

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
AURANGABAD.**



**Circular / Acad Sec./ UG-PG /CBCS Curri./Colleges/ 2022.**

It is hereby inform to all concerned that, on the recommendation of Dean of Faculty of Humanities; **the Academic Council at it's Meeting held on 30<sup>th</sup> August, 2022 has accepted the following revised Curriculum with amendment Rules & Regulation** under Choice Based Credit and Grading System under the Faculty of Humanities.

Sr. No.	Course/Curriculum Name	Semesters
01.	B.A./B.Com./B.Sc./BSW/ BFA <b>First</b> , Second & Third <b>Year</b> Com., Opt., & Addi (SL) <b>[English]</b> Progressively.	<b>Ist to VIth</b>
02.	B.A. First Year <b>Pali &amp; Buddisum.</b>	Ist & IInd
02.	<b>B.A. First Year Economics (Honors)</b> for Model College.	Ist & IInd
03.	B.Com. <b>First Year</b> Hindi (Genral Hindi) <b>Question Paper Pattern.</b>	Ist & IInd
04.	B. A. Second Year <b>[Geography]</b> Progressively.	IIInd & IVth
05.	<b>M.A. First &amp; Second Year [Economics]</b> Progressively	Ist to IVth

**This is effective from the Academic Year 2022-23 and Onwards progressively as appended herewith.**

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University campus,  
Aurangabad-431 004.  
Ref. No. SU/Colleges & Uni.Curri/  
2022/ **8676**

Date: 30.08.2022.

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**Deputy Registrar,  
Academic.**

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**Copy forwarded with compliments to:-**

- 1] **The Head, Economics Department,**  
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 2] **The Principal, all affiliated colleges,**  
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 3] **The Principal, Model College,**  
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 4] **The Director, University Network & Information Centre, UNIC,**  
with **a request to upload this Circular on University Website.**

**Copy to :-**

- 1] **The Director, Board of Examinations & Evaluation,**
- 2] **The Sec. Officer, [B.A., B.Com, B.Sc. & M.A. Unit] Exam. Branch,**
- 3] The Section Officer, [Eligibility Unit],
- 4] The Programmer [Computer Unit-1] Examinations,
- 5] The Programmer [ Computer Unit-2] Examinations,
- 6] The In-charge, [E-Suvidha Kendra],
- 7] The Public Relation Officer,
- 8] The Record Keeper,  
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

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DrK\*300822/-



**Dr Babasaheb Ambedkar Marathwada University  
Aurangabad**



**Syllabus  
of  
Compulsory English, Optional English and Additional  
English (SL) Course  
for  
BA/BCom/BSc/BSW/BFA First Year Class**

**CBCGS PATTERN**

**(With Minor Changes)**

**Semesters I & II**

**(Effective from the Academic Year 2022-23 Onwards)**

## Course Structure

### First Year

<b>Semester I</b>						
<b>Paper</b>	<b>Paper Name And Code</b>	<b>Credits</b>	<b>Lectures/ Week</b>	<b>University Assessment</b>	<b>Internal Assessment</b>	<b>Total Marks</b>
English Compulsory	Course in Communication English- I (CLE 1)	03	05	40	10	50
Optional English – 1	Forms of Literature – I (OPE 1)	03	05	40	10	50
Optional English – 2	Forms of Literature – II (OPE 2)	03	05	40	10	50
Additional English	Additional English (SL) – I (SLE 1)	03	05	40	10	50
<b>Total of Semester I</b>		<b>12</b>	<b>20</b>	<b>160</b>	<b>40</b>	<b>200</b>
<b>Semester II</b>						
<b>Paper</b>	<b>Paper Name And Code</b>	<b>Credits</b>	<b>Lectures/ Week</b>	<b>University Assessment</b>	<b>Internal Assessment</b>	<b>Total Marks</b>
English Compulsory	Course in Communication English- II(CLE2)	03	05	40	10	50
Optional English – 1	Forms of Literature – I (OPE 3)	03	05	40	10	50
Optional English – 2	Forms of Literature – II (OPE 4)	03	05	40	10	50
Additional English	Additional English (SL) – I (SLE 2)	03	05	40	10	50
<b>Total of Semester II</b>		<b>12</b>	<b>20</b>	<b>160</b>	<b>40</b>	<b>200</b>

## Second Year

<b>Semester III</b>						
<b>Paper</b>	<b>Paper Name And Code</b>	<b>Credits</b>	<b>Lectures/ Week</b>	<b>University Assessment</b>	<b>Internal Assessment</b>	<b>Total Marks</b>
English Compulsory	Course in Communication English- III(CLE3)	03	05	40	10	50
Optional English – 1	Literature in English – I (OPE5)	03	05	40	10	50
Optional English – 2	Literature in English – II (OPE6)	03	05	40	10	50
Additional English	Additional English (SL) – III(SLE 3)	03	05	40	10	50
<b>Total of Semester III</b>		<b>12</b>	<b>20</b>	<b>160</b>	<b>40</b>	<b>200</b>
<b>Semester IV</b>						
<b>Paper</b>	<b>Paper Name And Code</b>	<b>Credits</b>	<b>Lectures/ Week</b>	<b>University Assessment</b>	<b>Internal Assessment</b>	<b>Total Marks</b>
English Compulsory	Course in Communication English- IV(CLE4)	03	05	40	10	50
Optional English – 1	Periods of British Literature – I (OPE 7)	03	05	40	10	50
Optional English – 2	Postcolonial Literature – II (OPE 8)	03	05	40	10	50
Additional English	Additional English (SL) – IV(SLE 4)	03	05	40	10	50
<b>Total of Semester IV</b>		<b>12</b>	<b>20</b>	<b>160</b>	<b>40</b>	<b>200</b>

### Third Year

Semester V						
Paper	Paper Name And Code	Credits	Lectures/ Week	University Assessment	Internal Assessment	Total Marks
Optional English -1	Study of English Language – I <b>(OPE9)</b>	03	06	40	10	50
Optional English- 2	Literary Theory and Criticism – I <b>(OPE 11)</b>	03	06	40	10	50
Optional English – 3 <b>(General Elective)</b>	Eclectic Literature – I <b>(OPE 13)</b> <i>Or</i> Indian Literature in English –I <b>(OPE13)</b> <i>Or</i> Introduction to Modern Linguistics and Research – I <b>(OPE 13)</b>	03	06	40	10	50
Optional English - 4	Research Project <b>(OPE 15)</b>	03	03	40	10	50
<b>Total of Semester V</b>		<b>12</b>	<b>21</b>	<b>160</b>	<b>40</b>	<b>200</b>

<b>Semester VI</b>						
<b>Paper</b>	<b>Paper Name And Code</b>	<b>Credits</b>	<b>Lectures/ Week</b>	<b>University Assessment</b>	<b>Internal Assessment</b>	<b>Total Marks</b>
Optional English	Study of English Language – II (OPE10)	03	06	40	10	50
Optional English	Literary Theory and Criticism – II (OPE 12)	03	06	40	10	50
Optional English (General Elective)	Eclectic Literature – I(OPE 14) <i>Or</i> Indian Literature in English –II (OPE14) <i>Or</i> Introduction to Modern Linguistics and Research – II (OPE 14)	03	06	40	10	50
Optional English - 4	Research Project (OPE 16)	03	03	40	10	50
<b>Total of Semester VI</b>		<b>12</b>	<b>21</b>	<b>160</b>	<b>40</b>	<b>200</b>
<b>Total Degree</b>		<b>Credits</b>		<b>1200 Marks</b>		



## Distribution of Credits

### First Year

Courses	Semester	Compulsory Language	Optional English - 01	Optional English - 02	Additional English	Total credits
B. A. / B. Com. / B.Sc. / BSW/BFA	I	03	03	03	03	12
B. A. / B. Com. / B.Sc. / BSW/BFA	II	03	03	03	03	12
Total Credits of First Year						24

### Second Year

Courses	Semester	Compulsory Language	Optional English - 01	Optional English - 02	Additional English	Total credits
B. A. / B. Com. / B.Sc. / BSW/BFA	III	03	03	03	03	12
B. A. / B. Com. / B.Sc. / BSW/BFA	IV	03	03	03	03	12
Total Credits of Second Year						24

### Third Year

Courses	Semester	Optional English - 01	Optional English - 02	Optional English - 03	Research Methodology	Total credits
B. A.	V	03	03	03	03	12
B. A.	VI	03	03	03	03	12
Total Credits of Third Year						24

## **PREAMBLE TO THE CURRICULUM**

We, the Board of Studies in English of Dr Babasaheb Ambedkar Marathwada University, Aurangabad, believe that a well-wrought curriculum leads the learners to critical thinking, responsibility and humanity. The aim of the curriculum designed by us board is to inculcate egalitarian values among the learners and make them think critically and be responsible and humane as these attributes help build the character of learners.

The board also give careful consideration to instilling a sense of precision into the learners, besides laying a special focus upon developing oral and written communication of them. We, the board, advise and insist that the learner read, write, hear, and speak clearly to the point of establishing themselves a competent enterpriser of their own field of career.

Finally, the board have done their utmost to provide learners with the texts that cover so far every walk of life and that sort of comply with the standards of employability. Therefore, the board are hoping that the curriculum would prove of certain value and significance to the learners and academics concerned.

### **Core Values:**

1. Education to foster appreciation for the intellectual and physical aspects of better life and for other types of culture.
2. Encouragement for respectful face-to-face communication, inculcating moral and ethical values and global competencies.
3. Establishment of a culture of leadership, teamwork and dedication to serious pursuit of learning.
4. Promoting independent thinking and self-reliance among the undergraduates.

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**Course Codes:**

1. Compulsory English: **CLE 1, 2**
2. Additional English (SL): **SLE 1, 2**
3. Optional English: **OPE 1, 2, 3, 4**

**Expected Number of Classes to Be Conducted (Per Paper per Semester)**

- |                             |           |
|-----------------------------|-----------|
| 1. Compulsory English:      | <b>75</b> |
| 2. Additional English (SL): | <b>75</b> |
| 3. Optional English:        | <b>60</b> |

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**Subject: Compulsory English**

**BA/BCom/BSc/BSW/BFA First Year**

**Title of the Paper: *A Course in Communicative English- I***

**Paper Code: CLE 1**

**Maximum Marks: 50**

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**Aims and Objectives:**

1. To make the students aware of basic language skills;
2. To train them to read and write well in English;
3. To make the students competent speakers and listeners of English;
4. To enhance the confidence level of the students for application of English;
5. To develop word power of the students.

**Contents of the Course: Semester I**

**I. Prose:**

**15 Marks**

1. The Essence of Democracy- B. R. Ambedkar
2. Orpheus and Eurydice- William Byron Forbush
3. A Tribute to the Buddha- Sayaji Maharaj Gaekwad
4. Facebook is Making us Miserable- Daniel Gulati
5. Sir Isaac Newton- Nathaniel Hawthorne

**II. Poetry:**

**15 Marks**

1. A Prayer for My Daughter- W. B. Yeats
2. A Psalm of Life- H W Longfellow
3. The Bus- Arun Kolatkar
4. Let Me Not to the Marriage of True Minds- William Shakespeare
5. Night of the Scorpion- Nissim Ezekiel

**III. Grammar and Composition:**

**10 Marks**

1. The Clause Elements (S, V, O, C, A)
2. The Articles and Prepositions: Kinds and Usage
3. The Tenses: Kinds and Usage
4. Marathi Alternatives to English Words
  - a. Email Writing
  - b. Job Application with CV
  - c. News and Report Writing
  - d. Self-Introduction

#### **IV. Internal Evaluation (Semester I):**

**10 Marks**

1. PowerPoint Presentation on great/famous people, sportspersons, etc.

**OR**

2. Essay Writing/Review Writing on a book, film, well-known regional person, reformer, politician, social activist, etc.

**Prescribed Textbook:** *Elegance of Language I* by Board of Editors, BAMU  
(Published by: Macmillan Publishers India, Private Ltd, 2021)

#### **Contents of the Course: Semester II**

**Title of the Paper: *A Course in Communicative English- II***

**Paper Code: CLE 2**

**Maximum Marks: 50**

#### **I. Prose:**

**15 Marks**

1. India's Message to the World- Swami Vivekananda
2. Are the Rich Happy? - Stephen Leacock
3. I Have a Dream- Martin Luther King Jr.
4. Going Public: A Man of Wealth and Fame- Walter Isaacson
5. Gold from the Grave- Anna Bhau Sathe

#### **II. Poetry:**

**15 Marks**

1. Stopping by Woods on a Snowy Evening- Robert Frost
2. Poem of Serpents- Loknath Yashwant
3. Strange Meeting- Wilfred Owen
4. The Ballad of the Landlord- Langston Hughes
5. The Tiger and the Deer- Sri Aurobindo

#### **III. Grammar and Composition:**

**10 Marks**

1. Basic Sentence Types: Declarative, Interrogative, Imperative, Exclamative
2. Affixation and Word Formation
3. Phrases and Idioms
4. Antonyms and Synonyms
5. Translation Skill (Marathi to English and vice versa)
  - a. Dialogue Writing
  - b. Blog Writing
  - c. Descriptive and Narrative Paragraphs
  - d. Preparing an Advertisement



**IV. Internal Evaluation (Semester II): 10 Marks**

1. PowerPoint Presentation on great/famous people, sportspersons, etc.
- OR**
2. Essay Writing/Review Writing on a book, film, well-known regional person, reformer, politician, social activist, etc.

**Prescribed Textbook:** *Elegance of Language II* by Board of Editors, BAMU  
(Published by: Macmillan Publishers India, Private Ltd, 2021)

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**Optional English Course  
First Year of BA**

**Papers I & II:**

Paper Codes: OPE 1 & 2

**Papers III & IV:**

Paper Codes: OPE 3 & 4

**Paper I: Forms of Literature**

**Maximum Marks: 50**

**Aims and Objectives:**

1. To make the students aware of basic concepts of literature;
2. To make them aware of forms of literature;
3. To help the students develop their taste for literature and its judgment;
4. To make the students realise creative language and art.

**Contents of the Course: Semester I**

**I. (A) Types of Poetry: 05 Marks**

1. The Lyric
2. The Ode
3. The Sonnet
4. The Elegy

**(B) Texts of Poetry: 10 Marks**

1. Ode on a Grecian Urn- John Keats
2. Elegy Written in a Country Churchyard- Thomas Gray
3. On His Blindness- John Milton
4. The Splendour Falls- Alfred Lord Tennyson

**II. (A) Types of Drama: 05 Marks**

(NB: The Course Structure is given at the end.)

1. Tragedy
2. Comedy
3. Tragi-Comedy

**(B) Text for Study:**

**10 Marks**

The Merchant of Venice- William Shakespeare

**III. Fiction:**

**10 Marks**

1. What is fiction?
2. What is short fiction?
3. What is science fiction?
4. The Narrative Technique in Fiction

**Text for Study:** Train to Pakistan- Khushwant Singh

**IV. Internal Evaluation:**

**10 Marks**

The students would write a critical appreciation of any of the texts recommended for the paper or recommended by the teacher and submit it to the teacher concerned.

**Prescribed Textbook:** *Spring of Language and Literature* by Board of Editors, BAMU (Published by: Macmillan Publishers India, Private Ltd, 2021)

**Recommended Texts for Studying the Basic Concepts:**

1. Abrams, M. H. *A Glossary of Literary Terms*. 11th ed. (Delhi: Cengage Learning Private Limited, 2015).
2. Prasad, Brijdish & H. P. Ramadoss. *A Background to the Study of English Literature*. Rev. Ed. (Delhi: Laxmi Prakashan, 2016).

**E-sources (Poetry):**

1. <https://www.poetryfoundation.org/poems/44477/ode-on-a-grecian-urn>
2. <http://www.thomasgray.org/cgi-bin/display.cgi?text=elcc>
3. <https://m.poets.org/poetsorg/poem/splendor-falls>
4. <https://www.poemhunter.com/poem/on-his-blindness/>

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## **Contents of the Course: Semester I**

### **Paper II: Forms of Literature II**

**Maximum Marks: 50**

- |  |                 |
|--|-----------------|
| <b>I. (A) Types of Drama:</b>  | <b>10 Marks</b> |
| 1. One-Act Play  |                 |
| 2. Dramatic Monologue  |                 |
| 3. Farce and Melodrama   |                 |
| <b>(B) Text:</b>   | <b>10 Marks</b> |
| How He Lied to Her Husband- G. B. Shaw   |                 |
| <b>II. Poetry:</b>   | <b>10 Marks</b> |
| 1. Christabel- S. T. Coleridge   |                 |
| 2. My Last Duchess- Robert Browning  |                 |
| 3. A Morning Prayer- Nissim Ezekiel  |                 |
| <b>III. Short Fiction:</b>   | <b>10 Marks</b> |
| 1. The Postmaster- Rabindranath Tagore   |                 |
| 2. When I Hid My Caste- Baburao Bagul  |                 |
| 3. The Rule of the Road- A. G. Gardiner  |                 |
| 4. The Adventure of the Dying Detective- Sir Arthur Conan Doyle  |                 |
| <b>IV. Internal Evaluation:</b>  | <b>10 Marks</b> |
| The students would write a critical appreciation of any of the texts recommended for the paper or recommended by the teacher and submit it to the teacher concerned. |                 |

**Prescribed Textbook:** *Spring of Language and Literature* by Board of Editors, BAMU (Published by: Macmillan Publishers India, Private Ltd, 2021)

### **Recommended Texts for Studying the Basic Concepts:**

1. Abrams, M. H. *A Glossary of Literary Terms*. 11th ed. (Delhi: Cengage Learning Private Limited, 2015).
2. Prasad, Brijdish & H. P. Ramadoss. *A Background to the Study of English Literature*. Rev. Ed. (Delhi: Laxmi Prakashan, 2016).

### **Sources/E-sources (Poetry and Short Fiction):**

1. Doyle, S. A. C. *The Complete Short Stories of Sherlock Holmes*. 35th impression. (Mumbai: Jaiko Publishing House, 2018).
2. <https://www.poetryfoundation.org/poems/43768/my-last-duchess>

3. <https://www.poetryfoundation.org/poems/43971/christabel>
4. Ezekiel, Nissim. *Collected Poems*. New Delhi: Oxford University Press, 2010.
5. <http://www.online-literature.com/tagore-rabindranath/stories-from-tagore/7/>
6. <https://sherlock-holm.es/stories/pdf/a4/1-sided/dyin.pdf>
7. When I Hid My Caste- Baburao Bagul (Trans. Jerry Pinto. New Delhi: Speaking Tiger Publishing Pvt. Ltd., 2018)
8. Kaul Neena, and Renu Anand. Eds. *Chinar: An Anthology of Prose and Poems*. New Delhi: Cambridge University Press, 2013.

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## **Contents of the Course: Semester II**

### **Paper III: Forms of Literature**

**Maximum Marks: 50**

- |             |  |                 |
|-------------|--|-----------------|
| <b>I.</b>   | <b>(A) Prose Types:</b>                  | <b>10 Marks</b> |
|             | 1. The Essay                             |                 |
|             | 2. Autobiography                         |                 |
|             | 3. Biography                             |                 |
|             | <b>(B) Text: Essays by Francis Bacon</b> |                 |
|             | 1. Of Truth                              |                 |
|             | 2. Of Death                              |                 |
|             | 3. Of Revenge                            |                 |
|             | 4. Of Parents and Children               |                 |
|             | 5. Of Nobility                           |                 |
| <b>II.</b>  | <b>Autobiography:</b>                    | <b>10 Marks</b> |
|             | The Race of My Life- Milkha Singh        |                 |
| <b>III.</b> | <b>Drama:</b>                            | <b>10 Marks</b> |
|             | Justice- John Galsworthy                 |                 |
| <b>IV.</b>  | <b>Fiction:</b>                          | <b>10 Marks</b> |
|             | The Alchemist- Paulo Cohelo              |                 |
| <b>V.</b>   | <b>Internal Evaluation:</b>              | <b>10 Marks</b> |

The students would write a critical appreciation of any of the texts recommended for the paper or recommended by the teacher and submit it to the teacher concerned.

**Prescribed Textbook:** *Spring of Language and Literature* by Board of Editors, BAMU (Published by: Macmillan Publishers India, Private Ltd, 2021)

**Recommended Texts for Studying the Basic Concepts:**

1. Abrams, M. H. *A Glossary of Literary Terms*. 11th ed. (Delhi: Cengage Learning Private Limited, 2015).
2. Prasad, Brijdish & H. P. Ramadoss. *A Background to the Study of English Literature*. Rev. Ed. (Delhi: Laxmi Prakashan, 2016).

**Sources for Studying Bacon's Essays:**

1. Chaudhari, Sukant. Ed. *Bacon's Essays: A Selection*. New Delhi: Oxford University Press, 2004.
2. <https://westegg.com/bacon/index.essays.html>

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**Contents of the Course: Semester II**

**Paper IV: Forms of Literature**

**Maximum Marks: 50**

- |   |                 |
|---|-----------------|
| <b>I. (A) Poetry Types:</b>             | <b>10 Marks</b> |
| 1. The Epic                             |                 |
| 2. The Satire                           |                 |
| 3. The Idyll                            |                 |
| <b>(B) Text:</b>                        |                 |
| Samson Agonistes- John Milton           |                 |
| <br><b>II. Essays by Francis Bacon:</b> | <b>10 Marks</b> |
| 1. Of Envy                              |                 |
| 2. Of Love                              |                 |
| 3. Of Adversity                         |                 |
| 4. Of Marriage and Single Life          |                 |
| 5. Of Goodness and Good nature          |                 |
| 6. Of Boldness                          |                 |
| 7. Of Superstition                      |                 |
| 8. Of Suspicion                         |                 |
| 9. Of Ambition                          |                 |
| 10. Of Beauty                           |                 |



**III. Drama: 10 Marks**

Doctor Faustus- Christopher Marlowe

**IV. Fiction: 10 Marks**

The English Patient- Michael Ondaatje

**Internal Evaluation: 10 Marks**

The students would write a critical appreciation of any of the texts recommended for the paper or recommended by the teacher and submit it to the teacher concerned.

**Prescribed Textbook:** *Spring of Language and Literature* by Board of Editors, BAMU (Published by: Macmillan Publishers India, Private Ltd, 2021)

**Recommended Texts for Studying the Basic Concepts:**

1. Abrams, M. H. *A Glossary of Literary Terms*. 11th ed. (Delhi: Cengage Learning Private Limited, 2015).
2. Prasad, Brijdish & H. P. Ramadoss. *A Background to the Study of English Literature*. Rev. Ed. (Delhi: Laxmi Prakashan, 2016).

**Sources for Bacon's Essays:**

1. Chaudhari, Sukant. Ed. *Bacon's Essays: A Selection*. New Delhi: Oxford University Press, 2004.
2. <https://westegg.com/bacon/index.essays.html>

**Sources for Milton's Poem:**

1. Wordsworth Poetry Library. *The English Poems of John Milton*. Hertfordshire: Wordsworth Editions Limited, 2004.
2. [https://www.dartmouth.edu/~milton/reading\\_room/samson/drama/text.shtml](https://www.dartmouth.edu/~milton/reading_room/samson/drama/text.shtml)

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**Subject: Additional English (SL)**

**BA/BCom/BSc/BSW/BFA First Year**

**Title of the Paper: *Additional English (SL) - I***

**Paper Code: SLE 1**

**Maximum Marks: 50**

**Aim of the Course:** The course aims to inculcate in students creative skills.

**Contents of the Course: Semester I**

**I. Stories in Prose: 10 Marks**

1. Othello
2. As You Like It

**Text:** Tales from Shakespeare- Charles and Mary Lamb (Penguin Classics, 2016)

**II. Fiction: 10 Marks**

**Text:** A Fine Balance- Rohinton Mistry

**III. Drama: 10 marks**

**Text:** All My Sons- Arthur Miller

**IV. Writing Skill: 10 Marks**

**1. Letter Writing:**

- a. Letter of Invitation
- b. Letter of Apology
- c. Letter of Request
- d. Business Letter
- e. Letter of Complaint
- f. Essay Writing

**Internal Evaluation: 10 Marks**

1. Expository and Persuasive Paragraphs 05 Marks
2. Critical Appreciation of Any Text 05 Marks

**Recommended Texts on Writing Skill:**

1. Stanton, Nicky. *Mastering Communication*. 5th ed. Hampshire: Palgrave Macmillan, 2009.

**(NB: The Course Structure is given at the end.)**

**12 |**

2. Nagraj, Geetha. *A Course in Grammar and Composition*. Delhi: Cambridge University Press, 2017.

**Prescribed Textbook:** *Bridge of Language* by Board of Editors, BAMU (Published by: Macmillan Publishers India, Private Ltd, 2021)

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**Title of the Paper: *Additional English (SL) - II***

**Paper Code: SLE 2**

**Maximum Marks: 50**

**Contents of the Course: Semester II**

**I. Stories in Prose: 10 Marks**

1. Romeo and Juliet
2. Twelfth Night; Or, What You Will

**Text:** Tales from Shakespeare- Charles and Mary Lamb (Penguin Classics, 2016)

**II. Essays: 10 Marks**

1. The Principle of Growth
2. Education

**Text:** Why Men Fight- Bertrand Russell (Oxon: Routledge, 2010; 2nd Indian Reprint, 2012)

**III. Fiction: 10 marks**

**Text:** The Blue Umbrella- Ruskin Bond

**IV. Personal Diary: 10 Marks**

**Text:** The Diary of a Young Girl- Anne Frank

**V. Internal Evaluation: 10 Marks**

1. Dialogue Writing 05 Marks
2. Preparing a Speech Draft 05 Marks

**Prescribed Textbook:** *Bridge of Language* by Board of Editors, BAMU (Published by: Macmillan Publishers India, Private Ltd, 2021)

**Recommended Texts on Writing Skill:**

1. Stanton, Nicky. *Mastering Communication*. 5th ed. Hampshire: Palgrave Macmillan, 2009.
2. Nagraj, Geetha. *A Course in Grammar and Composition*. Delhi: Cambridge University Press, 2017.

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**Dr Babasaheb Ambedkar Marathwada University  
Aurangabad**



**Syllabus  
of  
Compulsory English, Optional English and Additional  
English (SL) Course  
for  
BA/BCom/BSc/BSW/BFA Second Year Class  
(Affiliated Colleges)**

**CBCGS PATTERN**

**Semesters III & IV  
(Effective from the Academic Year 2023-24 Onwards)**



**Course Codes:**

4. Compulsory English: **CLE 3, 4**
5. Additional English (SL): **SLE 3, 4**
6. Optional English: **OPE 5, 6, 7, 8**

**Expected Number of Classes to Be Conducted (Per Paper per Semester)**

- |                             |           |
|-----------------------------|-----------|
| 4. Compulsory English:      | <b>75</b> |
| 5. Additional English (SL): | <b>75</b> |
| 6. Optional English:        | <b>60</b> |

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**Subject: Compulsory English**

**BA/BCom/BSc/BSW/BFA Second Year**

**Title of the Paper: *A Course in Communicative English- III***

**Paper Code: CLE 3**

**Maximum Marks: 50**

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**Aims and Objectives:**

1. To take the linguistic skills of students at advanced level;
2. To enhance communicative competence level of students;
3. To groom the students as good communicators.

**Expected Outcome:** The students would emerge as good communicators.

**Contents of the Course: Semester III**

- |   |                 |
|---|-----------------|
| <b>I. Prose:</b>  | <b>15 Marks</b> |
| <ol style="list-style-type: none"><li>1. Preamble, Fundamental Rights, and Fundamental Duties (Constitution of India)</li><li>2. Memorial Addressed to the Education Commission- Joteerao Govindrao Phooley</li><li>3. The Doll's House- Catherine Mansfield</li><li>4. How to Tell a Story? - Mark Twain</li><li>5. How Much Land Does a Man Need? – Leo Tolstoy</li></ol> |                 |
| <b>II. Poetry:</b>  | <b>15 Marks</b> |
| <ol style="list-style-type: none"><li>1. O Captain! My Captain- Walt Whitman</li><li>2. The Leech Gatherer- William Wordsworth</li><li>3. Hope Is the Thing with Feathers- Emily Dickinson</li><li>4. The Conversation on a Magshar Night- Dalpat Chauhan</li><li>5. Money Madness- D. H. Lawrence</li></ol>  |                 |
| <b>III. Grammar:</b>  | <b>10 Marks</b> |
| <ol style="list-style-type: none"><li>1. Degrees of Comparison</li><li>2. Common Errors in Forming Sentences</li><li>3. Speech: Preparation and Presentation</li><li>4. Interview: Preparation and Conduct</li></ol>  |                 |
| <b>IV. Internal Evaluation:</b>   | <b>10 Marks</b> |

(NB: The Course Structure is given at the end.)

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1. Oral presentation on a given (by teacher) or chosen (by student) topic (05 Marks)
2. Preparing CV or Detailed Self-Introduction (05 Marks)

**Prescribed Textbook:** *Path of Wisdom I* by Board of Editors, Dr Babasaheb Ambedkar Marathwada University, Aurangabad (Published by: Macmillan Education India Private Ltd.)

### **Contents of the Course: Semester IV**

**Title of the Paper: *A Course in Communicative English- IV***

**Paper Code: CLE 4**

**Maximum Marks: 50**

- |             |  |                 |
|-------------|--|-----------------|
| <b>I.</b>   | <b>Prose:</b>  | <b>15 Marks</b> |
|             | <ol style="list-style-type: none"> <li>1. Of Society and Civilisation- Thomas Paine</li> <li>2. My Greatest Olympic Prize- Jesse Owens</li> <li>3. The Pleasures of Ignorance- Robert Lynd</li> <li>4. The Lottery Ticket- Anton Chekhov</li> <li>5. The Gift of the Magi- O. Henry</li> </ol> |                 |
| <b>II.</b>  | <b>Poetry:</b>   | <b>15 Marks</b> |
|             | <ol style="list-style-type: none"> <li>1. To My Daughter- Balamani Amma</li> <li>2. Amalkanti- Nirendranath Chakrabarti</li> <li>3. Woman- Hira Bansode</li> <li>4. And the Dream Bird- Sudhanya Tripura</li> <li>5. Spring- Ezra Pound</li> </ol>   |                 |
| <b>III.</b> | <b>Grammar:</b>  | <b>10 Marks</b> |
|             | <ol style="list-style-type: none"> <li>1. Use of Words in Sentences: Noun, Verb, Adjective, Adverb, etc.</li> <li>2. The Sentence: Coordination and Subordination</li> <li>3. Soft Skills: An Introduction</li> <li>4. Indian English: A Brief Introduction</li> </ol>                         |                 |
| <b>IV.</b>  | <b>Internal Evaluation (Semesters II):</b>   | <b>10 Marks</b> |
|             | <ol style="list-style-type: none"> <li>1. Testing of Reading Skills (05 Marks)</li> <li>2. Writing Application/Letter: Job, Complaint, Purchase, Appreciation, etc. (05 Marks)</li> </ol>  |                 |

**Prescribed Textbook:** *Path of Wisdom II* by Board of Editors, Dr Babasaheb Ambedkar Marathwada University, Aurangabad (Published by: Macmillan Education India Private Ltd.)

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**Optional English Course  
Second Year of BA**

**Papers V & VI:**

Paper Codes: OPE 5 & 6

**Papers VII & VIII:**

Paper Codes: OPE 7 & 8

**Paper V: Literature in English I**

**Maximum Marks: 50**

**Aims and Objectives:**

1. To make the students aware of literatures in English;
2. To make them aware of diverse cultures presented in literature;
3. To help the students develop their ability to compare different literary worlds.

**Expected Outcome:** The students would have developed awareness about different literatures written/translated in English.

**Contents of the Course: Semester III**

<b>I. Introduction to Types of Literature in English:</b>	<b>10 Marks</b>
1. British Literature	
2. American Literature	
3. Indian Literature	
<b>II. Texts for Study: Poetry</b>	<b>10 Marks</b>
1. All the World's a Stage- William Shakespeare	
2. Give All to Love- Ralph W. Emerson	
3. Freedom- Rabindranath Tagore	
<b>III. Text for Study: Drama</b>	<b>10 Marks</b>
The Comedy of Errors- William Shakespeare	
<b>IV. Text for Study: Fiction</b>	<b>10 Marks</b>

(NB: The Course Structure is given at the end.)

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As I Lay Dying- William Faulkner

**V. Internal Evaluation**

**10 Marks**

The students would write a critical appreciation of any of the texts recommended for the paper or recommended by the teacher and submit it to the teacher concerned.

**Recommended Reading:**

Birch, Diana. *The Oxford Companion to English Literature*. 7th ed. OUP, 2009.

Ousby, Ian. *The Cambridge Guide to Literature in English*. CUP, 1988.

Albert, E. *History of English Literature*. Rev. ed. OUP, 2017.

Naik, M. K. *A History of Indian English Literature*. Sahitya Akademi, 2009.

Halleck, R. P. *History of American Literature*. Notion Press, 2019.

**E-sources:**

[https://en.wikipedia.org/wiki/British\\_literature](https://en.wikipedia.org/wiki/British_literature)

[https://en.wikipedia.org/American\\_literature](https://en.wikipedia.org/American_literature)

[https://en.wikipedia.org/wiki/Indian\\_English\\_literature](https://en.wikipedia.org/wiki/Indian_English_literature)

<https://www.poetryfoundation.org/poems/56966/speech-all-the-worlds-a-stage>

<https://www.poetryfoundation.org/poems/50464/give-all-to-love>

<https://allpoetry.com/poem/8516617-Freedom-by-Rabindranath-Tagore>

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**Contents of the Course: Semester III**

**Paper VI: Literature in English II**

**Maximum Marks: 50**

**I. Introduction to Types of Literature in English: 10 Marks**

1. Canadian Literature
2. Australian Literature
3. African Literature

**II. Texts for Study: Poetry 10 Marks**

1. I Believe- Robert W. Service
2. The Old Prison- Judith Wright

(NB: The Course Structure is given at the end.)

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3. Pine Tree in Spring- Chinua Achebe

**III. Text for Study: Drama**

**10 Marks**

The Strong Breed- Wole Soyinka

**IV. Text for Study: Short Fiction**

**10 Marks**

Dancing Girls and Other Stories- Margaret Atwood

**V. Internal Evaluation**

**10 Marks**

The students would write a critical appreciation of any of the texts recommended for the paper or recommended by the teacher and submit it to the teacher concerned.

**Recommended Reading:**

Birch, Diana. *The Oxford Companion to English Literature*. 7th ed. OUP, 2009.

Ousby, Ian. *The Cambridge Guide to Literature in English*. CUP, 1988.

Howells, C. A., & E. M. Kroll. Eds. *The Cambridge History of Canadian Literature*. CUP, 2013.

Turner, H. G. *The Development of Australian Literature*. Kessinger Publishers, 2008.

**E-sources:**

[https://en.wikipedia.org/wiki/African\\_literature#:~:text=African%20literature%20is%20literature%20from.African%20and%20Afro%2DAsiatic%20languages.](https://en.wikipedia.org/wiki/African_literature#:~:text=African%20literature%20is%20literature%20from.African%20and%20Afro%2DAsiatic%20languages.)

[https://en.wikipedia.org/wiki/Australian\\_literature](https://en.wikipedia.org/wiki/Australian_literature)

[https://en.wikipedia.org/wiki/Canadian\\_literature#:~:text=Canadian%20literature%20is%20the%20literature,others%20such%20as%20Canadian%20Gaelic.](https://en.wikipedia.org/wiki/Canadian_literature#:~:text=Canadian%20literature%20is%20the%20literature,others%20such%20as%20Canadian%20Gaelic.)

<https://www.poetryfoundation.org/poems/46655/i-believe>

<https://allpoetry.com/The-Old-Prison>

<https://www.best-poems.net/chinua-achebe/pine-tree-in-spring.html>

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### Contents of the Course: Semester IV

#### **Paper VII: Periods of British Literature**

**Maximum Marks: 50**

##### **Aims and Objectives:**

1. To have the students enlightened on the development of British literature.
2. To prepare the students for clearing examinations regarding British literature.

**Expected Outcome:** The students would have developed understanding of British literature to a fair extent.

- |             |  |                 |
|-------------|--|-----------------|
| <b>I.</b>   | <b>Introduction to Periods of British Literature</b>   | <b>10 Marks</b> |
|             | 1. Old English Period  |                 |
|             | 2. Middle English Period   |                 |
|             | 3. The Renaissance   |                 |
|             | 4. Elizabethan Period  |                 |
|             | 5. Romanticism   |                 |
| <b>II.</b>  | <b>Texts for Study: Poetry</b>   | <b>10 Marks</b> |
|             | 1. A Ballad of Gentleness- Geoffrey Chaucer  |                 |
|             | 2. An Ode to Himself- Ben Jonson   |                 |
|             | 3. Death Be Not Proud- John Donne  |                 |
| <b>III.</b> | <b>Text for Study: Drama</b>   | <b>10 Marks</b> |
|             | Duchess of Malfi- John Webster   |                 |
| <b>IV.</b>  | <b>Text for Study: Prose</b>   | <b>10 Marks</b> |
|             | Utopia- Thomas More  |                 |
| <b>V.</b>   | <b>Internal Evaluation</b>   | <b>10 Marks</b> |
|             | The students would write a critical appreciation of any of the texts recommended for the paper or recommended by the teacher and submit it to the teacher concerned. |                 |

##### **Recommended Reading:**

Hudson, W. H. *An Outline History of English Literature*. Maple Press, 2012.

Thornley, G. C., and Robert Gwyneth. *An Outline of English Literature*. Pearson Education India, 2012.

### E-sources:

[https://en.wikipedia.org/wiki/Old\\_English](https://en.wikipedia.org/wiki/Old_English)  
[https://en.wikipedia.org/wiki/Middle\\_English](https://en.wikipedia.org/wiki/Middle_English)  
<https://en.wikipedia.org/wiki/Renaissance>  
<https://www.britannica.com/art/Elizabethan-literature>  
<https://www.britannica.com/art/Romanticism>  
<https://mypoeticside.com/poets/geoffrey-chaucer-poems>  
<https://www.poetryfoundation.org/poems/44462/an-ode-to-himself>  
<https://www.poetryfoundation.org/poems/44107/holy-sonnets-death-be-not-proud>

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### **Contents of the Course: Semester IV**

#### **Paper VIII: Postcolonial Literature**

**Maximum Marks: 50**

#### **Aims and Objectives:**

1. To introduce the students to postcolonialism which dominates the current academic scenes of the world.
2. To make the students keep pace with current developments in literature and discourse.

**Expected Outcome:** The students would have become familiar with the contemporary discourse and literature.

- |   |                 |
|---|-----------------|
| <b>I. Postcolonialism: A Background</b>           | <b>10 Marks</b> |
| 1. Definition                                     |                 |
| 2. Theory   |                 |
| 3. Colonialism, Imperialism and Postcolonialism   |                 |
| <b>II. Texts for Study: Poems</b>                 | <b>10 Marks</b> |
| 1. A Far Cry from Africa- Derek Walcott           |                 |
| 2. To New York- Leopold Sedar Senghor             |                 |
| 3. Stone-masons, My Father, and Me- Namdeo Dhasal |                 |
| <b>III. Texts for Study: Essays</b>               | <b>10 Marks</b> |
| 1. Colonialist Criticism- Chinua Achebe           |                 |
| 2. Orientalism- Edward Said                       |                 |

(NB: The Course Structure is given at the end.)



3. National Culture- Frantz Fanon

**Source Text:** Ashcroft, Bill, et al. Eds. *The Post-Colonial Studies Reader*. 2nd ed. Routledge, 2017.

**IV. Text for Study: Fiction** **10 Marks**  
Tomb of Sand- Geetanjali Shree

**V. Internal Evaluation** **10 Marks**

The students would write a critical appreciation of any of the texts recommended for the paper or recommended by the teacher and submit it to the teacher concerned.

**Recommended Reading:**

McLeod, John. *Beginning Postcolonialism*. Viva Books, 2018.

Gale, C. L. *A Study Guide for "Postcolonialism"*. Gale Study Guides, 2017.

O'Reilly, Christopher, et al. *Postcolonial Literature*. CUP, 2001.

**E-sources:**

<http://www.poetryatlas.com/poetry/poem/2291/to-new-york.html>

<https://www.poemhunter.com/derek-walcott/poems/>

<https://www.britannica.com/topic/postcolonialism#:~:text=postcolonialism%20C%20the%20historical%20period%20or.under%20various%20forms%20of%20imperialism.>

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**Subject: Additional English (SL)**

**BA/BCom/BSc/BSW/BFA Second Year**

**Title of the Paper: *Additional English (SL) - III***

**Paper Code: SLE 3**

**Maximum Marks: 50**

**Aim of the Course:** The course aims to produce good communicators of English.

**Expected Outcome:** The students would turn out good communicators after completing the given course.

**Contents of the Course: Semester III**

(NB: The Course Structure is given at the end.)

P a g e

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**I. Prose and Poetry: 10 Marks**

1. King Lear
2. When We Two Parted- Lord Byron

**Sources:** Tales from Shakespeare- Charles and Mary Lamb (Penguin Classics, 2016)

<https://pooh1606.files.wordpress.com/2012/02/the-poem-when-we-two-parted-by-lord-byron1.pdf>

<http://www.gutenberg.org/ebooks/573>

**II. Communication 20 Marks**

1. Basic Elements of Communication
2. Methods of Communication (Verbal)
3. Methods of Communication (Non-Verbal)
4. Channels of Communication

**III. Dialogue Skills 10 marks**

1. Good Manners and Etiquette
2. Expressing Disagreement without Being Offensive
3. Conducting a Meeting

**Text:** Rai Urmila, and S. M. Rai. *Business Communication*. Himalaya Publishing House, 2015.

**IV. Internal Evaluation: 10 Marks**

Tutorial on any of the topics given above or recommended by the teacher concerned.

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**Title of the Paper: *Additional English (SL) - IV***

**Paper Code: SLE 4**

**Maximum Marks: 50**

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**Contents of the Course: Semester IV**

**I. Prose and Poetry: 10 Marks**

1. All's Well That Ends Well
2. A Sea of Foliage of Girds Our Garden Round- Toru Dutt

**Text:** Tales from Shakespeare- Charles and Mary Lamb (Penguin Classics, 2016)

<https://kavishala.in/special/5-most-famous-poems-by-toru-dutt>

<http://www.gutenberg.org/ebooks/573>

**II. Communication**

**20 Marks**

1. Reading Skills
2. Job Application
3. Bank Correspondence

**III. Report**

**10 Marks**

1. Types
2. Structure
3. Parts
4. Specimen

**Text:** Rai Urmila, and S. M. Rai. *Business Communication*. Himalaya Publishing House, 2015.

**IV. Internal Evaluation**

**10 Marks**

Tutorial on any of the topics given above or recommended by the teacher concerned.

