

F. Y. B. Com./1

FACULTY OF COMMERCE

**Revised Structure and Syllabi
for the Three -Year Integrated
B. Com. Degree Course
F. Y. B. Com. (from June 1999)**



UNIVERSITY OF PUNE

Publisher's Note

The University of Pune has great pleasure in publishing the syllabus for the **F.Y.B.Com.** examination under the Faculty of Commerce.

It is hoped that this syllabus will be most useful to the students of this course.

On behalf of the University, I have to thank the experts and authorities of the University for their keen interest and whole-hearted taken co-operation bringing out this publication.

University of Pune }
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Dr. D. D. Deshmukh
Registrar

**Revised Structure and Syllabi
for Three-Year Integrated
B.Com. Degree Course
(From June 1999)**

(1) INTRODUCTION

The modified syllabi for B.Com. Degree Course will be introduced in the following order :

- (i) 1999-2000 First Year B.Com.
- (ii) 2000-2001 Second Year B.Com.
- (iii) 2001-2002 Third Year B.Com.

The B.Com. Degree Course (Revised Structure) will consist of three years. The First Year annual examination will be held at the end of the first year. The Second Year annual examination will be held at the end of the second year. The Third Year annual examination shall be held at the end of the third year.

(2) ELIGIBILITY

- (i) No Candidate shall be admitted to enter upon the First Year of the B.Com. Degree Course (Revised Structure) unless he/she has passed the Higher Secondary School Certificate Examination of the Maharashtra State Board of Higher Secondary Education or an equivalent examination of any other statutory Board or University with English as a passing subject.

F. Y. B. Com./4

- (ii) No candidate shall be admitted to the annual examination of the First Year B.Com. (Revised Structure) unless he/she has satisfactorily kept two terms for the course at the college affiliated to this University.
- (iii) No candidate shall be admitted to the annual examination of the Second Year unless he/she has kept two terms satisfactorily for the course at the college affiliated to this University.
- (iv) No candidate shall be admitted to the Third Year of the B.Com. Degree Course (Revised Structure) unless he/she has passed in all the papers at the first year B.Com. Examination and has satisfactorily kept terms for the second year and also two terms for the third year of B.Com. satisfactorily in a college affiliated to this University.

(3) (A) Revised Structure of B.Com. Course

F.Y.B.Com.

- Compulsory group :** 1. Functional English
2. Accountancy
3. Business Economics (Micro.)
4. Commercial Mathematics
OR
Computer Concepts &
Programming
- Optional group :** 5. Optional Group (Any one of the following)
(a) Company Law and
Secretarial Practice

F. Y. B. Com./5

- Optional group** :
- (b) Consumer Protection and Business Ethics
 - (c) Business Entrepreneurship
 - (d) Co-operation
 - (e) Public Enterprises
6. Optional Group (Any one of the following)
- (a) Commercial Geography
 - (b) Insurance, Transport & Tourism
 - (c) Foundation Course in Commerce
 - (d) Banking and Finance
 - (e) Managerial Economics
 - (f) Office Management
 - (g) Salesmanship & Sales Management
 - (h) Purchasing and Store Keeping
7. Modern Indian Languages
Addit. English/Marathi/Hindi/
M.E.L./A.I.L./M. I. L.

S.Y.B.Com.

- Compulsory group** :
- 1. Business Management
 - 2. Advanced Accountancy
 - 3. Business Economics (Macro.)
 - 4. Costing
 - 5. Office Automation
- OR
- Business Communication
Optional Group (Any one of the following)

F. Y. B. Com./6

6. Special Subject - Paper I

- (a) Business Administration
- (b) Co-operation
- (c) Costing, Tax Law,
Procedure
& Practices
- (d) Advanced Statistics
- (e) Banking and Finance
- (f) Business Entrepreneurship,
Environmental and
Organizational Behaviour
- (g) Marketing and Advertisement
- (h) Management of Service
Sector
- (i) Agricultural & Industrial
Economics
- (j) Defence Budgeting, Finance
& Management
- (k) Computer Application
- (l) Corporate Law &
Secretarial Practice.

T.Y.B.Com.

- Compulsory group :**
- 1. Mercantile and Industrial Law
 - 2. Advanced Accountancy
 - 3. Indian & Global Economic
Development

OR

- International Trade
- 4. Business Taxation and Auditing
- 5 & 6 Special Paper II & III
(Selected at S.Y.B.Com.)
- (a) Business Administration

F. Y. B. Com./7

- (b) Co-operation
- (c) Costing, Taxation Law,
Procedure & Practices
- (d) Advanced Statistics
- (e) Banking and Finance
- (f) Business Entrepreneurship,
Environmental and
Organizational Behaviour
- (g) Marketing and
Advertisement
- (h) Management of Service
Sector
- (i) Agricultural & Industrial
Economics
- (j) Defence Budgeting, Finance
& Management
- (k) Computer Application
- (l) Corporate Law & Secre-
tarial Practice.

(B) Subjects Carrying Practicals

- (i) There will be practicals and practical examination of 20 marks for the following subjects and classes:

	Class	Subject
(i)	F.Y.B.Com.	Accountancy
(ii)	S.Y.B.Com.	Office Automation
		OR
(iii)	T.Y.B.Com.	Business Communication Business Taxation and Auditing.

F. Y. B. Com./8

There will be practicals and practical examinations of 20 marks for the special subjects appearing under S.Y.B.Com. and T.Y.B.Com.

(C) Subjects Carrying Oral Examination

There will be an oral examination of 20 marks at the end of year for the subject Functional English at F.Y.B.Com. and theory examination of 80 marks.

(D) Subjects having Autonomy to the Colleges

A college will have an autonomy of framing the syllabus, conducting the teaching and examination of the subjects Office Automation or Business Communication appearing as a Vth paper under S.Y.B.Com. as per the guidelines issued by the University office Automation will consist of two sections, the first section of which shall be Computer application and second section will be Information Technology, Likewise Business Communication will consist of Business Communication, Scientific Method provided the college submits the marklist of these subjects at least before the annual theory examination.

(E) A student must offer the same Special Subject at T.Y.B.Com. which he has offered at S.Y.B.Com.

(F) In an exceptional cases, a student may change the subject chosen by him at second year during the first term of the third year provided he keeps the terms of the new subject at S.Y.B.Com. Such candidates are required to Pay Rs. 100/- towards change of subject Fees to the university.

F. Y. B. Com./9

(4) EXAMINATION

- (i) There will be a terminal examination of 60 marks for each subject and of two hours duration at the end of first term of each year to be conducted by the college.
- (ii) There will be annual examination of the University of 100 marks and of three hours duration for each non-practical subject and for practical subject the theory annual examination of the University will be of 80 marks and three hours duration and 20 marks for practicals.
- (iii) In case of Compulsory Paper Functional English at F.Y.B.Com., there will be oral examination of 20 marks and annual theory examination of the University will be of 80 marks and the three hours duration.
- (iv) In case of subject having autonomy to the colleges there will be annual theory examination of 80 marks which will be conducted by the concerned colleges.

(5) SCHEME OF PRACTICALS

- (i) For the purpose of practicals, each division will be divided into three batches consisting of 25 to 30 students. Every batch will have one practical period per week. There will be atleast six practicals per subject per year, per each batch.

F. Y. B. Com. / 10

- (ii) A list of ten practicals in each subject having practicals will be supplied by the University and out of these ten practicals, every student will do six practicals during the year assigned to him by his teacher. The list of practicals will be revised by the concerned Board of Studies.
- (iii) Every student shall be required to maintain a Journal for the practical work. The Journal should be completed generally before the end of January every year.
- (iv) The examination of the practicals will be taken at least prior to the annual theory examination.
- (v) The practical examination of F.Y.B.Com. students will be conducted by the colleges except the subject Functional English and the practical examination of S.Y. and T.Y.B.Com. will be conducted by the University.
- (vi) The practical examination will carry 60 marks for each subject having practicals. There will be two examiners, one of which will be internal and one will be external. Each examiner will give marks out of 30 marks. These 30 marks will be divided as 10 marks for the Journal and 20 marks for the Practical examination which may include the viva-voce test based on Journal.
- (vii) Every student will thus be given marks out of 60 for the practical work. These marks will be converted as out of 20.

F. Y. B. Com. / 11

(6) STANDARD OF PASSING

- (i) The candidate who has secured atleast 40% marks in each head of passing will be declared to have passed in the paper.
- (ii) Each theory and practical examination is a separate head of passing.
- (iii) As far as ATKKT is concerned, a student who fails in two theory and one practical head of passing at F.Y.B.Com. may be admitted to S.Y.B.Com. Likewise a student who fails in the two theory and one practical of passing at S.Y.B.Com. may be admitted to T.Y.B.Com. But a student passing S.Y.B.Com. but failing in any subject at F.Y.B.Com. can not be admitted to T.Y.B.Com.

(7) AWARD OF CLASS

The class shall be awarded to the student on the aggregate marks obtained by him at the first year examination. And in respect of B.Com. degree, on the aggregate marks obtained the candidate in the second and third year of examination. The Award of Class is as follows :

- (1) Aggregate 70% and above .. First Class with Distinction
- (2) Aggregate 60% and more but less than 70% .. First Class
- (3) Aggregate 55% and more but less than 60% .. Higher Second Class

F. Y. B. Com. / 12

- (4) Aggregate 50% and more
but less than 55% .. Second Class
- (5) Aggregate 40% and more
but less than 50% .. Pass Class
- (6) Below 40% .. Fail

(8) EXTERNAL CANDIDATES

- (i) The student who has registered his name as the external student will appear at the annual examination.
- (ii) The result of external student will be declared on the basis of annual examination of 80 marks for practical subjects by converting the same into out of 100.
- (iii) So far as the 5th paper of S.Y.B.Com. is concerned, i.e. Office Automation or Business Communication, the external candidate will have to appear for theory annual examination of 80 marks in any college affiliated to the University. (For this purpose candidate must contact college of his choice immediately after registration as an external candidate at S.Y.B.Com. Such college should allow him to appear the annual examination and should send his marks by converting into out of 100.
- (iv) No foreign student shall be allowed to register as an external student.

F. Y. B. Com. / 13

(9) MEDIUM OF INSTRUCTIONS

Medium of instructions of the B.Com. degree course shall be either in Marathi or English, except of languages.

(10) WORKLOAD

The present norms of workload of lectures, tutorials and practicals in respect of teachers for B.Com. course shall continue.

(11) UNIVERSITY TERMS

The dates for the commencement and conclusion of the first and the second terms shall be determined by the University Authorities. The terms can be kept only by duly admitted students. The present relevant ordinances pertaining to grant of terms will be applicable.

(12) VERIFICATION AND REVALUATION

The candidate may apply for verification and revaluation through Principal of the College which will be done by the University as per ordinance framed in that behalf.

(13) EQUIVALANCE AND TRANSITORY PROVISION

The University will conduct examination of old course for next three academic years from the date of implementation of new course.

F. Y. B. Com. / 14

The candidate of old course will be given three chances to clear his subjects as per the old course and thereafter he will have to appear for the subjects under new course as per the equivalence given to old course.

(14) RESTRUCTURING OF COURSES

The new revised structure shall be made applicable to the colleges implementing 'Restructured Programme' at the undergraduate level from June 1983. The existing pattern of 'C', 'D' & 'E' components shall be continued.

The college under the Restructured Programme shall revise their structure in the light of the new structure to be introduced from June 1999.

(15) SETTING OF QUESTION PAPERS

- (i) While setting the question paper at the annual examination the coverage of syllabi may be spread across the two terms of the year on the basis of 50 to 50 for the first and second terms respectively.
- (ii) A candidate shall have the option of answering the question in any of the subjects either in Marathi or English, except languages.
- (iii) The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.
- (iv) The question paper shall be balanced in respect of various topics outlined in the syllabus.

F. Y. B. Com. / 15

- (v) The question papers shall have combination of short and long answers. As far as possible short answers should not exceed 15 to 20 percent.
- (vi) There shall be no overall option in the question paper. Instead, there shall be internal option such as either of three short answers out of five etc.

INDEX

Sr. No.	Name of Subject	Page No.
101.	Functional English	48
102.	Accountancy	51
103.	Business Economics (Micro.)	54
104A.	Commercial Mathematics and Statistics	58
104B.	Computer Concepts and Programming	62
105A.	Company Law and Secretarial Practice	65
105B.	Consumer Protection and Business Ethics	71
105C.	Business Entrepreneurship	75
105D.	Co-operation	78
105E.	Public Enterprises	80
106A.	Commercial Geography	84
106B.	Insurance, Transport and Tourism	87
106C.	Foundation Course in Commerce	91
106D.	Banking and Finance	94
106E.	Managerial Economics	104
106F.	Office Management	108
106G.	Salesmanship and Sales Management	112
106H.	Purchasing and Storekeeping	119

F. Y. B. Com. / 16

107A.	Additional English	124
107B.	Additional Marathi	127
107C.	Additional Sanskrit	134
107D.	Additional Hindi	141
107E.	Additional Urdu	151
107F.	Additional Persian	151
107G.	Additional Arabic	151
107H.	Additional French	158
107I.	Additional Gujarathi	163
107J.	Additional Sindhi	164
107K.	Additional German	165

Remaining of Subject Under New Structure

F. Y. B. Com. / 17

Appendix to F. Y. B. Com.

पुणे विद्यापीठ

परिपत्रक क्र. १८९/२००२

या परिपत्रकाद्वारे सर्व संबंधितांस विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार असे कळविण्यात येत आहे की, प्रथम वर्ष बी. कॉम. वर्गासाठी खालील क्रमिक पुस्तक नेमण्यात येत आहे:

१. अर्थशास्त्र सिद्धान्त - लेखक प्रा. अरविंद बोद्रे,
प्रा. गीतांजली माळी
प्राचार्य. व्ही. एस. मोरे

तसेच द्वितीय व तृतीय वर्ष बी. कॉम. वर्गासाठी खालील क्रमिक पुस्तक नेमण्यात येत आहे:

२. व्यवसाय प्रशासन - लेखक डॉ. अनिल भावसार
डॉ. अरविंद बोद्रे
डॉ. संतोष सदार

गणेशखिंड, पुणे-४११ ००७
जा. क्र. सीबीसी/३०५०
दिनांक : १३.६.२००२

ला. फु. वसावे
कुलसचिवांकरिता

पुणे विद्यापीठ

परिपत्रक क्र. १८७/२००२

विषय : बी. कॉम. सुधारित अभ्यासक्रम (१९१९) पुनर्रचित
अभ्यासक्रम व व्यावसायिक अभ्यासक्रम यांच्या
यापूर्वीच्या अभ्यासक्रमाच्या समकक्षतेबाबत.

या परिपत्रकाद्वारे सर्व संबंधितांस विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार असे कळविण्यात येत आहे की, सोबतच्या पत्रकात १९९९ पासून बी.कॉम.च्या अभ्यासक्रमात सुधारणा करण्यात आलेल्या आहेत. या सुधारित अभ्यासक्रमातील विषय व त्यांची समकक्षता यापूर्वीच्या १९९० च्या अभ्यासक्रमाशी तसेच त्यापूर्वीच्या १९८९ पूर्वी अस्तित्वात असलेल्या अभ्यासक्रमाशी दर्शविण्यात आलेली आहे.

जून १९९४ पासून व्यावसायिक अभ्यासक्रम पुणे विद्यापीठातील निवडक महाविद्यालयांत सुरू करण्यात आला आहे. ह्या अभ्यासक्रमातील विषय सुधारित अभ्यासक्रमातील कोणत्या विषयाशी समकक्ष आहेत हे सोबतच्या पत्रकात दर्शविले आहे.

जून १९८३ पासून पुनर्रचित अभ्यासक्रम पुणे विद्यापीठातील निवडक महाविद्यालयांत सुरू करण्यात आला. ह्या अभ्यासक्रमातील विविध घटकांतील (डी व सी कांपोनेंट) विषय सुधारित अभ्यासक्रमातील कोणत्या विषयाशी समकक्ष आहेत हे सोबतच्या पत्रकात दर्शविले आहे. पुनर्रचित अभ्यासक्रमाकडून सुधारित अभ्यासक्रमातील महाविद्यालयात एस.वाय.बी.कॉम.च्या स्तरावर प्रवेश देताना त्या विद्यार्थ्याला एस.वाय. व टी.वाय. ला समकक्ष विषय घेता येईल व प्रथम वर्षाचे समकक्ष विषय देण्याची आवश्यकता राहणार नाही.

F. Y. B. Com. / 19

तसेच, सुधारित अभ्यासक्रमाकडून पुनर्रचित अभ्यासक्रमातील महाविद्यालयात एस.वाय.बी.कॉम.च्या स्तरावर प्रवेश घेता येईल व पुनर्रचित अभ्यासक्रमातील समकक्ष विषयांची निवड करता येईल एस.वाय.बी.कॉम.च्या स्तरावर प्रवेश घेताना त्याने सुधारित अभ्यासक्रमाचे प्रथम वर्षाचे सात विषय उत्तीर्ण केलेले असल्यामुळे फौंडेशन कोर्स व 'डी' कांपोनंट या विषयाची परीक्षा देण्याची आवश्यकता नाही.

