>      | The main outcome of this course is that the students are able to analyze the data by using some elementary statistical methods. |

#### **Expected Course Specific Learning Outcomes**

| <b>Sr. No.</b> | <b>Learning Outcome</b>   |
|----------------|---|
| <b>1.</b>      | Demonstrate mastery of mathematical concepts that are foundational in business mathematics, including functions and their mappings, linear systems and their solutions. |
| <b>2.</b>      | Demonstrate an understanding of basic marketing mathematics by solving  |

|           |   |
|-----------|---|
|           | relevant problems, including trade discounts, cash discounting, and markup and markdown calculations.   |
| <b>3.</b> | Apply the principles of simple interest to solve relevant problems in financial applications such as simple-interest-based loans.   |
| <b>4.</b> | Use the principles of compound interest to solve relevant problems in financial applications, for example, those involving annuities, loans and mortgages, bonds and sinking funds, and investment decisions. |

| <b>Sr. No.</b> | <b>Course</b>  | <b>Semester</b> | <b>Continuous Internal Evaluation (Internal Marks)</b> | <b>EndSemesterExam (External Marks)</b> | <b>TotalMarks</b> | <b>Credits</b> |
|----------------|--|-----------------|--|---|-------------------|----------------|
| 1.             | 21CBCO-114A<br>– Bussiness Mathematics and Statistics -I   | I               | 40   | 60                                      | 100               | 3              |
| 2.             | 21CBCO-124A<br>– Bussiness Mathematics and Statistics - II | II              | 40   | 60                                      | 100               | 3              |

**For Continuous Internal Evaluation (CIE),** Evaluation will be done continuously. Internal assessment will be of **40** marks. These 40 marks are divided as follows:

| Component  | Marks |
|--|-------|
| <b>CIE I:</b> Online MCQ Test (Conducted out of 20 scaled down to out of 10) | 10    |

|  |    |
|--|----|
| <b>CIE II:</b> Mid Semester Examination (Conducted out of 20 scaled down to out of 10)   | 10 |
| <b>CIE III:</b> Students' Active Participation in Classroom  | 05 |
| <b>CIE IV:</b> Course teacher will adopt any three out of the following methods for internal assessment under CIE IV, each carrying 5 marks. <ul style="list-style-type: none"> <li>• Presentations</li> <li>• Research Projects/ Article</li> <li>• Assignments</li> <li>• Tutorials</li> <li>• Oral examination</li> <li>• Open book test</li> </ul> | 15 |

**Syllabus: 21CBCO-114A – Bussiness Mathematics and Statistics -I**

| <b>Unit No.</b> | <b>Title with Contents</b>  | <b>No. of Lectures</b> |
|-----------------|---|------------------------|
| <b>Unit I</b>   | <b>Interest and Annuity</b>   | <b>12</b>              |
|                 | 1. Simple Interest.   | 1                      |
|                 | 2. Compound Interest.   | 1                      |
|                 | 3. Equated Monthly Installment (EMI) by interest of reducing balance and flat interest methods. | 2                      |
|                 | 4. Ordinary Annuity.  | 2                      |
|                 | 5. Sinking funds.   | 2                      |
|                 | 6. Annuity due.   | 2                      |
|                 | 7. Present value and future value of annuity  | 2                      |
| <b>Unit II</b>  | <b>Shares and Mutual Funds</b>  | <b>10</b>              |
|                 | 1. Concepts of shares.  | 1                      |
|                 | 2. Face value.  | 1                      |
|                 | 3. Market value.  | 1                      |
|                 | 4. Dividend.  | 1                      |
|                 | 5. Equity shares.   | 1                      |

|                 |  |  |
|-----------------|--|--|
|                 | <ul style="list-style-type: none"> <li>6. Preferential shares.</li> <li>7. Bonus shares.</li> <li>8. Concept of Mutual funds.</li> <li>9. Change in Net Asset Value (NAV).</li> <li>10. Systematic Investment Plan (SIP).</li> </ul>   | <ul style="list-style-type: none"> <li>1</li> <li>1</li> <li>1</li> <li>1</li> <li>1</li> </ul>                                  |
| <b>Unit III</b> | <b>Concept of Statistics</b>   | <b>08</b>  |
|                 | <ul style="list-style-type: none"> <li>1. Role of Statistics in business.</li> <li>2. Tabulation, Data Condensation.</li> <li>3. Graphical Methods, Attributes and variables.</li> <li>4. Classification.</li> <li>5. Frequency distribution.</li> <li>6. Cumulative frequencies (LCF, MCF).</li> <li>7. Graphs: Histogram, Frequency Polygon.</li> <li>8. Diagrams: Simple bar diagram, multiple bar diagram, pie diagram.</li> </ul> | <ul style="list-style-type: none"> <li>1</li> <li>1</li> <li>1</li> <li>1</li> <li>1</li> <li>1</li> <li>1</li> <li>1</li> </ul> |
| <b>Unit IV</b>  | <b>Population and Sample</b>   | <b>08</b>  |
|                 | <ul style="list-style-type: none"> <li>1. Definition of Statistics.</li> <li>2. Scope of Statistics in Economics, Management Science and Industry.</li> <li>3. Concept of population and sample, methods of data collection: Census and sampling with illustration.</li> <li>4. Methods of random sampling – SRSWR, SRSWOR, Stratified, Systematic (Description of sampling procedures only).</li> </ul>                               | <ul style="list-style-type: none"> <li>2</li> <li>2</li> <li>2</li> <li>2</li> </ul>   |
| <b>Unit-V</b>   | <b>Measures of Central Tendency and Measures of Dispersion</b>   | <b>16</b>  |
|                 | <ul style="list-style-type: none"> <li>1. Frequency distribution: Raw data, attributes and variables.</li> <li>2. Classification of data, frequency distribution, cumulative frequency distribution, Histogram and ogive curves.</li> <li>3. Requisites of ideal measures of central</li> </ul>  | <ul style="list-style-type: none"> <li>3</li> <li>3</li> <li>3</li> </ul>  |

|  |   |   |
|--|---|---|
|  | tendency, Arithmetic Mean, Median and Mode for ungrouped and grouped data.  |   |
|  | 4. Combined mean, Merits and demerits of measures of central tendency, Geometric mean: definition, merits and demerits, Harmonic mean: definition, merits and demerits, Choice of A.M., G.M. and H.M.   | 3 |
|  | 5. Concept of dispersion, Measures of dispersion: Range, Variance, Standard deviation (SD) for grouped and ungrouped data, combined SD, Measures of relative dispersion: Coefficient of range, coefficient of variation. Examples and problems. | 4 |

