



Bachelor of Commerce (B.Com.)

Programme Code: SCW01BCOM

SYLLABUS

(As per NEP 2020 Guidelines)



Sunbeam
College for Women

An Autonomous Post Graduate College
BHAGWANPUR, VARANASI-221005 (U.P.)



Sunbeam College for Women

Undergraduate Commerce (B.Com.)
Semester-wise Titles of the Papers in UG Commerce (B.Com.)

First Year B.Com.

Year	Sem.	Course Code	Paper Title	Theory/Practical	Credits	
1	I	BC240101T	Business Organisation	Theory	6	
		BC240102T	Business Statistics	Theory	6	
		Elective Major (Select Any One)				
		BC240103T	Business Communication	Theory	6	
		BC240104T	Introduction to Computer Application	Theory	6	
		Vocational/Skill Development (Select Any One)				
		240105V	Art of Personal Selling	Theory	3	
		240106V	Report Writing and Presentation Skills	Theory	3	
		Co-Curricular Course				
		240106C	Food, Nutrition and Hygiene	Theory	2	
		Total Credit Points				
1	II	BC240201T	Business Management	Theory	6	
		BC240202T	Financial Accounting	Theory	4	
		BC240203P	Computerised Accounting	Practical	2	
		Elective Major (Select Any One)				
		BC240204T	Essentials of E-Commerce	Theory	6	
		BC240205T	Business Economics	Theory	6	
		Minor (Select Any One)				
		240206TM	Business Communication	Theory	4	
		240207TM	Introduction to Computer Application	Theory	4	
		Vocational/Skill Development (Select Any One)				
		240208V	E-Taxation	Theory	3	
		240209V	Raag and Taal	Theory	3	
		240210V	Painting	Theory	3	
		Co-Curricular Course				
		2402011C	First-Aid and Health	Theory	2	
		Total Credit Points				



Second Year

2	III	BC240301T	Company Law	Theory	6	
		BC240302T	Cost Accounting	Theory	6	
		Elective Major (Select Any One)				
		BC240303T	Business Law	Theory	6	
		BC240304T	Inventory Management	Theory	6	
		Vocational/Skill Development				
		240305V	Advertising	Theory	3	
		Co-Curricular Course				
		240306C	Human Values and Environmental Studies	Theory	2	
Total Credit Points					23	
2	IV	BC240401T	Corporate Accounting	Theory	6	
		BC240402T	Fundamentals of Marketing	Theory	4	
		BC240403P	Digital Marketing	Practical	2	
		Elective Major (Select Any One)				
		BC240404T	Fundamentals of Entrepreneurship	Theory	6	
		BC240405T	Tourism and Travel Management	Theory	6	
		Minor				
		0240406TM	E-Commerce	Theory	4	
		Vocational/Skill Development (Select Any One)				
		240407V	Business English	Theory	3	
		240408V	Statistical Analysis through SPSS	Theory	3	
		Co-Curricular Course				
		240409C	Physical Education and Yoga	Theory	2	
		Internship				
		BC240410SI	15 days Summer Training in any business enterprise (online/offline)	Training	3	
Total Credit Points					30	

AKO *De* *re* *Sanaya* *Ab.*

De *Shankh* *AS* *Qmtr* *SS*

Wig

Third Year

3	V	BC240501T	Income Tax Law and Accounts	Theory	5	
		BC240502T	Goods and Services Tax	Theory	5	
		Select any Two				
		BC240503T	Business Finance	Theory	5	
		BC240504T	Principles and Practices of Insurance	Theory	5	
		BC240505T	Monetary Theory and Banking in India	Theory	5	
		Training/Survey				
		BC240506SI	30 days Training or Survey where economic activities are involved	Training	4	
		Co-Curricular Course				
		240507C	Analytic Ability and Digital Awareness	Theory	2	
Total Credit Points					26	
3	VI	BC240601T	Accounting for Managers	Theory	5	
		BC240602T	Auditing	Theory	5	
		BC240603R	Comprehensive Viva	Viva	5	
		Select any Two				
		BC240604T	Financial Institutions and Market	Theory	5	
		BC240605T	Human Resource Management	Theory	5	
		BC240606T	Business Ethics and Corporate Governance	Theory	5	
		Co-Curricular Course				
240607C	Communication Skills and Personality Development	Theory	2			
Total Credit Points					27	



Shankar *Sanaya* *Ab.* *Ab.* *Ab.* *Ab.*

Ab. *Ab.* *Ab.*

Ab.

Programme Outcomes

The career options for students pursuing B.Com. Programme is vast and candidates will always have interesting profiles to work at if they play to their strengths. While many B.Com. Graduates may choose the much tried and tested path of CA, CS, CMA and other related fields of study, one has ample opportunity to choose an out-of-the-box career option, as one in travel and hospitality, media and telecommunications depending on the path and degree one chooses.

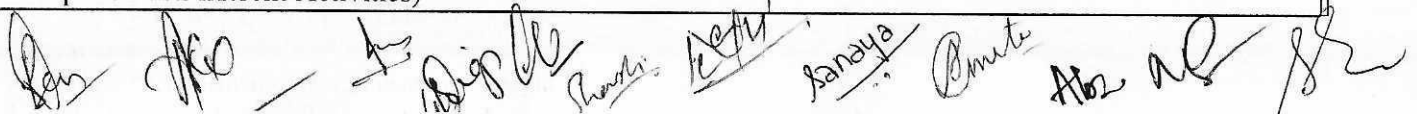
Programme Specific Outcomes

Earning a graduate degree of commerce (B.Com.) is evidence of persistence, determination, intellectual prowess, and the ability to handle challenging environments all of which are sought-after qualities for individuals filling manager and director positions. An employee who has demonstrated success in a long- term situation that requires stamina, discipline, leadership, and the ability to work well with others is going to be in line for growth opportunities within his or her organization. B.Com. graduate after completion of course can choose to work in job profile option available to them depending on their caliber and interest area such as Accountant, Auditor, Consultant, Company Secretary, Business Analyst, Finance Officer, Sales Analyst, Junior Analyst, Tax Accountant, Stock Broker, Economist, and Business Development Trainee and so on to explore.

The whole syllabus of Undergraduate Commerce is divided into three parts. After first year (two semesters) completion the certificate awarded is called C.Com. (Certificate in Commerce), after two years (four semesters) completion the diploma awarded is called D.Com. (Diploma in Commerce) and after three years (six semesters) completion the bachelor degree of commerce awarded is called B. Com. (Bachelor of Commerce).

The image shows several handwritten signatures and initials in black ink. There are four distinct signatures arranged in a roughly rectangular pattern. The top-left signature is a cursive 'Ako'. The top-right signature is a cursive 'A.'. The bottom-left signature is a cursive 'Sh'. The bottom-right signature is a cursive 'Srin'. In the center, there are two sets of initials: 'du' at the top and 'ap' below it.