गणेशखिंड, पुणे-४११ ००७
जा. क्र. सीबीसी/३०४५
दिनांक : १३. ६. २००२

ला. फु. वसावे
कुलसचिवांकरिता

B. Com. Degree Course
Equivalent Subjects/Courses under the Revised Structure 1999.
F. Y. B. Com.

Old Course 1989	Modified from June 1990	Revised Course (1999)
1. English	1. English	1. Functional English
2. Accountancy & Costing I	2. Accountancy	2. Accountancy
3. Business Economics	3. Business Economics (Micro.)	3. Business Economics (Micro.)
4. Organisation & Structure of Commerce	4. Business Environment	4. Business Entrepreneurship
5. Commercial Geography	5. Commercial Geography	5. Commercial Geography

F. Y. B. Com./20

Old Course 1989	Modified from June, 1990	Revised Course (1999)
6. —	6. Office Management	6. Office Management
7. Business Mathematics	7. Commercial Arithmetic & Statistics	7. Commercial Mathematics and Statistics
8. —	8. Computer Concepts & Programming	8. Computer Concepts & Programming
9. —	9. Business Practices Paper I	9. Foundation Course in Commerce
10. Marketing I	10. Marketing, Salesmanship & Publicity -I	10. Salesmanship and Sales Management
11. Banking I	11. Banking and Finance Paper-1	11. Banking and Finance
12. —	12. Business Administrations Paper-I	12. Foundation Course in Commerce
13. Co-operation I	13. Co-operation and Rural Development - I	13. Co-Operation

14. —	14. Secretarial Practice and Company Management	14. Company Law and Secretarial Practice
15. Banking I	15. Public Enterprises Paper- I	15. Public Enterprises
16. Insurance & Transport	16. Insurance & Transport Paper - I	16. Insurance & Transport & Tourism
17. —	17. Defence Budgeting', Finance and Management Paper - I	17. Banking and Finance
18. Additional English	18. Additional English	18. Additional English
19. Marathi	19. Marathi	19. Marathi
20. Hindi	20. Hindi	20. Hindi
21. M.E.L.	21. M.E.L	21. M.E.L.
22. A.I.L.	22. A.I.L.	22. A.I.L.
23. M.I.L.	23. M.I.L.	23. M.I.L.

S. Y. B. Com.

Old Course 1989	Modified from June 1990	Revised Course (1999)
1. Business Correspondence	1. Business Communication	1. Business Communication/ Office Automation
2. Accountancy & Costing II	2. Advanced Accountancy	2. Advanced Accountancy
3. Business Economics	3. Business Economics (Micro)	3. Business Economics (Macro)
4. Business Organisation	4. Organisation & Management	4. Business Management
5. —	5. Business Practice II	5. Marketing and Advertisement Paper -I
6. Marketing II	6. Marketing, Salesmanship and Publicity II	6. Marketing and Advertisement Paper-I

7. Banking II	7. Banking and Finance II	7. Banking and Finance Paper I
8. —	8. Business Administration II	8. Business Administration Paper I
9. Co-operation II	9. Co-operation and Rural Development II	9. Co-operation Paper - I
10. Company Law & Secretarial Practice	10. Secretarial Practice & Company Management II	10. Corporate Law and Secretarial Practice Paper I
11. —	11. Public Enterprises II	11. Business Administration Paper I
12. Insurance & Transport II	12. Insurance and Transport II	12. Management of Service Sector Paper I
13. —	13. Defence Budgeting. Finance & Management II	13. Defence Budgeting. Finance & Management I
14. —	14. Costs and Works, Accounting I	14. Costing (Compulsory)

Old Course 1989	Modified from June 1990	Revised Course (1999)
15. —	15. Business Law, Taxation & Auditing I	15. Co-operation Paper I
16. Statistics II	16. Statistics I	16. Advanced Statistics Paper I
17. —	17. Computer Application for Business I	17. Computer Application Paper
18. —	18. Managerial Economics I	18. Agricultural & Industrial Economics, Paper I
19. —	19. Business Entrepreneurship	19. Business Entrepreneurship, Business Environment & Organisational Behaviour Paper I
20. —	20. Purchasing & Store Keeping	20. Costing (Compulsory)
21. Insurance & Transport II	21. Travel & Tourism Paper I	21. Management of Service Sector Paper I

T. Y. B. Com.

Old Course 1989	Modified from June 1990	Revised Course (1999)
1. Mercantile Law	1. Mercantile & Industrial Law	1. Mercantile & Industrial Law
2. Advanced Accountancy I	2. Advanced Accountancy	2. Advanced Accountancy
3. Indian Economy	3. Indian Economy and Economic Problems of Maharashtra	3. Indian and Global Economics Development International Trade
4. Indian Planning & Development	4. Economics of Development	4. Indian and Global Economics Development International Trade
5. Business Management	5. Business Practice Paper III	5. Business Entrepreneurship, Business Environment & Organisational Behaviour Paper IIIc

Old Course 1989	Modified from June 1990	Revised Course (1999)
6. —	6. Marketing, Salesmanship & Publicity III	6. Marketing and Advertisement Paper III
7. Advanced Banking II	7. Banking and Finance III	7. Banking and Finance Paper III
8. Business Administration II	8. Business Administration III	8. Business Administration Paper III
9. Co-operation II	9. Co-operation Development Paper III	9. Co-operation Paper III
10. —	10. Secretarial Practice and Company Management Paper III	10. Corporate Law and Secretarial Practice Paper III
11. Public Enterprises II	11. Public Enterprises Paper III	11. Business Administration Paper III
12. Insurance & Transport II	12. Insurance & Transport Paper III	12. Management of Service Sector Paper III

13. —	13. Defence Budgeting, Finance and Management Paper III	13. Defence Budgeting Finance and Management Paper III
14. Advanced Costing II	14. Cost & Works Accounting Paper II	14. Costing Taxation Law, Procedure and Practice Paper II
15. —	15. Cost & Works Accounting Paper III	15. Costing Taxation Law, Procedure and Practice Paper III
16. —	16. Business, Law, Taxation & Auditing Paper II	16. Business Taxation & Auditing (Compulsory)
17. —	17. Business, Law, Taxation & Auditing Paper III	17. Business Taxation Law, Procedure and Practice Paper III
18. Advanced Statistics	18. Statistics II	18. Advanced Statistics Paper II

Old Course 1989	Modified from June 1990	Revised Course (1999)
19. —	19. Statistics III	19. Advanced Statistics Paper III
20. —	20. Computer Application for Business II	20. Computer Application Paper II
21. —	21. Computer Application for Business III	21. Computer Application Paper III
22. —	22. Managerial Economics II	22. Agriculture and Industrial Economics Paper II
23. —	23. Managerial Economics III	23. Agriculture and Industrial Economics Paper III
24. —	24. Business Entrepreneurship, Paper II	24. Business Entrepreneurship, Business Environment & Organisational Behaviour Paper II

25. —	25. Business Entrepreneurship, Paper III	25. Business Entrepreneurship, Business Environment & Organisational Behaviour Paper III
26. —	26. Purchasing and Store Keeping-II	26. Costing, Taxation Law, Procedure and Practice Paper II
27. —	27. Purchasing and Store Keeping-III	27. Costing, Taxation Law, Procedure and Practice Paper III
28. Insurance & Transport II	28. Travel & Tourism Paper II	28. Management of Service Sector Paper II
29. —	29. Travel & Tourism Paper III	29. Management of Service Sector Paper III

UNIVERSITY OF PUNE

Appendix - 2

STRUCTURE FOR B. COM. DEGREE COURSE

Equivalent Subjects/Courses under the Revised Structure of 1999 to Vocational Programme.

Revised Structure From June 1999	Vocationalisation of First Degree Education (Revised from June 1999)
F. Y. B. Com.	F. Y. B. Com.
1. Functional English	1. Functional English
2. Accountancy	2. Accountancy
3. Business Economics (Micro.)	3. Business Economics (Micro.)
4. Commercial Mathematics and Statistics	4. Vocational Subject Paper - I (any one subject to be selected)
OR	1. Computer Applications
Computer Concepts and Programming	2. Advertising, Sales Promotion and Sales Management
	3. Principles and Practices of Insurance
	4. Tax Procedure and Practices
	5. Office Management and Secretarial Practice

F. Y. B. Com./31

5. Optional Group
(Any one of the following)
- (a) Company Law and Secretarial Practice
 - (b) Consumer Protection and Business Ethics
 - (c) Business Entrepreneurship
 - (d) Co-operation
 - (e) Public Enterprises`
6. Optional Group
(Any one of the following)
- (a) Commercial Geography
 - (b) Insurance, Transport & Tourism

5. Optional Group
(Any one of the following)
- (a) Company Law and Secretarial Practice
 - (b) Consumer Protection and Business Ethics
 - (c) Business Entrepreneurship
 - (d) Co-operation
 - (e) Public Enterprises
6. Vocational Subject Paper - II
(Any one Subject to be selected)
- 1. Computer Application
 - 2. Advertising, Sales Promotion and Sales Management

Revised Structure From June 1999	Vocationalisation of First Degree Education (Revised from June 1999)
F. Y. B. Com.	F. Y. B. Com.
(c) Foundation Course in Commerce	3. Principles and Practices of Insurance
(d) Banking and Finance	4. Tax Procedures and Practices
(e) Managerial Economics	5. Office Management and Secretarial Practice
(f) Office Management	
(g) Salesmanship and Sales Management	
(h) Purchasing & Store Keeping.	
7. Additional English OR Marathi OR Hindi OR MEL OR MIL	7. Additional English OR Marathi OR Hindi OR MEL, OR MIL

Note : Vocational Paper No. 1 is in place of Paper No. 4 in the college sand Paper No. 5 in Other Colleges.

S. Y. B. Com. (Revised from June 1999)	S. Y. B. Com. (Vocational)
1. Business Management	1. Business Management
2. Advanced Accountancy	2. Advanced Accountancy
3. Business Economics (Macro.)	3. Business Economics (Macro.)
4. Costing	4. Costing
5. Office Automotation (Computer Application and I. T.)	5. Vocational Subject Paper III (Any one subject to be selected)
OR	1. Computer Applications
Business Communication	2. Advertising, Sales Promotion and Sales Management
	3. Principles and Practices of Insurance
	4. Tax Procedures and Practices
	5. Office Management and Secretarial Pactice

S. Y. B. Com
(Revised from June 1999)

S. Y. B. Com.
(Vocational)

6. Special Subjects Paper I
(Any one of the following)
- (a) Business Administration I
 - (b) Co-operation I
 - (c) Costing-Taxation Law,
Procedure and Practice I
 - (d) Advanced Statistics I
 - (e) Banking and Finance I
 - (f) Business Entrepreneurship,
Environment and
Organisational Behaviour I
 - (g) Marketing and Advertisement I

6. Vocational Subject Paper IV

- (h) Management and Service Sector I
- (i) Agriculture and Industrial
Economics I
- (j) Defence Budgeting and
Finance Management I
- (k) Computer Applications I
- (l) Corporate Law and
Secretarial Practice I

T. Y. B. Com. (Revised from June 1999)	T. Y. B. Com. Vocational
1. Mercantile and Industrial Law	1. Mercantile and Industrial Law
2. Advanced Accountancy	2. Advanced Accountancy
3. Indian and Global Economic Development	3. Indian and Global Economic Development
OR	OR
International Trade	International Trade
4. Business Taxation & Auditing	4. Business Taxation & Auditing
5.&6. Special Subjects : Paper II & III (Any one of the following)	5. Vocational Subject Paper V (Any one subject to be selected)
(a) Business Administration	1. Computer Applications
(b) Co-operation	2. Advertising, Sales Promotion and Sales Management

- (c) Costing, Taxation Law, Procedure and Practice
- (d) Advanced Statistics
- (e) Banking and Finance
- (f) Business Entrepreneurship, Environment and Organisational Behaviour
- (g) Marketing and Advertisement
- (h) Management of Service Sector
- (i) Agriculture & Industrial Economics
- (j) Defence Budgeting and Finance Management
- (k) Computer Application
- (i) Corporate Law and Secretarial Practice

- 3. Principles and Practices of Insurance
- 4. Tax Procedures and Practices.
- 5. Office Management and Secretarial Practice.

- 6. Vocational Subject Paper VI

UNIVERSITY OF PUNE
STRUCTURE FOR B.COM. DEGREE COURSE
Equivalent Subjects/Courses under the Revised Structure of 1999
to the Restructured Programme

Revised Structure From June 1999	Restructured Programme June 1983 (Revised from June 1999)
F. Y. B. Com.	F. Y. B. Com.
1. Functional English	1. Functional English
2. Accountancy	2. Accountancy
3. Business Economics (Micro.)	3. Business Economics (Micro.)
4. Commercial Mathematics & OR Computer Concepts and Programming	4. 'D' Component (Any one of the following subjects) 1. Basic Mathematics 2. Statistical Techniques

5. Optional Group
(Any one of the following)
- (a) Company Law and Secretarial Practice
 - (b) Consumer Protection and Business Ethics
 - (c) Business Entrepreneurship
 - (d) Co-operation
 - (e) Public Enterprises

- 3. Computer Application
 - 4. Salesmanship and Advertising
 - 5. Accounts Writing
 - 6. Managements of Co-operatives
 - 7. English for Conversation
 - 8. Typewriting
5. Optional Group
(Any one of the following)
- (a) Company Law and Secretarial Practice
 - (b) Consumer Protection and Business Ethics
 - (c) Business Entrepreneurship
 - (d) Co-operation
 - (e) Public Enterprises

Revised Structure From June 1999	Restructured Programme June 1983 (Revised from June 1999)
F. Y. B. Com	F. Y. B. Com
6. Optional Group (Any one of the following)	6. 'A' Component Foundation Course
(a) Commercial Geography	
(b) Insurance, Transport and Tourism	
(c) Foundation Course in Commerce	
(d) Banking and Finance	
(e) Managerial Economics	
(f) Office Management	
(g) Salesmanship and Sales Management	
(h) Purchasing and Store Keeping	
7. Additional English OR Marathi OR Hindi OR MEL OR MIL	7. Additional English OR Marathi OR Hindi OR MEL OR MIL

S. Y. B. Com. (Revised from June 1999)	S. Y. B. Com. (Restructured)
1. Business Management	1. Business Management
2. Advanced Accountancy	2. Advanced Accountancy
3. Business Economics (Macro.)	3. Business Economics (Macro.)
4. Costing	4. Costing
5. Office Automaton (Computer Application and I. T.)	5. Office Automation (Computer Application and I. T.)
OR	OR
Business Communication	Business Communication
6. Special Subjects Paper I (Any one of the following)	6. 'C' Component (Any one of the following)
(a) Business Administration I	(a) Entrepreneurship Development
(b) Co-operation I	(b) Banking and Finance
(c) Costing, Taxation Law, Procedure and Practice I	(c) Public Relations

S. Y. B. Com. (Revised from June 1999)	S. Y. B. Com. (Restructured)
(d) Advanced Statistics I	(d) Industrial Organisation and Administration
(e) Banking and Finance I	(e) Insurance
(f) Business Entrepreneurship, Environment and Organisational Behaviour I	(f) Integrated Rural Development
(g) Marketing and Advertisement I	(g) Computer Application and System Management
(h) Management of Service Sector I	(h) Applied Statistics
(i) Agriculture and Industrial Economics I	
(j) Defence Budgeting and Finance Management I	
(k) Computer Application I	
(l) Corporate Law and Secretarial Practice I	

T. Y. B. Com. (Revised from June 1999)	T. Y. B. Com. (Restructured)
1. Mercantile and Industrial Law	1. Mercantile and Industrial Law
2. Advanced Accountancy	2. Advanced Accountancy
3. Indian and Global Economics Development	3. Indian and Global Economic Development
OR	OR
International Trade	International Trade
4. Business Taxation & Auditing	4. Business Taxation & Auditing
5. Special Subjects : Paper II (Any one of the following)	5. 'C' Component (Any one subject with Paper II)
(a) Business Administration	1. Entrepreneurship Development
(b) Co-operation	2. Banking and Finance
(c) Costing, Taxation Law, Procedure and Practice	3. Public Relations
(d) Advanced Statistics	4. Industrial Organisation and Administration

T. Y. B. Com. (Revised from June 1999)	T. Y. B. Com. (Restructured)
(e) Banking and Finance	5. Insurance
(f) Business Entrepreneurship, Environment and Organisational Behaviour	6. Integrated Rural Development
(g) Marketing and Advertisement	7. Computer Applications and System Management
(h) Management of Service Sector	8. Applied Statistics
(i) Agriculture and Industrial Economics	
(j) Defence Budgeting and Finance Management	
(k) Computer Application	
(l) Corporate Law & Secretarial Practice	
6. Special Subjects Paper II	6. 'C' Component Projects Work.

F. Y. B. Com. / 46

**F.Y.B.Com.
Equivalence to Old (1990 Course) to Revised
(1999 Course)**

Sr. No.	New Name of the Subject	Existing Name of the Subject
1.	Functional English	English
2.	Marathi	Marathi
3.	Hindi	Hindi
4.	Gujarathi	Gujarathi
5.	Modern European Language	Modern European Language
6.	Business Economics (Micro.)	Business Economics (Micro.)
7.	Accountancy	Accountancy
8.	Commerical Mathematics and Statistics OR Computer Concepts and Programming	Commerical Mathematics and Statistics OR Computer Concepts and Programming
9.	Co-operation	Co-operation
10.	Public Enterprises	Public Enterprises
11.	Banking and Finance	Banking and Finance
12.	Salesmanship and Sales Management	Marketing, Salesmanship and Publicity

F. Y. B. Com. / 47

13. Insurance, Transport and Tourism	Insurance, Transport and Tourism
14. Office Management	Office Management
15. Commercial Geography	Commercial Geography
16. Foundation Course in Commerce	Business Practices
17. Managerial Economics	Managerial Economics
18. Purchasing and Store Keeping	Purchasing and Store Keeping
19. Consumer Protections and Business Ethics	Business Law and Taxation
20. Company Law and Secretarial Practice	Secretarial Practice and Company Management
21. Business Entrepreneurship	Business Entrepreneurship

101. Functional English

Section One : Reading Skills

Unit	Title
	<ol style="list-style-type: none">1. Introduction2. Reading and comprehension.3. Increasing your Eye-span.4. Surveying the Matter and Identifying the Text Type.5. Skimming the Text for Identifying the General Theme.6. Scanning the Text to Locate Specific Information.7. Understanding Meanings of Words, Phrases and Sentences.8. Understanding Logical Relationship between statements.9. Loud Reading.10. Understanding the Structure of the Text.11. Distinguishing facts from Beliefs, Opinions etc.12. Reading and Making Notes.13. Comprehension Passages for Practice.

Section Two : Conversational Skills

Unit	Title
	<ol style="list-style-type: none">1. Introduction.2. Greeting and Responses to Greetings.3. Introducing yourself.

F. Y. B. Com. / 49

4. Introducing others.
 5. Joining a conversation.
 6. Leaving a conversation.
 7. Taking leave.
 8. Requesting.
 9. Inviting, Accepting and Declining Invitations.
 10. Asking, Giving and Refusing Permission.
 11. Asking for Information.
 12. Suggesting.
 13. Agreeing.
 14. Agreeing Partly.
 15. Disagreeing.
 16. Complimenting.
 17. Responding to Compliments.
 18. Complaining.
 19. Apologizing.
-

Section Three : Writing Skills

Unit	Title
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1. Introduction.
2. Notice.
3. Agenda.
4. Minutes.
5. Summarizing.
6. Note making.
7. Reports.
8. Paragraph structure.