#### **TEXTBOOKS:**

1. Business Mathematics-Dr. S.M. Shukla, Dr. R.R. Sharma, Sahitya Bhawan Publications, Agra. –  
Unit-I- Chapter 10, Chapter 11, Chapter 12.
2. Mathematical and Statistical Techniques- Dr. Abhilasha S. Magar, Manohar B. Bhagirath Himalaya Publishing House (First Edition 2015)  
Unit-II- Chapter 1
3. Mathematical Statistics-J.N. Kapur and H.C. Saxena S. Chand Publication 20<sup>th</sup> Edition  
Unit-III Chapter 1 (Sec 1.1 to 1.3)  
Unit-V – Chapter 2 (Sec 2.1 to 2.3), Chapter 3 (Sec 3.1 to 3.2.5), Chapter 10 (Sec 10.1 to 10.4)
4. Sampling techniques. William G. Cochran. Wiley (3<sup>rd</sup> edition 2007).  
Unit-IV.

#### **REFERENCE BOOKS:**

1. A Textbook of Business Mathematics (for B.Com and BBA courses of all India Universities)  
–Dr. Padmalochan Hazarika, S Chand and Company Limited.
2. Fundamentals of Mathematical Statistics Gupta S. C. and Kapoor V. K., Sultan Chand and sons, 23, Daryaganj, New Delhi 110002.
3. Statistical Methods Gupta S. P. and Kapoor V. K., Sultan Chand and sons 23, Daryaganj, New Delhi 110002.
4. Applied Statistics Mukhopadhyaya Parimal New Central Book Agency Pvt. Ltd. Calcutta.
5. Fundamentals of Statistics. Goon A.M., Gupta, M.K. and Dasgupta, B. World Press Calcutta.



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### Format for Syllabus

#### Syllabus for F.Y.B.Com. 2021-22 (CBCS – Autonomy 21 Pattern)

|                            |                                      |
|----------------------------|--------------------------------------|
| <b>Course/ Paper Title</b> | Computer Concepts and Application -1 |
| <b>Course Code</b>         | 21CBCO114B                           |
| <b>Semester</b>            | 1                                    |
| <b>No. of Credits</b>      | 3                                    |

#### Aims & Objectives of the Course

| <b>Sr. No.</b> | <b>Objectives</b>   |
|----------------|---|
| 1.             | To make the students familiar with Computer environment.  |
| 2.             | To make the students familiar with the basics of Operating System and business communication tools. |
| 3.             | To make the students familiar with basics of Network, Internet and related concepts.                |
| 4.             | To make awareness among students about applications of Internet in Commerce.                        |
| 5.             | To enable make awareness among students about e-commerce and M commerce.                            |

#### Course Specific Outcomes

| <b>Sr. No.</b> | <b>Learning Outcome</b>   |
|----------------|---|
| 1.             | Students will be able to know the basics of computer operation and hardware.  |
| 2.             | Students will be able to know the office automation tool like Ms-Word, Ms-Power Point, Ms-Excel and Ms-Access.  |
| 3.             | Students will get the basic knowledge Computer Networks and network devices. How Internet works and uses of internet. Basics of network security, Search engine and Web Browsers. |
| 4.             | Students will get the basic knowledge use of computer and internet in the field of commerce. The students will be able to know the benefits of E-Commerce.                        |

## Syllabus

| Unit No.      | Title with Contents   | No. of Lectures |
|---------------|---|-----------------|
| <b>Unit I</b> | <b>Introduction to Computer and Operating system</b>  | <b>14</b>       |
|               | <b>1. Introduction to Computer</b><br>Definition, Block Diagram, Computer Hierarchy, Classification, Characteristics of Computer  | 2               |
|               | <b>2. Computer System Hardware</b><br>Computer Memory<br>Input and Output Devices   | 2               |
|               | <b>3. Definition – Software</b><br>Software Types - System Software, Application Software   | 2               |
|               | <b>4. Definition of Operating System</b><br>Types of Operating Systems,<br>Functions of Operating Systems   | 2               |
|               | <b>5. Working with Windows Operating System:</b><br>Introduction, The Desktop, Structure of Windows, Windows Explorer, File and Folder Operations, The Search, The Recycle Bin, Adding or Removing New Programs using, Control Panel, Applications in windows (Paint, Notepad, WordPad, and Calculator) | 3               |
|               | <b>6. Introduction to Free and Open-Source Software</b>   | 1               |
|               | <b>7. Definition of Computer Virus, Types of Viruses, Use of Antivirus software.</b>  | 2               |

