



Progressive Education Society's

**Modern College of Arts, Science and
Commerce, Ganeshkhind, Pune - 411 016
(Autonomous)**

Syllabus

**F. Y. B. Com.
(2024-25)**

Semester I : Business Mathematics

: Course Code – 24COB11103

4 credits

Objectives of the Program

1. To introduce the basic concepts in Finance and Business Mathematics.
2. To familiar the students with applications of Mathematics in Business.
3. To acquaint students with decision making in business using LPP

Semester I : Business Mathematics : 4 credits			
Assessment structure : Internal-CIE 40 and External 60 = Total marks 100			
	Unit Title	Contents	Purpose /skill to be developed
1.	Interest & Annuity	Concept of Present Value and Future Value, Simple Interest Compound Interest, Nominal and Effective Rate of Interest Meaning of Annuity, Equated Monthly Installments (EMI) by interest of Reducing Balance and Flat Interest methods Examples and Problems.	<ul style="list-style-type: none">• To understand the concept of Simple interest, compound interest, effect of compounding.• To understand the concept of Annuity and its applications for EMIs and Amortization Schedule.
2.	Shares	Concept of Share, Face Value, Market Value, Dividend, Brokerage, Equity Shares, Preferential Shares, Bonus Shares. Concept of Mutual Funds, simple examples Examples and Problems.	<ul style="list-style-type: none">• To understand the concept of shares and mutual funds.• To understand contribution of shares and mutual funds in systematic investment plans• To solve problems related to shares and mutual funds

3.	Matrices & Determinants (upto 3 order only)	Definition of a matrix ,Types of Matrices ,Algebra of Matrices Determinants, Adjoint of Matrix Inverse of a Matrix via Adjoint Matrix , applications in Business & Economics, Examples & Problems	<ul style="list-style-type: none"> • To understand the concept of matrices and determinants. • To understand applications of matrices and determinants in business and economics.
4.	Linear Programming Problems [L.P.P.] (for two variables only)	Definition & terms in the LPP Formulation of LPP Solution by Graphical method Examples & Problems	<ul style="list-style-type: none"> • To understand the concept of LPP and its application in business and decision making. • To understand graphical method to solve business optimization problems with two variables.

Business Statistics :

Semester II :

Course Code – 24COB12103A :

4 credits

Objectives of the Program

1. To introduce the basic concepts in Finance and Business Statistics
2. To familiar the students with applications of Statistics in Business.
3. To acquaint students with some basic concepts in Statistics.
4. To learn some elementary statistical methods for analysis of data.

	Topics		
1.	Introduction to Statistics and Data presentation with Frequency distribution	<p>Definition of Statistics, Scope of Statistics in Economics, Management Science and Industry</p> <p>Concept of Population and Sample, Methods of Data Collection, Census & Sampling with illustration</p> <p>Methods of Random Sampling – SRSWR, SRSWOR, Stratified, Systematic (Description of sampling procedures only)</p> <p>Frequency distribution, Raw Data, Attributes and Variables</p> <p>Classification of data ,Frequency distribution, Cumulative frequency distribution</p>	<ul style="list-style-type: none"> • Collection of data • Analyzing and interpreting data. • Knowing different method of sampling • To classify and represent data in tabular form.
2.	Measures of Central Tendency	<p>Requisites of ideal measures of central tendency ,Arithmetic Mean, Median and Mode for ungrouped and grouped data. Combined mean ,Merits and demerits of measures of central tendency</p>	<ul style="list-style-type: none"> • To compute various measures of central tendency.

		Examples and problems.	
3.	Measures of Dispersion	<p>Measures of Dispersion ,Concept of dispersion, Measures of dispersion ,Range, Variance, Standard deviation (SD) for grouped and ungrouped data</p> <p>Combined SD , Measures of relative dispersion : Coefficient of range, Coefficient of Variation</p> <p>Examples and problems.</p>	<ul style="list-style-type: none"> • To compute various measures of dispersion.
4.	Correlation & Regression	<p>Concepts & types of correlation Scatter diagram, Karl Pearson's coefficient of correlation for ungrouped data, Spearman's rank correlation coefficient. Concept of regression[theory] Examples and problems.</p>	<ul style="list-style-type: none"> • To use correlation for knowing the relationship between two variables. • To understand regression for prediction

Teaching Methodology

Topic no	No of lectures	Innovative methods	Expected Outcome
Semester I			
1	15	ICT	Students will be able to apply the concept of interest and calculation of EMI
2	15	ICT	Students will be able to calculate dividend, return on shares. Students will be able to apply contribution of shares as a systematic investment plan
3	15	ICT	Students will be able to apply the theory of matrices to solve business and economic problems.
4	15	ICT	Students will be able to formulate LPP and its application in business and decision making.