Programme: B.Com.	Year: First	Semester: First
Subject: Commerce		
Course Code: BC240101T	Course Title: Business Organization	
Course outcomes: After completing this course a student will have:		
<ul style="list-style-type: none"> ✓ Ability to understand the concept of Business Organisation along with the basic laws and norms of Business Organisation. ✓ Ability to understand the terminologies associated with the field of Business Organisation along with their relevance. ✓ Ability to identify the appropriate types and functioning of Business Organisation for solving different problems. ✓ Ability to apply basic Business Organisation principles to solve business and industry related problems. ✓ Ability to understand the concept of Sole Proprietorship, Partnership and Joint Stock Company etc. 		
Credits: 6	Core Compulsory / Elective: Compulsory	
Max. Marks: 25+75	Min. Passing Marks: 10+25	
Total No. of Lectures: 90		
Unit	Topics	No. of Lectures
I	Business: Concept, Meaning, Stages of development of business and significance of business. Dimensions of business (Derek Abell's Dimensional Model) Classification of Business Activities. Meaning, Characteristics of Contemporary business Importance and Objectives of business organization. Difference between Industry and Commerce and Business and Profession, Key Result Areas (KRAs) for setting objectives.	22
II	Promotion of Business: Considerations in Establishing new business. Qualities of a successful businessman. Forms of Business Organisation: Sole Proprietorship, Partnership, Limited Liability Partnership (LLP) Joint Stock Companies & Co-operatives and their characteristics, relative merits and demerits, Difference between Private and Public Company, Concept of One Person Company.	23
III	Plant Location: Concept, Meaning, Importance, Factors Affecting Plant Location. Alfred Weber's and Sargent Florence's Theories of Location. Plant Layout—Meaning, Objectives, Importance, Types and Principles of Layout. Factors Affecting Layout. Size of Business Unit— Criteria for measuring the size and factors affecting the size. Optimum size and factors determining the optimum size.	25
IV	Business Combination: Meaning, Characteristics, Objectives, Causes, Forms and Kinds of Business Combination. Rationalisation: Meaning, Characteristics, Objectives, Principles, Merits and demerits, Difference between Rationalisation and Nationalisation.	20
Suggested Readings:		
<ol style="list-style-type: none"> 1. Gupta, C.B., "Business Organisation", Mayur Publication, (2014). 2. Singh, B.P., Chhabra, T.N., "An Introduction to Business Organisation & Management", Kitab Mahal, (2014). 3. Sherlekar, S.A. & Sherlekar, V.S, "Modern Business Organization & Management Systems Approach" Himalaya Publishing House, Mumbai (2000). 4. Bhusan Y. K., "Business Organization", Sultan Chand & Sons. 5. Prakash, Jagdish, "Business Organisation and Management", Kitab Mahal Publishers (Hindi and English) 		
Note: Latest edition of the text books should be used.		
This course can be opted as an elective by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:		
Assessment and Presentation of Assignment	(04 marks)	
Class Test-I (Objective Questions)	(04 marks)	
Class Test-II (Descriptive Questions)	(04 marks)	
Class Test-III (Objective Questions)	(04 marks)	
Class Test-IV (Descriptive Questions)	(04 marks)	
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)	(05 marks)	



Programme: B.Com.	Year: First	Semester: First
Subject: Commerce		
Course Code: BC240102T	Course Title: Business Statistics	
Course outcomes: The purpose of this paper is to inculcate analytical ability among the students.		
Credits: 6	Core Compulsory / Elective: Compulsory	
Max. Marks: 25+75	Min. Passing Marks:10+25	
Total No. of Lectures: 90		

Unit	Topics	No. of Lectures
I	Indian Statistics: Meaning, About father of Indian Statistics (Prof. Prasanta Chandra Mahalanobis). Introduction to Statistics: Meaning, Scope, Importance and Limitation, Statistical Investigation- Planning and organization, Statistical units, Methods of Investigation, Census and Sampling. Collection of Data- Primary and Secondary Data, Editing of Data Classification of data, Frequency Distribution and Statistical Series, Tabulation of Data Diagrammatical and Graphical Presentation of Data.	20
II	Measures of Central Tendency – Mean, Median, Mode, Dispersion – Range, Quartile, Percentile, Quartile Deviation, Mean Deviation, Standard Deviation and its Co- efficient, Co-efficient of Variation and Variance, Test of Skewness and Dispersion, Its Importance, Co-efficient of Skewness.	25
III	Correlation- Meaning, application, types and degree of correlation, Methods- Scatter Diagram, Karl Pearson's Coefficient of Correlation, Spearman's Rank Coefficient of Correlation, Concurrent deviation.	25
IV	Index Number: - Meaning, Types and Uses, Methods of constructing Price Index Number, Fixed – Base Method, Chain-Base Method, Base conversion, Base shifting deflating and splicing. Consumer Price Index Number, Fisher's Ideal Index Number, Reversibility Test- Time and Factor; Analysis of Time Series: -Meaning, Importance and Components of a Time Series. Decomposition of Time Series: - Moving Average Method and Method of Least square.	20

Suggested Readings:

1. Heinz, Kohler: Statistics for Business & Economics, HarperCollins;
2. Gupta, S.C. Fundamental of Statistics, Himalaya Publication.
3. Sharma J.K., Business Statistics, Pearson Education.
4. Gupta S.P. & Gupta Archana, Elementary Statistics, (English and Hindi) Sultan Chand & Sons, New Delhi.

Note: Latest edition of the text books should be used.

This course can be opted as an elective by the students of following subjects:

Open for all

Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:

Assessment and Presentation of Assignment	(04 marks)
Class Test-I (Objective Questions)	(04 marks)
Class Test-II (Descriptive Questions)	(04 marks)
Class Test-III (Objective Questions)	(04 marks)
Class Test-IV (Descriptive Questions)	(04 marks)
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)	(05 marks)

Programme: B.Com.	Year: First	Semester: First
Subject: Commerce		
Course Code: BC240103T	Course Title: Business Communication	
Course outcomes: To acquire skills in reading, writing, comprehension and communication and also to use electronic media for business communication.		
Credits: 6	Core Compulsory / Elective: Elective	
Max. Marks: 25+75	Min. Passing Marks: 10+25	
Total No. of Lectures: 90		
Unit	Topics	No. of Lectures
I	Introduction: Process and Importance of Communication, Types of Communication, Non-Verbal Aspects of Communicating: Body Language, Kinesics, Proxemics, Paralanguage. Different forms of Communication. Barriers to Communication, Role, effects and advantages of technology in Business Communication like email, text messaging, instant messaging and modern techniques like video conferencing, social networking. Strategic importance of e-communication.	22
II	Effective Listening: Types, Stages, Principles of Effective listening, Factors affecting listening exercises, Oral, Written and video sessions, Audience Analysis: Types, Steps and Uses of Audience Analysis. Interviewing skills: Appearing in interviews, Writing resume and letter of application. SWOT Analysis.	21
III	Business Writing and presentation: Importance, Types, Principles of Business Writing, Oral Presentation, Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids. AIDA technique, Notice, Agenda, Minutes, Letter writing (Official, Semi Official and Memorandum). Planning business messages, Rewriting and Editing, First draft and final draft.	31
IV	Report Writing: Identify the types of reports, define the basic format of a report, identify the steps of report writing, write a report meeting the format requirements, determine the process of writing a report, importance of including visuals such as tables, diagrams and charts in writing report, referencing and citation (APA style documentation) in reports.	16

Suggested Readings:

1. Lesikar, R.V. & Flatley, M.E.; Basic Business Communication Skills for Empowering the Internet Generation, Tata McGraw Hill Publishing Company Ltd. New Delhi.
2. Bovee, and Thill, Business Communication Today, Pearson Education
3. Shirley, Taylor, Communication for Business, Pearson Education
4. Locker and Kaczmarek, Business Communication: Building Critical Skills, TMH
5. Misra, A.K., Business Communication (Hindi), Sahitya Bhawan Publications Agra

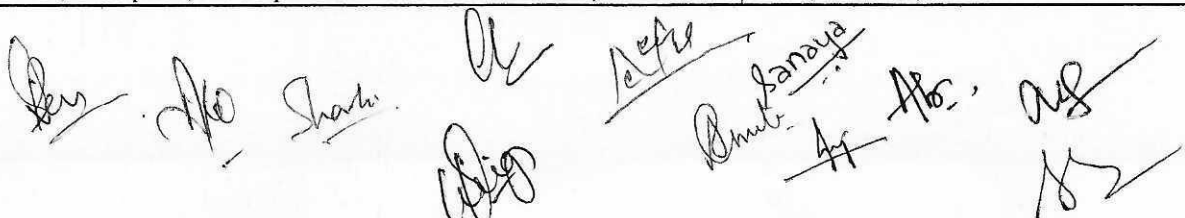
Note- Latest edition of the text books should be used.

