

Savitribai Phule Pune University
Faculty of Commerce & Management
S Y B Com (Semester III)
(Choice Based Credit System)
Revised Syllabus (2019 Pattern)

CORE COURSE – I

Subject: Business Communication-I

Course Code: 231

Total Credits: 04 (Theory 03 + Practical 01=04)

1. Objectives of the Course:

- a. To understand the concept, process and importance of communication.
- b. To acquire and develop good communication skills requisite for business correspondence.
- c. To develop awareness regarding new trends in business communication.
- d. To provide knowledge of various media of communication.
- e. To develop business communication skills through the application and exercises.

Medium of Instruction: English

Unit No.	Unit Title	Contents	Skills to be developed
1	Introduction of Business Communication	1.1 Introduction, Meaning, Definition. 1.2 Characteristics, Importance of communication. 1.3 Principles of communication, Process of communication 1.4 Barriers to communication & Remedies. 1.5 Methods and Channels of Communication.	i. Conceptual Clarity and understanding the Meaning , Characteristics and Importance of communication. ii. To understand the Principles and Process of communication iii. To understand Barriers to communication
2	Business Letters	2.1 Meaning and Importance 2.2 Qualities or Essentials, Physical Appearance 2.3 Layout of Business	i. To understand the importance of business letters. ii. To understand Essentials

		Letter	Qualities of business letters.
3	Soft skills	3.1 Meaning, Need, Importance. 3.2 Elements of soft skills. a) Manners & Etiquettes, Grooming. b) Effective Listening & Speaking c) Interview Skills. d) Presentation e) Group Discussion. f) Problem-solving skills G)Time management abilities	i. To acquire the fundamental knowledge about soft skills ii. To understand the Elements of Soft Skills
4	Resume writing & Job Application letters	4.1 Introduction, essential elements of Bio data, Resume writing, Curriculum Vitae. 4.2 Meaning & Drafting of Job Application letter.	To understand Resume writing and Job application letter.

Teaching Methodology:

Topic No.	Total Lectures	Innovative Methods to be used	Film Shows and A.V. Application	Project	Expected Outcome
1	12	Lecture, PPT Presentation Poster Presentation, Group Discussion, Library visit ,Home Assignment ,Pre reading, Class discussion , library visit ,	Relevant You Tub Videos ,Relevant slide show, online Video Short Film Show	Individual assignment report	Understanding of basic knowledge of Business Communication .

		internet resources			
2	10	Pre reading, Class discussion, internet resources, Lecture, Expert Lecture, PPT / Poster Presentation, Group Discussion, Library /Home Assignment ,Internal Assignment, case study	Relevant You Tub Videos , Short Film Show, A.V Application	Visit to Office	Understanding the importance and Essentials Qualities of business letters.
3	18	Lecture, PPT Presentation Poster Presentation, Group Discussion, Library visit ,Home Assignment ,Pre reading, Class discussion , library visit , internet resources ,students Seminar/Workshop case study	Relevant You Tub Videos.PPT ,AV Application, online video	Presentation	Understanding the knowledge about soft skills.To create awareness about soft skill among the students
4	08	Guest Lectures of eminent Personalities , Group Discussion, Library visit ,Home Assignment ,case study	Online Videos, Relevant slide show , Short Film Show	Individual Resume / Bio-Data Writing	To create ability among the students for writing resume and Job application letter. To create ability among the students for Business Correspondence
Total	48				

References:

Sr. No	Title of Book	Author/s	Publication	Place
1	Business Communication	K. K.Sinha	Galgotia Publishing	New Delhi.

			Company	
2	Business Correspondence & Report Writing	R. C. Sharma & Krishan Mohan	Tata McGraw Hill Publishing Co. Ltd.	New Delhi.
3	Communication	C.S. Rayudu	Himalaya publication	Mumbai
4	Business Communication	Asha Kaul	Prentice Hall of India	New Delhi.
5	Business Communication	Vasishth Neeru & Rajput Namita	Kitab Mahal	Allahabad
6	Soft Skills	Dr. Alex	S.Chand Publication	Delhi
7	Essentials of Business Communication	Rajendra Pal & Korlahalli	Sultan Chand & Sons	New Delhi.
8	Managerial Communication	P. D. Chaturvedi & Mukesh Chaturvedi	Pearson	Delhi

Guidelines for completion of Practical's:

- 1) At least three Practical's should be completed during each semester by students in consultation with subject teacher.
- 2) Practical should be based on visit as well as library assignments, Project based, Activity based.
- 3) A subject teacher has special privileges to make the allotment of practical topics.
- 4) Students should discuss with the subject teacher at the time of selection of practical topics.
- 5) If a student fails to complete minimum number of practical's, then the student shall not be eligible for appearing at the practical examination.

CORE COURSE – II

Subject: CORPORATE ACCOUNTING -I

Course Code: 232

Total Credits: 03

Preamble

In the modern economic environment, the corporate sector is one of the major contributors towards GDP of any country and is also one of the largest and fastest growing sectors for providing employment opportunities. In last decade, the corporate sector has seen a massive growth in economic terms i.e. the volume of turnover, income and expenses etc. and also in terms of expansion of business across the globe. Accounting plays a vital role in this growth and to ensure safeguard of the interest of the stakeholders and the society. It is, therefore, important to educate the students of commerce in the accounting practices adopted by the corporate organizations.

Objectives of the course:

1. To acquaint the student with knowledge about various Concepts , Objectives and applicability of some important accounting standards associated with to corporate accounting.
2. To develop understanding among the students on the difference between commencement and incorporation of a company and the accounting treatment for transactions during the two phases.
3. To update the students with knowledge for preparation of final accounts of a company as per Schedule III of the Companies Act 2013
4. To empower to students with skills to interpret the financial statements in simple and summarized manner for effective decision making process.
5. To acquaint the student with knowledge about various Concepts , Objectives and applicability of some important accounting standards associated with to corporate accounting.
6. To develop understanding among the students on the difference between commencement and incorporation of a company and the accounting treatment for transactions during the two phases.
7. To update the students with knowledge for preparation of final accounts of a company as per Schedule III of the Companies Act 2013
8. To empower to students with skills to interpret the financial statements in simple and summarized manner for effective decision making process.

Depth of the program – Fundamental Knowledge

Unit No.	Unit Title	Contents	Skills to be developed
1.	Accounting Standards	<ul style="list-style-type: none">• Standards 5, 10, 14 Accounting and 21• Its applicability with Practical Examples.	<ul style="list-style-type: none">• To develop conceptual understanding about various Accounting Standards and its applicability in corporate accounting.

2.	Profit Prior to Incorporation	<ul style="list-style-type: none"> • Introduction to the process on incorporation of a company. • Difference between incorporation and commencement of a company. • Accounting of incomes and expenses during Pre- and Post-Incorporation period. • Basis of allocation and apportionment of income and expenses for the Pre- and Post-Incorporation period. 	<ul style="list-style-type: none"> • To develop Conceptual understating about Pre- and Post-Incorporation period. • To develop analytical skills (by understanding the allocation and apportionment of incomes and expenses for the Pre- and Post-Incorporation)
3.	Company Final Accounts	<ul style="list-style-type: none"> • Preparation of Company Final Accounts- Forms and contents as per Provisions Schedule III of the Companies Act 2013 (with the amendments for the relevant academic year) • Related adjustments and their treatment. 	<ul style="list-style-type: none"> • To understand Practical Application of financial statements along with various adjustments. • To understand revised format of company final accounts.
4.	Valuation of Shares	<ul style="list-style-type: none"> • Concept of Valuation, • Need for Valuation, • Special Factors affecting Valuation of Shares, Methods of Valuation – • Net Assets Method, • Yield Basis Method, • Fair Value Method 	<ul style="list-style-type: none"> • To understand the concept and need of valuation of shares • To understand the methods of valuation of shares.

Teaching Methodology:

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	10	Use of e-contents, online lectures and quiz, PowerPoint Presentations	Lectures of experts available on YouTube and other digital platforms	Individual assignment report	Developing understanding on applicability of various Accounting Standards

2	12	Use of e-contents, online lectures and quiz, PowerPoint Presentations	Lectures of experts available on YouTube and other digital platforms	---	Knowledge about types of profit and their apportionment
3	18	Use of e-contents, , online lectures and quiz, PowerPoint Presentations	Study of the Final Accounts an Indian Company from its Annual Report	Individual assignment of solving practical problems	Conceptual Clarity and Practical understanding
4	08	Valuation of shares of an Indian company based on Financial statements of latest relevant financial year by a Chartered Accountant / Subject Expert	Lectures of experts available on YouTube and other digital platforms	Group Activity - Project Report on Valuation of shares of an Indian company based on Financial statements of latest 3 relevant financial years	Analytical skills enhancement and Decision making skills of students will be developed

Method of Evaluation:

Subject	Internal Evaluation	External Evaluation	Suggested Add on Course
Unit – I	MCQ / Small Practical Problems	As per University norms	--
Unit – II	Practical Problems	As per University norms	--
Unit – III	Practical Problems written Test / MCQ	As per University norms	--
Unit – IV	Written Test /Report writing on valuation of shares of a company from its latest annual report	As per University norms	Certificate course on GST

List of Books Recommended :-

1. Advanced Accounts: By M.C. Shukla & S.P. Grewal (S.Chand & Co.Ltd.)
2. Advanced Accountancy: By S.P. Jain & K.N. Narang (Kalyani Publishers)
3. Advanced Accountancy: By R.L.Gupta & M. Radhaswamy (Sultan Chand & Sons)
4. Company Accounts: By S.P. Jain & K.L. Narang
5. Advanced Accounts: By Paul Sr.
6. Corporate Accounting: By Dr. S. N. Maheshwari & S.K. Maheshwari
7. Corporate Accounting: By Mukharji & Hanif
8. Accounting Standards –as issued by Institute of Chartered Accountants of India.

CORE COURSE – III

Subject: BUSINESS ECONOMICS (MACRO)

Course Code: 233

Total Credits: 03

Preamble:

An approach to Macro Economics is to examine the economy as a whole. This paper aims to provide knowledge about macroeconomics that includes macro-economic variables and theories. It also aims to make students familiar about the various concepts of macro-economics, national income, macro-economic theories and its implications in the economy.

Scope of the programme –

Basic Knowledge of Macro Economics

Objectives –

- To familiarize the students to the basic theories and concepts of Macro Economics and their application.
- To study the relationship amongst broad aggregates.
- To impart knowledge of business economics.
- To understand macroeconomic concepts.
- To introduce the various concepts of National Income.

Unit	Name and Content of the Chapter	Purpose & Skills to be Developed
Unit 1	Introduction to Macro Economics	Purpose: To make the students aware of concepts in macroeconomics Skills: Analyze & think critically, develop writing skills.
	1.1 Meaning and Definition of Macro Economics.	
	1.2 Nature of Macro Economics.	
	1.3 Scope of Macro Economics.	
	1.4 Significance of Macro Economics.	
	1.5 Limitations of Macro Economics.	
	1.6 Macro Economic Objectives.	
Unit 2	National Income	Purpose: To make the students aware of basic concepts in national income Skills: Analyze & think critically, quantitative aptitude and develop writing skills.
	2.1 Meaning and Importance of National Income.	
	2.2 Concepts: 2.2.1 Gross National Product (GNP) 2.2.2 Net National Product (NNP) 2.2.3 Gross Domestic Product (GDP) 2.2.4 Per Capita Income (PCI) 2.2.5 Personal Income (PI) 2.2.6 Disposable Income (DI)	
	2.3 Measurement of National Income:	

	Methods and Difficulties	
	2.4 Circular Flow of Income: Two sector model	
Unit 3	Theories of Output and Employment:	Purpose: To help the students to understand the concept of Employment and theory Output. Skills: Understanding, writing skills, critical thinking.
	3.1 The Classical Theory of Employment: J.B.Say	
	3.2 Keynes Criticism on Classical Theories of Employment.	
Unit 4	3.3 Keynesian Theory of Employment.	Purpose: To understand the concepts of Multiplier and Accelerator. To impart knowledge of Consumption Function, Saving and Investment Function Skills: Understanding, ability to analyze, quantitative aptitude and writing skills.
	Consumption, Saving and Investment:	
	4.1 The Consumption Function: 4.1.1 Meaning 4.1.2 Marginal Propensity to Consume (MPC) 4.1.3 Keynes's Psychological Law of Consumption. 4.1.4 Determinants of Consumption.	
	4.2 The Saving Function: 4.2.1 Meaning, 4.2.2 Marginal Propensity to Save (MPS) 4.2.3 Determinants of Savings 4.2.4 Relationship between Consumption and Saving Function (MPC and MPS)	
	4.3 Meaning and Types of Investment: Gross, Net, Induced and Autonomous.	
	4.4 Marginal Efficiency of Capital and its Determinants.	
4.5 Concepts of Investment Multiplier and Acceleration Principal.		

Teaching Methodology:

Unit No.	Total Lectures	Innovative methods to be Used	Film shows and AV Applications	Project	Expected Outcome
1	08	<ul style="list-style-type: none"> Open book discussion Digital lectures Reading Projects 	You tube lectures on macro economics	<ul style="list-style-type: none"> Difference in goals of developed and developing 	Students will understand basic concepts of macroeconomics

				<p>economies</p> <ul style="list-style-type: none"> • Comparison between macro and micro economics 	<p>Will be able to analyze and interpret</p>
2	12	<ul style="list-style-type: none"> • Group discussion • Case studies • Problem solving based learning 	<p>You tube lectures, Lectures on SWAYAM Portal</p>	<ul style="list-style-type: none"> • Difficulties in estimation of National income in India. • Method of National Income used by India 	<p>Will know various concepts of national income Will understand the methods of calculation of national income and difficulties involved therein.</p>
3	14	<ul style="list-style-type: none"> • Pair learning • Group discussion • Open book discussion 	<p>Teacher oriented PPTs. You tube lectures</p>	<p>Critical evaluation of Classical theory Keynesian theory In present context</p>	<p>Will understand Says law of employment Will understand the difference between classical and Keynesian theory Able to interpret Keynes theory of effective demand.</p>
4	14	<ul style="list-style-type: none"> • Group discussion • Teacher c • Games and simulation 	<p>You tube lectures Online PPTs</p>	<ul style="list-style-type: none"> • Changing trends of saving and investment in India • Comparison of the trends of saving and investment in India with any other developed or developing country. • Study the impact of multiplier and acceleration by taking an 	<p>Will understand the concept of saving and investment Will know the effect of multiplier and acceleration in the economy.</p>

				hypothetical example.	
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References:

1. Economics: Paul A Samuelson and William D Nordhaus. McGRAW – HILL international Edition.
2. Macroeconomics: N. Gregory Makiw, Worth Publishers, New York.
3. Macro- Economic Theory: M L Zingan, Vrinda Publications (P) Limited.
4. Samashti Arthshstriy Vishleshan : Shridhar Deshpande, Vinayak Deshpande, Himalaya Publication House.
5. Theories of value: output and employment - John Eatwell, Thames Polytechnic, 1979
6. Businss Economics, Dr.J.P.Mishra, Sahitya Bhavan Publications, Agra.
7. Macroeconomics: A Global Text, Sampat Mukherjee, New Central Book Agency Private Limited (Latest Edition), New Delhi
 8. Macroeconomics: A Rough Guide, in Macroeconomics: A Reader, (Ed.) Brian Snowden and Howard Vane, Routledge
 9. Business Economics (Macro): Dr. Rasal, Bhadane, Fernandes, Idol Publication, Pune-2
 10. Macroeconomics: Theory and Policy, S. Chand & Company Limited. (Latest Edition)
 11. Ben Fine & Ourania Dimakou, Macroeconomics: A Critical Companion, Pluto Press (Latest Edition)
 12. Michel De Vroey, A History of Macroeconomics: From Keynes to Lucas and Beyond, Cambridge University Press (Latest Edition)
 13. Sampat Mukherjee, Analytical Macroeconomics: From Keynes to Mankiw, New Central Book Agency Private Limited
 14. Macroeconomics- K R Gupta, R.K.Mandal, Amita Gupta, Atlantic Publishers and distributor's pvt.ltd.
 15. Money, Inflation, and Business Cycles the Cantillon Effect and the Economy, Arkadiusz Sieroń. Abingdon, Routledge, 2019. NewYork
 16. Macroeconomics: N. Gregory Maki Worth Publishersw, New York
 17. Macro Economics: Rudiger Dornbusch, Stanley Fisher & Richard Startz Tata McGraw Hill Education Private Limited (Latest Edition), US
 18. The General Theory of Employment, Interest, and Money- John Maynard Keynes, General Press
 19. An Analysis of John Maynard Keynes's The General Theory of Employment, Interest and Money- John Collins, CRC Press, 2017.

Suggested Web References

Sr. No	Lectures	Films	Animation	PPTs	Articles
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1.	https://www.youtube.com/watch?v=byqiVAk0dk4	https://inomics.com/insight/10-movies-all-economists-will-love-1292886	https://www.youtube.com/watch?v=B2YYwIElg0c	https://www.slideshare.net/hassanmujtaba7547/frame-work-of-macro-economics-ppt	https://www.journals.elsevier.com/journal-of-macroeconomics/recent-articles
2.	https://www.economicnetwork.ac.uk/teaching/Video%20and%20Audio%20Lectures/Principles%20of%20Macroeconomics	http://www.studyingeconomics.ac.uk/the-little-bits-we-like/films/	https://www.youtube.co.watch=9q27h9o9gJQ	https://sites.google.com/site/davismacroclass/Home/powerpoint-presentations	https://www.britannica.com/topic/national-income
3.	http://web.econ.ku.dk/okocg/MATOEK/Mak%C3%98k2/Mak%C3%98k2-2015/Forel%C3%A6sninger/Pensum-M2-i-reen-fil-2015.pdf	https://www.cambridge.org/core/books/entertainment-industry-economics/movie-macroeconomics/011C12934F13A076CD4B6D89E8351373	https://journals.sagepub.com/doi/pdf/10.1177/056943451105600106	https://www.slideshare.net/rarichanm/national-income-42518576	https://academic.oup.com/qje/article/73/3/407/1873398

CORE COURSE – IV

Subject: BUSINESS MANAGEMENT -I

Course Code: 234

Total Credits: 03

1. Objectives of the course
 - a. To provide basic knowledge and understanding about various concepts of Business Management.
 - b. To help the students to develop cognizance of the importance of management principles.
 - c. To provide an understanding about various functions of management.
 - d. To provide them tools and techniques to be used in the performance of the managerial job.

2. Depth of the program – fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose / Skills to be developed
1	Management :	<ul style="list-style-type: none">• Meaning definition of Management• Need for Management study• Process and levels of management• Functions of management• Contribution of F.W. Taylor, Henry Fayol, Peter Drucker, Mintzberg and Michel Porter in development of management thoughts	<ol style="list-style-type: none">1. Understanding how management works2. Developing thought process as a manager3. Understanding functions of Management4. Understand the role of Management Thinkers in development of modern management process
2	Understanding Management : Planning and Decision Making	<ul style="list-style-type: none">• Meaning, definition and nature of Planning• Forms and types of Planning• Steps in Planning• Limitations of Planning• Meaning and techniques of Forecasting• Meaning, Types and Steps in Decision Making	<ol style="list-style-type: none">1. How to plan various management activities, programmes and events2. Developing of decision making skills to evaluate various alternatives and situations3. Understanding the concept of forecasting
Unit No.	Unit Title	Contents	Skills to be developed

3.	Management at Work : The process of organizing and staffing	<ul style="list-style-type: none"> • Meaning, Process and Principles of Organizing • Concept of Authority and Responsibility • Delegation of Authority • Difficulties in Delegation of Authority • Need and importance of Staffing • Recruitment : Sources and Methods 	<ol style="list-style-type: none"> 1. Understanding the importance and process of organisation 2. Understanding authority and process of delegation of authority 3. Understanding process of recruitment
4.	Result orientation : Direction and Team Work	<ul style="list-style-type: none"> • Meaning, Elements, Principles, Techniques and Importance of Direction. • Concept of Team Work, Group Dynamics and principles regarding interpersonal communication and Group Behaviour 	<ol style="list-style-type: none"> 1. How to direct a group / team? 2. Team building skills 3. Winning confidence of group members 4. How to initiate healthy discussions to achieve consensus?