F. Y. B. Com. / 50

9. Curriculam Vitae.
10. Letters.
11. Memo.
12. Telegram.
13. Fax.
14. E-Mail.

Prescribed Text Book of English for Practical purposes.

102. Accountancy

Section I

1. Piecemeal distribution on dissolution of Partnership Firms.	12
* Surplus capital method & * Maximum loss method (including the case of insolvent partner)	
2. Consignment Accounts	12
* Theory * Entries in the books of consignor * Entries in the books of consignee * Ledger Accounts in the books of both the parties, at cost price, at profit, normal and abnormal loss, valuation of closing stock.	
3. Royalty Accounts (Excluding sub-lease)	12
* Royalty, Minimum Rent, Shortworkings Recoupment of Short Working, Lapse of Shortworking. * Entries in the books of landlord * Entries in the books of lessee * Ledger accounts.	
4. Final Accounts of Co-operative Societies (Credit Societies & Consumers Co-op. Stores only).	12
* Theory * Allocation of Profit as per Co-op Society Act * Credit Society & * Consumers Co-op. Society	
<hr/>	
Total Periods	48
<hr/>	

Section II

1. Hire Purchase & Instalment System (Excluding H. P. Trading only)	14
Distinction, Calculation of interest and cash price, Journal entries and Ledger Accounts in the Books of Purchaser and Seller.	
2. Depreciation	8
* Meaning, need, methods. * Annuity and Sinking Fund methods only Journal Entries & Ledger Accounts.	
3. Accounts of non-trading organisations	14
* Theory * Preparation of Income & Expenditure Account & Balance Sheet from Receipt & Payment A/c * Preparation of Receipt & Payment account from Income & Expenditure & Closing Balance Sheet.	
4. Account Current	8
* Meeting, need and importance. * Product method - preparation of Accounts	
5. Departmental Account	4
Preparation of Departmental Trading, Profit & Loss Account & Balance sheet	
<hr/>	
Total Periods	48
<hr/>	

F. Y. B. Com./53

Note :

1. There will be one compulsory theory question carrying at least 8 to 10 marks.
2. There will be six practicals.
For first term Co-operative Society A/c. and
for second term accounts of Non-trading organisation
or Account Current.
3. In case of practicals, the students are expected to visit any one society, institution or financial institution and collect all the transactions in the month and prepare therefrom necessary vouchers, receipts, Cash-book, Ledger, Trial Balance and necessary final accounts. In case of account current student should visit to any financial institution and collect the information with live example regarding calculation of interest under product method and preparation of account current.

Books Recommended

1. Advanced Accounts : M. C. Shukla & T. S. Grewal, S. Chand & Co., New Delhi.
2. Advanced Accounts : R. L. Gupta, S. Chand & Co., New Delhi.
3. Advanced Accounts : Paul, Central Publication, Calcutta.
4. Accounting & Finance : S. K. Chakrabharati, Oxford University Press.
5. Account Practical : B. V. Mhatre

103. Business Economics (Micro.)

Section I

Topic Units No.	Lectures Periods
1. Introduction	
1.1 Micro-economic analysis Distinction between micro-economics and Macro economics	2
1.2 Importance and limitations of Micro-economics	2
1.3 Paradox of Micro Economic analysis	2
1.4 Subject matter of Micro-economics	2
1.5 Market Mechanism	2
1.6 Functions of Market Mechanism	2
	—
	12
	—
2. Basic Concepts	
2.1 Household as a Consuming unit	1
2.2 Firm as a producing unit	1
2.3 Distinction between Plant, Firm and Industry	4
	—
	6
	—
3. Demand Analysis	
3.1 Concept and meaning of demand Law of demand. Factors determining demand, Variations and changes in demand	4

F. Y. B. Com. / 55

3.2	Revenue Concepts-Average Revenue, Marginal Revenue and Total Revenue	2
3.3	Elasticity of demand-concept, price, Income and cross elasticity of demand Measurement of price and income elasticity of demand	5
3.4	Determinants and significance of price elasticity.	2
3.5	Demand forecasting : Necessity methods and limitations.	2
3.6	Criteria for good demand forecasting	5
		<hr/>
		20
		<hr/>

4. Supply Analysis

4.1	Concept, Law of supply, elasticity of supply.	4
4.2	Cost concepts : Fixed and variable costs, Average and marginal costs and their relationship, Opportunity cost, Accounting cost and Economic cost, Short & long run costs of a Business firm.	4
4.3	Law of Variable proportions.	2
		<hr/>
		10
		<hr/>

Section II

5. Market Structure and Price Determination

5.1	Pure and perfect competition - features	2
5.2	Price and output determination under perfect competition	3

F. Y. B. Com./56

5.3	Monopoly - Meaning and types	2
5.4	Price and output determination under Monopoly Discrimination monopoly	3
5.5	Monopolistic Competition - Features	2
5.6	Price and output determination under Monopolistic competition	3
5.7	Oligopoly - Features	2
5.8	Duopoly - Features	2
5.9	Selling cost - effects of selling cost on price	3

—
22
—

6. Pricing of Factors of Production

6.1	The General Theory of Distribution- Marginal productivity theory	4
6.2	Rent-concept, Ri-cardian Theory and Modern approach, Quasi-rent-Transfer earnings	4
6.3	Wages - Real and Money wages - supply of labour, collective bargaining	4
6.4	Interest - Concept of Capital, saving and investment, Lovable Fund Theory and liquidity preference Theory of Interest	4
6.5	Profit - Gross and Net profit, Dynamic, innovation and Risks - uncertainly bearing Theory of profits	4

—
20
—

7. Micro Economic Policy

7.1 Imperfections and Failurer of Market Mechanism	2
7.2 Cases of Intervention	2
7.3 Tools of Intervention	2
	—
	6
	—

References

1. Advanced Economic Theory, Ahuja H. L. S. Chand & Co. 1976.
2. Managerial Economic, Chopra O. D. Tata Macgraw-Hill Publishing Co. 1984.
3. Managerial Economics, Curven, Peter J. Mac-Millan London, 1974.
4. Economics-Sammuelson P.A. (Macgraw-Hill Kgakwsia Co., London).
5. Modern Economic Theory-DKK (Shyamlal Charitable Trust, Delhi).
6. A Textbook of Economic Theory-Stonierana Hague (ELBS and Longman Group Ltd.)
7. Principles of Economics-Dr. D. N. Dwivedi.

104A. Commercial Mathematics & Statistics

Commercial Mathematics :

1. Revision of ratio, proportion and percentage.
2. Profit and loss.
3. Commission and Brokerage.
4. Simple and compound interest.
5. Bill of exchange.
6. Time value of money and its application to simple annuity.
7. Shares.

Statistics :

8. Collection of data.
9. Classification and tabulation.
10. Diagrams and graphs.
11. Measures of Central tendency.
12. Measures of dispersion.
13. Index Numbers.
14. Simple Application of Mathematics and Statistics.

Scope and Limitations :

Commercial Mathematics :

1. Revision of ratio proportion and percentage, Revision by simple problems. (3)
2. Profit and Loss
Problems involving cost price, selling price, market price, trade discount and cash discount are expected(6)
3. Commission and brokerage

F. Y. B. Com. / 59

Rate of Commission, Types of Commission agents, Problems. (6)

4. Simple and compound interest

Concept and Principal, rate of interest, period and amount at the end of the period by simple interest and compound interest problems.

Calculations of compound interest when compounded monthly, quarterly, half yearly and yearly are expected. (8)

5. Bill of exchange :

Sum due, present value, period of the bill, rate of interest, types of discounts, problems. (7)

6. Time value of money and its application to simple annuity problems. (5)

7. Shares

Types of shares, face value, market price and dividend problems. Book value. (5)

Statistics :

8. Collection of data :

Objectives and scope of enquiry, sources and methods of data collection, direct personal interview method, Indirect oral investigation through questionnaire, Requirements of a good questionnaire, meaning of primary and secondary data, methods of data collection from census, comparison of census and sample. (5)

9. Classification and tabulation.

Classification : Meaning, Basis of classification, Frequency distribution (Formation not expected). Given frequency distribution problems to find cumulative

F. Y. B. Com. / 60

frequencies, class boundaries, mid-point, class-width.
Tabulation : Meaning and importance. Parts of a
Statistical table.

Problems on One-way and Two-way tables. (6)

10. Diagrams and graphs.

Drawing, Reading, comparing and interpreting
following graphs and diagrams : Bar diagrams, (simple,
multiple, subdivided, percentage) Pie diagram,
Histogram, frequency polygon, Ogive curves. (5)

11. Measure of central tendency :

Meaning of averages, Mean, Median, Mode and
quartiles, Calculation of averages for raw data and
frequency distribution Merits and Demerits of above
averages. (7)

12. Measures of Dispersion :

Meaning of dispersion.

Measures of dispersion : Range, quartile deviation,
variance, standard deviation for raw data and frequency
distributions. Coefficient of variation. (7)

13. Index numbers

Price index numbers, meaning of index numbers,
problems in the constructions of index numbers.
Methods of construction of Index number (weighted and
unweighted) Laspeyre's Pasche's and Fisher's index
number. (5)

14. Simple application of Mathematics and Statistics in
accountancy, Economics and management Sciences. (5)

N.B. : Figures to the right indicate-expected number of
lectures.

F. Y. B. Com. / 61

Books Recommended

- (1) S. P. Gupta : Statistical Methods.
- (2) S. C. Gupta : Business Statistics.
- (3) Bari : Business Mathematics.
- (4) Sutar : Commerical Arithmetics.

104B. Computer Concepts & Programming

Objectives : The paper aims to provide

- (1) a bird's eyeview of what is happening in the world of computers and its relevance to the field of commerce,
- (2) the logic for programming, and
- (3) the approach for developing small programs using Quick BASIC.

Syllabus :

- (1) What is a computer : An introduction.
Use of computer in modern society-Manufacturing, Medicine, Education, Business Services, At Home, Publishing Banking, Accounting, Capital Markets, Insurance, Modern Office etc.
Types of Generation of Computers.

**An Overview of Computer Systems :
Hardware, Software, Humanware and Dataware**

- (2) Hardware :
Purpose and usefulness of Input devices, Output devices, Memory devices, Mass Storage devices and Communication devices.
- (3) Software :
System Software, Operating System Software, Language Processors and Utilities. Application Software, Other Software like DTP Software, Graphics/Multimedia and Presentation Software.

F. Y. B. Com. /63

- (4) **Humanware :**
People of operational level, developers and maintenance people. Their nature of work and responsibilities. Duties and responsibilities of Computer Operators, Programmers, Database Administrators, Systems Analyst, Software Engineers, Hardware Engineers, Computer Entrepreneurs, Researchers in Computers.
- (5) **Dataware :**
Data Vs information. Types of data : Numeric, Textual, Graphical, Audio/Video.
Managing data in day-to day work.
- (6) **Concept of Networking, Concept of LAN & WAN**
Need and advantages of networking. Basic idea about internet, intranet, e-mail, e-commerce, and www.
- (7) **Logic of Programming - Problem solving, Algorithm and Flowcharts for simple applications.**
- (8) **Programming Languages : Types, Nomenclatures and Utilities.**
- (9) **What is computer program ? Elements of Programming Language.**
- (10) **Quick BASIC : Character Set, Variables, Constants, Symbols, Structure, Functions, Utilities, Writing of Quick BASIC Programs for simple applications.**

Books :

- (1) Peter Norton's "Introduction To Computers".
- (2) Computers Today Sanders.

F. Y. B. Com. / 64

- (3) Fundamentals of Computers - V. Rajaraman.
- (4) Microsoft - Quick BASIC Manual.
- (11) Recommended Practical Work :
 - (1) Demonstration to start Computer Knowledge of various parts of Computers. Keyboard operations.
 - (2) Exposure to various secondary devices such as Hard disk, Floppy disks etc.
 - (3) Use of simple DOS commands.
 - (4) Demonstration of LAN, WAN.
 - (5) Use of E-mail and Internet.

Note :

- (i) There will be no practical examination. However internal examination may be conducted.
- (ii) List of the practicals mentioned in (11) are for exposure and understanding of the subjects.

105A. Company Law & Secretarial Practice

Section I

1. HISTORICAL DEVELOPMENT OF COMPANY LAW IN INDIA :
 - Development of various concepts and trends in Company Law.
 - Social responsibilities of Companies.
 - Development of Company Law Administration.
2. JOINT STOCK COMPANY : TYPES AND FORMATION
 - Meaning and Nature of Companies.
 - Kind of Companies-Private Companies, Public Companies, Foreign Companies, Government Companies, Conversion of Private Company into Public Company and vice-versa.
 - Formation :
 - Incorporation.
 - Minimum subscription.
 - Certificate of Commencement of Business.
 - Duties of the Company Secretary in connection with Company formation.
3. DOCUMENTS REQUIRED FOR FORMATION OF COMPANY :
 - Memorandum of Association, Articles of Association and their alteration.
 - Doctrine of Ultra vires. Doctrine of Indoor management.

F. Y. B. Com. / 66

- Prospectus-Definition, abridged prospectus-Statement in lieu of prospectus-contents, form and registration-misstatement or misrepresentation in prospectus and penalties therefore.
- SEBI guidelines in respect of issue of prospectus.
- 4. **SHARE CAPITAL :**
 - Meaning and types.
 - Issue of shares at par, premium and discount : private placement, offer for sale, various guidelines issued by SEBI for issue of securities.
 - Underwriting of shares.
 - Buy back of shares.
 - Alteration and reduction of share capital.
- 5. **PROCEDURE FOR ISSUE OF SHARES :**
 - Share application.
 - Allotment of shares.
 - Calls on shares.
 - Transfer and transmission of shares.
 - Forfeiture of share and reissue of forfeiture shares.
 - Share certificate and share warrant.
 - Issue of shares to non-residents.

Section II

- 6. **MEMBERSHIP OF A COMPANY**
 - Mode of acquiring membership.
 - Minimum and maximum number of members.
 - Cessation of membership.

F. Y. B. Com. / 67

Index of members.

7. BOARD OF DIRECTORS :

- Organisation chart of a company.
- Meaning of the word Director, his legal position.
- Types of directors.
- Managing Director.

8. DIVIDEND, INTEREST AND BONUS SHARES :

- Determination of divisible profits and dividends.
- Unpaid dividend.
- Interim dividend out of capital.

Procedure for issue of Bonus Shares-SEBI guidelines.

9. FILLING AND FILING OF FORMS AND RETURNS

- Annual return, Balance sheet, event based forms i.e. Return of Allotment, filling of Special Resolutions, Registration and Satisfaction of change and Change in composition of the Board of Directors, Consent to act as Director.
- Payment of Filing fee, Payment of additional fee.
- Defective forms/documents.
- Condonation of delay.
- Duties of Company Secretary in this respect.

10. RULES OF CORPORATE GOVERNANCE

- History, Concept of Corporate Governance.
- Cadbury Committee Report.
- Principles of Morality and business ethics.
- Code of Conduct for professionals.

F. Y. B. Com. / 68

TERM I

Name of the Topic	No. of Lectures
1. Historical Development	4
2. Joint Stock Company-Types & Formation	10
3. Documents required for formation of Company	10
4. Share Capital	16
5. Procedure for issue of Shares	8

	48

TERM II

6. Membership of a Company	8
7. Board of Directors	10
8. Dividend, Interest and Bonus Shares	8
9. Filing and Filling of Forms and Returns	14
10. Rules of Corporate Governance	8

	48

Latest amendments in the respective Laws one year prior to examination should be taken into consideration while paper-setting.

Recommended Books / Journals / Magazines

1. A. Ramaiya - Guide to Companies Act.
2. Tuleja S. K. - Companies Administration and Meetings.

F. Y. B. Com. / 69

3. Avtar Singh - Company Law.
4. Datt C. R.- Company Law.
5. M. G. Bhandari - Companies Act (with exhaustive references).
6. B. Datta & Lakhotia S. - Company Law Manual.
7. Kapoor N. D. - Company Law Manual.
8. Sherlekar S. A. - Company Law & Secretarial Practice.
9. Agarwal V. S. - Company Meetings, Notes & Resolutions.
10. C. R. Datta - Company Meetings and Resolutions.
11. E. D. Devdaran & T.V.S. Devdaran-Company Meetings and Resolutions.
12. B. Datta-Company Notices, Meetings & Resolutions.
13. Shanbhague K. V. - Company Resolutions.
14. B. Datta - Company Rules and Forms (1982).
15. Chakraborti A. M. B. P. Bhargava & Gupe S.D. - Company Notices, Meetings & Resolutions.
16. Ghosh P. K. - Company Secretarial Practice.
17. Dr. H. K. Saharay - Company Law.
18. Dr. K. R. Chandratre - Appointment and Remuneration of Managerial Personnel.
19. Dr. K. R. Chandratre - Transfer and Transmission of Shares.
20. Dr. J. C. Verma - Corporate Mergers, Amalgamations & Takeovers.
21. Dr. K. R. Chandratre - Consumer Protection Law.
22. Dr. K. R. Chandratre - Circulars, Clarifications, Guidelines and Notifications on Company Law and MRTTP Act with Comments.
23. Dr. K. R. Chandratre - Compendium on SEBI Capital Issues and Listing.

F. Y. B. Com. /70

24. Bhargav & Bhargava -Company Law Digest.
25. R. K. Agarwal - Company Statutory Books & Registers.
26. Dr. K. R. Chandratre - Company Deposits.
27. Shanbhague K.V. - Company Law Procedure.
28. Ketan and A. Dalal - Non-Resident Indians.
29. S. C. Kunchal - Secretarial Practice (Vikas Publishing House).