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**Dr Babasaheb Ambedkar Marathwada University  
Aurangabad**



**Syllabus  
of  
Optional English  
for  
Third Year of BA Class  
(Affiliated Colleges)**

# **CBCGS PATTERN**

## **Semesters V & VI**

**(Effective from the Academic Year 2024-25 Onwards)**

### **TITLES OF PAPERS**

1. Study of the English Language (Paper Nos. IX & X): Subsidiary
2. Literary Theory and Criticism (Paper Nos. XI & XII): Subsidiary
3. Research Project (Paper Nos. XIII & XIV): Main
4. Eclectic Literature (Paper Nos. XV & XVI): Main

**OR**

**Indian Literature in English**

**OR**

**Introduction to Modern Linguistics and Research**

**Expected number of classes to be conducted (Per Paper per Semester): 60**

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**Title of the Paper: *Study of the English Language (Paper IX)***

**Paper Code: OPE 9**

**Maximum Marks: 50**

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### **Aims and Objectives:**

1. To develop students' knowledge of the structure of English;
2. To enhance linguistic competence of students.

**(NB: The Course Structure is given at the end.)**

**P a g e**

**28 |**

**Expected Outcome:** The students would have mastered basics of the English language.

**Contents of the Course: Semester V**

- |  |                 |
|--|-----------------|
| <b>I. Phonetics</b>  | <b>20 Marks</b> |
| <ul style="list-style-type: none"><li>1. Introduction to English</li><li>2. Articulators in Speech Mechanism</li><li>3. The I.P.A. Symbols (by Daniel Jones)</li><li>4. Classification of the Consonant and Vowel Sounds</li><li>5. Phonemic Transcription</li></ul>   |                 |
| <b>II. Grammar</b>   | <b>20 Marks</b> |
| <ul style="list-style-type: none"><li>1. Definition and Nature</li><li>2. Word Classes: Open and Close</li><li>3. <b>The Verb Types:</b> Primary, Auxiliary, Copular, Transitive, Intransitive, Stative, Dynamic</li><li>4. The Phrase and its Analysis: Noun Phrase (NP), Verb Phrase (VP), Adjective Phrase (AdjP), Adverb Phrase (AdvP), Prepositional Phrase (PP)</li><li>5. The Sentence: Simple and Multiple</li></ul> |                 |
| <b>III. Internal Evaluation</b>  | <b>10 Marks</b> |
| Tutorial on any of the topics related to phonetics or grammar.   |                 |

**Title of the Paper: *Study of the English Language (Paper X)***

**Paper Code: OPE 10**

**Maximum Marks: 50**

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**Contents of the Course: Semester VI**

- |   |                 |
|---|-----------------|
| <b>I. Phonetics</b>   | <b>20 Marks</b> |
| <ul style="list-style-type: none"><li>1. Received Pronunciation, BBC English and Network English</li><li>2. The Three-Term Labels</li><li>3. The Syllable and Accent in Phonemic Transcription</li><li>4. Intonation/Tones and Weak Forms in Sentence Transcription</li><li>5. Assimilation</li></ul> |                 |
| <b>II. Grammar</b>  | <b>20 Marks</b> |
| <ul style="list-style-type: none"><li>1. The Clause: Elements and Types</li><li>2. Sentence Coordination and Subordination</li><li>3. The Concord</li><li>4. Acceptability: Syntactic and Semantic</li><li>5. Major Question Types</li></ul>  |                 |
| <b>III. Internal Evaluation</b>   | <b>10 Marks</b> |

(NB: The Course Structure is given at the end.)

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Tutorial on any of the topics related to phonetics or grammar.

**Recommended Reading:**

Quirk, Randolph, and Sidney Greenbaum. *University Grammar of English*. Homebush: Generic Publication, 2015.

Quirk, Randolph, and Sidney Greenbaum. *A Student's Grammar of the English Language*. New Delhi: Pearson India, 2002.

Quirk, Randolph. *Oxford English Grammar*. Oxford: Oxford University Press.

Roach, Peter. *English Phonetics and Phonology: A Practical Course*. 4th ed. Cambridge: Cambridge University Press, 2010.

Sethi, J., and P. V. Dhamija. *A Course in Phonetics and Spoken English*. Chaukhamba Auriyantalia, 2018.

Jones, Daniel. *Cambridge English Pronouncing Dictionary*. 18th ed. Cambridge: Cambridge University Press, 2012.

Longman. *Longman Dictionary of Common Errors*. 2nd ed. Pearson Education, 2020.

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**Title of the Paper: *Literary Theory and Criticism (Paper XI)***

**Paper Code: OPE 11**

**Maximum Marks: 50**

**Aims and Objectives:**

1. To develop critical and analytical ability of the students.
2. To produce connoisseurs of literature and life.

**Expected Outcome:** The students would become connoisseurs of literature and life.

**Contents of the Course: Semester V**

**I. Introduction to Literary Theory**

**20 Marks**

1. New Criticism
2. Russian Formalism
3. Structuralism
4. Marxism
5. Feminism
6. Structuralism
7. Poststructuralism
8. Postcolonialism
9. Modernism

(NB: The Course Structure is given at the end.)

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10. Postmodernism

(NB: The teacher is expected to briefly introduce the above theories to the students.)

**II. Texts for Study**

**20 Marks**

1. The Death of the Author- Roland Barthes
2. From "Discourse in the Novel" (1934) - M. M. Bakhtin
3. From "The Second Sex"- Simone de Beauvoir

**Source Text:** Rice, Philip, and Patricia Waugh. Eds. *Modern Literary Theory: A Reader*. 4th ed. Heritage Publishers, 2001.

**III. Internal Evaluation**

**10 Marks**

Critical assessment of any of the prescribed texts or of the one recommended by the teacher.

**Recommended Reading:**

Abrams, M. H. *A Glossary of Literary Terms*. 11th ed. Cengage Learning India Private Limited, 2016.

Selden, Raman, et al. *A Reader's Guide to Contemporary Literary Theory*. 5th ed. Pearson Education, 2005.

Eagleton, Terry. *Literary Theory: An Introduction*. Blackwell Publishing, 2008.

Barry, Peter. *Beginning Theory*. 4th ed. Viva Books, 2018.

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**Title of the Paper: *Literary Theory and Criticism (Paper XII)***

**Paper Code: OPE 12**

**Maximum Marks: 50**

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**Contents of the Course: Semester VI**

**I. Introduction to Literary Theory and Terms**

**20 Marks**

1. Psychoanalytic Criticism
2. New Historicism
3. Archetypal Criticism
4. Speech Act Theory
5. Point of View
6. Metre
7. Repartee
8. Three Unities
9. Sublime
10. Stream of Consciousness

(NB: The teacher is expected to briefly introduce the above theories to the students.)

(NB: The Course Structure is given at the end.)

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## II. Texts for Study

20 Marks

1. New Ethnicities- Stuart Hall
2. Cultural Diversity and Cultural Differences- Homi K. Bhabha
3. Imaginary Homelands- Salman Rushdie

**Source Text:** Ashcroft Bill, et al. Eds. *The Post-Colonial Studies Reader*. 2nd ed. Routledge, 2017.

## III. Internal Evaluation

10 Marks

Critical assessment of any of the prescribed texts or of the one recommended by the teacher.

### Recommended Reading:

Cuddon, J. A., and M.A.R. Habib. *The Penguin Dictionary of Literary Terms and Literary Theory*. Penguin, 2015.

Baldick, Chris. *The Oxford Dictionary of Literary Terms*. 4th ed. OUP, 2015.

Abrams, M. H. *A Glossary of Literary Terms*. 11th ed. Cengage Learning India Private Limited, 2016.

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## Title of the Paper: *Research Project (Paper XIII)*

Paper Code: OPE 13

Maximum Marks: 100

### Aims and Objectives:

1. To develop research aptitude of students.
2. To groom the students as good researchers.

**Expected Outcome:** The students would come out as good researchers.

### Contents of the Course: Semester V

1. Definition of Research
2. Types of Research
3. Research Ethics
4. Selection of Research Topic
5. Formatting Research Work
6. Objectives of Research
7. Hypotheses of Research

(NB: The Course Structure is given at the end.)

Page

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8. Tools of Research
9. Research Methodology
10. Bibliography
11. Documentation and Citation

### **Semester VI: Research in Practice**

After having taught the contents of the course, the teacher concerned would suggest to their students topics for research project or motivate the students to choose their own. The topics be based on language, literature, literary theory and criticism. Any text related to these areas would be open as a choice for basing the research project upon.

**NB:** The teacher would supervise every research project being prepared by their students. There would be no theoretical examination held in this paper.

**Internal Evaluation:** An external examiner, appointed by the university, would assess the research projects prepared by the students under supervision of the teacher concerned, preferably the head of English department.

### **Recommended Reading:**

*MLA Handbook*. 9th ed. New York: The Modern Language Association of America, 2021.

*Publication Manual of the American Psychological Association*. 7th ed. American Psychological Association, 2019.

Sinha, M. P. *Research Methods in English*. New Delhi: Atlantic Publishers and Distributors, 2022.

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### **Title of the Paper: *Eclectic Literature (Paper XV)***

**Paper Code: OPE 15**

**Maximum Marks: 50**

### **Aims and Objectives:**

1. To bring the students in close contact with literature from different countries.
2. To make the students aware of diverse cultures of the world.

**Expected Outcome:** The students would develop awareness about literature and cultures of different countries of the world.

(NB: The Course Structure is given at the end.)

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## **Contents of the Course: Semester V**

### **I. Poetry**

**20 Marks**

1. I Shall Some Day- Kamla Das
2. Pestilence in Nineteenth-Century Calcutta- Keki N. Daruwalla
3. Australia- A. D. Hope
4. Your Attention, Please- Peter Porter
5. A Negro Labourer in Liverpool- David Rubadiri
6. Letter from Pretoria Central Prison- Arthur Nortje
7. Song- Alexander McLachlan
8. The Future- George Frederick Cameron
9. The Age of Chains- E. McG. Keane
10. On an Asian Poet Fallen among American Translators- Yasmin Gooneratne
11. To the Indians Who Died in Africa- T. S. Eliot

### **II. Short Fiction**

**20 Marks**

1. A Child's Dream of a Star- Charles Dickens
2. The Tell-Tale Heart- Edgar Allan Poe
3. White Nights- Fyodor Dostoevsky
4. The Necklace- Guy de Maupassant
5. Living or Dead- Rabindranath Tagore

### **III. Internal Evaluation**

**10 Marks**

A written critical assessment of any of the texts noted above.

### **Recommended Reading:**

Narasimhaiah, C. D. Ed. *An Anthology of Commonwealth Poetry*. Macmillan India Limited, 2004.

Chindhade, Shirish. Ed. *Selected Indian English Poetry*. Snehavardhan Publishing House, Pune, 1998.

*50 World's Greatest Short Stories*. New Delhi: Finger Print Classics, 2017.

### **E-sources:**

<https://multoghost.files.wordpress.com/2015/12/themagicshop.pdf>

[https://www.ibiblio.org/ebooks/Dickens/Dickens\\_Child.pdf](https://www.ibiblio.org/ebooks/Dickens/Dickens_Child.pdf)

<http://nmi.org/wp-content/uploads/PublicDomain/LivingOrDead.pdf>

[https://www.ibiblio.org/ebooks/Poe/Tell-Tale\\_Heart.pdf](https://www.ibiblio.org/ebooks/Poe/Tell-Tale_Heart.pdf)

<https://susannahfullerton.com.au/wp-content/uploads/2019/04/The-Necklace.pdf>

<https://www.holybooks.com/wp-content/uploads/White-Nights-And-Other-Stories.pdf>

(NB: The Course Structure is given at the end.)

34 |

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**Title of the Paper: *Eclectic Literature (Paper XVI)***

**Paper Code: OPE 16**

**Maximum Marks: 50**

**Contents of the Course: Semester VI**

- |  |                 |
|--|-----------------|
| <b>I. Poetry</b>   | <b>10 Marks</b> |
| 1. Send My Boy to School- Waman Kardak                         |                 |
| 2. Indian Weavers- Sarojini Naidu                              |                 |
| 3. Epithalamium- A. R. D. Fairburn                             |                 |
| 4. The Monstrous Biped- Razia Khan                             |                 |
| 5. Elegy for My Son- Patrick Fernando                          |                 |
| <b>II. Fiction</b>   | <b>15 Marks</b> |
| Sula -Toni Morrison  |                 |
| <b>III. Drama</b>  | <b>15 Marks</b> |
| No Exit- Jean Paul Sartre                                      |                 |
| <b>IV. Internal Evaluation</b>                                 | <b>10 Marks</b> |
| A written critical assessment of any of the texts noted above. |                 |

**Recommended Reading:**

Narasimhaiah, C. D. Ed. *An Anthology of Commonwealth Poetry*. Macmillan India Limited, 2004.

Dangle, Arjun. Ed. *Poisoned Bread*. Rev. ed. Orient Blackswan, 2009.

\*\*\*\*\*

**OR**

**Title of the Paper: *Indian Literature in English (Paper XV)***

**Paper Code: OPE 15**

**Maximum Marks: 50**

**Aims and Objectives:**

1. To take students' awareness of Indian literature at a higher level.
2. To produce pan-Indian point of view among the students.

**Expected Outcome:** The students would have furthered their interest in Indian literature.

(NB: The Course Structure is given at the end.)

Page

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### **Contents of the Course: Semester V**

- |  |                 |
|--|-----------------|
| <b>I. Poetry</b>                                       | <b>10 Marks</b> |
| 1. An October Morning- Jayant Mahapatra                |                 |
| 2. Love Poem for a Wife, 2- A. K. Ramanujan            |                 |
| 3. To Mother- S. Usha                                  |                 |
| 4. Another Me- Api                                     |                 |
| 5. Mother- Waman Nimbalkar                             |                 |
| <b>II. Fiction</b>                                     | <b>15 Marks</b> |
| The English Teacher- R. K. Narayan                     |                 |
| <b>III. Autobiography</b>                              | <b>15 Marks</b> |
| The Weave of My Life- Urmila Pawar                     |                 |
| <b>IV. Internal Evaluation</b>                         | <b>10 Marks</b> |
| Written analysis of any of the texts prescribed above. |                 |

### **Recommended Reading:**

Narasimhaiah, C. D. Ed. *An Anthology of Commonwealth Poetry*. Macmillan India Limited, 2004.

Dangle, Arjun. Ed. *Poisoned Bread*. Rev. ed. Orient Blackswan, 2009.

Dharwadkar, Vinay, and A. K. Ramanujan. Eds. *The Oxford Anthology of Modern Indian Poetry*. OUP, 2004.

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### **Title of the Paper: *Indian Literature in English (Paper XVI)***

**Paper Code: OPE 16**

**Maximum Marks: 50**

---

### **Contents of the Course: Semester VI**

- |  |                 |
|--|-----------------|
| <b>I. Poetry</b>                         | <b>10 Marks</b> |
| 1. Lifetime- Narayan Surve               |                 |
| 2. Hiroshima- Agyeya                     |                 |
| 3. Snake- Paresh Chandra Raut            |                 |
| 4. de Souza Prabhu- Eunice D' Souza      |                 |
| 5. To be or Not to be Born- L. S. Rokade |                 |
| <b>II. Prose</b>                         | <b>15 Marks</b> |
| a) Mahasweta Devi:                       |                 |

(NB: The Course Structure is given at the end.)

36 |

1. Back to Bondage
  2. The Slaves of Palamau
  3. Tribal Language and Literature: The Need for Recognition
  4. Beyond Communalism
- b) **Avinash Dolas:**  
The Refugee

**Source Texts:**

Devi Mahasweta. *Dust on the Road*. Seagull Books, 2010.

Dangle, Arjun. Ed. *Poisoned Bread*. Rev. ed. Orient Blackswan, 2009.

**III. Drama** **15 Marks**  
Silence! The Court Is in Session- Vijay Tendulkar

**IV. Internal Evaluation** **10 Marks**  
Written analysis of any of the texts prescribed above.

**Recommended Reading:**

Narasimhaiah, C. D. Ed. *An Anthology of Commonwealth Poetry*. Macmillan India Limited, 2004.

Chindhade, Shirish. Ed. *Selected Indian English Poetry*. Snehavardhan Publishing House, Pune, 1998.

Dharwadkar, Vinay, and A. K. Ramanujan. Eds. *The Oxford Anthology of Modern Indian Poetry*. OUP, 2004.

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**OR**

**Title of the Paper: *Introduction to Modern Linguistics, and Research (Paper XV)***

**Paper Code: OPE 15**

**Maximum Marks: 50**

**Aims and Objectives:**

1. To introduce the students to basics of linguistics.
2. To inculcate importance of linguistics in the students.
3. To introduce the students to research in language and literature.
4. To generate research interest among the students.

**Expected Outcome:** The students would emerge as researchers in language and literature.

**Contents of the Course: Semester V**

(NB: The Course Structure is given at the end.)

Page

37 |

**I. Introduction to Linguistics 40 Marks**

1. Animal Communication and Human Language
2. The Origin and Development of Human Language
3. Varieties of Language: Registers
4. Speech and Writing
5. Social Aspects of Language
6. The Phoneme
7. Free Variation
8. Words and Morphemes
9. Affixes
10. The Phrase Structure Grammar
11. Introduction to Syntax, Semantics and Pragmatics

**II. Internal Evaluation 10 Marks**

The students would prepare tutorials on the above topics (any one) or on that recommended by the teacher concerned.

**Recommended Reading:**

Verma, S. K., and N. Krishnaswamy. *Modern Linguistics: An Introduction*. Oxford University Press, 2019.

Akmajian, Adrian, et al. *Linguistics: An Introduction to Language and Communication*. 6th ed. New Delhi: PHI Learning Private Limited, 2016.

\*\*\*\*\*

**Title of the Paper: *Introduction to Modern Linguistics, and Research (Paper XVI)***

**Paper Code: OPE 16**

**Maximum Marks: 50**

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**Contents of the Course: Semester VI**

**I. Introduction to Research 30 Marks**

1. Formatting Your Research Project
2. Mechanics of Writing: Spelling, Punctuation, Italics, Capitalisation, Numbers
3. Documenting Sources: Avoiding Plagiarism, Careful Research, Giving Credit
4. The List of Works Cited
5. Citing Sources

**II. Internal Evaluation 20 Marks**

(NB: The Course Structure is given at the end.)

38 |

Research Project on any literary text chosen by the student or recommended by the teacher concerned.

**Recommended Reading:**

*MLA Handbook*. 9th ed. New York: The Modern Language Association of America, 2021.

*Publication Manual of the American Psychological Association*. 7th ed. American Psychological Association, 2019.

\*\*\*\*\*



Circular file

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**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY****CIRCULAR NO.SU/Commerce&Management/B.Com/09/2022**

It is hereby inform to all concerned that, on recommendation of the Faculty of Commerce & Management, in its meeting dated 06-04-2022 the Hon'ble Vice-Chancellor in his emergency powers under Section-12(7) of the Maharashtra Public Universities Act, 2016 has accepted the revised syllabus of **B.Com I, IInd and IIIrd year** under Choice Based Credit & Grading System on behalf of the Academic Council to be applied from the Academic Year 2022-2023 and onwards.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University Campus,  
Aurangabad-431 004.  
REF.NO. SU/ COMMERCE/2022-23/  
7206-16  
Date:- 22-08-2022.

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*(Signature)*  
**Deputy Registrar,  
Academic Section  
Syllabus unit.**

**Copy forwarded with compliments to :-**

- 1] **The Principals, affiliated concerned Colleges, Dr. Babasaheb Ambedkar Marathwada University.**
- 2] The Director, University Network & Information Centre, UNIC, with a request to upload this Circular on University Website.

**Copy to :-**

- 1] The Director, Board of Examination & Evaluation,
- 2] **The Section Officer, [ B.Com. Unit ] Examination Branch,**
- 3] The Section officer, [Eligibility Unit],
- 4] **The Programmer [Computer Unit-1] Examinations,**
- 5] **The Programmer [Computer Unit-2] Examinations,**
- 6] The In-charge, [E-Suvidha Kendra], Rajarshi Shahu Maharaj Pariksha Bhavan, Dr. Babasaheb Ambekar Marathwada University.
- 7] The Public Relation Officer,
- 8] The Record Keeper.

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**DR. BABASAHEB AMBEDKAR  
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AURANGABAD.**



Curriculum of

B.COM.

BACHELOR OF COMMERCE

I, II & III YEAR


AFFILIATED COLLEGES


under Choice Based Credit & Grading System

*[ Effective from the Academic Year 2022-23 & onwards ]*


**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD****FACULTY OF COMMERCE****Syllabus - Bachelor of Commerce****Choice Based Credit System (CBCS) - 2018-2019 W.e.f Academic Year 2022-23**

<b>Semester &amp; Credits</b>	<b>Core Course [04]</b>	<b>Ability Enhancement Compulsory Courses [AECC] [02]</b>	<b>Discipline Specific Elective [DSE] [01]</b>
<b>I Credit 28</b>	1. Financial Accounting – I 2. Business Mathematics & Statistics-I 3. Business & Industrial Economics 4. I. T. Application in Business - I	1. English 2. Second Language	Elective Paper [Any One] 1. Entrepreneurship Development-I 2. Office Management
<b>Total Credits =28</b>	<b>No. of Credits : 16</b>	<b>No. of Credits : 08</b>	<b>No. of Credits : 04</b>

  
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**Prof. Syed Azharuddin**  
 Chairman BoS

  
**Prof. Kishor Salve**  
 Chairman BoS


  
**Prof. S.A. Ghumare**  
 Chairman BoS


**FIRST SEMSTER**


Paper Number	Subject/ Title of the Paper	Course	Weekly		Credits		IA	UA	Total Marks	Duration of Theory Exam
			Th	Pr	Th	Pr				
I	Financial Accounting – I	Core Course	4	-	4	-	20	80	100	3 Hrs
II	Business Mathematics & Statistics-I	Core Course	4	-	4	-	20	80	100	3 Hrs
III	Business & Industrial Economics	Core Course	4	-	4	-	20	80	100	3 Hrs
IV	I.T. Application in Business – I	Core Course	2	2	2	2	-	50-TH	50	2 Hrs
								50-PR	50	2 Hrs
V	English	Ability Enhancement Compulsory Courses	4	-	4	-	20	80	100	3 Hrs
VI	Second Language		4	-	4	-	20	80	100	3 Hrs
VII	1. Entrepreneurship Development – I 2. Office Management-I	Discipline Specific Elective [Any One]	4	-	4	-	20	80	100	3 Hrs
	<b>Total</b>		<b>26</b>	<b>2</b>	<b>26 + 2 = 28</b>		<b>140</b>	<b>560</b>	<b>700</b>	<b>--</b>


\*IT Application in Business – Theory Paper Separate Head of Passing

\*IT Application in Business – Practical Exam Separate Head of Passing

  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com. First Year (First Semester)**  
**Financial Accounting-I**

Theory-80  
 Practical/Sessional -20

**Objectives:** The course aims at acquainting the students with the emerging issues in business, Trade and commerce regarding recording, maintaining and presenting the accounting and financial facts.

Unit No.	Contents	No. of Lectures
I	<b>Book-Keeping and Accountancy: - (Theory)</b> Meaning, Definitions, Concepts, Objectives, Need, Scope, Classification, and Rules of Accounts, Accounting Cycle, Journal, Ledger, Balancing of Account.	12
II	<b>Depreciation: - (Numerical)</b> Annuity and Sinking fund Method	12
III	<b>Final Account of Sole Trader: - (Numerical)</b> Meaning and Importance, Preparation of Manufacturing Account, Trading Account, Profit and Loss Account and balance sheet, Adjustment.	12
IV	<b>Hire purchase System &amp; Installment Method:- (Theory on Hire Purchase &amp; Numerical on Installment Method)</b> Meaning, Calculations of Interest, Accounting for hire purchase transactions by Asset purchase method based on full cash price, Journal Entries, Ledger Accounts and Discloser in Balance sheet for hire and vendor.	12
V	<b>Royalty Accounts: - (Numerical)</b> Royalty, Minimum Rent, Short Workings, Recoupment of Short Working, Lapse of Short Working. Journal Entries and Ledger Accounts in the Books of Landlord and Lessee.	12

**Internal Assessment :**

Test : 10 Marks

Tutorial : 10 Marks


**References:**


1. Advanced Accounting- M.C.Shukla. & S.P. Grewal (S. Chand & Co. Ltd.New Delhi.)
2. Advanced Accounting- S.M.Shukla. ( Sahityabhavan, Agra.)
3. Accountancy- Mahurkar & Deshpande.
4. New Approach to Accountancy-H.R. Kotalwar.
5. Financial Accounting –S.N. Maheshwari & S. K. Maheshwari (Vikas Publication House Pvt.Ltd.)


**Journals:**

- 1- The Chartered Accountant- Journals of the Institute of Chartered Accountant of India.
- 2- The Accounting World- ICFAI Hyderabad.

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## CBCS Pattern Syllabus w.e.f. Academic Year 2022-23

## B.Com. First Year (First Semester)

Business Mathematics and Statistics-I

Theory-80

Practical/ Sessional -20

**Objectives:** The Objective of this paper is to impart knowledge to students in order to improve their Logical Reasoning, Ability and Interpretation, Application of various statistical and Mathematical Tools and Techniques in making logical and scientific decisions in Business Operations.

Unit No.	Contents	No. of Lectures
I	<b>Introduction to Statistics: - (Theory)</b> Meaning, Definition, Importance and Limitations of Statistics, Primary and Secondary Data, Methods of collecting primary data, sources of secondary data. Difference between Primary and Secondary data. Ways of collection of data: a) Complete enumeration b) Sample Method, seriation and Tabulation of statistical data	12
II	<b>Measures of Central Tendency: - (Numerical)</b> Introduction, definition, types of averages Mean, Median, and Mode: Computation of above Measures in Discrete series, continuous series, and cumulative Frequency. Distribution. (Less than and More than). Merits and Demerits of Mean, Median and Mode.	12
III	<b>Measures of Dispersion &amp; Skewness: - (Numerical)</b> Introduction, Definition, Objectives of Measuring Dispersion. Mean Deviation and its coefficient. Standard deviation, its coefficient with its Co- variance. <b>Skewness</b> -Introduction, Definition, Objectives of Skewness, Measures of Skewness: Karl Pearson's Co-efficient of skewness.	12
IV	<b>Determinants: - (Numerical)</b> Definition, Cramer's Rule Determinant of second order, Determinant of Third Order. Properties of Determinants. Computation of Area of Triangle with the help of determinant. SARRU'S Rule for evaluating the determinant.	12
V	<b>Matrices: - (Numerical)</b> Meaning, Definition and types of Matrices. Operations of Matrices: Addition and subtraction; properties of addition and subtractions.	12

**Internal Assessment :**

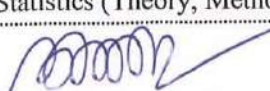
Test : 10 Marks

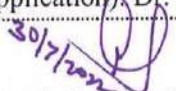
Tutorial : 10 Marks

**References:**

- 1) Statistics: S.P. Gupta (Sultan Chand & Sons New Delhi)
- 2) Fundamental of Statistics: D. N. Elhance (Kitab Mahal Allahbad)
- 3) Practical Problems in Statistics: Y.R. Mahajan
- 4) Statistics: Sancheti and Kapoor
- 5) Elementary Statistical Methods: Dr. S.P. Gupta, Sultan Chand & Sons.
- 6) Fundamentals of Statistics: D.N. Elhance, Kitab Mahal.
- 7) Statistics (Theory, Methods & Application), Dr. D.C. Sancheti, V.K. Kapoor, Sultan Chand & sons

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## CBCS Pattern Syllabus w.e.f. Academic Year 2022-23

## B.Com. First Year (First Semester)

Business and Industrial Economics

Theory-80

Practical/ Sessional -20

**Objectives:** This course is meant to acquaint the students with the principles of Business economics as are applicable in business

Unit No.	Contents	No. of Lectures
I	<b>Introduction to Business Economics:-</b> Meaning, Definition, Nature, Characteristics, Significance and Scope of Business Economics, Objectives of Business Firm.	12
II	<b>Theory of Consumer Behaviour:-</b> The indifference curve approach, meaning, definition, assumptions and properties of indifference curve, consumers equilibrium.	12
III	<b>Elasticity of Demand:-</b> Concept, measurement and determinants of elasticity of demand, Price elasticity, income elasticity and cross elasticity, Average Revenue, marginal Revenue, importance of Elasticity of demand, Demand forecasting Methods.	12
IV	<b>Market Structures:-</b> Market Structures and Business decisions, objectives of a business firm, Perfect Competition: Meaning, concept and features, Monopoly Meaning, concept and features. Securities Exchange Board of India (SEBI), Foreign Exchange Management Act (FEMA)	12
V	<b>Factor Pricing:-</b> Marginal productivity theory and demand for factors, nature of supply of factor inputs, determination of wage rate under perfect competition and monopoly, interest concept, theories of interest	12

**Internal Assessment :**


Test : 10 Marks


Tutorial : 10 Marks

**References:**


1. Ahuja H.L. Business Economics : (S.Chand and Co. New Delhi.)
2. Koustoyianni : A Modern Micro Economics : (Macmillan New Delhi)
3. D.M. Mithani, G.K. Murthy : Fundamentals of Business Economics, (Himalaya Publishing House Mumbai)
4. R. Kaveri and Others: Managerial Economics. (S.chand and Co. New Delhi.)
5. G.N. Zambre : Business Economics : (Primplapure Publishers Nagpur.)
6. Nellis and Parker : The Essence of Business Economics, (Prentice Hall, New Delhi.)
7. Stigler G. The Theory of Price. (Prentice Hall New Delhi.)
8. V.G. Mankar : Business Economics, (Himalaya Publishing House, Mumbai.)

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## CBCS Pattern Syllabus w.e.f. Academic Year 2022-23

## B.Com. First Year (First Semester)

I.T. Application in Business - I

Theory-50

Practical/ Sessional -50

**Objectives:** To provide computer skills and knowledge for commerce students and to enhance the Students understand of usefulness of information technology tools for business operations.

Unit No.	Contents	No. of Lectures
I	<b>Computer Codes and Languages:</b> Source Code, Machine/Binary Code, Mnemonic Opcode, Byte/Object Code, BCD, EBCDIC, ASCII, Language Translator-Interpreter & Compiler, High Level, Low Level, Assembly language, <b>Computer Arithmetic:</b> Number System, Binary, Octal, Hexadecimal, Decimal, Conversion from one base to another base.	12
II	<b>Word Processing:-</b> Introduction to word Processing, Important Features of Word, <b>Getting Started with Word:</b> Create, Save and Open a Document , Editing text, Find and replace text, <b>Formatting a Document :</b> Spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents Creating Business Documents using the above facilities.	12
III	<b>Preparing Presentations:-</b> Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities.	12
IV	<b>Spreadsheet and its Business Applications:</b> Spreadsheet concepts, Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs Generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions.	12
V	<b>Creating Business Spreadsheet:</b> Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression.	12

**List of Practical :**

1. Starting the Word Processor
2. Create, Save , Open a Document
3. Copy, Move and Delete Text
4. Formatting Text

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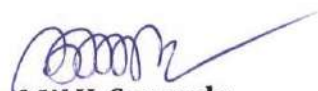
5. Adding Bullets and Numbers
6. Creating a Table
7. Inserting a Picture
8. Setting Page Layout
9. Printing a Document
10. Starting the Presentation Program
11. Adding & Deleting a Slide
12. Insert Table, Chart, Picture etc. in Slide
13. Slide Show
14. Custom Animation/Animation Schemes and Slide Transitions
15. Opening a Spreadsheet
16. Basic Working with Rows , Columns and workbooks
17. Using Basic Functions in Spreadsheet- Addition, Subtraction, Multiplication and Division
18. Formatting Data in Spreadsheet
19. Set the Print Area ,Print Preview and Page Layout
20. Graphs in Spreadsheet


**Note:** The General Purpose Software referred in this course will be notified by the University Departments every three years. If the specific features, referred in the detailed course above, is not available in that software, to that extent it will be deemed to have been modified.

**References:**


1. Chetan Srivastav " Information Technology".
2. O' Brien J. " Management Information System", Tata McGraw Hills, New Delhi.
3. P.K.Taxali, "PC Software made simple", Tata McGraw Hills, New Delhi.
4. V.Rajaraman, " Fundamentals of Computer", Prentice Hall of India, New Delhi.
5. Sanders D.H. "Computers Today", Tata McGraw Hill.
6. Denies Sheila S. "Microsoft Office Professional for Windows 95", BPB Publications.

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com. First Year (First Semester)**  
**Entrepreneurship Development – I (Elective Paper)**

**Theory-80**  
**Practical/Sessional -20**

**Objectives:**

1. To Create Awareness Amongst students about Entrepreneurship.
2. To Understand Theories while applying in the Business

Unit No.	Contents	No. of Lectures
I	<b>Entrepreneur:</b> Concept of Entrepreneur Definition, Characteristics, Functions, Entrepreneurs and Intrapreneur. Role of an Entrepreneur in Economic Development.	12
II	<b>Entrepreneurship:</b> Concept, Meaning, Definition, Characteristics, Importance of Entrepreneurship, Challenges, Issues & Barriers of Entrepreneurship.	12
III	<b>Originating Theories of Entrepreneurship:</b> <ul style="list-style-type: none"> <li>• Economic Theory, Sociological Theory, Psychological Theory</li> <li>1. Innovative Theory of Entrepreneurship By Joseph Schumpeter</li> <li>2. Theory of Achievement Motivation by McClelland – The Kakinada Experiment</li> <li>3. Hoselitz Sociological Theory</li> </ul>	12
IV	<b>Types of Entrepreneurship:</b> Recent Trends- Sociopreneur, Edupreneur, Ecopreneur and Agropreneur. Women Entrepreneurs, Rural Entrepreneurship, Self Help Groups.	12
V	<b>Identification of Business Opportunities:</b> <ul style="list-style-type: none"> <li>• Environmental Scanning – Meaning and Benefits</li> <li>• Factors Considered for Environmental Scanning -Socio-Cultural , Economic , Technical , Demographic , Legal and Political, Geographical and International Factors</li> <li>• Source and Steps involved in Identification of Business Opportunities.</li> </ul>	12

**Internal Assessment :**

Test : 10 Marks

Tutorial : 10 Marks

**References:**

1. Entrepreneurship Development: S.S Khanka, Sultan Chand & Co. Ltd.
2. Fundamentals of Entrepreneurship: G.S. Sudha, Ramesh Book Depot.
3. Entrepreneurship Development: E. Gordon & K. Natarajan, Himalaya Publishing House.
3. Entrepreneurship Development: Colombo Plan Staff College for Technician Education, Manila, TaTa McGraw Hill
4. Small Scale Industries and Entrepreneurship: Vasant Desai, Himalaya Publishing House.
5. Project Planning & Control: N. P. Agarwal & Dr. B. K. Mishra, Indus Valley Publications, New Delhi.

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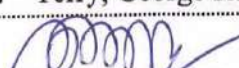


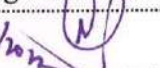
**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com. First Year (First Semester)**  
**(Elective Paper)**  
**Office Management-I**


Theory-80


Practical/Sessional -20

<b>Objective:</b> The purpose of this course is to familiarize the students with the activities in a modern office. Smooth functioning of any organization depends upon the way various activities are organized, facilities provided to the staff working in the office, the working environment and the tools and equipment used in office.		
Unit No.	Contents	No. of Lectures
I	<b>Office and Office Management:-</b> Meaning of office- Primary and Administrative Management Functions, Importance of Office, Duties of the Office Manager, Qualities and Essential Qualifications. <b>Filing and Indexing:</b> Meaning and Importance, essentials of good filing, centralized vs. decentralized filing, system of classification, methods of filing and filing equipment, weeding of old records, meaning and need for indexing, various types of indexing.	15
II	<b>Mail and Mailing Procedures:-</b> Meaning and Importance of mail, Centralization of mail handling work, its advantages. Mailing through post, couriers, email, appending files with email. Inward and outward mail- receiving, sorting, opening, recording, making distributing folding of letters sent, dispatching, courier services, central receipt and dispatch. <b>Forms and Stationery:</b> Office Forms- introduction, meaning, importance of forms, advantages of using forms, disadvantages of using forms, type of forms, factors affecting forms design, principles of form design, form control. Stationery- introduction, types of stationery used in offices, importance of managing stationery, selection of stationery, essential requirements for a good system of dealing with stationery, purchasing principles, purchase procedure, standardization of stationery.	15
III	<b>Modern Office Equipment:-</b> Introduction, Meaning and Importance of Office Automation, Objectives of Office Mechanization, advantages & disadvantages, factors determining office mechanization. Kinds of office machines. <b>Budget:</b> Budget- Annual, Revised and Estimated. Recurring and non- recurring heads of expenditure, <b>Audit:</b> Audit process- Vouching, Verification and Valuation (in brief). Consumables/ Stock register and Asset register. Procedure for disposal of records and assets.	15
IV	<b>Banking facilities:</b> Types of accounts. Passbook and Cheque book. Other forms used in Banks. ATM and money transfer. NEFT/RTGS, Net Banking, BHIM Apps. <b>Abbreviations/Terms used in Offices:</b> Explanation of abbreviations/terms used in offices in day-today work.	15
<b>Internal Assessment : Test : 10 Marks Tutorial : 10 Marks</b>		
<b>References:</b> 1. Office Management: R. S. N. Pillai & Bhagvati, S. Chand Publication 2. Office Organization & Management: M. E. Tukaram Rao 3. Bhatia, R.C. Principles of office Management, Lotus press, New Delhi. 4. Terry, George R: office Management and Control.		

  
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**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.****B.COM SECOND SEMESTER STRUCTURE. (2018-19) w.e.f. Academic Year 2022-23**


Paper Number	Subject/ Title of the Paper	Course	Weekly		Credits		IA	UA	Total Marks	Duration of Theory Exam
			Th	Pr	Th	Pr				
I	English	Compulsory Language	4	-	4	-	20	80	100	3 Hrs
II	Second Language	Second Language	4	-	4	-	20	80	100	3 Hrs
III	Financial Accounting II	Core Discipline	4	-	4	-	20	80	100	3 Hrs
IV	Business Mathematics & Statistics II	Core Discipline	4	-	4	-	20	80	100	3 Hrs
V	Business Organization and Management	Core Discipline	4	-	4	-	20	80	100	3 Hrs
VI	IT Application in Business-II	Ability Enhancement Compulsory	2	2	2	2	-	50-TH	50	2 Hrs
								50-PR	50	2 Hrs
VII	1. Entrepreneurship Development – II or 2. Office Management – II	Discipline Specific Elective [Any One]	4	-	4	-	20	80	100	3 Hrs
<b>Total</b>			<b>26</b>	<b>02</b>	<b>26</b>	<b>02</b>	<b>120</b>	<b>580</b>	<b>700</b>	<b>--</b>

\*IT Application in Business – Theory Paper Separate Head of Passing

\*IT Application in Business – Practical Exam Separate Head of Passing

  
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## CBCS Pattern Syllabus w.e.f. Academic Year 2022-23

## B.Com. First Year (Second Semester)

Financial Accounting-II

Theory: 80

Practical: 20

**Objective:** The purpose of this course is to develop the skill among the students about Preparing an organization's accounts.

Unit No.	Contents	No. of Lectures
I	<b>Accounting Principles and Accounting Standards (Theory)</b> GAAP, AS-1, AS-2, AS-7, AS-9, AS-10, AS-17	12
II	<b>Final Accounts of Non-trading Concerns (Numerical)</b> Meaning of Non-trading concerns, features, Capital and Revenue Receipts and Expenditures, difference between Receipts and Payments Account, Income and Expenditure Account, Preparation of Final Accounts	12
III	<b>Branch Accounts (Numerical)</b> Meaning of Branch and Branch Account, Objectives of Branch Account, Classification of Branches, Accounting for Dependent Branches-Methods of Accounting for Branch Accounting: <b>Debtors System</b> -Meaning, Cost Price Method and Invoice Price Method, Accounting Entries in the books of Head Office and Ledger Accounts. <b>Stock and Debtors System</b> -Meaning, Accounting entries in the Books of Head Office and Ledger Accounts	12
IV	<b>Departmental Accounts (Numerical)</b> Meaning, Objectives, Advantages of Department Accounts, Accounting Procedure- Unitary method and Tabular or Columnar Method, Allocation of Expenses and Incomes, Inter-departmental Transfers, Preparation of Departmental Trading, Profit and Loss Account and Balance Sheet.	12
V	<b>Consignment Accounting (Numerical)</b> Meaning of Consignment Account, Distinction between Consignment and Sale, Valuation of Inventories, Goods Invoiced above Cost, Normal Loss, Abnormal Loss, Accounting Entries in the books of the Consignor and Consignee, Ledger accounts- Consignment Account, Goods sent on Consignment Account, Inventories on Consignment Account, Inventory Reserve Account Consignee's Account, and Consignor's Account.	12

**Practical: 20 Marks:** (to be conducted by the department in each college as per convenience.)

1. Test- 05
2. Tutorial- 05
3. Seminar- 10

**References:**

- |  |                                       |
|--|---------------------------------------|
| 1. Advanced Accounts-                          | MC Shukla, T.S. Grewal & S. C. Gupta  |
| 2. Financial Accounting-                       | V.K. Goyal & Ruchi Goyal              |
| 3. A New Approach to Accountancy-              | H.R. Kotalwar                         |
| 4. Financial Accounting-                       | A. Mukherjee & M. Hanif               |
| 5. An Introduction to Accountancy-             | Dr. S.N. Maheshwari & S.K. Maheshwari |
| 6. Financial Accounting A Simplified Approach- | Naseem Ahmed                          |
| 7. Students Guide to Accounting Standards-     | D.S. Rawat & Deepti Maheshwari        |
| 8. Financial Accounting-                       | S.N. Patil & Ashok Patil              |

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com. First Year (Second Semester)**  
**Business Mathematics & Statistics-II**

**Theory: 80**  
**Practical: 20**

**Objectives :**

- 1). To provide knowledge and information about Statistical Applications.
- 2). To create skill and ability among students for using the Statistical Methods, Tools, Techniques by using I.T. devices.


Unit No.	Contents	No. of Lectures
I	<b>Co-relations</b> Meaning of co-relation, Definition of co-relation, Types of co-relation, Methods of studying co-relation and probable errors, Co-relation co-efficient.	15
II	<b>Regression</b> Meaning of regression, Types of regression, linear regression, Methods of estimating regression lines.	15
III	<b>Index Numbers</b> Meaning of Index number, Types of Index number, Uses of Index number, Methods and constructing of price indices.	15
IV	<b>Probability and Expected Value.</b> Meaning and Nature of Probability, Definitions of probability, Applications of Probability-Addition & Multiplication, Law of Probability, Conditional probability.	15
V	<b>Statistical Application with Computer (Only for knowledge &amp; Practical application)</b> Use of Excel, Knowledge of SPSS and other Statistical and Mathematical Tools and Software.	15


**Note:** 1. Practical to be conducted based on curriculum given in semester I and Semester II of Business Mathematics and Statistics by using Computers & other I.T. Devices. Can be included in 20 marks, Internal Work and Assignment.

**References :**


1. Elementary Statistical Methods: Dr. S.P. Gupta, Sultan Chand & Sons.
2. Fundamentals of Statistics: D.N. Elhance, et.al, Kitab Mahal.
3. Statistics (Theory, Methods & Application): Dr. D.C. Sancheti, V.K. Kapoor, Sultan Chand & Sons.
4. Fundamental of statistics – Dr. D.N. Elhance
5. Statistical Methods Dr. Sancheti and Kapoor
6. Statistical methods – Dr. SP Gupta
7. Problems in Statistics – Dr. Y.R. Mahajan
8. Essence of Business Mathematics – Dr. R.K. Rajput

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com. First Year (Second Semester)**  
**Business Organization and Management**

**Theory: 80**  
**Practical: 20**

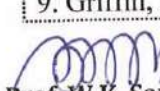
**Objective:** The course aims to provide basic knowledge to the students about the organization and management of a business enterprise.

