

**STRUCTUE OF FOUR YEAR UNDERGRADUATE PROGRAM-(NEP-2020)**  
**PROGRAM: BACHELOR OF COMMERCE(2024-2028)**  
**DISCIPLINE: FACULTY OF COMMERCE**  
**SESSION: 2024-25**

DISCIPLINE SPECIFIC CORE COURSE (COSC)		GENERIC ELECTIVE (COGE)	
Category & Paper Code	Subject/Paper Title	Category & Paper Code	Subject/Paper Title
COSC-01	Fundamental of Accounting लेखाकन के मूल तत्व	COGE-01	Fundamental of Accounting लेखाकन के मूल तत्व
COSC-02	Business Law व्यापारिक सन्नियम	COGE-02	Business Law व्यापारिक सन्नियम
COSC-03	Business Economics व्यावसायिक अर्थशास्त्र	COGE-03	Business Economics व्यावसायिक अर्थशास्त्र
COSC-04	Business Accounting व्यावसायिक लेखाकन	COGE-04	Business Accounting व्यावसायिक लेखाकन
COSC-05	Business Mathematics व्यावसायिक गणित	COGE-05	Business Mathematics व्यावसायिक गणित
COSC-06	Business Environment व्यावसायिक पर्यावरण	COGE-06	Business Environment व्यावसायिक पर्यावरण
COSC-07	Corporate Accounting निगमीय लेखाकन	COGE-07	Corporate Accounting निगमीय लेखाकन
COSC-08	Company Law कम्पनी अधिनियम	COGE-08	Company Law कम्पनी अधिनियम
COSC-09	Principles of Management प्रबंध के सिद्धान्त	COGE-09	Principles of Management प्रबंध के सिद्धान्त
COSC-10	Business Statistics व्यावसायिक सांख्यिकी	COGE-10	Business Statistics व्यावसायिक सांख्यिकी
COSC-11	Cost Accounting लागत लेखाकन	COGE-11	Cost Accounting लागत लेखाकन
COSC-12	Fundamentals of Entrepreneurship उद्यमिता के मूल तत्व	COGE-12	Fundamentals of Entrepreneurship उद्यमिता के मूल तत्व
COSC-13	Income Tax Law & Accounts आयकर विधान एवं लेखे	COGE-13	Income Tax Law & Accounts आयकर विधान एवं लेखे
COSC-14	Auditing अंकेक्षण	COGE-14	Auditing अंकेक्षण
COSC-15	Management Accounting प्रबंधकीय लेखाकन	COGE-15	Management Accounting प्रबंधकीय लेखाकन
COSC-16	Indirect Tax with GST अप्रत्यक्ष कर जी.एस.टी सहित	COGE-16	Indirect Tax with GST अप्रत्यक्ष कर जी.एस.टी सहित
COSC-17	Managerial Economics प्रबंधकीय अर्थशास्त्र	COGE-17	Managerial Economics प्रबंधकीय अर्थशास्त्र
COSC-18	Principle & Practice of Insurance बीमा के सिद्धान्त एवं व्यवहार	COGE-18	Principle & Practice of Insurance बीमा के सिद्धान्त एवं व्यवहार
COSC-19	Advanced Accounting उच्चतर लेखाकन		
COSC-20	Statistical Analysis सांख्यिकीय विश्लेषण		
DISCIPLINE SPECIFIC ELECTIVE (COSE)		HONORS FOR OWN FACULTY VII SEMESTER	
Category & Paper Code	Subject/Paper Title	Category & Paper Code	Subject/Paper Title
COSE-01	Gr.-I-Management (समूह-1-प्रबंध) - Human Resource Management मानव संसाधन प्रबंध	Gr.-I Management-(समूह-1-प्रबंध)	
COSE-01	Gr.-II-Finance -(समूह-2-वित्त) - Financial Management वित्तीय प्रबंध	COSE-05	Organisational Behaviour संगठनात्मक व्यवहार

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COSE-01	Gr.-III-Marketing-(समूह-3-विपणन) - Marketing Management विपणन प्रबंध	COSE-06	Human Resource Development मानव संसाधन विकास
COSE-02	Gr.-I-Management -(समूह-1-प्रबंध) - Business Organisation व्यावसायिक संगठन	COSE-07	Retail Management खुदरा प्रबंध
COSE-02	Gr.-II-Finance -(समूह-2-वित्त) - Financial Market Operations वित्तीय बाजार परिचालन	COSE-08	Operational Management परिचालन प्रबंध
COSE-02	Gr.-III-Marketing-(समूह-3-विपणन) - International Marketing अन्तर्राष्ट्रीय बाजार	<b>Gr.-II Finance-(समूह-2-वित्त)</b>	
COSE-03	Gr.-I-Management -(समूह-1-प्रबंध) - Production Management उत्पादन प्रबंध	COSE-05	Financial Analysis वित्तीय विश्लेषण
COSE-03	Gr.-II-Finance-(समूह-2-वित्त) - Financial Institution & Market वित्तीय संस्थाएँ एवं बाजार	COSE-06	Indian Financial System भारतीय वित्तीय पद्धति
COSE-03	Gr.-III-Marketing-(समूह-3-विपणन) - Sales Management विक्रय प्रबंध	COSE-07	Security Analysis & Portfolio Management प्रतिभूति विश्लेषण एवं पोर्टफोलियो प्रबंध
COSE-04	Gr.-I-Management -(समूह-1-प्रबंध) - Strategic Management ब्युह रचना प्रबंध	COSE-08	Cost & Management Audit लागत एवं प्रबंध अंकेक्षण
COSE-04	Gr.-II-Finance-(समूह-2-वित्त) - Financial Services वित्तीय सेवाएँ	<b>Gr.-III Marketing-(समूह-3-विपणन)</b>	
COSE-04	Gr.-III-Marketing-(समूह-3-विपणन) - Advertising & Sales Promotion विज्ञापन एवं विक्रय संवर्द्धन	COSE-05	Service Marketing सेवा विपणन
<b>B.Com. Honors with Research VII SEMESTER (For own Faculty)</b>		COSE-06	Rural & Agriculture Marketing ग्रामीण एवं कृषि विपणन
<b>Gr.-I Management-(समूह-1-प्रबंध)</b>		COSE-07	Consumer Behaviour उपभोक्ता व्यवहार
COSE-05	Organisational Behaviour संगठनात्मक व्यवहार	COSE-08	Digital Marketing डिजिटल विपणन
COSE-06	Human Resource Development मानव संसाधन विकास	<b>HONORS FOR OWN FACULTY VIII SEMESTER</b>	
COSE-07	Retail Management खुदरा प्रबंध	<b>Gr.-I Management-(समूह-1-प्रबंध)</b>	
<b>Gr.-II Finance-(समूह-2-वित्त)</b>		COSE-09	Business Research Method व्यावसायिक शोध पद्धति
COSE-05	Financial Analysis वित्तीय विश्लेषण	COSE-10	Management of Public Enterprises सार्वजनिक उपक्रमों का प्रबंध
COSE-06	Indian Financial System भारतीय वित्तीय पद्धति	COSE-11	Material Management सामग्री प्रबंध
COSE-07	Security Analysis & Portfolio Management प्रतिभूति विश्लेषण एवं पोर्टफोलियो प्रबंध	COSE-12	Industrial Relation औद्योगिक संबंध
<b>Gr.-III Marketing-(समूह-3-विपणन)</b>		<b>Gr.-II Finance-(समूह-2-वित्त)</b>	
COSE-05	Service Marketing सेवा विपणन	COSE-09	Investment Management विनियोग प्रबंध
COSE-06	Rural & Agriculture Marketing ग्रामीण एवं कृषि विपणन	COSE-10	Business Finance व्यावसायिक वित्त
COSE-07	Consumer Behaviour उपभोक्ता व्यवहार	COSE-11	Project Planning & Analysis परियोजना नियोजन एवं विश्लेषण
<b>B.Com. Honors with Research VIII SEMESTER (For own Faculty)</b>		COSE-12	Corporate Legal Framework निगमिय विधि संरचना
<b>Gr.-I Management-(समूह-1-प्रबंध)</b>		<b>Gr.-III Marketing-(समूह-3-विपणन)</b>	
COSE-08	Business Research Method व्यावसायिक शोध पद्धति	COSE-09	Marketing Research विपणन शोध