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	Practical Business Mathematics	S. A. Bari	New Literature Publishing Company	New Delhi
2.	Mathematics for Commerce	K. Selvakumar	Notion Press	Chennai
3.	Business Mathematics with Applications	Dinesh Khattar & S. R. Arora	S. Chand Publishing	New Delhi
4.	Business Mathematics and Statistics	N.G. Das & Dr. J.K. Das	McGraw Hill	New Delhi
5.	Fundamentals of Business Mathematics	M. K. Bhowal	Asian Books Pvt. Ltd	New Delhi
6.	Operations Research	P. K. Gupta & D. S. Hira	S. Chand Publishing	New Delhi
7.	Mathematics for Economics and Finance: Methods and Modeling	Martin Anthony and Norman Biggs	Cambridge University Press	Cambridge
8.	Financial Mathematics and Its Applications	Ahmad Nazri Wahidudin	Ventus Publishing ApS	Denmark
9.	Fundamentals of Mathematical Statistics	Gupta S. C. and Kapoor V. K.;	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002

10.	Statistical Methods	Gupta S. P.:	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002
11.	Applied Statistics	Mukhopadhyaya Parimal	New Central Book Agency Pvt. Ltd.	Calcutta.
12.	Fundamentals of Statistics	Goon A. M., Gupta, M. K. and Dasgupta, B.	World Press	Calcutta.

Basics of Cost Accounting & Material Cost

Course Code: 24COB11101A

Total Credits: 04

Objectives:

1. To equip the students to understand the basic concepts of cost.
2. To understand the classification of cost.
3. To facilitate students to prepare a cost sheet.
4. To enable the students to understand, and apply the techniques of inventory control.

Course outcomes

1. Students will be able to understand origin of Cost Accounting, limitations of financial accounting .
2. Students will be able to identify material cost, labour cost , direct and indirect cost.
3. Students will get knowledge about techniques of material control .
- 4 Students will understand, and will be able to apply the techniques of inventory

Unit No.	Unit Title	Contents	Skills to be developed
1	Basics of Cost & Management Accounting	<ul style="list-style-type: none">• Cost Accounting: Definition & meaning• Objectives of Cost Accounting.• Advantages & Limitations of Costing.• Introduction of Management Accounting• Difference between Financial Accounting and Cost Accounting.	<p>To understand the limitations of financial Accounting.</p> <p>To understand the concept of cost, costing and cost accounting.</p>

2	Elements of Cost	<ul style="list-style-type: none"> • Cost Units, Cost Centers and Revenue Center • Role of a Cost accountant in an organisation Material, Labour and other Expenses. • Classification of Costs-Direct & Indirect Cost 	<p>To Understand the classification of cost To trace the cost to cost centers and cost units. .To identify role of cost accountant in an organisation</p>
3	Material Management	<ul style="list-style-type: none"> • Need and Essentials of Material Control. • Methods of Inventory control • Stock Levels. • Economic Order Quantity (EOQ). • ABC analysis • Perpetual and Periodic Inventory Control • Physical verification Inventory Turnover Ratio 	<p>To understand the different methods of inventory control. To calculate EOQ , stock levels and inventory ratio</p>
4	Material Accounting	<ul style="list-style-type: none"> • Functions of the Purchase Department. • Purchase Procedure /Policy • Store Location and Layout. • Classification and Codification of Material. • Stores and Material Records. • Bin Card & Store Ledger etc. • Issue of Material and Pricing Methods for Issue of Material: FIFO. LIFO Simple Average, Weighted Average • Use of computer in store Accounting. 	<ul style="list-style-type: none"> • To understand the purchase procedure and its documentation • To understand different pricing methods used for issuing the material. • To gain knowledge about the documents used in store departments.