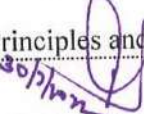
Unit No.	Contents	No. of Lectures
I	<b>Foundation of Indian Business:</b> Manufacturing and Service Sectors; Small and Medium Enterprises; Problems and Government policy. India's experience of liberalization and globalization. Technological innovations and skill development. 'Make in India' Movement. Social responsibility and ethics Emerging opportunities in business; Franchising, Outsourcing, and E-commerce.	12
II	<b>Business Enterprises:</b> Forms of Business Organization: Sole Proprietorship, Joint Hindu Family Firm, Partnership firm, Joint Stock Company, Cooperative society; Limited Liability Partnership; Choice of Form of Organization. Government - Business Interface; Rationale and Forms of Public Enterprises. International Business. Multinational Corporations.	12
III	<b>Management and Organization:</b> The Process of Management: Planning; Decision-making; Strategy Formulation. Organizing: Basic Considerations; Departmentation - Functional, Project, Matrix and Network; Delegation and Decentralization of Authority; Groups and Teams.	12
IV	<b>Leadership, Motivation and Control:</b> Leadership: Concept and Styles; Trait and Situational Theory of Leadership. Motivation: Concept and Importance; Maslow Need Hierarchy Theory; Herzberg Two Factors Theory. Control: Concept and Process.	12
V	<b>Functional Areas of Management:</b> Marketing Management: Marketing Concept; Marketing Mix; Product Life Cycle; Pricing Policies and Practices Financial Management: Concept and Objectives; Sources of Funds - Equity Shares, Debentures, Venture Capital and Lease Finance. Securities Market, Role of SEBI. Human Resource Management: Concept and Functions; Basic Dynamics of Employer - Employee Relations.	12

**Note:** Practical of 20 Marks (to be conducted by college as per their convenience and resources.)


**References:** (Note: Latest Editions of the following books may be used.)

1. Kaul, V.K., Business Organization and Management, Pearson Education, New Delhi
2. Chhabra, T.N., Business Organization and Management, Sun India Publications, New Delhi,
3. Gupta CB, Modern Business Organization, Mayur Paperbacks, New Delhi
4. Koontz and Weihrich, Essentials of Management, McGraw Hill Education.
5. Basu, C. R., Business Organization and Management, McGraw Hill Education.
6. Jim, Barry, John Chandler, Heather Clark; Organization and Management, Cengage Learning.
7. B.P. Singh and A.K.Singh, Essentials of Management, Excel Books
8. Buskirk, R.H., et al; Concepts of Business: An Introduction to Business System, Dryden Press, New York.
9. Griffin, Management Principles and Application, Cengage Learning

  
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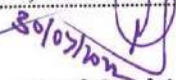


**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com. First Year (Second Semester)**  
**I.T. Application in Business - II**


**Theory: 50**  
**Practical: 50**

Unit No.	Contents	No. of Lectures
I	<b>Communication:</b> Meaning & Definition of Communication, Importance of Communication, types of Communication – (Verbal, Non Verbal), Barriers to Communication	06
II	<b>Business Correspondence :</b> Letter Writing, Presentation, Inviting quotations, Sending quotations, placing orders, Inviting tenders, Sales letters, claim and adjustment letters and social correspondence, Memorandum, Inter-office memo, Notice Agenda, Job application letter, preparing the Resume	06
III	<b>Internet Technology :</b> Introduction to computer networks : Introduction- need, advantages, disadvantages, types of networks, types of transmission media, Internetworking devices-bridges, routers, gateways, IP addressing: why IP address, basic format of IP address- IPV4, IPV6, Protocols - HTTP, HTTPS, FTP, DNS, Email	06
IV	<b>Electronic Communication :</b> Meaning and Definition of Electronic Communication, Advantages & Disadvantages of Electronic Communication, Types of Electronic Communication, Web Pages, Email, Forums, Text & Instant Messaging, Social Networking, Video Chat etc., Monitoring of Electronic Communication, Developing a Policy	06
V	<b>Social Networking and Oral Presentation:</b> Definition and Origin of E-mail, Message Format, Types of Email, Spam, Spoofing, Bombing. Social Networking Sites- Facebook, You Tube, Instagram, Twitter, LinkedIn, Google+ etc. Oral Presentation: Presentation Plan, PPT, Visual Aids, Sales Presentation and Training Presentation.	06
<b>List of Practical :</b>		
1 Printout to be submitted 2 Preparing format of letter, Business letter 3 Preparation of Meeting Report 4 Bold Copying Therasys, Synonymous, Formatting 5 PPT Presentation		
<b>References :</b>		
1. Introduction to Information Technology – ITL Education Solutions Limited, Pearson Education 2. V.D. Dudheja : Information Technology, E-Commerce and Business- Commonwealth Publishers, New Delhi. 3. Anita Goel : Computer Fundamentals, Pearson Publication. 4. Sanjay Saxena : Information Technology, Vikas Publication 5. Leena Sen, Communication Skills, PHI Learning. 6. Locker and Kaczmarek, Business Communication : Building Critical Skills, TMH		

  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com. First Year (Second Semester)**  
**Entrepreneurship Development-II**

**Theory: 80**  
**Practical: 20**

**Objectives :**

- 1). To provide knowledge and information about Entrepreneurship Development.
- 2). To provide knowledge and create ability for setting up an enterprise within given Environment.

Unit No.	Contents	No. of Lectures
I	<b>Market Research:</b> <ul style="list-style-type: none"> <li>• Meaning, Need and Importance of Market Research.</li> <li>• Techniques in Marketing Research- Field Survey Technique, Test Marketing, Delphi Technique, Desk Research, Observation Method and Experiment.</li> </ul>	12
II	<b>Innovation in Entrepreneurship:</b> <ul style="list-style-type: none"> <li>• Purposeful Innovation- Concept, Need, Process, Principles of Purposeful Innovation.</li> <li>• Incubation Centers – Meaning, Services and Role of Incubation Centers. Study of Incubation Centers in Maharashtra.</li> </ul>	12
III	<b>Entrepreneurship in 21<sup>st</sup> Century:</b> Essential of 21 <sup>st</sup> Century Entrepreneurship, Importance of Entrepreneurship in 21 <sup>st</sup> Century. Start-up Schemes, Start-up India, Stand up India, Pradhan Mantri Kaushal Vikas Yojana, Skill India.	12
IV	<b>New Trends in Entrepreneurship:</b> Startup Accelerators, Student Sandbox and Business Labs, Crowd Funding, Venture Capital, Co-Working Spaces, Boot Camps, Entrepreneurship Development Program, Online Entrepreneurship Degree.	12
V	<b>Project Management:</b> Meaning, Definition, Classification, Project Life Cycle, Project Formulation & Feasibility, Project Finance , Project Report and Presentation, Information Centers in India.	12

**Note :**

1. Project selection or Project Preparation should be based on such a project which is currently working in your environment and known to the students, Support factual information, data and documents.
2. Practical to be conducted based on curriculum given in semester I and Semester II of Entrepreneurship Development. Practical may include preparation of tender, Preparation of quotations, Comparative Statement, Purchase order, Insurance Proposals, Bank Proposal for loan, credit, overdraft, Report on interview of successful entrepreneur in local area.

**Internal Assessment : Test- 10 Marks Tutorial- 10 Marks**

**References:**

- 1 Entrepreneurship Development, S.S.Khanka, Sultan Chand & Co.Ltd.
- 2 Fundamentals of Entrepreneurship, G.S.Sudha, Ramesh Books Depot.
- 3 Entrepreneurship Development: E.Gordan & K Natarajan, Himalaya Publishing House.
- 4 Entrepreneurship Development, Colombo Plan Staff College for Technician Edn.Manila, TaTa McGraw Hill.
- 5 Small Scale Industries & Entrepreneurship, Vasant Desai, Himalaya Publishing House.
- 6 Project Planning & Control: N.P. Agarwal & Dr.B.K.Mishra, Indus Valley Publication, New Delhi.

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com. First Year (Second Semester)**  
**Office Management-II**

**Theory: 80**  
**Practical: 20**

<b>Objectives :</b> 1) To provide knowledge and information about Office Management Practices. 2) To create skill and ability to operate office activities effectively (By using automation systems).		
Unit No.	Contents	No. of Lectures
I	<b>Modern Office and its Functions:</b> Introduction : Office ,Meaning of Office, Work and activities of Office ,Office functions and its Importance Changing nature of Office activities Current scenario and Practice	05
II	<b>Office Systems and Procedures :</b> The concept of system, Meaning, Nature and definition, System analysis, Nature, Practice and Stages, Meaning of flow of work, Role of Manager in system and Procedural work	10
III	<b>Office Services:</b> Meaning and Nature of office services, Centralized Vs. Decentralized Office Services, Departmental work or categorization of work in office (Modern services and practices to be expected)	15
IV	<b>Record Management and Reporting:</b> Meaning and Nature of record, Record managing Practices, Filing, Indexing, Manual Preparation, Record retentions, Safety Security and Disbursement Reporting: Meaning of reporting, Report Preparation, Report writing, Contents writing and Report submission/Presentation.	15
V	<b>EDP Environment for Effective Office Management :</b> Need and requirement of EDP Environment, Availability of EDP based modern tools, techniques, devices, hardware, software and Human wares. Knowledge about Computer, Hardware, Software and its application in day to day office work. Knowledge about File creation, Folder Creation, Uploading, Downloading, Attachment, Merging, Conversion etc.	15
<b>Note:</b> Practical to be conducted based on curriculum given in semester I and Semester II of Office Management. <b>List of Practical :</b> 1. Preparation of Applications. 2. Letter -Formal, Informal, Notice Preparation. 3. Meeting Agenda 4. Meeting Minutes 5. Report preparation.		

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6. Preparation of tender, Preparation of quotations, -Comparative Statement, Purchase order,
7. Insurance Proposals, Bank Proposal for loan, credit, Overdraft.
8. Report on interview of successful entrepreneur in local area.
9. Preparation of different format related to concerned office, Business, Industries
10. Preparation of different types of vouchers.
11. Formal letters to Government Tax authorities, etc.
12. Intimation letters
13. Inward & Outward Procedure.
14. File mechanism -uploading, downloading, attachment etc.

#### References :

1. Bhatia, R.C.Principles of Office Management, Lotus Press, New Delhi.
2. Leffingwell and Robinson: Text book of Office Management, Tata McGraw-Hill
3. Terry, George R: Office Management and Control.
4. Ghosh, Evam Aggarwal: Karyalaya Praband, Sultan Chand & Sons.
5. Duggal, B: Office Management and Commercial Correspondence, Kitab Mahal
6. R.K.Chopra & Ankita Chopra : Office Management, Himalaya Publications.
7. Chetan Srivastav " Information Technology",
8. Brien J. " Management Information System", Tata McGraw Hills, New Delhi
9. P.K.Taxali" PC Software made simple", Tata McGraw Hills, New Delhi
10. V.Rajaraman " Fundamentals of Computer", Prentice Hall of India, New Delhi
11. Sanders D.H. " Computers Today", Tata McGraw Hill
12. Denies Sheila S. " Microsoft Office Professional for Windows 95", BPB Publications
13. Amitai Etzioni : Modern Organization.
14. Betty J. : Development in Office Management
15. Brown L. : Effective Business Report Writing
16. Bunker L. : Fundamental of Office Methods and Form Desing.
17. Carl Heyel : Handbook of Office Administration
18. Gaum, Graves and Hoffman : Report Writing
19. Levis H.S. : Office Work and Automation
20. Terry George R.:Office Automation; Office System and Procedures

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**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.****Faculty of Commerce & Management****B.Com. Third Semester Structure (2019 – 20) w. e. f. Academic Year 2022 - 23**

Paper Number	Subject/ Title of the Paper	Course	Weekly		Credits		IA	UA	Total Marks	Duration of Theory Exam
			Th	Pr	Th	Pr				
I	English	Compulsory Language	4	-	4	-	20	80	100	3 Hrs
II	Second Language	Second Language	4	-	4	-	20	80	100	3 Hrs
III	Corporate Account – I	Core Discipline	4	-	4	-	20	80	100	3 Hrs
IV	Cost Account – I	Core Discipline	4	-	4	-	20	80	100	3 Hrs
V	I.T. Application in Business – III	Core Discipline	2	2	2	2	-	50-Th	50	2 Hrs
								50-Pr	50	2 Hrs
VI	Goods and Services Tax (GST) – I	Ability Enhancement Compulsory	4	-	4	-	20	80	100	3 Hrs
VII	1. Banking or 2. Marketing Management or 3. Financial Management or	Discipline Specific Elective [Any One]	4	-	4	-	20	80	100	3 Hrs
Total			26	02	26	02	120	580	700	--


\*IT Application in Business – Theory Paper Separate Head of Passing

\*IT Application in Business – Practical Exam Separate Head of Passing



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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Third Semester)**  
**Corporate Accounting –I**


**Theory - 80**  
**Sessional - 20**

Unit No.	Contents	No. of Lectures
I	<b>Issue and forfeiture of shares, Re-issue of forfeited shares</b> Meaning of shares, Issue of shares-at par, at premium, at discount <b>(Theory)</b> , Collection of share money Collection at lump sum <b>(Theory)</b> Collection in Installment Issue of share in consideration of assets etc. Procedure of Issue of shares, Prospectus, Application, Allotment, Pro-rata Allotment of shares, Forfeiture of shares, Reissue of shares, Profit on Re-issue, Journal Entries for Issue of shares, Balance sheet <b>(Numerical Problems)</b>	15
II	<b>Redemption of Debentures</b> Types of Debentures, Methods of Redemption- Redemption in Installment, Redemption in lamp sum, Redemption by conversion, Redemption by purchase in open market, Sinking Fund. – <b>(Theory)</b> Finance for Redemption out of profit, out of fresh Issue Redemption in lump sum Issue at "Par" Redeemable at "Par" Issue at "Discount" Redeemable at "Par" Issue at "Premium" Redeemable at "Par" <b>( Numerical Problems )</b> Issue at "Par" Redeemable at "Premium" Issue at "Discount" Redeemable at "premium" Sinking fund method <b>(Numerical)</b>	10
III	<b>Redemption of Preference shares</b> Types of Preference shares <b>(Theory)</b> Redemption out of fresh Issue of shares Redemption out of profits Journal Entries for Redemption and Balance sheet after Redemption: <b>(Numerical)</b>	10
IV	<b>Final Accounts of Joint stock company, Statement Form (Numerical)</b>	15
V	<b>Profit Prior to Incorporation ( Theory and Numerical )</b>	10
<b>Sessional :</b> <b>Test - 10 Marks    Tutorial – 10 Marks</b>		
<b>Reference Books</b> 1. Maheshwari S.N. : Corporate Accounting 2. Shukla M.C.& Grewal T.S. : Advanced Accounts 3. Mahurkar & Deshpande : Accountancy – I 4. Kolalwar H.R. : New Approach to Accountancy 5. Jain & Narang : Advanced Accountancy		

  
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**Prof. S.A. Ghumare**  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Third Semester)**  
**Cost Accounting – I**

**Theory – 80 Marks**  
**Sessional – 20 Marks**

Unit No.	Contents	No. of Lectures
I	<b>Cost Accounting</b> : Meaning, Definition, Limitation, of financial Accounting, Development of Cost Accounting, Function, Objectives, Advantages, Disadvantages and limitations of cost accounting, Difference between Financial and Cost Accounting. (Theory)	( 10 )
II	<b>Elements of Cost</b> : Concept of Cost, Cost Units, Cost Centers, Cost Objects, Cost Drivers, Types of Cost, Classification of Cost – By Nature or Elements, By Function, By Variability, or Behavior, By Controllability, By Normality, By Cost for Managerial Decision Making. (Theory)	( 08 )
III	<b>Material</b> : Concept, Objectives, Need, Essentials of Material Control, Purchase procedures, Function of purchase, department classification, and coding of material, fixation of levels of material, Economic Order Quantity, Material Handling Costs, Bin Cards, Stores Routines, Issue of Material, Issue Procedures, Methods of Pricing, Material Issue FIFO, LIFO, Simple Average, Weighted Average Method. (Theory & Numerical)	( 14 )
IV	<b>Labour</b> : Meaning, Definition, Recent Trends in Time Booking, Labour Control, Methods of Wage Payment, Time and Piece Rate, Incentives Scheme – Taylor's Differential Piece Rate System, Halsey Plan, Rowan Plan (Theory & Numerical)	( 14 )
V	<b>Overheads</b> : Definition, Direct and Indirect Costs, Importance of Overheads, Allocation, Apportionment and Absorption of Overhead, Methods of Distribution, Primary – Secondary distribution, repeated method, Machine Hour Rate, Under and Over absorption of overheads (Numerical)	( 14 )
	<b>Sessional Work : 20 Marks</b> 1. One Test : 05 Marks 2. One Tutorial : 05 Marks 3. Students to collect proforma of : 10 Marks Bin Card, Store Ledger, Time Card, Purchase Requisition, & Purchase Order. ( fill them )	
<b>Reference Books :</b> 1. Practical Costing : Khanna, Pande and Ahuja 2. Cost Accounting : Bhatia HSM 3. Principles & Practices of Cost Accounting : N. K. Praasad 4. Cost Accounting ( Methods & Problems ) : B. K. Bhar		

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Third Semester)**  
**I.T. Application in Business – III**

Theory = 50  
 Practical U/A = 50

Unit No.	Contents	No. of Lectures
I	<b>Introduction to Internet Workspace (e.g. Google):</b> Introduction , Importance of Google Workspace , Contents of Google Workspace, Google Calendar, Google Drive, Google Docs, Google Sheets, Google Slides, Google Meet & Google Chat, Google Classrooms.	06
II	<b>Fundamentals of E-Mail:</b> Introduction to E-mail, Importance of E-mail, Creating & E-mail Account, Compose, Send and Reply to Messages, Customizing Inbox, Email Settings	06
III	<b>Fundamentals of Online Survey Forms (e.g. Google Forms) :</b> Introduction, Importance of Google Forms, Benefits of Google Forms, Application of Google Forms, Accessing Google Forms, Creating a Google Forms, Sharing a Google Forms, View Responses	08
IV	<b>Introduction to Cyber Crime:</b> Definition, Classification and Types of Cyber Crime, Cyber Crime Legal Perspective, Categories of Cyber Crime: Cyber Stalking, Phishing etc. Cloud Computing, Risk Associated with Cloud Computing	05
V	<b>Mobile and Wireless Devices:</b> Trend Mobility, Authentication Service Security, Mobile Phone Security, Attacks on Mobile Phones, and Organizational Measurement for handling Mobile, and Security Policies & Measures in Mobile Computing ERA.	05
		30
<b>PART B – LIST OF PRACTICALS</b>		<b>( 30 Hrs)</b>
1	Creating a Gmail Account	
2	Composing an Email	
3	Sending Mail with Attachments	
4	Checking Inbox & Outbox	
5	Setting up Events in Google Calendar	
6	Delete and Restore Events	
7	Checking Google Drive	
8	Upload Files and Folders in My Drive	
9	Modify and Removing files from My Drive	
10	Creating a Meeting using Google Meet	
11	Add People to a Video Conference	
12	Creating a Google Document	
13	Editing and Saving Google Document	
14	Creating Google Sheet	
15	Editing and Saving Google Sheet	
16	Creating Google Slide	
17	Editing and Saving Google Slide	
18	Creating a Google Form	
19	Editing and Saving Google Form	
20	Sharing Google Form Link	

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**Learning Outcomes:**

1. After successfully studying this subject, students will be able to secure, share, collaborate and customize workflows to meet work elegance.
2. Students will possess required skills to be employed at a various offices and administrative level jobs using technology.
3. Students will acquire knowledge of major cyber crimes and their resulting impact


**Books for References:**

1. Nina Godbole&SunitBalapure: Cyber Security, Wiley India Pvt. Ltd., 2012.
2. PankajAgrawal :Information Security and Cyber Laws, Acme Learning,2013
3. Mathew Guay, Weston Thayer:The Ultimate Guide to G-Suite, Zapier, Inc.2017
4. Lan Lamont : Google Drive and Docs. 130 Media Corporation . 2018

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Third Semester)**  
**Goods and Services Tax (GST) – I**


Theory – 80 Marks  
 Sessional – 20 Marks

Unit No.	Contents	No. of Lectures
I	<b>Introduction, Overview and Evolution of GST:</b> 1.1 Indirect tax structure in India; Difference between Direct & Indirect Taxes; 1.2 Introduction to Goods and Service Tax (GST) - Key Concepts 1.3 Important definitions, Meaning of terms used in GST, GST Council 1.4 Taxes under GST, Cess	10
II	<b>Registration under GST:</b> 2.1 Threshold for Registration 2.2 Regular Tax Payer; Composition Tax Payer; Casual Taxable Person; Non-Resident Taxable Person 2.3 Persons not liable for registration. 2.4 Compulsory registration in certain cases. 2.5 Procedure for registration. 2.6 Unique Identification Number 2.7 Registration Number Format	10
III	<b>Supply under GST and Valuation of Supply:</b> 3.1 Supply, Place of Supply, Intrastate & Interstate Supply, 3.2 Levy and Collection of IGST, CGST, SGST/UTGST 3.3 Time and Valuation of Supply	10
IV	<b>Input Tax Credit and Tax Payments under GST:</b> 4.1 Input tax credit process 4.2 Negative List for Input tax credit 4.3 Input Tax Credit Utilization and Input Tax Credit Reversal 5.5 Payment of Tax, Interest and Penalties.	10
V	<b>Documents, Accounts &amp; Records, Returns under GST:</b> 5.1 Tax Invoice, Credit & Debit Notes. 5.2 Accounts and other records to be maintained. 5.3 Types of GST returns, particulars to be furnished, their due dates, late filing, late fee. 5.4 Annual Return and Audit under GST.	10
VI	<b>Others:</b> 6.1 Overview of Schedule Entries and Tariffs under GST 6.2 E-Way Bill Procedure. 6.3 Accounting Entries (Journal entries, Ledger Posting) of GST Transactions.	10
	<b>Note : Practical's should be taken as per the requirement of the Units. College can take decision on their own.</b>	60

**Reference Books :**

1. Indirect Taxes : V. S. Datey – Taxman Publication
2. M Vat Subramanian Snow White Publication
3. Systematic Approach to Taxation – Dr. Girish Ahuja & Dr. Ravi Gupta

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Third Semester)**  
**Banking (Elective)**

**Theory – 80 Marks**  
**Sessional – 20 Marks**


Unit No.	Contents	No. of Lectures
I	<b>AN OVERVIEW of BANKING INDUSTRY :</b> Definition of Banks. Evolution of Banking system in India. Banking reforms from 1991-2000. Bank crises in India. Critical evaluation of Banking Industry in India.	12
II	<b>COMMERCIAL BANKING :</b> Meaning and Definition of commercial Bank, Functions of Commercial Bank, Services offered by Commercial Bank. Retail Banking- Meaning, Features, Significance of Retail Banking and overview of its Products. Corporate Banking – Meaning, Features, significance of Corporate Banking and Overview of Its products. Nationalization, Privatization of Banks, Merger of Banks.	14
III	<b>RESERVE BANK of INDIA:</b> Objectives, Organization, Functions, Instruments of Credit control. Monetary policy of Reserve Bank of India and Role in Economic Development of the Country.	10
IV	<b>MODERN BANKING IN INDIA :</b> Meaning and importance of E Banking, Electronic payment System. Teller Machines- Branch Teller Machines (BTM) and Automated Teller Machines ( ATM ) Tele Banking, Internet Banking, Debit and Credit cards, Real Time Gross Settlement ( RTGS ) and National Electronic Funds Transfer System (NEFT), Electronic payment System.	14
V	<b>FINANCIAL INCLUSION :</b> Need and Extent, Features and Procedures of Pradhan Mantri Jan Dhan Yojana and PM Mudra Yojana, Features, Procedures and Significance of Stand Up India Scheme for Green Field.	10
	<b>Practical - 20 Marks</b> <b>( to be Conducted by the Department in each College as per Convenience )</b>	

**Reference Books :**


1. Basu A.K. Fundamentals of Banking – Theory and Practice, A Mukherjee and co; Kolkata.
2. Shekhar and shekhar; Theory and Practice, Vikas Publishing house New Delhi.
3. Sayers R.S. Modern Banking; Oxford University Press.
4. Reserve Bank of India; Functions and working of Reserve Bank of India Publications.
5. Vasant Desai; Banks and Institutional Management, Himalaya Publishing house Mumbai,
6. Kaptan S.S. and choubey N.S., E Indian Banking Era, Sarup and Sons, New Delhi.
7. Uppal and Jha Online Banking in India, Amol Publication Pvt. Ltd; New Delhi.

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Third Semester)**  
**Marketing Management (Elective)**

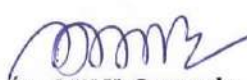
**Theory – 80 Marks**  
**Sessional – 20 Marks**


Unit No.	Contents	No. of Lectures
I	<b>Introduction to Marketing</b> : Definition, nature, scope and importance of marketing, traditional and modern concept of marketing, classification of markets, functions of marketing, Evolution of marketing,	12
II	<b>Strategic and Ethical Marketing</b> : Marketing strategy - definition & features, steps in strategic marketing planning process, SWOT analysis, Meaning and definition, scope, ethics in marketing, challenges facing marketers	12
III	<b>Marketing Mix and Channels of Distribution</b> : meaning and importance of marketing mix, elements of marketing mix – product mix, price mix, place and promotion mix. study of channels of distribution-and various, channels of distribution—factors to be considered in the selection of channels of distribution.	12
IV	<b>Marketing Management and Marketing Environment</b> : definition need & importance of marketing management, functions of marketing management, marketing environment - meaning of marketing environment, nature & scope of environment, micro & macro environment, emerging marketing opportunities in India, international marketing environment	12
V	<b>Agriculture Marketing</b> : Meaning, definition and scope, difference between agricultural product marketing and manufactured product marketing, factors affecting demand of agro products, importance of agriculture marketing	12
	<b>Practical - 20 Marks</b> ( to be Conducted by the Department in each College as per Convenience )	


**Reference Books –**


- 1) Marketing Management - Philip Kotler
- 2) Marketing Management - Theodore Levitt
- 3) Marketing Management - S. A. Sherlekar
- 4) Marketing Management - E. N. Sontakki
- 5) Fundamentals of Marketing – Willam Stauton
- 6) Marketing : Planning, Implementation & Control - V. S. Ramaswami& S. Namakumari

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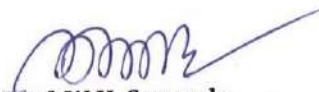
**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Third Semester)**  
**Financial Management (Elective)**

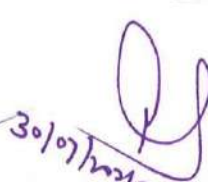
**Theory – 80 Marks**


**Sessional – 20 Marks**


Unit No.	Contents	No. of Lectures
I	<b>INTRODUCTION:</b> Meaning of Business Finance, Definition, Nature and Scope of Financial Management, Importance & Objectives of Financial Management, Finance Function – Approaches & Aims, Function of Finance Manager.	12
II	<b>COST OF CAPITAL AND CAPITAL STRUCTURE :</b> Meaning, Concept, Significance of Cost of Capital,, Determination of Cost of Capital – Equity, Preference & Debentures, Retained earnings, Capitalization. Meaning of Capital Structure, Patterns of Capital Structure, Importance, Factors determining Capital Structure, Optimal Capital Structure, Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach)	12
III	<b>LEVERAGES :</b> Meaning of leverage, Types of leverages-Financial, Operating and Combined leverage, Significance and limitations of Financial leverage, Distinction between Financial and Operating leverage.	12
IV	<b>WORKING CAPITAL MANAGEMENT :</b> Concept of Working Capital Management, Significance of working capital, Excess v/s Inadequate Working Capital, Factor determining working capital Needs, Operating Cycle, Working Capital Management – Cash, Inventory, & Receivable Management, Estimation of Working Capital requirement.	12
V	<b>DIVIDEND POLICY &amp; DECISION MAKING:</b> Introduction, Significance, Factors of Determinants of Dividend Policy, Forms of Dividends, Types of Dividend Policies.	12
	<b>Sessional - 20 Marks</b> ( to be Conducted by the Department in each College as per Convenience )	
<b>Reference Books:</b> 1. Khan, M.Y & Jain, P.K.: Financial Management; Tata McGraw Hill, New Delhi, 2. Pandey, I. M.: Financial Management; Vikas Publishing House, New Delhi, 3. Chandra, Prasanna: Financial Management; Tata McGraw Hill, New Delhi, 4. Brealey and Meyers: Principles of Corporate Finance: Tata McGraw Hill, New Delhi, 5. Vanhorne, James C: Financial Management and Policy; Prentice Hall of India, New Delhi		

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**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**

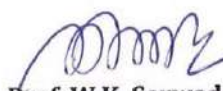
**B.com Fourth Semester Structure (2019 – 2020) w.e.f. Academic Year 2022 - 23**


**Faculty of Commerce & Management**

Paper NO.	Subject/ Title of the Paper	Course	Weekly		Credits		IA	UA	Total Marks	Duration of Theory Exam
			Th	Pr	Th	Pr				
I	English	Compulsory Language	4	-	4	-	20	80	100	3 Hrs
II	Second Language	Second Language	4	-	4	-	20	80	100	3 Hrs
III	Corporate Account – II	Core Discipline	4	-	4	-	20	80	100	3 Hrs
IV	Cost Accounting – II	Core Discipline	4	-	4	-	20	80	100	3 Hrs
V	I.T. Application in Business – IV	Core Discipline	2	2	2	2	-	50-Th	50	2 Hrs
								50-Pr	50	2 Hrs
VI	Goods and Services Tax – II (GST)	Ability Enhancement Compulsory	4	-	4	-	20	80	100	3 Hrs
VII	1. Insurance or 2. Import Export Procedure & Practice or 3. Business Environment.	Discipline Specific Elective [Any One]	4	-	4	-	20	80	100	3 Hrs
	<b>Total</b>		<b>26</b>	<b>2</b>	<b>26</b>	<b>2</b>	<b>120</b>	<b>580</b>	<b>700</b>	<b>--</b>

**\*IT Application in Business – Theory Paper Separate Head of Passing**

**\*IT Application in Business – Practical Exam Separate Head of Passing**

  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Fourth Semester)**  
**Corporate Accounting –II**


**Theory**      **80**  
**Sessional**      **20**

Unit No.	Contents	No. of Lectures
I	<b>Amalgamation of Joint Stock Company</b>  Purchase consideration, closing entries in the books of dissolving company, Acquisition entries and Opening Balance Sheet of New Company after Amalgamation	12
II	<b>Absorption of Joint Stock Company</b>  Purchase consideration, Ledger accounts in the books of Absorbed (Dissolved) company, Acquisition entries in the books of Absorbing Company, Balance Sheet after Absorption	11
III	<b>Reconstruction of Joint Stock Company</b>  Internal Reconstruction only	10
IV	<b>Accounts of Holding Company (with one subsidiary)</b>  Pre - Post Acquisition Profit, Reserve, Pre-Post Acquisition Loss, Inter-Company Debentures and Debts, Unrealized Profit, Consolidated Balance Sheet	15
V	<b>Liquidation of Joint Stock Company</b>  Solvent and Insolvent Company, Remuneration of Liquidator- Fixed, on Asset Realized, Preferential Creditors, Unsecured Creditors etc	12
<b>Sessional :</b> Test - 10 Marks , Tutorial 10 Marks		
<b>Reference Books</b> 1. Maheshwari S.N. : Corporate Accounting 2. Shukla M.C.& Grewal T.S. : Advanced Accounts 3. Mahurkar & Deshpande : Accountancy – I 4. Kolalwar H.R. : New Approach to Accountancy 5. Jain & Narang : Advanced Accountancy		

  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Fourth Semester)**  
**Cost Accounting – II**

**Theory**      **80**  
**Sessional**      **20**


Unit No.	Contents	No. of Lectures
I	<b>Single or Output Costing:</b> (Theory) Meaning, Definition, Features, Objectives, Element of Cost, Distribution of Overhead, Preparation of Cost Sheet, Tender and Quotation.	10
II	<b>Contract Costing :</b> (Numerical) Meaning, Concept of Contract Costing, Preparation of Contract Account, Complete and Incomplete Contracts, Work in Progress, Profit on Contract	08
III	<b>Operating Costing or Service Costing:</b> (Numerical) Meaning of Operating Costing, Types of Operating Costing, Preparation of Electricity and Transport Cost Sheet.	14
IV	<b>Process Costing :</b> (Theory/ Numerical) Meaning of Process Costing, Concept of Process Costing, Normal and Abnormal Gain, Loss, Equivalent Production, Preparation of Process Costing, Joint and By-product	14
V	<b>Reconciliation :</b> (Theory) Meaning, Objectives and Advantages of reconciliation, Reconciliation of Cost accounting records with Financial record. Procedure of Reconciliation, Methods of Reconciliation,	14
	<b>Sessional Work : 20 Marks</b> 1. One Test : 05 Marks 2. One Tutorial : 05 Marks 3. Seminar and GD : 10 Marks	
<b>Reference Books :</b>  1. Practical Costing : Khanna, Pande and Ahuja 2. Cost Accounting : Bhatia HSM 3. Principles & Practices of Cost Accounting : N. K. Praasad 4. Cost Accounting ( Methods & Problems ) : B. K. Bhar 5. Fundamental of Costing : S. N. Maheshwari.		

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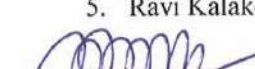
**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Fourth Semester)**  
**I.T. Application in Business – IV**

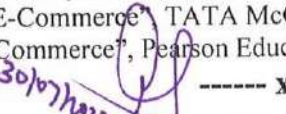
**Theory (U/A) 50**  
**Practical (U/A) 50**


Unit No.	Contents	No. of Lectures
I	<b>Introduction to E-commerce</b> : E-Commerce- An Overview, Electronic Commerce Framework, Evolution of E-commerce: History of Electronic Commerce, Advantages and Disadvantage of E-commerce, Roadmap of e-commerce in India, E-Business : Definition, E-Business Models, Elements of E-business Models	08
II	<b>E-Marketplaces</b> : Definition & Structure of E-Marketplace, Types of E-Marketplace, Types of Auctions and its Characteristics, Benefits ,Limitations and impact of Auctions, E-Commerce in the wireless environment.	06
III	<b>E-Business Applications and E-Payment Systems</b> :Integration & E-Business Suits, ERP- Overview of Software Solutions, ERP Implementation, Methodology and Framework, CRM, E-Payment, Categories and users of smart cards, Different Digital Payment methods	08
IV	<b>E-Business Impact on Different Fields and Industries</b> : E-Business Impacts : E-Tourism, Online Employment and Job Market, online Real Estate, Online Publishing & E-Books, Online Banking, Online Delivery of Digital Products, Entertainment and Media <b>E- Government</b> : Definition of E-Government, implementation, E-Government Services, Challenges & Opportunities, Benefits of E-Government	08
<b>Practical</b>		30
1. Students Shall Prepare a report on growth of E-Commerce in India from an authentic source 2. Students shall list out Top B2B websites. 3. Students shall list out Top B2C websites. 4. Students shall list out E-Commerce websites whose advertisement is Aired on TV. 5. Students Should study the various payment methods & gateways available on E-commerce websites. 6. Preparing a model purchase order on Amazon.com/Flipkart.com 7. Model Railway ticket booking on IRCTC 8. Filing Online applications for various scholarships and concessions 9. Online application for Banking purpose like Bank Account, Loan, Fund transfer, Insurance Policy etc 10. Online Application for job using <a href="http://www.Nokari.com">www.Nokari.com</a> or any other job portal 11. Online Movie ticket Booking using <a href="http://www.Bookmyshow.com">www.Bookmyshow.com</a> or any other booking portal		
<b>Practicals U/A : 50 Marks</b>		
1. Test		10 Marks
2. Oral		20 Marks
3. Practical File		20 Marks


**Reference Books:**

- Electronic Commerce: A Managerial Perspective, Turban, E. et al., Prentice Hall 2008.
- Electronic Business and Electronic Commerce Management, 2<sup>nd</sup> edition, Dave Chaffey, Prentice Hall, 2006
- Alexon Leon, ERP Demystified, Second Edition, TATA McGraw Hill 2008
- David Whiteley, "E-Commerce", TATA McGraw Hill
- Ravi Kalakota "E-Commerce", Pearson Education

  
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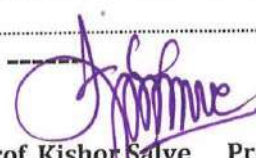
**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Fourth Semester)**  
**Goods and Services Tax (GST) – II**


Theory      80  
Sessional      20

Unit No.	Contents	No. of Lectures
I	<b>Documents, Accounts &amp; Records, Returns under GST:</b> 1.1 Tax Invoice, Credit & Debit Notes. 1.2 Accounts and other records to be maintained. 1.3 Types of GST returns, 1.4 Particulars to be furnished in the Returns, their due dates, late filing, late fee. 1.5 Annual Return and Audit under GST.	15
II	<b>Composition Scheme under GST:</b> 2.1 Provision of Composition Scheme, Eligibility criterion for opting the scheme. 2.2 Comparative analysis and Decision making under Regular and Composition scheme. 2.3 Withdrawal from Composition Scheme	15
III	<b>Reverse Charge Mechanism under GST:</b> 3.1 Provision of Reverse Charge Mechanism (RCM). 3.2 Services covered under RCM. 3.3 Difference between RCM and Tax on URD. 3.4 Provisions of Self Invoicing and ITC under RCM.	15
IV	<b>Others:</b> 4.1 Overview of Schedule Entries and Tariffs under GST 4.2 E-Way Bill Procedure. 4.3 GST for E-Commerce Operators. 4.4 GST for Import, Export and SEZ Transactions. 4.5 Accounting Entries (Journal entries, Ledger Posting) of all GST Transactions. 4.6 Overview of Assessment, Demand, Recoveries and Penalties under GST.	15
	<p><i>Note : Practical's should be taken as per the requirement of the Units. College can take Decision on their own.</i></p> <p><b>Important Instructions for teachers:</b></p> <ol style="list-style-type: none"> <li>1. Student should be able to understand basic concepts of GST</li> <li>2. It should be kept in mind that student should be able to apply the concepts into practical application.</li> <li>3. Teacher should frame numerical problems according to the contents given in the above units of curriculum.</li> </ol>	
<b>Reference Books :</b> a) <i>Beginner's Guide to GST</i> ; By CA Kamal Garg, Neeraj Kumar Sehrawat; BharatLaw House b) <i>Systematic Approach to GST</i> ; By Dr. Grish Ahuja & Dr. Ravi Gupta; Flair Publication Pvt.ltd. c) <i>Indirect Tax Law and Practice</i> ; V.S. Datey; Taxmann Publications Pvt. Ltd., Delhi. d) <i>Students' Guide to Indirect Taxes</i> , Dr. V. K. Singhania Vinod and Monica Singhania, Taxmann Publications Pvt. Ltd., Delhi. e) <i>GST for Beginners</i> ; Asst. Prof. Rathi S. G.; Aastha Educational Publishers Jalna.		