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	PowerPoint Presentations, YouTube Videos	Films on Process of Management and Films on Management Thinkers	Poster Presentation on Management Thinkers and their role in present business management	Students will get an idea about the basic managerial process
2	12	PowerPoint Presentations, YouTube Videos	Documentaries	Student group activities which involve Planning and Decision Making	Students will get an idea about how planning works in real life.
3	12	PowerPoint Presentations, YouTube Videos	Lectures on industry experts and documentaries on organizing and staffing	Poster Presentation	Students will understand the process of implementation of both the concepts.
4	12	PowerPoint Presentations, YouTube	documentaries	Student group activities which involve direction and team work.	Students will understand importance of proper direction and

		Videos			team work.
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References :-

1. Essentials of Management - Horold Koontz and Iteinz Weibrich - McGrawhills International
2. Management Theory & Practice - J.N.Chandan
3. Essential of Business Administration - K.Aswathapa Himalaya Publishing House
4. Principles & practice of management - Dr. L.M.Parasad, Sultan Chand & Sons -New Delhi
5. Business Organization & Management - Dr. Y.K. Bhushan
6. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
7. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
8. Business organization and Management by Talloo by Tata McGraw Hill
9. Business Environment and Policy – A book on Strategic Management By Francis Cherunilam Himalaya Publishing House
10. Principles & practice of management - Dr. L.M.Parasad, Sultan Chand & Sons -New Delhi
11. Business Organization & Management - Dr. Y.K. Bhushan
12. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
13. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
14. Business organization and Management by Talloo by Tata McGraw Hill
15. Business Environment and Policy – A book on Strategic Management By Francis Cherunilam Himalaya Publishing House

CORE COURSE – V

Subject: ELEMENTS OF COMPANY LAW

Course Code: 235

Total Credits: 03

Objectives of the Program

1. To develop general awareness of Elements of Company Law among the students.
2. To understand the Companies Act 2013 and its provisions.
3. To have a comprehensive understanding about the existing law on formation of new company in India.
4. To create awareness among the students about legal environment relating to the company law.
5. To acquaint the students on e-commerce, E governance and e-filing mechanism relating to Companies.
6. To enhance capacity of learners to seek the career opportunity in corporate sector.

Unit No	Unit Title	Contents	Skills
1.	The Companies Act, 2013: Introduction and Concept	Company and its Formation 1. Background and Features of company the Companies Act, 2013 2. Company: Meaning, Nature and Characteristics of Company. 3. Types of Companies: On the basis of mode of formation, Number of members, liability and Control, Public and Private Companies: Distinction, Advantages, Disadvantages, Privileges and their Conversion into each other. Other kinds of Companies: One Person Company, Charitable Companies, Dormant Company, Sick Company, Small Company, Listed Company, Foreign Company and its business in India etc.	Understand the concept of company and Equip the students with knowledge of nature and types of companies.

2.	Formation and Incorporation of a Company	Formation and Incorporation of a Company: Stages in the Formation and Incorporation. 1. Promotion: Meaning of the term 'Promoter' / Promoter Group - Legal Position of Promoters, Pre-incorporation contracts. 2. Registration/ Incorporation of a company : - Procedure, Documents to be filed with ROC. Certificate of Incorporation- Effects of Certificate of Registration. 3.Capital Subscription/Raising of Capital 4.Commencement of business	Acquaint the students with the procedure of formation of company.
3.	Principal Documents	Principal Documents: Documents relating to Incorporation and Raising of Capital: 1 Memorandum of Association: Meaning and importance- Form and contents- Alteration of memorandum. 2 Articles of Association: Meaning- Contents and form of Articles- Alteration of articles- Doctrine of constructive notice- Doctrine of Indoor Management. 3 Prospectus: Meaning, contents, Statutory requirements in relation to prospectus- Deemed Prospectus- Shelf prospectus - Statement in lieu of prospectus- Misstatement in a prospectus and Liabilities for Mis-statement.	To make students understand the role and importance of various documents like Memorandum
4.	Capital of the Company	Capital of the Company 1. Various Modes for Raising of Share Capital including private placement, public issue, rights issue, bonus shares, ESOS, Sweat Equity Shares, Buy-back of shares. 2. Allotment of Shares: Meaning- - Statutory provisions for allotment, improper and irregular allotment- Consequences of irregular allotment. 3. Calls On Shares: Meaning- Requisites of a valid call, Calls in advance, Share Certificates: Meaning, Provisions regarding issue of share certificates - Duplicate Share Certificate.	To give Comprehensive insight about the capital of Company and various aspects of shares.

		4. Share Capital: Meaning, Structure (Kinds) – Concept of Securities – Definition, Nature and Kinds of Shares.	
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[Note: Recent amendments in the Acts and relevant Landmark cases decided by courts are expected to be studied]

Teaching Methodology:

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	The Companies Act 2013 Document , PPT, Narration, , Survey Analysis Article review	You Tube clips about the Companies Act 2013.	Report Review	Acquaint with knowledge and maturity to understand Company law 2013
2	12	Project making, , jingles, slogan , Quiz Competition,	Use of You tube, Review of Movie on relevant topic.	New Emerging Issues in Principle documents of company	To Acquaint knowledge and application of formation and incorporation of Company
3	12	Case study, Poster making, Interview with Company secretary	Case Analysis, format of principal documents of the company ,	Recent provisions of law and salient feature of principal documents of company.	To understand the knowledge about the principal documents of the company.

4	12	Virtual Learning, Group Discussion, Assignments on share capital, Interview of Corporate lawyer	Film on capital raising procedure, Internet precautions	Project on share capital of the company	To inculcate skills and knowledge about the share capital of the company
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Methods of Evaluations

Subject	Internal Evaluation	External Evaluation	Suggested Add on Course
Unit – I	Continuous Evaluation,	Written Exam	Seminar on The Companies Act, 2013
Unit – II	Continuous Evaluation	Written Exam	Awareness program
Unit – III	Continuous Evaluation,	Written Exam	Visit to company secretary's office
Unit – IV	Continuous Evaluation,	Written Exam	Awareness program

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	The Companies Act with Rules	Taxmann	Tan Prints (India) Pvt. Ltd. Jhajjar	Chandigarh
2.	The Companies Act, 2013	Bharat	Bharat Law House Pvt. Ltd.	Delhi
3.	Company Law-A Comprehensive Text Book on Companies Act 2013	Dr. G.K. Kapoor & Dr. Sanjay Dhamija	Taxmann Publications Pvt. Ltd	Delhi
4	Company Law	Dr S R Meyani	Asia Law House	Mumbai
5	Company Kaydyachi Olakha	K Shriram	Aarti & Co.	Mumbai
6	Guide to Memorandum, Articles & Incorporation of Companies	Bhandari & Makheeja	Lexis Nexis	Mumbai
7	Elements of Company Law	Arun Gaikawad , Chandrakant Chaudhari & Devendra Bhawari	Bibha	Pune

8 .	Elements of Company Law	Prakash Chaudhary	N.	Nirali Prakashan	Pune
9 .	E-Commerce : Legal Compliance	Pratima Narayan		Eastern Book Company	Mumbai

SPECIAL ELECTIVE COURSE – VI

Subject: Business Administration

Course Code: 236(A)

Total Credits: 04 (Theory 03 + Practical 01=04)

1. Objectives of the Course:

- a. To provide basic knowledge about various forms of business organizations
- b. To acquaint the students about business environment and its implications thereon.
- c. To make them aware about the recent trends in business.

2. Depth of the program – fundamental Knowledge

UNIT No.	Unit title	Contents	Purpose/skills to be developed
1	Introduction to Business Administration	Business-Definition, Characteristics, Scope Objectives of Business-Economic & Social Perspectives. Commerce-Meaning, Concept, Trade & Aids to trade- Meaning & Definition of the Terms-Administration, Management and Organisation, Functions of Administration	To understand the concept of Business To understand the various perspectives to business To know the various functions of Business Administration
2	Types of Business Organisations	Sole Proprietorship, Partnership Firm, Limited Liability Partnership, Joint Stock Company, Non-Profit Joint Stock Company under Section 25 of the Companies Act, NGO, One Person Company, MNC, MSME Unorganised (informal)v/s Organized sector(registered/incorporated) Entrepreneurship: Meaning, definition and importance, objectives, skills and qualities required of an entrepreneur,case study of a successful local entrepreneur.	To study the various forms of business organisations To understand the meaning and importance of organized and unorganized sector To introduce the concept of Entrepreneurship as a form of business
3	Business Environment	Meaning of Business Environment Constituents of Business Environment-	To understand the concept of Business Environment

		Economic, Social, Legal, Cultural, Educational, Political, Technological, Natural and international. Impact of New Policies on Business Administration	To study the various aspects of business environment To understand its impact on business
4	Business Promotion and development	Business unit- Promotion, Concept, Stages in business promotion, Business development: Concept, process. Business components to be focused for development like markets, customers and relationships.	To study the various stages in business promotion To understand how to develop a business To study the important factors to be emphasized for Business development

Teaching Methodology

Unit No.	No. of lectures	Innovative method to be used	Project	Expected Outcome
1.	12	PowerPoint Presentations, YouTube Videos	Assignments, poster presentations	Students will get an idea about the basic concepts and functions in administration of business
2.	14	PowerPoint Presentations, YouTube Videos	Assignments, group projects in promotion of a business, generating new ideas of business	Students will get an idea about how different forms of business organisations can be formed and operated.
3.	10	Lectures of industry experts entrepreneurs and documentaries.	Introducing Case studies to understand the impact of the environment on business	Students will understand the impact that various factors operating in external environment can have on business
4.	12	Videos and lectures by experts	Student group activities,	The development strategies of business can be introduced .

Recommended Books:

- i. Modern Business Organisation & Management-N.Mishra, Allied Publishers-Mumbai

- ii. Essentials of Business Administration- K. Ashwathappa-Himalaya Publication
- iii. Business Administration-S.C.Saxena-Sahitya Bhavan, Agra
- iv. The Administrative Process-Stephen Robbins
- v. Industrial Administration & Management- J.Batty
- vi. Basu, C. (2017). Business Organisation and Management. McGraw Hill Education.

SPECIAL ELECTIVE COURSE – VI

Subject: Banking and Finance-I (Indian Banking System - I) Course Code: 236(B)

Total Credits: 04 (Theory 03 + Practical 01=04)

Objectives:

1. To provide the knowledge about Indian Banking System.
2. To create the awareness about the role of banking in economic development.
3. To provide the knowledge about working of Central Banking in India.
4. To know the functioning of private and public sector banking in India.

UnitNo.	Topic	No. of Lectures	Teaching Method	Proposed skills to be developed
1	Indian Banking Structure : 1.1 Evolution of Banking in India 1.2 Structure of Banking in India 1.3. Role of Banking in Economic Development 1.4. Scheduled Banks and Non-scheduled Banks 1.5 Challenges before Banking in India 1.6 Impact of COVID-19 on Banking Sector in India	10	Lecture, PPT, Group and Panel Discussion, Library Work, Assignments	Understanding the structure of Indian Banking. Analyze the role of Banking in Economic Development
2	Central Banking : 2.1 Definition of 'Central Banking' 2.2 Evolution of Reserve Bank of India 2.3 Functions of Reserve Bank of India 2.4 Present currency	10	Lecture, PPT, Group and Panel Discussion, Library Work,	Understanding about the Central Banking in India

	<p>system in India Understanding of concepts : Bank Rate,Cash Reserve Ratio(C.R.R.), Statutory Liquidity Ratio (S.L.R.), Repo Rate – Reverse Repo Rate</p>		Assignments	
3	<p>Private Banking : 3.1 Meaning and features of Private Banking 3.2 Classification of Private Banking : i) Indian Private Banks – Old and New ii) Foreign Banks 3.3 Role of Private Banking in Economic Development 3.4 Performance of Private Banks in India 3.5 Challenges before Private Sector Banks in India</p>	12	Lecture, PPT, Group and Panel Discussion, Library Work, Assignments, Projects	<p>Understanding of role and performance of Private Banking in India Analyze the past and present</p> <p>challenges before Private Banks in India</p>
4	<p>Public Sector Banking: Definition and Features of Public Sector Banks 4.1 Classification of Public Sector Banks 4.2 4.2.1 State Bank of India – Evolution , Functions and Performance 4.2.2 Nationalised Banks – Social control , Meaning of Nationalisation, Arguments for and against Nationalisation – Merger of the Banks 4.2.3 Regional Rural Banks –</p>	16	Lecture, PPT, Group and Panel Discussion, Library Work, Assignments, Projects	<p>Understandingabo ut Public sector Banking in India Analyze the challenges before Public Sector Banks</p>

	Objectives , Functions , Capital, Problems before Regional Rural Banks 4.2.4 Lead Bank Scheme 4.3 Challenges before Public Sector Banks in India			
	Total	48		

References:

1. Deb Joyeeta (2019), 'Indian Banking System', Evince Publishing.
2. Desai Vasant (2007), 'Indian Banking-Nature and Problems', Himalaya Publishing House.
3. Gopinath M.N. (2017), 'Banking Principles and Operations', Snow White Publisher.
4. Joshi, Vasant and other (2002), Managing Indian Banks – The Challenges Ahead, Response Books, New Delhi.
5. Mallik, Chaudhury and Sarkar (2018), 'Indian Banking System- Growth, Challenges and Government Initiatives', Kalpaz Publications.
6. Nararajan and Parameswaran (2007), 'Indian Banking', S. Chand Company Ltd. New Delhi.
7. ShahiUjjwala (2013), 'Banking in India: Past, Present and Future', New Century Publications
8. Trivedi, Chaudhary and other (2015), 'Indian Banking System', RBD Publication, Jaipur.
9. Trivedi I.V. and JatanaRenu (2010), 'Indian Banking System', RBSA Publisher.
10. 'Report on Trend and Progress of Banking in India' 2017-18, 2018-19, 2019-20- Reserve Bank of India

SPECIAL ELECTIVE COURSE – VI

Subject: BUSINESS LAWS AND PRACTICE – I **Course Code: 236(C)**

Total Credits: 04 (Theory 03 + Practical 01=04)

Objectives of the course:

To develop an understanding of the significant provision of selective Business Law.

To gain the ability of students to address a basic business legal application-oriented issues.

Depth of the program:

Basic & Fundamental

Objectives of the Subject:

- To impart the students with the fundamental understanding of important business laws.
- To study & acquaint students an application & overview based knowledge of Business Law.
- To familiar the students with legal Business Environment of India.
- To develop & strengthen students through the legal practical knowledge and their implications on Indian Business organizations.

Unit No.	Unit Title	Contents	Purpose skills to be developments
1	Maharashtra agricultural produce marketing (development and regulations) Act 1963	Introduction, Meaning of Agricultural Produce, Agriculturist, Broker, Buyer, bye-laws, Commission Agent, Director, Coolee, Local Authority, Market Area, Market Committee, Processor, Secretary, Retail sales, State Marketing Board. Establishment of National Integrated Produce Market; Direct marketing, establishment of private market	Students will get the basic knowledge of the MAPM Act 1963. Awareness about Marketing of Agricultural Produce

		and farmer-consumer market and redressal of disputes; Contract Farming Agreement (Sec. 5), Marketing of Agricultural Produce (Sec 6 to 10)	
2	General Insurance	Introduction, Meaning & Characteristics of Insurance, Importance of Insurance, Basic Principles of General Insurance, Contract of Insurance, Type of Insurance, Basic Terms – Insured, Insurer, Premium, Policy subject matter of Insurance, Claim, Proposal. Insurance Interest. Double Insurance and Reinsurance, Meaning of Fire Insurance, Marine Insurance & Miscellaneous Insurance	It will help the students to gain insights of General Insurance
3	Information Technology Act,2000	Evolution of the IT Act, Digital Signature and Electronic Signature, Electronic Governance, Attribution, Acknowledgement and Despatch of Electronic Records, Secure Electronic Records And Secure Electronic Signature Introductions. (Sec 1 to 16)	To provide legal recognition to all transactions conducted through electronic data exchange, electronic communication or other means of e-commerce.
4	The Maharashtra Shops and Establishments (Regulation of Employment and Conditions of Service) Act, 2017	Meaning, Introduction, Registration of Establishments, Opening and Closing Hours, Hours of Work, Interval For Rest, Spread-Over, Wages For Overtime and Weekly Off, Leave With Pay and Payment of Wages, Welfare Provision(Sec 1 to 26)	Understanding the process and methods of Registration, understand the regulation of conditions of work and employment in shops, and various establishments

Teaching Methodology

Topic No.	Total Lectures	Innovative Methods to be used	Online Shows and AV Applications	Project	Expected Outcome
1	12	Cases of MAPM to be Studied. Group Discussion Article Reviews	E-Content on MAPM provided by UGC/University/M OOC etc. to be analyzed. Other open E-Content Internet Sources.	Project report shall be prepared on efficiency & effectiveness of MAPM.	Understanding the actual working of MAPM & its legal applications with benefits to the stakeholders.
2	12	Benefits of Insurance to be discussed in Group. Internet Sources. Discussion on Claim Settlement.	E-Content on General Insurance provided by UGC/University/M OOC etc. to be analyzed.	Project report can be prepared on benefits of General Insurance to the beneficiaries.	Understanding general insurance, the way to minimize various types of risk.
3	12	Internet Sources Cases on Information Technology.	Youtube E-Content Sources. E-Content on Cyber security/IT Act provided by UGC/University/M OOC etc. to be analyzed.	Project report can be prepared on Cyber Security Measures & Preventions.	Use of online resources carefully. Measures & presentation while using online platform. Awareness about cyber security etc.
4	12	Benefits of Shop Act to be discussed in Group. Internet Sources. Discussion on Procedure to obtain permission under shop act.	YouTube E-Content Sources. E-Content on Shop Act provided by UGC/University/M OOC etc. to be analyzed.	Project report can be prepared on Procedure & documents required to start small business under shop act.	Make students aware about shop act registration to small business owners. Benefits of shop Act to people etc.

References

Sr. No.	Title of the Book	Author/s	Publication
1	Labour Laws	Taxmann	Taxmann
2	Labour & Industrial Laws	S N Misra	Central Law Publication
3	General Insurance	Dr. L P Gupta	Dr. L P Gupta

4	Information Technology Act, 2000	Sachdeva Editorial Unit	Sachdeva Law Publishers
5	The Maharashtra Shops and Establishments Act, 2017	S.D.Puri	--
6	Labour and Industrial Laws	M.N. Mishra	Central Publications
7	Business & Commercial Laws	Sen & Mitra	--
8	Business Law for Management	Bulchandani K.R.	--
9	Information Technology Act, 2000	--	Government of India.

Practical for Semester – III

Topic	Mode of Practical
Marketing of Agricultural Produce	Overview & Presentation can be taken.
Insurance Documents and Policy Terms and Conditions	Group Discussion & Survey can be conducted.
Electronic Governance	Online data analysis with library sources.
Registration of Establishments	Applications to studied.