|                 |   |                                     |
|-----------------|---|-------------------------------------|
| <b>Unit II</b>  | <b>Office automation tools</b>  | <b>14</b>                           |
|                 | <b>1. Definition of Information Technology (IT)</b><br><b>2. Benefits of Information Technology IT)</b><br><b>3. Applications of Information Technology (IT)</b><br><br><b>4. Office automation tools</b><br><b>MS-Word:</b> Introduction, Starting MS-Word, MS-Word Screen and its Components, Elementary Working with MS-Word<br><b>MS-Excel:</b> Introduction, Starting MS-Excel, Basics of Spread sheet, MS-Excel Screen and Its Components, Elementary Working with MS-Excel<br><b>MS-PowerPoint:</b> Introduction, Starting MS-PowerPoint, Basics of PowerPoint, MS-PowerPoint Screen and Its Components, Elementary Working with MS PowerPoint<br><b>Data Processing:</b> Files and Records, File Organization (Sequential, Direct/Random, Index ) | 1<br>1<br>2<br><br>3<br>3<br>2<br>2 |
| <b>Unit III</b> | <b>Introduction to Computer Network</b>   | <b>14</b>                           |
|                 | <b>1. Introduction Importance of Networking Computer Network (LAN, WAN, MAN)</b><br><b>2. Network Components</b><br>Hub, Switch, Bridge, Gateway, Router, Modem.<br><b>3 Network Topology, Wireless Network</b><br><b>4 Internet and Internet application Introduction, Internet evolution, Working of Internet, Use of Internet</b><br><b>5 Overview of World Wide Web (Web Server and Client) Introduction to Search engine and Searching the Web, Downloading files, Introduction to Web Browsers, Working with E-mail (creation and use of the same)</b><br><b>6 Introduction to Internet Security, Privacy, Ethical</b>  | 3<br>2<br>2<br>2<br>3<br>2          |

|                | <b>Issues &amp; Cyber Law</b>  |                   |
|----------------|--|-------------------|
| <b>Unit IV</b> | <b>Computer applications in Commerce</b>   | <b>12</b>         |
|                | <p><b>1 Computer Applications in Business –</b><br/>Need and Scope Computer Applications in various fields of Commerce: Personnel Administration, Accounting, Cost and Budgetary Management, Purchasing, Banking, Insurance and Stock-broking, e-governance</p> <p><b>2 E-Commerce</b><br/>Defining e-Commerce, Main Activities of Electronic Commerce, Benefits of E-Commerce; Broad Goals of Electronic Commerce; Main Components of E-Commerce; Functions of Electronic Commerce – Communication, Process Management, Service Management, Transaction Capabilities;</p> | <p>6</p> <p>6</p> |

**References:**

1. Sinha, P. K., & Sinha, P. (2004). *Computer fundamentals* (2nd ed.). BPB publication.
2. Vipra Computers, *Microsoft Office 2000*, Vipra Printers Pvt. Ltd.
3. Join Josh, *PC/HARDWARE*, O`Reilly Publication.
4. David Whiteley, *E-commerce*, Strategy, Technologies and applications, Tata McGraw-Hill Edition 2.
5. G.S.V Murthy, *E-Commerce Concepts, Models, Strategies*. BPB publications



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## **Syllabus for FYBCOM**

**2021-22 (CBCS – Autonomy 21 Pattern)**

|                            |                              |
|----------------------------|------------------------------|
| <b>Course/ Paper Title</b> | <b>Banking and Finance-I</b> |
| <b>Course Code</b>         | <b>21CBCO115</b>             |
| <b>Semester</b>            | <b>I</b>                     |
| <b>No. of Credits</b>      | <b>03</b>                    |

### **Course Objectives:**

| <b>Sr. No.</b> | <b>Objectives</b>                                   |
|----------------|---|
| <b>1.</b>      | To provide knowledge of Fundamentals of Banking.    |
| <b>2.</b>      | To create awareness about various banking concepts. |
| <b>3.</b>      | To conceptualize banking operations.                |
| <b>4.</b>      | To know the role of Reserve Bank of India.          |
| <b>5.</b>      | To know the classification of Indian Banks.         |

### **Course Specific Outcomes**

| <b>Sr. No.</b> | <b>Learning Outcome</b>   |
|----------------|---|
| <b>1.</b>      | To know the meaning, definition, and origin of banks, to know the different types of banks that exist in the Indian Banking System. |
| <b>2.</b>      | To know the various types of Primary and Secondary Functions of Commercial Bank.  |

|           |  |
|-----------|--|
| <b>3.</b> | To know the Procedure for Opening of Deposit Accounts, the documents required for Opening of Deposit Accounts, procedure to Operate Deposit Accounts, documents used while Operating Deposit Accounts, use of Debit Card, Credit Card, to know the procedure of Closure and Transfer of accounts, types of Individual and Institutional Account holders. |
| <b>4.</b> | To understand the different methods through which money/Fund can be transferred from one account to another account, to know Demand Draft, Real Time Gross Settlement, National Electronic Fund Transfer, PhonePe, Google Pay, Bharat Interface for Money(BHIM), Unified Payments Interface (UPI),etc.   |

### Syllabus

| Unit No.       | Title with Contents  | No. of Lectures |
|----------------|--|-----------------|
| <b>Unit I</b>  | <b>Evolution of Banking and Structure of Indian Banking System:</b>  | <b>14</b>       |
|                | <ol style="list-style-type: none"> <li>1. Meaning, Definition and Origin of 'Bank'</li> <li>2. Evolution of Banking in Europe and Asia</li> <li>3. Evolution of Banking in India</li> <li>4. Structure of Indian Banking System</li> <li>5. SBI</li> </ol>   |                 |
| <b>Unit II</b> | <b>Functions of Commercial Bank:</b>   | <b>12</b>       |
|                | <p><b>1.Primary Functions:</b></p> <ol style="list-style-type: none"> <li>i. Accepting Deposits: <ol style="list-style-type: none"> <li>a. Demand Deposits-Current Deposit and Saving Deposits;</li> <li>b. Time Deposits - Fixed Deposit and Recurring Flexi Deposits (Auto Sweep)</li> </ol> </li> <li>ii. Granting Loans and Advances: <ol style="list-style-type: none"> <li>a. Short Term Loan- Overdraft Facility, Cash Credit Facility</li> <li>b. Term Loan</li> </ol> </li> </ol> |                 |