Teaching Methodology

Unit No	Total Lectures	Innovative Methods to be used	Films Shows and AV Applications	Practical	Expected Outcome
1	10	PowerPoint Presentations, Group discussions	YouTube Lectures and relevant multimedia (CD)	Poster Presentation	To remember and understand basic concept of cost accounting. Development of an overall outlook of Cost Accounting
2.	12	PPT, Quiz		Visit small industries to develop an understanding of various cost inputs	Ability to understand elements of cost
3	11	PPT, Quiz		Visit small industries to develop an understanding of various cost inputs	Ability to prepare cost sheet.
4	12	Invite a storekeeper in the classroom to provide practical knowledge about inventory control		Visit small units and understand which	Understanding methods used for controlling the inventory.

Methods of Evaluation

Subject	Internal Evaluation	External Evaluation	Suggested Add-On Course
Unit I	Multiple Choice Questions, Written Test, Internal Examination, PowerPoint Presentations, Orals, Assignments, Tutorials etc.	Modern College Ganeshkhind	Two industrial visits and subsequently reports on the visits.
Unit II			
Unit III			
Unit IV			

References

Sr. No	Titles of the Book	Names of Authors	Names of Publisher	Place
01	Cost Accounting-Principles & Practices	Jawahar Lal & Seema Shrivastava	Tata Mcgraw Hill	New Delhi
02	Advanced Cost Accounting And Cost Systems	Ravi M Kishor:	Taxmann	New Delhi
03	Cost Accounting Theory And Problems	S. N. Maheshwari	Mittal Shree Mahavir Book Depot.	New Delhi
04	Advanced Cost Accounting	Jain and Narang	Kalyani Publication	New Delhi
05.	Horngren's Cost Accounting-A Managerial Emphasis	Srikant M Datar & Madhav V Rajan	Pearson	Noida Up
06	Cost Accounting-Principles & Practices	Dr. M.N. Arora	Vikas Publishing House,	New Delhi
07	Advanced Cost Accounting	Dr. D. M. Gujarathi	Idol Publication	Pune
08	Advanced Cost Accounting	Dr. Kishor. M. Jagtap	Tech-Max Publication	Pune
09	Cost Accounting Principles And Practice	Jain and Narang	Kalyani Publication	New Delhi
10	Principles and Practice of Cost Accounting	N.K Prasad	Booksyndicate Private Ltd	Kolkata
11	Cost Accounting: Methods and problems	B.K. Bhar	Academic Publications	Kolkata

Labour Cost
(Course Code: 24COB12101A)
Total Credits: 04 (Theory)

Objectives:

- To equip the students with the knowledge of ascertainment of labour cost.
- To understand the concept of payroll, merit rating and labor turnover.
- To understand recent trends in cost accounting.

Course outcomes

1. Students will be able to understand labour cost .
2. Students will be able to identify remuneration methods and will be able to calculate remuneration under different methods .
3. Students will be able to identify reasons of labour turnover .
4. Students will understand, latest techniques of costing.

Unit No.	Unit Title	Contents	Skills to be developed
1.	Labour cost and Payroll	<ul style="list-style-type: none"> • Meaning and definition of wages. Difference Between Wages and Salary • Records and methods - time keeping and timebooking. • Methods of Wage Payment Time rate system., Piece rate system. Taylor's differential piece rate system. Incentive Plan. Halsey Plan. Rowan Plan. Group Bonus scheme. Performance based incentive plan. Payroll meaning and components 	<ul style="list-style-type: none"> • To Understand the difference between salary and wages. • To know the methods of time keeping and time booking. • To enable the student to calculate wages and incentives. • To understand meaning and components of payroll

2	Other Aspects of Labour	<ul style="list-style-type: none"> • Labour Turnover. • Job Analysis & Job Evaluation. • Merit Rating. 	<ul style="list-style-type: none"> • To understand the labour turnover, job analysis and evaluation
3	Concept of overheads & preparation of Cost Sheet	<ul style="list-style-type: none"> • Introduction of overheads • Direct & indirect Cost concept • types of overheads • Preparation of Cost sheet 	<ul style="list-style-type: none"> • To understand different elements of cost • To be able to prepare cost sheet
4.	Introduction to JIT, CAM and ERP.	Introduction to- Just In Time(JIT) CAM (Computer Aided Manufacturing) Enterprise Resource Planning (ERP) Contract manufacturing	<ul style="list-style-type: none"> • Recent trends in cost and management accounting