Journals & Magazines :

1. All publications of the Institute of Company Secretaries of India, ICSI House, 23, Institutional Press, Lodi Road, New Delhi - 110 003.
2. Monthly Journal "Chartered Secretary" Published by ICSI, New Delhi.
3. Circulars and Clarifications on Company Law and SEBI published by Taxmann.
4. SEBI and Corporate Laws - Fortnightly Journal by Taxmann.
5. Company News & Notes - Monthly Journal - Published by Dept. of Company Affairs - New Delhi.
6. Exchange Control Manual - Published by P.B.I.
7. Company Law Journal.
8. Corporate Law Advisor - P. B. No. 3, Vasant Vihar, New Delhi - 11057.
9. कंपनी कायदा आणि चिटणिसाची कार्यपद्धती - लेखक : डॉ. मुकुंद तापकीर, प्रा. सुरेश भिरूड.

**105B. Consumer Protection &
Business Ethics**
Section I

- 1. Consumer : Consumer Movement**
 1. Consumer - Meaning, Definition.
Distinction between western and Indian Thinking.
 2. Three Dimensional concept of a Consumer.
 - a king
 - a kingpin of Democracy
 - a capital
 3. Consumer Movement - concept, need and objectives.
 4. Philosophy of Consumer Movement.
 5. Function of voluntary consumer organizations.
 6. Voluntary Consumer organizations in Maharashtra.

- 2. Problems of Consumers**
 1. Nature and reasons.
 2. Problems of rural and urban Consumer.
 3. Problems related to Goods.
 4. Problems relating to Services.
 5. Individual and collective Problems.
 6. Role of Voluntary Consumer organizations in solving the Problems.

- 3. Consumer Protection Act, 1986**
 1. Background & Objectives.
 2. Definitions.
 3. Rights of Consumer.

F. Y. B. Com. /72

4. Consumer protection councils.
5. Three-tier redressal Machinery.
6. Procedure of filling and hearing of complaint and relief available.
7. Study of some cases.

Section II

4. Business Ethics

1. Concept of Business Ethics-importance.
2. Responsibilities of business toward Consumer.
3. Social Responsibilities of Business.
4. Fair Trade Practices : Concept, importance.
5. Governments efforts in protecting fair Trade Practices.
6. Business customs, Traditions and Habits.
Meaning Social role of Customers.

5. Moral issues in business

Justic and Economic systems - Environmental protection and Consumer safety arguments for and against environment social Role of government social audit.

6. Ethics in Functional areas :

Marketing, Advertising, Trade Secrets
Corporate discloser and insider trading Accounting,
Finance, Corporate takeover, computer. Employment,
wages & unions copyright, intellectual property rights.

7. Advertising and Control of unfair Advertising

- (a) Advertising - concept and importance.
- (b) Objectionable advertising - unfair, unethical; false ads.
Truth in advertising, waste in advertising.

F. Y. B. Com. /73

- (c) Legal Provisions regarding controlling objectionable Advertising.
- (d) Self regulation of advertising.
(Code of Advertisement Standards Council of India).
- (e) Role of voluntary consumer organizations in controlling objectionable advertising.

List of Books for Study and References

1. Consumer Welfare Navneet - Consumer Welfare Committee, Mumbai.
2. Consumer Protection Act Satisfaction - By S. S. Gulshan (Pune Vily Estern Ltd.)
3. Consumer Protection Act 1986 - By Dhapare C. M.
4. The Law of Consumer Protection in India - (New Delhi- Dip & Dip Publication by Dr. Garjeet Singh.
5. Consumer Protection Act-by S. C. Deshmukh.
6. ग्राहकांशी हितगुज - मुंबई ग्राहक पंचायत, ग्राहक भवन, मुंबई.
7. शेतकरी ग्राहक - अखिल भारतीय ग्राहक पंचायत, ग्राहक भवन, पुणे.
8. ग्राहकहित मासिक - संपादक - सूर्यकांत पाठक, ग्राहक पेठ, पुणे.
9. सामाजिक न्यायाचा भारताचा असामान्य कायदा - लेखक : न्यायमूर्ती श्री. व्ही. बालकृष्ण इराडी.
10. संघटनाची अष्टाध्यायी - लेखक : श्री. बिंदुमाधव जोशी, (अध्यक्ष, ग्राहक कल्याण उच्चाधिकार समिती, महाराष्ट्र शासन)
11. ग्राहक संरक्षण कक्ष - दिशाबोध - (ग्राहक कल्याण उच्चाधिकार समिती, महाराष्ट्र शासन)
12. ग्राहक दर्शन - लेखक श्री. बिंदुमाधव जोशी, अखिल भारतीय ग्राहक पंचायत प्रकाशन, पुणे.

F. Y. B. Com./74

13. Business Ethics - By Richard De George.
14. Management Ethics - William Evans.
15. Management by Values - S. K. Chakraborty.
16. Seven Spiritual Laws of Success - Deepak Chopra.
17. Essentials of Management - Koon Welhrich.
18. ग्राहक संरक्षण आणि व्यावसायिक नीतीमूल्ये - लेखक : डॉ. मुकुंद तापकीर, डॉ. जे. डी. टाकळकर, प्रा. आर. जे. सावळे.

Term I

Name of the Topic	No. of Lectures
1. Consumer Movement	20
2. Problems of Consumers	16
3. Consumer Protection Act	12

Total	48

Term II

4. Business Ethics	12
5. Moral Issues in Business	12
6. Ethics in Functional Areal	12
7. Advertising & Control on unfair advertising	12

Total	48

F. Y. B. Com. /75

105C. Business Entrepreneurship

Section - I

Unit I

The concept and Theories of Entrepreneurship-Definitions of Entrepreneurship-Characteristics of Entrepreneurship-Views of Schumpeter, Walker and Drucker-Theories of Entrepreneurship-Intrepeneurs An emerging class.

Unit II

Choice of Organization and Ownership-Sole Proprietorship-Partnership-Joint Stock Company-Factors influencing the choice of organization Entrepreneurial organization-Stock exchange regulations.

Unit III : Growth of Entrepreneurs

Entrepreneurial scene before Independence-Entrepreneurship under plan period-factors determining the growth of Entrepreneurship-Sources of Entrepreneurship in India-Causes of slow growth-Absence of broad based Entrepreneurship-Social marginality and Entrepreneurship-Behavioural patterns of entrepreneurs.

Unit IV

The Entrepreneur-Concept and Qualities-Evolution of the term Entrepreneur Who is an Entrepreneur ? - Entrepreneur and Enterprise - Entrepreneur and managers - Qualities of a true Entrepreneur-Functions of an Entrepreneur-Entrepreneurs role towards

F. Y. B. Com./76

economic growth and development-Entrepreneurs role towards regional development of Industries-Entrepreneur as an employer.

Section II

Unit V

Types of Entrepreneur-Innovative Entrepreneur-Imitating Entrepreneur-Educated/Uneducated Entrepreneur-Rich/poor Entrepreneur-Foreign/Indian Entrepreneur-Fabain/Drone Entrepreneur - Joint Sector Entrepreneurs-Agricultural Entrepreneurs-The state as an Entrepreneur-Collective Entrepreneurship i.e. Co-operative society and company.

Unit VI

Women Entrepreneurs-Role of women in Society-Concept of Women Entrepreneurs-Functions and Role of Women Entrepreneurs-Growth of Women Entrepreneurs-Areas of Development of Women Entrepreneurs - Choice and selection of the nature, size and type of industry suited for Women Entrepreneurship - Problems faced by women Entrepreneurs - Role of women associations towards promotion of Women Entrepreneurship, Status and position of Women, Entrepreneurs abroad - Comparative study and analysis of Indian Vs Foreign Women Entrepreneurs-Future prospects of women Entrepreneurship.

Unit VII

Rural Entrepreneurship-Entrepreneurship in Agriculture and other cottage industries-Areas of development for promotion of rural Entrepreneurship - Problems faced by Rural Entrepreneurs - Economics and social measures / Schemes for making favourable atmosphere towards promotion of rural Entrepreneurship. Rural Entrepreneurship development through TRYSEM-Risk.

F. Y. B. Com. / 77

taking among rural Entrepreneurs-Entrepreneurial development in backward areas in the new millennium.

Unit VIII

Entrepreneurship and Economic Development - Economic development and industrialisation - Entrepreneurship in economic theory - Changing role of Entrepreneurship in the era of liberalisation, privatisation and globalisation. Entrepreneurship as a catalyst for meeting the global changes and challenges of the future.

Desirable Practicals (Not for examination)

1. Interaction with Entrepreneurs / Guest lectures (any two).
2. Interviews with successful Entrepreneurs (any one).
3. Study of an Entrepreneurship unit run by women (any one).
4. Book review of successful Entrepreneurs (any one).

LIST OF BOOKS FOR STUDY AND REFERENCE

1. B. C. Tandon : Environment and Entrepreneur (Chugh Publications, Allahbad).
2. Agrawal Vinod K. Entreprises and Economic Choices in India. (Munn - Shriram Manoharlal Publications Pvt. Ltd. Pune).
3. T. Venkateshwara Rao, Udia Pareck : Developing Entrepreneurship (Indian Institute of Management, Ahmedabad).
4. James R. Cook : The start up Entrepreneur.
5. Baig Nafees & Mohammed Asif Ali Khan.
6. Gita Piramal : Business Maharaje

105D. Co-operation

Term I

	Periods
1. Concept, Definitions, Nature and Scope	8
2. Principles of Co-operation-Evaluation of Co-operative principles and modifications therein from time to time.	10
3. Origin of Co-operation movement, Brief History in India and abroad.	10
4. Co-operation as a form of organisation in relations to other forms of business organisations.	10
5. Place of Co-operation in Indian Economy- Pre and Post-independence period in rural and urban areas.	10

Total	48

Term II

	Periods
6. Different types of Co-operatives-Rural and Urban, Agriculture and non-agriculture, Credit and non-credit, weaker sections co-operatives, Federations of co-operatives.	10
7. Role of Government in Co-operative movement State aid, autonomy to Co-operatives & changes in Govt. Policies from time to time.	6
8. Role of Leadership in Co-operative movement.	8
9. Achievements in Co-operative Movement - Strength and weakness.	8
10. Co-operative Education and Training - Infrastructure - State Co-op. Board, Division Co-op. Board, State Co-op. Union, NCUI-ICA.	10

F. Y. B. Com./79

11. Evaluation of Co-operative Movement in India.	6

Total	48

Reference Books

1. Co-operation-Principles & Practice-Dr. D. G. Karve.
2. Co-operation in India - Dr. B. S. Mathur.
3. Theory, History & Practice of Co-operation-Dr. R. D. Bedi.
4. सहकार तत्त्व व व्यवहार - डॉ. गो. स. कामत
5. सहकार - डॉ. मुकुंद तापकीर, डॉ. कुलकर्णी

F. Y. B. Com. / 80

105E. Public Enterprises

Section I

No.	Units	Lect./Pract./Periods
1.	Public Sector	
1.1	Various Sectors in the Economy & Private & Public Enterprises & Role of Public Sector.	4
1.2	Evaluation of the concept - Growth of Public Sector.	2
1.3	Limitations of Private Sector.	2
1.4	Need of Public Sector in Economic Development.	3
1.5	State participation in industry.	2
1.6	Industrial Policy of the Government of India since independence.	5
		<hr/>
		18
		<hr/>
2.	Public Enterprises	
2.1	Meaning & Importance.	2
2.2	Features of Public Enterprises.	4
2.3	Objectives of Public Enterprises or Rational behind Public Enterprises.	2
2.4	Reasons for State participation.	2
2.5	Role of public enterprises in economic development.	2
		<hr/>
		14
		<hr/>

3. Organisation & Structure of Public Enterprises in India

3.1 Nature & size of Public Sector Enterprises.	3
3.2 Types of Public Enterprises - Functional Organisational classification of Public Enterprises.	6
3.3 Economic & Social objectives of Public Enterprises in India	3
3.4 Achievements & Failure of Public Enterprises in India.	4
	<hr/>
	16
	<hr/>

Section II

4. Organisational pattern (i.e. Forms of organisations) of Public Enterprises

4.1 Departmental form-Features, Merits & Demerits & suitability.	2
4.2 Public Corporation form - Features, Merits & limitations & suitability	3
4.3 Company Form - Features, Merits & limitations & suitability	3
4.4 Other forms of Organisations	1
4.5 Comparative study of various forms of organisations of Public Enterprises and the choice of the forms of organisation for public enterprises.	4
4.6 Public Utilities - Meaning, nature, types and functions	3
	<hr/>
	16
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5. Financing of Public enterprises

5.1	Needs of finances	2
5.2	Sources of Finances	3
5.3	Government capital & Private capital in public Enterprises	3
5.4	Financial practices, Capital structure & important financial problems of Public Enterprises.	8

		16

6. Public Sector & Social Responsibility and Other issues

6.1	Concept of social responsibility	1
6.2	Social responsibilities of public enterprises in India and review, Removal of regional disparities, social security programmes etc.	3
6.3	Issue of autonomy and accountability of public enterprises.	4
6.4	Factors affecting productivity/efficiency of public enterprises.	2
6.5	Privatisation of public enterprises (Disinvestment/or participation of public in equity issues and borrowing of public enterprises.	6

		16

F. Y. B. Com./83

Recommended Books

1. Public Enterprises in India - by Laxmi Narain
2. Principles and Practice of Public Enterprise Management - by Laxmi Narain
3. Management of Public Enterprises - by B. K. Chatterjee
4. Structure of Public Enterprises in India - by V. V. Ramanadhan
5. Government in Business - by S.K. Kheva
6. Administration of Public Enterprises in India - by Jagdish Prakash Rao and Shukla

F. Y. B. Com./84

106A. Commercial Geography

(Revises from 1960)

No.	Units	Lect./Tut./Pract./Periods
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Section I

1. Introduction : Geography - meaning & its relation with Commerce & Commercial Geography - Nature and scope. Approaches of commercial Geography.
2. Geographical Environment & Commerce - Relationship between geographical environment and Commerce, Economic activities, Determinism and possibilism, Physical environment - Location, size and shape of the country relief, climate, waterbodies, soils, vegetation, animals, minerals, Cultural environment, settlements, transport, communication and technology. 8
3. Resources :
Meaning nature and use of resources, forest and commerce - Temperate and Tropical forest characteristics, distribution and use of temperate and tropical forests. Framing - Subsistence and commercial framing, commercial framing in India, Plantation and truck framing in India. 4
Minerals and Characteristics, use, distribution and trading of following minerals - Iron, Copper, Bauxite, Power resources - Nature and Importance during modern times, potential and production trends at present
:

F. Y. B. Com. / 85

(1) Coal (2) Mineral Oil (3) Hydal Power (4) Atomic power

Importance of non-contentional energy resources - sun, wind wave and geothermal energy.

4. Population :

Man as a resource population characteristics of India. Leaves of population - Underpopulation, Optimum population and Over population.

5. Cartographic diagrams :

Data representation by following cartographic diagrams:

- (1) One dimensional Bar graph - Linear & Bar graph
- (2) Two dimensional Squares - Circles & Squares
- (3) Three dimensional - Spheres & Cubes

Section II

6. Industries :

Role of industries in Economic development 12

Factors of industrial location - Raw material, power, market, transport and communication, land capital, technology. 6

Webers theory of industrial location, Iron & steel industry - India & USA, Cotton textile industry - India & USA. Engineering industry - India only

Major industrial regions of the world and India. 2

F. Y. B. Com. / 86

7. Transportation :
Role of transportation in commercial development, comparison of various types of transportation and costs of transportation. Major ocean routes of the world. 2
8. International Trade :
Geographical factors affecting international trade. International organisations related to commerce.
(1) OPEC (2) GATT (3) G - 15 (4) EEC
(5) India's internal and foreign trade. 4
9. Tourism :
Tourism - Geographical factors influencing tourism 4
Tourist industry and Commerce 2
Scope of tourism in India 2

Reference Books

- (1) Commercial Geography - Sir Dudley Stamp.
- (2) Fundamentals of Economic Geography - Van Royen & Bengston.
- (3) Economic Geography - J. Alexander
- (4) Economic Geography - Jones & Darkenwald.

106B. Insurance, Transport & Tourism

Section I

1. Introduction : (Elements of Insurance)
 - 1.1 Definition, Nature and Scope and Insurance
 - 1.2 Evolution of Insurance
 - 1.3 Role and Importance of Insurance.
 - 1.4 Principles of Insurance.
 - 1.4.1 Basic Principles.
 - 1.4.2 Other Principles.
 - 1.5 Classification of Insurance Business.
 - 1.5.1 Life Insurance
 - 1.5.2 General Insurance.
2. Transport :
 - 2.1 Introduction
 - 2.2 Need and importance or (Significance) of Transport.
 - 2.2.1 Economic Significance of Transport.
 - 2.2.2 Political & Social Significance of Transport.
 - 2.2.3 Other Significance of Transport.
 - 2.3 Means of Transport.
 - 2.3.1 Road and Rail Transport
 - 2.3.2 Water Transport.
 - 2.3.3 Air Transport.
3. Tourism :
 - 3.1 Concept and scope of Tourism.
 - 3.2 Definition of Tourist and Tourism.
 - 3.3 Forms and Types of Tourism.
 - 3.4 Benefits of tourism development.
 - 3.5 Tourist flow.
 - 3.5.1 Domestic Tourist flow.
 - 3.5.2 International Tourist flow.