This course can be opted as an elective by the students of following subjects:

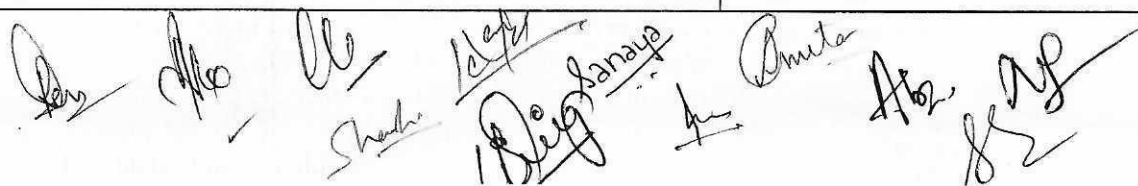
Open for all

Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:

Assessment and Presentation of Assignment	(04 marks)
Class Test-I (Objective Questions)	(04 marks)
Class Test-II (Descriptive Questions)	(04 marks)
Class Test-III (Objective Questions)	(04 marks)
Class Test-IV (Descriptive Questions)	(04 marks)
Overall performance throughout the Semester (includes Attendance, Behavior, Discipline, Participation in Different Activities)	(05 marks)



Programme: B.Com.	Year: First	Semester: First
Subject: Commerce		
Course Code: BC240104T	Course Title: Introduction to Computer Application	
Course outcomes: The objective of this course is to provide basic knowledge of computer, DBMS, data base language and word processing.		
Credits: 6	Core Compulsory / Elective: Elective	
Max. Marks: 25+75	Min. Passing Marks:10+25	
Total No. of Lectures: 90		
Unit	Topics	No. of Lectures
I	Computer: An Introduction- Computer in Business, Elements of Computer System Set-up; Indian computing Environment, components of a computer system, Generations of computer and computer languages; Software PC- Software packages-An introduction, Disk Operating system and windows: Number systems and codes.	22
II	Relevance of Data Base Management Systems and Interpretations of Applications; DBMS system Network, Hierarchical and relational database, application of DBMS systems. Introduction to Microsoft Access interface, Creating a new database, Tables, Designing & Creating tables.	21
III	Introduction to word processing, Word processing concepts, Use of Templates and styles, Working with word document : Editing text, Find and replace text, Formatting, Spell check, Autocorrect, Auto-text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, header and footer, page break, table of contents, Tables: Inserting, filling and formatting a table; Inserting pictures and Video; Mail Merge (including linking with spreadsheet files as data source); Printing documents; Citations, references and Footnotes. Basic of presentations: Slides, Fonts, Drawing, editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation; and Slideshow, exporting presentations as PDF handouts and videos.	25
IV	Spreadsheet concepts, managing worksheets; Formatting, conditional formatting, entering data, Editing, and Printing and Protecting worksheets; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs; Flash-fill; Working with Multiple worksheets; controlling worksheet views, naming cells and cell ranges. Working with basic function. Data Communication Networking-LAN & WANS.	22
Suggested Readings:		
<ol style="list-style-type: none"> Gill, N. S, "Handbook of Computer Fundamentals", Khanna Publishing House, Delhi Shrivastava" Fundamental of Computer& Information Systems" (Wiley Dreamtech) Leon A and Leon M., "Introduction to Computers" (Vikas, 1st Edition). R.S. Salaria, "Computer Fundamentals", Khanna Publishing House, Delhi. Norton P., "Introduction to Computers", (TATA McGraw Hill) Leon "Fundamentals of Information Technology", (Vikas) Ravichandran, A., "Computers Today", Khanna Publishing House, Delhi. Sinha, P.K., "Computer Fundamental", BPB Publications (Hindi and English) Laudon & Laudon, "Management Information System" <p>Note- Latest edition of the text books should be used.</p>		
This course can be opted as an elective by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:		
Assessment and Presentation of Assignment	(04 marks)	
Class Test-I (Objective Questions)	(04 marks)	
Class Test-II (Descriptive Questions)	(04 marks)	
Class Test-III (Objective Questions)	(04 marks)	
Class Test-IV (Descriptive Questions)	(04 marks)	
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)	(05 marks)	




Programme :B.Com.	Year: First	Semester: First
Subject: Commerce		
Course Code: 240105V	Course Title: Art of Personal Selling	
Course outcomes: The objective of this course is to develop vocational skill among students regarding art of selling.		
Credits: 3	Vocational / Skill Development	
Max. Marks: 25+75	Min. Passing Marks:10+25	
Total No. of Lectures: 45		
Unit	Topics	No. of Lectures
I	Market : Meaning & definition of Market, Characteristics, Importance, functions, Types of market. Marketing : Meaning, functions, importance, E-Marketing : Definition, features, Types, Traditional Marketing : Concept, definition, features, Modern Marketing: Concept, definition, features, Difference between traditional & Modern Marketing concepts.	10
II	Promotion: Meaning, objectives, Methods of promotion, Promotional strategies: Pull and Push strategies, difference between Pull and Push strategies, AIDAS model. Personal Selling : Meaning, origin and evolution of salesmanship, Nature, objectives, Scope, Importance, Selling as a career (Career opportunities in Selling).	12
III	Selling Process : Prospecting and qualifying; Pre-approach; Approach; Presentation and demonstration; Handling of objections; Closing the sale; Post sales activities.	13
IV	Sales Personality: Requisites of effective salesmanship, qualities of a good salesman, improving of the sales personality, Types of Salesman, Procurement of salesman, Remuneration of salesman, Training and development of salesman.	10
Suggested Readings:		
<ol style="list-style-type: none"> 1. Cundiff, Still and Govani : Basic Marketing Concept, Decisions & Strategies 2. Philip Kotlar : Marketing Management 3. P.K. Shahu & K.C. Raut : Salesmanship & Sales Management 4. Amit Kumar : Fundamentals of Marketing 5. Pooja Goel & Manju Tanwar : Personal selling & Salesmanship <p>Latest edition of the text books should be used.</p>		
This course can be opted as Vocational/ Skill Development paper by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:		
Assessment and Presentation of Assignment	(04 marks)	
Class Test-I (Objective Questions)	(04 marks)	
Class Test-II (Descriptive Questions)	(04 marks)	
Class Test-III (Objective Questions)	(04 marks)	
Class Test-IV (Descriptive Questions)	(04 marks)	
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)	(05 marks)	