Teaching Methodology

Unit No.	Total Lectures	Methods to be used	Films Shows and AV Applications	Project	Expected Outcome
1	15	Powerpoint presentation and guest lecture	YouTube Lectures and relevant multimedia compact discs(CD)	Visit small industries for understanding which records are to be maintained in store department	Understanding various methods used in the pricing of the issue of materials
2.	8	Powerpoint presentation and guest lecture	You Tube clippings of methods of remuneration, time keeping and time booking and their methods	Calculation of wage payment and incentives. Preparation of a specimen of pay slip.	Enabling to calculate wage payment and incentives.
3	15	Power point	You Tube	Analysis and	Understanding the process of job analysis, job

		presentation and groupdiscussion.	clippings of Labour turnover, Job Analysis & Job Evaluation Merit Rating.	evaluation of jobs in any organization.	evaluation and meritrating.
4	7	Guest lecture, powerpoint presentation and groupdiscussion.	You Tube clippings of Labour turnover, Job Analysis & Job Evaluation Merit Rating.	Read articles on therecent trends in cost accounting from Journals, e-journals and web resources.	Insight into recentprocesses used forcost reduction.

Methods of Evaluation

Subject	Internal Evaluation	External Evaluation	Suggested activity
Unit I	Multiple Choice Questions, Written Test, Internal Examination, Powerpoint Presentations, Orals, Assignments, Tutorials etc.	Modern College Ganeshkhind	Two industrial visits andsubsequently reports on these visits.
Unit II			
Unit III			
Unit IV			

References

Sr. No	Titles of the Book	Names of Author	Name of Publisher	Place
01	Cost Accounting-Principles & Practices	Jawahar Lal & Seema Shrivastava	Tata Mcgraw Hill	New Delhi
02	Advanced Cost Accounting AndCost Systems	Ravi M Kishor:	Taxmann	New Delhi
03	Cost Accounting Theory And Problems	S. N. Maheshwari	Mittal Shree Mahavir Book Depot.	New Delhi
04	Advanced Cost Accounting	Jain and Narang	Kalyani Publication	New Delhi
05.	Horngren's Cost Accounting-AManagerial	Srikant M Datar & Madhav V Rajan	Pearson	Noida Up

	Emphasis			
06	Cost Accounting-Principles & Practices	Dr. M.N. Arora	Vikas Publishing House,	New Delhi
07	Advanced Cost Accounting	Dr. D. M. Gujarathi	Idol Publication	Pune
08	Advanced Cost Accounting	Dr. Kishor. M. Jagtap	Tech-Max Publication	Pune
09	Cost Accounting Principles And Practice	Jain and Narang	Kalyani Publication	New Delhi
10	Principles and Practice of Cost Accounting	N.K Prasad	Booksyndicate Private Ltd	Kolkata
11	Cost Accounting: Methods and Problems	B.K.Bhar	Academic Publications	Kolkata

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

1. 50 % of the marks are assigned for Theory whereas rest 50 % of the total marks are allotted for Numerical Problems.
2. The Numerical Problems will be of simple nature only.
3. Areas of numerical problems:
 - Methods of Wage Payment and Incentive Plan.
 - Measurement of Labour Turnover.
 - Preparation of Cost Sheet, Tender, Quotation and Estimates

Introduction of Marketing

Semester I

Course Code: COB 11101B

Total Credits: 4

Objectives of the Course:

1. To introduce the basic concepts of Marketing.
2. To familiarize the students with the functions of Marketing.
3. To acquaint students with elements of Marketing mix.

Course Outcome

1. Students will understand basic concepts of Market and Marketing
2. Students will get acquainted with knowledge of marketing environment, Marketing Mix
3. Students will develop knowledge about Product and Pricing mix in Marketing

Semester I : Introduction of Marketing				
	Unit Title	Contents	No. Of Lecture	Teaching Methodology

1	Introduction	<p>1.1 Meaning and Definition of Market , Marketing and Marketing Management</p> <p>1.2 Types of Markets.</p> <p>1.3 Importance of Marketing.</p> <p>1.4 Functions of Marketing: Buying, Selling, Assembling, Storage, Transportation, Standardization, Grading, Branding, Advertising, Packaging, Risk Bearing, Insurance, Marketing Finance, Market Research and Marketing Information.</p>	12	Classroom lecture, Videos, PPT,Group discussion, Assignment,Tutorials
2	Promotion Mix	<p>2.1 Concept of Promotion and promotion mix</p> <p>2.2 Elements of Promotion Mix</p> <p>2.3 Factors affecting Market Promotion Mix</p> <p>2.4 Meaning and Methods of sales Promotion</p>	12	
3	Salesmanship	<p>3.1 Meaning and definition of salesmanship, traditional and Modern concept of salesmanship</p> <p>3.2 Nature and scope of salesmanship</p> <p>3.3 Utility of salesmanship</p> <p>3.4 Qualities of salesman</p>	12	