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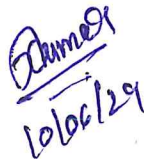



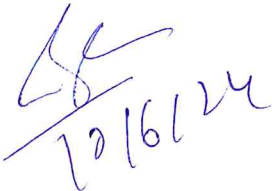

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COSE-09	Management of Public Enterprises सार्वजनिक उपक्रमों का प्रबंध	COSE-10	International Business अन्तर्राष्ट्रीय व्यवसाय
COSE-10	Material Management सामग्री प्रबंध	COSE-11	Product and Brand Management उत्पाद एवं ब्रांड प्रबंध
<b>Gr.-II- Finance</b> -(समूह-2-वित्त)		COSE-12	E-Commerce ई-वाणिज्य
COSE-08	Investment Management विनियोग प्रबंध	<i>Financial Planning &amp; Control</i>	
COSE-09	Business Finance व्यावसायिक वित्त		
COSE-10	Project Planning & Analysis परियोजना नियोजन एवं विश्लेषण		
<b>Gr.-III Marketing</b> -(समूह-3-विपणन)			
COSE-08	Marketing Research विपणन शोध		
COSE-09	International Business अन्तर्राष्ट्रीय व्यवसाय		
COSE-10	Product and Brand Management उत्पाद एवं ब्रांड प्रबंध		
<b>VALUE ADDED COURSE (COVAC)</b>		<b>SKILL ENACHEMENT COURSE (COSEC)</b>	
COVAC-01	Concept of Business व्यवसाय की अवधारणा	COSEC-01	Accounting for Every One प्रत्येक के लिए लेखांकन
COVAC-02	Fundamental of Stock Market स्कंध विपणि के मूल तत्व	COSEC-02	Banking Operations बैंकिंग परिचालन
COVAC-03	Investing in Stock Market स्कंध विपणि में विनियोग	COSEC-03	Communication & Documentation in Business संचार एवं व्यवसाय में प्रलेखीकरण <b>OR</b> E-filling of Returns ई-रिटर्न एवं फाइलिंग
		COSEC-04	Logistics Management संभार(लॉजिस्टिक्स) प्रबंध <b>OR</b> Computerized Accounting कम्प्यूटराइज्ड लेखांकन

Name and Signature of Convener & Members (CBoS) :

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# FOUR YEAR UNDERGRADUATE PROGRAM-2024-28

## FACULTY OF COMMERCE COURSE CURRICULUM

PART-A : Introduction			
Program : Bachelor in Commerce (Diploma/Degree/Honors)		Semester- IV	Session : 2024-25
1	Course Code	COSC-10	
2	Course Title	Business Statistics	
3	Course Type	Discipline Specific Course (COSC)	
4	Pre-requisite (if any)	As per program	
5	Course Learning Outcomes (CLO)	<ul style="list-style-type: none"> <li>Understand the basic knowledge of data collection and various statistical elementary tools.</li> <li>Develop the ability to analyse and interpret data to provide meaningful information to assist in management decision.</li> <li>Apply appropriate graphical and numerical descriptive statistics for different types of data.</li> <li>Analyse statistical data graphically using frequency distributions and cumulative frequency distributions, measures of central tendency, dispersion and location.</li> <li>Find the inter-relation between two or more phenomena with the help of curve fitting and correlation-regression analysis.</li> </ul>	
6	Credit Value	4 Credits	Credit = 15 Hours-learning & Observation
7	Total Marks	Max. Marks : 100	Minimum Passing Marks : 40

### PART- B: Content of the Course

Total No. of Teaching-learning Periods ( 01 Hr. per period)-60 Periods (60 Hours)

Unit	Topics (Course Contents)	No. of Period
I	<b>Introduction to Statistics:</b> Meaning, Scope, Importance and Limitation, Collection of Data: Primary and Secondary Data, Editing of Data, Classification of Data, Frequency Distribution and Statistical Series, Tabulation of Data, Diagrammatical and Graphical Presentation of Data	15
II	<b>Measures of Central tendency:</b> Mean, Median, Mode, Geometric and Harmonic Mean; <b>Dispersion:</b> Range, Quartile, Percentile, Quartile Deviation, Standard Deviation and its Co-efficient, Co-efficient of Variations and Variance, Test of Skewness and Dispersion, Its Importance, Co-efficient of Skewness. Partition values.	15
III	<b>Correlation:</b> Meaning, Application, Types and Degree of Correlation, Methods-Scatter Diagram, Karl Pearson's Coefficient of Correlation, Spearman's Rank Coefficient of Correlation. <b>Regression Analysis:</b> Meaning and Definition, Uses and Utility of Regression Analysis, Constructions of Regression Lines, Regression Coefficient, Determination of Coefficient of Correlation by Regression Coefficients, Properties of Regression Coefficient, Comparison of Correlation and Regression Analysis.	15
IV	<b>Index Number:</b> Meaning, Types and Uses, Method of Constructing Price Index Number, Fixed: Based Method, Chain-Base Method, Base conversion, Base Shifting Deflating and Splicing. Consumer Price Index Number, Fisher's Ideal Index Number, Reversibility Test Time and Factor; <b>Analysis of Time Series:</b> Meaning, Importance and Components of a Time Series. Decomposition of Time Series: Measurement of Square Trend.	15

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Key Words	Statistics, Collection of Data Frequency Distribution, Measures of Central Tendency, Dispersion, Skewness, Correlation, Regression, Index Numbers, Analysis of Time Series.
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**Signature of Convener & Members (CBoS):**