SPECIAL ELECTIVE COURSE – VI

Subject: Co-operation and Rural Development Special Paper-I

Course Code: 236(D)

Total Credits: 04 (Theory 03 + Practical 01=04)

1. Objectives of the Course:

- a. . To acquaint students with the Concept of Co-operation
- b. .To acquaint students with Co-operative legislation
- c. .To create awareness regarding the role of state government in development of Co-operative sector in Maharashtra
- d. : To acquaint students with the role of Social reformers in rural development
- e. : To understand the role of “Panchayat Raj” in rural development
- f. : To make the students aware about Globalization and its effects on rural development

Unit No.	Unit Title	Contents	Skills to be developed
1	Rural Development	1.1 Definition, Meaning, Scope and Objectives 1.2 Significance of Rural Development 1.3 Role of Co-operative Movement in Rural Development 1.4 Approaches of Rural Development – Individual, Group and Mass Approach	1. To understand the meaning of rural development and its significance 2. To understand the role co-operative movement played in rural development.
2	Thoughts and Work of Social Reformers in Rural Development	2.1 Mahatma Jotiba Phule 2.2 Chhatrapati Shahu Maharaj 2.3 Mahatma Gandhi 2.4 Vaikunthlal Mehta 2.5 Padmashree Vikhe Patil 2.6 Dr. Dhananjayrao Gadgil 2.7 Pandit Dindayal Upadhyay	1. To be acquainted with the thoughts of all the great thinkers
3.	Rural Development and Panchayat Raj System	3.1 Concept, Structure and Importance 3.2 Important provisions of Panchayat Raj Act 3.3 Effects of Panchayat Raj System on Rural Development 3.4 Limitations of Panchayat Raj	1. To know the importance of “Panchayat Raj. 2. To understand the structure of “Panchayat Raj.” 3. To know its limitations

4.	Rural Development – People’s Participation and Impact of Globalization	<p>4.1 Concept and Importance of People’s Participation</p> <p>4.2 Mahatma Gandhi National Rural Employment Guarantee Scheme</p> <p>4.3 Development of Model Villages – Ralegan siddhi -Hivre Bazar Bhagirath Gramvikas Pratishtan, Zarap Pani Foundation Naam Foundation</p> <p>4.4 Globalization – Concept, Merits and Demerits</p> <p>4.5 Impact of Globalization on Rural Development</p>	1. To know and realize the importance of people’s participation in rural development
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Teaching Methodology:

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Lecture method & class room discussion Visit to nearby Gram Panchayat.	-----	Report writing on the visit made to Gram Panchayat	Enhanced understanding of the village development
2	12	Class room presentations by the students, Group discussion	AV available on the life of all the great thinkers on ‘You tube’	Writing brief report on the contributions made by all the great thinkers.	Enhanced understanding of the work done by great thinkers
3	12	Class room lecture	-----	-----	Better understanding about rural development and Panchayat raj
4	12	Visit to any of the ongoing projects mentioned in contents	Films available on internet	Writing a report on the project visited	Enhanced level of knowledge

References:

- 1) G.S.Kamat –Cases in Co-operative management
- 2) N.L.Ghorpade- Co-operation and Rural Development
- 3) K.K.Taimani- Co-operative Organization and Management
- 4) G.S.Kamat – New Dimensions of Co-operative Management
- 5) Vasant Desai – Fundamentals of Rural Development
- 6) Dr. Dhiraj Zalte &Others –Theory & Practice of Co-operation, Prashant Publication
- 7) V.M.Dandekar and Rath – Poverty in India
- 8) Dr. P.R.Dubhashi – Rural Development and Administration in India
- 9) V.Reddy – Rural Development in India
- 10) S.K. Gopal – Co-operative Farming in India
- 11) B. Mukharji – Community Development
- 12) I.C.A State and C-operative Movement
- 13) <https://www.bhagirathgram.org/>



SPECIAL ELECTIVE COURSE – VI

Subject: Cost and Works Accounting -I(BASICS OF COST ACCOUNTING)

Course Code: 236(E)

Total Credits: 04 (Theory 03 + Practical 01=04)

Objectives:

- 1. To prepare learners to know and understand the basic concepts of cost.**
- 2. To understand the elements of cost.**
- 3. To enable students to prepare a cost sheet.**
- 4. To facilitate the learners to understand, develop and apply the techniques of inventory control.**

Unit No.	Unit Title	Contents	Skills to be developed
1	Basics of Cost Accounting	a) Concept of Cost, Costing, Cost Accounting and Cost Accountancy. b) Limitations of Financial Accounting. c) Origin of Costing. d) Objectives of Cost Accounting. e) Advantages & Limitations of Costing. f) Difference between Financial Accounting and Cost Accounting. g) Cost Units and Cost Centers. h) Role of a Cost accountant in an organisation	1. To understand the concept of cost, costing and cost accounting. 2. To trace the cost to cost centres and cost units. 3. To identify role of cost accountant in an organisation
2	Elements of Cost and Cost Sheet	a) Material, Labour and other Expenses. b) Classification of Costs. c) Preparation of Cost Sheet, Tender, Quotation and Estimates.	1. To Understand different elements of cost 2. To be able to prepare a cost sheet
3	Purchase Procedure	a) Need and Essentials of Material Control. b) Functions of the Purchase Department. c) Purchase Procedure. d) Purchase Documentation.	To understand the purchase procedure and its documentation

4	Inventory Control	<p>a) Methods of Inventory control</p> <p>a. Stock Levels.</p> <p>b. Economic Order Quantity (EOQ).</p> <p>c. ABC analysis</p> <p>d. Perpetual and Periodic Inventory Control</p> <p>e. Physical verification</p> <p>b) Inventory Turnover Ratio</p>	<p>. To understand the different methods of inventory control.</p> <p>. To calculate EOQ , stock levels and inventory ratio</p>
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Teaching Methodology

Unit No	Total Lectures	Innovative Methods to be used	Films Shows and AV Applications	Practical	Expected Outcome
1	16	PowerPoint Presentations, Group discussions	YouTube Lectures and relevant multimedia compact discs(CD)	Poster Presentation	To remember and understand basic concept of cost accounting. Development of an overall outlook of Cost Accounting
2.	16	PPT, Quiz		Visit small industries to develop an understanding of various cost inputs	Ability to prepare a cost sheet
3	10	Invite a purchase manager in the classroom to provide practical knowledge about Purchase procedures and their documentation.		PowerPoint Presentations	1)Ability to understand which procedures are used for purchasing the material 2)Understand the documentation for purchase procedures
4	06	Invite a storekeeper in the classroom to provide practical knowledge about		Visit small units and understand which	Understanding methods used for controlling the

		inventory control		methods are used to control the inventory	inventory
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Methods of Evaluation

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

References

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

Web References

Sr. No	Lectures	Films	PPTs	Articles	Others
For	Guest Lectures by	YouTube	Relevant	Articles from the Professional	https://ic

all the units.	Field Personnel such as working executives from industries and of practising Cost and Management Accountants.	films showing the working of different industries .	powerpoint presentations are available on all these topics.	Journals such as The Management Accountant, The Chartered Accountant, The Chartered Secretary, The Institute of Chartered Financial Analyst of India	mai.in www.globalcma.in eclm.unpune.ac.in
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Notes: The breakup of marks in the Examination will be as follows:

1. 50 % of the Total marks are assigned for Theory purpose whereas rest 50 % of the total marks are allotted for Numerical Problems.
2. Numerical Problems will be of Simple nature only.
3. **Areas Of Practical Problems:**
 - Preparation of Cost Sheet, Tender, Quotation and Estimates.
 - EOQ and Stock level.
 - Inventory Turnover Ratios.

SPECIAL ELECTIVE COURSE – VI

Subject: Business Statistics

Course Code: 236(F)

Total Credits: 04 (Theory 03 + Practical 01=04)

Preamble to the syllabus:

Tools and techniques learned in Statistics give a precise way of formulating and analyzing a problem and to make logical conclusions. Concepts and tools introduced in this course are useful to students for higher studies and career in any branch of Economics, Commerce and Management. Professionals working in these fields, wishing to upgrade their knowledge, will also benefit. The stress of the course will be on building the concepts and their applications.

In modern times, Statistics is viewed not as a mere device for collecting numerical data but as a means of developing some techniques for their handling and analysis and drawing valid inferences from them. Statistics provides tools for making decisions when conditions of uncertainty prevail. So it is very useful in various fields like agriculture, business, management, economics, finance, insurance, education, biotechnology and medical science etc.

Depth of the Course – Basic Knowledge of Elementary Statistics

Objective of the Course

1. To understand and Master the concepts, techniques & applications of Statistical Methods.
2. To develop the skills of solving real life problems using Statistical Methods.
3. To make students to understand the art of applying statistical techniques to solve some real life problems.
4. To gain knowledge of Statistical Computations.

Unit No.	Unit Title	Contents	Purpose/Skills to be developed
1	Theory of Attributes (up to order three only)	Introduction, Classification, Notation, dichotomy, types of classes, Order of a class, dot operator to find relation between class frequency (up to order three), Fundamental set of class frequencies, Consistency up to three attributes, Independence and Association of two attributes, Yule's Coefficient of association, example and problems.	. To understand the concept of attributes, independence of attributes and association of attributes . To apply the concept of attributes to real life problems.

2	Multiple Regression, Multiple and Partial Correlation	Introduction, Multiple Regression, Yule's Notation, Statement of equation of plane of regression of X_1 on X_2 and X_3 . Properties of residuals, Coefficients of multiple and partial correlation, Multiple correlation in terms total and partial correlation, Coefficient of regression, Standard Error of Estimate, Advantages and limitations of multiple Correlation Analysis, . example and problems	<ul style="list-style-type: none"> . To understand the multiple and partial correlation. . To understand the concept of multiple regression. . To apply the concept of multiple regression and multiple and partial correlation to real life problems.
3	Vital Statistics	Introduction, Methods of collecting vital Statistics, Mortality rates : CDR, ASDR, STDR (direct method and indirect method), Fertility rates: CBR, ASFR, TFR,GFR Population Growth rate: GRR and NRR, example and problems	<ul style="list-style-type: none"> . To understand the concept of vital statistics and different methods of collecting vital statistics. . To understand the different types of mortality, fertility and population growth rates. . Apply concepts of vital statistics to real life problems.
4	Life Tables	Introduction, Construction of life table, functions ($l_x, d_x, L_x, p_x, q_x, e_x, T_x$) and their interpretation, Expectation of life, example and problems.	<ul style="list-style-type: none"> . To understand the concept and construction of life tables. . To compute life expectancy and applications of life table in insurance.

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	14	ICT	NA	NA	Students will be able to understand and apply concepts attributes to real world problems.
2	16	ICT	NA	NA	Students will be able calculate multiple regression, multiple correlation and partial correlation coefficients. Students will be able to fit real life data to regression plane and forecasting.
3	10	ICT	NA	NA	Students will be able to calculate different type of mortality, fertility and population growth rates for real world data and interpret it.
4	08	ICT	NA	NA	Students will be able to construct life tables.

SPECIAL ELECTIVE COURSE – VI

Subject: Business Entrepreneurship (Special Paper-I)

Course Code: 236(G)

Total Credits: 04 (Theory 03 + Practical 01=04)

Objectives of the course

- To understand the concepts in Business Entrepreneurship and its aspects.
- To make students aware about the entrepreneur and entrepreneurship.
- To study the new age of entrepreneur and to know in details of entrepreneurship.
- To understand the creativity and innovation required or necessary in the entrepreneurship.
- To study the types of ethics and society responsibilities are followed in the conventional and corporate sector in the new edge followed by the rules and regulations.
- To familiarize the students with practical survey or through project work will be able to understand the concepts in the subject thoroughly.
- To create entrepreneurial encouragement through the study of successful entrepreneurs.

Unit No.	Unit Title	Contents	Skills to be developed
1	Entrepreneur and Entrepreneurship	Definition, Meaning- Functions of an Entrepreneur. Need and Importance of Entrepreneurship- Problem of Unemployment, Importance of Wealth Creation, Enterprise V/s Entrepreneurship – Self Employment V/s Entrepreneurship, Entrepreneurial Competencies, Qualities, Kakinada Experiment	To understand the concept Entrepreneur and Entrepreneurship. Students should be able to differentiate and understand the difference between Enterprise and Entrepreneurship. To equip the students with various aspects of entrepreneurship, their competencies like initiative, how to grab the opportunities etc. and qualities with examples.
2	New Age Entrepreneur	The Internet Entrepreneur: Definition, Advantages, How to Become a Successful Internet Entrepreneur (Example: Snap deal). Environmental Entrepreneurs	Students have to develop the ability to involve in positive thinking. Students should be able to understand the critical issues

		<p>(E2)- Concept, Importance (Example: Help V/s Green, Ecotemme Green Nerdes, Sustain Earth)</p> <p>Social Entrepreneurs- Meaning and Concept- goals of Social Entrepreneurs, Characteristics (Examples: DeAsra Foundation, Aaple Ghar).</p> <p>Artistic Entrepreneurs-Concept, Things Artists and Artistic Entrepreneurs Have in Common.</p> <p>Motivated Entrepreneurs- Concept and Meaning, ways for entrepreneurs to stay motivated.</p> <p>Failed Entrepreneurship-Meaning and Reasons for Failed Entrepreneurship.</p>	<p>affecting the economy and environment.</p> <p>The students should be able to modernize tactics to solving social or environmental problems.</p> <p>To develop students and involve and engages them in new forms of entrepreneurship in the rightest of the world. Students should be able to find the ways to stay motivated as an entrepreneur.</p>
3	Creativity and Innovation	<p>Creativity- Meaning, Creativity Process, Techniques and Tools of Creativity.</p> <p>Innovation- Meaning, Sources of Innovation- Peter Drucker's Principles of Innovation- Do's and Don'ts of Innovation.</p>	<p>Acquaint knowledge and skills of the entrepreneurial process, it shows that creative thinking of an entrepreneur.</p> <p>Understand the concept of innovation that how it refers to develop effective ideas for successful entrepreneurship in the global edge.</p>
4	Business Ethics and Social Responsibility of Business	<p>Business Ethics and Social Responsibility of Business.</p> <p>Business goals- Social Responsibility-Business Ethics- Social Responsibility Towards Their Stakeholders: Investors-Owners- Employees-Government and Society at Large. Leadership by Example. Code of Ethics- Ethical Structure- Social Audit. Brief Introduction to Corporate Governance.</p>	<p>Students should be able to understand the business ethics and social responsibility of business w.r.t. practices in entrepreneurship (e.g. corruption, harmful behaviour to the society).</p>

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Group discussion and case	Related Videos and PPTs	Distribute personal and group project on	Understanding the difference in Entrepreneur and

		studies		new business creation.	Entrepreneurship.
2	12	Collecting the required information on the new age entrepreneur	Related Videos and PPTs	Ask students to prepare a detailed report on new age entrepreneur.	Understanding the new age entrepreneur and will learn each.
3	12	Business planning models (Product Development, Market Research)	Biographical videos or CDs of entrepreneurs	Assign small business models, product or project(s) to students to understand them with the 360 degree of the business.	Students will be able to do the SWOT analysis of their business model.
4	12	Conducting survey and collecting information of practices followed by the nearby organizations w.r.t. business ethics and social responsibility.	Annual Reports of the companies. Videos, PPTs	Assign small projects in individual or in group.	Students will practically study the practices followed by the organizations.

References:-

1. Business Environment, Francis Cherunilam, Himalaya Publishing House, New Delhi.
2. Entrepreneurship Development, Khanna S.S, S. Chand, New Delhi.
3. Entrepreneurship Development, Gupta, Shrinivasan, S. Chand, New Delhi
4. Dynamics of Entrepreneurship, Desai Vasant, Himalaya Publishing House, New Delhi
5. Indian Economy,, Ruddar Datt, K.P.M. Sundharam, S. Chand, New Delhi
6. Udyog,Udyog Sanchalaya, Mumbai
7. Vyawasaya Udyojagata, Dr. S. L. Shiragave, Success Publication, Pune

SPECIAL ELECTIVE COURSE – VI

Subject: Marketing Management

Course Code: 236(H)

Total Credits: 04 (Theory 03 + Practical 01=04)

Preamble

As the commercial scenario has totally changed, the need for advanced concepts has increased. Education system also has to change with the rapidly transforming times. Education system is trying to familiarize the students of commerce with advanced concepts in the field so that they are aware of the changing picture.

Marketing Management is an important subject and has been structured to create awareness of the Marketing Management by giving proper insight to the basics of Marketing, so that the foundation of this subject is strengthened for further studies in Marketing.

From this point of view Savitribai Phule Pune University has introduced Choice Based Credit System of course structure. This system will develop the logical independent thinking for accepting the challenges of the changing Business world.

Objective of the Course

1. To introduce the concept of Marketing Management.
2. To give the students the basic knowledge of Marketing Management to be a successful modern marketer.
3. To inculcate knowledge of various aspects of marketing management through practical approach.
4. To interpret the issues in marketing and their solutions by using relevant theories of marketing management.

Depth of the Program - Fundamental Knowledge of Marketing Management

Objectives of the Program

- To create awareness and impart knowledge about the basics of Marketing Management which is the basic foundation of Marketing subject.
- To orient the students in Marketing Strategy and Consumer Behaviour.
- To help students understand how to craft Marketing Plan which help the organisation outline their marketing goals and objectives.
- To enable students to apply this knowledge in practicality by enhancing their skills in the field of Marketing.

Unit No.	Unit Title	Contents	Purpose Skills To Be Developed
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1	Elements of Marketing Management	1.1 Introduction 1.2 Meaning of Marketing Management 1.3 Nature & Scope of Marketing Management 1.4 Features of Marketing Management 1.5 Functions of Marketing Management 1.6 Components of Marketing Management	To give the students the basic knowledge of Marketing Management.
		1.7 Problems of Marketing Management 1.8 Marketing Management Philosophy 1.9 Marketing Characteristics in Indian Context 1.10 Marketing Management Process	
2	Marketing Strategy and Consumer Behaviour	2.1 Marketing Strategy 2.1.1 Introduction 2.1.2 Concept of Strategy 2.1.3 Meaning of Marketing Strategy 2.1.4 Significance of Marketing Strategy 2.1.5 Aim of Marketing Strategy 2.1.6 Marketing Strategy Formulation 2.1.7 Bases of Formulating Marketing Strategy 2.1.8 Types of Marketing Strategy 2.2 Consumer Behaviour 2.2.1 Introduction 2.2.2 Meaning of Consumer Behaviour 2.2.3 Definition of Consumer 2.2.4 Scope of Consumer Behaviour 2.2.5 Determinants of Consumer Behaviour 2.2.6 Concept of Motivation 2.2.7 Theories of Motivation 2.2.8 Multivariable Models of Consumer Behaviour 2.2.9 Buying Motives & Consumer Importance of Buying Motives 2.2.10 Monadic Models of Consumer	To develop the awareness amongst the students about how marketing strategy plays a vital role in making today's customers want to buy the products and services.

		Behaviour	
3	Marketing Planning	3.1 Introduction 3.2 Meaning of Marketing Planning 3.3 Definition of Marketing Planning 3.4 Nature of Marketing Planning 3.5 Scope of Marketing Planning 3.6 Elements of Marketing Planning 3.7 Importance of Marketing Planning 3.8 Types Marketing Planning 3.9 Principles behind Successful Planning 3.10 Steps in Marketing Planning Process 3.11 Relevance in Marketing Planning 3.12 Structure of Marketing Plan 3.13 Constraints to Effective Marketing Planning	To enable the students to plan and make the best possible utilization of all the human and physical resources so that pre-determined marketing objectives of the firm can be achieved.
4	Marketing Research	4.1 Introduction 4.2 Meaning of Marketing Research 4.3 Definition of Marketing Research 4.4 Scope of Marketing Research 4.5 Role of Marketing Research 4.6 Marketing Research Agencies 4.7 Marketing Information Vs. Marketing Research 4.8 Objectives of Marketing Research 4.9 Marketing Research Procedure 4.10 Problem Definition 4.11 Research Design 4.12 Data Collection 4.13 Sampling and Sampling Designs 4.14 Probability Sampling Techniques 4.15 Data Analysis 4.16 Method of Reporting Research Findings	To make the students able to explain value of Market Research and its impact in decision making.