|                 |   |           |
|-----------------|---|-----------|
|                 | <p><b>2. Secondary Functions:</b></p> <p><b>i. Agency Functions-</b></p> <p>a. Payment and Collection of a Cheque</p> <p>b. Bill and Promissory Note</p> <p>c. Execution of Standing Instructions</p> <p>d. Acting as a Trustee and Executor</p> <p><b>ii. General Utility Functions-</b></p> <p>a. Safe Custody</p> <p>b. Safe Deposit Vaults</p> <p>c. Remittance of Fund</p> <p>d. Pension payments</p> <p>e. Acting as a Dealer in Foreign Exchange (FOREX) Market.</p> <p><b>iii. Distribution of Third Party Products-</b></p> <p>a. Bancassurance</p> <p>b. Mutual Funds</p> <p>c. Issuance of Credit Card and Debit Card</p> <p><b>iv. Non Fund Based Credit Facilities-</b></p> <p>a. Letter of Credit</p> <p>b. Bank Guarantee and Deferred Payment</p> <p><b>v. Government Business –</b></p> <p>a. Collecting GST</p> <p>b. Stamp Duty</p> <p>c. Excise Payment, etc.</p> <p><b>3.Reserve Ratios-</b></p> <p>i. Cash Reserve Ratio</p> <p>ii. Statutory Liquidity Ratio-</p> <p><b>4.Credit Appraisal and Credit Monitoring</b></p> |           |
| <b>Unit III</b> | <b>Procedure for Opening and Operating of Deposit Account</b>   | <b>14</b> |
|                 | <p><b>1.Procedure for Opening of Deposit Account:</b>Know Your Customer Norms (KYC Norms), Application Form, Introduction, Proof of Residence, Specimen Signature, Nomination Facility, Importance, No Frill Account</p>  |           |

|                |  |           |
|----------------|--|-----------|
|                | <p><b>2. Procedure for Operating Deposit Account:</b></p> <ul style="list-style-type: none"> <li>i. Pay-in-slip</li> <li>ii. Withdrawal slip</li> <li>iii. Issue of Pass Book, (Current, Savings or Recurring Deposit)</li> <li>iv. Issue of Cheque Book</li> <li>v. Issue of Fixed Deposit Receipt</li> <li>vi. Issue of Debit/ATM Cards, Credit Card</li> </ul> <p><b>3. Closure of Account, Transfer of Account &amp; Death Claim Procedure</b></p> <p><b>4. Types of Account Holders</b></p> <ul style="list-style-type: none"> <li><b>i. Individual Account Holders-</b> <ul style="list-style-type: none"> <li>a. Individual Account</li> <li>b. Joint Account</li> <li>c. Illiterate</li> <li>d. Minor</li> <li>e. No Frill Account</li> </ul> </li> <li><b>ii. Institutional Account Holders-</b> <ul style="list-style-type: none"> <li>a. Sole Proprietorship</li> <li>b. Partnership Firm</li> <li>c. Joint Stock Company</li> <li>d. Hindu Undivided Family</li> <li>e. Clubs</li> <li>f. Associations</li> <li>g. Societies and Trusts</li> </ul> </li> </ul> |           |
| <b>Unit IV</b> | <b>Methods of Remittance</b>   | <b>14</b> |
|                | <ul style="list-style-type: none"> <li>1. Demand Draft</li> <li>2. Bankers' Cheque</li> <li>3. Electronic Funds Transfer (EFT) – <ul style="list-style-type: none"> <li>i. Real Time Gross Settlement (RTGS)</li> <li>ii. National Electronic Funds Transfer (NEFT)</li> </ul> </li> <li>iii. Procedure of fund transfer through NEFT/ RTGS</li> <li>4. Society for Worldwide Interbank Financial Telecommunication (SWIFT)</li> <li>5. Immediate Payment Service (IMPS)</li> </ul>  |           |

|  |   |  |
|--|---|--|
|  | <p>6. Introduction to Online Payment Platform –</p> <p>7. PhonPDemand Draft</p> <p>8. Bankers' Cheque</p> <p>9. Electronic Funds Transfer (EFT) –</p> <p style="padding-left: 20px;">i. Real Time Gross Settlement (RTGS)</p> <p style="padding-left: 20px;">ii. National Electronic Funds Transfer (NEFT)</p> <p>iv. Procedure of fund transfer through NEFT/ RTGS</p> <p>10. Society for Worldwide Interbank Financial Telecommunication (SWIFT)</p> <p>11. Immediate Payment Service (IMPS)</p> <p>12. Introduction to Online Payment Platform –</p> <p style="padding-left: 20px;">i. PhonPe</p> <p style="padding-left: 20px;">ii. Google Pay</p> <p>iii. Bharat Interface for Money(BHIM)</p> <p>iv. Unified Payments Interface (UPI)</p> <p style="padding-left: 20px;">a. Interbank (Bank to Bank) and Intra Bank (Branch to Branch) Fund Transfer</p> <p style="padding-left: 20px;">b. Google Pay</p> <p style="padding-left: 20px;">c. Bharat Interface for Money(BHIM),</p> <p style="padding-left: 20px;">d. Unified Payments Interface (UPI)</p> <p style="padding-left: 20px;">e. Interbank (Bank to Bank) and Intra Bank (Branch to Branch) Fund Transfer</p> |  |
|--|---|--|

**References:**

- Choudhry, M. (2012). The Principles of Banking. John Wiley & Sons.
- Gordon, E., & Natarajan, K. (2008). Banking: Theory, Lay And Practice.
- IIBF. (2008). Principles And Practices Of Banking: (For Jaiib Examinations) (2nd Ed.).
  - Macmillan.
- Kandasami K.P./ Natarajan S. & Parameswaran. (2009). Banking Law And Practice (4th Ed.).S. Chand Publishing.
- MURALEEDHARAN, D. (2014). Modern Banking: Theory And Practice. PHI Learning Pvt.
- Shekhar, K. S. (1974). Banking Theory And Practice (21st Ed.). Vikas Publishing House.