4	Process of selling	4.1 Psychology of salesmanship- AIDCA 4.2 Stages in process of selling- Prospecting, Pre-Approach, Approaching, Presentation & demonstration, Handling of objections, Closing the sale	12	Classroom Lectures, PPT, Videos, Tutorials, Assignment, Group Discussion
	Total		48	

References

Semester I and II

Sr. No.	Title of the Book	Author/s	Publication
1.	Marketing Management	Philip Kotler	Pearson Publication
2.	Marketing Management :	Rajan Saxena	McGraw Hill Education
3.	Principles of Marketing	Philip Kotler	Pearson Publication
4.	Sales & Distribution Management	Tapan K Panda	Oxford Publication
5.	Advertising Management	Rajiv Batra	Pearson Publication
6.	Retail Management	Swapna Pradhan	McGraw Hill Publication

Marketing & Salesmanship

Semester II

COB12101B

Total Credit 4

Objectives of the course:

1. To acquaint students with the concepts of Place Mix, Promotion Mix
2. To develop knowledge and skill of salesmanship and process of selling

Course Outcome:

1. Students will develop knowledge about concept of Place Mix and promotion mix
2. Students will develop insight into the knowledge of concept and skills of salesmanship and stages in process of selling

Semester II - Marketing and Salesmanship.				
	Unit Title	Contents	No. of Lecture	Teaching Methodology
1	Place Mix	1.1 Concept of Place Mix 1.2 Elements of Place Mix 1.5 Types of Middlemen, Types of wholesaler and retailers 1.6 Types of Channel of distribution	12	Classroom Lectures, PPT, Videos, Tutorials, Assignment, Role Play, Group Discussion,

2	Promotion Mix	2.5 Concept of Promotion and promotion mix 2.6 Elements of Promotion Mix 2.7 Factors affecting Market Promotion Mix 2.8 Meaning and Methods of sales Promotion	12	
3	Salesmanship	3.5 Meaning and definition of salesmanship, traditional and Modern concept of salesmanship 3.6 Nature and scope of salesmanship 3.7 Utility of salesmanship 3.8 Qualities of salesman	12	
4	Process of selling	4.3 Psychology of salesmanship- AIDCA 4.4 Stages in process of selling- Prospecting, Pre-Approach, Approaching, Presentation & demonstration, Handling of objections, Closing the sale	12	Classroom Lectures, PPT, Videos, Tutorials, Assignment, Group Discussion
	Total		48	

References

Semester I and II

Sr. No.	Title of the Book	Author/s	Publication
1.	Marketing Management	Philip Kotler	Pearson Publication

2.	Marketing Management:	Rajan Saxena	McGraw HillEducation
3.	Principles of Marketing	Philip Kotler	Pearson Publication
4.	Sales & Distribution Management	Tapan K Panda	Oxford Publication
5.	Advertising Management	Rajiv Batra	Pearson Publication
6.	Retail Management	Swapna Pradhan	McGraw HillPublication

F.Y.B. Com

Semester - I

Business Environment & Entrepreneurship

Course Code – 24COB11101C

No. of Credits: - 4

Objectives of the course:

- 1) To impart knowledge about business and the external forces that influence business
- 2) To study problems which adversely affects economic growth of a India.
- 3) To impart knowledge on the basics of entrepreneurial skills and competencies to provide the participants with necessary inputs for creation of new ventures.
- 4) To generate entrepreneurial spirit among students.

Unit No.	Unit Title	Contents	Purpose Skills to be Developed
1	Business Environment	i) Business: Meaning, Definition, Nature & Scope, Types of Business Organizations ii) Business Environment: Meaning, Definition, Importance of Business Environment iii) Interrelation Between Business Environment and Entrepreneurship	Students should understand concept of Business Environment, its types and how it affects entrepreneurship.