  
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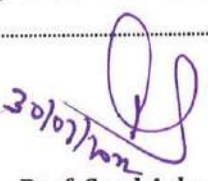
  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Fourth Semester)**  
**Insurance (Elective)**


Theory      80  
 Sessional      20

Unit No.	Contents	No. of Lectures
I	<b>Introduction to Insurance</b> Insurance: History, Meaning, Definitions, Features, Functions, Scope, Types, Principles, Importance, Contract of insurance, Insurable Risk and its Types	12
II	<b>Life Insurance</b> Life Insurance: History, Meaning Definitions, Principles, Importance, Types, Procedure of taking life insurance policy, Policy conditions and claims, life Insurance Corporation of India.	12
III	<b>General Insurance</b> General Insurance: History & Types (Marine, Fire, Motor, Health, Accident, Crop, Group Insurance, etc.)	10
IV	<b>Insurance Agency</b> Agent, Agent's qualification, procedure for becoming an Agent, Methods of Agent's Remuneration, Functions and Responsibilities of Agent, Ethical behaviors of Agent, Renewal and Cancellation of license.	12
V	<b>Recent Trends in Insurance Sector</b> Functional areas of IT in insurance sector (Marketing, Consumer Awareness, Customer Service, Finance, HRM, R&D, MIS Regulatory Control), Benefits and Factors affecting of e-insurance, IT and life Insurance Corporation of India: Online Insurance, Channels of online Insurance Premium Payments, Benefits of online insurance purchase, Procedure of purchase Online Insurance Policy, Unit linked Insurance Plan (ULIP)	14
	<b>Practical's:</b> 1 Collecting and identifying the features of various products of insurance (Life and General) (05 marks) 2 Evaluating a insurance policy by approaching any insurance office. (05 marks) 3 Report of one guest lecture of insurance agent (05 marks) 4 Evaluating various websites of insurance companies (05 marks)	
<b>Reference Books :</b> <ol style="list-style-type: none"> <li>1. Insurance Institute of India: IC 33-Life Insurance</li> <li>2. Insurance Institute of India: IC 33-Life Insurance</li> <li>3. M.J.Mathew (2015): Insurance Principles and Practices RBSA Publishers.</li> <li>4. Ghanashyam Panda and Monika Mahajan(2013): Principles And Practice of Insurance, Kalyani Publishers</li> <li>5. I. R. Bhagat (2019): Indian Insurance System, Vidhya Books Publishers.</li> <li>6. P. K. Gupta (2017): Insurance and Risk Management, Himalaya Publishing House.</li> </ol>		

  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Fourth Semester)**  
**Import and Export Procedure & Practice (Elective)**

Theory      80  
Sessional      20


Unit No.	Contents	No. of Lectures
I	<b>Documentation Framework :</b> Export Import Controls and Policy, Types of Documents: Export contract: Processing of an Export order.	10
II	<b>Export Financing Methods and Terms of Payments :</b> Negotiations of Export Bills, Methods of Payment in International Trade, Documentary Credit and Collection, UCP 500/501; Pre-Post Shipment Export Credits, Bank Guarantees, Foreign Exchange Regulations and Procedures.	10
III	<b>Cargo Credit and Exchange Risks:</b> Marine Insurance Need, Types and Procedure, ECGC schemes for risk coverage, and procedure for filing claims. <b>Quality Control and Pre-shipment Inspection Schemes :</b> Process and Procedures, Excise and Customs, Clearance – Regulations Procedures and Documentation.	20
IV	<b>Planning and Methods of Procurement for Exports :</b> Procedure for procurement through Import, Import Financing, Customs Clearance of Import Cargo, Managing risks involved in importing – Transit Risk, Credit Risk and Exchange Risk.	10
V	<b>Export Incentives :</b> Overview of export incentives-ECGC, Duty drawbacks, Duty exemption schemes, Tax Incentives, Procedures and Documentation. <b>Trading Houses :</b> Export and Trading Houses Schemes – Criteria, Procedures and Documentation, Policy and Procedures for EOU/FTZ/EPZ/SEZ units.	10
	<b>Sessional - 20 Marks</b> ( To be Conducted by the Department in each College as per Convenience )	

**Reference Books :**


1. Customs and Excise Law Times : various issues.
2. Export Import Procedures & Documentation, Dr. Khushpat S. Jain, Himalaya PH. 2008.
3. Export-Import Policy ; Ministry of Commerce, Govt. of India, Vols I & II
4. Ram, Paras. Exports : What, Where and How? Anupam Publication, New Delhi.
5. Mahajan, M.I. : Exports : Do IT Yourself, Snowwhite Publication , Mumbai

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Second Year (Fourth Semester)**  
**Business Environment (Elective)**


Theory      80  
 Sessional      20


Unit No.	Contents	No. of Lectures
I	<b>Business Environment :</b> Concept of Business Environment, Nature, Scope, Features, Needs and Importance of Business Environment, Indian Business Environment.	12
II	<b>Problem of Growth :</b> Problems of Population, Poverty, Unemployment, Regional Imbalances, Agricultural backwardness, Black Money, Inflation.	12
III	<b>Government Policies :</b> Industrial Policy 1948, 1956, 1977, 1980, 1991, 2019. Monetary Policy – Meaning and Definition, Objectives, Instruments and Limitations of Monetary Policy, Export and Import Policy.	12
IV	<b>Economic Trends :</b> National Income, Saving and Investment, Price Trends in India, Income, Money Market, Foreign Trade and Balance of Payments.	12
V	<b>International Business Environment :</b> Foreign Capital – Types, Needs, Importance, FDI , Foreign Capital in India, IMF – International Monetary(IMF), World Trade Organization(WTO), World Bank.	12
	<b>Practical - 20 Marks</b> ( To be Conducted by the Department in each College as per Convenience )	


**Reference Books –**


1. Vyavasaik Paryavaran – Dr. Dinkar Girdhari, Uday Publication, Aurangabad.
2. Vyavasaik Paryavaran – Dr. Jitendra Ahirrao, Dr. Kalyan Laghane & Dr. Ramdas Vanare, Kailash Publication, Aurangabad.
3. Legal Environment of Business – Aswathappa K. , Himalaya Publication, New Delhi.
4. Economic Environment of Business – Ghosh Biswanath, Vikas Publication, New Delhi.
5. Economic Environment of Business – Adhikari M., Sultan Chand and Co., New Delhi

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**B.com Fifth Semester Structure (2020 – 2021) w.e.f. Academic Year 2022-23**


**Faculty of Commerce & Management**

Paper Number	Subject / Title of the Paper	Course	Weekly		Credits		IA	UA	Total Marks	Duration of Theory Exam
			Th	Pr	Th	Pr				
I	Advanced Financial Accounting – I	Core Discipline	4	-	4	-	20	80	100	3 Hrs
II	Management Accounting – I	Core Discipline	4	-	4	-	20	80	100	3 Hrs
III	Auditing	Core Discipline	4	-	4	-	20	80	100	3 Hrs
IV	Business Regulatory Framework-I	Core Discipline	4	-	4	-	20	80	100	3 Hrs
V	Computerized Accounting – I	Ability Enhancement	2	-	2	-	--	50-Th	50	2 Hrs
			-	2	-	2		50-Pr	50	2 Hrs
VI	1. Supply Chain Management & Logistics or 2. Travel & Tourism or 3. MSME Management	Discipline Specific Elective [Any One]	4	-	4	-	20	80	100	3 Hrs
	<b>Total</b>		<b>26</b>	<b>-</b>	<b>26</b>	<b>-</b>	<b>100</b>	<b>500</b>	<b>600</b>	<b>--</b>


\*Computerized Accounting -I: Theory Paper Separate Head of Passing

\* Computerized Accounting-I: Practical Exam Separate Head of Passing

  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Fifth Semester)**  
**Advance Financial Accounting – I**


**Theory: 80**  
**IA / Sessional: 20**

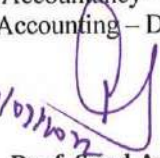
**Objectives :** After studying this subject students will be able to understand how to prepare Final Accounts of Banking and Insurance Companies and record the accounting transactions and events related to investment and departmental affairs

Unit No.	Contents	No. of Lectures
I	<b>Single Entry System : (Theory/Practical)</b> Meaning-Features- Merits and Demerits- Difference Between Single Entry System and Double Entry System, Ascertainment of Profits – Net Worth System and Conversion in Double Entry System	08
II	<b>Final Accounts of Banking Company : ( Numeric )</b> Introduction of Banking Company, <ul style="list-style-type: none"> <li>• Legal Provisions; Non Performing Assets (NPA)</li> <li>• Reserve Fund- Acceptances, Endorsements and other obligations - Bills for collection, Rebate on bills discounted and Provision for Bad and Doubtful debts.</li> <li>• Preparation of Final Accounts as per Schedule Stated, Form - A and Form- B ( Vertical form only)</li> </ul>	15
III	<b>Final Account of Insurance Company ( Numeric )</b> <ul style="list-style-type: none"> <li>• Introduction, Meaning, Types of Insurance. Books maintained by General Insurance Companies, Revenue Accounts, Profit &amp; Loss Accounts, Profit &amp; Loss Appropriation Accounts and General Balance Sheet.</li> <li>• Claims- Re-Insurance transactions, Re-Insurance Premium transactions, Re-insurance Ceded and legal Provisions.</li> <li>• Preparation of Revenue Account, Profit &amp; Loss Accounts, P&amp;L Appropriation Accounts and Balance Sheet. (Fire and Marine Insurance Only)</li> </ul>	15
IV	<b>Investment Accounts : ( Numeric )</b> <ul style="list-style-type: none"> <li>• Introduction, Meaning &amp; Definition of Investment, Types of investments.</li> <li>• Cum-Interest and Cum-Dividend Transactions of Purchases and Sales.</li> <li>• Ex- Interest and Ex-Dividend Transactions of Purchases and Sales.</li> <li>• Entries for Interest Received, Brokerage, Commission on Purchases &amp; Sales Transactions.</li> <li>• Valuation of Closing investment by FIFO Method and Market Price Method</li> </ul>	15
V	<b>Emerging Technological Trends in Accounting: ( Theory )</b> <ul style="list-style-type: none"> <li>• Cloud Accounting system : Meaning, Objectives, and Benefits</li> <li>• Forensic Accounting: Concept, Definition and Need.</li> <li>• Artificial Intelligence in Accounting and Auditing: Meaning, Use in Accounting, Role of Accountant using Artificial Intelligence.</li> </ul>	07

**Reference Books**

1. Advanced Accounts - Shukla and Grewal. S. Chand & Co. Ltd., New Delhi
2. Advanced Accounts - Jain and Narang, Kalyani Publishers
3. A New Approach to Accountancy - Prof. H. R. Kotalwar, Discovery Publishers, Latur.
4. Advanced accountancy – R L Gupta and Radhaswamy, Sultan Chand and Sons, New Delhi.
5. Studies in Advanced Accountancy – Dr. S. N. Maheshwari, Sultan Chand and Sons, New Delhi.
6. Advanced Financial Accounting – Dr. P.T. Bhosale, Dr. Jitendra Ahirrao, Dr. Shivaji Madan, Chinmay Prakashan

  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Fifth Semester)**  
**Management Accounting – I**


<b>Total Marks</b>	<b>100</b>
<b>Theory</b>	<b>80</b>
<b>Sessional</b>	<b>20</b>

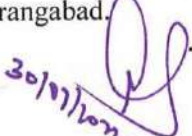
**Objectives:** Management Accounting is an essential tool that enhances a manager's ability. This course is an introduction to the use of accounting information by managers for decision making, performance evaluation and control. The course objective is to increase understanding of the students about the concepts and techniques of management accounting. These issues will be addressed in the background of fast changing global market scenario.

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Lectures</b>
<b>I</b>	<b>Introduction to Management Accounting:</b> Meaning, Definition, Features, Scope, Importance, and Functions of Management Account. Differences between Management Account, Financial Accounting and Cost Accounting. Advantages and Limitations of Management Account. ( <i>Theory only</i> )	<b>10</b>
<b>II</b>	<b>Analysis and Interpretation of Financial Statements:</b> Meaning, Definition, Objectives, Scope of Financial Statements. Financial Statement Analysis, Tools of Financial Statement Analysis - Comparative Financial Statement, Common size Financial Statement, Trend Analysis. ( <i>Theory only</i> )	<b>08</b>
<b>III</b>	<b>Ratio Analysis:</b> Meaning, Advantages, Limitations, and Classifications of Ratios. Gross Profit Ratio, Net Profit Ratio, Return on Capital Employed Ratio, Inventory Turnover Ratio, Debtors & Credit Turnover Ratio, Current Ratio, Liquid Ratio, Proprietary Ratio. ( <i>Numeric Only</i> )	<b>14</b>
<b>IV</b>	<b>Fund Flow Statement:</b> Meaning, Uses, Limitations, Sources and uses of funds. Funds from operations, Statement showing changes in Working Capital, Funds Flow Statement ( <i>Only in statement form</i> ), and Preparation of necessary ledger accounts. ( <i>Numeric Only</i> )	<b>14</b>
<b>V</b>	<b>Cash Flow Statement:</b> Meaning, Uses, Limitations, Cash Flow Statement as per revised Accounting Standard – 3 in Statement Form, Preparation of necessary ledger accounts. ( <i>Numeric Only</i> )	<b>14</b>
	<b>Sessional Work : 20 Marks</b> 1. Test/ Tutorials = 10 Marks 2. Analysis of Financial Statements (Any 5 Statement from Newspapers)= 10 Marks	


**Reference Books :**

- Dr. S.N.Maheshwari – Management Accounting-Everest Publishing Home, New Delhi.
- Dr. Rao A.P - Management Accounting - Everest Publications.
- Khan & Jain - Management Accounting Tata McGraw-Hill Education
- Dr. Jitendra Ahirrao - Management Accounting – Kailas Publications Aurangabad.
- Dr. V.R. Nagori & Dr. Sanjay Agrawal - Management Accounting – Chinmay Publications Aurangabad.

  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Fifth Semester)**  
**Auditing**

<b>Total Marks</b>	<b>100</b>
<b>Theory</b>	<b>80</b>
<b>Sessional</b>	<b>20</b>


**Objectives:** This course aims at imparting knowledge about the principles and methods of auditing and its applications.

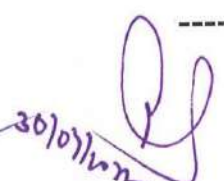
<b>Unit No.</b>	<b>Contents</b>	<b>No. of Lectures</b>
<b>I</b>	<b>Introduction:</b> Meaning and objectives of Auditing, Importance of Auditing, Types of Auditing, Principles of auditing, Advantages & Limitations of Auditing, Auditing Vs Accounting, Auditing Vs Investigation.	<b>10</b>
<b>II</b>	<b>Audit Planning and Control Procedures :</b> Audit Programme, Meaning, Factors affecting audit, Sources of obtaining information, Discussion with client, Advantages and disadvantages of Audit programme, Instructions before commencing of audit, Audit Note Book, Working papers and Evidences.	<b>12</b>
<b>III</b>	<b>Vouching and Verification :</b> Vouching- Meaning, Need and Importance of Vouching, Vouching of cash and credit transaction, Verification of assets and liabilities, Valuation of assets and liabilities, Audit Report- Elements of Audit report, Types of Audit Report- qualified and clean report.	<b>12</b>
<b>IV</b>	<b>Company Auditor:</b> Eligibility and appointment of Auditor, Qualifications, Disqualifications, Rotation and Removal of Company Auditor, Powers and Duties of Company Auditor, Liabilities and Remuneration of Company Auditor	<b>14</b>
<b>V</b>	<b>Recent Trends in Auditing:</b> Nature and Significance of Cost Audit, Tax Audit, Management Audit and Investigation, Changing role of Auditors in Computerized Accounting System, Forensic Audit, and Conceptual Understanding of Standard Auditing Practices.	<b>12</b>
<i>Note: Practical's should be taken as per the requirement of the Units. College can take decision on their own.</i>		

**Reference Books:**

1. Tandon B.N.: A Hand Book of Practical Auditing, S.Chand and Company, New Delhi
2. Ravindra Kumar: Auditing: Principles and Practice, Virendra Sharma, PHI learning Pvt. Ltd. New Delhi.
3. Sanjib Kumar Basu: Auditing and Assurance for CA IPCC, Pearson education, New Delhi.
4. N.K.Jha, CA Purva Jain: Auditing: Principles and Practice, Himalaya publishing Pvt. Ltd. Mumbai.

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Fifth Semester)**  
**Business Regulatory Framework – I**

**Total Marks      100**  
**Theory                80**  
**Sessional            20**

**Objectives:** To acquaint students with the basic Concepts, Terms, Provisions and Application of Business Laws.


Unit No.	Contents	No. of Lectures
I	<b>The Indian Contract Act 1872:</b> Meaning -Nature of Contract-Elements of valid contract- proposal - Acceptance-Free Consent - Consideration – Agreement declared as void- performance of Contract – Discharge of contract- Remedies for Breach of Contract.	12
II	<b>Special Contract :-</b> A) Contract of Bailment and Pledge - Meaning, Duties and Rights of Bailor and Bailee. B) Contract of Agency - Definition- Creation - Termination - Rights and Duties of Agent and Principal.	12
III	<b>Sale of Goods Act 1930 :-</b> Meaning - Formation of contract of sale - Sale and Agreement to Sell - Condition and Warranties - Transfer of Property in Goods - Performance of Contract of sale - Unpaid Seller.	12
IV	<b>Consumer Protection Act 1986:</b> Salient Features of Consumer Protection Act, Rights of Consumers, Consumer Protection Councils, Consumer Disputes Redressal Machinery. ( District Forum, State Commission, National Commission )	12
V	<b>The Right to Information Act 2005 (with Amendment)</b> Nature – Scope– Right to information- Procedure of getting information – Public Authorities-Central information Commission- Constitution, Powers and Functions-State Information Commission-Constitution, Powers and Functions-Appeal & Penalties.	12
	<b>Practical's:</b> College can decide on their own regarding sessional work.	


❖ Teachers teaching BRF are advised to update the students on the latest amendments taking place in the Act from time to time.


**Reference Books:**


1. Corporate Law - Bharat Law House Pvt. Ltd. New Delhi.
2. Desai T. R. Indian Contract Act, S. C. Sarkar and sons Pvt. Ltd.-
3. Singh Avtar - The Principles of Mercantile Law. Estem book company, Lukhnow.
4. Kuchal M. C. - Business Law, Vikas Publishing House, New Delhi.
5. Kapoor N. D. - Business Law, Sultan Chand and Sons., New Delhi.
6. Chandha P. R. - Business Law, Galgotia, New Delhi.
7. Gulshan S. S. - Mercantile Law, Excel Books - New Delhi.
8. Bhulchandani S. - Business Law, Himalaya Publishing House.
9. Business Law and Corporate Laws by Tulsian - Tata Mcgraw Hill Publishing.

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Fifth Semester)**  
**Computerized Accounting – I**

<b>Total Marks</b>	<b>100</b>
<b>Theory</b>	<b>50</b>
<b>Practical (U/A)</b>	<b>50</b>

**Objectives :**

1. To benefit the students to work with well-known accounting software e.g. Tally ERP.9
2. To enable students to Process and record the business transactions and manage the accounts information using Software.
3. To equip students “know-how” of GST Functionality using e.g. Tally Software.
4. To train students with required skill for greater employability.

<b>Unit No.</b>	<b>Contents</b>	<b>No. of Lectures</b>
<b>I</b>	<b>Introduction to Computerized Accounting :</b> Computerized Accounting- Need & Significance, Evolution from Manual to Computerized Accounting System, Benefits of Computerized Accounting. (e.g.Tally.ERP9), Evolution of Accounting Software , Different Versions of tally, Silent Features , Technological Advantages of Computerized Accounting.	<b>04</b>
<b>II</b>	<b>Fundamentals of Computerized Accounting (e.g. Tally.ERP9.0) :</b> Start-up & Quit, Screen Components, Setting up a new company, Select, Alter & Delete a company, <b>Maintaining Accounting Masters – Groups, Ledgers , Maintaining Inventory Masters-</b> Stock Group, Stock Item, Units of Measure, Stock Categories ,Godown ,F11 Features , F12 Configurations	<b>06</b>
<b>III</b>	<b>Vouchers : Accounting Vouchers -</b> Contra, Payment, Receipt, Journal, Purchase, Sales, Debit Note and Credit Note, <b>Inventory Vouchers-</b> Purchase Order, Sales Orders, Receipt Note& Delivery Note, Stock Journals , Rejection In, Rejection Out	<b>08</b>
<b>IV</b>	<b>Reports : Accounting Reports :</b> Trial Balance, Profit & Loss A/c, Balance Sheet, Day book, Cash / Bank Book, Ledger Report, Group Summary, Voucher Report , <b>Inventory Reports-</b> Stock Summary, Stock Item Summary, Stock Group Summary, Stock Category Report, Godown Report, Inventory Voucher Report, understanding report-wise F12 configurations	<b>04</b>
<b>V</b>	<b>GST Functionality :</b> Activating GST in Tally , <b>Setting Up GST -</b> Company Level, Ledger Level or Inventory Level , <b>Creating GST Masters-</b> C-GST, S-GST, I-GST, <b>Recording GST Transaction –</b> Purchase, Sales ,Printing GST Tax Invoice, GST Returns, Payment of GST	<b>08</b>
	<b>List of Practical's :</b>	
1	Company Creation, Alteration and Deletion in Computerized Accounting (e.g. Tally. ERP 9.0)	
2	Backup & Restore of Company	
3	Create, Display, Alter and Delete Accounting Groups	

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4	Create, Display, Alter and Delete Ledger	
5	Recording Bank Transactions using Contra voucher	
6	Recording Payment voucher	
7	Recording Receipt voucher	
8	Recording Cash Purchase transaction (Accounts Only)	
9	Recording Credit Purchase transaction (Accounts Only)	
10	Recording Cash Sales transaction (Accounts Only)	
11	Recording Credit Sales transaction (Accounts Only)	
12	Recording Journal voucher for Asset Purchase	
13	Recording Journal voucher for Consumable Purchase	
14	Recording Purchase Order and Receipt Note	
15	Recording Sales Order and Delivery Note	
16	Creating GST Ledgers (S-GST, C-GST and I-GST)	
17	Recording GST Purchase & Sales Invoice (with single rate only)	
18	Display Accounting Reports (Trial Balance, P & L A/c, Balance Sheet, Cash/Bank Book etc.)	
19	Display Inventory Reports in Tally (Stock Register, Order reports etc.)	
20	GST Reports	
<b>Practical's U/A : 50 Marks</b> 1. One Test : 10 Marks 2. Oral : 20 Marks 3. Practical's Files at least minimum : 20 Marks 20 Practical's		


❖ **Teachers of Computerized Accounting are advised to brief the students about the up-gradation taking place in accounting software, so that students will take hands-on training in the latest version of accounting software.**


**Reference Books:**


1. Financial Accounting on Computers using Tally, Namrata Agarwal,
2. Tally.ERP 9 Made Simple Basic Financial Accounting, Ashok K Nadhani
3. Tally ERP 9, Shraddha Singh and Navneet Mehra
4. Tally 9, Vishnu Priya.
5. A Complete Self Learning Manual on Tally.ERP 9, Ajay O. Maheshwari.
6. Information Technology and Tally, Arvind Deshpande

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Fifth Semester)**  
**Supply Chain Management & Logistics (Elective)**

**Total Marks**      **100**  
**Theory**              **80**  
**Sessional**         **20**

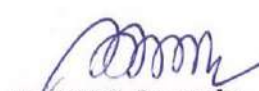
**Objectives:**

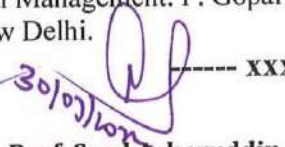
- 1) To provide basic input of Supply Chain Management & Logistic Practices.
- 2) To create awareness and Entrepreneurial Simulation for Career Building.

Unit No.	Contents	No. of Lectures
I	<b>Supply Chain Management:</b> Introduction, Definition of the Supply Chain Management. Functions and Contribution of Supply Chain Management. Concept of Value Chain and creative Value. Supply Chain effectiveness and Relationship with venders, Suppliers Relationship Management (SRM)	12
II	<b>Concept of Logistics :</b> Introduction, Objectives, Types of Logistics, Concept of Logistics Management. Evaluation of Logistics. Roll of Logistics in Economy. Difference between Logistics and Supply Chain Management. Advantages of Logistics. Logistics Mix.	12
III	<b>Customer Services :</b> Key Elements of Logistics. Introduction, objectives, Concept of Customer Services. Different types of Customer Services. Value Added Logistics Service. Customer relationship Management and Supply Chain Management.	12
IV	<b>Logistics Outsourcing:</b> Introduction, concept of Logistics Outsourcing. Benefit of Logistics Outsourcing. Issues in Logistics Outsourcing. Third party logistics, Fourth Party Logistics. Selection of Logistics Services Providers. Logistics Service Contracts.	12
V	<b>Components of Supply Chain &amp; Logistics:</b> Inventory Management and its role in the Supply chain management. Material handling & its role in supply chain management. Material Storage System. Warehousing. Transportation. Logistics information system & its application in logistics & supply chain management. E-commerce and logistics. SCM Challenges in Post Covid-19 Era.	12
	<b>Practical - 20 Marks</b> To be Conducted by the Department in each College as per Convenience.	

**Reference Books –**

1. Logistics & Supply Chain Management: Martin Christopher, Published by Pearson UK
2. Text Book of Logistics and Supply Chain Management.
3. Essentials of Supply Chain Management: Michal H.Hugos Published by John Wiley & Son inc Hoboken New Jersey.
4. Purchase and Material Management. P. Gopal Krishna published by Tata McGrawhill Publishing co.ltd, New Delhi.

  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Fifth Semester)**  
**Travel & Tourism ( Elective )**

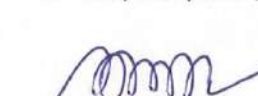
**Total Marks      100**  
**Theory                80**  
**Sessional            20**

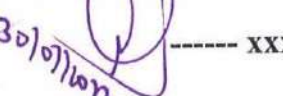
**Objectives:** To Familiarize the Students with basic concepts and the impact of Tourism.

Unit No.	Contents	No. of Lectures
I	<b>Introduction to Tourism :</b> Definition- Nature- Importance- and Types of Tourism, Characteristics of Tourism; Domestic and International Tourism; Origin and growth of tourism; Famous Travelers, War Tourism, Development of tourism in India, Tourist Information offices.	12
II	<b>Components of Tourism:</b> Major and Minor Components of Tourism: Attraction- different types; Accommodation- different types; Accessibility- different types; Amenities; Activities; Ancillary components; Types of Travel: Leisure, Cultural Tourism, VFR, Corporate, Incentive, Wildlife, Adventure, Pilgrimage, Education, Ecotourism, Study and analysis, International – Domestic – Regional Tours , Natural Tourism Resources and Manmade Tourism Resources	12
III	<b>Transport System Development –</b> Surface Transport, Water Transport, Air Transport, Emergence of Jet, High Speed Trains, Luxury Coaches, Car Rental, and Tourism Train – Mass Tourism.	12
IV	<b>Consumer Behavior:</b> Tourism Motivation, Tourist Behavior, Motivating Masses to Undertake Tourism Activities, Destination Exploration, Promoting Tourism from Grass Root Level at Schools, Modern Tourism and Motivation.	12
V	<b>Role and Impact of Tourism :</b> Tourism in India – role of tourism in growth and development of Indian economy, current scenario: Economic Impact of Tourism, Tourism Multiplier Concept, Environmental Impact of Tourism, Environment Impact Assessment, Socio- Cultural Impact of Tourism, Need for Innovative Tourism Products in Post COVID-19 Era.	12
	<b>Practical - 20 Marks</b> To be Conducted by the Department in each College as per Convenience	


**Reference Books –**

1. Bhatia, A.K. (2002), *Tourism Development, Principles and practices*, New Delhi, Sterling
2. Publishers (P) Ltd.
3. Charles R Goeldner, JR Brent Ritchie: (2003) *Tourism Principles, Practice and Philosophies*,
4. John Wiley & Sons, Inc, Hoboken, New Jersey.
5. Chris cooper, john Fletcher, alanfyall; *Tourism principles and practice* (1998) Pearson
6. Education limited, Edinburg gate, Harlow, England
7. Gill, S.P.(2002), *Dynamics of Tourism*, New Delhi, Anmol Publications.

  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Fifth Semester)**  
**MSME Management (Elective)**

<b>Total Marks</b>	<b>100</b>
<b>Theory</b>	<b>80</b>
<b>Sessional</b>	<b>20</b>

**Objectives:**


- To acquaint the students about Role, Setup, Working & Assistance through Micro, Small and Medium Enterprises in India.
- To equip the students with necessary management skills for effective management of MSMEs.

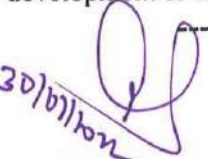
<b>Unit No.</b>	<b>Contents</b>	<b>No. of Lectures</b>
<b>I</b>	<b>MSME ENVIRONMENT IN INDIA :</b> Definition of MSMEs, Characteristics, Importance, Contribution in economic development of India, Growth of MSMEs in India, Challenges faced by MSMEs in India	<b>12</b>
<b>II</b>	<b>Setting up of MSMEs :</b> Business Idea generation, Selection of idea, Feasibility analysis, Project Report, Acquisition of resources, Registration of MSME (Udyog Aadhar Number), Turn-Key business- Concept, features, advantages, disadvantages, Franchise Business- Concept, features, advantages, disadvantages, MSME Clusters: Concept, importance, benefits.	<b>12</b>
<b>III</b>	<b>Financial Management of MSMEs :</b> Financial Management: Meaning, nature, importance, Fixed & Working capital, Sources of finance : Term Loans- Bank Overdraft- Cash-Credit- Microfinance, Venture Capital: Concept, Features, Types, Limitations	<b>12</b>
<b>IV</b>	<b>Marketing &amp; HR Management in MSMEs :</b> Concept of Marketing management, Market segmentation, Marketing Mix, Rural marketing, Services marketing, Digital marketing: Concept & Nature. HRM: Concept of HR Management, need of HRM in MSMEs, Functions of HRM	<b>12</b>
<b>V</b>	<b>Institutional Assistance for MSMEs:</b> Introduction, Need, Central level: NIESBUD, SIDBI, SIDO, KVIC, EDII, State Level: MSME-DI, MSFC, DIC, MIDC, Regional Level: MAGIC, Bajaj Incubation Centre, CMIA, MASSIA, Atmanirbhar Bharat and Assistance to MSME's .	<b>12</b>
	<b>(20 marks)</b> 1. <b>Project/ Seminar on any one unit: 10 marks</b> 2. <b>Test /Tutorials 10 marks</b>	

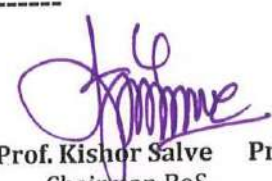
**Reference Books –**


1. Business, Entrepreneurship and Management- V.S.P.Rao, Vikas Publishing, 2014
2. Entrepreneurship & Small Business Management- M.B.Shukla, Kitab Mahal Publications
3. Entrepreneurship Development: S.S.Khanka, S.Chand Publications
4. Entrepreneurship Management: Vasant Desai, Himalaya Publications, 2011
5. Entrepreneurship & New Venture Creation, A.V.Sahay et.al , Excel Books, 2008
6. Entrepreneurship development & Small Business, Poornima, Pearson India

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# Dr.Babasaheb Ambedkar Marathwada University, Aurangabad


B.com.Sixth Semester Structure (2020 – 2021) w.e.f. Academic Year 2022-23


## Faculty of Commerce & Management

Paper Number	Subject/ Title of the Paper	Course	Weekly		Credits		IA	UA	Total Marks	Duration of Theory Exam
			Th	Pr	Th	Pr				
I	Advanced Financial Accounting – II	Core Discipline	4	-	4	-	20	80	100	3 Hrs
II	Management Accounting – II	Core Discipline	4	-	4	-	20	80	100	3 Hrs
III	Direct Tax	Core Discipline	4	-	4	-	20	80	100	3 Hrs
IV	Business Regulatory Framework – II	Core Discipline	4	-	4	-	20	80	100	3 Hrs
V	Computerized Accounting – II	Ability Enhancement	2	-	2	-	--	50-Th	50	2Hrs
			-	2	-	2		50-Pr	50	2Hrs
VI	1. Capital Market 2. Project Management 3. Advertising Salesmanship	Discipline Specific Elective [Any One]	4	-	4	-	20	80	100	3 Hrs
Total			22	02	22	02	100	500	600	--


\*Computerized Accounting –II : Theory Paper Separate Head of Passing

\* Computerized Accounting-II : Practical Exam Separate Head of Passing

  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Sixth Semester)**  
**Advanced Financial Accounting – II**

**Total Marks : 100**  
**Theory: 80**  
**IA / Sessional: 20**  
**Total Credit : 04**

**Objectives:** After Studying this subject students will be able to understand how to prepare the Final A/c of Farm, Electricity and local Self –Government.

Unit No.	Contents	No. of Lectures
I	<b>Indian Accounting Standards</b> -Meaning of Accounting Standard, Indian Accounting Standard 2020. -Application of the following Accounting Standards AS 14: Accounting for Amalgamations AS 18: Related Party Disclosures AS 19: Leases AS 20: Earnings per Share AS 24: Discontinuing Operations AS 26: Intangible Assets AS 29: Provisions, Contingent Liabilities, and Contingent Assets AS-41 Agriculture	07
II	<b>Farm Accounting (Numeric)</b> - Books of Accounts to be maintained for Farm Accounting -Preparation of Farm A/C and Balance Sheet. (Dairy and Poultry only)	08
III	<b>Final Accounts of Local Self Government (Numeric)</b> -Meaning and Importance of Local Self Government -Maintaining Books of Accounts -Preparation of Final Accounts (Gram Panchayat and Zilla Parishad only)	15
IV	<b>Final Account of Electricity Company: (Numeric)</b> -Introduction, Features of Double Entry Account system -Preparation of Accounts, Revenue, Net Revenue Account. -Receipt & Expenditure on Capital Account, General Balance Sheet With special effect of adjustments.	15
V	<b>International Financial Reporting Standards(Theory)</b> - International Financial Accounting System - Accounting Values and Culture - Development and Disclosure - Global Accounting and Auditing Standards	15
<b>Note :Sessional Work : 20 Marks</b> Test : 5 Marks Tutorial : 10 Marks Viva-Voce /Seminar : 5 Marks		

**REFERENCE BOOKS**

1. Advanced Accounts - Shukla and Grewal. S. Chand & Co. Ltd., New Delhi
2. Advanced Accounts - Jain and Narang, Kalyani Publishers
3. A New Approach to Accountancy - Prof. H. R. Kotalwar, Discovery Publishers, Latur.
4. Advanced accountancy – R L Gupta and Radhaswamy, Sultan Chand and Sons, New Delhi.
5. Studies in Advanced Accountancy – Dr. S. N. Maheshwari, Sultan Chand and Sons, New Delhi.
6. Interpretation and Application of IFRS Standards (2018), PKF International Ltd Wiley

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Sixth Semester)**  
**Management Accounting -II**

**Total Marks : 100**  
**Theory: 80**  
**IA / Sessional: 20**  
**Total Credit : 04**

**Objectives:**


- Objective of course is to give students a good understanding about the concepts and techniques of management accountingsyllabus, it will help student to understand the background of a fast changing global market.


Unit No.	Contents	No. of Lectures
I	<b>Working Capital Management:(Theory only)</b> Meaning of Working Capital, Kinds of Working Capital, Sources of Working Capital, Objectives of Working Capital Management, Determinants of working capital requirement, Estimation of Working Capital Requirement.	10
II	<b>Budgetary Control:(Theory only)</b> Meaning, Definitions, Characteristics, Objectives, Advantagesand Limitations of Budgetary Control.	10
III	<b>Types of Budgets:(Theory/Numeric )</b> Types of budgets - Cash Budget, Production budget, Sales budget, Master budget.	15
IV	<b>Capital Budgeting:(Numeric problems only)</b> Meaning, Principles and Types of Capital Budgeting. Pay-back period Method, Discounted Cash Flow Method, Net Present Value Method.	15
V	<b>Responsibility Accounting: (Theory only)</b> Meaning, Definitions, andBasic principles. Responsibility reporting, Benefits of Responsibility Accounting.	10
	<b>Note :</b> <b>Sessional Work : 20 Marks</b> <b>Test &amp; Tutorial (Each 05 Marks) : 10 Marks</b> <b>Preparation of any Two Types of Budget (Each 05 Marks) :10 Marks</b>	

**REFERENCE BOOKS**


- Dr. S.N. Mahaeshwari, Management Accounting Sultan Chand & Sons, Delhi
- Jha&Naik, Management Accounting Himalaya Publication
- Khan & Jain - Management Accounting Tata McGraw-Hill Education
- Dr. JitendraAhirrao - Management Accounting – Kailash Publications Aurangabad.
- Dr. V.R. Nagori& Dr. Sanjay Agrawal - Management Accounting – Chinmay Publications Aurangabad.

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Sixth Semester)**  
**Direct Taxes**

**Total Marks : 100**  
**Theory: 80**  
**IA / Sessional: 20**  
**Total Credit : 04**

**Objectives:**


- Students will be able to learn about the Direct Taxes with different Income Tax Act with latest Amendments.

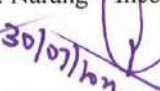
Unit No.	Contents	No. of Lectures
I	<b>Income Tax Act 1961 (with Amendments). (Theory)</b> Introduction to Income Tax Act 1961, Basic Concepts, Assessee, Person, Income, Classification of Income, Agricultural Income, Casual Income, Previous year, Assessment Year, Heads of Income, Gross Total Income, Total Income, Incomes exempted from Income tax, Tax deduction at Source, Refund of tax	12
II	<b>Income from Salary: (Numerical)</b> Meaning, definition of Salary, Computation of Income from Salary, Allowances, Perquisite, Gross Salary, Deductions from Gross Salary, Net Salary.	12
III	<b>Income from Business and Profession: (Numerical)</b> Business, Profession, Deemed income from business or profession, Computation of income from business and profession, deductions.	12
IV	<b>Income from House Property: (Theory)</b> Basis of charge, Annual Value, Determination of Annual Value, Computation of Income from House Property, Deductions U/S 24	12
V	<b>(A) Income from Capital Gain: (Theory)</b> Basis of Charge (Section 45), Meaning of Capital Assets, Type of Capital Gain, Short term and Long term Capital Gain, Cost of Inflation Index, Computation of Capital Gain, Exemptions in respect of Capital gain (U/s 54). <b>(B) Income from Other Sources:</b> Income Taxable under the head Income from other Sources u/s 56, Deductions from income from other sources u/s 57.	12
	<b>Note :Sessional Work : 20 Marks</b> Test : 5 Marks Tutorial : 10 Marks Viva-Voce : 5 Marks	


**REFERENCE BOOKS:**


1. Dr. H.C. Mehrotra and Dr. S. P. Goyal – Income Tax Law & Accounts: Sahitya Bhavan Publications.
2. Dr. Prakash Herekar – Income Tax – Modern Publishers, Mumbai.
3. Dr. Vinod Singhania – Income Tax – Taxman Publications Pvt. Ltd, New Delhi.
4. Raman Bissa – Ready Reckoner – Taxcom India, Jaipur.
5. T. N. Manoharan – Income Tax Law – Snow White, Publication Pvt. Ltd., Mumbai.
6. V. P. Gaur & D. B. Narang – Income Tax – Law and Practice, Kalyani Publishers, Mumbai.

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Sixth Semester)**  
**Business Regulatory Framework-II**

Theory: 80  
 IA / Sessional: 20  
 Total Credit : 04

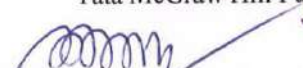
**Objectives:** To acquaint student with the Basic Concepts, Terms, Provision, and Application of Business Laws.

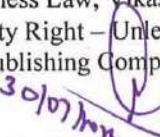
Unit No.	Contents	No. of Lectures
I	<b>Negotiable Instrument Act (Amendment) Act, 2002:</b> Definition, Feature of promissory note, Bill of exchange and cheque, Holder and Holder In Due Course, Crossing and Dishonour of Cheques, Dishonour of Negotiable Instruments, Discharge From Liability on Negotiable Instruments	12
II	<b>Company Act 2013:</b> Introduction to Company Law, Principles & Concepts, Company Administration and Meetings, rights and duties of company secretary, Corporate Social Responsibility., company audit procedure. Features of Company Act 2013 – Types of Company –Share Capital and Its types- Formation of Company- Memorandum of Association - Articles of Association.	12
III	<b>The Securities And Exchange Board of India Act 1992:</b> Establishment of SEBI - Power and Functions of SEBI - Registration of Stock Brokers, Sub - Brokers - Recognition of Stock Exchange - Role of Stock Exchanges - Listing of Securities - Trading of Securities.	12
IV	<b>Intellectual Property Rights:</b> Introduction to Intellectual property Rights, types of intellectual property, Trade Marks: Purpose and function of trademarks, Law of copy rights: Fundamentals of copy right law.	12
V	<b>Concepts of Miscellaneous Business Laws:</b> The Competition Act 2002( with 2009 Amendment),The Environment Protection Act, 1986,The Information Technology Act,2000	12
	<b>Note : Sessional Work : 20 Marks</b> Test : 5 Marks Tutorial : 10 Marks Viva-Voce /Seminar: 5 Marks	


❖ Teachers teaching BRF are advised to update the students on the latest amendments taking place in the Act from time to time.

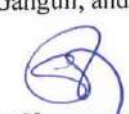
**REFERENCE BOOKS:**

1. Dr.AvtarSingh : Company Law; Eastern Book Company, 34, Lalbagh, Lucknow.
2. C.R. Datta :Datta on the Company Law; Lexis Nexis, Butterworths Wadhwa, Nagpur
3. A. Ramaiya : Guide to the Companies Act; Lexis Nexis, Butterworths Wadhwa, Nagpur
4. Corporate Law- Bharat Law House Pvt Ltd. New Delhi.
5. Desai. T.R. Indian Contract Act, S.C. Sarkar and sons Pvt.Ltd
6. Kuchal.M.C. Business Law, Vikas Publishing House, New Delhi.
7. Intellectual Property Right – Unleashing the Knowledge Economy, Prabuddha Ganguli, and Tata McGraw Hill Publishing Company Ltd.

  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Sixth Semester)**  
**Computerized Accounting-II**

**Total Marks : 100**  
**Theory: 50**  
**UA (Practical): 50**  
**Total Credit : 04**


**Objectives:**

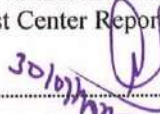
- To benefit the students with employability and to work with well-known accounting software e.g.Tally.ERP9
- To enable students to process advanced accounting and inventory transactions using accounting software.
- To equip students with advanced GST functionality through Computerized Accounting.

Unit No.	Contents	No. of Lectures
I	<b>Advance Computerized Accounting Features : (e.g.Tally.ERP 9)</b> <b>Maintaining Bill-wise details -</b> Activating Bill-wise Details, Credit period, Maintain Balances bill-by- bill, Outstanding Reports <b>Cost Centers &amp; Cost Categories :</b> Activating Cost Centers, Creating Cost Centers, Cost Center Report <b>Banking :</b> Cheque Book Management, Denomination Details ,Bank Reconciliation	04
II	<b>Advanced Inventory Features in Computerized Accounting:</b> (e.g. Tally.ERP 9) <b>Stock Transfers -</b> Recording Stock Journals, Godown-wise Reports, <b>Bill of Materials-</b> Set up for Stock item, Manufacturing Journals. <b>Batch-wise details-</b> Activating Batch- wise details, Batch-wise Reports	06
III	<b>Advanced GST Transactions : (e.g. Tally.ERP 9)</b> <b>Recording Purchases-</b> NIL Rated, Exempted, Multiple Tax Rates, Purchase Returns, <b>Recording Sales –</b> NIL Rated , Exempted, Multiple GST rates, Sales Returns <b>Recording Sales of Service, E-way Bill, GST Returns-</b> GSTR1, GSTR2	10
IV	<b>Tax Deducted at Source (TDS):</b> Concept of TDS, Activating TDS, Creating Masters, Recording Transactions, TDS Reports	06
V	<b>Technological Features in Accounting Software :(e.g. Tally.ERP 9)</b> Backup & Restore, Import & Export Data, Setting Password to Company.	04

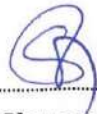
**List of Practical's : ( No. of Practicals / Sessions 30)**

1. Activating Bill-wise details for Sundry Debtors & Creditors
2. Recording Purchase on credit
3. Recording Sales on credit
4. Display Outstanding Report
5. Activating Cost Centers
6. Recording Transactions with Cost Centers
7. Display Cost Center Report

  
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8. Bank Reconciliation ,Banking Reports
9. Inter-Godown Transfer using Stock Journal
10. Bill of Material Set up in Stock item
11. Recording Manufacturing Journal
12. GST Purchases with Nil Rate, Exempted Purchases
13. GST Sales with Multiple Rates
14. GST Purchase Entry with Multiple Rates
15. Recording Sales Returns
16. Recording Purchase Returns
17. Activating TDS and Recording transaction
18. Data Backup & Restore
19. Setting password to Company
20. Export of Data

**Practical's U/A: 50 Marks (Colleges / Institutions are required to make available licensed copy of Accounting Software )**


1. Test : 10Marks
2. Oral : 20Marks
3. Practical File :20Marks


❖ **Teachers of Computerized Accounting are advised to brief the students about the up- gradation taking place in accounting software, so that students will take hands-on training in the latest version of accounting software.**


**REFERENCE BOOKS:**


1. Financial Accounting on Computers using Tally, Namrata Agrawal
2. Tally.ERP 9 Made Simple Basic Financial Accounting, Ashok K Nadkarni
3. Tally.ERP9 Shraddha Singh and Navneet Mehra
4. A Complete Self Learning Manual on Tally.ERP 9, Ajay O. Maheshwari

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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Sixth Semester)**  
**Capital Market (Elective)**

**Total Marks : 100**  
**Theory: 80**  
**IA / Sessional: 20**  
**Total Credit : 04**


**Objectives:**

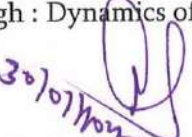
- Course is intended to familiarize the students with capital market operations in India; it will provide a broad view of the Indian financial system, SEBI, Primary Market, Indian and International Stock exchanges.

Unit No.	Contents	No. of Lectures
I	<b>Indian Financial System:</b> Structure of Indian financial system, Money Market and Capital Market, Features and functions. Investment Avenues, Types of Traders and Markets. Market Intermediaries	12
II	<b>Introduction and working of Indian Stock Exchanges :</b> SEBI-Establishment, Functions and objectives, Laws and regulations of Stock Exchange, Listing Procedure, Benefits of Listing, Listing at different stock exchange, Licensed Dealer	12
III	<b>Trading in Stock Markets :</b> Instruments Traded, Trading v/s Speculations, Types of Traders, Brokers, Broking House and their charges, Short Sale, Settlement Procedure, Underwriters and Reuters	12
IV	<b>Merchant Banking:</b> Role and functions, Services offered. Venture Capital, Microfinance and Development. Thrift Institutions: Need, Functions and role in Indian context.	12
V	<b>Over the Counter Exchange in India:</b> Its role objectives, Advantages, Major players in OTC. <b>Derivative Market :</b> Meaning, Forward and Future Contracts, Options and Swap, Currency Swap	12
	<b>Note :</b> Sessional Work : 20 Marks Test : 5 Marks Tutorial : 10 Marks Viva-Voce /Seminar : 5 Marks	


**REFERENCE BOOKS:**

- Capital Market Management – V.A. Avadhani
- Financial Institutions – L.B.Bhole
- Indian Capital Market – V.A. Avadhani- Himalaya
- Gupta N.K and Monica Chopra : Financial Markets Institutions and services
- Yogesh Maheswary : Investment Management
- Kevin. S : Security Analysis and Portfolio Management
- Preethi Singh : Dynamics of Indian Financial System

  
**Prof. W.K. Sarwade**  
 Dean & Chairman BoS

  
**Prof. Syed Azharuddin**  
 Chairman BoS

\*\*\*  
  
**Prof. Kishor Salve**  
 Chairman BoS

  
**Prof. S.A. Ghumare**  
 Chairman BoS



**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Sixth Semester)**  
**Advertising and Salesmanship (Elective)**

**Total Marks : 100**  
**Theory: 80**  
**IA / Sessional: 20**  
**Total Credit : 04**

**Objectives:**


- To understand the role of salesman in the changing scenario in Global marketing.
- To know the various types of Customers, Salesman & skills of successful salesman.