<b>PART- C: Learning Resources</b>		
<b>Text Books, Reference Books and Others</b>		
<b>Text Books Recommended:-</b>		
1. Dr.S.M.Shukla & Dr. S.P.Sahaya,Sahitya Bhawan Publication,Agra(Hindi & English Medium)		
2.Gupta, S.C. Fundamental of Statistics, Himalaya Publication.		
3. Gupta S.P. & Gupta Archana, Elementary Statistics, (English and Hindi) Sultan Chand & Sons,New Delhi.		
4.Dr.Gupta,Sharma,Dandekar,SBPD,Publishing House,Agra(Hindi & English Medium)		
<b>Note: Learners are advised to use latest edition of text books.</b>		
<b>Reference Books:</b>		
1.Heinz, Kohler: Statistics for Business & Economics, HarperCollins;		
2.Sharma J.K., Business Statistics, Person Education		
<b>On line Resources : * e-Resources/e-books and e-learning portals:</b>		
<a href="https://www.youtube.com/watch?v=UjPTKJ2API8">https://www.youtube.com/watch?v=UjPTKJ2API8</a>		
<a href="https://www.youtube.com/playlist?list=PLCyCyhRyXPpb6l5Aru-fMvXHMVjBWlL9l">https://www.youtube.com/playlist?list=PLCyCyhRyXPpb6l5Aru-fMvXHMVjBWlL9l</a>		
<a href="https://www.youtube.com/playlist?list=PL9Cd7H8NFRQzA0_e8epz4l5rBCP2-mBWT">https://www.youtube.com/playlist?list=PL9Cd7H8NFRQzA0_e8epz4l5rBCP2-mBWT</a>		
<a href="https://onlinecourses.swayam2.ac.in/cec20_mg13/preview">https://onlinecourses.swayam2.ac.in/cec20_mg13/preview</a>		
<a href="https://www.classcentral.com/course/swayam-bcoc-134-business-mathamatics-and-statistics-59093">https://www.classcentral.com/course/swayam-bcoc-134-business-mathamatics-and-statistics-59093</a>		
<b>PART -D : Assessment and Evaluation :</b>		
<b>Suggested Continuous Evaluation Methods: Maximum Marks-</b>		<b>100 Marks</b>
<b>Continuous Internal Assessment (CIA) :</b>		<b>30 Marks</b>
<b>End Semester Exam. (ESE) :</b>		<b>70 Marks</b>
Continuous Internal Assessment : (CIA) (By Course Teacher)	Internal Test/Quiz(2): 20 & 20 Assignment/Seminar: 10 Total Marks: 30	Highest marks out of the Two Test/Quiz+obtained marks in Assignment shall be considered against 30 Marks
End Semester Exam.(ESE):	Two Section :- A & B <b>SectionA :Q.1-Objective-10x1=10Marks;Q.2-Short answer type-5x4=20 Marks</b> <b>Section B : Descriptive answer type qts.,1 out 2 from each unit-4x10=40Marks</b>	

**Name and Signature of Convener & Members of (CBoS) :**

# FOUR YEAR UNDERGRADUATE PROGRAM-2024-28

## FACULTY OF COMMERCE COURSE CURRICULUM

PART-A : Introduction			
Program : Bachelor in Commerce (Diploma/Degree/Honors)		Semester- IV	Session : 2024-25
1	Course Code	COSC-11	
2	Course Title	Cost Accounting	
3	Course Type	Discipline Specific Course (COSC)	
4	Pre-requisite (if any)	As per program	
5	Course Learning Outcomes (CLO)	<ul style="list-style-type: none"> <li>Acquire conceptual knowledge of cost accounting and able to solve various decision-making problems that takes place in business.</li> <li>Evaluate the costs and benefits of different conventional and contemporary costing systems</li> <li>Understand different elements of cost and calculate material and labour cost.</li> <li>Able to prepare cost sheet to know the cost of a product.</li> <li>Determine contract cost, job-cost, batch cost, &amp; process cost.</li> </ul>	
6	Credit Value	4 Credits	Credit = 15 Hours-learning & Observation
7	Total Marks	Max. Marks : 100	Minimum Passing Marks : 40
PART -B: Content of the Course			
Total No. of Teaching-learning Periods ( 01 Hr. per period)-60Periods (60Hours)			
Unit	Topics (Course Contents)		No. of Period
Unit- 1	<b>Concept and Nature of Cost Accounting:</b> Meaning of cost and costing , Importance and features of costing , Cost classification , Concept of cost unit, Cost center, Establishment of an Idle cost accounting system. <b>Accounting for Material:</b> Direct and indirect material, Valuation of material, Principal of valuation of material, Material control, Purchases, Objective and functions of purchase department, <b>Inventory control-</b> Meaning and techniques of inventory control.		15.
Unit- 2	<b>Employee Cost:</b> Meaning and classification of employee cost, Requisite of a good wage and incentive system, Time and piece rate plans, Profit sharing, Employee productivity and cost. <b>Labour cost control-</b> techniques, Employee turnover, Remuneration and Incentive schemes (Rowan and Halsey Plan only) <b>Overheads</b> – Definition and classification, Production overheads -allocation and apportionment of cost, Meaning and Methods of cost absorption, Treatment of over-absorption & under-absorption of overheads, Administration and selling & distribution overheads.		15
Unit- 3	<b>Unit Output Costing</b> -Concept and Need for Unit Output Costing, Preparation of Cost Sheet & Cost Statement and Tender Price, <b>Reconciliation of Cost and Financial accounts.</b>		15
Unit- 4	<b>Contract Costing-</b> Methods of cost determination in contract costing, Escalation clause and cost- plus contract, <b>Job Costing-</b> Meaning of Job Cost, Preparation of Job Cost Sheet , Batch Costing- Meaning of Batch Cost and its application in today's Industry. <b>Process Costing</b> -Meaning and application of process costing, Methods of determination of cost in process costing, Normal and abnormal loss and gain, Costing of Joint-product and by-product		15
Key Words	Cost Accounting, Accounting for Material, Inventory Control, Employee Cost, Overheads, Unit Out-Put Cost, Reconciliation, Contract Costing, Process Costing		

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<b>PART- C: Learning Resources</b>		
<b>Text Books, Reference Books and Others</b>		
<b>Text Books Recommended:-</b>		
1. Jain S.P. and Narang K.L.: Cost Accounting ; Kalyani New Delhi		
2. Arora M.N.; Cost Accounting -Principles and Practice , Vikas ,New Delhi		
3. Jawahar Lal ; Cost Accounting : McGraw Hill Education		
4. M.L. Agrawal & K.L.Gupta Sahitya Bhawan Agra,(Hindi & English Medium)		
5. Dr.B.K. Mehata,SBPD,Publishing House,Agra,(Hindi & English Medium)		
<b>Note: Learners are advised to use latest edition of text books.</b>		
<b>Reference Books:</b>		
1. Banarjee, B. Cost Accounting – Theory and Practice New Delhi		
2. Taxman’s Cost Accounting ,New Delhi		
3. Iyengar, S.P. Cost Accounting. Sultan Chand & Sons		
4. Maheshwari S.N.: Advanced Problems and Solutions in Cost Accounting ; Sultan Chand, New Delhi		
<b>On line Resources : * e-Resources/e-books and e-learning portals:</b>		
<a href="https://onlinecourses.nptel.ac.in/noc23_mg81/preview">https://onlinecourses.nptel.ac.in/noc23_mg81/preview</a>		
<a href="https://sultan-chand.com/books/view/604">https://sultan-chand.com/books/view/604</a>		
<a href="https://www.youtube.com/playlist?list=PLaAhQ2ofZZRBTkHb-Moy11opzd18YAstV">https://www.youtube.com/playlist?list=PLaAhQ2ofZZRBTkHb-Moy11opzd18YAstV</a>		
<a href="https://www.youtube.com/watch?v=-d3bMxsxzQY">https://www.youtube.com/watch?v=-d3bMxsxzQY</a>		
<a href="https://www.youtube.com/playlist?list=PLJ_81_DIRlyecX0A3ajkTVmpleeU_uzHg">https://www.youtube.com/playlist?list=PLJ_81_DIRlyecX0A3ajkTVmpleeU_uzHg</a>		
<b>PART -D : Assessment and Evaluation :</b>		
<b>Suggested Continuous Evaluation Methods: Maximum Marks</b>		<b>100 Marks</b>
<b>Continuous Internal Assessment (CIA) :</b>		<b>30 Marks</b>
<b>End Semester Exam. (ESE) :</b>		<b>70 Marks</b>
Continuous Internal Assessment : (CIA) (By Course Teacher)	Internal Test/Quiz (2): 20 & 20 Assignment/Seminar: 10 Total Marks: 30	Highest marks out of the Two Test/Quiz+obtained marks in best two and Assignment shall be considered against 30 Marks
End Semester Exam.(ESE):	Two Section :- A & B <b>Section A :Q.1-Objective-10x1=10Marks;Q.2-Short answer type-5x4=20 Marks</b> <b>Section B : Descriptive answer type qts.,1 out 2 from each unit-4x10=40Marks</b>	