Section II

4. Insurance :
 - 4.1 Insurance Contract
 - 4.1.1 Elements / Contents of general contract.
 - 4.1.2 Contents of Special contract.
 - 4.2 General Insurance in India
 - 4.2.1 Development of General Insurance.
 - 4.2.2 Different branches of General Insurance.
 - 4.3 Life Insurance :
 - 4.3.1 Definition & objectives of Life Insurance.
 - 4.3.2 Advantages of Life Insurance Policy.
 - 4.3.3 Formation of Life Insurance Contract.
 - 4.3.4 Terms and conditions of Life Insurance contract.
 - 4.3.5 Features of Life Insurance Contract.
5. Transport :
 - 5.1 Road Transport :
 - 5.1.1 Road Development in India
 - 5.1.2 Means of Road Transport.
 - 5.1.3 Growth of passenger and Goods Transport.
 - 5.1.4 Urban and Rural Transport.
 - 5.1.5 Motor Transport in India.
 - 5.2 Rail Transport :
 - 5.2.1 Rail Transport Development in India.
 - 5.2.2 Zonal Grouping and Rail Transport in India.
 - 5.2.3 Administration & Financing Rail Transport.
 - 5.3 Water Transport :
 - 5.3.1 Importance of Water Transport in India
 - 5.3.2 Inland Water Transport.
 - 5.3.3 Development of Indian Shipping.
 - 5.3.4 Coastal Shipping

F. Y. B. Com. / 89

- 5.3.5 Port Development in India
- 5.4 Air Transport :
 - 5.4.1 Features of Air Transport
 - 5.4.2 Development of Air Transport in India
- 6. Tourism in India
 - 6.1 Nature and scope
 - 6.2 Development of tourism in post-planning period.
 - 6.3 Tourism as an industry.
 - 6.4 Organisation of Tourism.
 - 6.5 Economic Significance of Tourism

Recommended Books

1. Insurance Principles and Practice - by M.N.Mishra, S. Chand and Co., New Delhi.
2. Eteowment of Insurance - by R.P. Malhotra, The Mcmillan Co. of India.
3. Insurance Principles and Practice - by R. S. Sharma, Vora Publishers.
4. Life Insurance in India - by Suryapal Singh, Sahitya Bhavan.
5. Life Insurance in India - by Desai
6. Theory and Practice of Life Insurance - by Mitra
7. Annual Reports of Life Insurance Corporation of India.
8. Manual : Life Insurance Corporation.
9. General Insurance : Principles and Practice - by P. Mitra, Acadevci Publishing.
10. Fire Insurance Theory and Practice - by Smith T.R. Tranis H.W., Stone & Fox Ltd.
11. Annual Reports of General Insurance Corporation of India.
12. Economic Transport - by S.K. Srinivas.

F. Y. B. Com./90

13. Transport in Modern India - by Bhatnagar Agarwal & Guryas.
14. Transport - by Pavaskar Madhoo, Tata Econ. Consultancy Services.
15. Road Transport Management - by Manchandra, Himalaya Publishers.
16. Transport Development in India - by S.J. Srivastava
17. Principles and Problems of India Transport - by Nagar and Cautain, Kailas Publishers)
18. Tourism Development Principles and practice - by A.K. Bhatia, Sterling Publishers Pvt. Ltd., New Delhi.
19. An Introduction to Travel & Tourism - by Pran Nath Seth, Sushma Seth Bhat, Sterling Publishers Pvt. Ltd., New Delhi.
20. Tourist Development - by D. Pearce
21. Tourist Analysis - by S. Smith
22. Tourist Today - by D. Pearce.

106C. Foundation Course in Commerce

Section I

1. Basic Concepts in Commerce :
 - Classification of Human Occupation - Agriculture, Business and Profession - Meaning, Importance and scope of each type of human Occupation.
 - Classification of business activities (Sectorwise) - Private Sector, Public Sector & Co-operative Sector - Meaning, Importance and scope.
 - Business - Meaning, importance, characteristics and scope - Industry commerce, Trade and Aids to Trade.
2. Aids to Trade :
 - Banking : Meaning, functions and types of Banks.
 - Insurance : Meaning, importance, role, Principles and Types, Life Insurance and General insurance.
 - Transport : Role & Importance and types
 - Warehousing : Meaning, Importance, functions, types.
 - Advertising : Meaning, Importance, functions, Media of Adv.
 - Middlemen/ Agents : Meaning, Importance, Types & their functions.
3. Forms of Business Organisation & their Suitability :
 - Sole Trader : meaning, features, merits & demerits.
 - Joint Stock/Company : Meaning, features, merits & demerits, Types of joint stock companies.
 - Public Sector/Organisations : Meaning, features, merits & demerits of each types of public Sector Organisation
 - Departmental Organisation - Public corporation and Government Companies.

F. Y. B. Com. / 92

Co-operative Organisations : Meaning, features and importance merits and demerits, Types of Co-operative Organisations.

4. Business Environment :

Meaning and importance of business-environment various aspects of environment - Economic - Political - Social - Cultural - Legal - Technological and International environment. Natural environment - meaning and importance - types of pollution - measures to solve pollution problems - Business and Society and Social responsibilities of Business.

Section II

5. Business and Government :

Role of the government in the economy - Regulatory - Entrepreneurial and Planning Role. Industrial Policy of the Government since independence - with special reference small scale industries Economic Reforms after 1991. Role of multinational corporations and foreign investment in Indian Economy.

6. Trade Associations and Chambers of Commerce :

Meaning, objectives, importance and functions. Organisational structure and functions of the following Organisations:

- (i) Maharashtra Chamber of Commerce.
- (ii) Maratha Chamber of Commerce, Industries and Agriculture.
- (iii) Federation of Indian Chambers of Commerce and Industry (FICCI)
- (iv) Confederation of Indian Industries (CII).

F. Y. B. Com./93

7. Role of Stock Exchanges in the Economy :
Meaning, Functions and Types of Stock Exchanges, BSE, NSE, OTCI - Various types of transaction and important terms used. Role and functions of SEBI.
8. Foreign Trade :
Meaning, Need and Importance of foreign trade. Procedure of Import and Export trade - Documents used in the foreign trade. Composition and direction of India's foreign trade.

Books for Studsy and Reference

1. Business Organisation & Management - Y.K.Bhushan.
2. Business Environment - K.Aswathappa.
3. International Marketing - B.S.Rathor & J.S.Rathor.
4. Fundamentals of Financial Management - Prasanna Chandra.
5. Trade Practices & Consumerism -S.A. Sherlekar.

F. Y. B. Com./94

106D. Banking & Finance

Appendix for the F. Y. B. Com.

University of Pune

1. Paper/Course No. - Banking and Finance Optional - D.
2. Paper title - Fundamentals of Banking.
3. Objectives of the Course:
 - I. To acquaint the students with the basic Fundamentals of Banking.
 - II. To develop the capability of students for knowing banking concepts and operations.
 - III. To make the students aware of banking business and practices.
 - IV. To give thorough knowledge of Banking operations.
4. Contents of the Paper:

TOPIC	CONTENTS	LECTURES PERIODS
Section I = 50 marks		
1.	Evolution of Banking and Classification of banks	21
2.	Functions of Commercial Banks	09
3.	Opening and Operation of Accounts	10
4.	Types of Customers	08
		48

F. Y. B. Com. / 95

TOPIC	CONTENTS	LECTURES PERIODS
Section II = 50 marks		
1.	Lending & Investment Functions of Bank	23
2.	Negotiable Instruments	14
3.	Endorsements	04
4.	Technology in Banking	07
		48
	Total	96

Foot Note :

- (i) The paper-setter must cover all the topics while setting the question paper.
- (ii) 50% Marks for Section I -50 Marks
50% Marks for Section II -50 Marks
- (iii) Total Theory Paper will be of 100 Marks

**BANKING AND FINANCE
FUNDAMENTALS OF BANKING**

SECTION I

- I. (a) Evolution of Banking**
Evolution of Banking in the West
Definition of Bank
Classification of Banks-Central Bank - Commercial

F. Y. B. Com. / 96

Banks - Agricultural Banks
Industrial Banks-Co-operative Banks-Savings Banks
Exchange Banks
Multinational Banks and Mixed Banks.

(b) Structural or Organisational Classification

Unit Banking-Branch Banking-Group Banking and
Chain Banking
Definition-features, Advantages and Disadvantages.

II. Functions of Commercial Banks

(a) Primary Functions.

Acceptance of deposits-Advancing loans and
Investment-Credit Creation of Banks-Process
and Limitations.

(b) Secondary Functions

(c) Agency and General Utility Services

Credit Cards-Stock Invest-Safe Deposit Vault-
Safe Custody-Pension Payment.

III. (a) Opening and Operating of Accounts

Different types of Accounts
Procedure for Opening and Operating of Accounts
Importance of Introduction
Termination of Accounts.
Appointment of Nominee
Types of Cheques Encashment of Cheques-Bearer
Cheques-Order Cheques.

F. Y. B. Com. /97

(b) Methods of Remittance

Demand Draft-Mail Transfer-Bankers Cheques
Telegraphic-Transfer
Gift Cheques-Travellers Cheques-Electronic
Funds Transfer-Travellers Letter of Credit.

IV. (a) Type of Customers

Individual Customers-Minor-Illiterate-Married Women
Lunatics-Drunkard-Joint Accounts-Executors and
Administrators
Proprietorship-Customers Attorney-Non Residents
Indian Foreigners

(b) Institutional Customers

Partnership-Trustees, Private and Public Sector
Company-Clubs-Society.

SECTION II

V. (a) Lending and Investment Functions of a Bank

Principles of Lending-Safety-Liquidity-Profitability-
diversification of Risks-Marketability-Security,
Secured and Unsecured Loans.

(b) Balance Sheet of a Bank

VI. Negotiable Instruments-Definitions-Features

Different types of Negotiable Instruments and their
Features

F. Y. B. Com. / 98

Bills of Exchange-Promissory Notes-Cheques-
Crossing and types of Crossings.

VII. Endorsements

Definition of Endorsements
Types of Endorsements.

VIII. Technology in Banking

Bank Credit Cards
Automated Teller Machine (ATM)
MICR-Magnetic Ink Code Recognition.

Recommended Books

1. Modern Banking-R. S. Sayeb, Oxford Clarendon Press London.
2. Modern Banking - M.C.Vaish, Oxford and IBH Publishing Co., New Delhi-Bombay.
3. Banking Theory-K.C.Shekhar, Vani Education Books, New Delhi.
4. Banking Law and Practice- S. N. Maheshwari, Kalyani Publishers, New Delhi, Ludhiana.
5. Practical Banking - M. Radhaswamy, S. Chand & Co. Ltd., Ramnagar, New Delhi.
6. Banking Law and Practice- P. N. Varshney-Sultan Chand and Sons, New Delhi.
7. Commercial Banking-Vol.- Indian Inst. of Bankers-Vora

F. Y. B. Com./99

and Company, Mumbai

8. Banking Theory and Practice - Chhabriya M. G.
9. Banking Theory and Practice-Shaker and Shaker.
10. संदर्भ ग्रंथ - बँक व्यवहार कोश - श्री. व्ही. व्ही. बापट.
11. बँक व्यवसायाची मूलतत्त्वे - डॉ. कायदे - पाटील, प्रा. सांगळे व इतर (चैतन्य पब्लिकेशन, नाशिक-१३).

Course Title - Fundamentals of Banking

Section I

1. (a) **Evolution of Banking**
(21 lectures & 15 marks)
 - Definition of a Bank
 - Origin of the Banking
 - Evolution of Banking in the West
 - Classification of Banks.
- (b) **Functional and Operational Classification**
Central bank - Commercial banks - Agricultural banks - Industrial banks - Co-operative banks - Saving banks - Exchange banks - Multinational banks and Mixed Banks.
- (c) **Structural or Organisational Classification**
Unit Banking, Branch Banking, Group Banking and Chain Banking - Definition - Features, Advantages and disadvantages.
- (d) **Banks in Public Sector, Private Sector and Co-operator Sector**
Emergence - objectives - organisation and working, Distinction between Scheduled and Non-scheduled Banks.

2. Functions of Commercial Banks (9 lectures & 15 marks)

(A) Primary Functions

Acceptance of deposits - Advancing of loans and investment - Credit Creation of Banks - Process and Limitations.

(b) Secondary Functions

(c) Agency and General Utility Services

Credit cards - Stock invest - Safe Deposit Vault - Safe Custody - Pension Payments etc. - Mutual Arrangement Schemes.

3. (a) Opening and Operation of Accounts (10 lectures & 10 marks)

-Different types of Accounts

-Procedure for Opening of Accounts

-Importance of Introduction

-TERMINATION of Accounts

-Appointment of Nominees

-Types of Cheques - Encashment of Cheques - Bearer cheques - Order Cheques - Crossing of Cheques - General and Special.

(b) Methods of Remittance

Demand Draft - Mail Transfer - Pay order (Banking cheques) - Telegraphic transfer - Gift cheques - Travellers cheques - Electronic Funds Transfer (EFT) - Travellers Letter of Credit.

F. Y. B. Com./101

4. (a) Types of customers (8 lectures & 10 marks)

Individual customers - Minor illiterate, Married women - Lunatics - Drunkard Pardanashin Women - Joint Accounts - Executors and Administrators - Proprietorship - Customers Attorney - Non-Resident Indian Foreigners.

(b) Institutional customers

Partnership - Trustees - Private and Public Sector Company - Clubs - Society.

Section II

5. (a) Lending and Investment function of a Bank (23 Lectures & 15 marks)

Principles of Lending - Safety, Liquidity, Profitability, diversification of risks - Marketability - Security, Secured and Unsecured Loans.

(b) Balance sheet of a Bank

(c) Precautions to be taken while advancing against the following securities

Government Securities - LIC Policies, Real Estate, Fixed Deposit Receipts, Shares, Debentures - Ornaments - Supply of Bills - Documents of the goods.

Mode of Creating Charge on Securities -Lien, Pledge, Hypothecation, Mortgage.

6. Negotiable Instruments -Definition - Features (14 lectures & 15 marks)

Different types of Negotiable Instruments and their features - Bills of Exchange - Promissary Notes - cheques - Treasury Bills - Certificates of Deposits (CDS)

F. Y. B. Com./102

7. Endorsements (4 lectures & 10 marks)

- Definition of Endorsements
- Types of Endorsements

8. Technology in Banking (7 lectures & 10 marks)

- Bank Credit Cards
- Automatic Teller Machine (ATM)
- Teller System
- MICR - Magnetic Ink Code Recognition
- Computerised External Business.

Recommended Books

1. Modern Banking - R. S. Sayeb, Oxford Clarnder Press, London.
2. Modern Banking - M. C. Vaish, Oxford and IBH Publishing Co., New Delhi, Bombay
3. Banking Theory - K. C. Shekhar, Vani Education Books, New Delhi.
4. Banking Law and Practice - S. N. Maheshwari, Kalyani Publishers, New Delhi, Ludhiana.
5. Practical Banking - M. Radhaswamy, S. Chand & Co. Ltd., Ramnagar, New Delhi.
6. Banking Law and Practice - P. N. Varshney - Sultan Chand and Sons, New Delhi.
7. Commercial Banking - Vol. I - Indian Inst. of Bankers - Vora and Company, Mumbai.
8. Banking Theory and Practice - M. G. Chhabriya
9. Banking Theory and Practice - Shaker and Shaker
10. संदर्भ ग्रंथ - बैंक व्यवहार कोश - श्री. व्ही. व्ही. बापट

F. Y. B. Com. /103

1. Paper/Course No.-Banking and Finance Optional-D.

2. Paper Title - Fundamentals of Banking

3. Objectives of the Course

- (i) To acquaint the students with the basic Fundamentals and Banking.
- (ii) To develop the capability of students for knowing banking concepts of operations.
- (iii) To make the students aware of banking business and practices.
- (iv) To give through knowledge of Banking operations for independent transactions.

4. Contents of the Paper

Topic	Contents	Lectures periods	Marks Weightage
Section I			
1.	Evolution of Banking-Classification of banks		21 15
2.	Functions of Commercial Banks		09 15
3.	Opening & Operations of Banking A/cs		10 10
4.	Types of Customers		08 10
			—
			48
Section II			
5.	Lending & Investment Functions of Bank		23 15
6.	Negotiable Instruments of Bank		14 15
7.	Endorsements		04 10
8.	Technology in Banking		07 10
			—
			48
Total			96

106E. Managerial Economics
Section I

No.	Units	Lectures/Periods
1.	Introduction :	
	The economic Background of Management	
1.1	Definition and scope of Managerial economics	2
1.2	Nature & characteristics of Managerial economics	2
1.3	Relationship with economics	1
1.4	Methods of managerial economics	1
		6
2.	Firms and its objectives	
2.1	The Traditional theory of firm	
2.1.1	The contents of the traditional theory	3
2.1.2	The assumption of the traditional theory	1
2.1.2	The limitation of the traditional theory	3
2.2	The Alternative theory of the firm	
2.2.1	The sales revenue maximisation theory of Banmol	2
2.2.2	The growth theory of Marris	2
2.2.3	The behavioural theory of cyert & Marels	2
2.3	Factors influencing the business objectives	
2.3.1	Profit as an objective and measure to business efficiency	2
2.3.2	Internal and external influences on business objectives.	3
2.3.3	The environment of a decision	2
		20

The Demand Analysis

3.1	The meaning and law of demand	2
3.2	Factors influencing demand	1
3.3	The meaning of elasticity of demand	1
3.4	Price elasticity of demand	1
3.5	Factors influencing price elasticity of demand	1
3.6	Income elasticity of demand	2
3.7	Cross elasticity of demand	1
3.8	Measurement of demand elasticities	3
3.9	Importance of elasticity of demand	1

13

3.2 Empirical Demand Analysis

3.2.1	Demand forecasting - The need and the factors involved	2
3.2.2	Methods of demand forecasting	4
3.2.3	Forecasting of demand for a new product	2
3.2.4	Criteria of a good demand forecasting	1

9

48

Section II

4. Cost Analysis

The concept of cost

4.1	Short run and long run cost (Fixed, variable, average & marginal)	3
4.2	Outlay and opportunity cost	2
4.3	Traceable and non-traceable cost	1
4.4	Determinants of costs	2

8

5. Product Policy and Sales Promotion	
5.1 Product Policy	4
5.1.1 The Opportunity for multiproducts	
5.1.2 The justification for product differentiation	2
5.1.3 The limitations on diversification	2
5.1.4 The policy of adding new and dropping old products	3
5.2 Advertisement and Sales Promotion	
5.2.1 The selling costs and the production costs	2
5.2.2 The nature of advertising costs	2
5.2.3 Informative and persuasive advertising	2
5.3 Methods for determining advertising budget	
5.3.1 Percentage of sales approach	1
5.3.2 All you can afford approach	1
5.3.3 Return on investment approach	1
5.3.4 Objective and task approach	1
5.3.5 Compitative parity approach	1
	—
	22
	—
6. Investment Policy	
6.1 Investment decisions	
6.1.1 Importance of investment decisions	1
6.1.2 Types of investment decisions	2
6.2 Capital budgeting	
6.2.1 Meaning of capital budgeting	1
6.2.2 Need of capital budgeting	2
6.2.3 Demand for and supply of capital	2
6.2.4 Criteria for project appraisal	5

6.3 Cost of capital	
6.3.1 The concept of cost of capital	2
6.3.2 The average cost of capital	3
	—
	18
	—
	48

Recommended Books

1. Curwen P.J.-Managerial Economics - MacMillian, 1974
2. Chopra O.D. - Managerial Economics - Tata - Mc-Graw Hill Publishing Co.Ltd., -1984.
3. Ahuja H.L. - Advanced Economic Theory - S. Chands & Co., 1976.
4. Deview J.R. & Hughes S. - Managerial Economics - ELBS low price text book.
5. Lipsey G.L.-An introduction on positive Economics ELBS Low Priced Text Book.
6. Deana Joel - Managerial Economics, Prentice - Hall of India Pvt. Ltd., 1976.
7. Savage Christopher I and Small John R. - Introduction to Managerial Economics - Hutchinson of London, 1975
8. Varshaney and Maheshwari - Managerial Economics.
9. Gupta G. S. - Managerial Economics, Tata MC Graw Hill, New Delhi.
10. व्यवस्थापकीय अर्थशास्त्र भाग १ व २ - प्रा. एस. एन. कुलकर्णी व प्रा. आर. आर. बेराड, निराली प्रकाशन, पुणे.