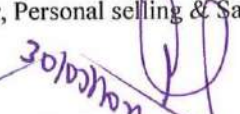
Unit No.	Contents	No. of Lectures
I	<b>Concept of Salesmanship :</b> Essential skill & types of salesmanship, Advertising & Publicity concept, Need and Importance, Skills required being a Good Salesman, Attitude & values of salesman.	12
II	<b>Process of Selling &amp; Sales Promotion:</b> Steps in Process of selling, A.I.D.A. (A-Awareness, I-Interest, D-Desire, A-Action) Model of Selling, Concept of sales promotion, Emerging techniques in Consumer's Sales Promotion.	12
III	<b>Advertising and Media of Advertising:</b> Concept, Meaning, Need, Objectives of advertising, Merits & Limitation of advertising, Impact of advertising, Impact of advertising on Indian Economy, Print media, Electronic media, outdoor media, social media, -concept, merits & Limitation of every media.	12
IV	<b>Advertising Media:</b> Types of Media (Newspaper and Magazines, Pamphlets, Posters and Brochures) Electronic Media (Radio, Television, Audio, Visuals) their Characteristics, merit and Limitations. Exhibitions and media. Press Conference Web advertising: Objectives, Importance and Types of Online advertising.	12
V	<b>Advertising Agencies:</b> The role and Importance of advertising and false claims. Their organization patterns, selection of advertising agency. Agency Commission and fee. Advertising Department: Its Function and organization.	12
<b>Note :Sessional Work : 20 Marks</b> Test : 5 Marks Tutorial : 10 Marks Viva-Voce /Seminar : 5 Marks		

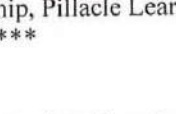
**REFERENCE BOOKS:**


1. Dr.RustomDavar, Sohrab R Davar, Nuslir R Davar, Salesmanship and Publicity,Vikas Publication Pvt. Ltd.
2. S. A. Sherlekar Marketing Management, 16<sup>th</sup> Edition Himalaya Publication House - Pune.
3. S. A. Sherlekar, Marketing Management & Salesmanship, Himalaya Publication House - Pune.
4. P. K. Sahu, K. C. Raut, Salesmanship & Sales Management, Vikas Publication House.
5. NeeruKapoor, Personal selling & Salesmanship, Pillacle Learning.

\*\*\*

  
**Prof. W.K. Sarwade**  
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**Prof. Kishor Salve**  
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**Prof. S.A. Ghumare**  
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**CBCS Pattern Syllabus w.e.f. Academic Year 2022-23**  
**B.Com Third Year (Sixth Semester)**  
**Project Management & Finance (Elective)**

<b>Total Marks :</b>	<b>100</b>
<b>Theory:</b>	<b>80</b>
<b>Project Report:</b>	<b>20</b>
<b>Total Credit :</b>	<b>04</b>

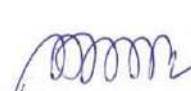
**Objectives:**

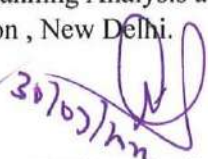
- Student will be able to understand the project management principles, philosophy and the project environment through feasibility study.


<b>Unit No.</b>	<b>Contents</b>	<b>No. of Lectures</b>
<b>I</b>	<b>Fundamentals of Project Management :</b> Meaning and Objective of Project Management, Nature and Need for Project Management ,Types of Project , Essentials of Project Management Philosophy, Project Management Principles, Project Management Process	<b>12</b>
<b>II</b>	<b>Project Feasibility Studies:</b> Opportunity studies-General opportunity studies-specific opportunity studies-pre-feasibility studies-functional studies or support studies-feasibility study – components of project feasibility studies – Managing Project resources flow– Project Life Cycle – Project constraints.	<b>12</b>
<b>III</b>	<b>Project Identification, Project formulation and Preparation:</b> Market and demand identification, market survey, Material inputs, technology, production, plant capacity, location and site, civil works, charts, layouts, work schedule, cost of project, estimates of cost, financial projections.	<b>12</b>
<b>IV</b>	<b>Project Evaluation and Auditing:</b> Project Evaluation Process, Phases of Project Audit, Project Closure Reports.	<b>12</b>
<b>V</b>	<b>Project Finance:</b> Meaning of Financing a Project, Working Capital Finance, Sources of Finance Role of Advisors in Project Finance, Institutional Project Finance and Commercial Risks.	<b>12</b>
	<b>Note :</b> <b>Sessional Work : 20 Marks</b> Preparation of Model Project Report (Any type of Project Report)	


**REFERENCE BOOKS**

1. Project Planning & Control (Volume 1 & 2) , N.P.Agrawal and B.K. Mishra, Indus valley Publications
2. Project Management , Bhavesh Patel ,Vikas Publication , Mumbai
3. Project Planning Analysis and Management ,Anand Kumar Sharma , Anmol Publication , New Delhi.

  
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 Chairman BoS

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY****CIRCULAR NO.SU/B.Sc./31/2022**

It is hereby inform to all concerned that, the syllabi prepared by the Ad-hoc Board and recommended by the Dean, Faculty of Science & Technology, the Hon'ble Vice-Chancellor has accepted the **following revised syllabi of Bachelor of Science Degrees with Regulation under the scheme of Choice Based Credit & Grading System** in his emergency powers under section 12(7) of the Maharashtra Public Universities Act, 2016 on behalf of the Academic Council as appended herewith. Earlier published syllabus vide circular dtd. 19.09.2022 is stand cancelled.

Sr.No.	Courses	Semester
1.	<b>B.Sc. Information Technology (Degree)</b>	<b>Ist semester</b>
2.	<b>B.Sc. Computer Science (Degree)</b>	<b>Ist semester</b>
3.	<b>B.C.A.(Science) (Degree)</b>	<b>Ist semester</b>

This is effective from the Academic Year 2022-23 and onwards.

All concerned are requested to note the contents of this circular and bring the notice to the students, teachers and staff for their information and necessary action.

University Campus,  
Aurangabad-431 004.  
REF.NO.SU/2022/12788-89  
Date:- 19.10.2022.

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*[Signature]*  
**Deputy Registrar**  
**Academic (Syllabus)**

**Copy forwarded with compliments to :-**

- 1] **The Principal of all concerned Colleges,**  
Dr. Babasaheb Ambedkar Marathwada University,
- 2] **The Director, University Network & Information Centre, UNIC, with a request to upload this Circular on University Website.**

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- 1] **The Director, Board of Examinations & Evaluation, Dr.BAMU,A'bad.**
- 2] The Section Officer,[B.Sc.Unit] Examination Branch,Dr.BAMU,A'bad.
- 3] The Programmer [Computer Unit-1] Examinations, Dr.BAMU,A'bad.
- 4] The Programmer [Computer Unit-2] Examinations, Dr.BAMU,A'bad.
- 5] The In-charge,[E-Suvidha Kendra], Rajarshi Shahu Maharaj Pariksha Bhavan, Dr.BAMU,A'bad.
- 6] The Public Relation Officer, Dr.BAMU,A'bad.
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**Dr.BabasahebAmbedkarMarathwadaUniversity**  
**Aurangabad- 431004( MS) India**



**Three Year Undergraduate BachelorDegree Program**  
**InScience and Technology**

**B.C.A. (Science)**

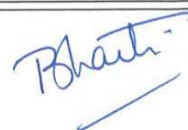
**Curriculum Structure and Scheme of**  
**Examination**

**Choice Based Credit System**

**(Effective from Academic Year 2022-23)**

**Dr.BabasahebAmbedkarMarathwada University**  
**Aurangabad – 431004 (MS) India**

  
Dean  
Faculty of Science & Technology  
Dr. Babasaheb Ambedkar Marathwada  
University, Aurangabad





## Pattern of Question Paper (Theory)

B.C.A. (Science) Semester -----

Course Code -----

Paper Number -----

Title of Paper -----

**Time : 1.30 Hrs.**

**Max Marks: 40**

**N.B.**

1. Attempt All Questions.
2. All questions carry equal marks.
3. Illustrate your answer with suitable labelled diagram.

Q.1. Multiple choice questions / Fill In the Blanks / Terms / Definition / One Line Answer questions. (10 Marks)

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

Q.2. Long answer question. (10 Marks)  
OR  
Long Answer question

Q.3. Long answer question (10 Marks)  
OR  
Short answer questions

- a)
- b)

Q.4. Short Notes on any TWO of the following:- (10 Marks)

- a)
- b)
- c)
- d)

## Pattern of Question Paper(Practical)

B.C.A. (Science) Semester -I and II

Course Code -----

Paper Number -----

Title Of Paper -----

Time :3:00 Hrs.

Max Marks : 100 (UA:80+IA:20)

**N.B.**

1. Attempt All Questions.
2. All questions carry equal marks.
3. Illustrate your answer with suitable labelled diagram

### Section A

Q:1 Experiment based on CA-123 P (50 Marks)

- a) Question / Experiment– 35 Marks
- b) Viva / Oral – 05 Marks
- c) Internal Evaluation : 07 Marks
- d) Record book : 03 Marks

### Section B

Q:2 Experiment based on CA-223 P (50 Marks)

- e) Question / Experiment– 35 Marks
- f) Viva / Oral – 05 Marks
- g) Internal Evaluation : 07 Marks
- h) Record book : 03 Marks

  
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**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad****Choice Based Credit System (CBCS) Curriculum****For****Faculty of Science and Technology****Course Structure (First Year)****BCA (Science) Three Year Undergraduate Degree Program****First Year**

<b>Course Type</b>	<b>Semester – I</b>		<b>Course Type</b>	<b>Semester - II</b>	
	<b>Name of Paper</b>	<b>Credit</b>		<b>Name of Paper</b>	<b>Credit</b>
<b>Core Course I DSC-1A 5.5</b>	Computer Fundamentals	2	<b>Core Course IV DSC-1B 5.5</b>	Data Structure	2
	Digital Electronics	2		8086 Microprocessor	2
	Lab Course	1.5		Lab Course	1.5
<b>Core Course II DSC-2A 5.5</b>	Operating System-I	2	<b>Core Course V DSC-2B 5.5</b>	Operating System-II	2
	Programming in C	2		Advanced Programming in C	2
	Lab Course	1.5		Lab Course	1.5
<b>Core Course III DSC-3A 5.5</b>	Mathematical Foundation M-1	2	<b>Core Course VI DSC-3B 5.5</b>	Numerical Methods-M-2	2
	Programming Methodology	2		Database Management System	2
	Lab Course	1.5		Lab Course	1.5
<b>Ability Enhancement Compulsory Courses (AECC), 01 Course, 3 credit each)</b>	English Communication Skills (Linguistic Approach)	3	<b>Ability Enhancement Compulsory Courses (AECC), 01 Course 3, credit each )</b>	English Communication Skills (Soft Skill Development)	3
	Marathi/Hindi/Urdu/Arabic	3		Marathi/Hindi/Urdu/Arabic	3
<b>Non-Credit Course</b>	-----	----	<b>Non-Credit Course</b>	<b>Constitution of India</b>	--
<b>Total Credit</b>	<b>22.5</b>			<b>22.5</b>	

  
 Dean  
 Faculty of Science & Technology  
 Dr. Babasaheb Ambedkar Marathwada  
 University, Aurangabad

  
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Structure and Curriculum for  
Bachelor of Science (B.Sc.) Computer Science  
(Choice Based Credit System)  
**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**  
Choice Based Credit System (CBCS) Curriculum  
For  
Faculty of Science and Technology  
Course Structure and Scheme of Examination  
B.C.A.(Science) Three Year Under Graduate Degree Program

**Semester-I**

Course Type	Course Code	Course Title	Total Periods (Teaching Periods / Week)	Credits	Scheme of Examination			
					UA	IA	Max Marks	Min Marks
<b>Core Course I (DSC-1A)</b>	CA-111T	Computer Fundamentals	45 (3/per week)	2	40	10	50	20
	CA-112T	Digital Electronics	45 (3/per week)	2	40	10	50	20
	CA-121P	Lab Course (based on CA-111T and CA-112T)	45 (3/per week)	1.5	40	10	50	20
<b>Core Course II (DSC-2A))</b>	CA-113T	Operating System-I	45 (3/per week)	2	40	10	50	20
	CS 114T	Programming in C	45 (3/per week)	2	40	10	50	20
	CA-122P	Lab Course (based on CA-113T and CA-114T)	45 (3/per week)	1.5	40	10	50	20
<b>Core Course III (DSC-3A)</b>	CA-115T	Mathematical Foundation	45 (3/per week)	2	40	10	50	20
	CA-116T	Programming Methodology	45 (3/per week)	2	40	10	50	20
	CA-123P	Lab Course (based on CA-115T and CA-116T)	45 (3/per week)	1.5	40	10	50	20
Ability Enhancement Compulsory Courses (AECC-I)	CA-131T	English communication Skills(linguistic Approach)	45 (5/per week)	3	40	10	50	20
	CA-132T	Marathi/Hindi/Urdu/ Arabic	45 (4/per week)	3	40	10	50	20
Non Credit Course								
<b>36 Period Per week</b>				<b>22.5</b>	<b>440</b>	<b>110</b>	<b>550</b>	<b>220</b>

\*DCS – discipline Specific core courses **Total Credit for Semester I : 22.5 (Theory : 18 : Laboratory : 4.5)**

Structure and Curriculum for  
Bachelor of Science (B.Sc.) Computer Science  
(Choice Based Credit System)

**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**

**Choice Based Credit System (CBCS) Curriculum**

**For**

**Faculty of Science and Technology**

**Course Structure and Scheme of Examination**

**B.C.A. (Science) Three Year Under Graduate Degree Program**

**Semester-II**

Course Type	Course Code	Course Title	Total Periods (Teaching Periods / Week)	Credits	Scheme of Examination			
					UA	IA	Max Marks	Min Marks
<b>Core Course IV</b>  <b>(DSC-I B)</b>	CA-211T	Data Structure	45 (3/per week)	2	40	10	50	20
	CA-212T	8086 Microprocessor	45 (3/per week)	2	40	10	50	20
	CA-221P	Lab Course (based on CA-211T and CA-212T)	45 (3/per week)	1.5	40	10	50	20
<b>Core Course V</b>  <b>(DSC-II B)</b>	CA-213 T	Operating System- II	45 (3/per week)	2	40	10	50	20
	CS 214T	Advanced Programming in C	45 (3/per week)	2	40	10	50	20
	CA-222P	Lab Course (based on CA-213T and CA-214T)	45 (3/per week)	1.5	40	10	50	20
<b>Core Course VI</b>  <b>(DSC-III B)</b>	CA-215T	Numerical Methods M-2	45 (3/per week)	2	40	10	50	20
	CA-216T	Database Management System	45 (3/per week)	2	40	10	50	20
	CA-223P	Lab Course (based on CA-215T and CA-216T)	45 (3/per week)	1.5	40	10	50	20
Ability Enhancement Compulsory Courses (AECC - 2)	CA-231T	English Communication Skills(Soft Skill Development)	45 (5/per week)	3	40	10	50	20
	CA-232T	Marathi/Hindi/Urdu/ Areabic	45 (4/per week)	3	40	10	50	20
Non Credit Course	CA-261T	Constitution of India	45 (3/per week)	2*				
			<b>36 Period Per week</b>	<b>22.5</b>	<b>440</b>	<b>110</b>	<b>550</b>	<b>220</b>

\*DCS – discipline Specific core courses **Total Credit for Semester I : 22.5 (Theory : 18 : Laboratory : 4.5)**



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## B.C.A. (Science)

### Semester - I



# Curriculum for semester I

**Coursecode:CA-111 T    Course Title:ComputerFundamentals**

Total Credit: 2    Marks: 50 (UA: 40 + IA: 10)

Periods: 3 per week (50 Minutes each)

## Prerequisites:

There are no prerequisites required for attending this course.

## Learning objects

To impart basic introduction to computer hardware, components, computer number system. How the CPU works, fundamental about algorithms and flowchart as well as different types of software.

## Learning outcomes

- Students who complete this course successfully will acquire:
- Knowledge of computer fundamental, CPU and its functionalities.
- Understanding of block diagram of hardware peripherals.
- Understanding the concepts of software and its types.
- Understanding the number of system and its conversion between different numbers of systems.
- Understanding the computer based application such as email and video conferencing.

## Course Outline

### UNIT – 1

#### 1. Fundamentals of ComputerSystem

- Characteristics & features ofComputers.
- Components ofComputers.
- Organization ofComputer.

#### 2. Computer Generation &Classification

- Generation of Computers : First toFifth
- Classification of Computers : Distributed & Parallelcomputers

### UNIT – II.

#### 3. Computer Memory

- Memory Cell &Organization
- Types of Memory (Primary And Secondary) : RAM , ROM , PROM ,EPROM, advantages and disadvantages of each.
- Secondary Storage Devices ( FD, CD, HD, Pen drive, DVD, Tape Drive, DAT )

#### 4. I/O Devices

- Input Devices : Touch screen , OMR, OBR , OCR, Light pen,Scanners
- Output Devices: Digitizers, Plotters, LCD, Plasma Display,Printers

### **UNIT – III**

#### **5. Processor**

- Structure of Instruction , Description of Processor , ProcessorFeatures
- RISC &CISC

### **UNIT – IV**

#### **6. Internet, World Wide Web:**

Introduction to Internet, Internet Access, Internet Basics, Protocols-TCP/IP, HTTP, FTP, Addressing, World Wide Web (WWW), Web Pages & HTML, Web browsers, Searching for information-search engines. Internet chat. Applications of Internet. Advantages and Disadvantages of Internet.

### **UNIT – V Test and Tutorial**

#### **Text Books:**

1. Fundamentals of Information Technology; By Chetan Srivastava, KalyaniPublishers
2. Fundamentals of Computers: By V.Rajaraman, PHI Publication ,IVthEdition.
3. Fundamentals of Programming: By Raj K.Jain, S.ChandPublication

#### **Reference Books:**

1. Computer Fundamental ByB.Ram, BPB Publication.

Total Credit: 2

Marks: 50 (UA: 40 + IA: 10)

Periods: 3 per week (50 Minutes each)

**UNIT – 1****1. Number Systems andArithmetic**

- Number System : Decimal , Octal , Hexadecimal & Binary Number System
- Conversion within Binary, Octal, Hexadecimal & Decimal Number System.
- Binary Arithmetic : Binary addition, subtraction, multiplication & division
- Binary subtraction using 1' complement, 2's complement method.
- Hexadecimal arithmetic: Addition, subtraction, multiplication & division

**2. Boolean Algebra and LogicGates**

- Postulates of Boolean Algebra
- Theorems of Boolean Algebra: Complementation , commutative, AND, OR, Associative, Distributive, Absorption laws , De morgan's theorems
- Reducing Boolean expressions
- Logic Gates : AND, OR, NOT, Ex-OR, Ex-NOR
- NAND as Universal building block
- Logic diagrams of Boolean expressions Boolean expressions for logic diagrams

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**Unit – II****3. MinimizationTechniques**

- Introduction , Minterms and Maxterms
- K-Map, K-map for 2 variables
- K-map for 3 variables
- K-map for 4 variables

**4. Combinational and Arithmetic LogicCircuits**

- Half Adder & Full Adder
- Binary parallel Adder
- Half Subtractor, Full Subtractor
- Adder/Subtractor in 2's complement system
- BCD to Decimal decoder
- 2 : 4 demultiplexer
- 4 line to 1 line multiplexer

**Unit – III****5. FlipFlops**

- Introduction : RS FF
- Clocked RS FF, D FF
- Triggering, preset and clear
- JK FF , T FF , Race around condition
- Master slave FF

**6. Counters**

- Introduction : Asynchronous/ ripple counter
- Modulus Counter , MOD-12 counter
- Synchronous counter : Synchronous serial & synch parallel counter
- BCD counter
- Ring counter



## **UNIT – V Test and Tutorial**

### **7. ShiftRegisters**

- Introduction, Buffer register
- Serial- in serial -out Serial-in parallel-out
- Parallel-in serial-out, parallel-in parallel-out

## **UNIT – V Test and Tutorial**

### **Text Book:**

- 1.DigitalElectronicsandMicro-Computers–R.K.Gaur ,DhanpatRaiPublication

### **Reference Book:**

- 1.DigitalElectronicsandLogicDesign–N.G.Palan,TechnovaPublication

**Course Code :CA-113 T**

**Course Title : Operating System I**

Total Credit: 2      Marks: 50 (UA: 40 + IA: 10)

Periods: 3 per week (50 Minutes each)

### **Prerequisites:**

There are no prerequisites for attending this course.

### **Learning Objectives**

- To introduce students the basic functioning of operating systems as resource manager and its salient features.
- To acquaint students about Process States, CPU Scheduling, Inter Process Communication, Synchronization, Deadlocks.

### **Learning Outcomes**

Upon successful completion of the course, the students will:

- Gain knowledge of System Software, Program and Process.
- Understand Types of Operating System, Basic functions of O.S. and Evolution of O.S.
- Understand the concept of Process, Process Control Block and Threads.
- Understand the CPU scheduling Non-Pre-emptive and Pre-emptive Scheduling algorithms
- Understand the concept of Synchronization and Deadlock.

### **Course Outline**

#### **Unit I: Introduction to Operating System:**

**Introduction to Software:** Definition, Classification of software, Operating system as the main component of system software, Program and Process.

**Operating System Fundamental :** O.S. as a resource manager, Structure of O.S., Types of O.S.- Single user and multiuser O.S., Basic functions of O.S., Characteristics of modern O.S.**Evolution of O.S. :** Early systems, Simple batch systems, Multiprogramming batch systems, Time sharing system, Operating system for Personal Computers, workstations and Hand held devices, Parallel systems, Distributed systems, Real time systems, Advantages and Disadvantages of each system.

#### **Unit II: Process Management:**

**Concept of Process:** Process States, Process Control Block, Operations on Processes, Threads.

**CPU Scheduling:** Types of schedulers, Criteria for scheduling, Non-Pre-emptive Scheduling Algorithms – First-come First-served Scheduling and Shortest Job First Scheduling, Pre-emptive Scheduling Algorithms- Priority Scheduling, Round Robin.

#### **Unit III: Inter Process Communication and Synchronization:**

Concurrent and dependent process, need for synchronization, introduction of Critical Section and Semaphores, method of inter process communication, process synchronization, synchronization problem.

#### **UNIT – IV**

**Deadlocks** :Concept of Deadlock, Deadlock Modeling, Methods for Handling Deadlock.  
Memory management.

#### **UNIT – V Test and Tutorial**

##### **Reference Books:**

1. “Operating System”, By S.R. Sathe& Anil S. Mokhade, MacMillan Publication.
  2. A Silberschatz, P.B. Galvin, G. Gagne, Operating Systems Concepts, 8th Edition, John Wiley Publications 2008.
  3. A.S. Tanenbaum, Modern Operating System, 3rd Edition, Pearson Education 2007.
  4. G. Nutt, Operating System: A Modern Perspective, 2nd Edition Pearson Edition 1997.
  5. W. Stallings, Operating Systems, Internals & Design Principles 2008 5th Edition, Prentice Hall of India.
  6. M. Milenkovic, Operating Systems- Concepts and design, Tata McGraw Hill 1992.
-



**Course code:CA-114 T**

**Course Title:Programming in C**

Total Credit: 2    Marks: 50 (UA: 40 + IA: 10)

Periods: 3 per week (50 Minutes each)

### **UNIT – I**

#### **1. Introduction:**

- An Overview of C , History of C language, C as a Structured Language, Features of C.

#### **2. Basic Elements & Operators**

- Character set, C Token, Identifier & Keywords, Variables
- Constant and its types. Integer constant, floating point constant, character constant, string constants.
- Operators: Arithmetic, Relational, Logical, Unary operators: Increment & decrement Assignment and Conditional operator.
- Precedence & Associativity of Operators

#### **3. Data Types**

- Data Types: *int*, *char*, *float*, *double*. Declaration & Initialization.
- Type modifier: long, short, signed & unsigned

### **UNIT – II**

#### **4. C Program & I/O statements**

- Structure of C Program, Compilation & Execution of C program
- I/O: Introduction, Formatted Input/Output function: *scanf* & *printf*, Escape sequence characters.
- Library functions: General & Maths.

### **UNIT – III**

#### **5. Control and Iterative Statements:**

- Simple if, nested if, if-else, else if ladder
- Switch-case statement
- The conditional expression (? : operator)
- while and do-while loop, and for loop
- break & continue statement, goto statement

### **UNIT – IV**

#### **6. Arrays:**

- Introduction, Declaration and initialization Accessing array elements, Memory representation of array.
- One dimension and multidimensional arrays, character array, Introduction to string.

### **UNIT – V Test and Tutorial**

#### **Text Books::**

- |    |                  |                    |                     |
|----|------------------|--------------------|---------------------|
| 1. | Let us C         | : Y.P. Kanetkar    | [bpb publication]   |
| 2. | Programming in C | : E. Balaburuswamy | [Tata macgraw hill] |
| 3. | Programming in C | : Goterfried       | [Shaums' Series]    |

#### **Reference Books:**

- |    |               |                   |
|----|---------------|-------------------|
| 1. | Spirit of "C" | : Moolish Kooper. |
|----|---------------|-------------------|

**Course code :CA-115 T Course Title : Mathematical Foundation**

Total Credit: 2

Marks: 50 (UA: 40 + IA: 10)

Periods: 3 per week (50 Minutes each)

**Prerequisites:**

Basic understanding of mathematical concepts (School or Junior College).

**Learning Objectives**

To expose the students to the following:

- Propositional function, statements, well-formed formulas.
- Set theory concepts like Finite Set, Subset, Empty Set and operations on set.
- Matrices and its various types.
- Binary relations, posets, Functions, and pigeonhole principle.
- Algebraic structures like groups and elementary combinatorics.
- Various concepts in graphs and trees like its representation and its types.

**Learning Outcomes**

After successful completion of course the student should be able to

- Know how to represent various statements using set, relations, functions, permutations and combinations, groups, graphs and trees
- Use logical notations to formulate and reason about fundamental mathematical concepts such as sets, relations, functions and algebraic structures.
- Analyse the growth of functions and real-world problems using various concepts like recurrence relations, graph implementation etc.
- Apply mathematical logic to solve problems, pigeonhole principle to solve real time problems,
- Model and solve real world problems using graphs and trees.

**Course Outline**

**Unit I: Mathematical Logic:**

Propositional Calculus: Statements and Notations, Connectives, Well Formed Formulas, Truth Tables, Tautologies, Equivalence of Formulas, Duality Law, Normal Forms.

**Set Theory:**

Types of Set: Finite, Infinite, Singleton, Empty, Subset, Proper Subset, Universal Set, Power Set, Venn Diagram, Operations on Set: Union of Sets, Intersection of Sets, Complement of Set, Cartesian Product, Difference and Symmetric Difference of Set.

**Introduction to Matrices:** Types of Matrices, Matrix, Operations, Adjoint and Inverse of a Matrix, Rank of a Matrix and Special Matrices.

**Unit II Combination:**

Review of Permutation and Combination, Mathematical Induction - Pigeon hole principle, Principle of Inclusion and Exclusion, generating function, Recurrence relations.

**Unit III: Basics of Graph Theory and Tree:**

Introduction to Graph, Application of Graph, Finite and Infinite Graph, Incidence and Degree, Null Graph, Isolated and Pendent Vertex, Isomorphism, Subgraph, Walks, Path and Circuit, Union and Intersection Operation. Graph, Planner Graph, Trees, Pendant Vertices on Tree, Binary Tree, Spanning Tree.

**UNIT – IV****Relation:**

Basic definitions of Relation and types of Relations, Graph of Relations, Properties of Binary Relations, Matrix Representation of Relations, Operations on Relations, Partition and Covering, Transitive Closure, Equivalence, Compatibility and Partial Ordering Relations.

**UNIT – V Test and Tutorial****Text Books:**

1. Elements of Discrete Mathematics-A Computer Oriented Approach C. L Liu, D.P. Mohapatra, 3rd edition Tata McGraw Hill.
2. Discrete Mathematical Structures with Applications to Computer Science, J. P. Tremblay and P. Manohar, Tata McGraw Hill
3. Foundations of Computer Science, A. Aho and J. Ullman- W. H. Freeman, 1992.
4. Discrete Mathematics-Dr. Bembalkar

**Reference Books:**

1. Discrete Mathematics for Computer Scientists and Mathematicians, J. L. Mott, A. Kandel, T.P. Baker, 2nd Edition, Prentice Hall of India.
2. Discrete Mathematical Structures, Bernard Kolman, Robert C. Busby, Sharon Cutter Ross, Pearson Education/PHI.
3. Discrete Mathematics and its Applications with Combinatorics and Graph Theory, K. H. Rosen, 7th Edition, Tata McGraw Hill.



**Course code :CA-116 T    Course Title : Programming Methodology**

**Total Credit: 2        Marks: 50 (UA: 40 + IA: 10)**

**Periods: 3 per week (50 Minutes each)**

**Prerequisites:**

There are no prerequisites for attending this course.

**Learning Objectives**

- Learn to develop simple algorithms and flow charts to solve a problem.
- Develop problem solving skills coupled with top down design principles.
- Learn about the strategies of writing efficient and well-structured computer algorithms/programs.
- Develop the skills for formulating iterative solutions to a problem.

**Learning Outcomes**

- Learn the History and types of Programming.
- Learn various approach of writing program.
- Learn to develop simple algorithms and flow charts to solve a problem.

**Unit I Introduction to Programming Environment**

Introduction to Programming, Definition of program and programmer, features of good programming language, Bugs and Debugging,

**Programming Techniques**

Programming approaches: Types of programming methodologies, Procedural Programming, Functional Programming, Structural Programming, Modular Designing, Logical Programming -Top Down Designing, Bottom Up Designing, Object Oriented Programming

**Unit II Programming Languages**

History of languages, Classification of computer language: Types of Programming Languages- Machine Languages , Assembly Languages, High Level Languages, low level language, Structure Language, Object oriented Language, Modular techniques, Modular Programming – advantages, identifying the modules, step-by-step solution, control structures, decision control structures, selection control structures, loop control structures, 4GL, Assembler, Linker, Loader, Interpreter & Compiler, TASM, Debug

**Unit III Algorithm**

Definition, Characteristics , Advantages and disadvantages, Pseudocode or Structured English, Algorithm, basic features and properties of algorithm.

## **UNIT – IV**

### **Flow-Chart**

Definition, Principles of flowcharting, Flowcharting symbols, Data flow diagram, pseudocode. converting algorithms to flowcharts, problem solving through algorithm and flowchart. Advantages and disadvantages.

## **UNIT – V Test and Tutorial**

### **Books :**

1. Fundamentals of Computer V. Rajaraman
2. Programming Logic and Design, Comprehensive By Joyce Farrell
3. Problem Solving and Program Design in C, J. R. Hanly and E. B. Koffman, Pearson, 2015.

**Course code :CA-131 T      Course Title : English Communication Skill**  
(linguistic approach)

Total Credit: 3      Marks: 50 (UA: 40 + IA: 10)

Periods: 5 per week (50 Minutes each)

**Prerequisites:**

There are no prerequisites for attending this course.

**Learning Objectives**

- Learn fundamentals of Parts of Speech.
- Detailed study of Spellings, Silent letters and Articles.
- Learn Auxiliary verbs, Subject and Object and how to make Questions and Question tags.
- Addressing the Greetings and giving directions.
- To enhance the vocabulary-building, word formation, Synonyms & Antonyms, One-word substitutes and Phrasal verbs.
- To improve listening, oral and reading skills

**Learning Outcomes**

Upon successful completion of the course, the students will be able to:

- Understand the different styles of communication.
- Understand the effective speaking skills and develops effective reading comprehensions.
- Understand how to write a good personal profile and improve one's presentation skills.
- Develop good writing skills.

**Course Outline**

**Unit I: Basics of Communication Skill:**

**Communication Skills:** Introduction, Definition, Nature and Scope of Communication, an Importance and Purpose of Communication, 'C's of good communication, Process of Communication. **Barriers to communication:** Physiological Barriers, Physical Barriers, Cultural Barriers, Language Barriers, Gender Barriers, Interpersonal Barriers, Psychological Barriers, Emotional barriers. **Communication Network in Organization:** Personal Communication, Internal Operational Communication, External Operational Communication, Horizontal (Lateral) Communication, Vertical (Downward) Communication, Vertical (Upward) Communication.

**English Grammar:**

**Parts of Speech:** Nouns, Pronouns, Verbs, Adverbs, Adjectives, Conjunctives, Prepositions, Interjections. Using the **Dictionary:** Primary Auxiliaries, Modal Auxiliaries, Subject and Object (Direct/Indirect), Yes or No Questions, Wh-word Questions, Question Tags. **Grammar:** Type of Verbs, Subject- Verb Agreement, Tense (present and past) and



Aspect, several possibilities for denoting future Time, vocabulary building, constructing paragraphs

## **Unit II: Elements of Communication&Listening Skills:**

**Elements of Communication:** Introduction, Face to Face Communication – Tone of voice, Body Language (Non-Verbal Communication), Verbal Communication, Physical Communication.**Listening Skills-I:** Introduction, Listening to Conversation (Formal and Informal), Active Listening, Benefits of Listening Skill, Barriers to Listening, Listening to Announcements (Railway stations/Bus stations/ Airports/ Sports Announcements/ Commentaries etc.)**Listening Skills-II:** Academic Listening (Listening to Lectures), Listening to Talks and Presentations, Note Taking Tips.

## **UNIT – III Oral Communication Skills:**

Importance of Spoken English, Status of Spoken English in India, International Phonetic Alphabet (IPA) Symbols, Spelling and Pronunciation, Requesting and responding to requests, Congratulating people on their success, Expressing condolences, Apologizing and forgiving, Giving instructions, Seeking and giving permission, Expressing Opinions (likes and dislikes), Demanding Explanations, Asking for and giving advice and suggestions.  
**Reading Skills:** Purpose, Process, Methodologies, Skimming and Scanning, Levels of Reading, Reading Comprehension.

## **Unit IV: Effective Writing Skills:**

Elements of Effective Writing, Sentences, Phrases and Clauses, Types of Sentences. Main Forms of Written Communication, Paragraph Writing (Linkage and Cohesion), Letter Writing (Formal and Informal), Essay Writing, Notices, Summarizing, Precise Writing, Note-Making, Amount of Discussion Required Understanding and Applying Vocabulary: Words Often Confused-Pairs of words, One Word Substitutes, Synonyms and Antonyms, Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional).

## **UNIT – V Test and Tutorial**

### **Reference Books:**

1. **Basic communication skills for Technology**, Andreja. J. Ruther Ford, 2nd Edition, Pearson Education, 2011
2. **Communication skills**, Sanjay Kumar, Pushpalata, 1st Edition, Oxford Press, 2011
3. **Organizational Behaviour**, Stephen.P. Robbins, 1st Edition, Pearson, 2013
4. **Brilliant- Communication skills**, Gill Hasson, 1st Edition, Pearson Life, 2011
5. **Business Communication**, By Urmila Rai & S.M. Rai. Himalaya Pub
6. **Business Communication** Anjali Ghanekar
7. **Anderson, Kenneth**. Joan Maclean and Tony Lynch. Study Speaking: A Course in Spoken English for Academic Purposes. Cambridge: CUP, 2004.

**Course code :CA-121 P      Course Title :** Practical based on CA-111T and CA-112 T

Total Credit: 1.5

Marks: 50 (UA: 40 + IA: 10)

Periods: 3 per week (50 Minutes each)

Sample List of experiments to be carried out based on the course **CA-111T**.

1. Prepare a report based on computer component such as monitor, printer, CPU, Pen drive, CD –ROM , Hard Disk.
2. Create a partition of computer drive creation, formatting the drive and deleting the partition.
3. Create a user and password of computer user and Reset a computer password using CMOS battery.
4. Practical on office word tool as a creation, edit, insertion of table in the new word file.
5. Practical based on Ms-Excel for creation of student data with name, marks, roll no for sorting and mark sheet creation.
6. Perform practical of DOS internal commands. DIR, TYPE, DEL, MD, CD, COPY, RMDIR, VER, DATE, TIME, CLS EXIT.
7. Write a comparative report of different web browser such as opera, Microsoft edge, chrome and Mozilla Firefox.
8. Create an IP setting and home network setting for the computer.
9. Connect internet using wifi for a computer.
10. Create an email account based on Gmail and send the email using the parameter as CC, BCC and schedule send option.
11. Practical based on online meeting using zoom, Google meet and Skype
12. Practical based on remote desktop using any desk software.

Sample List of experiments to be carried out based on the course **CA-112T**.

13. Study and Testing of measuring instruments: Digital and Analog multimeters, CROs and Signal Generators – measurement of AC & DC voltages, measurement of frequency.
14. Study of Components: Identification and testing of resistors, capacitors, inductors, diodes, LEDs & transistors
15. Study of Logic Gates: Study of truth table of basic gates, realization of Boolean functions
16. Study of Half adder and Full Adder
17. Study of Half Subtractor and Full Subtractor
18. Study of Implementation of a 3:8 decoder,
19. Study of 4-line to 16 bit decoder
20. Study of BCD to 7-segment decoder
21. Study of Generating a Boolean expression with a multiplexer

22. Study of Clocked JK Flip Flop
23. Study of 4-bit ripple counter
24. Study of Parallel-in, serial-out, 4-bit shift register



**Course code :CA-122 P      Course Title : Practical based on CA-113 T and CA-114 T**

**Total Credit: 1.5**

**Marks: 50 (UA: 40 + IA: 10)**

**Periods: 3 per week (50 Minutes each)**

Sample List of experiments to be carried out based on the course **CA-113T**.

Note : Implement any three programs from each unit.

Suggestive program list.

1. Write a program to implement scheduling algorithm FCFS.
2. Write a program to accept list of processes arrival time display Giant Chart for FCFS.
3. Write a program to implement SJF Scheduling.
4. Write a program to implement Round Robin Algorithm.
5. Write a program to implement propriety Scheduling.

Sample List of experiments to be carried out based on the course **CA-114T**.

Practical no	Details
1	<b>Implement the following programs</b> a) Write a program to find area of circle b) Write a program to find average of three numbers
2	<b>Implement the following using if-else</b> a) Write a program to find maximum amongst 2 numbers b) Write a program to check entered number is even or odd
3	<b>Implement the following using else-if ladder</b> a) Write a program to find entered number is positive, negative or zero b) Write a program to print grade of students based on percentage
4	<b>Implement the following using switch-case</b> a) Write a program to print weekday based on given number b) Write a program to check entered character is vowel or not
5	<b>Implement the following using while loop</b> a) Write a program to find factorial of given number b) Write a program to find sum of first 10 natural numbers
6	<b>Implement the following using do while loop</b> a) Write a program to print odd numbers from 1 to N b) Write a program to print Fibonacci series
7	<b>Implement the following using for loop</b> a) Write a program to print following series 1 2 3 4 5 6 b) Write a program to print prime numbers from 1 to 100
8	<b>Implement the following using 1-D array</b> a) Write a program to find largest element in an array b) Write a program to sort an array elements in ascending order
9	<b>Implement the following using 2-D array</b> a) Write a program to find sum of two matrices b) Write a program to perform transpose of matrix

**Course code :CA-123 P      Course Title : Practical based on CA-115 T and CA-116 T**

Total Credit: 1.5

Marks: 50 (UA: 40 + IA: 10)

Periods: 3 per week (50 Minutes each)

Sample List of experiments to be carried out based on the course **CA-115T**.

Practical No.	Details
1.	Practical based on Mathematical Logic.
2.	Practical based on Set Theory: Algebra of Set Operations
3.	Representation of set using Venn Diagram
4.	Practical based on various Operations on Set. (Union, Intersection, Difference, Complement)
5.	Write an algorithm and draw the Flowchart to find determinant of Square Matrix.
6.	Write an algorithm and draw the Flowchart to find Adjoint of Matrix, Inverse of Matrix.
7.	Write an algorithm and draw the Flowchart to find Rank of Matrix.
8.	Representation of Principle of inclusion and exclusion.
9.	Write an algorithm and draw the Flowchart based on Permutation. (a) Write an algorithm and draw the Flowchart to find permutation of distinguishable objects. (b) Write an algorithm and draw the Flowchart to find $nPr$ with repetitions.
10.	Write an algorithm and draw the Flowchart based on Combination. (a) Write an algorithm and draw the Flowchart to generate all combinations of 1,2 and 3. (b) Write an algorithm and draw the Flowchart to find $nCr$ with repetitions.
11.	Representation of Graph and tree.
12.	Practical based on binary relations and operations on relations.

Sample List of experiments to be carried out based on the course **CA-116 T**. Faculty can add experiments of their choice as well.

Write 10 algorithms on any general problems and draw flowchart of the same.

**Important Notes:**

- i) **Nomenclature:** DSC- Discipline Specific Core course, SEC – Skill Enhancement Course, AECC- Ability Enhancement compulsory course, DSE- Discipline Specific Elective, UA- University Assessment (Semester End), CIA-Continuous Internal Assessment.
- ii) **There shall be one skill enhancement course (SEC) III<sup>rd</sup> to VI<sup>th</sup> Semester (any one SEC course to be chosen (any one from three optional subjects) from the basket of SEC courses for the respective semester.**
- iii) **Code description:** XXX code has to be decided by BoS of the respective subject while designing their respective curriculum ( e.g. for Physics it will be PHY; for Electronics it will be ELE)
  - The codes for first semester courses will start from XXX-111, Second-semester courses will start from XXX-211 and so on
  - XXX-111 : The first digit indicate the Semester Number, the second two digits indicate paper numbers for the first-semester courses and the same analogy is for the remaining semesters
  - The codes for theory courses will start from XXX-111 ( for the first semester and the same analogy is for the remaining semesters)
  - The codes for practical courses will start from XXX-121 ( for the first semester and the same analogy is for the remaining semesters)
  - The codes for Ability Enhancement compulsory courses will start from XXX-131 ( for the first semester and the same analogy is for the remaining semesters)
- iv) **Assessment:** 80% for University Assessment ( Semester End Examination) and 20 % for Continuous Internal Assessment ( CIA)
- v) **Continuous Internal Assessment (CIA): Theory** (10 Marks): Internal Test 05 Marks (Two Internal Tests of 05 marks each and average of the two test will be considered) and 05 Marks for Assignment/tutorials.
- vi) **Continuous Internal Assessment ( CIA): Practical** (10 Marks): 07 Marks for Internal Practical Examination and 03 Marks for record book/submission of collection and field survey report and excursion report
- vii) **Practical examination :** Annual examination

  
Dean  
Faculty of Science & Technology  
Dr. Babasaheb Ambedkar Marathwada  
University, Aurangabad



**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
AURANGABAD.**



**Circular / Acad [Syllabus] Section/ M.A. Hindi./Curri./2022.**


It is hereby inform to all concerned that, on the recommendation of the Dean of Faculty of Humanities, the Academic Council at it's Meeting held on 15<sup>th</sup> March, 2022 **has accepted the revised curriculum of "M.A. Hindi [Semester III & IV]" for common syllabi of University Department and affiliated Colleges** under Choice Based Credit & Grading System.