**Name and Signature of Convener & Members of(CBoS) :**

# FOUR YEAR UNDERGRADUATE PROGRAM-2024-28

## FACULTY OF COMMERCE COURSE CURRICULUM

PART-A : Introduction			
Program : Bachelor in Commerce (Diploma/Degree/Honors)		Semester- IV	Session : 2024-25
1	Course Code	COSC-12	
2	Course Title	Fundamental of Entrepreneurship	
3	Course Type	Discipline Specific Course (COSC)	
4	Pre-requisite (if any)	As per program	
5	Course Learning Outcomes (CLO)	<ul style="list-style-type: none"> <li>• Explore entrepreneurial culture and industrial growth so as to preparing them to set up and manage their own small units.</li> <li>• Choose entrepreneurship as career and can take part in startups.</li> <li>• Explore government support available to entrepreneurship activities.</li> <li>• Explain the entrepreneur concepts, gain knowledge in the financial institution, project report incentives and subsidies.</li> <li>• Understand the stages of the entrepreneur process, personal creativity and entrepreneurial initiative.</li> </ul>	
6	Credit Value	4 Credits	Credit = 15 Hours-learning & Observation
7	Total Marks	Max. Marks : 100	Minimum Passing Marks : 40
PART -B: Content of the Course			
Total No. of Teaching-learning Periods (01 Hr. per period)-60Periods (60Hours)			
Unit	Topics (Course Contents)		No. of Period
I	<b>Entrepreneurship:</b> Meaning, Definition, Origin and Development, Concepts, Characteristics, Importance, Theories of Entrepreneurship, Role of socio-economic environment, Emergence of Entrepreneurial Class, Intra-preneurship, Techno-preneurship, Netr-preneurship, Eco-preneurship. <b>Entrepreneur:</b> Meaning, Definition, Characteristics, Importance, Functions and Qualities. <b>Women Entrepreneur:</b> Motivational Factors, Opportunities, Problems and Challenges, Incentives for Women Entrepreneurs.		15
II	<b>Promotion of a Venture:</b> Concepts of Business Venture, Stages for promotion of a Venture, External Environmental Analysis: Meaning, Factors & Techniques, Evaluation of Start-up Problem, <b>Legal Requirements for Establishment of a New Unit, Raising of Funds:</b> Fund Requirement, Types of Fund Requirement, Sources of Raising Funds, Venture Capital: Meaning, Sources and Documentation Required.		15
III	<b>Entrepreneurial Behaviour:</b> Meaning, Features, Emergence of Entrepreneurial Behaviours.Tendencies of Entrepreneurial Behaviours. <b>Innovation and Entrepreneur:</b> Meaning, Characteristics, Types, Barriers, Stages and Process of Innovation,Strategiesof Innovation. <b>Entrepreneur and Risk-Taking Capacity:</b> Meaning, Characteristics, Classification, Stages of Risk, Risk Management Process. <b>Entrepreneurial Skills:</b> Meaning & Basic Elements, Project Development or Technical Skills, Enterprise Management Skills, Enterprise Building Skills. Social Responsibility of Entrepreneurship		15
IV	<b>Entrepreneurial Development Programs (EDP):</b> Meaning, Objectives, Their Role, Relevance and Achievements, EDP in India, Role of Govt. in Organizing EDP,Critical Evaluation, Suggestion. <b>Initiatives of Government of India to Promote Entrepreneurship:</b> Start up India, Stand up India. Make in India, Digital India, Atal Innovation Mission, Pradhan Mantri Kaushal VikasYojna, National Skill Development Mission, Pradhan Mantri Mudra Yojna etc.		15
Key Words	Entrepreneurship, Entrepreneur, Women Entrepreneur, Promotion of a Venture, Entrepreneurial Behaviour Innovation, Risk, Skill, Social Responsibility, Entrepreneurial Development		

Signature of Convener & Members(CBoS):

Convener: *[Signature]*
  
 Members: *[Signatures]*

## PART-C :Learning Resources

### Text Book, Reference Books and Others

#### Text Books Recommended:-

- 1.Prof.R.C.Agrawal, SBPD Publishing House ,Agra (Hindi Medium)
- 2.Gupta Dr. O.P., Entrepreneurship SBPD Publishing House, Agra(English Medium)
- 3.Dr.Amist Kumar & Dr. Amita Dubey,Sahitya Bhawan Publications,Agra (English Medium)
- 4.Dr.A.K.Mishra &Dr.P.K.Agrawal,Sahitya Bhawan Publications, Agra (Hindi Medium)
- 5.Kothari, Mishra, Sahu, Entrepreneurship Development, Ramesh Book Depot, Jaipur
- 6.Arora Renu, Sood S.K., Udhyami karan ke Mool Siddhant, Kalyani Publishers New Delhi

Note: Learners are advised to use latest edition of text books.

#### Reference Books:

01. Hifrich, Manimala, Peters & Shepherd, Entrepreneurship, McGraw Hill
02. Desai, Vasant, Dynamics of Entrepreneurial Development and Management, Himalaya Publishing House, New Delhi
03. Prasanna Chandra, Project Preparation, Appraisal & Implementation Tata McGraw Hill, New Delhi
04. Khankha S.S., Entrepreneurial Development, S. Chand & Company, Delhi,

#### On line Resources : \* e-Resources/e-books and e-learning portals:

[https://onlinecourses.swayam2.ac.in/cec20\\_mg19/preview](https://onlinecourses.swayam2.ac.in/cec20_mg19/preview)

[https://onlinecourses.nptel.ac.in/noc23\\_mg126/preview](https://onlinecourses.nptel.ac.in/noc23_mg126/preview)

[https://onlinecourses.nptel.ac.in/noc24\\_mg67/preview](https://onlinecourses.nptel.ac.in/noc24_mg67/preview)