106F. Office Management

Section I

No.	Units	Lect./Tut./Pract./Periods
1. Office :		
1.1	Introduction	1
1.2	Meaning	1
1.3	Importance	2
1.4	Functions	2
		—
		6
		—
2. Office Location and Layout		
2.1	Location : Importance, factors influencing location	3
2.2	Office Building, maintenance of office building, principles regarding office building	3
2.3	Layout : Meaning, objects, basic principles, designing	4
2.4	Office furniture, fixtures and office working conditions	2
		—
		12
		—
3. Office system and routine		
3.1	Meaning and objects	1
3.2	Flow of office work	3
3.3	Analysis and study of jobs, measurement, setting standards	3
3.4	Planning and scheduling of office work	3
		—
		10
		—

4. Office Organisation and Management	
4.1 Meaning, principles of office organisation	1
4.2 Elements, importance and functions of office management	3
4.3 Office manager : position, qualities, duties and responsibilities.	4
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5. Office and its employees	
5.1 Recruitment, qualifications and qualities of office employees.	4
5.2 Inter-personal relationship	2
5.3 Employee turnover, transfer, promotion, leaves	3
5.4 General Office discipline : Office enquiries, procedure, preparing confidential reports	3
	—
	12
	—
Section II	
6. Management of records	
6.1 Objectives	1
6.2 Classifying & indexing of records & files	2
6.3 Cross-references	1
6.4 File identifying methods	1
6.5 Disposal of records	2
6.6 Organisation of records department	2
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F. Y. B. Com. /110

7. Office Services

7.1	Management of mail receipt, sorting and distribution of mail	2
7.2	Equipments for mailing department. Courier service : need and importance	2
7.3	Messenger Service	2
7.4	Office forms : Meaning, functions, design, contents and types of office forms	4
7.5	Storage and control of office forms	1
7.6	Office stationery and supplies : standardisation, purchase procedure, storage and issue, control on consumption	3

14

8. Training of office employees

	Need, importance, types and nature	4
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4

9. Office Manual and Reports

9.1	Office manual : meaning objects	1
9.2	Contents, types and preparation	2
9.3	Advantages and disadvantages	2
9.4	Reports : Meaning, Importance and types	2
9.5	Statistics and reference manuals	2
9.6	Year books, progress reports	2

11

F. Y. B. Com./111

10. Public Relations

10.1 Meaning, objectives and importance	2
10.2 Organisation of Public Relation Office	2
10.3 Media of Public relations	3
10.4 Public Relation Officer : Importance and functions.	3

	10

	48

Recommended Books

1. Office Organisation and Management - S. P. Arora
2. Office Methods - M. L. Basu
3. Office Management - Prof. V. A. Joshi and Prof. A. G. Gosavi and Prof. S. H. Tekade and Prof. K. R. Shimpi, Narendra Prakashan, Pune.
4. Office Automation - G. R. Terry
5. Office Management and Control - G. R. Terry
6. Office Management - P. K. Ghosh
7. Office Systems and Procedures - G. R. Terry
8. Files and Record Management - Pophan
9. Office Management - Prof. K. R. Shimpi and Prof. D. B. Phadke.
10. A text book of Office Management - William II, Leffingwel M. Robinson, M. Edwin Robinson.

106G. Salesmanship & Sales Management

Section I

No	Units	Lect./Pract./Periods
1.	Salesmanship	
1.1	Introduction	1
1.2	Evolution of the concept	1
1.3	Meaning and Definitions	1
1.4	Features of Good Salesmanship	1
1.5	Scope and Utility	2
1.6	Is Salesmanship an art or a science or a a profession	1
1.7	Counter Salesmanship & Creative Salesmanship	1
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2.	Personal Selling	
2.1	Introduction	1
2.2	Definitions	1
2.3	Role and Significance	1
2.4	Objectives	1
2.5	Functions	1
2.6	Theories of Selling	1
2.7	Advantages and Limitations	1
2.8	Personal Selling and Advertising	1
2.9	Types of Personal Selling	1
		<hr/>
		9
		<hr/>

3. Process of Selling

3.1 Psychology of Salesmanship	1
3.1.1 Attracting Attention - Approaching and welcoming prospects	2
3.1.2 Sales Talk - Awakening Interest	2
3.1.3 Creating Desire - Securing Action	1
3.1.4 Prospecting - The Approach - Overcoming objections	2
3.1.5 Closing the Sale	1
3.1.6 Services after Sales	1
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4. Sales Promotion

4.1 Concepts - Significance - Forms - Sales Promotion Programme	4
4.2 Setting the objectives - Sales promotion Targets - Implementation	2
4.3 Sales Promotion - Research & Evaluation-Sales Promotion of Industrial Products-Services and Mechanism - Promotion in developing countries - Sales Promotion Strategy	4
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5. Sales Organisation

5.1 Sales organisation-Definitions-Objects Significance-Need-Size Types & structure of sales organisation-Functions of sales organisation-Control of sales organisation	4
5.2 Sales Manager-Importance-Qualities & Qualification-Functions-Types- Administrative operating, Administrative cum operating-Duties and Responsibilities.	4
5.3 Sales Routine - Meaning - Handling Incoming Mail-Handling customers and Travellers order	3
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	11
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Total	48
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Section II

6. Sales Management

6.1 Sales Management-Meeting-Objectives Planning-Organisaing-Directing- Staffing Co-ordinating-Controlling	5
6.2 Formulating Sales Policies-Structuring the sales force-Determining the size of sales force-Designing sales-Territories- Fixing sales quotas and Targets-Creating the sales force-Managing the sales force.	4
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7. Aspects of Sales Management	
7.1 Aspects of Sales Management- Recruitment and Selection of Salesman- Introduction-Necessity and Importance of Selection and Recruitment-Methods of Selection and Recruitment-Internal and External-Steps in Recruitment-Sound selection of candidates-Appointment order	2
7.2 Training of Salesman- Introduction- Objectives-Importance-Methods	2
7.3 Remuneration of Salesman- Introduction Good Remuneration Methods of Remuneration Straight salary method, -straight commission method, mixed method.	2
7.4 Sales conferences and sales contests	1
7.5 Motivation of salesman- Meaning and Necessity-Methods Financial and Non- financial for stimulating salesman.	2
7.6 Control of salesman- Introduction- Reasons of controlling-Methods of controlling salesman	2
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	11
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8. Selling Jobs and Salesman	
8.1 Selling Jobs and Salesman - Creative & competitive salesmanship - Selling Jobs Classification of salesman on the basis of organisation on the basis of good sold on the basis of services offered by them.	3

F. Y. B. Com./116

8.2 Buying Motives - Meaning - Importance and Classification Distinction between Buying motives and selling points - Patronage motives - Buying motives and group influence.	3
8.3 Customers and methods to deal with the Customers - Sizing up customers - Classification / Types of customers.	2
	<hr/>
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9. Essentials of a Good Salesman	
9.1 Knowledge of salesman about - Facts relating to his goods - Methods of Packaging - Transport.	3
9.2 Terms and policies of his organisation - Policies of competitors, Socio-economic-political conditions - Prospects of customers - Sources of information.	3
9.3 Developing of salesman about - Importance of salesman's personality physical, mental, Social and character traits - Improving sales personally.	3
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10. Sales Territories and Quotas	
10.1 Sales Territories - Objects - Importance of Allocation - Factors in determining the size of sale territories.	2

F. Y. B. Com. /117

10.2 Sales Quotas - Factors for setting sales quotas-Methods, Advantages and Limitations.	2 — 4 —
11. New Sales Policies For Customers	
11.1 Introduction - Selection of customers - Location of customers on electric range manufacture From Rural to urban customers Foreign markets - Delimiting the market area.	4
11.2 Channels of Distribution - Nature and Types of Marketing channels - Selection of Channels - Relation to prices of competing products - Relation to cost. Different prices for different customers, price changes.	3 — 7 —
Total	48 —

Recommended Books

1. Hand Book of Marketing by Biplab S. Bose, Himalaya Publishing House (1998)
2. Sales Promotion by M. N. Mishra, Himalaya Publishing House.

F. Y. B. Com. /118

3. Marketing Management by Dr. V. O. Varkey, Everest Publication.
4. Marketing Management by Ramaswamy.
5. Sales Management by P.C. Shejwalkar.
6. Sales Management by Satyanarayanan, Vora and Collegues Publisher Pvt. Ltd., Bombay.
7. Effective Advertisement and Sales Management By G. R. Basotiya, Mangaldeep Publishing, Janur.
8. Marketing Salesmanship and Publicity by Dr. P.C. Pardeshi, Nirali Prakashan, 3rd Revised Edition, 1998
9. Salesmanship and Advt. by C. N. Sontakki, Kalyani Publishers.
10. Marketing Management by S.A. Sherlekar, Himalaya Publish House.
11. Salesmanship and Sales Management by P.K. Sahu and K.C. Raut, Vikas Publishing House.

106 H. Purchasing & Store-Keeping

I. Objectives of the Course :

1. To create awareness among the students about purchasing and storekeeping of business concerns.
2. To impart the knowledge of purchase procedures, practices and policies.
3. To develop skills in purchasing and store keeping activities.
4. To impart knowledge in industrial purchasing and store keeping.

II. Course Content :

Section I

1. (A) Materials

Concept and types, Classification and codification.

(B) Purchasing

Introduction, Meaning, Objectives, Scope and Importance.

2. Essentials of Sound Purchasing and Purchase Policies

- 2.1 Quality, Meaning, Concept, Importance, Methods of determining quality, factors which determine quality.
- 2.2 Quantity, ways of measuring quantity for different products. Economic Order Quantity, factors determining order quantity.

F. Y. B. Com. /120

- 2.3 Price, types of prices, Cost and freight, CIF, FOB, LOCO, FRANCO etc. Tax aspects in purchasing.
- 2.4 Place - market source, source selection, local market, regional market, national market, international market.
- 2.5 Time - Importance of time factor, lead time, factors deciding schedule of purchases, just in time purchasing technique.

3. Organization :

- 3.1 Organization of purchase department.
- 3.2 Centralized purchasing & Decentralized purchasing.
- 3.3 Functions of purchase Dept.
- 3.4 Role of purchase Dept.
- 3.5 Purchase Officer, Qualities and Duties.
- 3.6 Ethics in purchasing.

4. Purchase Procedure :

- 4.1 Scientific purchase procedure - concept, Importance, necessity.
- 4.2 Steps in purchase procedure.
- 4.3 Documents used in Purchase procedure.
- 4.4 Receiving and inspection of materials.
- 4.5 Direct purchasing and purchasing through Agents.

Section II

5. Storage of Materials

- 5.1 Meaning and objectives of store-keeping.
- 5.2 Essentials of sound store-keeping. Documents used in stores-Bin Card, cardex, card, stores ledger.
- 5.3 Layout of stores. Centralized and decentralized stores.
- 5.4 Organization of stores department, relation with other Departments.
- 5.5 Store Keeper, Functions, Duties and Responsibilities, Qualities.

6. Issue of Materials

- 6.1 Issue of materials meaning, Issue procedure and control.
- 6.2 Material transfer and return procedure.

7. Material Handling :

- 7.1 Concept, Importance and need.
- 7.2 Principles of materials handling.
- 7.3 Material handling equipments and devices.
- 7.4 Advantages and limitations of material handling devices.
- 7.5 Selection of material handling equipments.

8. Store Control :

- 8.1 Stock taking and stock verification. Meaning and necessity.

F. Y. B. Com. /122

8.2 Methods of stock taking.

8.3 ABC Analysis, Concept.

III Teaching Material :

List of Books Recommended

1. N.K.Nair-Purchasing and Materials Management, Wani Education Books.
2. K.S.Menon - Purchasing and Inventory Control, Wheela Publishers.
3. Gupta and Rajput - Purchasing and Store Keeping, Tata McGraw Hill.
4. M. M. Varma - Essentials of store keeping and purchasing, Sultan Chands and Sons.
5. Lamer Lee Jr. and Donald W. Dobler - Purchasing and Materials's Management.
6. K. S. Menon - Stores management.
7. B. S. Goel - Production and operations management.
8. Journal of Indian Institute of Materials Management.
9. Documents used in industries for purchasing and store keeping.

IV. Teaching Methodology

1. Class room lectures
2. Guest lectures
3. Visits to industrial stores
4. Collection of documents by students
5. Simulation for negotiations.

F. Y. B. Com. /123

6. Group discussions, Quiz competitions, exhibition of documents.
7. Working in stores and purchase department of industries.

V. Evaluation

1. Internal assessment by tutorials and oral tests.
2. Assessment by University examination.

F. Y. B. Com. /124

107 A. Additional English

पुणे विद्यापीठ

परिपत्रक क्रमांक २२६/२००१

विषय : एफ. वाय. बी. कॉम. ॲडिशनल इंग्लिश सध्याचा अभ्यासक्रम
शैक्षणिक वर्ष २००१-२००२ साठी पुढे चालू ठेवण्याबाबत.

विद्यापीठ अधिकार मंडळाच्या निर्णसानुसार सर्व संबंधितांना कळविण्यात येते, की एफ. वाय. बी. कॉम. या वर्गासाठी ॲडिशनल इंग्लिश या विषयासाठी सध्या असणारे 'पॉप्युलर शॉर्ट स्टोरीज' हे पाठ्यपुस्तक शैक्षणिक वर्ष २००१-२००२ साठीदेखील चालू राहिल.

गणेशखिंड, पुणे-४११ ००७

जावक क्र. सीबीए/३०३१

दिनांक : ४-९-२००१

ना. म. कदम

कुलसचिवांकरिता.

F. Y. B. Com. /125

Prescribed Books

1. Popular Short Stories : Ed. by the Board of Editors (OUP)
2. Strengthen Your Writing - V. R. Narayanswami (Orient Longman.)
(परिपत्रक क्र. २२६/२००९ पान क्र. १०८ वर पाहावे.)

Recommended Books

Living English Grammar and Composition - M. L. Tickoo, A. E. Subramanian and P. R. Subramaniam (Orient Longman)

1. Popular Short Stories - The following stories only :
 1. A Cup of Tea - Katherine Mansfield
 2. The open Window - H. H. Munro (Saki)
 3. A work of Art - Anton Chekhov
 4. Some Words with a Mummy - E.A.Poe
 5. The Gift of the Magi - O. Henty
 6. The Ant and the Grasshopper - W. Sommerset - Maugham
 7. The Gateman's Gift - R. K. Narayan
 8. How Much Land Does a Man Need - Leo Tolstoy
 9. The Dying Detective - Sir Arther Conan Doylew
 10. Old Man at the Bridge - Ernest Hemingway
 11. The Necklece - Guy de Maupassant.

Essay Writing :

2. Strengthen your writing - the following topics are omitted :
 - (i) Unit 5 : Graphics (ii) Unit 7 : Telegrams.

F. Y. B. Com./126

Format of the Question Paper for Annual Examination

Marks - 100 Questions - 5 Time - 3 Hours

1. (a) Essay type question on popular short stories (20)

OR

- (b) Essay type question on popular short stories.

2. (a) Essay type question on popular short stories. (20)

OR

- (b) Short notes (any two) on popular short stories

3. Essay Writing (20)

4. (a) Minutes of Meeting (10)

- (b) Report Writing (10)

5. (a) Expansion of an idea in about 100 to 120 words (10)

- (b) Precis - Writing (10)

F. Y. B. Com. /127

१५१२. ऐच्छिक मराठी

Appendix

पुणे विद्यापीठ

परिपत्रक क्र. १८०/२००२

विषय : प्रथम वर्ष वाणिज्य मराठी अभ्यासक्रम.

या परिपत्रकाद्वारे सर्व संबंधितांस विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार असे कळविण्यात येत आहे की, प्रथम वर्ष वाणिज्य व द्वितीय वर्ष विज्ञान या परीक्षांच्या मराठी या विषयाचा अभ्यासक्रम सोबत जोडल्याप्रमाणे शैक्षणिक वर्ष २००२-२००३ पासून सुधारित करण्यात येत आहे.

गणेशखिंड, पुणे-४११ ००७

जा. क्र. सीबीए/३०८८

दिनांक : १४. ६. २००२

ला. फु. वसावे

कुलसचिवांकरिता

प्रथम वर्ष वाणिज्य

ऐच्छिक मराठी

१. अभ्यासक्रमाचे शीर्षक : व्यावहारिक मराठी
२. अभ्यासक्रमाची उद्दिष्ट्ये :
 १. वाणिज्य विषयाच्या विद्यार्थ्यांना मराठीच्या व्यवहारक्षेत्राची माहिती देणे, विविध क्षेत्रांतील भाषाव्यवहाराचे स्वरूप व गरज समजावून देणे.
 २. या व्यवहारक्षेत्रातील मराठी भाषेचे स्थान स्पष्ट करणे व त्यातील मराठीच्या प्रत्यक्ष वापराचा अभ्यास.
 ३. विविध क्षेत्रांतील मराठीचा अभ्यास करण्यासाठी प्रसारमाध्यमाचे स्वरूप व त्यातील भाषण व्यवहार समजावून देणे.
 ४. प्रसारमाध्यमातील विविध लेखनप्रकारांचा अभ्यास व प्रत्यक्ष लेखन.
 ५. राजभाषा म्हणून मराठीचे स्थान, कार्यालयीन भाषेचे स्वरूप, मराठीतून लेखन करण्यात येणाऱ्या अडचणी, कार्यालयीन भाषेची तंत्रे व कौशल्ये (अर्थकारण व वाणिज्य विषय मराठीतून परिणामकारकरीत्या मांडता यावा यासाठी कौशल्याची आवश्यकता आहे! मराठीत आजवर या दिशेने कोठवर प्रयत्न झाले याची माहिती विद्यार्थ्यांना देणे आवश्यक आहे.
३. अभ्यासक्रम घटक/उपघटक/विस्तार :
 १. प्रथम सत्र : (अ) निबंधलेखन (वर्णनात्मक, चर्चात्मक, ललित व वैचारिक (विज्ञान/वाणिज्य विषयक)
(ब) नेमलेले पाठ्यपुस्तक : पुणे विद्यापीठ प्रकाशन.