Programme :B.Com.		Year: First	Semester: First
Subject: Commerce			
Course Code: 240106V		Course Title: Report Writing and Presentation Skills	
Course Outcomes: Structured reports in a logical and professional manner; gain comprehensive skills and in-depth knowledge to plan and create reports; improve presentation skills, reduce fear and/or anxiety; train participants in developing successful strategies for presenting in internal and external Board Meetings and at Councils/Committees, train participants in building self-confidence when using technology to deliver presentations, help participants learn how to communicate through report writing on what, how and when.			
Credits: 3		Vocational / Skill Development	
Max. Marks: 25+75		Min. Passing Marks:10+25	
Total No. of Lectures: 45			
Unit	Topics		No. of Lectures
I	Importance and scope of report writing as an art, Writing is about imagination and creativity. Writing is about expression of thought and ideas. Create content and context.		10
II	Types of Report : Informational report (Periodic Report, Situational Report, Progress Report and Compliance Report), and Analytical Report (Justification Report, Feasibility Report and Research Report).		12
III	Functions, Usage and Advantages of Report. Challenges of report writing. Stages of Report : Gathering, Analysing, Outlining, Writing and Revision.		13
IV	Qualities of Good Report : Introduction, Body of report, Organisation of report, Important Ideas, Appropriate headings, Use of headings, Visual aids and Draft, Right sentence and Paragraph.		10
This course can be opted as Vocational/ Skill Development paper by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:			
Assessment and Presentation of Assignment			(04 marks)
Class Test-I (Objective Questions)			(04 marks)
Class Test-II (Descriptive Questions)			(04 marks)
Class Test-III (Objective Questions)			(04 marks)
Class Test-IV (Descriptive Questions)			(04 marks)
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)			(05 marks)



Programme: B.Com.	Year: First	Semester: First
Subject: Commerce		
Course Code: 240107C	Course Title: Food, Nutrition and Hygiene	
Course outcomes:		
<ul style="list-style-type: none"> To learn the basic concept of the Food and Nutrition To study the nutritive requirement during special conditions like pregnancy and lactation To learn meal planning To learn 100 days Nutrition Concept To study common health issues in the society To learn the special requirement of food during common illness 		
Credits: 2		Co-Curricular Course
Max. Marks: 25+75		Min. Passing Marks:10+25
Total No. of Lectures: 30		
Unit	Topics	No. of Lectures
I	Concept of Food and Nutrition (a) Definition of Food, Nutrients, Nutrition, Health, balanced Diet (b) Types of Nutrition- Optimum Nutrition, under Nutrition, Over Nutrition (c) Meal planning- Concept and factors affecting Meal Planning (d) Food groups and functions of food	8
II	Nutrients: Macro and Micro RDA, Sources, Functions, Deficiency and excess of: Carbohydrate, Fats, Protein, Minerals: Major: Calcium, Phosphorus, Sodium, Potassium Trace: Iron, Iodine, Fluorine, Zinc Vitamins: Water soluble vitamins: Vitamin B, C; Fat soluble vitamins: Vitamin A, D, E, K Water, Dietary Fibre	7
III	1000 days Nutrition (a) Concept, Requirement, Factors affecting growth of child (b) Prenatal Nutrition (0 - 280 days): Additional Nutrients' Requirement and risk factors during pregnancy (c) Breast / Formula Feeding (Birth – 6 months of age) (d) Complementary and Early Diet (6 months – 2 years of age)	8
IV	Community Health Concept (a) Causes of common diseases prevalent in the society and Nutrition requirement in the following: Diabetes, Hypertension (High Blood Pressure), Obesity, Constipation, Diarrhea, Typhoid (b) National and International Program and Policies for improving Dietary Nutrition (c) Immunity Boosting Food	10
Suggested Readings: 1. Singh, Anita, "Food and Nutrition", Star Publication, Agra, India, 2018. 2. 1000Days-Nutrition_Brief_Brain-Think_Babies_FINAL.pdf 3. https://pediatrics.aappublications.org/content/141/2/e20173716 4. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5750909/ 5. Sheel Sharma, Nutrition and Diet Therapy, Peepee Publishers Delhi, 2014, First Edition. Latest edition of the text books should be used.		
Suggested Continuous Evaluation Methods: In addition to the theoretical inputs the course will be delivered through case studies and dilemmas. Assignments, Presentation, Group Discussions. This will instill in student a sense of decision making and practical learning. The course participants can be evaluated on the following structure. (a) Assignments (10) (b) Presentation (10) (c) Attendance (5) (d) Final exam (75)		
This course can be opted as Co-Curricular Course by the students of following subjects: Open for all		



Programme: B.Com.		Year: First	Semester: Second
Subject: Commerce			
Course Code: BC240201T		Course Title: Business Management	
Course outcomes: After completing this course a student will have:			
<ul style="list-style-type: none"> ✓ Ability to understand the concept of Business Management along with the basic laws and norms of Business Management. ✓ Ability to understand the terminologies associated with the field of Business Management and control along with their relevance. ✓ Ability to identify the appropriate method and techniques of Business Management for solving different problems. ✓ Ability to apply basic Business Management principles to solve business and industry related problems. ✓ Ability to understand the concept of Planning, Organising, Direction, Motivation and Control etc. 			
Credits: 6		Core Compulsory / Elective: Compulsory	
Max. Marks: 25+75		Min. Passing Marks: 10+25	
Total No. of Lectures: 90			
Unit	Topics		No. of Lectures
I	Ethics and Ethos practiced by Indian business houses. Management principles in Ramayana, Mahabharata and Bhagwad Geeta. Introduction to modern management concept, Characteristics, Process and Significance of Management; Managerial Roles (Mintzberg); An overview of functional areas of management; Development of Management Thought; Classical and Neo-Classical System; Contingency Approach, System Approach.		24
II	Planning: Concept, Characteristics, Process, Importance and Types, Criteria and Barriers of effective planning. Decision-Making: Concept, Process, Types and Importance. Management by Objectives. Organising. Concept, Process, Principles and Significance. Authority: Concept and delegation. Responsibility: Concept. Centralization and Decentralization. Departmentation. Organizational Structure - Forms.		24
III	Direction: Concept, Significance and Techniques, Coordination as an Essence of Management, Management of Change: Concept, Nature, Types of Changes and Process of Planned Change, Resistance to Change and Methods of reducing resistance to change.		21
IV	Controlling: Meaning, Importance and Process, Effective Control System. Techniques of Control. Motivation- Concept, Types, Importance, Theories-Maslow, Herzberg, McGregor, Ouchi, Financial and Non-Financial Incentives. Leadership: Concept, Functions, Traits and Leadership styles, Tannenbaum & Schmidt's Model; and Blake and Mouton's Model. Likert's Four System of Leadership.		21
Suggested Readings:			
<ol style="list-style-type: none"> 1. Gupta, C.B., "Business Organisation", Mayur Publication, (2014). 2. Singh, B.P., Chhabra, T.N., "An Introduction to Business Organisation & Management", Kitab Mahal, (2014). 3. Sherlekar, S.A. and Sherlekar, V.S., "Modern Business Organization & Management Systems Approach", Himalaya Publishing House, Mumbai (2000). 4. Bhusan Y. K., "Business Organization", Sultan Chand & Sons, (1970). 5. Jagdish Prakash, "Business Organization and Management", Kitab Mahal publishers, (1997). 6. Agarwal K.K., "Business Organisation and Management". 7. Joshi, G.L., "Vyavasayik Sanghathan Evam Prabandha". 8. Prasad, Jagdish, "Vyavasayik Sanghathan Evam Prabandha". 9. Shukla, Sudhir, "Vyavasayik Sanghathan Evam Prabandha". 			
Note- Latest edition of the text books should be used.			
This course can be opted as an elective by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:			
Assessment and Presentation of Assignment		(04 marks)	
Class Test-I (Objective Questions)		(04 marks)	
Class Test-II (Descriptive Questions)		(04 marks)	
Class Test-III (Objective Questions)		(04 marks)	
Class Test-IV (Descriptive Questions)		(04 marks)	
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)		(05 marks)	