Teaching Methodology

Topic No.	Total Lectures	Innovative Methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	14	Power Point Presentation, Article Review, Survey Analysis	AV Application	Market Survey	Student will get acquainted with the basics of Marketing Management subject
2	07	Group Discussion, Quiz, Poster Making	Short Film about Buyer Behaviour, AV Application	Interviews of the Buyer	It will help students to know the preferences, likes and dislikes of the consumer which lead to the further modernization of the sales strategies by marketer
3	14	Power Point Presentation, Group Discussion, Survey Analysis	AV Application	Market Survey, Interviews of Seller	It will help them to implement this knowledge practical situations by enhancing their skills in the field of Marketing.
4	13	Power Point Presentation, Group Discussion, Field Visit	Short Film, AV Application	Market Survey, Interviews of Marketing Manager or Head	To enable the students to study the effect of external environment on decision- making of the firm.

Methods of Evaluation

Subject	Internal Evaluation	External Evaluation	Suggested Add on Course
Unit – I	Quiz, Group Discussion	Examination	Certificate Course in Marketing Management
Unit – II	Practical, Presentation	Examination	Short Course in Sales & Marketing
Unit - III	Presentation, Group Discussion	Examination	E-Learning Training Course
Unit – IV	Project, Presentation	Examination	Marketing Research & Consumer Behaviour

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Marketing Management	Philip Kotler	Pearson Publication	
2	Marketing Management	Rajan Saxena	McGraw Hill Education	
3	Principles of Marketing	Philip Kotler	Pearson Publication	
4	Marketing Planning & Strategy	Subhash Jain & George Haley	Cengage Learning India Pvt. Ltd	
5	Marketing Strategy	Anil Mishra & Amit Kumar Mishra	Excel Books	
6	Consumer Behaviour : Insight from Indian Market	Ramanuj Muzumdar	PHI Learning Pvt. ltd. (2009)	
7	Retail Management	Gibson Vedamani	Jayco Publication	
8	Marketing Management	V. S. Ramaswamy & S. Namakumari	Macmillan Publication	
9	Marketing Research	S. L. Gupta	Excel Books India, 2004	
10	Marketing Research	Naresh K. Malhotra	Pearson Publication	

SPECIAL ELECTIVE COURSE – VI

Subject: Agricultural and Industrial Economics

Course Code: 236(I)

Total Credits: 04 (Theory 03 + Practical 01=04)

Objectives:

1. To understand the basic concepts of Agricultural Economics.
2. To impart adequate knowledge and analytical skills in the field of agricultural economics issues, and enhance expertise in improving the performance.
3. To understand the basic concepts of Agricultural Economics.
4. To expose the students to the concept, significance and uses of Industrial Economics.

Depth of the program – Fundamental Knowledge.

Unit No.	Unit Title	Content	Purpose skills to be developed
1	Fundamentals of Agricultural Economics	1.1 Definition, Nature and Scope of Agricultural Economics 1.2 Importance of Agriculture in Indian Economy 1.3 Transition of Agricultural Sector 1.4 Theories of Agricultural Development (Schultz, Mellor)	<ul style="list-style-type: none">▪ To understand the Basic Concept of Agricultural Economics.▪ To make the students know about the Place of Agriculture sector in the Indian Economy.▪ To impart knowledge about Theories of agricultural development
2	Economics of Agricultural Production	2.1 Basic Concepts in Agricultural Production, 2.2 Agricultural Inputs/ Factors of Production 2.3 Price Behaviour in Agricultural Product, Causes of Price Fluctuation 2.4 Trends in Wholesale Price Index of Food Grains & Commercial Crops 2.5 Trade Cycle in Agriculture: Cobweb Theory 2.6 Large and Small Size of Firm-Advantages & Disadvantages	<ul style="list-style-type: none">▪ To understand the Basic Concept of Agricultural Production Economics.▪ To make the students know about various Price Concept of Agricultural Economics
3	Introduction of Industrial Economics	3.1 Definition, Meaning, Nature, Scope and Importance of Industrial Economics. 3.2 Scope and Significance of Industrial Economics 3.3 The Concept of Plant, Firm and Industry.	<ul style="list-style-type: none">▪ To understand the Basic Concept of Industrial Economics.▪ Ability to compare Plant, Firm and Industry▪ To make the students know about the concept of the

		3.4 Concepts of Private Sector, Large, Medium & Small Scale Industries	various sector in Industrial Economics.
4	Location of Industry	4.1 Factors Affecting the Location of Industries 4.2 Theories of the location of Industries-Weber and Florence. 4.3 Industrial Imbalance, Causes and Measures.	<ul style="list-style-type: none"> Assess the factors affecting on the location of Industries & students know about the Theories of Industrial Location

Teaching Methodology:

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project/ Practical	Expected Outcome
1	12	Lecture, PPT/ Group Discussion, Library, Problem solving based learning, Case study, Jigsaw reading, Practical based learning	Relevant videos, Consortium for Educational Communication- SWF E-Content	<ul style="list-style-type: none"> Evaluate the place of Agriculture Sector in the Indian Economy in Present Era. 	<p>After completing this topic , the student will be able to understand</p> <ul style="list-style-type: none"> The Definition, scope, Nature and Scope of Agricultural Economics. Place of the agriculture sector in Indian Economy. Different Theories of agricultural development
2	12	Lecture, PPT/ Group Discussion, Library, Problem solving based learning, Case study, Jigsaw reading, Practical based learning	Relevant videos, Consortium for Educational Communication- SWF E-Content	<ul style="list-style-type: none"> Sector one Agricultural produce and list out inputs and outputs of that produce. Analyse the wholesale price Index of Agriculture selected Agricultural Produce. 	<ul style="list-style-type: none"> Analyse Trade Cycle in Agriculture The Basic Concept of Agricultural Production Economics. Price Concept of Agricultural Economics
3	12	Lecture, PPT/ Group Discussion, Library, Problem solving based learning,	Relevant videos, Consortium for Educational Communication- SWF E-	<ul style="list-style-type: none"> Evaluate the roll of Public and Privet sector in Indian Economy. 	<ul style="list-style-type: none"> Understand the Basic Concept of Industrial Economics. Ability to compare Plant, Firm and Industry

		Case study, Jigsaw reading, Practical based learning	Content		<ul style="list-style-type: none"> ▪ To make the students know about the concept of various sector in Industrial Economics. ▪ The role and importance of industrial sector vis-à-vis public and private enterprises in the economic development of India.
4	12	Lecture, PPT/ Group Discussion, Library, Problem solving based learning, Case study, Jigsaw reading, Practical based learning	Relevant videos, Consortium for Educational Communication- SWF E-Content	<ul style="list-style-type: none"> ▪ Select one firm in your area and Analyse the factor affecting on localising of that firm 	<ul style="list-style-type: none"> ▪ To understand the factors affecting on the location of Industries ▪ Analyse Theories of Industrial Location

References:

1. Raju, V. T. Rao VS. (2017) Economic of Farm Production and Management, Oxford & Ibh, New Delhi.
2. Misra S.K. & V.K.Puri, (2017) Indian Economy, Himalaya Publication house Mumbai.
3. Kavimandan Vijay, (2009) KrushiArthshastra, Shri Mangesh Prakshan, Nagpur.
4. Gardner B.L.& Rausser G.C. (2001). Handbook of Agricultural Economics. Vol. I. Agricultural Production. Elsevier
5. Kavimandan Vijay, Krush iArthshastra.
6. Ramesh Singh, Indian Economy, Tata Mc-Graw Hill, Publication
7. Annual Reports, Department of Agriculture, Govt. of India,.
8. Barthwal R.R (2204) Industrial Economics Introductory Text Book, New Age International Limited, Kanpur

Suggested Web references:

<https://www.youtube.com/user/cecedusat>

<https://www.swayamprabha.gov.in/>

[http://14.139.13.96:8080/lectures.aspx?pno=Paper05\(O\)](http://14.139.13.96:8080/lectures.aspx?pno=Paper05(O))-UGC CEC E Contain on Agricultural Economics

[http://14.139.13.96:8080/lectures.aspx?pno=Paper06\(O\)](http://14.139.13.96:8080/lectures.aspx?pno=Paper06(O)) -UGC CEC E Contain on Industrial Economics

SPECIAL ELECTIVE COURSE – VI

Subject: Defense Budgeting, Finance and Management-I

Course Code: 236(J)

Total Credits: 04 (Theory 03 + Practical 01=04)

Objectives

1. To acquaint various concepts in Defence Economics
2. To create awareness different forms of Defence Programming and Budgets
3. To make the students aware about the structure of India's Defence budget
4. To acquire knowledge of different challenges of India's Defence Management

Unit No.	Topic	No. of Lectures	Teaching Method	posed Skill to be Developed
I	Budgets : Introduction and Background 1.1 Introduction 1.2 Parliamentary Budgets 1.3 Union Budget : India 1.4 Form of the Central Budget	12	Lecture, PPT, Group Discussion, Library Work, Assignment, Field Visit	Students will be able to learn structure and trends in India's defense budget
II	Defense Budgets 2.1 Objectives of Defense Budget 2.2 Types of Budgets 2.3 Basic concepts of Planning, Programming and Budgeting System	12	Lecture, PPT, Group Discussion, Library Work, Assignment, Field Visit	Students will be able to learn importance of defense planning and performance budget
III	Structure of Indian Defense 3.1 Defense v/s Development : a debate over expenditure 3.2 Role of DPSU's and Private Sector in India's Defense 3.3 Role of Ministry of Defense : 3.4 Role of DRDO in Indian Defense	12	Lecture, PPT, Group Discussion, Library Work, Assignment, Field Visit	Students will be able to learn the role of public and private sector in India's defense production

IV	Defense Planning and Management in India 4.1 Defense Management : Meaning, Concept, Nature and Scope 4.2 Application of Management in the Armed Forces 4.3 Industrial Management and Military Management 4.4 Role of Leadership in Defense Management 4.5 Principles of Management	12	Lecture, PPT, Group Discussion, Panel Discussion, Library Work, Assignment, Field Visit	Students will be able to learn importance of leadership in defense management and industrial management.
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References:

1. John Downey (1987) , Management in the armed Forces, EBD Educational Pvt Ltd, Dehradun, India
2. Andre Beaufre(1974), Strategy for Tomorrow, Mac Donald Press, London
3. Defence Management, An Annual Journal of College of Defence Managemnet, Secundarbad
4. Mishra H. B. (2000), Defence Management in India, Author Press, New Delhi
5. Venkateshwaran A.L. (1967) , Defence Organization in India, Publication Division, Governemnt of India, New Delhi
6. Ron Mathews(1989), Defence Production in India, ABC, New Delhi
7. Raju G C Thomas(1978), The Defence of India: A Budgetary Perspective of Strategy and politics, MacMillan Publication, New Delhi
8. Sam-C-Sarekesian (1972), The Military Industrial Complex-A Reassessment, Sage publication
9. Maj. Gen Pratap Narain (Retd) (1998), Indian Arms Bazar, Shilpa Publication, New Delhi,
10. Annual reports of The Ministry of Defence, Government of India
11. Brig. Pramod Sasius (2000), Military Logistics-Third Dimensions, Manaspublication, New Delhi,
12. NISDA Security Conference 8-10th October 2006 “Conceptualizing Impediments to National Security” , PROGRAMME BUDGETTING FOR OPTIMISING DEFENCE ALLOCATIONS, Air Marshal (Retd.) Dr. S. Kulkarni

SPECIAL ELECTIVE COURSE – VI

Subject: Insurance Transport and Tourism - I-A(Insurance)

Course Code: 236(K)

Total Credits: 04 (Theory 03 + Practical 01=04)

Objectives

1. To acquaint the students with basic concepts in insurance.
2. To develop a proper understanding to study various facets of insurance.
3. To make aware about the role and importance of insurance.
4. To understand the legislation for insurance business in India.

Unit No	Topic	No. of Lectures	Teaching Method	Proposed skills to be developed
1	An Introduction to Life Insurance 1.1 Life Insurance Business: Components, Human Life Value Approach, Mutuality, Principle of Risk Pooling, Life Insurance Contract, Determinants of Risk Premium. 1.2 Life Insurance Plans: 1.2.1 Traditional- Term Plans, Whole Life Insurance, Endowment Assurance, Dividend Method of Profit Participation Purpose of plans, Riders in plan - Introduction, Forms and procedures. 1.2.2 Non Traditional - Unit Linked Insurance Plan (ULIP) 1.2.3 Difference - Traditional and Non Traditional Plan	12	Lecture, PPT, Group Discussion, Library Work, Assignment, Visit to LIC Institutions	Understanding the concept and products of insurance
2	Policy Conditions of Life Insurance 2.1 Insurance Document: Proposal form, Policy form, Cover note, Certificate of Insurance, Endorsement, Co-insurance and Renewal receipt, Procedure of taking Life Insurance Policy. 2.2 Settlement: Settlement of Claim on Maturity of Policy, Death of Policy	10	Lecture, PPT, Group Discussion, Library Work, Assignments	Understanding The conditions and settlement structure

	holder,			
3	General Insurance: 3.1 Origin and growth of General Insurance 3.2 Principles of General Insurance 3.3 Types of General Insurance- Motor, Accident Insurance, Health, Crop, etc. 3.4 Laws relating to General Insurance Organization and Management of General Insurance in India 3.5 Study of Risk factors, Insurance claims 3.6 Effect of Globalization on Insurance Sector	12	Lecture, PPT, Group Discussion, Library Work, Assignments, tests.	Understanding growth of GIC and effect of globalization
4	Insurance Sector legislation and Regulatory Authority 4.1 Insurance Act: Insurance Act of 1938, L. I. C. Act of 1956 and G. I. C. Act of 1972 – objectives, features and provisions. 4.2 Fundamentals of Agency Law : Procedure of becoming an agent, Code of conduct, Unfair practices and cancellation of license 4.3 Role of IRDA : Insurance Regulatory and Development Authority - Constitution, Objectives, Duties and powers, Role of IRDA in appointing agents.	14	Lecture, PPT, Group Discussion, Library Work, Assignment, Visit to institutions, tests, Interview of agent	Understanding legislation and authority
	Total	48		

References:Book

s:

1. Ghorpade Nitin (2015), *Insurance*, Success Publication, Pune.
2. Gupta L.P. (2018), *Insurance Claims Solutions- A Guide to Life and General Insurance Claims*, DR L.P Gupta Publisher.
3. Gupta P.K. (2017), *Principles of Insurance*, Himalaya Publishing House.
4. Gupta R.K. (2017), *Fundamental of Insurance*, Himalaya Publishing House.
5. Haridas R. (2011), *Life Insurance in India*, New Century Publication New Delhi.
6. P. Periasamy (2011), *Principles and Practice of Insurance*, Himalaya Publishing House.
7. Mishra M.N. and Mishra S.B. (2007), *Insurance Principles and Practice*, S. Chand and Company Ltd.
8. Pratchal Shakti and Dwivedi N.P. (2017), *Principles of Insurance*, Himalaya Publishing House.
9. Taxmann (2014), *Insurance Laws and Manuals, An authorised publication of IRDA*,

14th Edition, Taxmann Publication Private Limited.

10. Taxmann (2015), *Insurance products (including Pension Products)*, Indian Institute of Banking and Finance Taxman.

Reports and Other:

1. Annual Report- 2016-17, 2017-18, 2018-19, Insurance Regularity and Development Authority of India
2. Annual Report- 2016-17, 2017-18, 2018-19, Life Insurance Corporation of India
3. Annual Report- 2016-17, 2017-18, 2018-19, General Insurance Corporation of India
4. Annual Report (Integrated) 2016-17, 2017-18, 2018-19, SBI Life Insurance
5. Annual Report- 2017-18, ICICI Prudential Life Insurance
6. https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_NoYearList.aspx?DF=Creport&mid=12
7. http://www.policyholder.gov.in/IRDAI_Annual_Reports.aspx
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9. <https://www.ibef.org/download/insurance-feb-2019.pdf>
10. https://nipfp.org.in/media/medialibrary/2013/08/insurance_report_final.pdf

SPECIAL ELECTIVE COURSE – VI

Subject: Computer Programming and Application Course

Course Code: 236(L)

Total Credits: 04 (Theory 03 + Practical 01=04)

Web base application in commerce

Objectives:

- a. To make the students familiar with Internet environment.
- b. . To make the students familiar with the basics of Web base technology and its application tools.
- c. . To make the students familiar with basics of Internet, Website and related concepts.
- d. To make awareness among students about applications of Internet inCommerce.

Unit No.	Unit Title	Contents	Skills to be developed
1	Introduction to Internet	1.1 Introduction to internet	Learner able to aware with Internet, Web and App with Cyber Ethics
		1.2 Applications of internet (Web and App), Concept of WWW, Types of Website	
		1.2 Web browsers (internet Explorer, firebox,...,etc.)	
		Surfing and searching and Search engines (Google, msn, yahoo)	
		Internet Banking	
		1.6 Introduction to Social media Application (Facebook, whakapapa Instagram)	
		1.7 Use of Social media application in business (Digital marketing, Advertisement,,etc)	
		1.8 Cyber Ethics	

2	<p style="text-align: center;">Operating Web Based Applications</p>	<p>2.1 Operating Web-based Applications</p> <p>2.2 Online Reservation Systems</p> <p>2.2.1 Advantages of Online Reservation System</p> <p>2.2.2 Precautions while Performing Online Transactions</p> <p>2.2.3 Using Online Reservation Systems</p> <p>2.2.4 Case Study: Book Rail Ticket</p> <p>2.3 E-Governance</p> <p>2.3.1 Initiative</p> <p>2.3.2 E-Governance Sites</p> <p>2.4 Online Shopping and Bill Payments</p> <p>2.4.1 Benefits of Online Shopping</p> <p>2.4.2 How it works</p> <p>2.4.3 Bill Payments</p> <p>2.4.4 Case Study: Online Shopping using Online Shopping Website</p> <p>2.5 Online Courses, Tutorials and Tests</p> <p>2.5.1 Online Educational Sites (Goggle classroom, WebEx, Webinar, Zoom,....etc.)</p> <p>2.6 Project Management - Web Based Application Development</p> <p>2.6.1 Project Essentials and Tips</p>	<p>Learner able to aware with Web-based application with case studies</p>
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3.	Web Based Application Development (HTML	3.1 Introduction to HTML 3.2 HTML Document and Basic Structure 3.3 Working with HTML Text, Heading (Header & Footer), 3.4. Paragraph (Navigation Section), formatting (Article & Aside) 3.5 HTML color link image 3.6 HTML Lists, Tables and Frames 3.7 HTML Forms Block, Layout 3.8 Browser Portability 3.9 Working with Hyperlinks and Multimedia 3.10 Working with Forms and controls. 3.11 Introduction to CSS	Learner able to aware with Web-based application development technologies
4.	Introduction to Web Scripting	4.1 Difference in Client and Server Side Scripting 4.2 JavaScript, ASP.NET (using Visual Basic.NET) 4.3 Web Server Controls 4.4HTML Server Controls 4.5Validation Server Controls 4.6Components and Applications	Learner able to aware with Web-based application development scripting technologies

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	10	Use ICT or presentation on Internet	U-tube Tutorial on Internet		Familiar with Internet
2	14	Use ICT or presentation on	And ethical use of Internet		And ethical use of Internet
3	16	Web base application	U-tube Tutorial Web base application	One Power point presentation of Use of one Web application	Able to handle web application
4	08	Use ICT or presentation on Web base Technology	U-tube Tutorial Web base Technology		Familiar with Web base application Able to work on Web base application

Method of Evaluation

Subject	Internal Evaluation	External Evaluation
Unit – I	30	70
Unit – II	30	70
Unit – III	30	70
Unit – IV	30	70

Guidelines for Examination:

Term End Exam (30 Marks):

To be conducted by college as per rules provided by University of Pune. Semester Exam 70 Marks):

To be conducted by University of Pune at the end of the academic year.