पाठ्यपुस्तक अभ्यासक्रमाचा तपशील : (प्रथम सत्र)

संपादित लेखसंग्रह : मराठी भाषेचा विविध क्षेत्रीय वापर

वर्गीकरण

१. साहित्य : कथा, ललित निबंध, वैचारिक, आत्मचरित्रात्मक,
(व्यापार उदम, आर्थिक उदा. आर्थिक नवलकथा)
२. समाजप्रबोधन : दादाभाई नौरोजी, म. फुले, महर्षी शिंदे,
शाहू महाराज इ.
३. वाणिज्यविषयक/विज्ञानविषयक लेख
४. शिक्षणविषयक (वाणिज्य/विज्ञान)
विज्ञानविषयक लेखांमध्ये र. धों. कर्वे, आनंदीबाई जोशी,
स्वातंत्र्यवीर सावरकर, आधुनिक विज्ञानाबद्दलचे लेख
असतील.

२. द्वितीय सत्र : व्यावहारिक मराठी

अभ्यासक्रम

(अ) प्रशासनिक मराठी

१. अर्ज
२. इतिवृत्तलेखन
३. टिप्पणीलेखन
४. घोषणापत्रक
५. निविदालेखन.

(ब) भाषांतर व सारांश लेखन, निबंधलेखन.

(क) जाहिरात लेखन.

F. Y. B. Com./130

- (ड) जागतिक बाजारपेठेतील नवे प्रवाह
(इ) अभ्यासक्रमाच्या शेवटी १० गुणांची मौखिक परिक्षा
(अभ्यासक्रमावर आधारित) घेण्यात यावी.

संदर्भ पुस्तके :

१. निबंध : शास्त्र व कला – प्र. न. जोशी (विदर्भ मराठवाडा बुक कंपनी)
२. वाङ्मयीन निबंधलेखन : स्वरूप व साधने – प्रा. रा. ग. जाधव (काँटिनेंटल प्रकाशन, पुणे)
३. प्रथम वर्ष वाणिज्य व्यावहारिक मराठी - पुणे विद्यापीठ प्रकाशन
४. व्यावहारिक मराठी - कल्याण काळे, फडके प्रकाशन
५. व्यावहारिक मराठी - ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर
६. मराठी भाषेची संवादकौशल्ये - यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ प्रकाशन, नाशिक.

व्यावहारिक मराठी

उद्दिष्ट :

वाणिज्य विषयाच्या विद्यार्थ्यांना मराठीच्या व्यवहारक्षेत्रांची माहिती देणे. विविध व्यवहारक्षेत्रांतील भाषाव्यवहाराचे स्वरूप व गरज समजावून देणे.

१. या व्यवहारक्षेत्रांतील मराठीचे स्थान स्पष्ट करणे व त्यातील मराठीच्या प्रत्यक्ष वापराचा अभ्यास.

F. Y. B. Com. /131

२. विविध व्यवहाराक्षेत्रांतील मराठीचा अभ्यास करण्यासाठी प्रसारमाध्यमांचे स्वरूप व त्यातील भाषणव्यवहार समजावून देणे, प्रसारमाध्यमातील विविध लेखनप्रकारांचा अभ्यास व प्रत्यक्ष लेखन.
३. राजभाषा म्हणून मराठीचे स्थान, कार्यालयीन भाषेचे स्वरूप, मराठीतून कार्यालयीन लेखन करण्यात येणाऱ्या अडचणी, कार्यालयीन भाषेची तंत्रे व कौशल्ये. (अर्थकारण, वाणिज्य विषय मराठीतून परिणामकारकरीत्या मांडता यावा यासाठी कोणत्या कौशल्याची आवश्यकता आहे, मराठीत आजवर या दिशेने कोठवर प्रयत्न झाले यांची माहिती विद्यार्थ्यांना देणे आवश्यक.)

अभ्यासक्रमाचा तपशील :

पहिली सहामाही : १) 'मी तो हमाल' - लेखक : श्री. आप्पा कोरपे,
प्रकाशक : मोरया प्रकाशन, डोंबिवली.

दुसरी सहामाही : २) निबंध - (वर्णनात्मक, चर्चात्मक, वैचारिक, ललित).

प्रसारमाध्यमांसाठी लेखन :

- १) बातमी लेखन - अर्थव्यापार, उद्योग, कामगार क्षेत्रांतील विविध घडामोडींवर आधारित बातमी लेखन.
- २) शेअरबाजार, सोने-चांदी बाजार, कृषि उत्पन्न समित्या आदी बाजारभावांचे समालोचन.
- ३) मुलाखत - आर्थिक व्यापार, उद्योगक्षेत्रातील तज्ज्ञ व्यक्तींच्या त्याच विषयावर मुलाखती.
- ४) वृत्तपत्रांसाठी पत्रलेखन - अर्थ, वाणिज्य, उद्योगविश्वातील विविध प्रश्नांकडे लक्ष वेधण्याची काही संकल्पना स्पष्ट करणारी मते मांडणारी अशी पत्रे.

F. Y. B. Com. /132

५) जाहिरात लेखन :

कार्यालयीन लेखन :

- १) कार्यालयीन पत्र २) टिप्पणी ३) इतिवृत्त ४) अहवाल
५) परिपत्रक/सूचना/घोषणा.

संदर्भ पुस्तके

- १) निबंध, शास्त्र व कला - जोशी प्र. न., विदर्भ मराठवाडा बुक कं.
२) वाङ्मयीन निबंधलेखन - स्वरूप व साधने : जाधव रा. ग. काँटिनेंटल प्रकाशन, पुणे.
३) प्रथम वर्ष वाणिज्य व द्वितीय वर्ष विज्ञान - व्यावहारिक मराठी पाठ्यपुस्तक, पुणे विद्यापीठ प्रकाशन.
४) व्यावहारिक मराठी - काळे कल्याण, पुंडे द. दि., निराली प्रकाशन.
५) व्यावहारिक मराठी - नसिराबादकर ल. रा. फडके प्रकाशन.
६) मराठी भाषेची संवादकौशल्ये - यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ प्रकाशन, नाशिक.

प्रथम वर्ष वाणिज्य : व्यावहारिक व उपयोजित मराठी

गुण विभागणी :

- १) नेमलेले पाठ्यपुस्तक
दीर्घोत्तरी प्रश्न (अंतर्गत पर्यायांसह) (गुण २०)
२) लघूत्तरी प्रश्न (अंतर्गत पर्यायांसह) (गुण १०)
३) निबंधलेखन (गुण २०)

F. Y. B. Com. /133

- ४) प्रसारमाध्यमांसाठी लेखन
अ) बातमी लेखन/मुलाखत
(कोणत्याही एक घटकावर प्रश्न विचारला जाईल, उपयोजित
स्वरूपाची उत्तरे अपेक्षित (गुण १५)
ब) बाजारभाव समालोचन/वृत्तपत्रांसाठी पत्र/जाहिरात (उपयोजित-
स्वरूपाची उत्तरे अपेक्षित/अंतर्गत पर्याय द्यावेत) (गुण १०)
- ५) कार्यालयीन लेखन
अ) इतिवृत्त, अहवाल, टिप्पणी
(उपयोजितस्वरूपाची उत्तरे अपेक्षित / अंतर्गत पर्याय द्यावेत)
(गुण १५)
ब) कार्यालयीन पत्र, परिपत्रक, सूचना, घोषणा
(उपयोजित स्वरूपाची उत्तरे अपेक्षित / अंतर्गत पर्याय द्यावेत)
(गुण १०)

F. Y. B. Com./134

107 C. Sanskrit

Appendix

पुणे विद्यापीठ

परिपत्रक क्र. १८२/२००२

**विषय : प्रथम वर्ष साहित्य प्रथम वर्ष वाणिज्य व
द्वितीय वर्ष विज्ञान -- संस्कृत अभ्यासक्रम.**

या परिपत्रकाद्वारे सर्व संबंधितांस विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार असे कळविण्यात येत आहे की, प्रथम वर्ष साहित्य, प्रथम वर्ष वाणिज्य व द्वितीय वर्ष विज्ञान या वर्षांच्या संस्कृत या विषयासाठी सोबत पाठ्यपुस्तकांची सूची जोडण्यात येत आहे. या पाठ्यपुस्तकांचा अंतर्भाव शैक्षणिक वर्ष २००२-२००३ पासून करण्यात येत आहे.

गणेशखिंड, पुणे-४११ ००७
जा. क्र. सीबीए/३०९०
दिनांक : १४. ६. २००२

ला. फु वसावे
कुलसचिवांकरिता

शैक्षणिक वर्ष जून २००२ पासून पुढील वर्षासाठी
प्रथम वर्ष साहित्य (एफ.वाय.बी.ए.) संस्कृत उपसमिती
एफ.वाय.बी.ए. संस्कृत पाठ्यपुस्तक आराखडा

पद्य विभाग -

१. वालिसुग्रीवयोः द्वन्द्वम् । (रामायण - किष्किन्धाकाण्ड)
२. रन्तिदेवकथा । (भागवतपुराणम्)
३. गुर्वष्टकम् । (श्रीमच्छङ्कचिराचार्य विरधितम्)
४. सभाषितानि ।
५. प्रकृतिविज्ञानम् । (अष्टाङ्गहृदय - वाग्भटकृत)
६. व्याघ्रीतनयसंवादः । (रामचंद्रलघुकाव्यसंग्रह : १९९३)

गद्य विभाग -

१. गार्ग्याः प्रश्नद्वयम् । (बृहदारण्यक उपनिषद् ३. ८. १-१२)
२. व्याकरण प्रयोजनानि । (व्याकरणमहाभाष्य - पस्पशाह्निक)
३. तर्कोऽप्रतिष्ठितः । (शाङ्करभाष्य - २. १-११)
४. चतुर्दन्तगजकथा । (पञ्चतन्त्र),
५. कर्णभारम् । (भासकृत कर्णभार)
६. शकुन्तलायाः पतिगृहगमनम् । (कालिदासकृत अभिज्ञानशाकुन्तलम्)

प्रथम वर्ष वाणिज्य (एफ.वाय.बी.कॉम.)
संस्कृत अभ्यास उपसमिती
एफ.वाय.बी.कॉम. संस्कृत पाठ्यपुस्तक आराखडा

पद्य विभाग -

१. श्रीरामकृतः बिभीषणस्वीकारः। (रामायण -युद्धकाण्ड)
२. श्रद्धात्रयविभागयोगः। (भगवद्गीता अध्याय १७)
३. राजव्रतानि। (मनुस्मृति - संपादित श्लोक)
४. कपोतलुब्धक कथा। (पञ्चतन्त्रकाकोलूकीयम्)
५. शिवमानसपूजा। (शङ्कराचार्यकृता)
६. सुभाषितानि।

गद्य विभाग -

१. वीरवर कथा .(हितोपदेश - विग्रह कथा ८)
२. बुद्धिस्तु मा गान्मम। (मुद्राराक्षसम्)
३. एको रसः करुण एव। (उत्तरामचरितम्)
४. विद्यासमुद्देशः। (कौटिलीय - अर्थशास्त्रम्)
५. वैदेहकरक्षणम्। (कौटिलीय - अर्थशास्त्रम्)
६. आपत्तयः।

द्वितीय वर्ष विज्ञान (एस.वाय.बी.एस्सी.)
संस्कृत अभ्यासमंडळ उपसमिती
एस.वाय.बी.एस्सी. संस्कृत पाठ्यपुस्तक आराखडा

पद्य विभाग ---

१. श्रीरामहनुमन्मेलनम् । (किष्किन्धाकाण्ड-रामायण)
२. मयसभावर्णनम् । (महाभारत)
३. सुभाषितानि ।
४. अनुकर्मविधानम् । (मयमतम्)
५. रसशाला । (रसरत्नसमुच्चयम्)
६. त्रिदोषविज्ञानम् । (अष्टाङ्गहृदय - वाग्भटकृत)

गद्य विभाग -

१. च्यवनभार्गव कथा । (शतपथब्राह्मण ४. १. ५. २-१२)
२. इन्द्रविरोचन कथा । (छांदोग्य उपनिषद् अध्याय ८)
३. मत्स्यमण्डूक कथा । (पञ्चतन्त्र)
४. दधिकर्णकथा । (हितोपदेश - सुहृदभेद कथा ३)
५. परार्थः खलु देहलाभः । (नागनन्दम्)
६. कर्णाश्वत्थाम्नोः कलहः । (वेणीसंहारम्)

याव्यतिरिक्त एस.वाय.बी.ए., टी.वाय.बी.ए. व एम.ए. संस्कृत विषयाचा अभ्यासक्रम पुढीलप्रमाणे तयार करण्यात आला.

एस.वाय.बी.ए.

सामान्यस्तर पेपर (जी. २)

- | | |
|--------------------------------|--------|
| १. भगवद्गीता अध्याय ३, ४, ५, ६ | ४० गुण |
| २. रघुवंश सर्ग ५, ६. | ४० गुण |
| ३. मौखिकी परीक्षा | ४० गुण |

विशेषस्तर पेपर क्र. १

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| (अ) १. साहित्य दर्पण परिच्छेद १-२ | ४० गुण |
| वृत्त-आर्या, गीति, उपगीति, इंद्रवज्रा, उपेंद्रवज्रा, वंशस्थ, उपजाति, भुजंगप्रयात, प्रहर्षिणी, शालिनी, मालिनी, वसंततिलका, हरिणी, शिखरिणी, पृथ्वी, मंदाक्रान्ता, शार्दूलविक्रीडित, स्रग्धरा, वियोगिनी, अलंकार, पूर्णोपमा, अनन्वय, स्मरण संदेह, भ्रांतिमान, अपहृति, निश्चय, अतिशयोक्ति, दृष्टान्त, अर्थान्तरन्यास | |
| (ब) २. कौटिलीय - अर्थशास्त्र | ४० गुण |
| पहिले व सहावे अधिकरण | |
| (क) मौखिकी परीक्षा | २० गुण |

विशेषस्तर पेपर क्र. २

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| १. ऋग्वेदातील सूक्ते १.१९, १.२५, १.११५, १.१४३, २.१२, ३. ६१, ५.८३, ७.६८, १०.९०. | ४० गुण |
|--|--------|

F. Y. B. Com./139

२. ब्राह्मण व उपनिषद् वाङ्मय	४० गुण
(अ) ब्राह्मण वाङ्मय ऐतरेय ब्राह्मण अध्याय १ संपूर्ण	
(ब) उपनिषद् तैत्तरीय उपनिषद् संपूर्ण	
(क) मौखिकी परीक्षा	२० गुण

टी.वाय.बी.ए.

सामान्यस्तर पेपर (जी. ३)

१. प्रतिमा	४० गुण
२. नीतिशतक	४० गुण
३. मौखिकी परीक्षा	२० गुण

विशेषस्तर पेपर क्र. ३

१. लघुसिद्धान्त कौमुदी - संज्ञा, संधि, कारक	४० गुण
२. वैदिक वाङ्मयाचा इतिहास	४० गुण
३. मौखिकी परीक्षा	२० गुण

विशेषस्तर पेपर क्र. ४

१. आत्मानात्मविवेक	४० गुण
२. तर्कसंग्रह	४० गुण
३. मौखिकी परीक्षा	२० गुण

F. Y. B. Com. /140

Prescribed Text Book

प्रथम वर्ष वाणिज्य वर्गासाठी 'संस्कृत वेचे' हे विद्यापीठाने प्रकाशित केलेले पुस्तक जून १९९२ पासून नेमण्यात येत आहे.

संस्कृत वेचे Published by Pune University.

107 D. Hindi

(शैक्षणिक वर्ष १९९९-२०००, २०००-२००१, २००१-२००२)
पाठ्यपुस्तके

१) प्रतिनिधी कहानियाँ - संपादक - डॉ. शेषआनंद मधुकर, प्रकाशक -
जयभारती प्रकाशन, लालजी मार्केट, माया प्रेस रोड, २५८/३६५,
मुठ्ठीगंज, इलाहाबाद-३, संस्करण - १९९८.

केवल निम्नलिखित कहानियाँ

- | | |
|-----------------------|---------------------------|
| १) कफन | - प्रेमचंद |
| २) पत्नी | - जैनेंद्रकुमार |
| ३) परमात्मा का कुत्ता | - मोहन राकेश |
| ४) संवदिया | - फणीश्वरनाथ रेणु |
| ५) बरसाने की राधा | - आ. नलिन विलोचन शर्मा |
| ६) वजीरा पानी पिला | - दीनेश्वर प्रसाद 'दिनेश' |
| ७) मौत | - मृत्युंजय उपाध्याय |

२) काव्य संचयन - संपादक - राजेश्वर वर्मा 'ललित', प्रकाशक - जयभारती
प्रकाशन, लालजी मार्केट, माया प्रेस रोड, २५८/३५६, मुठ्ठीगंज,
इलाहाबाद-३, संस्करण - १९९८

केवल निम्नलिखित कविताएँ

- | | |
|--------------------------------|----------------------------|
| १) जयशंकर प्रसाद | - १) अन्तर्वेदना २) जाग री |
| २) सुमित्रानंदन पंत | - १) मोह २) ताज |
| ३) सूर्यकांत त्रिपाठी 'निराला' | - १) तोडती पत्थर २) विधवा |

F. Y. B. Com. /142

- ४) रामधारीसिंह 'दिनकर' - १) मनुष्य की कृतियाँ
२) वह कौन रोता है
- ५) सच्चिदानंद हीरानंद
वात्सायन 'अज्ञेय' - १) कलगी बाजरे की
२) नदी के द्वीप

पाठ्यपुस्तकेतर पाठ्यक्रम

- क) वाक्य शुद्धीकरण
- ख) पारिभाषिक शब्दावली (सूची संलग्न)
- ग) पत्र-लेखन १)संपादक के नाम पत्र
२)पूछताछ पत्र (व्यावसायिक)
३)आवेदन पत्र
- घ) विज्ञापन का नमूना
- च) निबंध

F. Y. B. Com./143

पुरवणीपत्रिका

प्रथमवर्ष बी.ए./बी.कॉम.