Programme: B.Com.	Year: First	Semester: Second
Subject: Commerce		
Course Code: BC240202T	Course Title: Financial Accounting	
Course outcomes: The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of Accounting.		
Credits: 4	Core Compulsory / Elective: Compulsory	
Max. Marks:	Min. Passing Marks:	
Total No. of Lectures: 60		
Unit	Topics	No. of Lectures
I	Shri Kalyan Subramani Aiyar (K.S. Aiyar) 1859-1940 known as father of Accountancy in India. Nature and scope of Accounting, Generally Accepted Accounting Principles: Concepts and Conventions, Indian and International Accounting Standards. Accounting Mechanics: Double Entry System, Preparation of Journal, Ledger and Trial Balance, Concept of Income and its Measurement. Preparation of Final Statement.	12
II	Royalty Accounts - Accounting Records for Royalty in the books of Landlords and Lessee, Recoupment of Shortworking, Sub - lease, Short working Reserve Account, Nazarana. Hire Purchase Account - Accounting Records in the Books of Hire Purchaser and Vendor, Different Methods of Calculation of Interest and Cash Price, Maintenance of Suspense Account, Payment of Premium, Default in Payment and Partial Returns of Goods. Installment Payment System - Difference between Hire Purchase and Installment Payment System. Accounting Records in the book of Purchaser & Vendor, Interest suspense account.	15
III	Departmental Accounts - Meaning, Objects and Importance, Advantage, Methods of Departmental Accounts, Allocation of Indirect Expenses. Branch Accounts - Meaning and Objectives of Branch Account, Importance and Advantages, Classification of Branches, Accounting of Branch Accounts under various Methods.	15
IV	Insolvency Accounts- Meaning, Circumstances of Insolvency, Procedure of Declaring Insolvency, Preparation of Statement of Affairs and Deficiency Account. Voyage Accounts - Meaning & Preparation of Voyage Accounts.	18
Suggested Readings:		
<ol style="list-style-type: none"> Jain & Naranag, "Advanced Accounts", Jain Book Agency, 18th Edition, Reprint (2014) Jaisawal, K.S., Financial Accounting, (Both in Hindi & English Version), Vaibhav Laxmi Prakashan. (2010) Gupta, R. L. & Radhaswamy, M., Financial Accounting: Sultan Chand and sons. Shukla, M.C., Grewal T.S. & Gupta, S.C., Advanced Accounts: S. Chand & Co. Maheshwari S.N. & Maheshwari S. K., "A text book of Accounting for Management", Vikas Publication, 10th Edition (2013) Shukla, S.M., Financial Accounting, Edition: 51st, Sahitya Bhawan Publications, 2017 Gupta. R.L and Shukla, M.C., "Principles of Accountancy", S. Chand & Company Ltd., (2011) Arulanandam, M.A. & Raman, K.S., "Advanced Accounting", Vikas Publishers, (2010). Shukla, M.C., "Advanced Accounting", Sultan Chand & Sons, (2010) 		
Note- Latest edition of the text books should be used.		
This course can be opted as an elective by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:		
Assessment and Presentation of Assignment	(04 marks)	
Class Test-I (Objective Questions)	(04 marks)	
Class Test-II (Descriptive Questions)	(04 marks)	
Class Test-III (Objective Questions)	(04 marks)	
Class Test-IV (Descriptive Questions)	(04 marks)	
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)	(05 marks)	

Programme: B.Com.	Year: First	Semester: Second
Subject: Commerce		
Course Code: BC240203P	Course Title: Computerised Accounting (Practical)	
Course outcomes: The purpose of this paper is provide the knowledge of accounting with computer.		
Credits: 2	Core Compulsory / Elective: Compulsory	
Max. Marks:	Min. Passing Marks:	
Total No. of Practical Labs: 30		
Unit	Topics	No. of Hours
I	Accounting- Concept, Objectives, Advantages And Limitations, Types Of Accounting Information; Users Of Accounting Information And Their Needs. Qualitative Characteristics Of Accounting Information. Role Of Accounting In Business.	4
II	Introduction To Computer And Accounting Information System {AIS}: (A) Introduction To Computers (Elements, Capabilities, Limitations Of Computer System). (B) Introduction To Operating Software, Utility Software And Application Software. Introduction To Accounting Information System (AIS) As A Part Of Management Information System.	4
III & IV	Computerised Accounting Systems: Computerized Accounts by using any popular accounting software: Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Funds Flow Statement, Cash Flow Statement Selecting and shutting a Company; Backup and Restore data of a Company.	22
Suggested Readings:		
<ol style="list-style-type: none"> 1. Computerized Accounting System For B.Com. by Ajay Sharma and Manoj Bansal 2. Computerized Accounting System by Neeraj Goyal and Rohit Sachdeva 3. Computer Based Accounting by C Mohan Luneja, Sandeep Bansal and Rama Bansal 4. Robert N Anthony, David Hawkins, Kenneth A. Merchant, <i>Accounting: Text and Cases</i>. McGraw- Hill Education, 13th Ed. 2013. 5. Charles T. Horngren and Donna Philbrick, <i>Introduction to Financial Accounting</i>, Pearson Education. 6. J.R. Monga, <i>Financial Accounting: Concepts and Applications</i>. Mayur Paper Backs, New Delhi. 7. M.C.Shukla, T.S. Grewal and S.C.Gupta. <i>Advanced Accounts. Vol.-I</i>. S. Chand & Co., New Delhi. 8. S.N. Maheshwari, and. S. K. Maheshwari. <i>Financial Accounting</i>. Vikas Publishing House, New Delhi. 9. Deepak Sehgal. <i>Financial Accounting</i>. Vikas Publishing H House, New Delhi. 10. Bhushan Kumar Goyal and HN Tiwari, <i>Financial Accounting</i>, International Book House 11. Goldwin, Alderman and Sanyal, <i>Financial Accounting</i>, Cengage Learning. 12. Tulsian, P.C. <i>Financial Accounting</i>, Pearson Education. 		
Note- Latest edition of the text books should be used.		
This course can be opted as an elective by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:		
Assessment and Presentation of Assignment	(04 marks)	
Class Test-I (Objective Questions)	(04 marks)	
Class Test-II (Descriptive Questions)	(04 marks)	
Class Test-III (Objective Questions)	(04 marks)	
Class Test-IV (Descriptive Questions)	(04 marks)	
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)	(05 marks)	

Sanaya
 A.
 AB.
 A.S.