Passing marks for the course are
40 (Out of which **minimum 32**
marks are compulsory in Semester
Examination).

References :-

1. HTML, Javascript, DHTML & PHP by Ivan Bayross- (BPB Publication)
2. HTML Black Book by Steven Holzner-(DreamTech Publication)
3. Web Technologies Black Book By Kogent Learning Solution
4. Thomas Powell. 8 January 2010. HTML & CSS: The Complete Reference, Fifth Edition. McGraw Hill Professional. ISBN 9780070701946
5. Kogent Learning Solutions Inc. Html 5 in Simple Steps. Published by Dreamtech Press, 2010. ISBN 10: 9350040867 / ISBN 13: 9789350040867 (Its EBook Free to Download)
6. Bryan Pfaffenberger. HTML, XHTML, and CSS. Fifth Edition. March 2011. Published by Wiley Publishing. Inc. ISBN: 978-1-118- 08130-3
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8. John Duckett.Beginning HTML, XHTML, CSS, and JavaScript. Published by Wiley (2010). ISBN: 9788126525515
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Savitribai Phule Pune University
Faculty of Commerce & Management
S Y B Com (Semester IV)
(Choice Based Credit System)
Revised Syllabus (2019 Pattern)

CORE COURSE – I

Subject: BUSINESS COMMUNICATION-II

Course Code: 241

Total Credits: 04 (Theory 03 + Practical 01=04)

1. Objectives of the Course:

- a. To understand the concept, process and importance of communication.
- b. To acquire and develop good communication skills requisite for business correspondence.
- c. To develop awareness regarding new trends in business communication.
- d. To provide knowledge of various media of communication.
- e. To develop business communication skills through the application and exercises.

Medium of Instruction: English

Unit No.	Unit Title	Contents	Skills to be developed
1	Report Writing and Internal Correspondence	Meaning and Significance; Structure of Reports; Negative, Persuasive and Special Reporting- 1. Informal Report – Proposals; 2. Formal Reports; 3. Project Report 4. Introduction and Essential elements of Report writing.(Reporting for a meeting) 5. Organization of Press Report. 6. Office Memo (Memorandums) 7. Office Orders 8. Office Circulars 9. Form Memos or Letters 10. Press Releases 11. Import Export Trade	i. To understand the Report Writing and Internal Correspondence. ii. To understand office Correspondence. iii. To study Import Export Trade Correspondence

		Correspondence	
2	Recent Trends in Business Communication	Internet: Email, Websites, Social Media Network (Twitter, Face book, LinkedIn, You tube, WhatsApp) , Google Doc, Google Form, Google Sheet, Google Slide, Google Class Room, Online Conference, Video conferencing, Meeting through Zoom App, Google meet App ,Cisco Webex meetings App.	To understand the Recent Trends in Business Communication
3	Types and Drafting of Business Letters	1) Enquiry Letters 2) Replies to Enquiry Letters 3) Order Letters 4) Credit and Status Enquiries 5) Sales Letters 6) Complaint Letters 7) Collection Letters 8) Circular Letters	i. To acquire the fundamental knowledge about types of Business Letters ii. To create ability among the students for Drafting of Business Letters
4	Writing Formal Mails and Blog writing.	4.1: Essential elements of mail, Format of mail. 4.2: Introduction and meaning of Blog, Writing a blog.	To understand the Writing Formal Mails and Blog writing.

Teaching Methodology:

Topic No.	Total Lectures	Innovative Methods to be used	Film Shows and A.V. Application	Project	Expected Outcome
1	12	Lecture, PPT Presentation Poster Presentation, Group Discussion, Library visit ,Home Assignment ,Pre reading, Class discussion , library visit , internet resources, case study	Relevant You Tub Videos ,Relevant slide show, online Video Short Film Show	Report writing of students meeting	Understanding of basic knowledge of Report Writing and Internal Correspondence and Import Export Correspondence
2	12	Pre reading, Class discussion, internet resources, Lecture, Expert Lecture, PPT / Poster Presentation, Group Discussion,	Relevant You Tub Videos , Short Film Show, A.V Application	Project Report on types of Social Media	Learning the Recent Trends in Business Communication

		Library /Home Assignment ,Internal Assignment, students Seminar/Workshop	, online Video		
3	16	Lecture, PPT Presentation Poster Presentation, Group Discussion, Library visit ,Home Assignment ,Pre reading, Class discussion , library visit , internet resources ,case study	Relevant You Tub Videos, PPT , AV Application , Short Film Show , Online Videos	Writing of any one Business letter	To create ability among the students for Drafting of Business Letters
4	08	Guest Lectures of eminent Personalities , Group Discussion, Library visit ,Home Assignment, case study	Online Videos, Relevant slide show	Blog writing	To create ability among the students about Writing Formal Mails and Blog writing.
Total	48	Lecture, PPT Presentation Poster Presentation, Group Discussion, Library visit ,Home Assignment ,Pre reading, Class discussion , library visit , internet resources	Relevant You Tub Videos ,Relevant slide show,	-	To create ability among the students about Writing and Internal Correspondence. Also understanding the knowledge of Recent Trends in Business Communication.

References:

Sr. No	Title of Book	Author/s	Publication	Place
1	Business Communication	K. K.Sinha	Galgotia Publishing Company	New Delhi.
2	Business Correspondence & Report Writing	R. C. Sharma & Krishan Mohan	Tata McGraw Hill Publishing Co. Ltd.	New Delhi.
3	Communication	C.S. Rayudu	Himalaya publication	Mumbai
4	Business Communication	Asha Kaul	Prentice Hall of India	New Delhi.
5	Business Communication	Vasishth Neeru& Rajput Namita	Kitab Mahal	Allahabad
6	Soft Skills	Dr. Alex	S.Chand Publication	Delhi

7	Essentials of Business Communication	Rajendra Pal & Korlahalli	Sultan Chand & Sons	New Delhi.
8	Managerial Communication	P. D. Chaturvedi & Mukesh Chaturvedi	Pearson	Delhi

Guidelines for completion of Practical's:

- 1) At least three Practical's should be completed during each semester by students in consultation with subject teacher.
- 2) Practical should be based on visit as well as library assignments, Project based, Activity based.
- 3) A subject teacher has special privileges to make the allotment of practical topics.
- 4) Students should discuss with the subject teacher at the time of selection of practical topics.
- 5) If a student fails to complete minimum number of practical's, then the student shall not be eligible for appearing at the practical examination.

CORE COURSE – II

Subject: CORPORATE ACCOUNTING-II

Course Code: 242

Total Credits: 03

Preamble

In the modern economic environment the corporate sector is one of the major contributors towards GDP of any country and is also one of the largest and fastest growing sectors for providing employment opportunities. In the last decade the corporate sector has seen a massive growth in economic terms i.e. the volume of turnover, income and expenses etc. and also in terms of expansion of business across the globe. Accounting plays a vital role in this growth and to ensure safeguard of the interest of the stake holders and the society at large. It is therefore important to educate the students of commerce in the accounting practices adopted by the corporate organizations.

Objectives of the course

1. To acquaint the student with knowledge of corporate policies of investment for expansion and growth through purchase of stake in or absorption of smaller units.
2. To develop the knowledge among the student about consolidation of financial statement with the process of holding.
3. To update the students with knowledge of the process of liquidation of a company
4. To introduce the students with the recent trends in the field of accountancy

Depth of the program – Fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1.	Holding Company Accounts	Calculation of Capital Profit, Revenue profit, Cost of Control. Preparation of consolidated Balance sheet of Holding Company with one subsidiary only. Adjustment of intercompany transactions, unrealized profit of stock.	<ul style="list-style-type: none">• Conceptual Understanding of Holding Company Accounts• Practical Application skills• Analytical skills
2.	Absorption of Companies	Introduction , Meaning - Vendor and Purchasing Companies- Purchase Consideration, Accounting entries in the books of vendor Company and Journal entries and Preparation of Balance Sheet after Absorption in the books of	<ul style="list-style-type: none">• Conceptual understanding on the concept of Absorption of companies• Practical application skills in the process of

		Purchasing Company	accounting for Absorption
3.	Accounting for Liquidation of Companies	Meaning of Liquidation- Modes of winding up – (a) Preparation of Liquidator final statement of Account (b) Preparation of Statement of Affairs and Deficiency Account.	<ul style="list-style-type: none"> • Conceptual understanding on Liquidation of Companies • Practical application skills
4.	Forensic Accounting	Introduction , Meaning , Objectives , Types of Forensic Accounting , Nature and key principles of forensic accounting Ethical principles and responsibilities	<ul style="list-style-type: none"> • Conceptual skills • Acquisition of knowledge about forensic accounting and its implication.

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	14	Case Study	-----	-----	Developing understanding on accounting procedure for Holding companies
2	14	Case Study	You Tube and other online platforms for videos	Case study analysis	Conceptual understanding ,Practical application skills in the process of accounting for Absorption
3	12	Case Study , Simulative approach for mock liquidation of an Indian Company based on financial statements	Online Videos for cases	Individual assignment Preparation of Charts , PPT for the format of Statement of Affairs and Deficiency Account.	Practical understanding on Process of Liquidation on companies

4	08	Case Study	Online Videos on recent cases of Forensic Accounting	Case study Analysis	Updation of Knowledge on recent advances in the field of Accountancy
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References :

List of Books Recommended :-

1. Advanced Accounts: By M.C. Shukla & S.P. Grewal (S.Chand & Co. Ltd.)
2. Advanced Accountancy: By S.P. Jain & K.N. Narang (Kalyani Publishers)
3. Advanced Accountancy: By R.L.Gupta & M. Radhaswamy (Sultan Chand & Sons)
4. Company Accounts: By S.P. Jain & K.L. Narang
5. Advanced Accounts: By Paul Sr.
6. Corporate Accounting: By Dr. S. N. Maheshwari & S.K. Maheshwari
7. Corporate Accounting: By Mukharji & Hanif

CORE COURSE – III

Subject: BUSINESS ECONOMICS (MACRO)-II Course Code: 243

Total Credits: 03

Preamble –

An approach to Macro Economics is to examine the economy as a whole. This paper aims to provide knowledge about macroeconomics that includes macro-economic variables and theories. It also aims to make students familiar about the various concepts of macroeconomics like functions of money, trade cycle and macroeconomic policies and also about the concepts used in public finance.

Scope of the programme –

Basic Knowledge of Macro Economics

Objectives –

- To familiarize the students to the basic theories and concepts of Macro Economics and their application.
- To understand the theories of money.
- To understand the phases of trade cycle and policy measures to elongate the trade cycle.
- To understand various concepts related to public finance.
- To understand credit creation of banks and money measures of RBI.

Unit	Name and Content of the Chapter	Purpose & Skills to be Developed
Unit 1	Money:	Purpose: To understand the concept of money. To make the students know about Demand, Supply and Value of Money. Skills: Interpretation, comparative analysis, critical thinking, writing skills
	1.1 Meaning and Functions of Money.	
	1.2 Demand for Money: 1.2.1 Classical Approach. 1.2.2 Keynesian Approach.	
	1.3 Supply of Money: 1.3.1 Credit Creation of Commercial Banks 1.3.2 Money Measure of RBI (M1, M2, M3, M4). 1.3.3 Credit Control Methods.	
	1.4 Value of Money: 1.4.1. Quantity Theory of Money. 1.4.2 Cash Balance Approach : Marshall, Pigou, Robertson and Keynes	
Unit	Inflation:	Purpose:

2	2.1 Meaning and Definition	To understand the concept Inflation. To understand the stagflation and Phillips curve. Skills: Understanding, writing skills, critical thinking
	2.2 Causes of inflation	
	2.3 Consequences of Inflation	
	2.4 Demand Pull and Cost Push Inflation	
	2.5 Stagflation: Meaning and Causes	
Unit 3	Trade cycle:	Purpose: To understand the concept and phases of trade cycle. To understand the policy measures Skills: Understanding, writing skills, critical thinking
	3.1 Meaning and Definition of Trade Cycle	
	3.2 Characteristics of Trade Cycle	
	3.3 Phases of Trade Cycle	
	3.4 Control of Trade Cycle: Monetary Measures and Fiscal Measures	
Unit 4	Public Finance:	Purpose: To understand Public Finance. To understand the Procedure of Budget. Skills: Understanding, Critical thinking and writing skills.
	4.1 Meaning and Definitions.	
	4.2 Scope of Public Finance.	
	4.3 Importance of Public Finance.	
	4.4 Meaning and Types of Tax.	
	4.5 Public Expenditure: Meaning and Causes of Increasing Public Expenditure.	
	4.6 Public Debt: Meaning and Importance.	
	4.7 Budget: Meaning and Types.	

Teaching methodology:

Unit No	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	14	<ul style="list-style-type: none"> Open discussion Casestudies Problem solvingbased learning 	<ul style="list-style-type: none"> You tube lectures Films 	<ul style="list-style-type: none"> Implication of liquidity trap. Credit control methods used by India. 	<ul style="list-style-type: none"> Students will understand concept and theories of money. Will be able to critically evaluate supply of money in the economies.

2	10	<ul style="list-style-type: none"> • Digital lectures • Jigsaw reading • Project based learning 	<ul style="list-style-type: none"> • You tube lectures • Online PPTs 	<ul style="list-style-type: none"> • Inflation trends in developed and developing countries • Trends of agricultural prices in India 	<ul style="list-style-type: none"> • Will understand the causes and consequences of inflation • Will understand the concept of stagflation
3	10	<ul style="list-style-type: none"> • Game oriented classes • Pair learning • Group discussion • Games and simulation 	<ul style="list-style-type: none"> • Films • You tube lectures 	<ul style="list-style-type: none"> • Anti-cyclical policy measures used by various countries • Effect of US recession on the world economy • Implication of these measures 	<ul style="list-style-type: none"> • Will understand phases of trade cycle • Will understand the types of policies • Able to interpret effect of anti-cyclical policies on the economy
4	14	<ul style="list-style-type: none"> • Group discussion • Teacher driven 	<ul style="list-style-type: none"> • You tube lectures • Online PPTs 	<ul style="list-style-type: none"> • Trend of developed and non-developed expenditure in Indian economy • Types of taxes in India • Study of Indian budget 	<ul style="list-style-type: none"> • Will understand public revenue and public expenditure concept • Will be able to analyze, interpret and criticize public policies with theoretical base

References:

1. Economics: Paul A Samuelson and William D Nordhaus. McGRAW – HILL international Edition.
2. Macroeconomics: N. Gregory Makiw, Worth Publishers, New York.
3. Macro- Economic Theory: M L Zingan, Vrinda Publications (P) Limited.
4. Samashti Arthshstriy Vishleshan : Shridhar Deshpande, Vinayak Deshpande, Himalaya Publication House.
5. Theories of value: Output and Employment - John Eatwell, Thames Polytechnic, 1979

6. Business Economics, Dr.J.P.Mishra, Sahitya Bhavan Publications, Agra.
7. Macroeconomics: A Global Text, Sampat Mukherjee, New Central Book Agency Private Limited (Latest Edition), New Delhi
8. Macroeconomics: A Rough Guide, in Macroeconomics: A Reader, (Ed.) Brian Snowdon and Howard Vane, Routledge
9. Paisa, Mahagaie Aani Rajasva: Dr. Rasal, Shelar and Bhadane, Idol Publications, Pune.
10. Macroeconomics: Theory and Policy, S. Chand & Company Limited. (Latest Edition)
11. Ben Fine & Ourania Dimakou, Macroeconomics: A Critical Companion, Pluto Press (Latest Edition)
12. Michel De Vroey, A History of Macroeconomics: From Keynes to Lucas and Beyond, Cambridge University Press (Latest Edition)
13. Sampat Mukherjee, Analytical Macroeconomics: From Keynes to Mankiw, New Central Book Agency Private Limited
14. Macroeconomics- K R Gupta, R.K.Mandal, Amita Gupta, Atlantic Publishers and distributor's pvt.ltd.
15. Money, Inflation, and Business Cycles The Cantillon Effect and the Economy, Arkadiusz Sieroń. Abingdon, Routledge, 2019. New York
16. Macroeconomics: N. Gregory Maki Worth Publishersw, New York
17. Macro Economics: Rudiger Dornbusch, Stanley Fisher & Richard Startz Tata McGraw Hill Education Private Limited (Latest Edition),US
18. The General Theory of Employment, Interest, and Money- John Maynard Keynes, General Press
19. An Analysis of John Maynard Keynes's The General Theory of Employment, Interest and Money- John Collins, CRC Press,2017

Suggested Web

References:

Sr. No.	Lectures	Films	Animation	PPTs	Articles
1.	https://www.economicsnetwork.ac.uk/teaching/Video%20and%20Audio%20Lectures/Public-sector%20Economics%20and%20Public%20Choice%20Theory	http://www.studyinternational.com/the-little-bits-we-like/films/	https://ed.ted.com/lessons?category=macroeconomics	https://www.slideshare.net/NayanVaghela/trade-cycle-chapter-4	https://theconversation.com/global-topics/inflation-645

2.	https://www.youtube.com/watch?v=Ac_i3GEhMF54	https://economic.stackexchange.com/questions/9781/what-are-some-exceptional-movies-documentaries-on-macroeconomics	https://www.ufs.ac.za/econ/unlisted-pages/microeconomics-animations	https://www.slideshare.net/NayanVaghela/public-finance-chapter-7	https://journals.sagepub.com/toc/pfr/current
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CORE COURSE – IV

Subject: BUSINESS MANAGEMENT-II

Course Code: 244

Total Credits: 03

Unit No.	Unit Title	Contents	Skills to be developed
1.	Improving peoples' performance : Motivating the staff	<ul style="list-style-type: none">• Meaning, Importance and Theories of motivation• Maslow's Need Hierarchy Theory• Herzberg's Two Factor Theory• Douglas MC Gregor's Theory of X and Y• Ouchi's Theory Z• McClelland's Theory	<ol style="list-style-type: none">1. Skills regarding how to motivate staff and other members of the team.2. Skills regarding retaining motivational level3. Understanding needs and expectations of group members and meeting them effectively.
2.	Organizing from front-Leadership Skills	<ul style="list-style-type: none">• Meaning, Importance, Qualities and Functions of a leader• Leadership styles for effective management• Contribution of Mahatma Gandhi, Dr. Babasaheb Ambedkar and Pt. Jawaharlal Nehru in leadership.	<ol style="list-style-type: none">1. How to lead group2. Understanding followers and their views on various organizational matters.3. Conflict Management
3.	Achieving success at work : Coordination and Control	<ul style="list-style-type: none">• Meaning and need of coordination and control• Techniques and difficulties in establishing coordination and control• Steps in the process of control and it's techniques	<ol style="list-style-type: none">1. How to coordinate group efforts2. Minimizing resource waste3. Skills to establish coordination between departments.
4.	Emerging trends in Business management	<ul style="list-style-type: none">• Corporate Social Responsibility,• Corporate Governance And Corporate Citizenship,• Disaster Management And• Management of Change	<ol style="list-style-type: none">1. How to introduce change2. Significance of Disaster Management3. Importance and implementation of CSR4. Importance of Corporate Citizenship

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be Used	Film shows and AV Applications	Project	Expected Outcome
1	12	PowerPoint Presentations, YouTube Videos	Films how to motivate staff and various theories of motivation available on various digital platforms.	Poster Presentation on motivation theories.	Students will get an idea about the basic motivational tools used in the field of management.
2	12	PowerPoint Presentations, YouTube Videos	Documentaries and movies on leadership. Videos of great leaders in the field of trade and commerce available on various digital platforms.	Student group activities which involve leadership skills and qualities.	Students will get an idea about how leadership influences organizational success.
3	12	PowerPoint Presentations, YouTube Videos	Documentaries and movies on coordination and control available on various digital platforms.	Poster Presentation on coordination and control	Students will understand the significance of coordination and control in modern business management.
4	12	PowerPoint Presentations, YouTube Videos	documentaries and movies emerging trends in management available on various	Projects on various emerging trends in management	Students will come across various emerging trends in management.