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### **Syllabus for FYBCOM**

**2021-22 (CBCS – Autonomy 21 Pattern)**

|                            |                                       |
|----------------------------|---------------------------------------|
| <b>Course/ Paper Title</b> | <b>Marketing &amp; Salesmanship I</b> |
| <b>Course Code</b>         | <b>21CBCO116</b>                      |
| <b>Semester</b>            | <b>I</b>                              |
| <b>No. of Credits</b>      | <b>03</b>                             |

#### **Objectives of the Course**

| <b>Sr. No.</b> | <b>Objectives</b>  |
|----------------|--|
| <b>1.</b>      | To introduce the basic concepts in Marketing.  |
| <b>2.</b>      | To give the students insight of the Marketing Environment, Segmentation and the Marketing Mix. |
| <b>3.</b>      | To aware students on Product and Price Mix.  |
| <b>4.</b>      | To make students understand the concept of Place mix and Promotion Mix.                        |
| <b>5.</b>      | To enable students to know sub-elements of Marketing Mix.                                      |

#### **Course Specific Outcomes**

| <b>Sr. No.</b> | <b>Learning Outcome</b>  |
|----------------|--|
| <b>1.</b>      | Students will understand the Basic Concepts and recent trends of Market and Marketing. |
| <b>2.</b>      | Students will develop an Idea about the Marketing Environment,                         |

|           |   |
|-----------|---|
|           | Segmentation along with the basic concept and elements of Marketing Mix.  |
| <b>3.</b> | Students will get proper insight of Product and Price Mix.  |
| <b>4.</b> | Students will develop the skills of promoting a product along with gaining knowledge about the distribution channels. |
| <b>5.</b> | Students will get an insight of extended P's of marketing mix.  |

### Syllabus

| <b>Unit No.</b> | <b>Title with Contents</b>  | <b>No. of Lectures</b> |
|-----------------|---|------------------------|
| <b>I</b>        | <b>Introduction to Market and Marketing</b>   | <b>12</b>              |
|                 | 1. Meaning and Definition of Market   | <b>1</b>               |
|                 | 2. Classification of Markets  | <b>2</b>               |
|                 | 3. Features of Market   | <b>1</b>               |
|                 | 4. The New Marketing Trends   | <b>1</b>               |
|                 | 5. Importance of Marketing  | <b>1</b>               |
|                 | 6. Functions of Marketing:  | <b>5</b>               |
|                 | Buying, Selling, Assembling, Storage, Transportation,<br>Standardization, Grading, Branding, Advertising,<br>Packaging, Risk Bearing, Insurance, Marketing<br>Finance, Market Research and Marketing Information. |                        |
|                 | 7. Selling vs. Marketing  | <b>1</b>               |
| <b>II</b>       | <b>Marketing Environment, Segmentation and Marketing Mix</b>  | <b>12</b>              |
|                 | 1. Marketing Environment  | <b>4</b>               |
|                 | i. Meaning, Definition  |                        |
|                 | ii. Factors affecting Marketing Environment (Internal & External)   |                        |
|                 | iii. Impact of marketing Environment  |                        |
|                 | 2. Market Segmentation: -   | <b>4</b>               |

|            |   |                            |
|------------|---|----------------------------|
|            | <ul style="list-style-type: none"> <li>i. Introduction, Meaning and Definition</li> <li>ii. Importance</li> </ul> <p>3. Marketing Mix</p> <ul style="list-style-type: none"> <li>i. Introduction</li> <li>ii. Meaning &amp; Definition</li> <li>iii. Elements of Marketing Mix- Product, Price, Place and Promotion</li> <li>iv. Sub-elements of Marketing Mix- People, Processes and Physical Evidence</li> <li>v. Importance of Marketing Mix</li> </ul>  | <b>4</b>                   |
| <b>III</b> | <b>Product Mix and Price Mix</b>  | <b>10</b>                  |
|            | <ul style="list-style-type: none"> <li>1. Product Mix <ul style="list-style-type: none"> <li>i. Meaning and Definition</li> <li>ii. Product Line and Product Mix</li> <li>iii. Product Classification</li> <li>iv. Product Life Cycle</li> <li>v. Factors Considered for Product Management</li> </ul> </li> <br/> <li>2. Price Mix <ul style="list-style-type: none"> <li>i. Meaning and Definition</li> <li>ii. Pricing Objectives</li> <li>iii. Factors Affecting Pricing Decision</li> <li>iv. Pricing Methods</li> </ul> </li> </ul> | <b>05</b><br><br><b>05</b> |
| <b>IV</b>  | <b>Place Mix and Promotion Mix</b>  | <b>12</b>                  |
|            | <ul style="list-style-type: none"> <li>1. Place Mix <ul style="list-style-type: none"> <li>i. Meaning and Definition of Place Mix</li> <li>ii. Importance</li> <li>iii. Types of Distribution Channels – consumer goods and Industrial Goods</li> </ul> </li> </ul>   | <b>06</b>                  |

|          |  |           |
|----------|--|-----------|
|          | iv. Factors Influencing selection of Channels<br><br>2. Promotion Mix<br>i. Meaning of Promotion Mix<br>ii. Elements of Promotion Mix- Personal Selling, Public Relation and Sales Promotion<br>iii. Factors Affecting Promotion Mix<br>iv. Methods of Sales Promotion | <b>06</b> |
| <b>V</b> | <b>People, Processes and Physical Evidence Mix</b>   | <b>8</b>  |
|          | 1. Meaning and Importance of Extended P's of Marketing   | <b>2</b>  |
|          | 2. People Mix  | <b>2</b>  |
|          | 3. Process Mix   | <b>2</b>  |
|          | 4. Physical Evidence Mix   | <b>2</b>  |

**References:**

- Kotler, P. (2012). *Kotler on marketing*. Simon & Schuster.
- Saxena, R. (2009). *Marketing management 4e*. Tata McGraw-Hill Education.
- Panda, T., & Sahadev, S. (2019). *Sales and distribution management*.
- Batra. (2009). *Advertising management*. Pearson Education India.
- Pradhan, S. (2011). *Retailing management: Text and cases*. Tata McGraw-Hill Education.
- Vedamani, G. G. (2006). *Retail management (4th ed.)*.
- Ramaswamy. (2009). *Marketing management: Global perspective, Indian context*. Macmillan.
- Chopra, S., & Meindl, P. (2012). *Supply chain management: Strategy, planning, and operation*. Pearson Education.