This is effective from the Academic Year 2022-23 and onwards as appended herewith.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University campus,  
Aurangabad-431 004.  
Ref. No. SU/Hindi/P.G./  
Course/2022/ 11746-56

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**Deputy Registrar,  
Academic [Syllabus].**

Date: 08.04.2022.

**Copy forwarded with compliments to:-**

- 1] **The Head, Department of Hindi,**  
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 2] **The Principal, all affiliated colleges,**  
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 3] **The Director, University Network & Information Centre, UNIC, with  
a request to upload this Circular on University Website.**

**Copy to :-**

- 1] **The Director, Board of Examinations & Evaluation,**  
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 2] **The Section Officer, [M.A. Unit] Examination Branch,**  
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 3] **The Section Officer, [Eligibility Unit],**  
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- 4] **The Programmer [Computer Unit-1] Examinations,**  
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- 5] **The Programmer [ Computer Unit-2] Examinations,**  
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- 7] **The Public Relation Officer,**  
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**DR. BABASAHEB AMBEDKAR  
MARATHWADA UNIVERSITY,  
AURANGABAD.**



**Curriculum of  
M. A. [ Hindi ]**

**Semester-III & IV**

**under Choice Based Credit & Grading System  
Pattern'**

**Implemented at College and  
University Campus Level**

*Dr. 9-3-22*

**[ Effective from the Academic Year 2022-23 & Onwards ]**

*Dean,  
Faculty of*

*Humanities.*

*प्रोफेसर डॉ. शिवाजी सांगोळे*

*शोध - निर्देशक एवं हिन्दी विभाग प्रमुख*

*सोरोश्वर कला, विज्ञान एवं वाणिज्य*

*सहाविद्यालय, भोकरदन*

### MA II - Hindi Semester –III

	Theory Courses			
	Course No	Subject Title	Credits	
			Teaching	Learing
Core Coure	Hindi 501	भारतीय साहित्य : भाग- I	4	5
	Hindi 502	हिंदी भाषा का इतिहास	4	5
	Hindi 503	प्रयोजनमूलक हिंदी	4	5
वैकल्पिक प्रश्नपत्र रोजगारमूलक हिंदी	Hindi 507	कार्यालयीन हिंदी	4	5
	Hindi 508	माध्यम लेखन	4	5
	Hindi 509	अनुवाद विज्ञान	4	5
	Hindi 510	हिंदी कम्प्यूटरिंग	4	5
	Hindi 511	भाषिक संप्रेषण	4	5
	Hindi 512	भाषा शिक्षण	4	5
MA II - Hindi Semester -IV				
Core Coure	Hindi 504	भारतीय साहित्य : भाग- II	4	5
	Hindi 505	भाषाविज्ञान	4	5
	Hindi 506	शोध प्रविधि	4	5
वैकल्पिक प्रश्नपत्र	Hindi 513	हिंदी के विभिन्न विमर्श	4	5
	Hindi 514	आलोचना तथा विविध वाद	4	5
	Hindi 515	विद्या स्वरूप विवेचन	4	5
	Hindi 516	विशेष रचनाकार - प्रेमचंद	4	5
	Hindi 517	विशेष रचनाकार- सुशीला टाकभीरे	4	5
	Hindi 518	विशेष रचनाकार - शंकर पुणताबेकर	4	5





## MA II - Hindi Semester –III

### Core Course - 501 - भारतीय साहित्य- भाग – I

#### उद्देश्य :-

1. भारतीय साहित्य की अवधारणा एवं स्वरूप का अध्ययन करना ।
2. भारतीय भाषाओं में लिखित साहित्य के माध्यम से भारतीयत्व की पहचान करना ।
3. भारतीय साहित्य की सैद्धांतिकी का अध्ययन करना ।
4. तुलनात्मक साहित्य की अवधारणा को समझना ।

#### अध्ययन - अध्यापन पद्धति :-

1. व्याख्यान पद्धति
2. दृक- श्राव्य साधनों का प्रयोग
3. रचनाकार/ अनुवादक /आलोचकों से साक्षात्कार
4. छात्र-संवाद /छात्र- संगोष्ठी
5. स्वाध्याय

#### पाठ्यक्रम -

	पाठयांश	तासिकाएं
1	भारतीय साहित्य की अवधारणा एवं स्वरूप, भारतीय भाषाओं में लिखित साहित्य, सांस्कृतिक, सामाजिक तथा भौगोलिक परिवेश में भारतीय साहित्य के मूल्यांकन के विविध दृष्टिकोण, भारतीय नवजागरण तथा उसका भारतीय साहित्य पर प्रभाव, भारतीय साहित्य में अभिव्यक्त जीवनमूल्य एवं वसुधैव कुटुंबकम् की अवधारणा, भारतीय साहित्य पर महात्मा गांधी, स्वामी विवेकानंद, महर्षि अरविंद तथा डॉ बाबासाहेब अम्बेडकर का प्रभाव	15
2	भारतीयता के पहचान के सूत्र : विविधता में एकता, पारिवारिक संरचना में एकरूपता , सामाजिक संरचना में एकरूपता भाषाई विविधता भारतीय साहित्य के आधार तत्व : समान सांस्कृतिक आधारभूमि, समान राजनीतिक आधारभूमि, समान साहित्यिक आधारभूमि, भारतीय साहित्य में अनुवाद की भूमिका, महत्व, आवश्यकता	15
3	घासीराम कोतवाल - संवेदना और शिल्पगत अध्ययन	15
4	अधूरे मनुष्य - संवेदना और शिल्पगत अध्ययन	15
	टिटीरियल्स/प्रकल्प/स्वाध्याय	

#### पाठ्यपुस्तकें -

1. घासीराम कोतवाल - विजय तेंदुलकर (मराठी नाटक), राजकमल प्रकाशन, नयी दिल्ली
2. अधूरे मनुष्य - (सम्पूर्ण कहानियां) डी. जयकांतन (तमिल कहानी संग्रह), भारतीय ज्ञानपीठ, नई दिल्ली

**संदर्भ ग्रंथ :-**

1. भारतीय साहित्य : डॉ नरेंद्र : प्रभात प्रकाशन , नई दिल्ली
2. भारतीय साहित्य : डॉ रामछबीला त्रिपाठी : वाणी प्रकाशन , नई दिल्ली
3. भारतीय साहित्य : सं मूलचंद गौतम : राधाकृष्ण प्रकाशन , नई दिल्ली
4. भारतीय साहित्य : डॉ ब्रजकिशोर प्रसाद सिंह, समवेत प्रकाशन कानपुर
5. भारतीय साहित्य : डॉ लक्ष्मीकांत पांडेय , ज्ञानोदय प्रकाशन , कानपुर
6. हिंदी और कन्नड के नाटकों का तुलनात्मक अध्ययन :डॉ हेब्बरी ,साहित्य रत्नालय ,कानपुर
7. मराठी साहित्य : परिदृश्य : चंद्रकांत बंदिवडेकर, वाणी प्रकाशन,नई दिल्ली
8. कन्नड साहित्य का इतिहास : रं.श्री मुंगळी,अनु. गौरीश कायकिणी,साहित्य अकादमी, नई दिल्ली
- 10 भारतीय रंगमंचशास्त्र एवं आधुनिक रंगमंच : डॉ. कैलाशचंद शर्मा ,जयभारती प्रकाशन , इलाहाबाद
11. भारतीय साहित्य और आदिवासी विमर्श -डॉ माधव सोनटक्के / प्रोफेसर संजय राठोड

**प्रश्नपत्र का प्रारूप और अंक विभाजन**

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटोरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

**समय :- 2 घंटे**

**कुल अंक :-80**

**भाग - अ**

**20 अंक**

**लघुत्तरी प्रश्न**

- अ) रिक्त स्थानों की पूर्ति कीजिए ।  
आ) एक वाक्य में उत्तर दीजिए ।  
इ) सही पर्याय का चयन कर उत्तर लिखिए ।  
ई) सुमेलित कीजिए ।

**भाग - ब**

**60अंक**

- प्रश्न 1 ला :- ससंदर्भ व्याख्या कीजिए (विकल्प समेत) - 10 अंक  
प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपण्णी लिखिए (विकल्प समेत) - 10 अंक



## Core Course - 502 हिंदी भाषा का इतिहास

### उद्देश्य

१. हिंदी भाषा का संरचात्मक अध्ययन
२. हिंदी भाषा के विकासक्रम का अध्ययन
३. हिंदी की बोलियों का अध्ययन

### अध्ययन अध्यापन पद्धति

१. व्याख्यान
२. दृक - श्रव्य साधनों का प्रयोग
३. स्वाध्याय
४. अध्ययन यात्रा

### पाठ्यक्रम -

• पाठ्यांश	तासिकाएं
<ol style="list-style-type: none"> <li>1. संसार की भाषाओं का वर्गीकरण                             <ol style="list-style-type: none"> <li>अ) संसार के भाषा परिवार : सामान्य परिचय</li> <li>आ) भारत वर्ष के भाषा परिवार : सामान्य परिचय</li> </ol> </li> <li>2. हिंदी: उद्भव और विकास                             <ol style="list-style-type: none"> <li>अ) भारतीय आर्यभाषा : विकासात्मक परिचय</li> <li>आ) हिंदी भाषा : विकासात्मक परिचय</li> </ol> </li> </ol>	15
<ol style="list-style-type: none"> <li>3. हिंदी का भौगोलिक विस्तार                             <ol style="list-style-type: none"> <li>अ) हिंदी की उपभाषाएं एवं बोलियाँ</li> <li>आ) पश्चिमी हिंदी और उसकी बोलियाँ</li> <li>इ) पूर्वी हिंदी और उसकी बोलियाँ</li> <li>ई) राजस्थानी हिंदी और उसकी बोलियाँ</li> <li>उ) बिहारी हिंदी और उसकी बोलियाँ</li> <li>ऊ) पहाड़ी हिंदी और उसकी बोलियाँ</li> </ol> </li> </ol>	15
<ol style="list-style-type: none"> <li>4. हिंदी भाषा की संरचना                             <ol style="list-style-type: none"> <li>अ) हिंदी की स्वनिम व्यवस्था : खंडय तथा खंडेतर</li> <li>आ) हिंदी की शब्द रचना : उपसर्ग ,प्रत्यय,समास</li> <li>इ) हिंदी की रूप रचना : लिंग ,वचन ,कारक</li> <li>ई) हिंदी की वाक्य रचना : पदक्रम और अन्वय</li> </ol> </li> <li>5. हिंदी की शब्द सम्पदा :तत्सम, तद्भव, देशज, विदेशी,संकर</li> </ol>	15
<ol style="list-style-type: none"> <li>6. हिंदी और देवनागरी लिपि                             <ol style="list-style-type: none"> <li>अ) लिपि : तात्पर्य एवं स्वरूप</li> <li>आ) देवनागरी लिपि : उद्भव और विकास</li> <li>इ) देवनागरी लिपि की वैज्ञानिकता</li> <li>ई) देवनागरी लिपि : दोष एवं त्रुटियाँ</li> </ol> </li> </ol>	15

उ) देवनागरी लिपि में सुधार के प्रयास	
ऊ) संगणक की दृष्टि से देवनागरी लिपि	
ऋ) मानक हिंदी और देवनागरी लिपि	
टिटोरियल्स/प्रकल्प/स्वाध्याय	

**सन्दर्भ ग्रंथ :**

1. हिंदी भाषा का उद्गम और विकास : उदय नारायण तिवारी : लोकभारती प्रकाशन , इलाहाबाद
2. हिंदी भाषा का उद्गम और विकास : डॉ हेतु भारद्वाज / डॉ रमेश राउत ,पंचशील प्रकाशन ,जयपुर
3. हिंदी भाषा का इतिहास : डॉ भोलानाथ तिवारी : वाणी प्रकाशन , नई दिल्ली
4. हिंदी उद्भव ,विकास रूप : हरिदेव बाहरी : वाणी प्रकाशन ,नई दिल्ली
5. हिंदी भाषा की संरचना :डॉ भोलानाथ तिवारी ,शब्दकार प्रकाशन , नई दिल्ली
6. हिंदी भाषा और लिपि का ऐतिहासिक विकास :प्रो सत्यनारायण त्रिपाठी ,विश्वविद्यालय प्रकाशन , वाराणसी
7. भाषा और समाज – रामविलास शर्मा, राजकमल प्रकाशन, नयी दिल्ली
8. राष्ट्रभाषा हिंदी : समस्याएं और समाधान – देवेन्द्रनाथ शर्मा, लोकभारती, इलाहाबाद
9. हिंदी की संवैधानिक हिंदी - राजभाषा विभाग, नयी दिल्ली
10. नागरी लिपि : हिंदी और वर्तनी – अनंत चौधरी, दिल्ली माध्यम कार्यान्वयन निदेशालय, दिल्ली

**प्रश्नपत्र का प्रारूप और अंक विभाजन**

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटोरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

समय :- 2 घंटे

कुल अंक :-80

**भाग - अ**

20 अंक

**लघुतरी प्रश्न**

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )  
 आ) एक वाक्य में उत्तर दीजिए । (05 अंक )  
 इ) सही पर्याय का चयन कर उत्तर लिखिए ।(05 अंक )  
 ई) सुमेलित कीजिए ।(05 अंक )

**भाग - ब**

60अंक

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुतरी प्रश्न (विकल्प समेत) - 10 अंक  
 प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घातरी प्रश्न (विकल्प समेत) - 15 अंक  
 प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुतरी प्रश्न (विकल्प समेत) - 10 अंक  
 प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घातरी प्रश्न (विकल्प समेत) - 15 अंक  
 प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपणी लिखिए (विकल्प समेत) - 10 अंक

## Core Course - 503 - प्रयोजनमूलक हिन्दी

**उद्देश्य :**

1. प्रयोजनमूलक हिन्दी के सिद्धान्त और प्रविधि से छात्रों को अवगत करना।
2. कार्यालयीन हिन्दी का अनुप्रयोग सीखाना।
3. कार्यालयीन हिन्दी में संगणक की उपयोगिता को समझाकर उसका उपयोग करना सीखाना।
4. पारिभाषिक शब्दावली का महत्व एवं उपयोगिता समझाकर उसके प्रयोग के लिए प्रेरित करना।

**अध्ययन अध्यापन पद्धति**

1. व्याख्यान
2. दृक - श्रव्य साधनों का प्रयोग
3. स्वाध्याय
4. अध्ययन यात्रा

**पाठ्यक्रम -**

पाठ्यांश	तासिकाएं
<b>1 प्रयोजनमूलक हिन्दी :संकल्पना और अनुप्रयोग</b> प्रयोजनमूलक हिंदी तात्पर्य बोध,स्वरूप और परिभाषाएँ प्रयोजनमूलक हिंदी का प्रयुक्ति क्षेत्र : व्याप्ति अथवा प्रयुक्ति प्रयोजनमूलक हिंदी के विविध प्रकार प्रयोजनमूलक हिंदी : उपयोगिता एवं महत्व प्रयोजनमूलक हिंदी की विशेषताएँ ,सीमाएँ एवं संभावनाएँ	15
<b>2 कार्यालय क्रियाविधि :</b> पंजीयन,टिप्पण,आलेखन,प्रेषण, संक्षेपण,प्रतिवेदन,कार्यवृत्त, पल्लवन, आदेश, परिपत्रक, प्रेस विज्ञप्ति,रिपोर्टिंग	15
<b>3 प्रयोजनमूलक हिंदी के विकास में संस्थाओं का सहयोग :-</b> केन्द्रीय हिंदी निदेशालय,वैज्ञानिक तथा तकनीकी शब्दावली आयोग,राजभाषा विधार्थि आयोग,केन्द्रीय अनुवाद ब्यूरो, केन्द्रीय हिंदी संस्थान	15
<b>4 पारिभाषिक शब्दावली :</b> पारिभाषिक शब्दावली की संकल्पना , पारिभाषिक शब्दावली की परिभाषाएँ,संरचना एवं स्वरूप,पारिभाषिक शब्दावली के निर्माण का इतिहास :- क) स्वतंत्रता पूर्व का निर्माण ख) स्वतंत्रता के बाद का निर्माण,पारिभाषिक शब्दावली की विशेषताएँ अथवा गुण, पारिभाषिक शब्दावली की आवश्यकता एवं महत्व,पारिभाषिक शब्दावली का वर्गीकरण	15
टिटोरियल्स/प्रकल्प/स्वाध्याय	



### सन्दर्भ ग्रंथ :-

1. प्रयोजनमूलक प्रशासनिक हिन्दी - प्रो. दिशेश चमोला, आदिश प्रकाशन, गढ़ विहार, फेज -1 देहरादून
2. प्रयोजनमूलक हिन्दी- विशाला शर्मा, विकास प्रकाशन, कानपुर
3. प्रयोजन मूलक हिन्दी सिद्धांत और प्रयोग, डॉ. दंगल झाल्टे, वाणी प्रकाशन, नई दिल्ली, 1996
4. प्रयोजनमूलक भाषा और कार्यालयीन हिन्दी, डॉ. कृष्णकुमार गोस्वामी, कलिंगा पब्लिकेशन्स, दिल्ली, 1995
5. प्रयोजनमूलक हिन्दी, विनोद गोदरे, वाणी प्रकाशन, दिल्ली, 1987
6. कार्यालयीन हिन्दी (प्राज्ञ पाठमाला), संयोजन एवं संपादन एम. एल. बहादुर सिंह, राजभाषा विभाग गृहमंत्रालय, नई दिल्ली 1989
7. प्रयोजनमूलक हिन्दी स्थिति संदर्भ और प्रयुक्ति विश्लेषण, प्रो. आर. एस. सर्राजू, मिलिंद प्रकाशन, हैदराबाद, 20056
8. कार्यालय सहायिका, संपा, हरिबाबु कंसल आदि, केन्द्रीय सचिवालय हिन्दी परिषद् नई दिल्ली, 1994
9. कार्यालय अनुवाद की समस्याएँ, डॉ. भोलानाथ तिवारी, शब्दकार प्रका. दिल्ली, 1993
10. टिप्पणियाँ एवं प्रारूप लेखन, डॉ. शिवनारायण चतुर्वेदी, पुस्तक महल, दिल्ली, 1993

### प्रश्नपत्र का प्रारूप और अंक विभाजन

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिपेरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

समय :- 2 घंटे

कुल अंक :-80

भाग - अ

20 अंक

### लघुतरी प्रश्न

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )  
आ) एक वाक्य में उत्तर दीजिए । (05 अंक )  
इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )  
ई) सुमेलित कीजिए । (05 अंक )

भाग - ब

60अंक

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुतरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घतरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुतरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घतरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपणी लिखिए (विकल्प समेत) - 10 अंक

## वैकल्पिक प्रश्नपत्र - 507 - कार्यालयीन हिंदी

### उद्देश्य :

1. कार्यालयीन हिंदी के प्रयोग को समझना ।
2. प्रशासनिक पत्राचार—लेखन से छात्रों को परिचित कराना ।
3. कार्यालयीन विशेष भाषा के रूप में प्रयोनमुलक हिंदी के महत्त्व को प्रकट करना ।
4. कार्यालयीन अनुवाद से छात्रों को अवगत कराना ।

### अध्ययन —अध्यापन पद्धति :

1. व्याख्यान पद्धति
2. कार्यशाला
3. सर्वेक्षण एवं निरीक्षण
4. दृक - श्राव्य साधनों का प्रयोग

### पाठ्यक्रम -

पाठ्यांश	तासिकाएं
1 कार्यालयी या कामकाजी हिंदी : कार्यालयी हिंदी : स्वरूप एवं विशेषताएँ कार्यालयी हिंदी के उद्देश्य एवं कार्य, कार्यालयी भाषा तथा साहित्यिक भाषा में अंतर कार्यालयीन हिंदी के भेद : प्रशासनिक हिंदी, साहित्यिक हिंदी, व्यावसायिक हिंदी, तकनीकी हिंदी	15
2 कार्यालयीन हिंदी : शब्दावली एवं अभिव्यक्तियों, प्रशासनिक शब्दावली से तात्पर्य एवं स्वरूप , प्रशासनिक शब्दावली का महत्त्व और उपयोग , कार्यालयीन शब्दावली के व्यावहारिक क्षेत्र :- बैंक कार्यालय संबंधी शब्दावली, बीमा कार्यालय संबंधी शब्दावली, न्यायालय संबंधी शब्दावली, रेल कार्यालय संबंधी शब्दावली	15
3 कार्यालयीन पत्र : लेखन और प्रक्रिया, कार्यालयीन पत्र का स्वरूप, परिभाषा एवं विशेषताएँ, कार्यालयीन पत्रों के अंग, कार्यालयीन पत्र लेखन की भाषागत विशेषताएँ , सरकारी या प्रशासकीय पत्र : विविध रूप सरकारी पत्र, अर्धसरकारी पत्र, कार्यालयी ज्ञापन, अधिसूचना संकल्प या प्रस्ताव, कार्यालयी आदेश, प्रेस विज्ञापन नोट, पृष्ठांकन, परिपत्र, भारतीय, राजपत्र (गजट)	15
4 कार्यालयीन अनुवाद: कार्यालयीन अनुवाद का स्वरूप एवं विशेषताएँ, कार्यालयीन अनुवाद की आवश्यकता, कार्यालयीन अनुवाद के प्रकार / भेद, कार्यालयीन अनुवाद की समस्याएँ और समाधान	15
टिटोरियल्स/प्रकल्प/स्वाध्याय	

### संदर्भ ग्रंथ :

1. प्रयोजनमूलक हिन्दी, संपादक, डॉ. रवीन्द्रनाथ श्रीवस्तव, केन्द्रीय हिन्दी संस्थान, आगरा, 1975
2. राजभाषा हिन्दी को प्रयोग संबंधी नियम पुस्तिका, राजभाषा विभाग, गृह मंत्रालय, नई दिल्ली 1998
3. राजभाषा हिन्दी : प्रकाशन विभाग, दिल्ली
4. राजभाषा हिन्दी : केन्द्रीय हिन्दी निदेशालय, दिल्ली
5. प्रशासनिक हिन्दी : केन्द्रीय हिन्दी संस्थान, आगरा
6. प्रयोजनमूलक हिन्दी : सिद्धान्त एवं प्रयोग : दंगल झाल्टे
7. प्रयोजनमूलक हिन्दी संरचना एवं प्रयोग : डॉ. माधव सोनटक्के
8. प्रयोजनमूलक हिन्दी : डॉ. विनोद गोदरे
9. कामकाजी हिन्दी : डॉ. सूर्यप्रसाद दीक्षित
10. कार्यालयीन हिन्दी : डॉ. मनोज पाण्डेय

### प्रश्नपत्र का प्रारूप और अंक विभाजन

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटोरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

समय :- 2 घंटे

कुल अंक :-80

भाग - अ

20 अंक

### लघुत्तरी प्रश्न

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )  
आ) एक वाक्य में उत्तर दीजिए । (05 अंक )  
इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )  
ई) सुमेलित कीजिए । (05 अंक )

भाग - ब

60अंक

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपण्णी लिखिए (विकल्प समेत) - 10 अंक



## वैकल्पिक प्रश्नपत्र - 508 - माध्यम लेखन

### • उद्देश्य

1. जनसंचार माध्यमों का अध्ययन
2. माध्यमोपयोगी लेखन का सैद्धान्तिक अध्ययन
3. माध्यम लेखन कौशल व विकास

### • अध्ययन-अध्यापन पद्धति

1. व्याख्यान
2. दृक/श्राव्य साधनों का प्रयोग
3. कार्यशाला/अभ्यास
4. मीडियाकर्मियों से साक्षात्कार

### पाठ्यक्रम -

	पाठ्यांश	तासिकाएं
1	जन-संचार: स्वरूप, प्रक्रिया और क्षेत्र: जनसंचार: तात्पर्य एवं स्वरूप, संचार प्रक्रिया, संचार के क्षेत्र एवं प्रकार, संचार माध्यमों द्वारा प्रसारित विज्ञापनों की भाषा, संचार माध्यमों की भाषा, हिंदी के समक्ष आधुनिक जनसंचार और सूचना प्रौद्योगिकी की चुनौतियाँ।	15
2	जनसंचार माध्यम के भेद परंपरागत माध्यम: तमाशा, लावणी, कठपुतली रासलीला, नौटंकी आधुनिक माध्यम: समाचारपत्र, रेडियो, सिनेमा, दूरदर्शन, इंटरनेट, मोबाइल फोन नवइलैक्ट्रॉनिक माध्यम इलैक्ट्रॉनिक मीडिया द्वारा प्रसारित समाचारों के संकलन-संपादन और प्रस्तुतिकरण की प्रविधि।	15
3	माध्यमों के लिए लेखन: स्वरूप और प्रकार: माध्यम/संचारभाषा : स्वरूपगत विशेषताएँ, माध्यम लेखन और सृजनात्मक लेखन, माध्यम लेखन के प्रमुख प्रकार, माध्यम लेखन में सृजनशीलता का वैशिष्ट्य, मीडिया एवं फीचर लेखन में सृजनात्मक अपेक्षा तथा आयाम, माध्यमोपयोगी लेखन का स्वरूप और प्रमुख प्रकार, हिंदी माध्यम लेखन का संक्षिप्त इतिहास	15
4	मुद्रित माध्यम के लिए लेखन: समाचार, फीचर, विज्ञापन, संपादकीय, ब्लॉग लेखन, डॉक्यूमेंट्री लेखन श्राव्य माध्यम के लिए लेखन: रेडियो वार्ता, रेडियो नाटक दृक-श्राव्य माध्यम के लिए लेखन: धारावाहिक, विज्ञापन, टेलीफिल्म, फीचर फिल्म तथा वृत्तचित्र लेखन टिटोरियल्स/प्रकल्प/स्वाध्याय	15

**संदर्भ ग्रंथ :**

1. मीडिया लेखन :सिद्धान्त और व्यवहार : डॉ. चंद्रप्रकाश :संजय प्रकाशन, नयी दिल्ली
2. नये जनसंचार माध्यम और हिंदी :सं.सुधीर पचौरी, राजकमल प्रकाशन, नयी दिल्ली
3. हिंदी के प्रयोजनमूलक भाषा रूप :डॉ.माधव सोनटक्के, छाया पब्लिकेशन, औरंगाबाद
4. पटकथा लेखन: एक परिचय :मनोहर श्याम जोशी, राधाकृष्ण प्रकाशन, नई दिल्ली
5. टेलीविजन लेखन: अजगर वजाहत, राधाकृष्ण प्रकाशन, नई दिल्ली
6. रेडियो नाटक की कला: डॉ.सिद्धानाथ कुमार, राधाकृष्ण प्रकाशन, नई दिल्ली
7. भारतीय सिने सिद्धांत :अनुपम ओझा, राधाकृष्ण प्रकाशन, नई दिल्ली
8. रेडियो लेखन :मधुकर गंगाधर, हिंदी ग्रंथ अकादमी, पटना
9. सिनेमा और साहित्य – हरीश कुमार, संजय प्रकाशन, दिल्ली

**प्रश्नपत्र का प्रारूप और अंक विभाजन**

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

**समय :- 2 घंटे****कुल अंक :-80****भाग - अ****20 अंक****लघुत्तरी प्रश्न**

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )
- आ) एक वाक्य में उत्तर दीजिए । (05 अंक )
- इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )
- ई) सुमेलित कीजिए । (05 अंक )

**भाग - ब****60अंक**

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक
- प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक
- प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक
- प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक
- प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपणी लिखिए (विकल्प समेत) - 10 अंक

## वैकल्पिक प्रश्नपत्र - 509 - अनुवाद विज्ञान

**उद्देश्य : -**

- 1 अनुवाद प्रक्रिया का वैज्ञानिक अध्ययन करना ।
- 2 अनुवाद कौशल का विकास करना ।
- 3 अनुवाद के महत्व को समझना ।
- 4 अनुवाद की रोजगारपरकता स्पष्ट करना ।

**अध्ययन - अध्यापन पद्धति : -**

1. व्याख्यान पद्धति
2. दृक- श्रव्य साधनों का प्रयोग
3. कार्यशाला का आयोजन
4. कोशों का प्रयोग
5. विशेषज्ञ अतिथियों के व्याख्यान
6. स्वाध्याय

**पाठ्यक्रम -**

	पाठ्यांश	तासिकाएं
1	अनुवाद : अर्थ, परिभाषा, स्वरूप और क्षेत्र, अनुवादक के गुण, अनुवाद : विज्ञान अथवा कला, अनुवाद का महत्व, अनुवाद की प्रक्रिया प्रविधि और सिद्धांत, अनुवाद के उपकरण, अनुवाद की विभिन्न शैलियाँ	15
2	अनुवाद विज्ञान: तात्पर्य एवं स्वरूप अनुवाद का भाषा वैज्ञानिक पक्ष, अनुवाद और ध्वनि विज्ञान, अनुवाद और वाक्य विज्ञान, अनुवाद और रूप विज्ञान, अनुवाद और अर्थ विज्ञान	15
3	प्रयोजनमूलक अनुवाद : कार्यालयी अनुवाद, मीडिया के क्षेत्र में अनुवाद, वैज्ञानिक एवं तकनीकी सामग्री का अनुवाद	15
4	साहित्यानुवाद के विविध आयाम: काव्यानुवाद, कथानुवाद, नाट्यानुवाद, विविध साहित्यिक विधाओं का अनुवाद	15
	टिटोरियल्स/प्रकल्प/स्वाध्याय	



**संदर्भ ग्रंथ :-**

1. अनुवाद सिद्धान्त की रूपरेखा :डॉ सुरेशकुमार,वाणी प्रकाशन , नई दिल्ली
2. कार्यालयी अनुवाद की समस्याएँ : डॉ भोलानाथ तिवारी / डॉ गोस्वामी / गुलाटी शब्दाकार , गुरु अंगदनगर दिल्ली
3. राजभाषा हिंदी में वैज्ञानिक अनुवाद की दिशाएँ : डॉ हरिमोहन ,तक्षशिला प्रकाशन,दरियागंज ,नई दिल्ली
4. पत्रकारिता में अनुवाद की समस्याएँ : डॉ भोलानाथ तिवारी / जितेंद्र गुप्त , शब्दाकार , दिल्ली -92
5. ई अनुवाद और हिंदी : डॉ हरीशचन्द्र सेठी ,किताबघर , अंसारी रोड ,दरियागंज , नई दिल्ली
6. अनुवाद एवं भाषान्तरण :पाठ और अभ्यास:सं.-रवींद्र गर्गेश कृष्णकुमार गोस्वामी ,ओरियंट लौंगमैन, नई दिल्ली
7. अनुवाद का समाजशास्त्र : डॉ. सूर्यनारायण रणसुभे ,अमित प्रकाशन , दिल्ली
8. अनुवाद सिद्धांत और प्रयोग-प्रो. जे. गोपीनाथन, लोकभारती प्रकाशन, दिल्ली
9. अनुवाद कला सिद्धांत और प्रयोग- कैलाशचंद्र भाटिया,तक्षशिला प्रकाशन, दिल्ली
10. अनुवाद सिद्धांत और समस्याएँ- रवीन्द्रनाथ श्रीवास्तव और कृष्णकुमार गोस्वामी, आलेख प्रकाशन, दिल्ली
11. अनुवाद का सामायिक परिप्रेक्ष्य- प्रो. दिलीप सिंह (सं)., द.भा.हि.प्र. सभा, चेन्नई

**प्रश्नपत्र का प्रारूप और अंक विभाजन**

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटोरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

**समय :- 2 घंटे**

**कुल अंक :-80**

**भाग - अ**

**20 अंक**

**लघुत्तरी प्रश्न**

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )  
 आ) एक वाक्य में उत्तर दीजिए । (05 अंक )  
 इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )  
 ई) सुमेलित कीजिए । (05 अंक )

**भाग - ब**

**60अंक**

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक  
 प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घात्तरी प्रश्न (विकल्प समेत) - 15 अंक  
 प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक  
 प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घात्तरी प्रश्न (विकल्प समेत) - 15 अंक  
 प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपणी लिखिए (विकल्प समेत) - 10 अंक

## वैकल्पिक प्रश्नपत्र - 510 - हिंदी कम्प्यूटिंग

### उद्देश्य :

1. हिंदी कम्प्यूटिंग का सामान्य ज्ञान प्राप्त कराना ।
2. हिंदी कम्प्यूटिंग के महत्त्व को उजागर करना ।
3. कम्प्यूटर प्रबंधन की सामान्य जानकारी देना ।
4. इंटरनेट के सामान्य परिचय से छात्रों को अवगत कराना ।

### अध्ययन - अध्यापन पद्धति : -

1. व्याख्यान पद्धति
2. दृक- श्रव्य साधनों का प्रयोग
3. कार्यशाला का आयोजन
4. कोशों का प्रयोग
5. विशेषज्ञ अतिथियों के व्याख्यान
6. स्वाध्याय

### पाठ्यक्रम -

	पाठयांश	तासिकाएं
1	हिंदी कम्प्यूटिंग : स्वरूप और अवधारणा - हिंदी कम्प्यूटिंग :परिचय हिंदी कम्प्यूटिंग: विकास यात्रा,हिंदी कम्प्यूटिंग के आधारभूत तत्व, हिंदी कम्प्यूटिंग का वर्तमान स्वरूप तथा भविष्य, हिंदी कम्प्यूटिंग : बाधाएँ एवं उपाय , हिंदी कम्प्यूटिंग : युनिकोड	15
2	हिंदी इंटरनेट - सामान्य परिचय  इंटरनेट का ऐतिहासिक परिदृश्य, इंटरनेट का विकास, भारत में इंटरनेट का आरंभ  इंटरनेट से मिलने वाली सुविधाएँ , इंटरनेट उपयोग एवं महत्त्व	15
3	कार्यालयों में कम्प्यूटर कार्य: माइक्रोसाफ्ट वर्ड संबंधी कार्य डाक्यूमेंट बनाना, डाक्यूमेंट का रूपांकन, टेक्स्ट का प्रारूप, बदलना मेल मर्ज करना, डाक्यूमेंट का टेम्पेटेल बनाना	15
4	पेज मेकर :नई फाईल का निर्माण, डाक्यूमेंट का रूपांकन करना, टूल बॉक्स कार्यालय प्रयुक्ति में कम्प्यूटर संबंधी समस्याएँ	15
	टिटोरियल्स/प्रकल्प/स्वाध्याय	

**संदर्भ ग्रंथ :-**

1. कम्प्यूटर का सहजबोध - इकबाल मु. अली/सुरेश सलील- वाणी प्रकाशन, नई दिल्ली
2. कम्प्यूटर के भाषिक अनुप्रयोग - विजयकुमार मल्होत्रा, -वाणी प्रकाशन, नई दिल्ली
3. कम्प्यूटर क्या, क्यों और कैसे -रामबंसल 'विद्याचार्य' - वाणी प्रकाशन, नई दिल्ली
4. कम्प्यूटर समान्य ज्ञान एवं युजर गाईड -रामबंसल 'विद्याचार्य' - वाणी प्रकाशन, नई दिल्ली
5. कम्प्यूटरी सूचना प्रणाली विकास -रामबंसल 'विद्याचार्य' - वाणी प्रकाशन, नई दिल्ली
6. माध्यमिक कम्प्यूटर शिक्षा -रामबंसल 'विद्याचार्य', वाणी प्रकाशन, नई दिल्ली
7. मानव मित्र कम्प्यूटर - प्रशांत भूषण - वाणी प्रकाशन, नई दिल्ली
8. प्रारंभिक कम्प्यूटर शिक्षा -रामबंसल 'विद्याचार्य' - वाणी प्रकाशन, नई दिल्ली

**प्रश्नपत्र का प्रारूप और अंक विभाजन**

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटेरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

**समय :- 2 घंटे**

**कुल अंक :-80**

**भाग - अ**

**20 अंक**

**लघुतरी प्रश्न**

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )  
आ) एक वाक्य में उत्तर दीजिए । (05 अंक )  
इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )  
ई) सुमेलित कीजिए । (05 अंक )

**भाग - ब**

**60अंक**

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुतरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घतरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुतरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घतरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपण्णी लिखिए (विकल्प समेत) - 10 अंक



## वैकल्पिक प्रश्नपत्र - 511 भाषिक संप्रेषण

### उद्देश्य :

1. संप्रेषण की कला का महत्त्व प्रतिपादित करना ।
2. संप्रेषण में भाषा के महत्त्व को विशद करना ।
3. संप्रेषण के मौखिक और लिखित प्रकारों को समझाना ।

### अध्ययन - अध्यापन पद्धति : -

1. व्याख्यान पद्धति
2. दृक- श्रव्य साधनों का प्रयोग
3. कार्यशाला का आयोजन
4. कोशों का प्रयोग
5. विशेषज्ञ अतिथियों के व्याख्यान
6. स्वाध्याय

### पाठ्यक्रम -

	पाठयांश	तासिकाएं
1	<b>संप्रेषण :सैध्दांतिक स्वरूप :-</b> संप्रेषण का अर्थ और परिभाषा , संप्रेषण का प्रयोजन, संप्रेषण की प्रक्रिया ,संप्रेषण के प्रकार ,संप्रेषण के बाधक तत्व ,संप्रेषण की चुनौतियाँ	15
2	<b>हिन्दी का भाषिक स्वरूप :-</b> हिंदी भाषा की परिभाषा एवं स्वरूप , हिन्दी भाषा के विविध रूप , भाषा और भाषिक संरचना के विविध स्तर, भाषा के प्रकार्य ,भाषा का सामाजिक संदर्भ ,भाषा की विशेषताएँ	15
3	<b>भाषा और मौखिक संप्रेषण :</b> मौखिक संप्रेषण का स्वरूप ,मौखिक संप्रेषण हेतु आवश्यक गुण,मौखिक संप्रेषण के लाभ ,मौखिक संप्रेषण के दोष , मौखिक संप्रेषण के विविध प्रकार :- - बातचीत, संवाद, बैठकें, सम्मेलन, सभाएँ, साक्षात्कार, व्याख्यान, उद्घोषणा, रेडियो वार्ताएँ , टेलीफोन या भ्रमणध्वनि पर बातचीत,कहानी कथन,पौराणिक आख्यानों का प्रस्तुतीकरण, वाद-विवाद या वक्तृत्व, प्रतियोगिताएँ, अदालती मुकदमें और संसदीय बहस आदि का परिचय	15
4	<b>भाषा और लिखित संप्रेषण :</b> लिखित संप्रेषण का स्वरूप ,लिखित संप्रेषण हेतु आवश्यक गुण,लिखित संप्रेषण के लाभ,लिखित संप्रेषण के दोष,लिखित संप्रेषण के विविध प्रकार : पत्र लेखन, रिपोर्ट लेखन, नोट या टिप्पण लेखन, विज्ञापन लेखन, ई-मेल, ब्लॉग,ट्वीटर, फेसबुक लेखन और इंस्टाग्राम लेखन आदि ।	15
	टिटोरियल्स/प्रकल्प/स्वाध्याय	

**संदर्भ ग्रंथ :-**

1. हिन्दी भाषा - डॉ. भोलानाथ तिवारी
2. भाषिकी हिन्दी भाषा तथा भाषा शिक्षण -डॉ.अम्बादास देशमुख
3. संप्रेषण परक व्याकरण : सिध्दांत और प्रारूप - सं. सुरेश कुमार ,केन्द्रीस हिंदी संस्थान,आगरा
4. व्यवसायिक संप्रेषण -डॉ.अनूपचन्द्र पु.भायाणी
5. हिन्दी भाषा -डॉ.हरदेव बहारी
6. हिन्दी भाषा का इतिहास - डॉ.भोलानाथ तिवारी
7. मौखिक कौशल (खंड 1-2) संपादन केन्द्रीय हिंदी संस्थान,आगरा
8. व्यावहारिक हिन्दी पत्राचार -दंगल झाल्टे
9. मानक हिन्दी स्वरूप और संरचना - डॉ. रामप्रकाश
10. परिष्कृत हिन्दी व्याकरण - बद्रीनाथ कपुर
11. प्रयोजनमूलक हिन्दी तथा मीडिया लेखन - डॉ.बापूराव देसाई

**प्रश्नपत्र का प्रारूप और अंक विभाजन**

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिडोरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

**समय :- 2 घंटे**

**कुल अंक :-80**

**भाग - अ**

**20 अंक**

**लघुत्तरी प्रश्न**

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )  
आ) एक वाक्य में उत्तर दीजिए । (05 अंक )  
इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )  
ई) सुमेलित कीजिए । (05 अंक )

**भाग - ब**

**60अंक**

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घात्तरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घात्तरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपणी लिखिए (विकल्प समेत) - 10 अंक

## वैकल्पिक प्रश्नपत्र - 512 - भाषा शिक्षण

### उद्देश्य :

1. भाषा शिक्षण संदर्भ और भाषा शिक्षण की आधारभूत संकल्पनाओं को स्पष्ट करना
2. भाषा शिक्षण की विधियाँ समझाना
3. हिंदी शिक्षण की यथोचित जानकारी प्रदान करना
4. भाषा परीक्षण के प्रकार तथा मूल्यांकन के प्रकार के संदर्भ में स्नातकोत्तर छात्रों को जानकारी प्रदान करना

### अध्ययन - अध्यापन पद्धति : -

1. व्याख्यान पद्धति
2. दृक- श्रव्य साधनों का प्रयोग
3. कार्यशाला का आयोजन
4. कोशों का प्रयोग
5. विशेषज्ञ अतिथियों के व्याख्यान
6. स्वाध्याय

### पाठ्यक्रम -

	पाठयांश	तासिकाएं
1	<b>भाषा शिक्षण संदर्भ और भाषा शिक्षण की आधारभूत संकल्पनाएँ :</b> भाषा शिक्षण : राष्ट्रीय , सामाजिक , शैक्षिक और भाषिक भाषा शिक्षण की आधारभूत संकल्पनाएँ : प्रथम भाषा/मातृभाषा तथा अन्य भाषा संकल्पना, अन्य भाषा कं अंतर्गत द्वितीय तथा विदेशी भाषा की संकल्पना, मातृभाषा द्वितीय भाषा और विदेशी भाषा के शिक्षण में अंतर , सामान्य और विशिष्ट प्रयोजन के लिए भाषा – शिक्षण	15
2	<b>भाषा शिक्षण की विधियाँ :</b> भाषा कौशल : श्रवण, भाषण, वाचन और लेखन कौशल भाषा कौशल के रूप में शिक्षण, भाषा कौशलों के विकास की तकनीक और अभ्यास अन्य भाषा शिक्षण की प्रमुख विधियाँ : व्याकरण-अनुवाद- विधि, प्रत्यक्ष विधि , मौखिक वार्तालाप विधि , संरचनात्मक विधि , द्विभाषिक शिक्षण विधि	15
3	<b>हिंदी भाषा शिक्षण:</b> हिंदी का मातृभाषा के रूप में शिक्षण : स्कूली शिक्षा, उच्च शिक्षा , दूरस्थ शिक्षा, तकनीकी तथा विशिष्ट प्रयोजन से संदर्भित शिक्षा द्वितीय भाषा के रूप में सजातीय और विजातीय भाषा वर्गों के संदर्भ में शिक्षण विदेशी भाषा के रूप में विदेशों में हिंदी शिक्षण ।	15
4	<b>भाषा परीक्षण और मूल्यांकन :</b> <ul style="list-style-type: none"> <li>○ भाषा परीक्षण और मूल्यांकन की संकल्पना</li> <li>○ भाषा परीक्षण के प्रकार</li> <li>○ मूल्यांकन के प्रकार</li> </ul>	15
	टिटरियल्स/प्रकल्प/स्वाध्याय	