References :-

- Management Theory & Practice - J.N.Chandan
- Essential of Business Administration - K.Asathapa Himalaya Publishing House
- Principles & practice of management - Dr. L.M.Parasad, Sultan Chand & Sons - New Delhi
- Business Organization & Management - Dr. Y.K. Bhushan

- Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
- Principles of Management, By Tripathi, Reddy Tata McGraw Hill
- Business organization and Management by Talloo by Tata McGraw Hill Business Environment and Policy – A book on Strategic Management By Francis Cherunilam Himalaya Publishing House
- Essentials of Management - Horold Koontz and Itenz Weibrich - McGrawhills International
- Management Theory & Practice - J.N.Chandan
- Essential of Business Administration - K.Aswathapa Himalaya Publishing House
- Principles & practice of management - Dr. L.M.Parasad, Sultan Chand & Sons - New Delhi
- Business Organization & Management - Dr. Y.K. Bhushan
- Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
- Principles of Management, By Tripathi, Reddy Tata McGraw Hill
- Business organization and Management by Talloo by Tata McGraw Hill
- Business Environment and Policy – A book on Strategic Management By Francis Cherunilam Himalaya Publishing House

CORE COURSE – V

Subject: ELEMENTS OF COMPANY LAW-II Course Code: 245

Total Credits: 03

Depth of the program – Fundamental Knowledge

Objectives of the Program

1. To develop general awareness among the students about management of company
2. To have a comprehensive understanding about Key managerial Personnel of company and their role in Company administration.
3. To acquaint the students about E Governance and E Filing under the Companies Act, 2013.
4. To equip the students about the various meetings of Companies and their importance.
5. To make students capable of becoming good human resource of the corporate sector.

Unit No	Unit Title	Contents	Purpose Skills to be developed
1	Management of Company	Management of Company: 1. Board of Directors: Definition, Powers, Restrictions, Prohibition on Board. 2. Director: Meaning and Legal position of Directors,. Types of Directors, Related Party Transactions(Sec.188) 3. Appointment of Directors, Qualifications and Disqualifications, Powers, Duties, Liabilities of Directors, Loans to Directors, Remuneration of Directors	To Equip the students with procedure and practices

2	Key Managerial Personnel (KMP)	Key Managerial Personnel (KMP) (U/S 203) 1. Meaning, Definition and Appointments of Managing Director, Whole Time Director, Manager, CS 2. Company Secretary (CS)- Term of office/ Tenure of appointment, Role of Company secretary 3. Distinction between Managing Director, Manager and Whole Time Director - Role (Powers, Functions of above KMP) 4. Corporate Social Responsibility (CSR) [U/S 135] – Concept who is Accountable, CSR Committee, Activities under CSR,	To have Comprehensive understanding about the Key Managerial Persons and CSR
3.	Company Meetings	Company Meetings: 1. Board Meeting – Meaning and Kinds 2. Conduct of Meetings - Formalities of valid meeting [Provisions regarding agenda, notice, quorum, proxies, voting, resolutions (procedure and kinds) minutes, filing of resolutions, Virtual Meeting] 3. Meeting of Share Holders General Body Meetings, Types of Meetings A. Annual General Meeting (AGM), (Ss.96 to 99) B. Extraordinary General Meeting (EOGM).(Sec.100) 4. Provisions regarding convening, constitution, conducting of General Meetings contained in Ss.101 to 114	To acquaint students about
4.	E Governance and Winding up Company	E Governance and Winding up of a Company 1. E Governance –meaning, Importance of E Governance 2. E Filing – Basic concept of MCA, E Filing 3. Winding –up: Meaning of winding-up, Dissolution of company, Conceptual understanding of winding-up by the Tribunal, 4. Compulsory winding-up, Members’ voluntary winding-up, Creditors’ voluntary winding-up	To be able to appreciate the emerging E Governance and E- filing under the Companies Act, 2013. Learn the winding up of company.

[Note: Recent amendments in the Acts and relevant Landmark cases decided by courts are expected to be studied]

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome

1	12	Document , PPT, Narration, , Survey Analysis, Article review	You Tube about Company Management	Report, Review on management of company	To Acquaint knowledge and maturity to understand Company management.
2	12	Project making, , jingles, slogan , Quiz Competition, , Interview with Company secretary	Use of You tube, Review of Movie	Article review on new Emerging issues in CSR of company	To Acquaint with knowledge and role of key managerial person of the Companies and Rules about CSR.
3	12	Street play, Case study, Poster making, Mock AGM.	Case Analysis, valid meetings	Recent Laws and salient features of meetings of company.	To get training in to various types of meeting and procedure.
4	12	Group Discussion, Assignments on e-governance and e-filing, Interview of lawyer	Film on E-governance procedure and case study of winding up	Project on winding – up of company and E-governance	To enhance skills and knowledge about the E- governance of the company and winding-up of the company

Methods of Evaluations

Subject	Internal Evaluation	External Evaluation	Suggested Add on Course
Unit – I	Continuous Evaluation,	Written Exam	Seminar on legal aspects on starting Business

Unit – II	Continuous Evaluation	Written Exam	Awareness program
Unit – III	Continuous Evaluation,	Written Exam	Visit to IPR Websites
Unit – IV	Continuous Evaluation,	Written Exam	Awareness program

1	12	PowerPoint Presentations, YouTube Videos	Films how to motivate staff and various theories of motivation available on various digital platforms.	Poster Presentation on motivation theories.	Students will get an idea about the basic motivational tools used in the field of management.
2	12	PowerPoint Presentations, YouTube Videos	Documentaries and movies on leadership. Videos of great leaders in the field of trade and commerce available on various digital platforms.	Student group activities which involve leadership skills and qualities.	Students will get an idea about how leadership influences organizational success.
3	12	PowerPoint Presentations, YouTube Videos	Documentaries and movies on coordination and control available on various digital platforms.	Poster Presentation on coordination and control	Students will understand the significance of coordination and control in modern business management.
4	12	PowerPoint Presentations, YouTube Videos	documentaries and movies emerging trends in management available on various	Projects on various emerging trends in management	Students will come across various emerging trends in management.

References :-

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	The Companies Act with Rules	Taxmann	Tan Prints (India) Pvt. Ltd. Jhajjar	Chandigarh
2.	The Companies Act, 2013	Bharat	Bharat Law House Pvt. Ltd.	Delhi
3.	Company Law-A Comprehensive Text Book on Companies Act 2013	Dr. G.K. Kapoor & Dr. Sanjay Dhamija	Taxmann Publications Pvt. Ltd	Delhi
4.	Company Law	Dr S R Meyani	Asia Law House	Mumbai
5.	Company Kaydyachi Olakha	K Shriram	Aarti & Co.	Mumbai
6.	Guide to Memorandum, Articles & Incorporation of Companies	Bhandari	Lexis Nexis	Mumbai
7.	Elements of Company Law	Arun Gaikwad Devendra Bhawari	Bibha	Pune
8.	Elements of Company Law	Prakash N. Chaudhary	Nirali Prakashan	Pune
9.	E-Commerce : Legal Compliance	Pratima Narayan	Eastern Book Company	Mumbai

SPECIAL ELECTIVE COURSE – VI

Subject: BUSINESS ADMINISTRATION-II

Course Code: 246(A)

Total Credits: 04 (Theory 03 + Practical 01=04)

Unit No.	Unit Title	Contents	Purpose/Skills to be developed
1	Legal Aspects (Recent Trends)	Compliance of legal requirements in promoting business unit, Licensing, Registration, Filing returns and other documents	To develop a better understanding of the legal compliances in business
2	Productivity	Meaning, Importance & measurements of productivity, Factors affecting productivity, Role of National Productivity Council- Product Quality Control	To understand the term productivity and its importance in business administration
3	Business liasoning	Interface between business and government, society ,and natural environment; etc Business strategy -- meaning and importance and steps in developing strategies.	To develop an understanding of the various forms of liasoning required in business administration
4	Business Alliances (growth strategies)	Mergers & Acquisition, Franchising, Outsourcing-concept and characteristics, Public Private Partnership, Business Engineering	Getting acquainted with the growth strategies of business

Teaching Methodology

Unit No.	No. of lectures	Innovative method to be used	Project	Expected Outcome
1.	12	PowerPoint Presentations, YouTube Videos	Assignments, poster presentations	Students will get an idea about the legal environment of business

2.	12	PowerPoint Presentations, YouTube Videos	Assignments, group presentations	Provide first - hand account of how productivity can be improved
3.	12	Lectures of industry experts entrepreneurs and documentaries.	Interviews /interaction with Business leaders to get a deeper insight on the environment and its impact on business	Help students understand the importance of various stake holders of business and the efficient way of establishing a rapport with them for business development
4.	12	Videos and lectures by experts	Interactions by experts with the students on various cases . Assignments/ presentations by student teams based on such interaction.	Greater insight on mergers , acquisitions and other strategies.

Recommended Books:

- i. Modern Business Organisation & Management-N.Mishra, Allied Publishers- Mumbai
- ii. Essentials of Business Administration- K. Ashwathappa-Himalaya Publication
- iii. Business Administration-S.C.Saxena-Sahitya Bhavan, Agra
- iv. The Administrative Process-Stephen Robbins
- v. Industrial Administration & Management- J.Batty
- vi Basu, C. (2017). Business Organisation and Management. McGraw Hill Education.

SPECIAL ELECTIVE COURSE – VI

Subject: BANKING & FINANCE-II Course Code: 246(B)

Total Credits: 04 (Theory 03 + Practical 01=04)

Objectives:

1. To provide the knowledge of Cooperative Banking in India
2. To analyze the functioning of Development Banking
3. To create the awareness about Banking Sector Reforms
4. To understand the role of various committees on Banking Sector Reforms.

UnitNo.	Topic	No. of Lectures	Teaching Method	Proposed skills to be developed
1.	Co-operative Banking in India: Meaning, significance and 1.1 principles of Cooperation 1.2 Evolution of Cooperative Baking in India. 1.3 Structure of Co-operative Banking in India Role of Co-operative Banking in Economic 1.4 Development 1.5 Challenges before Co-operative Baking in India	12	Lecture, PPT, the Group and Panel Discussion, Library Work, Assignment	Understanding Co-operative Banking Structure in India
2.	Development Banking in India: 2.1 Meaning and Features of Development Banking 2.2 Functions of Development Banks in India Role of Development Banks in Economic 2.3 Development Challenges before the Development Banking in 2.4 India	12	Lecture,PPT, the Group and Panel Discussion, Library Work, Visit to Banks	Understanding Functions and analyze the Role of Development Banking in India
3.	Selective Important Concepts of Banking 3.1 Central Banking , 3.2 Commercial Banking 3.3 Branch Banking , 3.4 Unit Banking	10	Lecture, PPT, the Group Discussion,	Understanding various concepts of Banking

3.5 Wholesale Banking, 3.6 Retail banking 3.7 Social Banking , 3.8 Islamic Banking 3.9 Merchant Banking, 3.10 Digital Banking		Library Work, Projects	
4. Banking Sector Reforms Historical approach, Meaning and Goals of 4.1 Banking Sector Reforms in India 4.2 Banking Reform Measures i) Cash Reserve Ratio (C.R.R.) and Statutory Liquidity Ratio (S.L.R.) ii) Prudential Norms (NPA) iii) Capital Adequacy Norms iv) Credit Deposit Ratio (C.D.Ratio) Framework of Basel Committees on Banking 4.3 Supervision i) Basel – I ii) Basel – II iii) Basel – III iv) Basel – IV M. Narsimhan Committee 4.4 Recommendations of – I (1991) 4.5 Recommendations of M. Narsimhan Committee- II (1998)	14	Lecture, PPT, Group and Panel Discussion, Library Work, Assignment, Projects	Understanding the Goals and Measures of Banking Reforms in India Analyze the role of various committees on Banking Sector Reforms
Total	48		

References:

1. Debaprosanna Nandy (2010), 'Banking Sector Reforms in India and Performance Evaluation of Commercial Banks, Universal Publishers
2. Deb Joyeeta (2019), 'Indian Banking System', Evince Publishing.
3. Desai Vasant (2007), 'Indian Banking-Nature and Problems', Himalaya Publishing House.
4. Gopinath M.N. (2017), 'Banking Principles and Operations', Snow White Publisher.

5. Joshi, Vasant and other (2002), Managing Indian Banks – The Challenges Ahead, Response Books, New Delhi.
6. Mallik, Chaudhury and Sarkar (2018), 'Indian Banking System- Growth, Challenges and
7. Nararajan and Parameswaran (2007), 'Indian Banking', S. Chand Company Ltd. New Delhi.
8. ShahiUjjwala (2013), 'Banking in India: Past, Present and Future', New Century Publications
9. Singh Sultan (2008), 'Banking Sector Reforms in India', Kanishka Publishing House
10. Thirunarayanan R., 'Co-operative Banking in India', Mittal Publication
11. Trivedi, Chaudhary and other (2015), 'Indian Banking System', RBD Publication, Jaipur.
12. Trivedi I.V. and Jatana Renu (2010), 'Indian Banking System', RBSA Publisher.
13. 'Report on Trend and Progress of Banking in India' 2017-18, 2018-19, 2019-20- Reserve Bank of India

SPECIAL ELECTIVE COURSE – VI

Subject: BUSINESS LAW & PRACTICE-II Course Code: 246(C)

Total Credits: 04 (Theory 03 + Practical 01=04)

Objectives of the course:

To develop an understanding of the significant provision of Industrial and Labour Laws.

To gain the ability of students to address a basic business legal application- oriented issues.

Depth of the program:

Basic & Fundamental

Objectives of the Subject:

- To impart the students with the fundamental understanding of important Industrial and Labour laws.
- To study & acquaint students an application & overview based knowledge of Industrial and Labour Laws.
- To familiar the students with legal Business Environment of India.
- To develop & strengthen students through the legal practical knowledge and their implications on Indian Business organizations.
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Unit. No.	Unit Title	Contents	Purpose skills to be developments
1	Maharashtra Cooperative Societies Act,1960	Definition and Features of a Co-operative Society. Types of Co-operative Societies. Restriction on the society - Registration, Cancellation of Registration and De- registration of a Society. Bye Laws and Amendments of bye-laws.	Understanding the order and laws for development of co-operative societies in the state of Maharashtra.

2	Life Insurance	Meaning, Definition of Life Insurance, Features of Life Insurance, Importance of life Insurance. Basic Principles of Life Insurance. Advantages of Life Insurance, Type of Life Insurance Policy, Procedure of Life Insurance Policy. Settlement of Claims of Life Insurance of Policy, Nomination of Policy. LIC Object, Constitution & Functions, Challenges before LIC, Social Responsibility of LIC.	It will help the students to gain insights of Life Insurance
3	Competition Act 2002	Introductions, definitions, scope, objectives, Prohibition of Certain Agreements, Abuse of Dominant Position and Regulation of Combinations, Competition Commission of India, Duties, Powers And Functions of Commission. (Sec 1 to 39)	To create more awareness about prevented practices that adversely affect competition, and to maintain competition in markets and protect the interests of consumers.
4	Industrial Disputes Act, 1947	Introductions, definitions, scope, objectives, Industrial Disputes, Strikes, Lock-out, lay-off, Standing orders, Rules, Causes of Industrial Disputes. Consequences of Industrial Disputes. Works committee.	Understanding the concepts of dispute, Disputes that relate to the terms and conditions of employment or non-employment or employment of a person.

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	<ul style="list-style-type: none"> ➤ Cases to be discussed in Group. ➤ Internet Sources. 	<ul style="list-style-type: none"> ➤ You tube videos on Success stories of cooperative movement in India. ➤ E-Content on Cooperative societies provided by UGC/University/MOOC / You tube etc. to be studied. 	Project report should be prepared on Various successful cooperative ventures in .India & Outside the India	Understanding the legal requirements of Cooperative Business Model in India. Understanding the cooperative law & its applications.
2	12	<ul style="list-style-type: none"> ➤ Benefits of Insurance to be discussed in Group. ➤ Internet Sources. ➤ Discussion on Claim Settlement. 	<ul style="list-style-type: none"> ➤ E-Content on Life Insurance provided by UGC/University/MOOC etc. to be studied & analyzed. 	Project report can be prepared on benefits of Life insurance to the people.	Legal framework of Life insurance. Insights & benefits to be understood to minimize life risk.
3	12	<ul style="list-style-type: none"> ➤ Internet Sources. ➤ Presentation can be taken. ➤ Applications of this law to be understood. 	<ul style="list-style-type: none"> ➤ E-Content on Competition Act 2002 provided by UGC/University/MOOC/ You Tube etc. to be Watched & analyzed. 	Project report can be prepared on Applications of Competition Act 2002.	Understanding the fair & healthy business competition in India.

4	12	<ul style="list-style-type: none"> ➤ Observation or Survey about Industrial disputes can be conducted and discussed in detail. ➤ PPT Method can be used. 	<ul style="list-style-type: none"> ➤ Various cases on Industrial Disputes can be studied. ➤ E-Content on Industrial Disputes act 1947 provided by UGC/University/MOOC/ You Tube etc. to be Studied & analyzed. 	Project report can be prepared on various dispute cases happened in India & solved under Industrial Disputes Act 1947.	Application & benefits of Industrial Disputes Act 1947. Insights & benefits of the same to the business organizations in India.
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References

Sr. No.	Title of the Book	Author/s	Publication
1	Labour Laws	Taxmann	Taxmann
2	Labour & Industrial Laws	S N Misra	Central Law Publication
3	Maharashtra Cooperative Societies Act, 1960	Current Publications	Current Publications
4	Competition Act 2002	Agarwal V. K.	Bharat Law House Pvt Ltd
5	Industrial Disputes Act, 1947	Lawmann's	Kamal Publishers
6	Labour and Industrial Laws	M.N. Mishra	Central Publicaions

Practical for Semester – IV

Topic	Mode of Practical
Types of Cooperative Society	Case Study Method.
Settlement of Claims of Life Insurance of Policy	Real life examples, Applications with library sources.
Competition Commission of India	Library Assignment.
Strikes, Lock-out, lay-off, Standing orders, Rules, Causes of Industrial Disputes	Review of Research Papers/Articles, News Paper Articles etc.

SPECIAL ELECTIVE COURSE – VI

Subject: CO-OPERATION AND RURAL DEVELOPMENT -II

Course Code: 246(D)

Total Credits: 04 (Theory 03 + Practical 01=04)

Unit No.	Unit Title	Contents	Skills to be developed
1	Co-operative Laws in India	1.1 History of Co-operative Legislation 1.2 Co-operative Societies Act 1904, Objectives and Features 1.3 Co-operative Societies Act 1912 ,Objectives and Features 1.4 Bombay Provisional Co-operative Societies Act 1925, Main Provisions, 1.5 Benefits of Co-operative Legislations	1. To understand progress of co-operative legislation 2. To be acquainted with various co-operative enactments 3. 3. To know the benefits of co-operative legislations
2	Multi-state Co-operative Societies Act	2.1 Need and objectives 2.2 Procedure for Registration of Societies 2.3 Documents required for registration 2.4 Central Registrar – Appointment, Functions, Duties	1. To know the process of registration. 2. To know the various documents essential for registration of societies 3. To understand the rights and functions of Registrar.
3	Maharashtra State Co-operative societies Act, 1960	3.1 Need and objectives of the Act 3.2 Registration of Co-operative Societies 3.3 Privileges of Co-operative Societies 3.4 Membership of Co-operative Societies 3.5 Provisions Regarding Management of Co-operative Societies 3.6 Registrar Appointment, Functions, Duties and Jurisdiction 3.7 Provisions Regarding Audit of Co-operative Societies 3.8 Amendments made in Maharashtra Co-operative Societies, Act in 2013	1. To understand provisions of co-operative societies Act-1960. 2. To know and understand provisions of amendment act 2013. 3. To know the provisions pertaining the audit of co-operative societies.