		<p>iv) Various Aspects of Business Environment</p> <p>v) Internal Environment : Meaning , Components of Internal Environment</p>	
2	External Environment	i) Meaning, Types of External Environment- Economic, Political, Social, Cultural, Technical, Educational, Legal, International	Students should know influence of external environment on business.
3	Problems in Economic Development in India	<p>i) Unemployment-Concept-Types-Causes- Remedies</p> <p>ii) Poverty- Concept- Causes- Remedies</p> <p>iii) Regional Imbalance- Concept- Effects – Solutions</p> <p>iv) Social Injustice - Concept, Effects, Solution</p> <p>v) Black Money –Meaning Sources, Effects, Measures</p> <p>vi) Lack of technical knowledge and information. Problems and Remedies</p>	<p>Making students aware about business environment issues and problems of growth</p> <p>Skills-capable of understanding and analyzing environment issues and finding out solutions to resolve these issues</p>
4	Entrepreneur	<p>i) Definition, Meaning - Functions of an Entrepreneur</p> <p>ii) Competencies of an Entrepreneur, Entrepreneur as a wealth creator</p> <p>iii) Role of Entrepreneur in Economy</p> <p>iv) Type of Entrepreneurs – Innovative, Imitative, Fabian, Drone</p>	Students should understand concept of entrepreneur and entrepreneurship. Role of entrepreneur in job creation and wealth creation. Students should be made aware about latest concepts in Entrepreneurship.

Teaching Methodology

Topic No.	Total Lectures	Innovative Methods to be used	Project	Expected Outcome
1	12	Discussion and Case Studies	Collect information how environment affects business	Students will be able to understand how business environment affects business.
2	12	Discussion and Case studies	Personal and Group assignment on how environment affects business	Students will be able to understand how external forces affects working of business.
3	12	Collecting information of through various resources	Group presentations	Students will be able to understand problems of economy.
4	12	Interviews of an entrepreneurs	Visit to various business organizations	Students will learn competencies of an entrepreneur and business operations

F.Y.B.COM
Semester-II
Fundamentals of Entrepreneurship

Course Code: - 24COB12101C

No. of Credits: - 4

Objectives of the Course:

- 1) To introduce concept of entrepreneurship and recent trends in entrepreneurship.
- 2) To generate entrepreneurial inspiration through study of successful Entrepreneurs.
- 3) To familiarize students about fundamentals of Entrepreneurship.

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	Entrepreneurship	i) Concept, Definition and need of Entrepreneurship. ii) Evolution of Entrepreneurship iii) Role of Entrepreneurship in economic development iv) Type of Entrepreneurship- Social, Environmental, Women, Techno Entrepreneurship	Students should learn concept of entrepreneurship and its importance in economy. Students should be aware of types of entrepreneurship.
2	Entrepreneurship Development Programs (EDPs)	i) Meaning, Definition and concept of EDPs, ii) Need and Objectives of EDPs iii) Phases of EDPs iv) Institutions conducting EDPs	Students should be able to understand concept and need of EDPs. Student should get knowledge of institutions organizing EDPs

3	Institutions working for promoting Entrepreneurship	<ul style="list-style-type: none"> i) Entrepreneurship Development Institute of India (EDII) ii) Maharashtra Centre for Entrepreneurship Development (MCED) iii) District Industries Centre (DIC) iv) Maharashtra Chamber of Commerce, Industries and Agriculture(MCCIA) v) Small Industries Development Bank of India (SIDBI) 	Students should be able to gain knowledge of various institutions promoting entrepreneurship Skill-Acquaintance with these institutions
4	Stories of Successful Entrepreneurs.	<ul style="list-style-type: none"> Mr. Radhakishan Damani (D Mart) .Mr. Ritesh Agarwal (OYO Hotels) Mr. Sanjeev Bhikchandani (Naukri.com) Mumbaiche Dabewale . Mr. Ratan Tata. 	Students will learn real stories of well-known entrepreneurs. It will inspire them to start their enterprises and become entrepreneurs.

Basics of Banking
Semester II
Course Code: - 24COB11101D
Total Credit 4

Course Objectives:

1. To provide the knowledge of Banking Business
2. To ensure the financial inclusion and financial literacy by providing them the experiential learning.
3. To make the students aware about the various bank customers.