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**F.Y.B.Com**

**(CBCS – Autonomy 21 Pattern)**

|                            |                             |
|----------------------------|-----------------------------|
| <b>Course/ Paper Title</b> | <b>Additional English-I</b> |
| <b>Course Code</b>         | <b>21CBCO117A</b>           |
| <b>Semester</b>            | <b>I</b>                    |
| <b>No. of Credits</b>      | <b>3</b>                    |

**Objectives of the Course**

| <b>Sr. No.</b> | <b>Objectives</b>   |
|----------------|---|
| <b>1.</b>      | To expose students to a good blend of old and new literary extracts having various themes that are entertaining, enlightening and informative so that they realize the beauty and communicative power of English. |
| <b>2.</b>      | To encourage them to understand and appreciate prose writings of well-known writers.  |
| <b>3.</b>      | To motivate them to enjoy the intrinsic rhythmic beauty of lyrical poetry.  |
| <b>4.</b>      | To develop literary sensibilities and communicative abilities among students.   |
| <b>5.</b>      | Help students improve the range and depth of Writing Skills.  |

**Course Specific Outcome**

| <b>Sr. No.</b> | <b>Learning Outcome</b>   |
|----------------|---|
| <b>1.</b>      | Students appreciate shorter literary texts and understand prose writings of well-known writers in a literary text |
| <b>2.</b>      | They are able to understand and appreciate short lyrical poems.   |
| <b>3.</b>      | To develop oral and written communication skills of the students so that their employability enhances.            |

## Syllabus

| Unit No.        | Title with Content  | No. of Lectures |
|-----------------|---|-----------------|
| <b>Unit I</b>   |   | <b>14</b>       |
|                 | 1.My Financial Career - Stephen Leacock<br>2.The World Is Too Much With Us – William Wordsworth |                 |
| <b>Unit II</b>  |   | <b>14</b>       |
|                 | 1. Do Insects Think? - Robert Benchley<br>2.The Fortune Teller - Joseph Furtado                 |                 |
| <b>Unit III</b> |   | <b>14</b>       |
|                 | 1.Good Manners – J.C Hill<br>2.Where the Mind is Without Fear - Rabindranath Tagore             |                 |
| <b>Unit IV</b>  | The Monkey's Paw- W.W Jacobs  | <b>10</b>       |
| <b>Unit V</b>   | Business related Ted Talks (Internals)  | <b>02</b>       |

### References:

Board of Editors, ed. *Pearls of Wisdom*. Hyderabad: Orient BlackSwan, 2019

### Online Resources:

#### The Monkey's Paw:

<https://www.kyrene.org/cms/lib/AZ01001083/Centricity/Domain/2259/The%20Monkeys%20Paw%20-%20text.pdf>



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## Syllabus - FYBCOM

2021-22 (CBCS – Autonomy 21 Pattern)

|                            |  |
|----------------------------|--|
| <b>Course/ Paper Title</b> | आधुनिक मराठी साहित्य आणि उपयोजित मराठी<br>'भाषा साहित्य आणि कौशल्यविकास' (Additional<br>Marathi I) |
| <b>Course Code</b>         | 21CBCO117B   |
| <b>Semester</b>            | <b>I</b>   |
| <b>No. of Credits</b>      | <b>3</b>   |

### Objectives of the Course

| Sr. No. | अभ्यासक्रमाची उद्दिष्टे :  |
|---------|--|
| 1.      | जागतिकीकरणात विविध क्षेत्रांना सामोरे जाण्यासाठी भाषिक क्षमता विकसित करणे.                     |
| 2.      | व्यवहारा क्षेत्रातील मराठी भाषेचे स्थान स्पष्ट करणे.   |
| 3.      | विद्यार्थ्यांना विविध क्षेत्रातील कर्तृत्ववान व्यक्तींच्या कार्याची व विचारांची ओळख करून देणे. |
| 4.      | मराठी साहित्यासंबंधी रुची निर्माण करणे.  |

## Learning Outcome

| Sr. No. | अभ्यासाची निष्पत्ती  |
|---------|--|
| 1.      | विविध क्षेत्रातील कर्तृत्ववान व्यक्तींच्या कार्याची व जडणघडणची ओळख निर्माण झाल्यामुळे जगण्याची प्रेरणा मिळेल . |
| 2.      | विद्यार्थ्यांमध्ये मराठी साहित्याची रुची निर्माण करणे.   |
| 3.      | आस्वाद घेण्याची डोळस क्षमता विकसित करणे.   |
| 4.      | विविध क्षेत्रीय मराठी भाषेच्या वापराची कौशल्य विकसित होतील .   |

## अभ्यासक्रम

| Unit No. | विषयाचा तपशिल  | No. of Lectures |
|----------|--|-----------------|
| १        | कल्पनविस्तार :- तात्विक विवेचन, कल्पनाविस्तार म्हणजे काय?<br>घोषवाक्य करणे . | 19              |
| 2        | अभ्यास पुस्तक :- उत्कर्षवाटा   | 35              |

## References:

| Sr. No. | Author   | Title of the Book | Publication                                       |
|---------|--|-------------------|---|
| 1.      | संपादक:- प्रा. डॉ.शिरीष लांडगे, प्रा.डॉ. राजेंद्र सांगळे | 'उत्कर्षवाटा'     | शब्दालय प्रकाशन श्रीरामपूर,                       |
| 2.      | प्रा.डॉ.के.पी.शहा  | मराठी व्याकरण     | ओम पब्लिकेशन्स,<br>शाहूपुरी २री गल्ली, कोल्हापूर. |