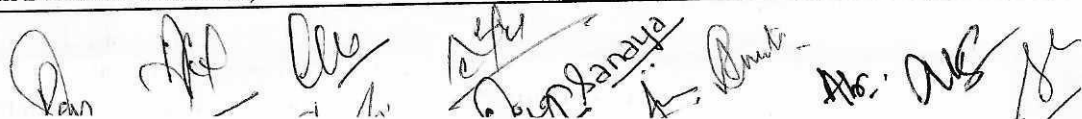
Programme: B.Com.	Year: First	Semester: Second
Subject: Commerce		
Course Code: BC240204T	Course Title: Essentials of E-commerce	
Course outcomes: This course is to familiarize the student with the basic of e-commerce and to comprehend its potential.		
Credits: 6	Core Compulsory / Elective: Elective	
Max. Marks: 25+75	Min. Passing Marks:10+25	
Total No. of Lectures: 90		
Unit	Topics	No. of Lectures
I	Internet and Commerce: Business Operations in Commerce Practices Vs Traditional Business Practices; Benefits of E-Commerce to Organization, Consumers, and Society; Limitation of E-Commerce.	20
II	Application in B2C: Consumers Shopping Procedure on The Internet; Products in B2C Model; E-Brokers; Broker- Based Service Online; Online Travel Tourism Services; Benefits and Impact of E-Commerce on Travel Industry, Online Stock Trading and Its Benefits; Online Banking and Its Benefit; Online Financial Services and its Future.	25
III	Application in B2B: Applications of B2B; Key Technologies for B2B, Characteristics of The Supplier Oriented Marketplace, Buyer Oriented Marketplace and Intermediate Oriented Marketplace; Just in Time Delivery in B2B.	30
IV	Applications in Governance: EDI In Governance; E Government; E Governance Applications of The Internet, Concept of Government-To-Business, Business-To-Government And Citizen-To-Government; E-Governance Models; Private Sector Interface In E Governance.	15
Suggested Readings: <ol style="list-style-type: none"> 1. Pt Joseph Of E-Commerce Are Indian Perspective Php Learning Private Limited 2. Nidhi Dhawan Introduction To E-Commerce International Book House Private Limited 3. Agarwal Kamlesh And And Agarwal Diksha Bridge To The Online To A Front New Delhi India Macmillan India (Hindi and English) 4. Manali- Danielle Internet And Internet Engineering Tata Mcgraw-Hill New Delhi 5. Pandey- Concept Of E-Commerce, S.K. Kataria And Sons(Hindi and English) <p>Note- Latest edition of the text books should be used.</p>		
This course can be opted as an elective by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:		
Assessment and Presentation of Assignment	(04 marks)	
Class Test-I (Objective Questions)	(04 marks)	
Class Test-II (Descriptive Questions)	(04 marks)	
Class Test-III (Objective Questions)	(04 marks)	
Class Test-IV (Descriptive Questions)	(04 marks)	
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)	(05 marks)	

Sanaya

A.B.

A

Programme: B.Com.		Year: First	Semester: Second
Subject: Commerce			
Course Code: BC240205T		Course Title: Business Economics	
Course outcomes: This course is meant to acquaint the students with the principles of Business Economics as are applicable in business.			
Credits: 6		Core Compulsory / Elective: Elective	
Max. Marks: 25+75		Min. Passing Marks:10+25	
Total No. of Lectures: 90			
Unit	Topics		No. of Lectures
I	Famous Economist of India like- Kautilya, Gopal Krishna Gokhale, D.R. Gadgil, Dr. Ram Manohar Lohia, Jawaharlal Nehru and Dr. B.R. Ambedkar etc. Introduction: Nature And Scope of Business Economics, Meaning, Kinds, Law of Demand, Law of Marginal Diminishing Utility, Elasticity of Demand, Concept and Measurement of Elasticity of Demand Price, Incoming Cross, Elasticity Determinants of Elasticity of Demand, Importance of Elasticity of Demand.		22
II	Theory of Cost: Short Run and Long Run Cost Curve Traditional and Modern Approaches. Production Function: Law of Variable Proportion; Properties Ride Line, Optimum Factor Combination and Expansion Path; Return to Scale; Internal and External Economics and Diseconomies.		31
III	A. Perfect Competition: Meaning, Price and Output Determination. B. Monopoly: Meaning And Determination of Price Under Monopoly; Equilibrium of a Firm/Industry. C. Monopolistic Competition: Meaning and Characteristics; Price and Output Determination Under Monopolistic Competition.		21
IV	Business Cycle: Various Phases and Its Causes; Theory of Distribution: Marginal Productivity Theory, Modern Theory, Wage- Meaning, Determination Of Wage Rate Under Perfect Competition and Monopoly, Rent Concept: Modern Theories of Rent: Interest Concept- and Theories of Interest Profit- Concept And Theories of Profit.		16
Suggested Readings:			
<ol style="list-style-type: none"> 1. Geetika, "Managerial Economics", McGraw-Hill Education 2nd Ed. 2. Thomas & Maurice, "Managerial Economics: Concepts and Applications" (SIE), , McGraw Hill Education, 9th Ed 3. Ahuja, H.L., "Managerial Economics", S.Chand, 8th Ed 4. Dwivedi, D.N., "Managerial Economics", Vikas Publication, 7th Ed 5. Mithani, D.M., "Managerial Economics- Theory and Applications", Himalaya Publications 6. Gupta, G., "Managerial Economics", McGraw-Hill Education (India)Pvt Limited 7. Seth, M.L., "Principles of Economics", Lakshmi Narain Agrawal Educational Publishers, Agra 8. Vaish & Sunderm, "Principles of Economics", Ratan Prakashan Mandir 9. Jhingan, M.L., "Managerial Economics -1E", Vrinda Pub 10. Jhingan, M.L., Vyashthi Arthashastra, Vrinda Pub 11. Mishra, J.P., Vyashthi Arthashastra 			
Note- Latest edition of the text books should be used.			
This course can be opted as an elective by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:			
Assessment and Presentation of Assignment			(04 marks)
Class Test-I (Objective Questions)			(04 marks)
Class Test-II (Descriptive Questions)			(04 marks)
Class Test-III (Objective Questions)			(04 marks)
Class Test-IV (Descriptive Questions)			(04 marks)
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)			(05 marks)



Programme: B.Com.	Year: First	Semester: Second
Subject: Commerce		
Course Code: C0240206TM	Course Title: Business Communication	
Course outcomes: To acquire skills in reading, writing, comprehension and communication and also to use electronic media for business communication.		
Credits: 4	Minor	
Max. Marks: 25+75	Min. Passing Marks:10+25	
Total No. of Lectures: 60		

Unit	Topics	No. of Lectures
I	Introduction: Process and Importance of Communication, Types of Communication, Non-Verbal Aspects of Communicating: Body Language, Kinesics, Proxemics, Paralanguage. Different forms of Communication, Barriers to Communication. Role, effects and advantages of technology in Business Communication. Modern techniques of business communication.	15
II	Effective Listening: Principles of Effective listening, Factors affecting listening exercises. Audience Analysis: Types, steps, uses. Interviewing skills: Appearing in interviews, Writing resume and letter of application. SWOT Analysis.	14
III	Business Writing and presentation: Importance of Business Writing, Oral Presentation, Importance, Characteristics, Power point presentation, Visual aids. Notice, Agenda, Minutes, Letter writing and Memorandum. Planning business message.	21
IV	Report Writing: Types of reports, Format of a report, Steps of report writing, Process of writing a report, importance of including visuals such as tables, diagrams and charts in writing report. Referencing and citation rules in reports.	10

Suggested Readings:

1. Lesikar, R.V. & Flatley, M.E.; Basic Business Communication Skills for Empowering the Internet Generation, Tata McGraw Hill Publishing Company Ltd. New Delhi.
2. Bovee, and Thill, Business Communication Today, Pearson Education
3. Shirley, Taylor, Communication for Business, Pearson Education
4. Locker and Kaczmarek, Business Communication: Building Critical Skills, TMH
5. Misra, A.K., Business Communication (Hindi), Sahitya Bhawan Publications Agra

Note- Latest edition of the text books should be used.