Sr. No.	Title	Units	Objectives	No. of Lectures
1	Evolution of Banking	Meaning, Definition, features and Origin of word 'Bank' Overview of development of banking in the world Development of Banking in India Types of Banks in India	To make the students aware about the evolution of banking.	15
2	Functions of Bank	a. Primary Functions Mobilization of deposits Loans and Advances Investments	To make the students understand about the functions of bank	15

		<p>b. Secondary Functions</p> <p>i. Agency services and roles played by bank</p> <p>ii. Utility Services</p> <p>iii. Distribution of Third-Party Products, Bank assurance, Mutual Funds, Debit Card, Credit Card</p> <p>iv. Non-Fund Based Credit Facilities- Letter of Credit, Bank Guarantee and Deferred Payment.</p> <p>v. Government Business – Collecting GST, Stamp Duty, Excise duty, etc.</p> <p>c. Remittance of money RTGS, NEFT, IMPS, SWIFT</p>		
3	Deposit Account Opening and Operation	<p>a. Meaning and Importance of KYC</p> <p>b. Need of Nomination</p> <p>c. Account opening procedure</p> <p>d. Savings account operation</p> <p>e. Term deposit account operation</p> <p>f. Closure of deposit account</p> <p>g. Death claim procedure</p>	<p>1. To ensure banking inclusion and literacy of the students</p> <p>2. To make the students aware about the various transactions</p>	15
4	Types of Customers	<p>a. Individuals/ Business/ Professionals</p> <p>b. Single and joint account</p> <p>c. NRI/ NRE accounts</p> <p>d. Institutional bank customers</p> <p>Sole proprietorship concern, partnership concerns, joint stock company, Hindu undivided family, non-trading concerns</p>	To educate the students about the various customers handled by bank.	15
		Total lectures		60

Practices of Banking
Semester II
Course Code: -24COB12101D
Credit 4

Course Objectives:

1. To provide the detailed information on the sound lending policy of bank.
2. To impart the basic information on negotiable instruments and endorsement.
3. To ensure the awareness of digital banking.

Sr. No.	Title	Units	Objectives	No. of Lectures
1	Lending Principles	1. Primary Principles Liquidity and profitability and conflict management by bank 2. Secondary Principles Safety, Diversification of risk, marketability of security, anticipation of income, national interest 3. CIBIL 4. SARFAESI Act 2002	To make the students aware about the banking business.	15

2	Negotiable Instrument	<p>1. Definition and features</p> <p>2. Meaning, features and types of Promissory notes, bills of exchange and cheque</p> <p>3. Crossing, Dishonor, Return of cheque</p>	To make the students aware about the various negotiable instruments used in banking operations.	15
3	Endorsement	<p>1. Meaning, effects, and legal provisions of endorsements</p> <p>2. Types of endorsements Blank, full, partial, restrictive, conditional, sans recourse, facultative</p>	To make the student understand about endorsement used in banking transactions.	15
4	Bank Technology	<p>1. Role of technology in banking</p> <p>2. Automation in Banking ATM, Cash Deposit Machine, Cheque Deposit Machine, Printing of Passbook, Note counting machine, Fake note detecting machine</p> <p>3. E-banking Debit and credit card, Internet banking, Mobile banking apps, BHIM, UPI</p> <p>4. Digital banking products</p> <p>5. Risk associated</p> <p>6. Secure Digital Banking</p>	<p>To ensure the digital inclusion of the students.</p> <p>To make the student aware about the safety in digital banking.</p>	15
		TOTAL		60

Semester: I

Office Management and administration

Course Code: COM-11401 (d)

No. of Credits :- 04

Objectives of the course

1. To introduce the students to the emerging changes in the modern office environment
2. To develop the conceptual , analytical , technical and managerial skills of students efficient office organization and records management
3. To develop the organizational skills of students
4. To develop Technical skills among the students for designing and developing effective means to manage records , consistency and efficiency of work flow in the administrative section of an organisation.
5. To develop employability skills among the students

Depth of the program – Fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	Concept of Modern Office	<ol style="list-style-type: none">a. Modern Office :- Definition, Characteristics, importance and functionsb. Office environment:- Meaning and Importance, factorsc. Office Location :- Meaning, factors affecting Office locationd. Office Layout :- Meaning, Principles affecting Office Layout	<ol style="list-style-type: none">1. Conceptual Clarity on the meaning of a modern office2. Developing understanding on the internal and external factors of an office environment3. Developing analytical and technical skills to contribute towards planning office location and layout

2	Office Manager	a.Qualities of office manager, skills of office manager - Interpersonal skills, Presentation skills, thinking and Negotiation skills ,Duties and Responsibilities of office manager	1. Developing the necessary set of managerial skills
3	Office work	Office work :-Meaning and Characteristics, Flow of work :- Significance, Features of Ideal flow of work ,benefits of flow of work ,problems in smooth flow of work , suggestions for even flow of work	1. Analytical skills for process improvement in office work.