<https://www.youtube.com/watch?v=UEngvxZ11sw>

<https://www.youtube.com/playlist?list=PLXPpRtAbi0JxktoB8gwqHt1jDCm0oqsS>

#### PART - D : Assessment and Evaluation :

Suggested Continuous Evaluation Methods: Maximum Marks 100 Marks

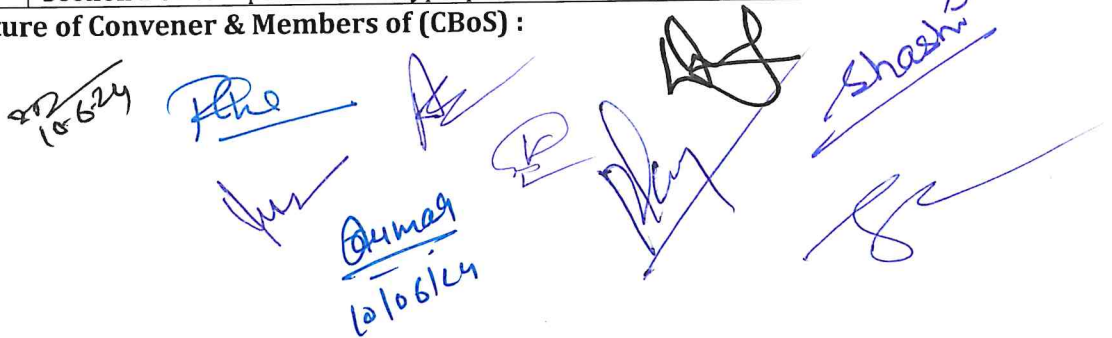
Continuous Internal Assessment (CIA) : 30 Marks

End Semester Exam. (ESE) : 70 Marks

Continuous Internal Assessment : (CIA) (By Course Teacher)	Internal Test/Quiz (2):	20 & 20	Highest marks out of the Two Test/Quiz+obtained marks in best two and Assignment shall be considered against -30 Marks
	Assignment/Seminar:	10	
	Total Marks:	30	

End Semester Exam.(ESE):	Two Section :- A & B <b>Section A</b> :Q.1-Objective -10x1=10Marks;Q.2-Short answer type-5x4=20 Marks <b>Section B</b> : Descriptive answer type qts.,1 out 2 from each unit-4x10=40Marks
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Name and Signature of Convener & Members of (CBOS) :



# FOUR YEAR UNDERGRADUATE PROGRAM-2024-28

## FACULTY OF COMMERCE COURSE CURRICULUM

<b>PART-A : Introduction</b>			
<b>Program : Bachelor in Commerce (Diploma/Degree/Honors)</b>		<b>Semester- IV</b>	
		<b>Session : 2024-25</b>	
1	<b>Course Code</b>	COSE-02 (Gr.-I-Management)	
2	<b>Course Title</b>	Business Organization (Gr.-I-Management)	
3	<b>Course Type</b>	Discipline Specific Elective (COSE) (Gr.-I-Management)	
4	<b>Pre-requisite (if any)</b>	As per program	
5	<b>Course Learning Outcomes (CLO)</b>	<ul style="list-style-type: none"> <li>Ability to understand the concept of various forms of business organization.</li> <li>Identify and explain the managerial skills used in business.</li> <li>Ability to understand the concept of business organization along with the basic laws and norms of business organization.</li> <li>Ability to understand the terminologies associated with the field of business organization along with their relevance.</li> <li>Ability to identify the appropriate types of functioning of business organization for solving different problems.</li> </ul>	
6	<b>Credit Value</b>	<b>4 Credits</b>	Credit = 15 Hours-learning & Observation
7	<b>Total Marks</b>	<b>Max. Marks : 100</b>	<b>Minimum Passing Marks : 40</b>
<b>PART –B: Content of the Course</b>			
Total No. of Teaching-learning Periods ( 01 Hr. per period)-60 Periods (60Hours)			
Unit	Topics (Course Contents)		No. of Period
I	<b>Concept and Forms of Business Organisations</b> :Concepts of Business, Trade, Industry and Commerce- Objectives and functions of Business–Social Responsibility of a business, Responsible Business, Ethical Conduct & Human Values. <b>Forms of Business Organisation</b> -Meaning, Characteristics, Advantages and Disadvantages of Sole Proprietorship - Meaning, Characteristics, Advantages and Disadvantages of Partnership - Kinds of Partners - Partnership Deed - Concept of Limited liability partnership - Meaning, Characteristics, Advantages and Disadvantages of Hindu Undivided Family - Meaning, Advantages and Disadvantages of Co-operative Organisation.		15
II	<b>JOINT STOCK COMPANY</b> : Joint Stock Company - Meaning, Definition, Characteristics - Advantages and Disadvantages, Code of Business Ethics. Kinds of Companies - <b>Promotion</b> - Stages of Promotion - Promoter - Characteristics - Kinds- Preparation of Important Documents - Memorandum of Association - Clauses - Articles of Association - Contents –Prospectus - Contents – Red herring Prospectus- Statement In lieu of Prospectus (as per Companies Act,2013).		15
III	<b>Business Combination &amp; Production Planning</b> : Business Combination-Meaning, characteristics, objectives, causes, forms and kinds of business Combination, Rationalization-Meaning, characteristics, objective, Principle, Merits and Demerits, difference between Rationalization and Nationalization		15
IV	<b>Nature of Product Planning &amp; Pricing</b> : Meaning, Definition, Characteristics, Scope, Importance and Advantages of Product Planning, Techniques of Product Planning and Control. <b>Pricing</b> - Meaning, Components of Pricing, Objective, Principle of Pricing, Importance, Factors affecting Pricing Decisions, Pricing Strategies and Pricing Policies.		15
Key	Business Organization, Social Responsibility, Sole Proprietorship, Partnership, HUF, Joint Stock		

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**Signature of Convener & Members (CBoS):**

<b>PART- C: Learning Resources</b>		
<b>Text Books,Reference Books and Others:</b>		
<b>Text Books Recommended:-</b>		
<ol style="list-style-type: none"> <li>1. Agrawal,R.C.,Modern Business Organisation,Sahitya Bhawan ,Agra.(Hindi &amp; English Medium)</li> <li>2. Agrwal,R.C.,Business Organisation,Navyug Sahitya Bhawan,Agra(Hindi Medium)</li> <li>3. Gupta,R.C.,Business Organisation,Shivlal Agrawal &amp; Company,Indore</li> </ol>		
<b>Note: Learners are advised to use latest edition of text books.</b>		
<b>Reference Books:</b>		
<ol style="list-style-type: none"> <li>1. Basu, C. R. Business Organization and Management. New Delhi: McGraw Hill</li> <li>2. Chhabra, T. N., Business Organization and Management. New Delhi: Sun India Publications.</li> <li>3. Gupta,C. B. Modern Business Organization. New Delhi: Mayur Paperbacks.</li> <li>4. Kaul,V.K.,Business Organization and Management,Text and Cases. New Delhi: Pearson Education.</li> <li>5. Koontz, H., &amp; Weihrich, H. Essentials of Management. New York: McGraw Hill Education.</li> <li>6. Singh, B. P., &amp; Singh, A. K. Essentials of Management. New Delhi: Excel Books.</li> </ol>		
<b>On line Resources : * e-Resources/e-books and e-learning portals:</b>		
<a href="https://www.pup.ac.in/e-Content/edetails.php?id=539">https://www.pup.ac.in/e-Content/edetails.php?id=539</a> <a href="https://onlinecourses.swayam2.ac.in/cec22_mg07/preview">https://onlinecourses.swayam2.ac.in/cec22_mg07/preview</a>		
<a href="https://www.classcentral.com/course/swayam-bussiness-organisation-and-management-59102">https://www.classcentral.com/course/swayam-bussiness-organisation-and-management-59102</a>		
<a href="https://youtu.be/AX2FQtKFFmY?si=G66x-gpkgekelhqz">https://youtu.be/AX2FQtKFFmY?si=G66x-gpkgekelhqz</a>		
<a href="https://youtu.be/2TZXH3YE3Hw?si=3pGKk2F8O4u-00hL">https://youtu.be/2TZXH3YE3Hw?si=3pGKk2F8O4u-00hL</a>		
<b>PART -D : Assessment and Evaluation :</b>		
<b>Suggested Continuous Evaluation Methods: Maximum Marks</b>		<b>100 Marks</b>
<b>Continuous Internal Assessment (CIA) :</b>		<b>30 Marks</b>
<b>End Semester Exam. (ESE) :</b>		<b>70 Marks</b>
Continuous Internal Assessment : (CIA) (By Course Teacher)	Internal Test/Quiz (2): 20 & 20 Assignment/Seminar: 10 Total Marks: 30	Highest marks out of the Two Test/Quiz+obtained marks in best two and Assignment shall be considered against -30 Marks
End Semester Exam.(ESE):	Two Section :- A & B <b>Section A :Q.1-Objective -10x1=10Marks;Q.2-Short answer type-5x4=20 Marks</b> <b>Section B : Descriptive answer type qts.,1 out 2 from each unit-4x10=40Marks</b>	