This course can be opted as an elective by the students of following subjects:

Open for all

Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:

Assessment and Presentation of Assignment	(04 marks)
Class Test-I (Objective Questions)	(04 marks)
Class Test-II (Descriptive Questions)	(04 marks)
Class Test-III (Objective Questions)	(04 marks)
Class Test-IV (Descriptive Questions)	(04 marks)
Overall performance throughout the Semester (includes Attendance, Behavior, Discipline, Participation in Different Activities)	(05 marks)



Programme: B.Com.		Year: First	Semester: Second
Subject: Commerce			
Course Code: 240207TM		Course Title: Introduction to Computer Application	
Course outcomes: The objective of this course is to provide basic knowledge of computer, DBMS, data base language and word processing.			
Credits: 4		Minor	
Max. Marks: 25+75		Min. Passing Marks:10+25	
Total No. of Lectures: 60			
Unit	Topics		No. of Lectures
I	Computer: An Introduction- Computer in Business, Elements of Computer System Set-up; components of a computer system, Generations of computer and computer languages, Disk Operating system and windows		15
II	Relevance of Data Base Management Systems and Interpretations of Applications; DBMS system Network, Hierarchical and relational database, application of DBMS systems.		14
III	Introduction to word processing; Editing text, Find and replace text, Formatting, Spell check, Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, header and footer, page break, table of contents, Tables: Inserting, filling and formatting a table; Inserting pictures and Video; Mail Merge (including linking with spreadsheet files as data source); Printing documents. Basic of presentations: Slides, Fonts, Drawing, editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation; and Slideshow, presentations and videos.		21
IV	Spreadsheet concepts, managing worksheets; Formatting, conditional formatting, entering data, Editing, and Printing and Protecting worksheets; Organising Charts and graphs. Data Communication Networking-LAN & WANS.		10
Suggested Readings:			
<ol style="list-style-type: none"> 1. Gill, N. S, "Handbook of Computer Fundamentals", Khanna Publishing House, Delhi 2. Shrivastava" Fundamental of Computer& Information Systems" (Wiley Dreamtech) 3. Leon A and Leon M ., " Introduction to Computers" (Vikas, 1st Edition). 4. R.S. Salaria, "Computer Fundamentals", Khanna Publishing House, Delhi. 5. Norton P., "Introduction to Computers", (TATA McGraw Hill) 6. Leon "Fundamentals of Information Technology", (Vikas) 7. Ravichandran, A., "Computers Today", Khanna Publishing House, Delhi. 8. Sinha, P.K., "Computer Fundamental", BPB Publications (Hindi and English) 9. Laudon & Laudon, "Management Information System" Note- <p>Latest edition of the text books should be used.</p>			
This course can be opted as an elective by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:			
Assessment and Presentation of Assignment		(04 marks)	
Class Test-I (Objective Questions)		(04 marks)	
Class Test-II (Descriptive Questions)		(04 marks)	
Class Test-III (Objective Questions)		(04 marks)	
Class Test-IV (Descriptive Questions)		(04 marks)	
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)		(05 marks)	

Programme: B.Com.	Year: First	Semester: Second
Course Code: 240208V		Subject: Commerce
Course Title: E -Taxation		
Course outcomes: The objective of this course is to develop vocational skill among students regarding E - Taxation.		
Credits: 3	Vocational / Skill Development	
Max. Marks: 25+75	Min. Passing Marks:10+25	
Total No. of Lectures: 45		

Unit	Topics	No. of Lectures
I	Taxation : E - Taxation : Definition, Purpose, Importance and Types. Direct Taxes : Types of Direct Taxes. Indirect Taxes : Types of Indirect Taxes. Difference between Direct and Indirect Taxes. Tax Management, Tax Planning, Tax Evasion & Tax Avoidance.	10
II	Fundamental Principal of Taxation. An Evaluation of Taxation, issues related to E-Commerce.	12
III	Table of contents about Income Tax basics in India Relevant ITR form at the time of e-filing Income Tax	13
IV	E - tax payment facilities. Payment of direct taxes online by tax payers. To avail of this facility - Net Banking/Debit Card/ Credit Card Facility is required.	10

Suggested Readings:

1. Dr. Vinod Kumar Singhanian : Direct Taxes Ready Reckoner - Taxman Publication
2. Taxman Publication : Digital Taxation a Holistic View
3. Nina Verma : E- Commerce - Taxation - Prospects & Challenges Global Vision Publishing House
4. IBFD : E - Commerce and Source - Based Income Taxation
5. Flipkart : Global Perspective on E - Commerce Taxation law

Latest edition of the text books should be used.

This course can be opted as Vocational/ Skill Development paper by the students of following subjects:

Open for all

Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:

Assessment and Presentation of Assignment	(04 marks)
Class Test-I (Objective Questions)	(04 marks)
Class Test-II (Descriptive Questions)	(04 marks)
Class Test-III (Objective Questions)	(04 marks)
Class Test-IV (Descriptive Questions)	(04 marks)
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)	(05 marks)

Handwritten signatures and initials are present at the bottom of the page, including names like 'Shankar', 'Sanaya', 'Ab. Bunt', and others.

Programme: B.Com.	Year: First	Semester: Second
Subject: Commerce		
Course Code: 240209V	Course Title: Raag and Taal	
Course outcomes: The objective of this course is to develop vocational skill among students regarding Raag and Taal.		
Credits: 3	Vocational / Skill Development	
Max. Marks: 25+75	Min. Passing Marks: 10+25	
Total No. of Lectures: 45		
Unit	Topics	No. of Lectures
I	Introduction to Swar (how to sing them properly). Basic Alankar and Palta. Prescribed Ragas : Bhupali and Yaman – Elementary knowledge and one Swarmalika (Sargam Geet)	15
II	Knowledge of Taals : Tritaal and Kaharva	15
III	Definitions and explanations of musical terms : Naad, Shruti, Swar, Sangeet, Saptak, Alankar, Thaata, Raag, Vadi, Samvadi, Anuvadi, Vivadi, Pakad, Meend, Kan, Alaap, Tan, Lay, Taal, Theka, Sam, Taali, Khali	10
IV	Life sketches of Indian legends in music : Pt. V.N. Bhatkhande and Pt. V.D. Palushkar.	05
This course can be opted as Vocational/ Skill Development paper by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:		
Assessment and Presentation of Assignment	(04 marks)	
Class Test-I (Objective Questions)	(04 marks)	
Class Test-II (Descriptive Questions)	(04 marks)	
Class Test-III (Objective Questions)	(04 marks)	
Class Test-IV (Descriptive Questions)	(04 marks)	
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)	(05 marks)	

Programme: B.Com.	Year: First	Semester: Second
Subject: Commerce		
Course Code: 240210V	Course Title: Painting	
Course outcomes: This vocational syllabus of painting is designed to enable the student to draw freehand sketches of different shapes, objects, human figure, and to enable the student to shade, and paint; and to enable the student to work on DTP, Coral Draw and Photoshop, and ornamental designs.		
Credits: 3	Vocational / Skill Development	
Max. Marks: 25+75	Min. Passing Marks:10+25	
Total No. of Lectures: 45		
Unit	Topics	No. of Lectures
I	Freehand sketch, lines and strokes : Lines and stroke – freehand sketching of geometrical forms, nature forms, birds and animals, Type of colour, Human Anatomy – freehand sketching of human figure, Graphic and its perspective, Pencil shading. Precautions while working on a painting job.	10
II	Colours and Colour Knowledge : Draw and colour designs in primary, secondary and tertiary colours, draw designs in warm and cool colours. Elements of art. Drawing and painting instruments : Drawing and painting instruments – Features and their uses. Learning types : Learning and their types.	10
III	Basic Computer Operation : Introduction to computer assisted painting. MS Paint, Photoshop : Tools handling in Photoshop, making a different layer, creating background, importing photo-image and editing, saving an image as PSD and JPG, exporting image to other softwares.	15
IV	CoralDraw : Usage of guides and drawing tools in CoralDraw, making a flex design and saving for final print.	10
This course can be opted as Vocational/ Skill Development paper by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:		
Assessment and Presentation of Assignment	(04 marks)	
Class Test-I (Objective Questions)	(04 marks)	
Class Test-II (Descriptive Questions)	(04 marks)	
Class Test-III (Objective Questions)	(04 marks)	
Class Test-IV (Descriptive Questions)	(04 marks)	
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)	(05 marks)	

AKO De Ngru Saraya Ab. Ngru A.
 Sharda Pmt. S. S.