4	Co-operative Entities – Functions, Problems and Progress	4.1 Present Situation of Agricultural Credit Co-operatives- Primary District and State Co-operative Banks 4.2 Co-operative Sugar Factories 4.3 Contemporary conditions of Non Agricultural Credit Co-operatives 4.4 Dairy Co-operatives 4.5 Co-operative Housing Societies 4.6 Consumer Co-operative Societies 4.7 Urban Co-operative Banks	1. To create understanding about agricultural credit banks. 2. To know the problems of co-operative societies. 3. To know the functions of various co-operative societies.
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Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Theory lectures, group discussion.	----	-----	Concept of co-operation & how co-operative societies act progressed.
2	12	Theory lecture, class room discussion	----	-----	Student should become aware about registration, its benefits & importance.
3	12	Theory lecture, Visit to co-operative registrar's office	AV available on 'You tube'	Collection of Memorandum of Association, Article of Association, Form 'A' & Form 'B'.	Understanding pertaining to registration process, documents & audit of co-operative societies
4	12	Theory lecture, visit to co-operative credit Bank	-----	Preparing Detailed report of the visit.	Understanding about functioning of credit co-operative banks/ Societies

References:

- 1) G.S.Kamat –Cases in Co-operative management
- 2) N.L.Ghorpade- Co-operation and Rural Development
- 3) K.K.Taimani- Co-operative Organization and Management
- 4) G.S.Kamat – New Dimensions of Co-operative Management
- 5) Vasant Desai – Fundamentals of Rural Development

- 6) Dr. Dhiraj Zalte & Others – Theory & Practice of Co-operation, Prashant Publication
- 7) V.M.Dandekar and Rath – Poverty in India
- 8) Dr. P.R.Dubhashi – Rural Development and Administration in India
- 9) V.Reddy – Rural Development in India
- 10) S.K. Gopal – Co-operative Farming in India
- 11) B. Mukharji – Community Development
- 12) I.C.A State and C-operative Movement
- 13) <https://www.bhagirathgram.org/>

SPECIAL ELECTIVE COURSE – VI

Subject: COST & WORKS ACCOUNTING-II

Course Code: 246(E)

Total Credits: 04 (Theory 03 + Practical 01=04)

Objectives:

1. To know the documents that are used in stores and how to calculate the issuing price of material.
2. To provide knowledge to students on classification and codification.
3. To equip students with knowledge regarding the ascertainment of labour cost.
4. To understand the concept of payroll.
5. To know the concepts of labour turnover and merit rating.
6. To understand recent trends in cost accounting.

Unit No.	Unit Title	Contents	Skills to be developed
1	Material Accounting	Store Location and Layout. Classification and Codification of Material. Stores and Material Records. Bin Card & Store Ledger etc. Issue of Material and Pricing Methods for Issue of Material: FIFO. LIFO. Simple Average Methods. Weighted Average Methods. Use of computer in store Accounting.	1. To understand different pricing methods used for issuing the material. 2. To gain knowledge about the documents used in store departments.
2	Labour cost and Payroll	Meaning and definition of wages. Difference Between Wages and Salary Records and methods - time keeping and time booking. Methods of Wage Payment Time rate system. Piece rate system. Taylor's differential piece rate system. Incentive Plan. Halsey Plan. Rowan Plan. Group Bonus scheme. Performance based incentive plan. Payroll meaning and components	To Understand the difference between salary and wages. To know the methods of time keeping and time booking. To enable the student to calculate wages and incentives. To understand meaning and components of payroll
3	Other Aspects of Labour	a. Labour Turnover. b. Job Analysis & Job Evaluation. c. Merit Rating.	To understand the labour turnover, job analysis and evaluation
4	Direct Cost and	Direct Cost Concept and its accounting	To understand the concept of

Introduction to JIT, CAM and ERP.	treatment Introduction to- Just In Time(JIT) CAM(Computer Aided Manufacturing) Enterprise Resource Planning (ERP)	direct cost and recent trends in cost and management accounting
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Teaching Methodology

Unit No.	Total Lectures	Innovative Methods to be used	Films Shows and AV Applications	Project	Expected Outcome
1	16	Invite a storekeeper in the classroom to provide practical knowledge about which records are to be maintained in the store department and pricing methods for issue of material	Youtube Lectures and relevant multimedia compact discs(CD)	Visit small industries for understanding which records are to be maintained in store department	Understanding various methods used in the pricing of the issue of materials
2.	16	Powerpoint presentation and guest lecture	You Tube clippings of methods of remuneration, time keeping and time booking and their methods	1)Calculation of wage payment and incentives. 2)Preparation of a specimen of pay slip.	Enabling to calculate wage payment and incentives.
3	10	Powerpoint presentation and group discussion.	You Tube clippings of Labour turnover, Job Analysis & Job Evaluation Merit Rating.	Analysis and evaluation of jobs in any organisation.	Understanding the process of job analysis, job evaluation and merit rating.
4	6	Guest lecture, powerpoint presentation and group discussion.	You Tube clippings of Labour turnover, Job Analysis & Job Evaluation Merit Rating.	Read articles on the recent trends in cost accounting from Journals, e-journals and web resources.	Insight into recent processes used for cost reduction.

Methods of Evaluation

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

References

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

Web References

Sr. No	Lectures	Films	PPTs	Articles	Others
For all the units.	Guest Lectures by Field Personnel such as working executives from industries and of practising Cost and Management Accountants.	YouTube films showing the working of different industries.	Relevant powerpoint presentations are available on all these topics.	Articles from the Professional Journals such as The Management Accountant, The Chartered Accountant, The Chartered Secretary, The Institute of Chartered Financial Analyst of India	https://icmai.in www.globalcma.in eclm.unipune.ac.in

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

1. 50 % of the marks are assigned for Theory whereas rest 50 % of the total marks are allotted for Numerical Problems.
2. The Numerical Problems will be of simple nature only.
3. Areas of numerical problems:
 - Pricing Methods Of Issue Of Material.
 - Methods Of Wage Payment and Incentive Plan.
 - Measurement Of Labour Turnover.

SPECIAL ELECTIVE COURSE – VI

Subject: BUSINESS STATISTICS

Course Code: 246(F)

Total Credits: 04 (Theory 03 + Practical 01=04)

Preamble to the syllabus:

Tools and techniques learned in Statistics give a precise way of formulating and analyzing a problem and to make logical conclusions. Concepts and tools introduced in this course are useful to students for higher studies and career in any branch of Economics, Commerce and Management. Professionals working in these fields, wishing to upgrade their knowledge, will also benefit. The stress of the course will be on building the concepts and their applications.

In modern times, Statistics is viewed not as a mere device for collecting numerical data but as a means of developing some techniques for their handling and analysis and drawing valid inferences from them. Statistics provides tools for making decisions when conditions of uncertainty prevail. So it is very useful in various fields like agriculture, business, management, economics, finance, insurance, education, biotechnology and medical science etc.

Depth of the Course – Basic Knowledge of Elementary Statistics

Objective of the Course

1. To understand and Master the concepts, techniques & applications of Statistical Methods Operations Research.
2. To develop the skills of solving real life problems using Statistical Methods and Operations Research.
3. To make students to understand the art of applying statistical techniques to solve some real life problems.
4. To gain knowledge of Statistical Computations

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	Time Series	Introduction, Definition, Components of Time Series, : The Trend, Seasonal variation, Cyclical variation, Irregular variation, Additive Model, Multiplicative Model, Methods of estimating Trends, Moving averages (with periods 3,4,5), Fitting of trend line and second degree curve, Exponential smoothing, Example and problems.	<ol style="list-style-type: none">1. To understand the concept time series and its components.2. To understand the interpretation of time series.3. To understand the various data fitting methods for time series.
2	Simplex Method	Definition of Linear programming problem, Canonical and standard form duality relation between primal and dual, example and problems on simplex	<ol style="list-style-type: none">1. To understand the simplex method algorithm.2. To understand and

		method, meaning of unbounded solution, basic feasible solution, alternate solution, degenerate solution	analyze simplex tables.
3	Transportation Problem	Transportation Problem of minimization type objective function, Introduction, balanced and unbalanced TP, Initial Basic Feasible Solution (IBFS) using NWCR, MMM, VAM, Optimal solution using MODI method. Example and problems.	1. To understand the concept of transportation problems. 2. To understand the methods to obtain IBFS and optimal solution of TP.
4	Assignment Problem	Introduction, concept minimization and maximization, Hungarian method example and problems	1. To understand the concept of assignment problem. 2. To understand the method to obtain optimal solution of AP.

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	14	ICT	NA	NA	Students will be able to apply time series techniques to problems from finance and economics.
2	13	ICT	NA	NA	Students will be able to apply simplex algorithm and analysis the solution of LPP.
3	14	ICT	NA	NA	Students will be able to solve transportation problems and obtain optimal solutions. Students will be able to apply TP techniques to real world problems.
4	07	ICT	NA	NA	Students will be able to solve assignment problems. Students will be able to apply AP techniques to real world problems.

Method of Evaluation

Subject	Internal Evaluation	External Evaluation
Unit – I	30%	70%
Unit – II	30%	70%
Unit – III	30%	70%
Unit – IV	30%	70%
Total		

Notes: -

1. Internal evaluation is continuous assessment.
2. Internal evaluation shall have following components: -
 - a. At least one test of 20 marks involving objective questions of following type: - multiple choice, true or false, state definitions/concepts, one line answer etc.
 - b. At least one assignment of 05 marks.
 - c. If time and resources permit then there can be power point presentation of group or individual (this component is not compulsory).
 - d. Final score will be average score of all components.

Text Books:

1. Unit I – Time Series - Bhowal M. K. and Pronob Barua, Statistics Vol. 1, Asian Books Pvt. Ltd., New Delhi and Cheng-Few Lee, John C. Lee and Alice C. Lee, Statistics for Business and Financial Economics, Springer, New York
2. Unit II – Simplex Method - Hamdy A. Taha, Operations Research: An Introduction, Pearson, New Delhi
3. Unit III – Transportation Problems - Hamdy A. Taha, Operations Research: An Introduction, Pearson, New Delhi
4. Unit IV – Assignment Problems - Hamdy A. Taha, Operations Research: An Introduction, Pearson, New Delhi

References:

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	Business Mathematics and Statistics	N.G. Das & Dr. J.K. Das	McFraw Hill	New Delhi
2.	Fundamentals of Business Mathematics	M. K. Bhowal	Asian Books Pvt. Ltd	New Delhi
3.	Operations Research	P. K. Gupta & D. S. Hira	S. Chand Publishing	New Delhi
4.	Mathematics for Economics and Finance: Methods and Modeling	Martin Anthony and Norman Biggs	Cambridge University Press	Cambridge
5.	Fundamentals of Mathematical Statistics	Gupta S. C. and Kapoor V. K.:	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002
6.	Statistical Methods	Gupta S. P.:	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002
7.	Applied Statistics	Mukhopadhyaya Parimal	New Central Book Agency Pvt. Ltd.	Calcutta.
8.	Fundamentals of Statistics	Goon A. M., Gupta, M. K. and Dasgupta, B.	World Press	Calcutta.
9.	Fundamentals of	Gupta S. C. and Kapoor V. K.:	Sultan Chand and Sons	23, Daryaganj, New Delhi

	Applied Statistics			110002
10.	Statistics for Business and Financial Economics	Cheng-Few Lee, John C. Lee and Alice C. Lee	Springer	New York
11.	<i>Operations Research</i>	<i>Kanti Swarup, P. K. Gupta, Man Mohan</i>	Sultan Chand & Sons,	New Delhi

Suggested references

Web reference for Semester I & II

1. www.freestatistics.tk(National Statistical Agencies)
2. www.psychstat.smsu.edu/sbk00.htm(Onlinebook)
3. www.bmj.bmjournals.com/collections/statsbk/index.shtml
4. www.statweb.calpoly.edu/bchance/stat-stuff.html
5. www.amstat.org/publications/jse/jse-data-archive.html(International journal on teaching and learning of statistics)
6. www.amstat.org/publications/chance(Chancemagazine)
7. www.statsci.org/datasets.html(Datasets)
8. www.math.uah.edu/stat(Virtual laboratories in Statistics)
9. www.amstat.org/publications/stats(STATS : the magazine for students of Statistics)
10. www.stat.ucla.edu/cases(Case studies in Statistics).
11. www.statsoft.com
12. www.statistics.com
13. www.indiastat.com
14. www.unstat.un.org
15. www.stat.stanford.edu
16. www.statpages.net
17. www.wto.org
18. www.censusindia.gov.in
19. www.mospi.nic.in
20. www.statisticsofindia.in
21. <https://swayam.gov.in/>

SPECIAL ELECTIVE COURSE – VI

Subject: BUSINESS ENTREPRENEURSHIP (SPECIAL PAPER-I)

Course Code: 246(G)

Total Credits: 04 (Theory 03 + Practical 01=04)

Unit No.	Unit Title	Contents	Skills to be developed
1	Group Entrepreneurship	Concept- Meaning and Significance- Individual Entrepreneurship V/s Group Entrepreneurship. Advantages and Disadvantages of Group Entrepreneurship. Self Help Group- Definition, Meaning and Evolution- Nature- Scope of SHG, Administration Functions and Operation of SHG's , Do's and Don'ts with suitable illustration of Self Help Group	<ol style="list-style-type: none">1. To understand the concept Individual Entrepreneurship and Group Entrepreneurship along with their significance.2. Students should be able to understand its advantages and disadvantages.3. To make aware of the concept Self Help Group with its functions to enhance the knowledge in entrepreneurship.4. To equip the students with various aspects of entrepreneurship, their competencies like initiative, how to grab the opportunities etc. and qualities with examples.
2	Various Entrepreneurial Opportunities	Role of Service Sector in National Economy- Types of Service Ventures, Service-Industry Management, Success Factors in Service Ventures- Opportunities to Service Industry in Rural and Urban Areas, Distinction Between Service Industry and Manufacturing Industries.	<ol style="list-style-type: none">1. Students should know to service sector and its role in National Economy also have to detail knowledge of benefits of industries in rural and urban areas.2. Students should be able to differentiate in service industry and manufacturing conventional industry.3. Information on role of each industry will help the students to develop their interest in entrepreneurship.

3.	Study of Entrepreneurs or Enterprises	1. Mr. Radhakishan Damani (D Mart) 2. Mr. Ritesh Agarwal (OYO Hotels) 3. Mr. Sanjeev Bhikchandani (Naukri.com) 4. Mumbaiche Dabewale 5. Mr. Ratan Tata.	1. To study the real life well known examples of entrepreneurs and enterprises in India, to motivate the students to enhance their competencies and create interest in, to become an enterprisers or to be an entrepreneurs.
4.	Challenges in Entrepreneurship Development	Challenges- Social, Cultural, Educational, Political, Economical, International Situation, Cross Cultural Aspects. Measures and Challenges of Globalization and Entrepreneurship Development in India. Effect of Corona Virus on Entrepreneurship.	1. Students should be able to understand the challenges in entrepreneurship development and how these environmental factors affect the business so the students should be known how to overcome on these factors or challenges.

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Collecting information through available literature.	Related Videos and PPTs	Asked students to prepare detailed report.	Understanding the basics difference in Individual Entrepreneur and Group Entrepreneurship and details in SHG.
2	12	Small research on field market survey.	Related Videos and PPTs	Assign small projects (Product Specific) to students in individual or group research to find the requirement of the society. (Product	Students will identify the opportunities of entrepreneurship in the present market, in terms of production, trading or by providing services

				Specific)	to the society.
3	12	Collecting detail information of entrepreneurs and enterprise through available literature, news, reports, etc.	Biographical videos or CDs of entrepreneurs and enterprises	Prepare a small project on at least one entrepreneur to study its 360 degree.	Students will be able to study and investigate the entrepreneur or enterprise on micro level.
4	12	Conducting survey and collecting information of the challenges (internal and external) in the entrepreneurship development.	Interviews of entrepreneurs videos, PPTs	Assign small projects in individual or in group.	Students will practically study the Challenges in entrepreneurship development.

References:-

- 1..Business Environment, Francis Cherunilam, Himalaya Publishing House, New Delhi.
- 2..Entrepreneurship Development, Khanna S.S, S. Chand, New Delhi.
- 3.Entrepreneurship Development, Gupta, Shrinivasan, S. Chand, New Delhi
- 4..Dynamics of Entrepreneurship, Desai Vasant, Himalaya Publishing House, New Delhi
- 5..Indian Economy,, Ruddar Datt, K.P.M. Sundharam, S. Chand, New Delhi
- 6 .Udyog,Udyog Sanchalaya, Mumbai
- 7.Vyawasaya Udyojagata, Dr. S. L. Shiragave, Success Publication, Pune

SPECIAL ELECTIVE COURSE – VI

Subject: -MARKETING MANAGEMENT -II Course Code: 246(H)

Total Credits: 04 (Theory 03 + Practical 01=04)

1. Preamble

As the commercial scenario has totally changed, the need for advanced concepts has increased. Education system also has to change with the rapidly transforming times. Education system is trying to familiarize the students of commerce with advanced concepts in the field so that they are aware of the changing picture.

Marketing Management is an important subject and has been structured to create awareness of the Marketing Management by giving proper insight to the basics of Marketing, so that the foundation of this subject is strengthened for further studies in Marketing.

From this point of view Savitribai Phule Pune University has introduced Choice Based Credit System of course structure. This system will develop the logical independent thinking for accepting the challenges of the changing Business world.

2. Objective of the Course

1. To create awareness and impart knowledge about the basics of Marketing Management which is the basic foundation of Marketing subject.
2. To orient the students in recent trends in marketing management.
3. To understand the concept of Green Marketing.
4. To enable students to apply this knowledge in practical by enhancing their skills in the field of Marketing.

Unit No.	Unit Title	Contents	Purpose Skills To Be Developed
1	Green Marketing	1.1 Introduction 1.2 Meaning of Green Marketing 1.3 Definition of Green Marketing 1.4 Objectives of Green Marketing 1.5 Importance of Green Marketing 1.6 Strategies of Green Marketing 1.7 Role of Marketing Manager in Green Marketing	To understand the core principles required to create competitive advantage in the marketplace by implementing innovative green

		<p>1.8 Marketing mix of green marketing</p> <p>1.9 Principles of success of green products</p> <p>1.10 Case studies</p>	marketing strategies.
2	E-Marketing	<p>2.1 Introduction</p> <p>2.2 Meaning of E-Marketing</p> <p>2.3 Definition of E-Marketing</p> <p>2.4 Utility of E-Marketing</p> <p>2.5 Advantages of E-Marketing</p> <p>2.6 Limitations of E-Marketing</p> <p>2.7 Challenges before E-Marketing</p> <p>2.8 Online and Offline Marketing</p> <p>2.9 Present status of E-Marketing in India</p> <p>2.10 Scope for E-Marketing in Indian scenario Online Marketing Strategies</p>	To understand Professionals working in E-Marketing to design and implement Internet marketing plans.
3	Digital Marketing	<p>3.1 Introduction</p> <p>3.2 Meaning of Digital Marketing</p> <p>3.3 Definition of Digital Marketing</p> <p>3.4 Difference between Traditional Marketing & Digital Marketing</p> <p>3.5 Digital Marketing Channels</p> <p>3.5.1 Search Engine Optimisation (SEO) Off-page Optimisation On-Page Optimization</p> <p>3.5.2 Social Media Marketing Facebook Marketing Twitter Marketing Google Marketing Video Promotion YouTube Marketing Pinterest Marketing Instagram Marketing</p> <p>3.5.3 Online Paid</p>	To understand how and why to use digital marketing for multiple goals within a larger

		<p>advertisement Google AdWords Facebook Ads Twitter Ads</p> <p>3.5.4 Email Marketing 3.5.5 Mobile App Marketing 3.5.6 Web Analytics 3.5.7. Content Marketing 3.5.8 Affiliate Marketing</p>	
4	Introduction to International Marketing	<p>4.1 Introduction 4.2 Meaning of International Marketing 4.3 Definition of International Marketing 4.4 Scope of International Marketing 4.5 Objectives of International Marketing 4.6 Facets of International Marketing 4.7 Benefits of International Marketing 4.8 Limitation of International Marketing 4.9 Forces influencing International Marketing 4.10 Forces restraining International Marketing</p>	To expand student's knowledge of significant strategic marketing techniques which will give them great advantage to develop their career in marketing.