**Name and Signature of Convener & Members of (CBoS) :**

# FOUR YEAR UNDERGRADUATE PROGRAM-2024-28

## FACULTY OF COMMERCE COURSE CURRICULUM

PART-A : Introduction			
Program : Bachelor in Commerce (Diploma/Degree/Honors)		Semester- IV	Session : 2024-25
1	Course Code	COSE-02 (Gr.-II – Finance )	
2	Course Title	Financial Market Operations (Gr.-II – Finance )	
3	Course Type	Discipline Specific Elective Course (COSE)(Gr.-II-Finance)	
4	Pre-requisite (if any)	As per program	
5	Course Learning Outcomes (CLO)	<ul style="list-style-type: none"> <li>• Explain the basic concepts of capital market and money market.</li> <li>• Apply and critically evaluate finance and investment theory with particular reference to the operation of financial markets.</li> <li>• Understand the main provisions of SEBI and risks faced by investors.</li> <li>• Analyze how financial markets and instruments operate and how they can be used to achieve economic objectives.</li> <li>• Evaluate the financial services provided according to the guidelines of SEBI.</li> </ul>	
6	Credit Value	4 Credits	Credit = 15 Hours-learning & Observation
7	Total Marks	Max. Marks : 100	Minimum Passing Marks : 40
PART- B: Content of the Course			
Total No. of Teaching-learning Periods ( 01 Hr. per period)-60Periods(60Hours)			
Unit	Topics (Course Contents)		No. of Period
I	<b>An Overview of Financial Market in India:</b> <b>Money Market:</b> Indian money market's composition and structure; (a) Acceptance houses, (b) Discount houses and (c) Call money market; Recent trends in Indian money market.		15
II	<b>Capital Market:</b> Security market - (a) New issue market, (b) Secondary market; Functions and role of stock exchange; listing procedure and legal requirements; <b>Public issue</b> - pricing and marketing; Stock exchanges - National Stock Exchange, Bombay stock exchange		15
III	<b>Securities contract and Regulations Act:</b> Main provisions. Investors Protection: Grievances concerning stock exchange dealings and their removal; Grievance cells in stock exchanges; <b>SEBI;</b> Company Law Board; Press; Remedy through courts		15
IV	<b>Functionaries on Stock Exchanges:</b> Brokers, sub brokers, market makers, jobbers, portfolio consultants, institutional investors, and NRIs. <b>Financial Services :</b> Merchant banking-Functions and roles; SEBI guide-lines; <b>Credit rating</b> - Concept, Functions, and Types.		15
Key Words	Financial Market, Money Market, Capital Market, Stock Exchange, NSE, Securities, SEBI, Portfolio, Financial Services, Merchant Banking, Credit Rating		

Signature of Convener & Members (CBoS):

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**PART- C:Learning Resources**

**Text Books, Reference Books and Others:**

**Text Books Recommended:-**

- 1.Dr.Agrawal & Kumar,SBPD Publishing House,Agra (Hindi Medium)
- 2.Dr.I.M.Sahi,SBPD,Publishing House,Agra(English Medium)
- 3.Prof.V.P.Agrawal,Sahitya Bhawan Publications,Agra(Hindi Medium)
- 4.Dr.Bimal Jaiswal & Dr.Bhuvana Venkatraman,Sahitya Bhawan Publications(English Medium)
- 5.Dr.Nidhi Bansal,Dr.S.Sharma,S.Gupta,Thakur Publications Pvt.Ltd.,Lucknow.

**Note: Learners are advised to use latest edition of text books.**

**Reference Books:**

- 1.V.A. Avadhani, Investment and Securities Market in India, Himalaya Publishing House.
- 2.Prasanna Chandra, Security Analysis and Portfolio Management, Tata McGraw-Hill.
- 3.SanjeevAgarwal, A Guide to Indian Capital Market, Bharat Publishers.
- 4.Ravi Puliani and Mahesh Puliani, Manual of SEBI, Bharat Publication.

**On line Resources : \* e-Resources/e-books and e-learning portals:**

- [https://www.youtube.com/playlist?list=PLZ5wXJSSOMWPoh5mms\\_DmdUCcXIXtSoh](https://www.youtube.com/playlist?list=PLZ5wXJSSOMWPoh5mms_DmdUCcXIXtSoh)
- <https://www.youtube.com/watch?v=SifBmGH50Qo>
- <https://www.youtube.com/watch?v=7zqk3O TJmY>
- [https://onlinecourses.swayam2.ac.in/imb20\\_mg17/preview](https://onlinecourses.swayam2.ac.in/imb20_mg17/preview)
- [https://onlinecourses.nptel.ac.in/noc20\\_mg10/preview](https://onlinecourses.nptel.ac.in/noc20_mg10/preview)

**PART-D : Assessment and Evaluation :**

<b>Suggested Continuous Evaluation Methods: Maximum Marks</b>	<b>100 Marks</b>
<b>Continuous Internal Assessment (CIA) :</b>	<b>30 Marks</b>
<b>End Semester Exam. (ESE) :</b>	<b>70 Marks</b>

Continuous Internal Assessment : (CIA) (By Course Teacher)	Internal Test/Quiz (2):20 & 20 Assignment/Seminar: 10 Total Marks: 30	Highest marks out of the Two Test/Quiz+obtained marks in best two and Assignment shall be considered against -30 Marks
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End Semester Exam.(ESE):	Two Section :- A & B <b>SectionA :Q.1-Objective -10x1=10Marks;Q.2-Short answer type-5x4=20 Marks</b> <b>Section B : Descriptive answer type qts.,1 out 2 from each unit-4x10=40Marks</b>
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**Name and Signature of Convener & Members of (CBoS) :**

*[Handwritten signatures and dates in blue ink]*

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# FOUR YEAR UNDERGRADUATE PROGRAM-2024-28