## संदर्भ ग्रंथ :

- 1- मानव संसाधन के रूप में भाषा की उपादेयता - डॉ. रामकिशोर शर्मा
- 2- व्यक्तित्व विकास में सहायक भाषिक व्यवहार एवं प्रबंधन जागरूकता - सं.डॉ. यज्ञप्रसाद तिवारी,डॉ. वीणा दाढे
- 1- भारत के प्राचीन भाषा परिवार और हिंदी : रामविलास शर्मा
- 2- भारत की भाषा समस्या : रामविलास शर्मा
- 3- भाषा विज्ञान की भूमिका : देवेंद्रनाथ शर्मा
- 4- हिंदी भाषा का इतिहास : धीरेन्द्र वर्मा
- 5- हिंदी शब्दानुशासन : किशोरीदास वाजपेयी
- 6- हिंदी व्याकरण : कामताप्रसाद गुरु
- 7- Applied Linguistics : R.N. Srivastava
- 8- हिंदी भाषा संरचना के विविध आयाम : रवींद्रनाथ श्रीवास्तव
9. Hindi Phonetic Reader : Omkar N. Koul
10. Translation and Interpreting : R. Gargesh & K.K. Goswami

## प्रश्नपत्र का प्रारूप और अंक विभाजन

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिओरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

समय :- 2 घंटे

कुल अंक :-80

भाग - अ

20 अंक

### लघुत्तरी प्रश्न

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )
- आ) एक वाक्य में उत्तर दीजिए । (05 अंक )
- इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )
- ई) सुमेलित कीजिए । (05 अंक )

भाग - ब

60अंक

- |                 |   |          |
|-----------------|---|----------|
| प्रश्न 1 ला :-  | सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत)           | - 10 अंक |
| प्रश्न 2 रा :-  | सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत)        | - 15 अंक |
| प्रश्न 3 रा :-  | सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत)           | - 10 अंक |
| प्रश्न 4 था :-  | सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत)        | - 15 अंक |
| प्रश्न 5 वाँ :- | सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपणी लिखिए (विकल्प समेत) | - 10 अंक |



## MA II - Hindi Semester –IV

### Core Course - 504 - भारतीय साहित्य : भाग- II

#### उद्देश्य :

1. भारतीय साहित्य के स्वरूप को समझाना ।
2. भारत की विभिन्न भाषाओं में लिखे गए साहित्य में समान सूत्रों की पहचान कराना ।
3. भारतीय सभ्यता एवं संस्कृति के मूल्यों का अध्ययन करना ।
4. भारतीय साहित्यकारों के योगदान को अधोरेखित करना ।

#### अध्ययन अध्यापन पद्धति

1. व्याख्यान
2. दृक - श्रव्य साधनों का प्रयोग
3. स्वाध्याय
4. अध्ययन यात्रा

#### पाठ्यक्रम -

	पाठ्यांश	तासिकाएं
1	भारतीय साहित्य का इतिहास	15
2	भारतीय साहित्य और तुलनात्मक अध्ययन	15
3	जंगल के दावेदार - संवेदना और शिल्पगत अध्ययन	15
4.	हयवदन - संवेदना और शिल्पगत अध्ययन	15
	टिटरियल्स/प्रकल्प/स्वाध्याय	

#### पाठ्यपुस्तकें -

1. जंगल के दावेदार - महाश्वेता देवी (बांग्ला उपन्यास), राधाकृष्ण प्रकाशन, नई दिल्ली
2. हयवदन : - गिरीश कार्नाड (कन्नड नाटक), राधाकृष्ण प्रकाशन, नई दिल्ली

**सन्दर्भ ग्रंथ -**

1. भारतीय साहित्य : डॉ. नगेंद्र : प्रभात प्रकाशन , नई दिल्ली
2. भारतीय साहित्य : डॉ. रामछबीला त्रिपाठी : वाणी प्रकाशन , नई दिल्ली
3. भारतीय साहित्य : सं. मूलचंद गौतम : राधाकृष्ण प्रकाशन , नई दिल्ली
4. भारतीय साहित्य : डॉ. ब्रजकिशोर प्रसाद सिंह, समवेत प्रकाशन कानपुर
5. भारतीय साहित्य : डॉ. लक्ष्मीकांत पांडेय , ज्ञानोदय प्रकाशन , कानपुर
6. हिंदी और कन्नड के नाटकों का तुलनात्मक अध्ययन : डॉ. हेब्बरी ,साहित्य रत्नालय ,कानपुर
7. मराठी साहित्य : परिदृश्य : चंद्रकांत बंदिवडेकर, वाणी प्रकाशन,नई दिल्ली
8. कन्नड साहित्य का इतिहास : रं.श्री मुंगळी,अनु. गौरीश कायकिणी,साहित्य अकादमी, नई दिल्ली
- 10 भारतीय रंगमंचशास्त्र एवं आधुनिक रंगमंच : डॉ. कैलाशचंद शर्मा ,जयभारती प्रकाशन , इलाहाबाद

**प्रश्नपत्र का प्रारूप और अंक विभाजन**

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटेरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

**समय :- 2 घंटे**

**कुल अंक :-80**

**भाग - अ**

**20 अंक**

**लघुत्तरी प्रश्न**

- अ) रिक्त स्थानों की पूर्ति कीजिए ।
- आ) एक वाक्य में उत्तर दीजिए ।
- इ) सही पर्याय का चयन कर उत्तर लिखिए ।
- ई) सुमेलित कीजिए ।

**भाग - ब**

**60अंक**

- |                 |   |          |
|-----------------|---|----------|
| प्रश्न 1 ला :-  | ससंदर्भ व्याख्या कीजिए (विकल्प समेत)                          | - 10 अंक |
| प्रश्न 2 रा :-  | सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत)        | - 15 अंक |
| प्रश्न 3 रा :-  | सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत)           | - 10 अंक |
| प्रश्न 4 था :-  | सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत)        | - 15 अंक |
| प्रश्न 5 वाँ :- | सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपणी लिखिए (विकल्प समेत) | - 10 अंक |

## Core Course - 505 - भाषा विज्ञान

उद्देश्य :

1. हिंदी भाषा के ऐतिहासिक पृष्ठभूमि से छात्रों को अवगत कराना ।
2. हिंदी की उपभाषाएँ तथा बोलियों का सामान्य परिचय देकर छात्रों को उससे अवगत कराना ।
3. हिंदी शब्द रचना और रूप रचना संबंधी छात्रों को सूचित कराना ।
4. हिन्दी भाषा प्रयोग के विविध रूपों से छात्रों को परिचित कराना ।
5. भाषा विज्ञान का सैद्धांतिक विवेचन करना ।
6. भाषा विज्ञान के विविध अंगों का सामान्य परिचय कराना ।
7. रूप ,रूपिम,वाक्य तथा अर्थ विज्ञान का सामान्य परिचय देना ।

### अध्ययन अध्यापन पद्धति

1. व्याख्यान
2. दृक - श्रव्य साधनों का प्रयोग
3. स्वाध्याय
4. अध्ययन यात्रा

### पाठ्यक्रम -

	पाठयांश	तासिकाएं
1	भाषा की परिभाषा,स्वरूप, भाषा व्यवस्था,भाषा व्यवहार ,विशेषताएँ	10
2	भाषा विज्ञान सैद्धांतिकी : भाषा विज्ञान की परिभाषा एवं स्वरूप,भाषा विज्ञान की उपशाखाएँ: कोश विज्ञान, समाज भाषा विज्ञान, लिपि विज्ञान, मनोभाषा विज्ञान, भाषा भूगोल का संक्षिप्त परिचय ,वाग्वयव और उच्चारण प्रक्रिया , स्वरों का वर्गीकरण: स्वर और व्यंजन तथा स्वन परीवर्तन के कारण एवं दिशाएँ ।	10
3	रूप एवं रूपिम विज्ञान रूप (पद) की परिभाषा, संबंध तत्व और उसक भेद	10
4	वाक्य विज्ञान वाक्य विज्ञान : वाक्य का स्वरूप, वाक्य की परिभाषाएँ, अभिहितान्वयवाद (पदवाद) वाक्य के भेद,वाक्य विश्लेषण,निकटस्थ अवयव विश्लेषण ।	10
5	अर्थ विज्ञान :- अर्थ विज्ञान- अर्थ की अवधारणा, शब्द और अर्थ का संबंध, अर्थ बोध के बाधक तत्व, अर्थ प्रतिति के कारण, अर्थ परिवर्तन की दिशाएँ ।	10
6.	ध्वनि विज्ञान या स्वन विज्ञान अर्थ, परिभाषा, विशेषताएँ, उपयोगिता	10
	टिटोरियल्स/प्रकल्प/स्वाध्याय	

### सन्दर्भ ग्रंथ -

1. हिंदी भाषा का उद्गम और विकास - उदयनारायण तिवारी
2. हिंदी भाषा की संरचना - डॉ. भोलानाथ तिवारी
3. भाषिक हिन्दी भाषा तथा भाषा शिक्षण- डॉ. अंबादास देशमुख
4. भाषा विज्ञान- डॉ. भोलानाथ तिवारी
5. हिन्दी भाषा- डॉ. भोलानाथ तिवारी
6. भाषा विज्ञान -डॉ. तेजपाल चौधरी
7. भाषा विज्ञान- डॉ. रामस्वरूप खरे
8. भाषा विज्ञान- डॉ. डी. एम. दोमडिया
9. भाषा विज्ञान एवं हिंदी भाषा का इतिहास -डॉ. हणमंतराव पाटील/ सुधाकर शेंडगे
10. भाषा विज्ञान के अधुनातन आयाम एवं हिन्दी भाषा- डॉ. अंबादास देशमुख
11. भाषा विज्ञान के सिद्धांत - डॉ ओम प्रकाश शर्मा.
12. अभिनव भाषा विज्ञान - डॉ ओम प्रकाश शर्मा.

### प्रश्नपत्र का प्रारूप और अंक विभाजन

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटेरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

समय :- 2 घंटे

कुल अंक :-80

भाग - अ

20 अंक

### लघुत्तरी प्रश्न

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )  
आ) एक वाक्य में उत्तर दीजिए । (05 अंक )  
इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )  
ई) सुमेलित कीजिए । (05 अंक )

भाग - ब

60अंक

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपण्णी लिखिए (विकल्प समेत) - 10 अंक



## Core Course - 506 - शोध प्रविधि

### उद्देश्य :-

1. छात्रों को शाध का महत् व समझाना ।
2. शोध - संस्कृति विकसित करना ।
3. छात्रों को शोध के लिए प्रेरित करना ।
4. शोध -प्रक्रिया की वैज्ञानिक विधि समझाना ।

### अध्ययन - अध्यापन पद्धति :-

1. व्याख्यान पद्धति
2. शोध-कार्यशाला का आयोजन
3. दृक- श्रव्य साधनों का प्रयोग
4. विशेषज्ञों के व्याख्यान
- 5 शोध-अभ्यास

### पाठ्यक्रम -

	पाठयांश	तासिकाएं
1	शोध : अर्थ, परिभाषा एवं स्वरूप शोध एवं चिंतन: सक्रिय चिंतन, निष्क्रिय चिंतन, बौद्धिक चिंतन, तार्किक चिंतन, सृजनात्मक चिंतन शोध के भेद :- साहित्यिक शोध तथा लोकसाहित्य में संबंधित शोध भाषावैज्ञानिक शोध : भाषा, बोलियाँ	15
2	शोध की प्रविधियाँ :- आलोचनात्मक प्रविधि, तुलनात्मक प्रविधि, विश्लेषणात्मक प्रविधि, सर्वेक्षणात्मक प्रविधि, ऐतिहासिक प्रविधि	15
3	शोध और आलोचना : साम्य, वैषम्य, परस्पर पूरकता शोध-संस्कार: शोधार्थी के गुण, शोध निर्देशक के गुण, दोष , शोध के सोपान : विषय चयन, सामग्री संकलन , रूपरेखा निर्माण , शोध प्रबंध लेखन , सन्दर्भ लेखन , सन्दर्भ ग्रंथ सूची लेखन , अंतिम प्रारूप एवमं टंकन , प्रूफ शोधन	15
4	शोध में संगणक का प्रयोग साहित्य-शोध चोरी (Plagiarism)	15
	टिटोरियल्स/प्रकल्प/स्वाध्याय	

**संदर्भ ग्रंथ :-**

1. शोध-प्रविधि : डॉ विजयमोहन शर्मा - नॅशनल पब्लिशिंग हाउस, दिल्ली
2. शोध स्वरूप एवं व्यावहारिक कार्य विधि -वैजनाथ सिंहल , वाणी प्रकाशन , नई दिल्ली
3. साहित्यिक अनुसंधान के आयाम - डॉ आर के जैन दिल्ली
4. अनुसंधान प्रविधि -डॉ गणेशन एस एन नॅशनल पब्लिशिंग हाउस, नई दिल्ली
5. अनुवाद की भाषा एवं शब्दावली -संपा. डॉ सय्यद/डॉ मिर्ज़ा , हमदर्द पब्लिक लाइब्ररी ,बीड
- 6 . शोध संस्कृति- डॉ संजय नवले. अमन प्रकाशन, कानपुर
7. अनुसंधान प्रक्रिया और रूपरेखा -डॉ देवीदास इंगले ,अमन प्रकाशन , कानपुर ,2008
8. अनुसंधान चिन्तन -अनुचितन -डॉ देवीदास इंगले , अमन प्रकाशन , कानपुर ,2008
9. अनुसंधान एक विवेचन - डॉ.ओम प्रकाश शर्मा

**प्रश्नपत्र का प्रारूप और अंक विभाजन**

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटोरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

**समय :- 2 घंटे**

**कुल अंक :-80**

**भाग - अ**

**20 अंक**

**लघुत्तरी प्रश्न**

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )  
आ) एक वाक्य में उत्तर दीजिए । (05 अंक )  
इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )  
ई) सुमेलित कीजिए । (05 अंक )

**भाग - ब**

**60अंक**

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक  
प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक  
प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपणी लिखिए (विकल्प समेत) - 10 अंक

## वैकल्पिक प्रश्नपत्र - 513 - हिंदी के विभिन्न विमर्श

**उद्देश्य :**

- 1- विमर्शों की सामान्य जानकारी देना ।
- 2- विमर्शों के तात्त्विक विवेचन की जानकारी देना।
- 3- विभिन्न विमर्शों के उद्भव और विकास की जानकारी देना ।
- 4-

**अध्ययन - अध्यापन पद्धति :**

1. व्याख्यान पद्धति
2. शोध-कार्यशाला का आयोजन
3. दृक- श्रव्य साधनों का प्रयोग
4. विशेषज्ञों के व्याख्यान
- 5 शोध-स्वाध्याय

### पाठ्यक्रम -

	पाठ्यांश	तासिकाएं
1	हिंदी के विभिन्न विमर्श —उद्भव और विकास	15
2	हिंदी के विभिन्न विमर्श —तात्त्विक विवेचन	15
3	हिंदी के विभिन्न विमर्श से संबंधित रचनाकार (सामान्य परिचय) 1.स्त्री विमर्श-सुधा अरोड़ा, 2.दलित विमर्श-जयप्रकाश कर्दम, 3.आदिवासी विमर्श- हरीराम मीणा 4.अल्पसंख्याक विमर्श-अब्दुल बिस्मिल्लाह, 5.किन्नर विमर्श- चित्रा मुद्गल, 6.किसान विमर्श-शिवमूर्ति	15
4	7.विकलांग विमर्श-भारतेन्दु मिश्र, 8.पर्यावरण विमर्श - महुआ माझी, 9. घुमंतू विमर्श – रांगेय राघव, 10. लोकसाहित्य विमर्श – विजयदान देठा एवं अन्य विमर्श	15
	टिटोरियल्स/प्रकल्प/स्वाध्याय	

**संदर्भ ग्रंथ :**

- 1) विमर्श की अवधारणा-स्वरूप और अवधारणा -डॉ.सूर्यनारायण रणसुभे, परिदृश्य प्रकाशन,मुंबई
- 2) दलित साहित्य का सौंदर्यशास्त्र - ओमप्रकाश वाल्मीकि
- 3) थर्ड जेंडर-अतीत और वर्तमान ,डॉ.फिरोज खान
- 4) हिंदी दलित साहित्य का इतिहास - मोहनदास नैमिशराय
- 5) स्त्री अस्मिता के सवाल - डॉ. प्रभा दीक्षित

- 6) वाचिकता : आदिवासी दर्शन, साहित्य और सौन्दर्यबोध – वंदना टेटे, राधाकृष्ण प्रकाशन, दिल्ली
- 7) आदिवासी स्वर एवं नयी शताब्दी : संपादक : रमणिका गुप्ता
- 8) घुमंतू जनजातियों का सांस्कृतिक अध्ययन-डॉ. गणपत राठोड, पूजा पब्लिकेशन, कानपुर
- 9) जनजातीय मिथक : माडिया : डॉ. वेरियर एलविन अनुवादक निरंजन महावर
- 10) आदिवासी - स्वर : संस्कार व प्रथाएँ : संपादक हरिनारायण दत्त , श्रीमती जसप्रीत बाजवा
11. हिंदी कथा साहित्य में वृद्ध विमर्श-दिलीप मेहरा
12. वृद्धावस्था विमर्श और हिंदी कहानी -डॉ. शिवकुमार राजौरिया
13. इक्कीसवीं सदी का नव्य विमर्श-विकलांग-दिव्यांग विमर्श-डॉ. रेखा दुबे
14. करंग घोडा नीलकंठ हुआ – महुआ माजी , राजकमल प्रकाशन, दिल्ली 2012

### प्रश्नपत्र का प्रारूप और अंक विभाजन

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटोरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

समय :- 2 घंटे

कुल अंक :-80

भाग - अ

20 अंक

### लघुत्तरी प्रश्न

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )
- आ) एक वाक्य में उत्तर दीजिए । (05 अंक )
- इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )
- ई) सुमेलित कीजिए । (05 अंक )

भाग - ब

60अंक

- |                 |   |          |
|-----------------|---|----------|
| प्रश्न 1 ला :-  | सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत)             | - 10 अंक |
| प्रश्न 2 रा :-  | सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत)          | - 15 अंक |
| प्रश्न 3 रा :-  | सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत)             | - 10 अंक |
| प्रश्न 4 था :-  | सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत)          | - 15 अंक |
| प्रश्न 5 वाँ :- | सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपण्णी लिखिए (विकल्प समेत) | - 10 अंक |



## वैकल्पिक प्रश्नपत्र 514 - आलोचना तथा विविध वाद

### उद्देश्य :

- 1- आलोचना शास्त्र का सामान्य परिचय कराना ।
- 2- विविध वादों से परिचित कराना ।
- 3- आलोचना तथा विविध वादों से संबंधित रचना एवं रचनाकारों की जानकारी देना ।

### अध्ययन - अध्यापन पद्धति : -

1. व्याख्यान पद्धति
2. शोध-कार्यशाला का आयोजन
3. दृक- श्रव्य साधनों का प्रयोग
4. विशेषज्ञों के व्याख्यान
- 5 शोध-अभ्यास

### पाठ्यक्रम -

	पाठयांश	तासिकाएं
1	<p><b>मार्क्सवादी आलोचना :-</b>मार्क्सवादी आलोचना के आधार तत्व, मार्क्सवादी आलोचना की विशेषताएँ, मूल्य का श्रम सिद्धांत, ऐतिहासिक भौतिकवाद, पश्चिम के मार्क्सवादी आलोचक, भारत के मार्क्सवादी आलोचक, नव मार्क्सवादी आलोचक, प्रधान मार्क्सवादी कृतियों, प्रमुख मार्क्सवादी रचनाकार</p> <p><b>मनौवैज्ञानिक आलोचना :-</b>मनौवैज्ञानिक आलोचना के आधार तत्व, मनौवैज्ञानिक आलोचना की विशेषताएँ, सिग्मण्ड फ्रायड का अंतश्चेतनावदी कला चिंतन, अल्फ्रेड एडलगर का व्यक्तित्व का सिद्धांत, कार्ल युंग के सिद्धांत में चेतन मन, कार्ल युंग के सिद्धांत में व्यक्तिगत अचेतन, कार्ल युंग के सिद्धांत में सामूहिक अचेतन, प्रधान मनौवैज्ञानिक कृतियों, प्रधान मनौवैज्ञानिक रचनाकार, प्रधान मनौवैज्ञानिक आलोचक</p>	15
2	<p><b>गांधीवादी आलोचना :-</b>गांधीवादी आलोचना के आधार तत्व, गांधीवादी आलोचना की विशेषताएँ, द्रस्टीशीप की अवधारणा और गांधी दर्शन, सत्य, अहिंसा और सत्याग्रह की अवधारणा, सर्वोदय की संकल्पना, गांधी दर्शन की प्रासंगिकता, गांधीवादी दर्शन से प्रभावित कृतियों, प्रमुख गांधीवादी साहित्य कृतियों, प्रमुख गांधीवादी रचनाकार, प्रमुख गांधीवादी आलोचक</p> <p><b>सौंदर्यशास्त्रीय आलोचना :-</b>सौंदर्यशास्त्र की अवधारणा और स्वरूप, सौंदर्यशास्त्र आलोचना की विशेषताएँ, सौंदर्यशास्त्र: भारतीय अवधारणा, सौंदर्यशास्त्र : पश्चिमी अवधारणा, सौंदर्यशास्त्र में कला, संस्कृति और प्रकृति का महत्त्व, सौंदर्यशास्त्रीय रचनाएँ, सौंदर्यशास्त्रीय रचनाकार, सौंदर्यशास्त्रीय आलोचक</p>	15
3	<p><b>स्त्रीवादी आलोचना :</b></p> <p>स्त्रीवादी आलोचना के आधार तत्व, स्त्रीवादी आलोचना की विशेषताएँ, प्रधान स्त्रीवादी आंदोलन, स्त्री सशक्तिकरण की अवधारणा, स्त्रीवाद : भारतीय परिप्रेक्ष्य, स्त्रीवाद : पश्चिमी परिप्रेक्ष्य, स्त्रीवादी साहित्य कृतियों, स्त्रीवादी रचनाकार स्त्रीवादी आलोचक</p>	15
4	<p><b>आंबेडकरवादी आलोचना :-</b>आंबेडकरवादी आलोचना के आधार तत्व, आंबेडकरवादी आलोचना की विशेषताएँ, प्रधान दलित मुक्ति आंदोलन, दलित विमर्श : भारतीय परिप्रेक्ष्य, दलित विमर्श : पश्चिमी परिप्रेक्ष्य, दलित साहित्य का सौंदर्यशास्त्र, आंबेडकर दर्शन से प्रभावित रचनाएँ, आंबेडकरवादी साहित्यकार, आंबेडकरवादी आलोचक</p>	15

तुलनात्मक आलोचना :- तुलनात्मक आलोचना के आधार तत्व, तुलनात्मक आलोचना की विशेषताएँ, तुलनात्मक आलोचना का महत्व, भारतीय परिप्रेक्ष्य में तुलनात्मक आलोचना, पश्चिमी परिप्रेक्ष्य में तुलनात्मक आलोचना, तुलनात्मक साहित्य और अनुवाद, भारतीय साहित्य और तुलनात्मक आलोचना, सामान्य आलोचना और तुलनात्मक आलोचना में अंतर, प्रमुख तुलनात्मक आलोचक	
टिटोरियल्स/प्रकल्प/स्वाध्याय	

### संदर्भ ग्रंथ :

- 1) समीक्षा शास्त्र के सिद्धान्त - डॉ. श्यामसुंदरदास
- 2) हिंदी साहित्य : बीसवी सदी - नंददुलारे वाजपेयी
- 3) रामचंद्र शुक्ल और हिंदी आलोचना - डॉ. रामविलास शर्मा
- 4) इतिहास और आलोचना - नामवर सिंह
- 5) आलोचना और आलोचना - डॉ. बच्चन सिंह
- 6) वाद-विवाद-संवाद - नामवर सिंह
- 7) साहित्य के समाजशास्त्र की भूमिका - डॉ. मैनेजर पाण्डेय
- 8) आधुनिक हिंदी आलोचना के बीज शब्द - बच्चन सिंह
- 9) हिंदी आलोचना : बीसवी सदी - निर्मला जैन
- 10) हिंदी आलोचना - विश्वनाथ त्रिपाठी
- 24) साहित्य विविध वाद - डॉ.ओम प्रकाश शर्मा

### प्रश्नपत्र का प्रारूप और अंक विभाजन

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटोरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

समय :- 2 घंटे

कुल अंक :-80

### भाग - अ

20 अंक

### लघुतरी प्रश्न

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )  
 आ) एक वाक्य में उत्तर दीजिए । (05 अंक )  
 इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )  
 ई) सुमेलित कीजिए । (05 अंक )

### भाग - ब

60अंक

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुतरी प्रश्न (विकल्प समेत) - 10 अंक  
 प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घतरी प्रश्न (विकल्प समेत) - 15 अंक  
 प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुतरी प्रश्न (विकल्प समेत) - 10 अंक  
 प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घतरी प्रश्न (विकल्प समेत) - 15 अंक  
 प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपणी लिखिए (विकल्प समेत) - 10 अंक

## वैकल्पिक प्रश्नपत्र - 515 - विधा स्वरूप विवेचन

### उद्देश्य :

- 1- काव्य विधाओं के तत्त्वों का परिचय कराना ।
- 2- कथा साहित्य के तत्त्वों का परिचय कराना ।
- 3- नाटक एवं एकांकी के तत्त्वों का परिचय कराना ।
- 4- कथेतर गद्य साहित्य की विभिन्न विधाओं का परिचय कराना ।

### अध्ययन - अध्यापन पद्धति : -

1. व्याख्यान पद्धति
2. शोध-कार्यशाला का आयोजन
3. दृक- श्रव्य साधनों का प्रयोग
4. विशेषज्ञों के व्याख्यान
5. शोध-अभ्यास

### पाठ्यक्रम -

	पाठ्यांश	तासिकाएँ
1	काव्य विधाएँ: प्रबंधकाव्य, महाकाव्य, खण्डकाव्य एवं गीति काव्य का तात्त्विक विवेचन एवं प्रमुख रचनाकार	15
2	कथा साहित्य : तात्त्विक विवेचन एवं प्रमुख रचनाकार (लघुकथा-कहानी-उपन्यास)	15
3	नाटक-एकांकी-रेडिओ एकांकी: तात्त्विक विवेचन एवं प्रमुख रचनाकार	15
4	कथेतर गद्य साहित्य की विभिन्न विधाओं का तात्त्विक विवेचन एवं प्रमुख रचनाकार (निबंध-व्यंग्य, रेखाचित्र-संस्मरण, आत्मकथा-जीवनी, रिपोर्टाज, साक्षात्कार, पत्रकारिता, डायरी, पत्र, यात्रावृत्त, आलोचना-शोध एवं अन्य नव्यतम विधाएँ)	15
	टिटरियल्स/प्रकल्प/स्वाध्याय	

### संदर्भ ग्रंथ :

- 1.हिंदी का गद्य साहित्य : रामचन्द्र तिवारी
- 2.हिंदी साहित्य और संवेदना का विकास : रामस्वरूप चतुर्वेदी
3. हिंदी की गद्य विधाएँ-बैजनाथ सिंहल ,हरियाणा साहित्य अकादमी, चंडीगढ़
4. कथेतर गद्य विधाएँ: विविध विमर्श - डॉ.राहुल बदने

5. हिंदी साहित्य का इतिहास - आचार्य रामचंद्र शुक्ल
6. हिंदी गद्य मीमांसा - रमाकांत त्रिपाठी
7. साहित्य की गद्य विधाएँ - प्रो. हरिमोहन
8. हिंदी गद्य : विन्यास और विकास - रामस्वरूप चतुर्वेदी
9. हिंदी गद्य विधाएं : हरिमोहन
10. गद्य विविधा : डॉ. राकेश गुप्त, विनोद पुस्तक मंदिर, आगरा
11. हिंदी गद्य संकलन : मधुलिका राय, एस.चन्द एन्ड कंपनी लि. रामनगर, नई दिल्ली

### प्रश्नपत्र का प्रारूप और अंक विभाजन

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

समय :- 2 घंटे

कुल अंक :-80

भाग - अ

20 अंक

#### लघुत्तरी प्रश्न

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )
- आ) एक वाक्य में उत्तर दीजिए । (05 अंक )
- इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )
- ई) सुमेलित कीजिए । (05 अंक )

भाग - ब

60अंक

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक
- प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक
- प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक
- प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक
- प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपण्णी लिखिए (विकल्प समेत) - 10 अंक



## वैकल्पिक प्रश्नपत्र - 516 - विशेष रचनाकार- प्रेमचंद

### उद्देश्य :

- 1- प्रेमचंद के व्यक्तित्व एवं कृतित्व से परिचय कराना ।
- 2- प्रेमचंद के कथा साहित्य से परिचय कराना ।
- 3- प्रेमचंद की विचारा धारा से परिचित कराना ।
- 4- प्रेमचंद साहित्य और हिंदी सिनेमा पर प्रकाश डालना

### अध्ययन - अध्यापन पद्धति : -

1. व्याख्यान पद्धति
2. शोध-कार्यशाला का आयोजन
3. दृक- श्रव्य साधनों का प्रयोग
4. विशेषज्ञों के व्याख्यान
- 5 शोध-अभ्यास

### पाठ्यक्रम -

	पाठ्यांश	तासिकाएँ
1	प्रेमचंद की विचारधारा और उनका साहित्य प्रेमचंद का साहित्य और किसान विमर्श प्रेमचंद के साहित्य में दलित प्रेमचंद के साहित्य में स्त्री प्रेमचंद और सिनेमा	15
2	गबन-प्रेमचंद (उपन्यास)	15
3	प्रेमचंद की कहानियाँ – ईदगाह, पूस की रात, कफन, बड़े भाई साहब, पंच परमेश्वर, सभ्यता का रहस्य, नशा, ठाकुर का कुँआ, नया विवाह, बेंटीवाली विधवा	15
4	संग्राम (नाटक)-प्रेमचंद	15
	टिटोरियल्स/प्रकल्प/स्वाध्याय	

### पाठ्यपुस्तक :-

1. गबन-प्रेमचंद, राजपाल एंड संस, दिल्ली
2. संग्राम (नाटक)-प्रेमचंद- डायमंड पाकेट बुक्स

**संदर्भ ग्रंथ :**

- 1- प्रेमचंद - घर में - शिवरानी देवी
- 2- प्रेमचंद : एक विवेचन - इन्द्रनाथ मदान
- 3- प्रेमचंद और उनका युग - रामविलास शर्मा
- 4- प्रेमचंद : कलम का सिपाही - अमृतराय
- 5- प्रेमचंद - मदनगोपाल
- 6- प्रेमचंद - जीवन, कला एवं कृतित्व - हंसराज रहबर
- 7- प्रेमचंद : साहित्यिक विवेचन - नंददुलारे वाजपेयी
- 8- कथाकार प्रेमचंद - मन्मथनाथ गुप्त
- 9- प्रेमचंद : एक अध्ययन - राजेश्वर गुरु
- 10- प्रेमचंद की उपन्यास कला - जनार्दन प्रसाद राय

**प्रश्नपत्र का प्रारूप और अंक विभाजन**

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटेरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

समय :- 2 घंटे

कुल अंक :-80

**भाग - अ**

20 अंक

**लघुतरी प्रश्न**

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )
- आ) एक वाक्य में उत्तर दीजिए । (05 अंक )
- इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )
- ई) सुमेलित कीजिए । (05 अंक )

**भाग - ब**

60अंक

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुतरी प्रश्न (विकल्प समेत) - 10 अंक
- प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घतरी प्रश्न (विकल्प समेत) - 15 अंक
- प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुतरी प्रश्न (विकल्प समेत) - 10 अंक
- प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घतरी प्रश्न (विकल्प समेत) - 15 अंक
- प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपणी लिखिए (विकल्प समेत) - 10 अंक

## वैकल्पिक प्रश्नपत्र - 517- विशेष रचनाकार- सुशीला टाकभोरे

### उद्देश्य :

1. सुशीला टाकभोरे के व्यक्तित्व एवं कृतित्व से परिचय कराना ।
2. सुशीला टाकभोरे के कहानी साहित्य से परिचय कराना ।
3. सुशीला टाकभोरे के आत्मकथा से परिचित कराना ।
4. सुशीला टाकभोरे के कविताओं से परिचित कराना ।
- 5.

### अध्ययन - अध्यापन पद्धति : -

1. व्याख्यान पद्धति
2. शोध-कार्यशाला का आयोजन
3. दृक- श्रव्य साधनों का प्रयोग
4. विशेषज्ञों के व्याख्यान
5. स्वाध्याय

### पाठ्यक्रम :

	पाठ्यांश	तासिकाएँ
1	सुशीला टाकभोरे का व्यक्तित्व एवं कृतित्व	15
2	कहानी संकलन -दूटता वहम	15
3	काव्य संकलन- -यह तुम भी जानो	15
4	आत्मकथा -शिकंजे का दर्द	15
	टिटरियल्स/प्रकल्प/स्वाध्याय	

### पाठ्य पुस्तकें

1. दूटता वहम - सुशीला टाकभोरे, शिल्पायन प्रकाशन, नई दिल्ली
2. यह तुम भी जानो - सुशीला टाकभोरे, स्वराज प्रकाशन, नई दिल्ली
3. शिकंजे का दर्द - सुशीला टाकभोरे, वाणी प्रकाशन, नई दिल्ली

**संदर्भ ग्रंथ :**

1. दलित लेखन में स्त्री चेतना की दस्तक संकलन-सम्पादन – शिवरानी प्रभात पुहाल, प्रकाशक अक्षर शिल्पी ,दिल्ली
2. सुशीला टाकभौर के साहित्य में दलित महिला चेतना डॉ. सरिता ,प्रकाशन साहित्य संस्थान, गाजियाबाद
3. दलित चेतना और सुशीला टाकभौर साहित्य- डॉ. विनोद चौधरी ,प्रकाशन उत्कर्ष पब्लिशिंग एंड डिस्ट्रिबूटिंग , कानपुर
4. सुशीला टाकभौर के उपन्यास – डॉ. राजमुनी, अमन प्रकाशन, कानपुर
5. मेरे साक्षात्कार - सुशीला टाकभौर, शिल्पायन प्रकाशन, नई दिल्ली
6. संवादों के सफ़र- सुशीला टाकभौर, शिल्पायन प्रकाशन, नई दिल्ली
7. सुशीला टाकभौर के साहित्य में दलित नारी संवेदना - डॉ. शिवगंगा रंजनगी
8. हिंदी लेखिकाओं की आत्मकथा- डॉ. राजेश्वरी राजन, साहित्य संस्थान, गाजियाबाद
9. उपन्यासकार सुशीला टाकभौर एवं नारी अस्मिता- डॉ. संध्या कदम, विनय प्रकाशन, कानपुर
10. सुशीला टाकभौर कृत शिकंजे का दर्द में दलित जीवन – डॉ. के. साईलता

**प्रश्नपत्र का प्रारूप और अंक विभाजन**

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

**समय :- 2 घंटे****कुल अंक :-80****भाग - अ****20 अंक****लघुत्तरी प्रश्न**

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )
- आ) एक वाक्य में उत्तर दीजिए । (05 अंक )
- इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )
- ई) सुमेलित कीजिए । (05 अंक )

**भाग - ब****60 अंक**

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक
- प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक
- प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक
- प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक
- प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपण्णी लिखिए (विकल्प समेत) - 10 अंक



## वैकल्पिक प्रश्नपत्र - 518 - विशेष रचनाकार -शंकर पुणतांबेकर

उद्देश :


1. डॉ. शंकर पुणतांबेकर जी के जीवन एवं रचना परिचय से छात्रों को अवगत कराना ।
2. डॉ. शंकर पुणतांबेकर जी के साहित्यिक योगदान को रेखांकित करना ।
3. व्यंग्य विधा का सैद्धांतिक विवेचन करना ।
4. व्यंग्य की सैद्धांतिकी के आधार पर डॉ. शंकर पुणतांबेकर जी के व्यंग्य साहित्य का मूल्यांकन करना !
- 5- व्यंग्य विधा में डॉ. शंकर पुणतांबेकर जी के योगदान को उजागर करना ।

अध्ययन - अध्यापन पद्धति : -

1. व्याख्यान पद्धति
2. शोध-कार्यशाला का आयोजन
3. दृक- श्रव्य साधनों का प्रयोग
4. विशेषज्ञों के व्याख्यान
- 5 शोध-अभ्यास

पाठ्यक्रम :

	पाठ्यांश	तासिकाएँ
1	व्यंग्य विधा के सैद्धांतिक विवेचन तथा डॉ. शंकर पुणतांबेकर जी का जीवन एवं रचना परिचय : व्यंग्य की परिभाषा और स्वरूप, व्यंग्य से संबंधित शब्दावली, व्यंग्य के प्रमुख तत्त्व, स्वातंत्र्यपूर्व/स्वातंत्र्योत्तर हिन्दी व्यंग्य का विकास, डॉ. शंकर पुणतांबेकर जीवन, परिचय, डॉ. पुणतांबेकर पुरस्कार एवं सम्मान	15
2	डॉ. शंकर पुणतांबेकर जी की व्यंग्य कथाएँ : लोकतंत्र है यह (जंगल में इस इस कथा संकलन से), वासनाकांड (तेरहवों डिनर इस कथा संकलन से), अजंठा की एक नई गुफा (पराजय की जुबली इस कथा संकलन से), बिखरे हुए संदर्भ (कट आउट इस संकलन से), एक दौरे पर (मेरी फॉसी इस संकलन से)	15
3	डॉ. शंकर पुणतांबेकर का व्यंग्य नाटक : सफेद कौर्वें काले हंस: सफेद कौर्वें काल हंस-कथावस्तु, प्रमुख तथा गौण पात्र एवं चरित्र चित्रण, संवाद कौशल, उद्देश्य एवं देशकाल वातावरण, कथ्यगत एवं शिल्पगत विशेषताएँ	15
4	डॉ. शंकर पुणतांबेकर का आत्मचरित्र : बिखरे पन्ने (निम्नलिखित अंश)- आत्मकथा क्यों?, कुछ वर्तमान की-१, लेखन की बात, कुछ रेंगते सवाल, मैं और मेरा व्यंग्य, व्यंग्य अमरकोश से मिलिए, लघुकथा : जैसे मैंने देखी-लिखी, कुछ प्रसंग-७, शंकर रिचाए पर बात-१, क्या खोया क्या पाया	15
	टिटोरियल्स/प्रकल्प/स्वाध्याय	

  
 प्रोफेसर डॉ. शिवाजी सांगोडे  
 शोध - निर्देशक एवं हिन्दी विभाग प्रमुख  
 मोरेश्वर कला, विज्ञान एवं वाणिज्य  
 महाविद्यालय, भोकरदन

### संदर्भ सूची :

- 1- व्यंग्य चेतना और शंकर पुणताबेकर -डॉ. सुरेश माहेश्वरी
- 2- हिंदी व्यंग्य परंपरा में शंकर पुणताबेकर का योगदान-प्रा. अनुपमा प्रभुणे
- 3- स्वातंत्रोत्तर हिंदी व्यंग्य निबंध-डॉ.शशि मिश्रा
- 4- शंकर पुणताबेकर शोध प्रबंध-डॉ.मीना भंडारी,कल्याण
- 5- व्यंग्य के परिप्रेक्ष्य में शंकर पुणताबेकर के साहित्य का मूल्यांकन शोध प्रबंध-डॉ.जितेन्द्र नाना कोले
- 6- शैलीकार शंकर पुणताबेकर-प्रा.डॉ.ओमप्रकाश शर्मा
- 7- येथे शब्द माझे जळती व्यंग्य छटा-डॉ.शंकर पुणताबेकर लिखित मराठी किताब

### प्रश्नपत्र का प्रारूप और अंक विभाजन

अंतर्गत निरंतर मूल्यांकन		सत्रांत परीक्षा	कुल अंक
टिटरियल्स/प्रकल्प/स्वाध्याय	मौखिकी	80	100
10	10		

समय :- 2 घंटे

कुल अंक :-80

भाग - अ

20 अंक


### लघुत्तरी प्रश्न

- अ) रिक्त स्थानों की पूर्ति कीजिए । (05 अंक )
- आ) एक वाक्य में उत्तर दीजिए । (05 अंक )
- इ) सही पर्याय का चयन कर उत्तर लिखिए । (05 अंक )
- ई) सुमेलित कीजिए । (05 अंक )

भाग - ब

60अंक

- प्रश्न 1 ला :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक
- प्रश्न 2 रा :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक
- प्रश्न 3 रा :- सम्पूर्ण पाठ्यक्रम पर लघुत्तरी प्रश्न (विकल्प समेत) - 10 अंक
- प्रश्न 4 था :- सम्पूर्ण पाठ्यक्रम पर दीर्घोत्तरी प्रश्न (विकल्प समेत) - 15 अंक
- प्रश्न 5 वाँ :- सम्पूर्ण पाठ्यक्रम पर किन्हीं दो पर टिपणी लिखिए (विकल्प समेत) - 10 अंक

  
 प्रोफेसर डॉ. शिवाजी सांगोळे  
 शोध - निर्देशक एवं हिंदी विभाग प्रमुख  
 मोरेश्वर कला, विज्ञान एवं वाणिज्य  
 महाविद्यालय, भीकरदन

Circular file

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**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY****CIRCULAR NO.SU/Commerce&Management/M.Com/05/2022**

It is hereby inform to all concerned that, on recommendation of the Faculty of Commerce & Management, in its meeting dated 06-04-2022 the Hon'ble Vice-Chancellor in his emergency powers under Section-12(7) of the Maharashtra Public Universities Act, 2016 has accepted the revised syllabus of **M.Com I and IInd year** under Choice Based Credit & Grading System on behalf of the Academic Council to be applied from the Academic Year 2022-2023 and onwards.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University Campus,  
Aurangabad-431 004.

REF.NO. SU/ COMMERCE/2022-23/

Date:- 22-07-2022.

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*[Signature]*  
**Deputy Registrar,**  
**Academic Section**  
**Syllabus unit.**

**Copy forwarded with compliments to :-**

- 1] **The Principals, affiliated concerned Colleges, Dr. Babasaheb Ambedkar Marathwada University.**
- 2] The Director, University Network & Information Centre, UNIC, with **a request to upload this Circular on University Website.**

**Copy to :-**

- 1] The Director, Board of Examination & Evaluation,
- 2] **The Section Officer, [ B.Com. Unit ] Examination Branch,**
- 3] The Section officer, [Eligibility Unit],
- 4] **The Programmer [Computer Unit-1] Examinations,**
- 5] **The Programmer [Computer Unit-2] Examinations,**
- 6] The In-charge, [E-Suvidha Kendra], Rajarshi Shahu Maharaj Pariksha Bhavan, Dr. Babasaheb Ambekar Marathwada University.
- 7] The Public Relation Officer,
- 8] The Record Keeper.