Programme: B.Com.		Year: First	Semester: Second
Subject: Commerce			
Course Code: 240211C		Course Title: First Aid and Health	
Course outcomes: <ul style="list-style-type: none"> Learn the skill needed to assess the ill or injured person. Learn the skills to provide CPR to infants, children and adults. Learn the skills to handle emergency child birth Learn the Basic sex education help young people navigate thorny questions responsibly and with confidence. Learn the Basic sex education help youth to understand Sex is normal. It's a deep, powerful instinct at the core of our survival as a species. Sexual desire is a healthy drive. Help to understand natural changes of adolescence Learn the skill to identify Mental Health status and Psychological First Aid 			
Credits: 2 (1 Theory+1 Practical)		Co-Curricular Course	
Max. Marks: 25+75		Min. Passing Marks: 10+25	
Total No. of Lectures: 15 Theory+30 Practical			
Unit	Topics	No. of Lectures: 15 Theory + 30 Practical	
I	A. Basic First Aid <ul style="list-style-type: none"> Aims of first aid & First aid and the law. Dealing with an emergency, Resuscitation (basic CPR). Recovery position, Initial top to toe assessment. Hand washing and Hygiene Types and Content of a First aid Kit 	2 (Theory)	10 (Practical)
	B. First AID Technique <ul style="list-style-type: none"> Dressings and Bandages. Fast evacuation techniques (single rescuer). Transport techniques. 		
	C. First aid related with respiratory system Basics of Respiration. <ul style="list-style-type: none"> No breathing or difficult breathing, Drowning, Choking, Strangulation and hanging, Swelling within the throat, Suffocation by smoke or gases and Asthma. 		
	D. First aid related with Heart, Blood and Circulation <ul style="list-style-type: none"> Basics of The heart and the blood circulation. Chest discomfort, bleeding. 		
	D. First aid related with Wounds and Injuries <ul style="list-style-type: none"> Type of wounds, Small cuts and abrasions Head, Chest, Abdominal injuries Amputation, Crush injuries, Shock 		
II	E. First aid related with Bones, Joints Muscle related injuries <ul style="list-style-type: none"> Basics of The skeleton, Joints and Muscles. Fractures (injuries to bones). 	2 (Theory)	10 (Practical)
	F. First aid related with Nervous system and Unconsciousness <ul style="list-style-type: none"> Basics of the nervous system. Unconsciousness, Stroke, Fits – convulsions – seizures, Epilepsy. 		
	G. First aid related with Gastrointestinal Tract <ul style="list-style-type: none"> Basics of The gastrointestinal system. Diarrhea, Food poisoning. 		
	H. First aid related with Skin, Burns <ul style="list-style-type: none"> Basics of The skin. Burn wounds, Dry burns and scalds (burns from fire, heat and steam). Electrical and Chemical burns, Sun burns, heat exhaustion and heatstroke. Frost bites (cold burns), Prevention of burns, Fever and Hypothermia. 		
	I. First aid related with Poisoning <ul style="list-style-type: none"> Poisoning by swallowing, Gases, Injection, Skin 		
	J. First aid related with Bites and Stings <ul style="list-style-type: none"> Animal bites, Snake bites, Insect stings and bites 		
	K. First aid related with Sense organs <ul style="list-style-type: none"> Basic of Sense organ. Foreign objects in the eye, ear, nose or skin. 		

	<ul style="list-style-type: none"> Swallowed foreign objects. <p>L. Specific emergency satiation and disaster management</p> <ul style="list-style-type: none"> Emergencies at educational institutes and work Road and traffic accidents. Emergencies in rural areas. Disasters and multiple casualty accidents. Triage. <p>M. Emergency Child birth</p>	
III	<p>Basic Sex Education</p> <ul style="list-style-type: none"> Overview, ground rules, and a pre-test Basics of Urinary system and Reproductive system. Male puberty — physical and emotional changes Female puberty — physical and emotional changes Male-female similarities and differences Sexual intercourse, pregnancy, and childbirth Facts, attitudes, and myths about LGBTQ+ issues and identities Birth control and abortion Sex without love — harassment, sexual abuse, and rape Prevention of sexually transmitted diseases. 	9 (Theory)
IV	<p>Mental Health and Psychological First Aid</p> <ul style="list-style-type: none"> What is Mental Health First Aid? Mental Health Problems in the India The Mental Health First Aid Action Plan Understanding Depression and Anxiety Disorders Crisis First Aid for Suicidal Behavior & Depressive symptoms What is Non-Suicidal Self-Injury? Non-crisis First Aid for Depression and Anxiety Crisis First Aid for Panic Attacks, Traumatic events Understanding Disorders in Which Psychosis may Occur Crisis First Aid for Acute Psychosis Understanding Substance Use Disorder Crisis First Aid for Overdose, Withdrawal Using Mental Health First Aid 	2 (Theory) 10 (Practical)

Suggested Readings:

- Indian First Aid Manual-<https://www.indianredcross.org/publications/FA-manual.pdf>
- Red Cross First Aid/CPR/AED Instructor Manual
- <https://mhfa.com.au/courses/public/types/youthedition4>
- Finkelhor, D. (2009). The prevention of childhood sexual abuse. Durham, NH: Crimes Against Children Research Center. www.unh.edu/ccrc/pdf/CV192.pdf
- Kantor L. & Levitz N. (2017). Parents' views on sex education in schools: How much do Democrats and Republicans agree? PLoSONE, 12 (7): e0180250.
- Orenstein, P. (2016). Girls and sex: Navigating the complicated new landscape. New York, NY: Harper.
- Schwiegershausen, E. (2015, May 28). The Cut. www.thecut.com/2015/05/most-women-are-catcalled-before-they-turn-17.html
- Wiggins, G. & McTighe, J. (2008). Understanding by design. Alexandria, VA: ASCD. <https://marshallmemo.com/marshall-publications.php#8>

This course can be opted as Co-Curricular Course by the students of following subjects:

Open for all

Suggested Continuous Evaluation Methods:

In addition to the theoretical inputs the course will be delivered through case studies and dilemmas. Assignments, Presentation, Group Discussions. This will instill in student a sense of decision making and practical learning. The course participants can be evaluated on the following structure.

- Assignments (10)
- Presentation (10)
- Attendance (5)
- Final exam (75)

Handwritten signatures and initials at the bottom of the page, including names like "Saraya", "Pratik", and "AUS".