## FACULTY OF COMMERCE COURSE CURRICULUM

PART-A : Introduction					
Program : Bachelor in Commerce (Diploma/Degree/Honors)		Semester- IV		Session : 2024-25	
1	Course Code	COSE-02 (Gr.-III-Marketing)			
2	Course Title	International Marketing (Gr.-III-Marketing)			
3	Course Type	Discipline Specific Elective Course(COSE)(Gr.-III-Marketing)			
4	Pre-requisite (if any)	As per program			
5	Course Learning Outcomes (CLO)	<ul style="list-style-type: none"> <li>Understand the international market and customer needs across multiple foreign countries.</li> <li>Explain export import policy and develop an understanding of export business.</li> <li>Evaluate the international pricing and methods.</li> <li>Develop international marketing skills for advertising, personal selling.</li> <li>Analyze the impact of international marketing on economic growth of any society.</li> </ul>			
6	Credit Value	4 Credits	Credit = 15 Hours-learning & Observation		
7	Total Marks	Max. Marks : 100	Minimum Passing Marks : 40		
PART-B: Content of the Course					
Total No. of Teaching-learning Periods ( 01 Hr. per period)-60Periods (60Hours)					
Unit	Topics (Course Contents)				No. of Period
I	<b>International Marketing:</b> Nature, Definition and Scope of International Marketing, Domestic Marketing v/s International Marketing, International environment-external and internal. <b>Identifying and Selecting Foreign Market:</b> Foreign Market entry mode decision.				15.
II	<b>Product Planning for international market:</b> Product designing, Standardization vs. adaption, Branding and Packaging, Labeling and quality issues, after sales service. <b>International Pricing:</b> Factors influencing International Price, Pricing process and methods, international price quotation and payment terms.				15
III	<b>Promotion and Product/Services abroad:</b> Methods of International promotion, Direct mail and sales literature, Advertising, Personal selling, Trade fairs and exhibitions <b>International Distribution:</b> Distribution channels and logistics decisions, Selection and appointment of foreign sales agents.				15
IV	<b>Export Policy and Practices in India:</b> EXIM policy-an overview, Trends in India's foreign trade, steps in starting an export business, Product selection, Market selection, Export pricing, Export finance, Documentation, Export procedures, Export assistance and incentives.				15
Key Words	International Marketing, International Environment, Foreign Market, Product Planning, International Pricing, Promotion, Product, Distribution, Export Policy, EXIM Policy, Foreign Trade.				

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**Signature of Convener & Members (CBoS):**

<b>PART-C: Learning Resources</b>		
<b>Text Books, Reference Books and Others:</b>		
<b>Text Books Recommended:-</b> 1. Dr. S.C. Jain, Sahitya Bhawan Publications, Agra (Hindi Medium) 2. Dr. Shalini Agrawal, Sahitya Bhawan Publications, Agra (English Medium) 3. Dr. I.M. Sahai, SBPD Publishing House, Agra (Hindi & English Medium) 4. Varshney & Bhattacharya: International marketing management, Sultan Chand & Sons. 5. P.K. Vasudeva, 'International Marketing' Excel books. <b>Note: Learners are advised to use latest edition of text books.</b>		
<b>Reference Books:</b> 1. R. Srinivasan, 'International Marketing' Prentice Hall India. 2. Warren J. Keagan, Mark Green, 'Global Marketing 3/e, Prentice Hall. 3. Rathor, Jani Rathor, 'International Marketing', Himalaya publishing House. 4. S.A. Sherlekar, V.S. Sherlekar, 'Global Marketing Management', Himalaya publishing House.		
<b>On line Resources : * e-Resources/e-books and e-learning portals:</b> <a href="https://www.youtube.com/watch?v=t3Yf75xtDNg">https://www.youtube.com/watch?v=t3Yf75xtDNg</a> <a href="https://www.youtube.com/playlist?list=PLWOx4cbGdwRLMWVWsTKWF1VoMD0dkUWY7">https://www.youtube.com/playlist?list=PLWOx4cbGdwRLMWVWsTKWF1VoMD0dkUWY7</a> <a href="https://onlinecourses.swayam2.ac.in/cec21_mg17/preview">https://onlinecourses.swayam2.ac.in/cec21_mg17/preview</a> <a href="https://onlinecourses.nptel.ac.in/noc22_mg50/preview">https://onlinecourses.nptel.ac.in/noc22_mg50/preview</a> <a href="https://www.gelato.com/blog/international-marketing">https://www.gelato.com/blog/international-marketing</a>		
<b>PART -D : Assessment and Evaluation :</b>		
<b>Suggested Continuous Evaluation Methods: Maximum Marks 100 Marks</b>		
<b>Continuous Internal Assessment (CIA) : 30 Marks</b>		
<b>End Semester Exam. (ESE) : 70 Marks</b>		
Continuous Internal Assessment : (CIA) (By Course Teacher)	Internal Test/Quiz (2): 20 & 20 Assignment/Seminar: 10 Total Marks: 30	Better marks out of the Two Test/Quiz + obtained marks in Assignment shall be considered against -30 Marks
End Semester Exam. (ESE):	Two Section :- A & B <b>Section A : Q.1-Objective -10x1=10Marks; Q.2-Short answer type-5x4=20 Marks</b> <b>Section B : Descriptive answer type qts., 1 out 2 from each unit-4x10=40Marks</b>	

**Name and Signature of Convener & Members of (CBoS) :**

*(Handwritten signatures and dates)*  
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# FOUR YEAR UNDERGRADUATE PROGRAM-2024-28

## FACULTY OF COMMERCE COURSE CURRICULUM

PART-A : Introduction		
Program: Bachelor in Commerce (Diploma/Degree/Honors)		Semester- IV Session: 2024-25
1	Course Code	COSEC-02
2	Course Title	Banking Operation
3	Course Type	Skill Enhancement Course (COSEC)
4	Pre-requisite (if any)	As per program
5	Course Learning Outcomes (CLO)	<ul style="list-style-type: none"> <li>Understand the fundamental concepts behind modern e-banking/mobile banking technologies.</li> <li>Gain knowledge of the various services offered by banks, the risks they face,</li> <li>Understand the principles and provisions that govern banking companies.</li> <li>Demonstrate online banking techniques and know-your-customer (KYC) norms in real-time.</li> </ul>
6	Credit Value	2 Credits Credit = 15 Hours-learning & Observation
7	Total Marks	Max. Marks : 50 Minimum Passing Marks : 20
PART-B: Content of the Course		
Total No. of Teaching-learning Periods ( 01 Hr. per period)- 30Periods (30Hours)		
Unit	Topics (Course Contents)	No. of Period
I	Banking System in India, Origin of Banking, Origin and Growth of Commercial Bank in India, Banking Regulation Act: 1949, RBI Act, Types of Banks, Types of Deposits.	8
II	Operational Aspect of commercial banks in India, Relationship between Banker and customers,	7
III	Types of customer accounts, Know Your Customer, Procedure of Opening Bank Account , Endorsement and Lending.	8
IV	E-banking services- Paying Bank, Internet Banking, Mobile Banking.	7
Key Words	Banking System, RBI, Banker and Customer Relationship, Internet Banking, Mobile Banking, Lending.	