Teaching Methodology

Topic No.	Total Lectures	Innovative Methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	14	Power Point Presentation, Article Review, Survey Analysis	AV Application	Market Survey	Students will understand how Green Marketing is necessary for marketers to use resources efficiently, so that organizational objectives are achieved without waste of resources.

2	07	Group Discussion, Quiz, Poster Making	Short Film about Buyer Behaviour, AV Application	Interviews of the Buyer	It will help the student to apply the various techniques and methods of E- Marketing practically.
3	14	Power Point Presentation, Group Discussion, Survey Analysis	AV Application	Market Survey, Interviews of Seller	It will help them to implement the knowledge of Digital Marketing in practical by enhancing their skills in the field of Marketing.
4	13	Power Point Presentation, Group Discussion, Field Visit	Short Film, AV Application	Market Survey, Interviews of Marketing Manager or Head	It will help them to gain a solid understanding of the theoretical and conceptual knowledge of International marketing.

Methods of Evaluation

	Internal Evaluation	External Evaluation	Suggested Add on Course
Unit - I	Quiz, Group Discussion	Examination	Environmental Marketing
Unit - II	Practical, Presentation	Examination	Advanced Digital Marketing
Unit - III	Presentation, Group Discussion	Examination	E-Learning Training Course
Unit - IV	Project, Presentation	Examination	Workshop on International Marketing

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Marketing Management	Philip Kotler	Pearson Publication	
2	Marketing Management	Rajan Saxena	McGraw Hill Education	
3	Principles of Marketing	Philip Kotler	Pearson Publication	
4	Sales & Distribution Management	Tapan K Panda	Oxford Publication	

5	Advertising Management	Rajiv Batra	Pearson Publication	
6	Retail Management	Swapna Pradhan	McGraw Hill Publication	
7	Retail Management	Gibson Vedamani	Jayco Publication	
8	Marketing Management	V. S. Ramaswamy & S. Namakumari	Macmillan Publication	
9	Supply Chain Management	Sunil Chopra, Peter Meindl & D. V. Karla	Pearson Publication	

SPECIAL ELECTIVE COURSE – VI

Subject: AGRICULTURAL AND INDUSTRIAL ECONOMICS -II

Course Code: 246(I)

Total Credits: 04 (Theory 03 + Practical 01=04)

Unit No.	Unit Title	Content	Purpose skills to be developed
1	Economics of Farm Management	3.1 Farm Management, Meaning, Scope, Objectives 3.2 Management of Farm input and Output, Types of Farming 3.3 Economies and Diseconomies of Scale 3.4 Recent Changes in Farm Management- (Farmer Collectives/ Producer Organisation)	<ul style="list-style-type: none">▪ To understand the Concept of Farm Management▪ Ability to compare Plant, Firm and Industry To make the students know about the concept of various sector in Industrial Economics.
2	Risk and Uncertainty in Agriculture	2.1 Nature of Risk and Uncertainty in Agriculture 2.2 Types of Risk and Uncertainty (Climatic Variability & Change, Production Risks, Technological) 2.3 Risk and Uncertainty Management Strategies in Agricultural 2.4 Risk Management Through Agricultural Insurance Price	<ul style="list-style-type: none">▪ To get acquainted with Nature and Type of uncertainty in agricultural▪ To Equip the students with a measure to control risk and uncertainty in Agriculture
3	Industrial Finance	3.1 Meaning, Scope, Importance of Industrial Finance 3.2 Sources of Industrial Finance: Shares, Debentures, Bonds, Deposits, Loan Role of IDBI, SIDBI, ICICI, State Finance Corporations 3.3 Foreign Capital: Need for Foreign Capital, Foreign Direct Investment, Foreign Institutional Investment, GDR, ADR, External Commercial Borrowings.	<ul style="list-style-type: none">▪ To get acquainted with meaning scope and Importance on Industrial Finance.▪ To gain knowledge of various industrial financing institution
4	Industrial Productivity & Efficiency	4.1 Productivity - Norms and Measurement 4.2 Factors Affecting Productivity and Capacity Utilization 4.3 Importance of Productivity in the Competitive Environment. 4.4 Measures Required for Improving	<ul style="list-style-type: none">▪ To understand the Concept productivity▪ To make the students know about the Factors affecting Productivity and Measures required for Improving Productivity and efficiency

Teaching Methodology:

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project/Practical	Expected Outcome
1	12	Lecture, PPT/ Group Discussion, Library, Problem solving based learning, Case study, Jigsaw reading, Practical based learning	Relevant videos, Consortium for Educational Communication-SWF E- Content	<ul style="list-style-type: none"> Visit farmer Producer Company and analyse the opportunities and threats of FPO. 	<p>After completing this topic , the student will be able to understand</p> <ul style="list-style-type: none"> Assess and evaluate the New methods of Collective Farming Identify and choose the newer methods
2	12	Lecture, PPT/ Group Discussion, Library, Problem solving based learning, Case study, Jigsaw reading, Practical based learning	Relevant videos, Consortium for Educational Communication-SWF E- Content	<ul style="list-style-type: none"> List of out the Indian Government measure to Control risk and uncertainty in Agriculture. 	<ul style="list-style-type: none"> Evaluate the effects of Risk and uncertainty in agricultural Different measures to overcome risk and uncertainty in the Agricultural Sector
3	12	Lecture, PPT/ Group Discussion, Library, Problem solving based learning, Case study, Jigsaw reading, Practical based learning	Relevant videos, Consortium for Educational Communication-SWF E- Content	<ul style="list-style-type: none"> Information of various Industrial Financial Institution 	<ul style="list-style-type: none"> Analyse the importance and roll of Industrial Financial Institution
4	12	Lecture, PPT/ Group Discussion, Library, Problem solving based learning, Case study, Jigsaw reading, Practical based learning	Relevant videos, Consortium for Educational Communication-SWF E- Content	<ul style="list-style-type: none"> Analyse the factor affecting on Industrial Productivity and Efficiency 	<ul style="list-style-type: none"> Describe the Industrial Productivity and Efficiency. Analyse the factor affecting industrial Productivity and Efficiency

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<https://www.youtube.com/user/cecedusat>

<https://www.swyamprabha.gov.in/>

[http://14.139.13.96:8080/lectures.aspx?pno=Paper05\(O\)](http://14.139.13.96:8080/lectures.aspx?pno=Paper05(O))
Economics

-UGC CEC E Contain on Agricultural

[http://14.139.13.96:8080/lectures.aspx?pno=Paper06\(O\)](http://14.139.13.96:8080/lectures.aspx?pno=Paper06(O))
Economics

-UGC CEC E Contain on Industrial

SPECIAL ELECTIVE COURSE – VI

Subject: DEFENSE BUDGETING, FINANCE AND MANAGEMENT-II

Course Code: 246(J)

Total Credits: 04 (Theory 03 + Practical 01=04)

Objectives:

1. To understand the relationship between economy and defence expenditure
2. To create awareness about recent trends in India's Defence Expenditure
3. To understand the importance of War Finance and defence management
4. To create awareness about different challenges to India's defence management.

Unit No.	Topic	No. of Lectures	Teaching Method	Proposed Skill to be Developed
I	Defence Expenditure 1.1 Salient features of Indian Economy 1.2 Analysis of India's Defence Spending from 1947 to till date. 1.3 Determinants of Defence Expenditure 1.4 Recent Trends in India's Defence Expenditure	12	Lecture, PPT, Group Discussion, Library Work, Assignment, Field Visit	The learners will be able to analyse the methodology of defence spending in India.
II	War Potential 2.1 Concept of War Potential 2.2 Industrial Power 2.3 Elements of War Potential 2.4 Cost of War 2.5 Importance of DRDO in War	12	Lecture, PPT, Group Discussion, Library Work, Assignment, Field Visit	The learners will be able to understand the role of Industrial Power and their relationship to national security.
III	War Finance 3.1 Sources of Finance (Domestic and Foreign) 3.2 Peace Time Economy (Merits and Demerits) 3.3 War Time Economy (Merits and Demerits) 3.4 Rationing 3.5 Inflation	12	Lecture, PPT, Group Discussion, Library Work, Assignment, Field Visit	The learners will be able to know the importance and methodology of War Finance

VI	Rationale of Arms Production in the Third World Countries 4.1 Third World Countries : Meaning & Concept 4.2 Relevance of the Arms Production to the Third World Countries 4.3 Military Industrialization	12	Lecture, PPT, Group Discussion, Library Work, Assignment, Field Visit	The learners will be able to understand the rationale of armament production in third world countries
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Reference:

1. Laxmi Y, Trends in Defence Expenditure, New Delhi, ADS 1988
2. Ron Mathew, Defence Production in India, New Delhi, ABC-1989
3. Alok Ghosh, Indian Economy; Its Nature & Problem, New Book Hall-Kolkata-1994
4. S. K. Mishra & V.K. Puri , Indian Economy, Himalaya Publishing House-1998, New Delhi.
5. K.Subramanyam. Perspectives in Defence Planning, Abhinav Publishing Company, New Delhi-1972
6. Raju G. C.Thomas, The Defence of India –A budgetary perspective of strategy and politics, The Macmillan Company of India, New Delhi
7. A. N. Agarwal Economic Mobilization of National Defence ,Asia Publishing House, London 1968 V. N. Shrinivas, Budgeting for Indian Defence, New Delhi, K W Publishers, 2008
8. Amiya Kumar Ghosh, Defence Budgeting & Planning in India: The Way Forward, New Delhi, 2006
9. Alain C. Einthoven & K. Wayne Smith, How much is Enough ?, Shaping the Defence Budget 1961-1969s ,New Delhi, RAND Corporation
10. H.C. Bhatia, Public Finance (Ed), Vikas Publishing House, New Delhi -2006
11. S. P. Ganguly, Fundamentals of Government Budgetary in India, 3rd Ed ,New Delhi, Concept Publishing Co.-2007
12. Jaswant Sing, Defending India, Chennai, MacMillan India Ltd, 1999
13. H. B. Mishra, Defence Programmes of India, Delhi, Author press, 2000
14. Laxmi Y, Trends in Defence Expenditure, New Delhi, ADS 1988
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18. K.Subramanyam. Perspectives in Defence Planning, Abhinav Publishing Company, New Delhi-1972
19. Raju G. C.Thomas, The Defence of India –A budgetary perspective of strategy and politics, The Macmillan Company of India, New Delhi
20. A. N. Agarwal Economic Mobilization of National Defence ,Asia Publishing House, London 1968 V. N. Shrinivas, Budgeting for Indian Defence, New Delhi, K W Publishers, 2008

21. Amiya Kumar Ghosh, Defence Budgeting & Planning in India: The Way Forward, New Delhi, 2006
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27. K. Subramanyam , Perspective in Defence Planning, New Delhi, Abhinav Publishing , 1972
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SPECIAL ELECTIVE COURSE – VI

Subject: INSURANCE, TRANSPORT AND TOURISM - II (TOURISM)

Course Code: 246(K)

Total Credits: 04 (Theory 03 + Practical 01=04)

Objectives:

1. To acquaint students with the concepts of tourism.
2. To create awareness about different forms of tourism.
3. To make the students aware of career opportunities in the field of tourism.
4. To aware the students about the growth, scope and challenges of tourism in India.

Unit No.	Topic	No. of Lectures	Teaching Method	Proposed skills to be developed
1.	Introduction 1.1 Concept of Tourism 1.2 Types of Tourism 1.3 Factors affecting Demand for Tourism 1.4 Nature of Tourism 1.5 Significance of Tourism 1.6 Inter-regional and Intra-regional Tourism 1.7 Role of Government in Tourism Development	12	Lecture, PPT, Group Discussion, Library Work, Assignment	Understandi ng the concept of tourism
2.	Forms of Tourism 2.1 Agritourism 2.3 Health Tourism 2.4 Heritage Tourism 2.5 Eco Tourism 2.6 Cultural Tourism 2.7 Religious Tourism 2.8 Educational Tourism 2.9 Business Tourism 2.10 Sports Tourism 2.11 Family Tourism 2.12 Sea Tourism	12	Lecture, PPT, Group Discussion, Library Work, Study Visit to Tourism centre	Understandi ng the forms of tourism
3.	Impact of Tourism 3.1 Globalization and Tourism 3.2 The Economic Impact of Tourism 3.3 The Socio-cultural Impact of Tourism 3.4 Environmental Impact of Tourism 3.5 Career Opportunities in Tourism	10	Lecture, PPT, Group Discussion, Library Work,	Understandi ng the impacts of tourism

4.	Tourism in India 4.1 Growth of Tourism in India 4.1.1 Contribution to Gross Domestic Product 4.1.2 Employment Generation 4.1.3 Foreign Tourist Arrivals (FTAs) 4.1.4 Share of India in International Tourist Arrivals (ITAs) in World 4.1.5. Foreign Exchange Earnings (FEEs) from Tourism in India 4.2 Tourism Infrastructure Development in India 4.3 Scope of Tourism in India 4.4 Challenges before Indian Tourism Sector 4.5 Measures adopted by Government for Development of Tourism in India	14	Lecture, PPT, Group Discussion, Panel Discussion, Library Work, Assignment	Understanding the Tourism growth and career opportunities in tourism sector in India
	Total	48		

References:

Books:

1. Arora S. (2007), *Adventure Tourism and Sports Issues and Perspectives*, Cyber Tech Publications, New Delhi.
2. A Satish Babu (2008), *Tourism Development in India*, APH Publishing, New Delhi.
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2. Government of India, Economic Survey 2019-20.
3. India Tourism Statistics at a Glance, 2019, Ministry of Tourism, Government of India.
4. Working Paper, Services Sector: Challenges, Issues and Policy Suggestions with special focus on (IT-BPM, Tourism, Shipping, Real Estate Services and Project Exports), December 2017 Government of India, Ministry of Finance, Department of Economic Affairs, Economic Division.
5. <https://destinationreporterindia.com>
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SPECIAL ELECTIVE COURSE – VI

Subject: - COMPUTER PROGRAMMING AND APPLICATION II

Course Code: 246(L)

Total Credits: 04 (Theory 03 + Practical 01=04)

Relational Database Management System (Semester – IV)

1. Objectives of the course: To aware principles of databases, database management operations, fundamental concepts of RDBMS.

Unit No.	Unit Title	Contents	Skills to be developed
1	Introduction to Database management Systems	1.1 Introduction Information, Data and file 1.2 Need and Importance of Database management System 1.3 Definition of DBMS and Types (DDBMS, RDBMS) 1.4 Keys(Super key, Candidate, Primary, Foreign Key) 1.5 Working with tables (create and Manage table) 1.6 Introduction to DML, TCL, DDL, DCL 1.7 Introduction to RDBMS 1.8 Advantages and Disadvantages of RDBMS	1. Learner able to aware with Information, Data and file 2. Learner able to aware with Data base Management System ,its Type and need 3. Learner able to aware and able to working with table by specifying Key 4. Learner able to aware with Relational database management systems with advantages and Disadvantages

2	Introduction to SQL (Structure Query Language)	2.1 Introduction to SQL 2.2 SQL Language Elements 2.3 Classification of SQL commands 2.4 Applying Constraints 2.5 Aggregate Functions 2.6 Group by Having Clause 2.7 Creating Other Database Objects (Views, Indexes, Sequences, Synonyms)	1. Learner able to aware with Structure Query Language and its Functionality. 2. Learner able to aware and able working with view ,Index Sequence and Synonyms of Table or data
3	Introduction to (Sub queries, SET Operators, Date time Functions)	3.1 Enhancements to GROUP BY function (ROLLUP and CUBE Operator) 3.2 SET OPERATORS (INTERSECT, UNION, UNION ALL, MINUS Operator) 3.3 DATETIME FUNCTIONS (Parsing Date and Time) 3.4 JOINS (Inner Join, Equi-Join, Non Equi, Self- join, Outer Joins)	Learner able to aware and able to handle to (Sub queries, SET Operators, Date time Functions)
4	Advanced Sub-queries Security Privileges, and Introduction Database connectivity	4.1 Advanced Sub queries 4.1.1. Introduction 4.1.2 Multiple Column Sub queries (Coding Sub queries in the FROM clause) 4.1.3 Scalar Sub queries 4.1.4 Correlated Sub query 4.1.5 WITH clause (Functions of the WITH clause) 4.1.5 Hierarchical Queries 4.2 Controlling User Access 4.2.1. System privileges 4.2.3 User Privileges (GRANT/REVOKE PRIVILEGES) 4.3 Introduction to Data base connection (Open Database Connectivity, ADO, ADO.NET , ODBC, JDBC)	1. Learner able to aware and able to handle to (Sub queries with multiple Columnar, Correlated contains and with clause for prepare report form multiple Table. 2. Learner able to aware and able to handle to user access control

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Use ICT or presentation on DBMS /RDBMS	U-tube Tutorial on DBMS /RDBMS		Familiar with DBMS /RDBMS
2	12	Use ICT or presentation on SQL	U-tube Tutorial SQL	One case study on SQL Queries	Familiar with SQL
3	12	Use ICT or presentation on SQL Queries	U-tube Tutorial SQL Queries		Familiar with SQL Queries
4	12	Use ICT or presentation SQL Privileges and	U-tube SQL Privileges and	Prepare mini project (Paper work) on online	

Method of Evaluation

Subject	Internal Evaluation	External Evaluation
Unit – I	30	70
Unit – II	30	70
Unit – III	30	70
Unit – IV	30	70

Guidelines for Examination:

[5].Term End Exam (30 Marks):

[6].To be conducted by college as per rules provided by University of Pune. Semester Exam 70 Marks):

[7].To be conducted by University of Pune at the end of the academic year.

[8].Passing marks for the course are 40 (Out of which **minimum 32** marks are compulsory in Semester Examination).

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2. Database System Concepts (4th Ed) By: Korth, Sudarshan, Silberschatz Practical PostgreSQL O'REILLY
3. Beginning Databases with PostgreSQL, From Novice to Professional, 2nd edition By Richard Stones , Neil Matthew, Apress
4. SQL: THE COMPLETE REFERENCE 3rd Edition Author: James Groff, Paul
5. Weinberg, Andy Opper Tata Mc-graw Hill Publishing Co.ltd.-New Delhi ISBN : 9781259003882
6. SQL, PL/SQL: The Programming Language Of Oracle (With CD-ROM) 4th RevisedEdition Author: Ivan Bayross BPB PUBLICATIONS ISBN-13 9788176569644
7. Oracle Database 11G: The Complete Refere 1st Edition Author: KEVIN LONEY Tata Mcgraw Hill Education Private Limited ISBN-13 9780070140790
8. MySQL, The Complete Reference By Vikram Vaswani, ISBN 0-07-222477-0, Tata McGraw Hill The Complete Reference in Microsoft Access 2007, Andersen, ISBN13:9780070222854
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