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Power Point Presentation	Online Videos	Making a model of office layout in groups	Conceptual Clarity on meaning of Modern Office, internal and external factors of an office environment
2	12	Power Point Presentation			Conceptual clarity on the meaning of Scientific office management and understanding various techniques for scientific management

3	12	Guest Lectures by Experts	Visit to any organization , college, bank etc (group assignment)	Report on the records management system based on the visit	Technical skills and Critical analysis skills
4	12	PPT , Educational Videos	Visit to any organization , college, bank etc (group assignment)	Report on the visit and suggestions for improvement in work flow of the organization visited	Development of Technical and Analytical abilities

References :

List of Books Recommended :-

1. Modern Office Management – By Mills, Geoffrey
2. Office Management – By Dr. R.K. Chopra , Priyanka Gauri
3. Office Management – By R.S.N. Pillai
4. Office Management – By K.L.Maheshwari , R.K . Maheshwari
5. Modern Office Management : Principles and Techniques – By J.N.Jian , P.P.Singh

Semester : - II

Subject : - Office Organisation and management- II

Course Code –COM-12201 (d)

No. of credits: 4

Objectives of the course

1. To develop the technical skills of the students to keep up with the technological advancements and digitalization
2. To develop the communication skills of students and introducing them to the latest tools in communication
3. To improve writing, presentation, interpersonal skills of the students for effective formal corporate reporting.
4. To educate the students on the recent trends in communication technology and tools of office automation

Depth of the program – Fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1.	Office Organisation and Management	<ol style="list-style-type: none">a. Office Organisation : Definition, Importance, Principles and Types of Organisationb. Office Management:- Definition, Functionsc. Scientific Office Management :- Meaning, Aims, Techniques of Scientific Office Management and Steps for installation of Scientific Office Management	<ol style="list-style-type: none">1. Conceptual clarity on the meaning of Scientific office management2. Development of understanding in various techniques for scientific management

2		<p>a. Goal Setting:- Concept, Importance of goals, SMART(Specific, Measurable, Achievable, Realistic and Time Bound)</p> <p>b. Time Management :-Meaning, Techniques, Principles and Significance</p>	3. Developing Goal setting and Time management skills in all areas of life
3	Office Records Management	<p>a. Office Records Management -Definition, Objectives, Scope of Records Management, Significance, Principles of Records management.</p> <p>b. Digitalization of records:- Advantages and Problems of Digitalization</p> <p>c. Form Design:- types of forms, Principles of form designing</p> <p>d. Office Manual - Definition, Contents Types , benefits and limitations</p>	<p>1. Introduction to concept of digitalization of records</p> <p>2. Technical skills and critical analysis skills for designing of various office documents for effective records creation and maintenance</p>
4	Office Automation	Objects of Mechanization, Advantages of Mechanization, Factors in selecting office machines, Types of modern Office Machines Recent modes of communication used in office	<p>1. Enhancement of Technical knowledge and developing technical skills to adapt to the technical advancements</p> <p>2. Critical thinking skills and technical skills to overcome the problem of choice among options</p>

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Power Point Presentation SMART Goal Setting activity for oneself for 3 yrs Role plays	TV shows on Management	Self SMART Goal Setting Report in Detail for 3 years	Conceptual Clarity Goal Setting and Goal Measurement, Enhancing the Time Management Skills
2	12	Power Point Presentation Online Videos ,Use of Latest communication Media Live in Class Rooms	Use of Latest Communication Technology and Communication Applications	Report writing on Recent trends in Communication	Enhancing Communication Skills ,Usability of latest communication media
3	12	Guest Lectures by Experts			Development Technical and analytical skills
4	12	PPT , Educational Videos	Online Videos	Report on various office automation tools	Development of Technical skills

References :

List of Books Recommended :

- 1. Modern Office Management – By Mills, Geoffrey**
- 2. Office Management – By Dr. R.K. Chopra , Priyanka Gauri**
- 3. Office Management – By R.S.N. Pillai**
- 4. Office Management – By K.L.Maheshwari , R.K . Maheshwari**
- 5. Modern Office Management : Principles and Techniques – By J.N.Jian , P.P.Singh**

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