**DR. BABASAHEB AMBEDKAR  
MARATHWADA UNIVERSITY,  
AURANGABAD.**



Curriculum of

M.COM.

MASTER OF COMMERCE

1ST & IIND YEAR

DEPARTMENT & AFFILIATED COLLEGES

under Choice Based Credit & Grading System

*[ Effective from the Academic Year 2022-23 & onwards ]*



**Dr. Babasaheb Ambedkar  
Marathwada University, Aurangabad**



**Curriculum of  
MASTER OF COMMERCE  
(M.COM)**

**Under Choice Based Credit & Grading System**

**[Effective from the Academic year 2022-2023]**

OK  
[Signature]  
19/7/2022

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**M.Com**  
**CBCGS PATTERN**  
**SYLLABUS**  
**W.E.F 2022-2023**

**Master of Commerce****M.Com First Semester (15 Weeks Teaching)**

Paper No.	Subject /Title of the paper	Course	Weekly Lectures		Credits		IA	UA	Total Marks	Duration of Theory exam
			Th	Pr	Th	Pr				
I	Management Process and Organizational Behavior	Core	4	--	4	--	20	80	100	3 Hrs
II	Managerial Economics	Core	4	--	4	--	20	80	100	3 Hrs
III	Corporate Financial Accounting	Core	4	--	4	--	20	80	100	3 Hrs
IV	Business Environment (Elective)	Elective	4	--	4	--	20	80	100	3 Hrs
V	Statistical Analysis (Elective)	Elective	4	--	4	--	20	80	100	3 Hrs
	Total		20	--	16	--	100	400	500	

**M.Com Second Semester (15 Weeks Teaching)**

Paper No.	Subject /Title of the paper	Course	Weekly Lectures		Credits		IA	UA	Total Marks	Duration of Theory exam
			Th	Pr	Th	Pr				
I	Advanced Cost Accounting	Core	4	--	4	--	20	80	100	3 Hrs
II	Marketing Management	Core	4	--	4	--	20	80	100	3 Hrs
III	Financial Management	Core	4	--	4	--	20	80	100	3 Hrs
IV	Strategic Management (Elective)	Elective	4	--	4	--	20	80	100	3 Hrs
V	E-Business (Elective)	Elective	4	--	4	--	20	80	100	3 Hrs
	Total		20	--	16	--	100	400	500	

**M.Com Third Semester (15 Weeks Teaching)**

Paper No.	Subject /Title of the paper	Course	Weekly Lectures		Credits		IA	UA	Total Marks	Duration of Theory exam
			Th	Pr	Th	Pr				
I	Research Methodology	Core	4	--	4	--	20	80	100	3 Hrs
II	Human Resource Planning & Development	Core	4	--	4	--	20	80	100	3 Hrs
III	Business Legislation	Core	4	--	4	--	20	80	100	3 Hrs
IV	International Marketing (Elective)	Elective	4	--	4	--	20	80	100	3 Hrs
V	Accounting for Managerial Decisions (Elective)	Elective	4	--	4	--	20	80	100	3 Hrs
VI	Service Course	Generic Elective	4	--	4	--	20	80	100	
	Total		20	--	20	--	120	480	600	

**M.Com Fourth Semester (15 Weeks Teaching)**

Paper No.	Subject /Title of the paper	Course	Weekly Lectures		Credits		IA	UA	Total Marks	Duration of Theory exam
			Th	Pr	Th	Pr				
I	Quantitative Techniques	Core	4	--	4	--	20	80	100	3 Hrs
II	Securities Analysis	Core	4	--	4	--	20	80	100	3 Hrs
III	Research Project	Core	4	--	4	--	--	100	100	Presentation
IV	Advertising & Media Management (Elective)	Elective	4	--	4	--	20	80	100	3 Hrs
V	International Business (Elective)	Elective	4	--	4	--	20	80	100	3 Hrs
	Total		20	--	16	--	100	400	500	



**M.Com**  
**FIRST SEMESTER SYLLABUS**  
**W.E.F 2022-2023**

**M.COM FIRST SEMESTER****SUBJECT : MANAGEMENT PROCESS AND ORGANIZATIONAL BEHAVIOUR**

COURSE CODE:- COM-401

No. of Credits: 4

Semester : Ist

**Course Title: MASTER OF COMMERCE****Course Objectives: To enhance quality management abilities of a student.**

Unit	Course Content	Lectures
1.	Evolution of Management Thought, Schools of Management Thought, Role of management in globalized world and its growing significance.	12
2.	Functions of Management – Planning, Organizing, Centralization & Decentralization, Controlling and Co-ordination and Staffing. Organizational Behavior – Concept, Relationship between Management and Organizational Behavior, emergence and ethical perspective, attitude, perception, learning, personality.	12
3.	Motivation – Concept and theories of motivation	12
4.	Group Dynamics and Team Development – Group Dynamics, Meaning & Significance, Types of Groups, Group Formation Development, Group Composition.	12
5.	Organizational Conflict – Dynamics and management, Sources, Patterns, Levels and Types of Conflict, Traditional and Modern Approaches to conflict, functional and dysfunctional organizational conflicts, Conflict Resolution.	12

**Suggested Readings:**

- 1) Sherlekar "Management Value Oriented Holistic Approach", Himalaya Publishing – 2007.
- 2) Stephen Robbins "Organizational Behavior", Prentice Hall of India-2005.

**Additional Readings:**

- 1) Terry George "Principles of Management".

**SUBJECT: MANAGERIAL ECONOMICS**

<b>COURSE CODE: COM-402</b>		<b>NO OF CREDITS: 4</b>	<b>SEMESTER: I</b>
<b>COURSE TITLE: MASTER OF COMMERCE</b>			
<b>Course Objectives:</b> Update the subject knowledge among the students at corporate level and its use in decision making.			
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>LECTURES</b>	
<b>I</b>	<b><u>Nature and scope of managerial economic:</u></b> Objectives of a firm, Economic theory and managerial theory, Fundamental economics concepts, Incremental principles, Opportunity costs principles, Discounting principles, Equi-marginal principles.	<b>10</b>	
<b>II</b>	<b><u>Demand Analysis:</u></b> Individual and marketing demand functions, Law of demand, Determinants of demand, Elasticity of demand , and its importance, Price Elasticity, Income Elasticity and its use in decision making.	<b>10</b>	
<b>III</b>	<b><u>Theory of consumer choice:</u></b> Cardinal utility approach, Indifference approach, Revealed Preference Theory and Theory of Consumer Choice under risk, Demand estimation, Demand forecasting techniques.	<b>10</b>	
<b>IV</b>	<b><u>Production Theory:</u></b> Production function, Production with one and two variable inputs, Stages of Production, Economies of Scale, Estimation of production function, Cost theory and estimation, Law of Return to Scale.	<b>10</b>	
<b>V</b>	<b><u>Price Determination under different market conditions:</u></b> Characteristics of different market structure, Perfect competition, Monopolistic competition, Oligopoly and Monopoly.	<b>10</b>	
<b>VI</b>	<b><u>Business Cycle:</u></b> Nature and phases of Business Cycle, Theories of Business Cycle, Inflation, Characteristics, Types and effects of Inflation	<b>10</b>	

**REFERENCE BOOKS:**

- 1) 'Adhikary, M. Business Economic, New Delhi, Excel Books 2000
- 2) Buamol, W.J. Economic theory & operations analysis 3<sup>rd</sup> ed, New Delhi, prentice Hall Inc, 1996.
- 3) Chopra, O.P Managerial economics, , new Delhi Tata McGraw Hill 1985.
- 4) Keat, Paul G. & Philips K. Y. Young, Managerial Economics, prentice Hall, New Jersey 1996
- 5) Koutsoyinnans, A. Modern Micro Economics, New York, Macmillan, 1991.
- 6) Millgrom, P. and Roberts J. Economics, Organization and management , Englewood Cliffs, New jersey, prentice Hall 992.
- 7) Joel Dean "Managerial Economics", prentice Hall



**SUBJECT: CORPORATE FINANCIAL ACCOUNTING**

<b>COURSE CODE: COM- 403</b>		<b>NO OF CREDITS: 04</b>	<b>SEMESTER: I</b>
<b>Course Title: MASTER OF COMMERCE</b>			
<b>Course Objectives:</b> Update the subject knowledge among the students at corporate level.			
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>Lectures</b>	
<b>I</b>	Financial Accounting. Generally Accepted Accounting principles, Indian Accounting standards. International Accounting standards.	<b>12</b>	
<b>II</b>	Preparation and analysis of financial Accounts and financial statements of companies..	<b>12</b>	
<b>III</b>	Valuation of shares and goodwill.	<b>12</b>	
<b>IV</b>	Accounting issues relating to Mergers and Acquisitions.	<b>12</b>	
<b>V</b>	Holding Companies (with two subsidiaries). Inflation Accounting.	<b>12</b>	

**REFERENCE BOOKS:**

- 1) 'Advanced Accountancy' by Shukla and Grewal.
- 2) 'Advanced Financial Accounting' by R.L.Gupta
- 3) 'Advanced Accounting' by Jain and Naranmg.
- 4) 'Advanced Accounting' by Khan and Jain.
- 5) 'Advanced Accountancy' by S.N.Maheswari.



**SUBJECT: BUSINESS ENVIRONMENT (Elective)**

<b>COURSE CODE: COM- 421                      NO OF CREDITS: 4                      SEMESTER: Ist</b>		
<b>Course objectives:- To make the students understand the various aspects of business environment and its impact on Industry, International trade.</b>		
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>Lectures</b>
<b>I</b>	<b><u>INTRODUCTION OF THE CONCEPT</u></b> Theoretical framework of Business Environment, Concept, significance & nature of Business Environment. Elements of business environment-Internal & External. Changing dimensions of business environment. Techniques of environmental scanning and monitoring	<b>12</b>
<b>II</b>	<b><u>ECONOMIC ENVIRONMENT OF BUSINESS.</u></b> Significance and elements of Economic environment. Economic planning in India. Government policies, Industrial, policy, Fiscal policy, Monetary policy, Exim Policy. Public sector & economic development. Development and relevance to Indian business. Economic reforms, Liberation and Structural Adjustment Programs.	<b>12</b>
<b>III</b>	<b><u>POLITICAL AND LEGAL ENVIRONMENT OF BUSINESS.</u></b> Political environment and its impact on business policy. Critical elements of political environment. Government and business. Social responsibilities of business and role of government. Legal environment, Changing dimension of legal environment in India, M.R.T.P. Act, FEMA & Licensing policy. Sales Goods Act. Consumer Protection Act, Consumerism in India.	<b>12</b>
<b>IV</b>	<b><u>SOCIO-CULTURAL ENVIRONMENT.</u></b> Critical elements of social cultural environment. Social institutions and systems, Social values and attitudes, Social groups middle class. Dualism in Indian society & problems of uneven income distribution. Rural Developments, Emerging rural sector in India, Problems and prospects of agricultural and its allied sectors. Social responsibilities of business.	<b>12</b>
<b>V</b>	<b><u>INTERNATIONAL &amp; TECHNOLOGICAL ENVIRONMENT</u></b> Multinational corporations, Foreign collaboration and Indian business. Nonresident Indians & corporate sector. International economic institutions- World Trade Organization, World Bank, Int'l Monetary Fund and their importance to India. Foreign trade policies, impact of rupee devaluation. Technological environment of India. Policy on research and development, patent laws, technology transfer.	<b>12</b>

**REFERENCE BOOKS:**

- 1) "Business Environment" by Francis Cherunilam, Himalaya publication.
- 2) "Business Environment" by Shaikh Saleem, Pearson Education.
- 3) "Business Environment" by Gopal Lal Jain, Mangal Deep publication.
- 4) "Business Environment" by Dr.Syed Azharuddin, Dr.Walmik Sarwade.

**SUBJECT : STATISTICAL ANALYSIS (Elective)****COURSE CODE:- COM-422****No. of Credits :-4****Semester : Ist****Course Title: M.Com****Course Objectives:** To make the students learn the application of statistical tools & techniques.

Unit	Course Content	Lectures
1.	Analysis of Time Series and Forecasting: Meaning and Utility, Components of Time Series Analysis, Decomposition Models, Trend Projection Method, Measurement of Seasonal Variation.	12
2.	Multiple and Partial Correlation and Multiple Regression Analysis	12
3.	Sampling and Statistical Inference – Census Vs. Sampling, Principles and Methods of Sampling, Sampling Distribution, Standard Error, Point Estimation.	12
4.	Interpolation and extrapolation – utility, assumptions and methods of interpolation	12
5.	Statistical Quality Control – Meaning and Objectives, Causes of Variation in quality characteristics, Quality Control & Chart Construction.	12

**Suggested Readings :**

- 1) Chandra N.K. Statistics for Behavioural and Social Scientists, Reliance Publishing House, Delhi, 1996.
- 2) Gupta, S.P. and Gupta M.P. Business Statistics, New Delhi, Sultan Chand, 1997.
- 3) Kazmier, L.J. and Pahl N.F. Basic Statistics for Business and Economics, New York, McGraw Hill, 1988.

**Additional Readings :**

- 1) Elhance D.N. Fundamentals of Statistics
- 2) V.K. Kapoor "Fundamentals of Statistics for Business & Economics", Sultan Chand & Sons, New Delhi, 2005

**M.Com**  
**SECOND SEMESTER SYLLABUS**  
**W.E.F 2022-2023**



**M. COM. SECOND SEMESTER****SUBJECT: ADVANCED COST ACCOUNTING**

<b>COURSE CODE: COM-404</b>		<b>NO OF CREDITS: 04</b>	<b>SEMESTER: II</b>
<b>COURSE TITLE: MASTER OF COMMERCE</b>			
<b>COURSE OBJECTIVES: Update the subject knowledge among the students at corporate level in cost accounting.</b>			
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>Lectures</b>	
<b>I</b>	<b><u>Budgetary Control Systems:</u></b> Concepts and features, Budget & Forecast, Types of Budgets and Process, pre-requisites of budgetary control systems. Administration of budgetary control systems, Revision of budgets, Rolling budgets, Zero-base budgeting, Performance budgeting.	<b>12</b>	
<b>II</b>	<b><u>Standard Costing:</u></b> Meaning, Objectives, Significance and limitation of standard costing. Distinguish between standard costing and budgetary control. Types of standard costs, Variance, Analysis and Accounting of Material, Labour, Overheads. Sales variance Analysis.	<b>12</b>	
<b>III</b>	<b><u>Marginal Costing:</u></b> Meaning, Objectives, Features, Advantages and limitation of Marginal costing. Distinguish between Marginal costing and Absorption costing. Preparation of Marginal cost statement. Concept of Contribution and Profit. To make or to buy decisions of different products.	<b>12</b>	
<b>IV</b>	<b><u>Break-Even and Cost Volume Profit Analysis:</u></b> Assumption and Usages of Break-Even Analysis. Methods of calculation of BEP, Contribution P/V Ratio, Margin of Safety, Angle of Incidence, Key factor, Break even chart. Impact of variable and fixed cost, Calculation of BEP where multiple products are involved.	<b>12</b>	
<b>V</b>	<b><u>Presentation of Financial and Cost information to Management :</u></b> Concept of reports, Types of reports, Reports to management, Installing management report systems, Bankers and Management reporting, Essentials for preparation of good reports.	<b>12</b>	

**REFERENCE BOOKS:**

- 1) 'Cost Accountancy' by S. P. Jain and K.L. Naranmg.
- 2) 'Cost Accounting' by Nigam and Sharma
- 3) 'Cost Accountancy' by Arrora.
- 4) 'Cost Accounting Problems and Solutions S.N. Maheswari.
- 5) 'Cost Accounting Problems and Solutions by Khanna, Pande and Ahuja



**SUBJECT: MARKETING MANAGEMENT**

<b>COURSE CODE: COM- 405</b>		<b>NO OF CREDITS: 04</b>	<b>SEMESTER: II</b>
<b>COURSE TITLE: Master of Commerce</b>			
<b>COURSE OBJECTIVES: Update the subject knowledge among the students at corporate level.</b>			
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>Lectures</b>	
<b>I</b>	<b><u>Introduction:</u></b> Concept, Nature, Scope and importance, Marketing Evolution, Marketing mix, Strategic marketing.	<b>12</b>	
<b>II</b>	<b><u>Market Analysis and Selection:</u></b> Marketing Environment, Micro and Macro components and impact on marketing decision, Market segmentation and positioning, buyer behaviour, Consumer decision making process.	<b>12</b>	
<b>III</b>	<b><u>Pricing Decisions:</u></b> Factors affecting Pricings, Price Determination, Pricing policies, and strategies, Discounts and rebates.	<b>12</b>	
<b>IV</b>	<b><u>Distribution Channels:</u></b> Function and Types of Distribution Channels, Intermediaries, Channel Management Decision, Retailing and Wholesaling.	<b>12</b>	
<b>V</b>	<b><u>Promotion Decisions:</u></b> Communication Process, Promotion mix, Advertising, Personal selling, Sales Promotion, Publicity Relations, Determining Advertisement Budget, Copy Designing and its testing, Media selection, advertising effectiveness, sales promotion tools and techniques.	<b>12</b>	

**REFERENCE BOOKS:**

1. Enis, BM Marketing Classics: A Selection of Influential Articles, New York, McGraw Hill 1991
2. Kotler, Philip and Armstrong, G. Principles of Marketing, New Delhi, Prentice Hall of India, 1997.
3. Kotler, Philip and Marketing Management, Planning, Implementation and Control, New Delhi, Prentice Hall of India 1994.
4. Ramaswamy, V S and Namakumari, S. Marketing Management, Planning Control, New Delhi, macmillan 1990.
5. Station William, J. Fundamentals of Marketing, New York, McGraw Hill 1994.
6. Nelamegham, S. Marketing in India: Cases and Readings, New Delhi, Vikas, 1988.

**SUBJECT TITLE:- FINANCIAL MANAGEMENT**

<b>COURSE CODE.: COM- 406</b>		<b>No. of Credits 04</b>	<b>SEMESTER: II</b>
<b>COURSE TITLE:- MASTER OF COMMERCE</b>			
<b>COURSE OBJECTIVES:-</b> This Course exposes students to understand Basis of Financial transaction which are applied in Business and industry			
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>Lectures</b>	
<b>I</b>	<b>Financial Management Objectives:</b> Profit, Wealth Maximization Goals, Finance Function, Investment – Financing – Dividend Decisions.	<b>12</b>	
<b>II</b>	Operating & Financial leverages, computation of combined, financial and operating leverages, effect of leverages on profitability	<b>12</b>	
<b>III</b>	<b>Cost of Capital:</b> Types, Computation of different sources of capital viz. debt capital, preference share capital, equity share capital, weighted average cost of capital.	<b>12</b>	
<b>IV</b>	<b>Management of Working Capital</b> – Sources of short term capital, cash receivables and inventory management.	<b>12</b>	
<b>V</b>	<b>Capital Budgeting Decisions</b> – Investment evaluation methods, comparative analysis, NPR, internal rate of return method, accounting rate of return, risk analysis, capital rationing	<b>12</b>	

**1. Suggested Readings:** - 1) Bhattacharya Hrishikas – Working Capital Management – Strategies and Techniques, Prentice Hall, New Delhi (2) Chandra Prasanna – Financial Management, Tata McGraw Hill, New Delhi (3) Pandey I M – Financial Management, Vikas Publishing

**2. Additional Readings:** - 1) Van Horn JC – Fundamentals of Financial Management, Prentice Hall, New Delhi 2) Ashok Banerjee Financial Accounting



**SUBJECT TITLE : STRATEGIC MANAGEMENT (Elective)****COURSE CODE:- COM-423****No. of Credits : 4****Semester : IInd****Course Objectives :** To enhance the decision making abilities of students in situations of uncertainty in a dynamic business environment.

Unit	Course Content	Lectures
1.	Strategy and the Quest for Competitive Advantages – Military origins of strategy - Evolution – Concept and Characteristics of strategic management – Defining strategy – Mintzerbg's 5Ps of strategy – Corporate, Business and Functional Levels of strategy – Strategic Management process.	10
2.	Strategic Intent & Strategy Formulation –Vision, mission and purpose – Business definition, objective and goals – Stakeholders in business and their roles in strategic management – Corporate Social Responsibility, Ethical and Analyzing Company Resources and Competitive Position.	10
3.	Analyzing Company's External Environment: Environment appraisal – Scenario planning – Preparing an Environment Threat and Profile (ETOP). Corporate Portfolio Analysis :Business Portfolio Analysis – Synergy and Dysergy – BCG Matric GE 9 Cell Model – Concept of Leverage and fit.	10
4.	Grand Strategies : Stability, Growth (Diversification Strategies, Vertical Integration Strategies, Acquisition & takeover strategies, strategic alliances, Retrenchment Strategies.	10
5.	New Business Model and Strategies for Internet Economy: Shaping Characteristics of E-Commerce environment, E- Commerce Business Model and Strategies – Internet, Strategies for Traditional Business.	10
6.	Behavioural & Functional Issues in implementation: Corporate culture – Mc Kinsey's 7S Framework, Concepts of Learning Organization, Functional Plans and policies, Financial Marketing, Operations, Personnel, IT.	10

**Suggested Readings :**

- 1) Kazmi Azher "Business Policy and Strategic Management", Tata McGraw Hill.
- 2) Subbah Rao "Business Policy & Strategic Management", Himalaya Publishing Co.
- 3) Pitts Rober A & Lie David "Strategic Management" Thompson 3rd Edition.

**Sub:-E-BUSINESS (Elective)**

<b>COURSE CODE: COM-424</b>		<b>NO OF CREDITS: 04</b>	<b>SEMESTER: II</b>
<b>Course Title: MASTER OF COMMERCE</b>			
<b>COURSE OBJECTIVES: The objective of the course is to acquaint the students with the use of E-Commerce in competing markets and business administration.</b>			
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>Lectures</b>	
<b>I</b>	<b><u>Introduction to E-Business:</u></b> Definition, significance of E-Business. Evolution of E-business, Basic elements, Mobile Commerce, E-services, Concept of EDI-concept, importance, standards, merits and d-merits etc. Levels of E-commerce, Procedures Forces.	<b>12</b>	
<b>II</b>	<b><u>Internet Service Providers:</u></b> Meaning, History, Importance of Internet. Internet Vs. Online Service. www (world wide web), Concept, advantages and disadvantages of www. Marketing and E-Media. Launching on line site, Tele-shopping, Tele-marketing.	<b>12</b>	
<b>III</b>	<b><u>Electronic Banking:</u></b> Electronic Payment Systems. Electronic Payment Technology, Digital Cash, E-cheques, MICR cheques, On-line Credit Card. Electronic Commerce & Banking. Changing Dynamics in the Banking Industry. Core Banking, Advantages and disadvantages of E-banking, Digital signature, Issues in on-line banking, Cyber crime-process and concept.	<b>12</b>	
<b>IV</b>	<b><u>E- Commerce &amp; Retailing:</u></b> Changing retail Industry dynamics. On-line retailing, Management challenges. E- Commerce & On-line Publishing. On-line Publishing Strategies and approaches. Advertising and On-line Publishing, On-line sales force. On-line Customer Service and Support.	<b>12</b>	
<b>V</b>	<b><u>Technology and Marketing Strategy:</u></b> Intranet and Manufacturing. Search engine and its types. Emerging business requirements. Manufacturing information systems. Software Modules in Financial Information Systems. Transaction Accounting, Inventory Accounting Payment Management. Treasury and Cash Management. Human Resource Management Systems.	<b>12</b>	

**REFERENCE BOOKS:**

- 1) E-Business Fundamentals by S.K. Bansal, A.P.H Publication, Delhi
- 2) E-Finance by V.C. Joshi, Response Books, New Delhi
- 3) E-Commerce by Paul Timmers, John Wiley & Sons Ltd.
- 4) On-Line Marketing by Richard Gay, Alan C. & Rita Esen Oxford University Press.
- 5) The Internet by Cady G.H. & Part McGreger, BPB Pub. Delhi.
- 6) E-business with Net Commerce by Samantha Shurety, Addison Wesley, Singapore, 2001
- 7) Starting and E-Commerce Business by Rich, Jason R., IDG Books, Delhi, 2000
- 8) Global Electronics Commerce by Mann, Catherine L. Institute for Int'l Economics, Washington DC, 2000.



**M.Com**  
**THIRD SEMESTER SYLLABUS**  
**W.E.F 2022-2023**

**M.COM. III SEMESTER SYLLABUS****RESEARCH METHODOLOGY**

<b>COURSE CODE: COM-501      NO. OF CREDITS: 04      SEMESTER: III</b>		
<b>COURSE TITLE: MASTER OF COMMERCE</b>		
<b>COURSE OBJECTIVES: to expose the students with research process, data collection and analysis, sampling, report writing etc.</b>		
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>Lectures</b>
<b>I</b>	<b>Introduction:</b> Definition- Meaning and nature- scope – objectives of Research – Merits and demerits.	<b>10</b>
<b>II</b>	<b>Planning Research Project:</b> Identification, selection and formulation of a problem – Research design – types of research.	<b>10</b>
<b>III</b>	<b>The process of Research:</b> Review of literature, Hypothesis, Objectives, Primary synopsis, Method of investigation, survey method, case study method, experimental method and scientific method.	<b>10</b>
<b>IV</b>	<b>Method of data collection:-</b> Primary data, Observation, Interview, Telephonic , and mail survey. Secondary Data : tests, cumulative record cards, schedules, questionnaires an pilot study.	<b>10</b>
<b>V</b>	<b>Sampling:</b> Classification tabulation & scaling of data, Theoretical base of sampling, Probability and Non - Probability, sampling types.	<b>10</b>
<b>VI</b>	<b>Report Writing:</b> Nature, Types and Contents of Reports- Steps in drafting the reports	<b>10</b>

**Recommended Books:**

- 1 Micheal V.P. Research methodology in Management Himalaya Publishing House Pvt. Ltd. 2009
- 2 Nakkiram, Selvaraju, . Research methodology in Social Science, Himalaya Publishing House Pvt. Ltd. 2009.
- 3 Thanulingam, N. Research methodology Himalaya Publishing House.
- 4 Nandgopal R. Research methodology Himalaya Publishing House .
- 5 Gupta S. P. Statistical Methods, in Business, Himalaya Publishing House.
- 6 Golden, Bddle, Koren and koren D. Locke: Composing qualitative Research, Sage Pub. 1997.
- 7 Fox. J.A. an P. E. Tracy: Randomized Response : A method of sensitive survey , sage pub. 1986.

**HUMAN RESOURCE PLANNING AND DEVELOPMENT**

COURSE CODE. : COM-502		No. of Credits : 04	Semester : III
Course Title : <b>Master Of Commerce</b>			
Course Objectives : The objective of this course is to expose students to the Human Resource Planning methodologies and the various aspects of HR Practices.			
Unit	Course Content	Lectures	
I	<b>Fundamentals of Human Resource Planning :</b> Introduction, Definition, Needs, Objectives, Scope and Benefits of H.R. Planning Factors affecting HR Planning, Tools of HR Planning.	12	
II	<b>Job Analysis :</b> Introduction, Job Content Factors, Characteristics, of Job Design, Methods, Techniques and Steps in Job Design, Job Analysis, Methods of Analysis – Job Evaluation, Steps and Types, Limitations of Analysis – Concept of Work Measurement.	12	
III	<b>Training and Development :</b> Need, Classification and Steps for Designing the Training Programmes, Training Methods – Training Evaluation models, Career Development, Its Meaning, Needs, Types and issues, Succession Planning.	12	
IV	<b>Performance Management :</b> Meaning and Definition, Standards of Performance, Performance Metric, Types and Methods of Performance Appraisal.	12	
V	<b>Strategic Human Resource Development :</b> Concept and Definition of Strategy, Strategic HRD and Strategic HRM, different Levels of HRD Strategy, HRD Vision and mission, HRD Goals and Objectives.	12	

**Suggested Readings :**

- 1) Shirrudrappa and Others : Human Resource Management, Himalaya Publishing House.
- 2) Subba Rao : Human Resource Management, Himalaya Publishing House.
- 3) D. Kumar : Human Resource Management, Excell Books.
- 4) Bhattacharya D.K. : Human Resource Planning, Excell Books.
- 5) Tripathy P.C. : Human Resource Development, S.Chand & Co.
- 6) Holloway, J. : Performance Measurement and Evaluation, New Delhi, Sage.



**SUBJECT: BUSINESS LEGISLATION**

<b>COURSE CODE: COM-503</b>		<b>NO OF CREDITS: 4</b>	<b>SEMESTER: III</b>
<b>COURSE TITLE: Master of Commerce</b>			
<b>COURSE OBJECTIVES: Update knowledge about different Business Legislation in Practice.</b>			
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>LECTURES</b>	
<b>I</b>	<b><u>The Companies Act 2013</u></b> Definition, Types of Companies, Memorandum of Association, Articles of Association, Prospectus (Relevant Provisions)	<b>12</b>	
<b>II</b>	<b><u>Share Capital</u></b> , Membership, Meetings and Resolutions (Relevant Provisions)	<b>12</b>	
<b>III</b>	<b><u>Company Management</u></b> , Managerial Remuneration., Winding up and Dissolution of Companies. (Relevant Provisions.)	<b>12</b>	
<b>IV</b>	<b><u>Security Markets</u></b> : SEBI Act 1992, Organisation and Objectives of SEBI, Powers under Securities Contract Regulations Act 1956 transferred to SEBI (powers are to be studied in brief) role of SEBI in controlling the Security Markets.	<b>12</b>	
<b>V</b>	<b><u>Consumer Protection Act 1986</u></b> : Salient Features, Definition of Consumer, Grievance Redressal Machinery.	<b>12</b>	

**Recommended Books:**

1. Amarchand, D.' Government and Business', Tata McGraw Hill, New Delhi.
2. Avadhani V.A. 'SEBI Guidelines and Listing of Companies', Himalya Publishing House, Delhi.
3. Ramaiya, A: Guide to Companies Act', Wadhwa Co., 1996.
4. Sebi, Act 1992, Nabhi Publication, Delhi.
5. Securities (Contract and Regulation) Act, 1956.



**INTERNATIONAL MARKETING (Elective)**

<b>COURSE CODE: COM-521</b>		<b>NO. OF CREDITS: 04</b>	<b>SEMESTER: III</b>
<b>COURSE TITLE: MASTER OF COMMERCE</b>			
<b>COURSE OBJECTIVES:</b> To make the students understand the importance of international marketing, entry strategies, foreign market selection, product development and distribution.			
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>Lectures</b>	
<b>I</b>	Introduction to International Marketing: Nature and Significance; complexities in International Marketing' transaction from domestic to International Marketing; international Market orientation – EPRG Framework; International Market entry strategies.	<b>10</b>	
<b>II</b>	International Marketing environment; Internal environment; External environment geographical. Domestic, economics socio-cultural, political and legal environment, impact of environment on International Marketing decision.	<b>10</b>	
<b>III</b>	Foreign Market Selection: Global marketing segmentation: selection of foreign markets; International positioning.	<b>10</b>	
<b>IV</b>	Product decision: product planning for global markets: Standardization Vs product adaptation; new product development; Management of international brands: packaging and labeling; provision of sales related services.	<b>10</b>	
<b>V</b>	Pricing & Promotion Decision: Environmental influences on pricing decisions; international pricing policies and strategies. Complexities and issues: international advertising, personal selling. Sales promotion and public relation.	<b>10</b>	
<b>VI</b>	Distribution Channel and Logistics: Function and types of Channel. Channel selection decision selection of foreign distributions agents and managing relations with them: International logistics decisions.	<b>10</b>	

**Suggested Readings:**

- 1.Czinkota.M.R.: International Marketing. Dryden press, Bosten.
- 2.Fayrweather, john; International Marketing. Prentice Hall, New Delhi.
- 3.Jain S.C. International Marketing.
- 4.Onkvisit, Sak and John J. Shaw: International Marketing: analysis and Strategy, Prentice Hall,New Delhi.
- 5.Paliwoda.. (E.D.): International Marketing.
- 6.Paliwoda Stanley J: The Essence of International Marketing, Prentice Hall New Delhi.

**Additional Readings:**

- 1.Cherunilam, Francis, "International Marketing", Himalaya Publishing House.
- 2.Rathore, Rathore & Jani, "International Marketing", Himalaya Publishing House.
- 3.Nargundkar R., "International Marketing", Himalaya Publishing House.

**SUBJECT: ACCOUNTING FOR MANAGERIAL DECISIONS (Elective)**

<b>COURSE CODE: COM-522</b>		<b>NO OF CREDITS: 04</b>	<b>SEMESTER: III</b>
<b>COURSE TITLE: MASTER OF COMMERCE</b>			
<b>COURSE OBJECTIVES: To acquaint the Students with the accounting concepts, tools and techniques for managerial decisions.</b>			
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>Lectures</b>	
<b>I</b>	<b>Introduction to Accounting:</b> Management accounting as a area of accounting; objectives, nature and scope of financial accounting, cost accounting and management accounting; Management accountants position, role, and responsibilities.	<b>10</b>	
<b>II</b>	<b>Accounting Plan and Responsibility centers:</b> Meaning and significance of responsibility accounting; Responsibility Centers- cost centre, profit centre and investment centre, Problems in transfer pricing, objectives and determinants of responsibility centers.	<b>10</b>	
<b>III</b>	<b>Budgeting:</b> Definition of budget, essentials of budgeting, Types of budgets- functional, master; Fixed and Flexible budget; Budgetary control; Zero-base budgeting; Performance budgeting.	<b>10</b>	
<b>IV</b>	<b>Standard Costing &amp; Variance Analysis:</b> Standard costing as a control technique; advantages & limitations of standard costing, Variance Analysis-meaning & importance, kinds of variances & their Uses- Material, labour and overhead variances; Disposal of variances, Relevance of Variances to budgeting and standard costing.	<b>10</b>	
<b>V</b>	<b>Marginal Costing &amp; Break-even Analysis:</b> Concept of marginal cost; Marginal cost & absorption costing; Marginal costing versus direct costing; Cost-Volume-Profit analysis, Break-even analysis, Margin of safety, Break –Even Analysis; Assumptions and Practical applications of break-even analysis; Decisions regarding sales-mix, make or buy decisions and decisions and discontinuation of a product Line etc.	<b>10</b>	
<b>VI</b>	<b>Reporting to Management:</b> Objectives of Reporting, Reporting needs at different managerial levels; Types of Reports, modes of reporting, reporting at different levels of management.	<b>10</b>	

**REFERENCE BOOKS:**

- 1) 'Cost Accountancy' by S. P. Jain and K. L. Narang
- 2) 'Cost Accounting' by Nigam and Sharma
- 3) 'Cost Accountancy' by Arora
- 4) 'Cost Accounting Problems and Solutions' S.N. Maheswari
- 5) 'Cost Accounting Problems and Solutions' by Khanna, Pande and Ahuja
- 6) 'Management Accounting' Manmohan Goyal
- 7) 'Management Accounting' by Dr. S. P. Gupta

**M.Com**  
**FOURTH SEMESTER SYLLABUS**  
**W.E.F 2022-2023**



**M.COM. IV SEMESTER SYLLABUS**  
**QUANTITATIVE TECHNIQUES**

<b>COURSE CODE: COM-504      NO. OF CREDITS: 04      SEMESTER: IV</b>		
<b>COURSE TITLE: MASTER OF COMMERCE</b>		
<b>COURSE OBJECTIVES:</b>		
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>Lectures</b>
<b>I</b>	Operational Research Basics, application in business decision making , linear programming , model formulation, solution of LP problem, simplex method.	<b>12</b>
<b>II</b>	Transportation Problems, Method of solving Transportation Problem, assignment problems, method of solving assignment problems.	<b>12</b>
<b>III</b>	Inventory Management Techniques	<b>12</b>
<b>IV</b>	Decision Analysis & Decision Tree	<b>12</b>
<b>V</b>	Sequencing / Scheduling Method , PERT/ CPM Techniques Concept, (Notes:- Numerical Problems on Simplex Method, Transaction, Assignment, Inventory Management Techniques)	<b>12</b>

**Recommended Books:**

- 1 Bhat S.K., Operation Research & Quantitative Techniques, Himalaya Publishing House;
- 2 Sharma Anand Operation Resear, Himalaya Publishing House;
- 3 Budnik, Frank S. Dennis Melavey, Richard Mojenda Principle of Operations Research, 2<sup>nd</sup> ed. Richard Irwin, Illois – All India Travelling Books seller , new Delhi, 1995.
- 4 Goud, F.J. etc. Introduction to Management Science, Englewood Cliffs, New Jersey, Printice hall inc. 1993.
- 5 Mathur, K and solow , D. Management Management Science, Englewood Cliffs, New Jersey, Printice hall inc. 1994.
- 6 Narag A.S. Linear Programming and Decision Making , New Delhi, Sultan Chand, 1995
- 7 Sharma J.K. Operations Research: Theory and Applications, New Delhi, Macmillan India ltd., 1997.



**SUBJECT: SECURITY ANALYSIS**

<b>COURSE CODE: COM-505</b>		<b>NO OF CREDITS: 4</b>	<b>SEMESTER: IV</b>
<b>COURSE TITLE: MASTER OF COMMERCE</b>			
<b>COURSE OBJECTIVES: Update the subject knowledge among the students at corporate level about Securities and Portfolio Management.</b>			
<b>UNIT</b>	<b>COURSE CONTENT</b>	<b>LECTURES</b>	
<b>I</b>	<b><u>Meaning and Definition of Investment, Security,</u></b> - Portfolios, Investments Alternatives and their evaluation, Qualities of Successful Investing. Capital Market Theory, Arbitrage Pricing Theory.	<b>12</b>	
<b>II</b>	<b><u>Security Pricing</u></b> – Factors influencing Valuation, Constant growth model, Security pricing models, Dividend discounting methods, P/E ratio model and Graham's Approach,	<b>12</b>	
<b>III</b>	<b><u>Trading in Securities:</u></b> Meaning and characteristics of options, Types of derivatives, Growth and advantage of derivative markets, Speculation and hedging. <b><u>Future Trading:</u></b> Futures contracts, Financial futures, Equity and Commodity futures in India.	<b>12</b>	
<b>IV</b>	<b><u>Analysis of Securities:</u></b> Technical Analysis, Strategy Analysis, Accounting Analysis, Financial Analysis.	<b>12</b>	
<b>V</b>	<b><u>Portfolio management:</u></b> What is a portfolio, risk and return in portfolio theory. Expected Return , Portfolio Selection Models ,Modern Portfolio Theory , Portfolio Management in Mutual Fund.	<b>12</b>	

**Recommended Books:**

1. Avadhani V.A. "Securities Analysis & Portfolio Management", Himalaya Pub. House, Mumbai.
2. Singhi Preeti, "Investment Management", Himalaya Pub. House, Mumbai.
3. Sudhindra Bhatt, "Security Analysis and Portfolio Management", Excel Books Mumbai.
4. Prasanna Chandra, "Investment Analysis & Portfolio Management", Tata Mcgraw Hill, India.
5. Fischer, "Security Analysis & Management", Pearson Publication New Delhi.

**SUBJECT: RESEARCH PROJECT**

COURSE CODE:- COM-506

The candidate must undertake the project work based on practical training in a business firm for the period of Six Weeks. The student will be guided by the Teacher (Guide). The student shall submit research project to the Head of Department before theory examination. The project will be evaluated by the external examiner and the internal examiner jointly. The assessment of the project shall be made as follows.

**Project contents** - 50 marks

**Project Presentation** - 50 marks  
**& Viva Voce-**

**SUBJECT : ADVERTISING & MEDIA MANAGEMENT**

<b>COURSE CODE: COM-523</b>		<b>No. of Credits : 04</b>	<b>Semester : IV</b>
<b>Course Title : MASTER OF COMMERCE</b>			
<b>Course Objectives:</b> The objective of this course is to highlight the Impact of Advertising and its Economic and Social aspects and Acquaint the students with the conceptual and practical aspects of the subject.			
<b>Unit</b>	<b>Course Content</b>	<b>Lectures</b>	
I	<b>Introduction to Advertising :</b> Definition, Advertising as a tool of Communication, Role of Advertising in Marketing Mix, Kinds of Advertising, Advertising Effects, Economic and Social Aspects of Advertising, Advertising Budget.	12	
II	<b>Advertising Media :</b> Planning & Operation of Advertising Media, Types of Media, Planning and Scheduling, Media Terms : Reach & Frequency, Media Selection Decision, Message Design and Development.	12	
III	<b>Research in Advertising:</b> a) Advertising research : Evaluation of Advertising Effectiveness – Pre Testing and Post Testing b) Media research: Media Survey, Covering all Medias, Audit bureau of circulation (ABC), National Readership Survey (NRS), Television Rating Point c) Product research: Product positioning, Identifying target groups, Brand Image	12	
IV	<b>Creativity in Advertising:</b> Advertising and Creative Process – Psychology in Advertising, Construction of Effective Advertising: Message, Headlines, Copy, Logo, Illustration, Appeal, Layout, Campaign Planning.	12	
V	<b>Advertising Agency:</b> Advertising Agency- Structure, Function & Services, Client Relationship, Promotional Scene in India, E-Advertising.	12	

**Suggested readings:**

- 1) Aaker, David : Advertising Management, Prentice Hall, New Delhi.
- 2) Anderson, Hair, Bush : Professional Sales Management, McGraw Hill, Singapore.
- 3) Batr, Rajeev, John G. Mayer and David Aaker : Advertising Management, Prentice Hall, New Delhi.
- 4) Ford Churchill, Walker : Management of Sales Force, McGraw Hill, Singapore.
- 5) Gupta, Vaswer Das : Sales Management in the Indian Perspective, Prentice Hall, New Delhi.
- 6) Krik C.A. : Salesmanship, Tarapore Wala, Bombay.
- 7) Norris, James S. : Advertising, Prentice Hall, New Delhi.



**SUBJECT: INTERNATIONAL BUSINESS (Elective)**

COURSE CODE: <b>COM-524</b>		No. of Credits : <b>04</b>	Semester : <b>IV</b>
Course Title : <b>Master of Commerce</b>			
<b>Course Objectives</b> : The objective of this course is to expose students about international business, its significance and basic knowledge			
Unit	Course Content	Lectures	
I	International Business: Nature, Importance & Scope, types of International Business, International Business Approaches. Theory of Competitive Approaches, modern approach to International Business, problem of trade & aid to developing Country.	12	
II	International Business Decision: Mode of Entry, Marketing Mix, Factors affecting in International Business. The legal, Technological, Political, Sociological environment.	12	
III	Role of International Institutions. GATT, WTO, ECM, IME, IDRD, IFC, UNCTAD. Recent trends in world trade Multinational Corporation.	12	
IV	International Business promotion in India. EXIM policy, Export promotion board of India. Recent trends in India's Foreign Trade, International Marketing Mix. Logistics-Distribution Channels barriers in Trade-Trade & Non-trade Barriers.	12	
V	Ethics & Social Responsibilities in International Business, Nature of ethics and Social Responsibilities in International Business- Ethics in cross channel and distribution context. Social responsibility in cross cultural and International context. Regulation in International ethics and social responsibility.	12	

**Recommended Books:**

- 1) Subha Rao P. "International Business (Text & Cases), Himalaya Publication house.
- 2) Avadhani V.A, "Global Business" Himalaya Publication house.
- 3) Oded Shenkar & Yadong Luo, "International Business" Wiley India.
- 4) Hyun-Sook Le., "International Business-Country Culture", Excel Books.
- 5) Jeevanandan C., ""International Business", S. Chand & Co.