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(Autonomous) Affiliated to Savitribai Phule Pune University

NAAC accredited 'A' Grade

**F.Y.B.Com.**

**2021-22 (CBCS – Autonomy 21 Pattern)**

|                            |                                      |
|----------------------------|--------------------------------------|
| <b>Course/ Paper Title</b> | वैकल्पिक हिंदी (ADDITIONAL HINDI- I) |
| <b>Course Code</b>         | 21CBCO117C                           |
| <b>Semester</b>            | I                                    |
| <b>No. of Credits</b>      | 3 (1 Unit equivalent to 1 Credit)    |

### Objectives of the Course

| <b>Sr. No.</b> | <b>Objectives</b>  |
|----------------|--|
| 1.             | छात्रों को हिंदी कवि एवं काव्य साहित्य से परिचित कराना   |
| 2.             | हिंदी कहानी साहित्य द्वारा छात्रों को देश, समाज व जीवन के वास्तव से अवगत कराना   |
| 3.             | हिंदी भाषा द्वारा संवाद, वक्तृत्व आदि गुणों को विकसित करना   |
| 4.             | उद्योग, व्यवसाय के क्षेत्र में प्रयुक्त हिंदी, अंग्रेजी शब्दों, आँकड़ों का उचित ज्ञान देना   |
| 5.             | आज के दौर में कंप्यूटर के प्रयोग को देखते हुए हिंदी कंप्यूटिंग-यूनिकोड, इंटरनेट तथा हिंदी सॉफ्टवेयर आदि से छात्रों को परिचित कराना |

### Course Specific Outcomes

| Sr.No. | Learning Outcome   |
|--------|--|
| 1.     | हिंदी साहित्यिक ज्ञान से छात्रों का व्यक्तित्व निखर जाएगा                                  |
| 2.     | हिंदी साहित्य के अध्ययन से छात्रों में मूल्यों के प्रति सजगता उत्पन्न होगी                 |
| 3.     | हिंदी भाषा के अध्ययन से छात्र अपने भावों तथा विचारों की स्पष्ट रूप से अभिव्यक्ति कर पाएँगे |
| 4.     | छात्र व्यावहारिक एवं कार्यालयीन क्षेत्र में हिंदी भाषा का प्रयोग सफल रूप से कर पाएँगे      |
| 5.     | अंक, गणितीय चिह्न, हिंदी कंप्यूटिंग आदि के अध्ययन से ज्ञान में वृद्धि होगी                 |

### Syllabus

| Unit No. | Title with Contents                    | No. of Lectures <sup>45</sup> |
|----------|--|-------------------------------|
| इकाई I   | काव्य साहित्य                          | 20                            |
|          | एक बूँद - आयोध्यासिंह उपाध्याय 'हरिऔध' | 4                             |
|          | स्वदेश के प्रति - सुभद्राकुमारी चौहान  | 4                             |
|          | जो बीत गई - हरिवंशराय बच्चन            | 4                             |
|          | पिता के जूते - अशोक वाजपेयी            | 4                             |
|          | पेड़ की पुकार - शंभुनाथ सिंह           | 4                             |
| इकाई II  | कहानी साहित्य                          | 20                            |
|          | उसने कहा था - चंद्रधर शर्मा गुलेरी     | 4                             |
|          | परीक्षा - प्रेमचंद                     | 4                             |
|          | भोलाराम का जीव -हरिशंकर परसाई          | 4                             |
|          | जंगल का दाह - स्वयंप्रकाश              | 4                             |
|          | सबसे कठिन काम - मधु कांकरिया           | 4                             |
| इकाईIII  | साहित्येतर पाठ्यक्रम                   | 14                            |

|   |   |
|---|---|
| अंक तथा गणितीय चिन्हों का देवनागरी में लेखन | 4 |
| हिंदी कंप्यूटिंग:                           | 5 |
| यूनिकोड, इंटरनेट, हिंदी सॉफ्टवेयर           | 5 |

#### References:

| Sr. No. | Author  | Title of the Book                        | Publication   |
|---------|---|--|---|
| 1.      | संपा. हिंदी अध्ययन मंडल,<br>सावित्रीबाई फुले पुणे<br>विश्वविद्यालय, पुणे, | साहित्य सौरभ                             | परिदृश्य प्रकाशन, मुंबई                                 |
| 2.      | मधुरेश  | हिंदी कहानी का विकास                     | लोकभारती प्रकाशन,<br>नई दिल्ली                          |
| 3.      | रामस्वरूप चतुर्वेदी   | आधुनिककवितायात्रा                        | लोकभारती प्रकाशन,<br>नई दिल्ली                          |
| 4.      | विनोद कुमार मिश्र   | कंप्यूटर व सूचना प्रौद्योगिकी<br>शब्दकोश | राधाकृष्ण प्रकाशन,<br>दरियागंज, न्यू दिल्ली             |
| 5.      | डॉ. मधुकर राठोड, डॉ. गुरुदत्त<br>राजपूत                                   | प्रयोजनमूलक हिंदी                        | अन्नपूर्णा प्रकाशन,<br>साकेतनगर कानपूर                  |
| 6.      | डॉ. कैलाशचंद्र भाटिया, रचना<br>भाटिया                                     | प्रयोजनमूलक व्यावहारिक हिंदी<br>भाषा     | तक्षशिला प्रकाशन,<br>अंसारी रोड, दरियागंज,<br>नई दिल्ली |



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Semester I

|                            |                         |
|----------------------------|-------------------------|
| <b>Course/ Paper Title</b> | Additional Urdu Paper I |
| <b>Course Code</b>         | 21CBCO117D              |
| <b>Semester</b>            | I                       |
| <b>No. of Credits</b>      | 3                       |