Signature of Convener & Members (CBoS):

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<b>PART-C: Learning Resources</b>		
<b>Text Books, Reference Books and Others:</b>		
<b>Text Books Recommended:-</b>		
<ul style="list-style-type: none"> <li>Banking and Negotiable Instruments by Avtar Singh</li> <li>Banking Operations by Prof. Bimal Jaiswal , Dr. Leena S. Shimpi SBPD, Publicing, Agra</li> <li>Business Finance By Dr. S.P. Gupta , SBPD Publicing, Agra</li> </ul>		
<b>Reference Books:</b>		
Dr. Uma Rani Pm, B. K. Dey Dr. R.S. Mishra Dr. P. Choudhary, Banking Principles And Practice, SIPH		
<b>On line Resources : * e-Resources/e-books and e-learning portals:</b>		
<ul style="list-style-type: none"> <li><a href="https://app1.unipune.ac.in/external/course-material/Fundamental-of-Banking-English.pdf">https://app1.unipune.ac.in/external/course-material/Fundamental-of-Banking-English.pdf</a></li> <li><a href="https://macmillaneducation.in/wp-content/uploads/2023/02/IIBF_Brochure-New-2023.pdf">https://macmillaneducation.in/wp-content/uploads/2023/02/IIBF_Brochure-New-2023.pdf</a></li> <li><a href="https://icmai.in/upload/BI/BFSI_CHRONICLE_13th_EDITION.pdf">https://icmai.in/upload/BI/BFSI_CHRONICLE_13th_EDITION.pdf</a></li> <li><a href="https://cbseacademic.nic.in/web_material/Curriculum21/publication/secondary/411%20Banking_and_Insurance_X.pdf">https://cbseacademic.nic.in/web_material/Curriculum21/publication/secondary/411%20Banking_and_Insurance_X.pdf</a></li> </ul>		
<b>PART -D : Assessment and Evaluation</b>		
<b>Suggested Continuous Evaluation Methods: Maximum Marks</b>		<b>50 Marks</b>
<b>Continuous Internal Assessment (CIA) :</b>		<b>15 Marks</b>
<b>End Semester Exam. (ESE) :</b>		<b>35 Marks</b>
Continuous Internal Assessment: (CIA) (By Course Teacher)	Internal Test/Quiz: 10 & 10 Assignment+Seminar+Attendance: 05 Total Marks: 15	Highest marks out of the two Test/Quiz+ obtained marks in Assignment shall be considered against <b>15 Marks</b>
End Semester Exam.(ESE):	Laboratory/Field Skill Performance: On Spot Assessment A-Performed the Task based on Learned Skill-20Marks B-Spotting based on tools(Written)- 10Marks C-Viva-Voce(based on Principle/technology)- 05Marks	Managed by Coordinator as per skilling

**Name and Signature of Convener & Members of (CBoS) :**



	<ul style="list-style-type: none"> <li>At the Railway Station/ Bus Station enquiry: (Arrival and departure of buses/ trains)</li> <li>Hotel: Booking a room, asking tariff rate</li> <li>Travel agency: (Asking to book tickets fares, finding vacancies in hotels)</li> </ul> <p>C) <b>Greetings and Common Etiquettes:</b> Introducing oneself; Invitation; Making Requests; Expressing Gratitude; Complimenting and Congratulating; Expressing Sympathy; Apologizing; Complaining and Expressing Regret</p>	
<b>IV</b>	<p><b>Presentation skills (Performance Based):</b></p> <p>Effective oral presentation, Characteristics of good oral presentation. Use of quotations and anecdotes. Ways of Oral Presentation (Seminar, Viva -voce, Interview, Power Point etc.) Gestures/ Mannerism during oral presentation. Media methods used for effective oral presentation, Body Language, Attire.</p>	<b>08</b>
<b>Key words</b>	Communication, Vocabulary, Conversation, Reading, Presentation.	

**Signature of Convener & Members (CBoS) :**

<b>PART-C: Learning Resources</b>
<b>Text Books, Reference Books and Others</b>
<p><b>Text Books Recommended - Suggested Reading:</b></p> <ul style="list-style-type: none"> <li>➤ Fluency in English - Part II, Oxford University Press, 2006.</li> <li>➤ Enrich Your English, OUP, SR Inthira and V. Saraswathi, CIEFL, 1997</li> <li>➤ Oxford A-Z of English Usage, ed. Jeremy Butterfield, OUP, 2007.</li> <li>➤ Longman Dictionary of Common Errors, N.D. Turton and J.B. Heaton, Longman, 1998</li> <li>➤ Contemporary Communicative English, S Chand</li> <li>➤ Malhotra Perna, Deb Dulal Halder, (2019) Communication Skills: Theory and Practice, Eighth Edition, BookAge Publications, New Delhi.</li> </ul>
<p><b>Online Resources-</b></p> <ul style="list-style-type: none"> <li>➤ Applying Communication Theory for Professional Life: A Practical Introduction. Dainton and Zolley, <a href="http://tsime.uz.ac.zw/claroline/backends/download.php?url=L0ludHJvX3RvX2NvbW11bmljYXRpb25f">http://tsime.uz.ac.zw/claroline/backends/download.php?url=L0ludHJvX3RvX2NvbW11bmljYXRpb25f</a></li> <li>➤ <a href="https://web.sol.du.ac.in/my_modules/type/cbcs-41-2/data/root/B.Com/Semester%202/ABILITY-ENHANCEMENT%20COMPULSORY%20COURSE-AECC/English%20Communication%20A-B-C/Unit%201-5.pdf">https://web.sol.du.ac.in/my_modules/type/cbcs-41-2/data/root/B.Com/Semester%202/ABILITY-ENHANCEMENT%20COMPULSORY%20COURSE-AECC/English%20Communication%20A-B-C/Unit%201-5.pdf</a></li> <li>➤ <a href="https://archive.org/details/personality-development-book/mode/1up">https://archive.org/details/personality-development-book/mode/1up</a></li> <li>➤ <a href="https://www.coursera.org/articles/presentation-skills">https://www.coursera.org/articles/presentation-skills</a></li> <li>➤ <a href="https://www.cbs.de/en/blog/15-effective-presentation-tips-to-improve-presentation-skills/">https://www.cbs.de/en/blog/15-effective-presentation-tips-to-improve-presentation-skills/</a></li> <li>➤ <a href="https://benjaminball.com/blog/good-body-language-best-visual-aid-talks/">https://benjaminball.com/blog/good-body-language-best-visual-aid-talks/</a></li> <li>➤ <a href="https://blog.moderngov.com/importance-of-body-language-in-presentations-good-bad-examples">https://blog.moderngov.com/importance-of-body-language-in-presentations-good-bad-examples</a></li> </ul>
<b>PART -D: Assessment and Evaluation</b>
<p><b>Suggested Continuous Evaluation Methods:</b></p> <p><b>Maximum Marks: 50 Marks</b></p> <p><b>Continuous Internal Assessment (CIA): 15 Marks</b></p> <p><b>End Semester Exam (ESE): 35 Marks</b></p>

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<b>Continuous Internal Assessment (CIA):</b> (By Course Teacher)	Internal Test / Quiz-(2): <b>10 &amp; 10</b> Assignment/Seminar +Attendance - <b>05</b> Total Marks - <b>15</b>	Better marks out of the two Test / Quiz + obtained marks in Assignment shall be considered against <b>15</b> Marks
<b>End Semester Exam (ESE):</b>	<b>Q1.</b> Objective/ MCQs to be asked only from Unit I (1 x5= 05 Mark) <b>Q2.</b> I Vocabulary: (5Marks) II Unseen Passage (5 Marks) <b>Q3.</b> Particles from Unit 3 & 4 consisting of 20 marks.	

**Name and Signature of Convener & Members of CBoS:**

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