### Objectives of the Course

| <b>Sr. No.</b> | <b>Objectives</b>   |
|----------------|---|
| 1.             | educate the basic concepts of and terminologies of commerce |
| 2.             | Develop the thought provoking ability among the pupils.     |
| 3.             | Develop the skill of translation among the pupils.          |
| 4.             | Enhance the skill of writing letters                        |

### Course Specific Outcomes

| <b>Sr. No.</b> | <b>Learning Outcome</b>   |
|----------------|---|
| 1.             | Unlock the communication skills of the students.                      |
| 2.             | Enhance the reading, writing, and translation skills of the students. |
| 3.             | Understand the Commercial Terminologies in Urdu                       |
| 4.             | Students can communicate through letter writing.                      |

## Syllabus

| Unit No. | Title with Contents  | No. of Lectures |
|----------|--|-----------------|
| I        | <ul style="list-style-type: none"> <li>History &amp; Development of Urdu Nazm Nigari , Definition, Techniques &amp; Kind of nazm.<br/>اردو نظم کا آغاز ، ارتقاء، تاریخ، اور اقسام</li> <li>Life Skecth, Poetic Arts &amp; Trends of Allama Iqbal &amp; his Nazm Nigari<br/>علامہ اقبال کی حیات و شخصیت، ادبی خدمات، نظم نگاری</li> <li>Critical study of Bang-e- Dara<br/>بانگ درا کا تنقیدی جائزہ</li> </ul> <p>Selected Poems from Bange Dara Part<br/>بانگ درا کی منتخبہ نظمیں</p> <ul style="list-style-type: none"> <li>Himala ہمالہ</li> <li>Aql O dil عقل و دل</li> <li>Hamdardi ہمدردی</li> <li>Ishq Aur Maut عشق اور موت</li> <li>Hindustani Bachon ka Qaumi Geet ہندوستانی بچوں کا قومی گیت</li> </ul> | 25              |
| II       | <ul style="list-style-type: none"> <li>History and Evolutionary Development of Short Stories, Techniques of Afsana.<br/>افسانے کی تاریخ، آغاز و ارتقا اور اجزائے ترکیبی</li> <li>Life Sketch, Literary work of Prem Chand<br/>پریم چند کی حیات و شخصیت، ادبی خدمات اور افسانہ نگاری</li> </ul> <p>Short Stories by Munshi Prem Chand</p> <ul style="list-style-type: none"> <li>Gilli Danda گلی ڈنڈا</li> <li>Eid Gaah عید گاہ</li> </ul>  | 15              |
| III      | <ul style="list-style-type: none"> <li>Essay writing مضمون نویسی</li> <li>Terminologies اصطلاحات</li> <li>Letter writing خط نویسی</li> </ul>   | 14              |

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**References:**

| <b>Sr. No.</b> | <b>Author</b>      | <b>Title of the Book</b>      | <b>Publication</b>                     |
|----------------|--------------------|-------------------------------|--|
| <b>1.</b>      | Allama Iqbal       | Bange Dara                    | Educational Publishing House, Ali Garh |
| <b>2.</b>      | Qamar Raees        | Numainda Mukhtasar Afsane     | Educational Publishing House, Ali Garh |
| <b>3.</b>      | Sumbul Nigar       | Urdu Shairi ka Tanquidi Mtala | Educational Publishing House, Ali Garh |
| <b>4.</b>      | Maulvi Abdul Haque | Qawaede Urdu                  | Maktaba Jamia, Delhi                   |



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Semester I

|                            |                     |
|----------------------------|---------------------|
| <b>Course/ Paper Title</b> | Additional Arabic I |
| <b>Course Code</b>         | 21CBCO117E          |
| <b>Semester</b>            | I                   |
| <b>No. of Credits</b>      | 3                   |

### Objectives of the Course

| Sr. No. |   |
|---------|---|
| 1.      | To introduce the oriented & foreign language such as Arabic.                    |
| 2.      | To impart the basic knowledge of Arabic language & Literature among the pupils. |
| 3.      | To develop the skill of translation among the students.                         |

### Course Specific Outcomes

| Sr. No. | Learning Outcome                                   |
|---------|--|
| 1.      | Students can understand the basic Arabic language. |
| 2.      | Students can read and write in Arabic.             |

## Syllabus

| Unit No.   | Title with Contents   | No. of Lectures |
|------------|---|-----------------|
| <b>I</b>   | Grammar: Topics are as follows. <ul style="list-style-type: none"> <li>• Huruful Hija</li> <li>• Vowels</li> <li>• Zamair</li> <li>• Ajza-e-Kalemah(Ism-Fel-Harf)</li> <li>• Huruful Jaar</li> <li>• Asmaul Ishrah</li> <li>• Mausuf-wa-sifat</li> <li>• Almutbada-wal-khabar</li> <li>• Fele Mazi</li> <li>• Fele Muzara.</li> </ul> | <b>18</b>       |
| <b>II</b>  | Translation: Arabic –English- Arabic<br>The essential Arabic by- prof. Rafi’el<br>Imad Faynan. Lessons: - 1 to 07<br>(only Exercises)   | <b>18</b>       |
| <b>III</b> | Terminology: Commercial Terminology (Selected)<br>(Days, months, bank, hotels, office& Business<br>related selected words.)   | <b>18</b>       |

### References:

| Sr. No.   | Author                    | Title of the Book              | Publication                                      |
|-----------|---------------------------|--------------------------------|--|
| <b>1.</b> | Sirajuddin Nadwi          | Tuhfatun-Nahw (Urdu)           | MarkaziMaktabaIslami-Delhi                       |
| <b>2.</b> | Prof. rafi,el-Imad Faynan | The Essential Arabic (English) | Goodword- books.<br>NewDelhi                     |
| <b>3.</b> | Dr. Syed Ali              | Arabic for beginners (English) | Arabic Publications of<br>India Madras(Chennai). |