हिंदी व संगणकशास्त्र

पुणे विद्यापीठ

परिपत्रक क्र. ३०७/२०००

विषय : प्रथम वर्ष बी.ए./बी.कॉम. वर्गाच्या हिंदी विषयाच्या प्रश्न ६
(निबंध) स्वरूपामध्ये बदल करून त्यामध्ये संगणक
अभ्यासक्रमाचा समावेश करण्याबाबत.

विद्यापीठ अधिकार मंडळाच्या निर्णयानुसार सर्व संबंधितांना कळविण्यात येते की, प्रथम वर्ष बी. ए. आणि बी. कॉम. च्या प्रश्नपत्रिकेमधील प्रश्न ६ (निबंध) च्या स्वरूपात बदल करण्यात येत असून निबंधाच्या विषयामध्ये कल्पनात्मक, आत्कथनात्मक, विवरणात्मक, विचारात्मक ह्यांपैकी एका विषयावर निबंध लिहिण्यास सांगण्यात येईल व त्यास संगणक ह्या विषयावरील प्रश्नांचा पर्याय राहिल. संगणकावरील प्रश्न केवळ टीपास्वरूपाचो असतील. त्यांमध्ये ४ पैकी ३ टीपा लिहाव्या लागतील. संगणक ह्या विषयाचा अभ्यासक्रम सोबतच्या परिशिष्टाप्रमाणे राहिल.

गणेशखिंड, पुणे-७

जावक क्र. : सीबी/४६५०

दि. २५-०९-२०००

ना. म. कदम

कुलसचिवांकरिता

पुणे विद्यापीठ

एफ.वाय.बी.ए./बी.कॉम. (हिंदी) संगणक अभ्यासक्रम

सूचना और प्राद्योगिकी के बढते प्रभाव तथा उपयोगिता की दृष्टी से प्रथम वर्ष साहित्य के पाठ्यक्रममें प्रश्न क्र. ६ (निबंध) में परिवर्तन किया जा रहा है। निबंध के विषयोंमें कल्पनात्मक, आत्मकथनात्मक, विवरणात्मक तथा विचारात्मक इन प्रकारों में से केवल एक ही प्रकारका कोई निबंध पूछा जाएगा।

निबंध के लिए अथवा प्रश्न संगणक का होगा।

संगणक का प्रश्न केवल टिप्पणियों का होगा। इस प्रश्न में ४ में से केवल ३ टिप्पणियाँ लिखनी होगी।

संगणक पाठ्यक्रम :

(१)संगणक की जानकारी - परिचय

(२)संगणक की विशेषताएँ - (I) अपने आप कार्य

(II) तीव्र गति

(III) अचूक कार्य पद्धति

(IV) सातत्य

(V) स्मरणशक्ति

(VI) कम जगह में अधिक जानकारी एकत्रित करनेकी क्षमता

(VII) बहुआयाती

(VIII)विश्वासार्हता (विश्वसनीयता)

(IX) सूक्ष्म आकार

(X) विचारशून्यता।

F. Y. B. Com./145

- (३) संगणक कार्यक्षेत्र - विज्ञान, अंतरिक्ष, रक्षा विभाग, बैंक, चिकित्सा, व्यापार, विज्ञापना, छपाई, हवाई, जहाज, रेल्वे, पत्र-व्यवहार, शिक्षा, कल-कारखाने, तकनीकी विभाग, भूशास्त्र, कार्टून फिल्म, बुद्धिवर्धक आकर्षक खेल आदि।
- (४) संगणक की आवश्यक - (I) मॉनिटर
इकाइयाँ (II) (सिस्टम युनिट
(III) की बोर्ड
- (५) इ मेल - सामान्य परिचय
- (६) इंटरनेट - सामान्य परिचय

संदर्भ ग्रंथ :

- (१) कॉम्प्युटर सीखे अपने आप - प्रका. नेट कॉम इंडिया प्रा. लि.
पो. बॉ. १५४, जी.पी.ओ. नई दिल्ली-११०००९.
- (२) इंटरनेट - प्रका. नेट कॉम इंडिया प्रा. लि.
पो. बॉ. १५४, जी.पी.ओ. नई दिल्ली-११०००९.
- (३) इन्फॉर्मेशन टेक्नॉलॉजी - खंड १, २, ३.
सी-डॉक (पुणे) द्वारा निर्मित ग्रंथ.

पत्रिकाएँ :

- (१) कॉम्प्युटर संचार सूचना - सं. हरिशंकर व्यास
पत्ता :
संवाद परिक्रमा प्रा. लि. २६३८-
४२ पर्ल पॅलेस, गुरुद्वारा रोड,
करोल बाग, नई दिल्ली-
११०००५.

(ख) पदवी प्रथम वर्ष वाणिज्य
पारिभाषिक शब्दावली (कुल १००)

Account	...	खाता
Cash Credit	...	नकदी ऋण
Dividend	...	लाभांश
Ledger	...	खाता वही
Operator	...	परिचालक
Charge	...	प्रभार
Credit	...	जमा
Debit	...	नामे
Undertaking	...	उपक्रम
Pledge	...	गिरवी
Management	...	प्रबंध
Personnel	...	कार्मिक
Deposit	...	जमा राशी/जमा
Guideline	...	मार्गदर्शी/सूचना
Proposal	...	प्रस्ताव
Capital	...	पूंजी
For	...	कृते
Zone	...	अंचल
Deficit	...	घाटा
Loss	...	हानि
Exchange	...	विनिमय/विदेशी मुद्रा
Revenue	...	राजस्व

F. Y. B. Com. /147

Division	...	प्रभाग/मंडल
Investment	...	निवेश
Credit	...	ऋण/कर्ज/श्रेय
Ledger Folio	...	खाता पृष्ठ
Report	...	प्रतिवेदन
Lock out	...	ताला बंदी
Mortgage	...	बंधक
Managing Director	...	प्रबंध-निदेशक
Allotment	...	आबंटन
Allotment letter	...	आबंटन-पत्र
Agreement	...	करार/अनुबंध
Agent	...	अधिकर्ता
Advance	...	अग्रिम/पेशगी
Consumer	...	उपभोक्ता
Teller	...	गणक
Currency	...	मुद्रा
Financial	...	वित्तीय
Rate	...	दर
Verification	...	सत्यापन
Mutual	...	आपसी
Bearer	...	वाहक/धारक
Holder	...	धारक
In-ward	...	आवक
Out-ward	...	जावक

F. Y. B. Com./148

Crossed	... रेखित
Payee	... आदाता
Paying	... अदाकर्ता
Drawer	... आहर्ता
Deed	... विलेखा
Subsidy	... अर्थसाहाय्य
Unit	... एक
Surplus	... अधिशेष
Mobile	... चलता फिरता
Joining	... कार्यग्रहण
Paid	... प्रदत्त/अदा किया हुआ
Withdrawal	... आहरण/निकासी
Goodwill	... व्यावसायिक सारव
Initials	... आद्याक्षर/संक्षिप्त आद्याक्षर
Liability	... देयता/दायित्व
Act	... अधिनियम
Contract	... संविदा
Tender	... निविदा
Invoice	... बीजक
Payslip	... अदापर्ची
Annuity	... वार्षिकी
Banker	... महाजन/साहुकार
Bond	... बंधपत्र
Bail-Bond	... जमानत बंधपत्र

F. Y. B. Com. / 149

Boom	... तेजी
Barrower	... ऋणी/उधार लेनेवाला
Branch	... शाखा
Branch Manager	... शाखा प्रबंधक
Broker	... दलाल
Brokerage	... दलाली
Business	... व्यवसायी/धंदा/कारोबार
Buyer	... क्रेता/खरिददार
Bulk	... प्रपूर्ण/बडी मात्रा
Cargo	... नौभार/जहाजी माल
Cash memo	... रोकड पर्ची
Catalogue	... सूची पत्र
Claim	... दावा
Commerce	... वाणिज्य
Cost	... लागत
Customer	... ग्राहक/गाहक
Customs	... सीमा शुल्क
Debit	... ऋण
Debtor	... देनदार
Duty	... शुल्क
Discount	... छूट
Endorsement	... बेचान/पृष्ठांकन
Forfeiture	... जब्ती
Gross	... कुल/सकल
Guarantee	... प्रत्याभूति
Investment	... निवेश
Invoice	... बीजक

F. Y. B. Com./150

Lien	...	पुनर्ग्रहणाधिकार
Marketing	...	विपणन/खरीदारी
Security	...	प्रतिभूति/अमानत

अंक विभाजन तथा प्रश्नपत्र का स्वरूप :

(१) अंक विभाजन	
(क) गद्यपाठ	३० अंक
(ख) पद्य	२० अंक
(ग) पाठ्यपुस्तकेतर पाठ्यक्रम	
(१) वाक्य-शुद्धीकरण	१० अंक
(२) पारिभाषिक शब्दावली	१० अंक
(३) पत्र-लेखन	०८ अंक
(४) विज्ञापन का नमुना	०७ अंक
(५) निबंध	१५ अंक
कुल	१०० अंक

(२) प्रश्नपत्र का स्वरूप

- प्र. १ गद्यपाठोंपर ६ में से ४ प्रश्नों के उत्तर - २० अंक
प्र. २ गद्यपाठोंपर ४ में से २ टिपणीयाँ - १० अंक
प्र. ३ कविताओंपर ६ में से ४ प्रश्नों के उत्तर - २० अंक
प्र. ४ (अ) वाक्यशुद्धीकरण १२ में से १०-१० अंक
(आ) पारिभाषिक शब्द १२ में से १०-१० अंक
प्र. ५ (अ) पत्र-लेखन २ में से १ - ०८ अंक
(आ) विज्ञापन का नमुना २ में से १ - ०७ अंक
प्र. ६ निबंध ४ में से १ - १५ अंक

F. Y. B. Com./151

107 E, F,G. Urdu, Persian Arabic
UNIVERSITY OF PUNE

Circular No. 198 of 2002

**Subject : Revision of Syllabus in Arabic in the
various examination.**

It us hereby notified for the information of all concerned that, the University Authorities have decided as below :
The syllabus of Arabic for the following courses has been revised as enclosed in the appendix.

1. F.Y.B.A. (General Paper I)
2. F.Y.B.Com. (General Paper I)
3. S.Y.B.A. (General Paper II)
4. T.Y.B.A. (General Paper III)
5. M.A. (Part I & II)

The above decision will come into force from Academic Year 2002-2003.

The Principals of all University of Pune's affiliated college are requeste to bring the contents of this circular to the notice of all teachers, Students and others.

Ganeshkhind,
Pune-411007.
Ref. No. : CB/A/3079
Date : 14-06-2002

For Registrar.

F. Y. B. Com. /152

UNIVERSITY OF PUNE

**Syllabus for the Academic Year 2002-2003,
2003-2004 and 2004-2005.**

F.Y.B. Com. - ARABIC - GENERAL - I

A) First Term :

- 1) Grammar : Topics are as follows -
 - 1) Vowels
 - 2) Sun and Moon Letters
 - 3) Definite and Indefinite Articles
 - 4) Subject and Predicate
 - 5) Demonstrative Pronouns
 - 6) Arabic Prepositions
 - 7) Mausuf wa Sifat
 - 8) Muzaf - wa - Muzaf Elaih
 - 9) Interrogative Words
 - 10) Past and Present Tense.
- 2) Translation : Simple Sentences based on the above mentioned grammar.
Prescribed Book : Arabic for beginners,
by - Dr. Sayed Ali
Lessons : 5 to 10 and 14.
- 3) Vocabulary + (a) Numbers, Days, Months,
Bank and Hotel related words.
(b) Commercial (Business concerned) Letter writing.

b) Second Term

Prose = Prescribed book
Qesas-Un-Nabieen
By - Abul Hasan Ali Nadvi

F. Y. B. Com./153

A) Portion for the Term End Examination :

- 1) Grammar (Prescribed Topics)
- 2) Translation (Prescribed Lessons)
- 3) Vocabulary and Letter writing
(As Prescribed above)

Total Marks = 60 Time : Three Hours

No. of Questions = 4 (with internal choice).

Pattern of Question Paper for the Term End Examination.

- 1) Translation into English or Urdu or Marathi)
(Two out of three Pasages from the text) = 14 marks
- 2) General Question (a) Vocabulary = 08 marks
(b) Letter Writing = 08 marks
- 3) Questions on Grammer (Two out of three) = 14 marks
- 4) Translation (a) Arabic into English = 08 marks
(prescribed lessons) (b) English into Arabic = 08 marks

Total Marks = 60

B) Portion for the Annual Examination

- 1) Prose (Prescribed Text)
- 2) Grammar (Prescribed Topics)
- 3) Translation (Prescribed Lessons)
- 4) Vocabulary and Letter writing (As Prescribed)

Total Marks = 100 Time : Three Hours

No. of Question = Five (with internal choice)

Pattern of the Question Paper for the Annual Examination

1) Translation into English or Urdu or Marathi (Two out of Three Passages from Text)	= 20 marks
2) General Questions : a) Vocabulary	= 10 marks
b) Letter Writting	= 10 marks
3) Questions from Grammer (Three out of Four Prescribed Topics)	= 20 marks
4) Explanation with reference to context	= 20 marks
5) Translation (Prescribed lessons)	
(a) Arabic into English	= 10 marks
(b) English into Arabic	= 10 marks

Total Marks	= 100

Section I

No.	Unit	Periods
I	वाणिज्य व्यापार - ऐतिहासिक पार्श्वभूमी	
(i)	भारताचा वाणिज्य व्यापार (ऐतिहासिक काळ)	2
(ii)	भारताचा इतर देशांशी वाणिज्य व्यापार	2
(iii)	आयात व निर्यातीचे स्वरूप	2
(iv)	काळानुरूप बदलते स्वरूप	2
(v)	वर्तमानकाळाचे स्वरूप	2

		10

F. Y. B. Com. /155

II	भाषेचे संपर्क माध्यम म्हणून वाणिज्य क्षेत्रांत महत्त्व	
	(i) संपर्काची साधने व प्रकार	2
	(ii) प्रवासाची साधने	2
	(iii) विविध प्रांतांतील संपर्काची साधने	4
	(iv) वर्तमानकाळातील संपर्काची उपलब्धता	2
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III	वाणिज्य व व्यापारसंबंधी विविध पत्रव्यवहार	
	(अ) (i) नोकरीसाठी बँकेत वगैरे ठिकाणी आवेदन पत्रे	5
	(आ) (ii) विविध प्रकारच्या प्रशासकीय व्यवस्थापना- संदर्भातील पत्राचार	5
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	(इ) (i) नवीन उद्योग सुरू करण्यासंबंधी संस्थेचे रजिस्ट्रेशन वगैरेसंबंधी कागदपत्रांची सर्व तयारी व पूर्तता	5
	(ii) शासनाकडून विविध सोयी व आर्थिक मदतीसाठीची कागदपत्रांची माहिती	5
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ई	(i) विविध पत्रव्यवहारांचे व रेकॉर्डची सर्व माहिती एकत्र स्वरूपात	4
	(ii) विविध मीटिंग्जचे रिपोर्ट तयार करणे, मीटिंग्ज, कार्यक्रम, वार्षिक अहवाल वगैरे	4
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		8
		—
		48

Section II

I	वाणिज्य व व्यापार विषयासंबंधी	
(i)	निबंधलेखन	5
(ii)	दिलेल्या परिच्छेदाचे सारलेखन किंवा परिच्छेदावरील प्रश्नोत्तर	5
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II	पारिभाषिक शब्दावली	
(i)	इंग्रजी ५० शब्दांचे पारिभाषिक शब्द	5
(ii)	व्यापारीक्षेत्रात विशिष्ट प्रकारच्या वापरण्यात येणाऱ्या भाषेचे स्वरूप	3
(iii)	बँकेच्या क्षेत्रातील कामकाजातील विशिष्ट भाषेचे स्वरूप	2
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III	(i) महाराष्ट्रातील प्रसिद्ध उद्योग (उद्योगांची विविध क्षेत्रे व स्वरूप)	3
	(ii) भारतातील प्रसिद्ध उद्योग	3
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IV	(i) महाराष्ट्रातील प्रसिद्ध उद्योजक - उद्योजकाचे जीवनवृत्त	3
	(ii) भारतातील प्रसिद्ध उद्योजक - उद्योजकाचे जीवनवृत्त	3
	(iii) महाराष्ट्रातील विविध लघुउद्योग वाणिज्य व व्यापारसंबंधी	4
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F. Y. B. Com. /157

V	हस्तव्यवसाय व कलाकुसरीची कामे	
(i)	भारतातील काही प्रसिद्ध हस्तव्यवसाय – ऐतिहासिक पार्श्वभूमी	4
(ii)	भारतातील काही उत्पादनांचा परदेशांशी होणारा व्यवसाय व व्यापार, उदा. पैठणी, वस्त्रउद्योग, कलाकुसरीची भांडी, औषधी वनस्पती वगैरे	5
(iii)	हस्तव्यवसाय व कलाकुसरीच्या वस्तूंच्या उत्पादनासंबंधी वर्तमानकाळातील प्रगतीची दिशा व संभावना	3
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		12
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नोट : सदरहू अभ्यासक्रमासंबंधी पाठ्यपुस्तक अनामत प्रिंटर्स अहमदनगर येथे उपलब्ध राहतील.

107 H. French

Objectives

- (i) To Familiarise students with the basic grammatical structures and vocabulary in French language related to the world of business and trade.
- (ii) To train students in global comprehension of documents in French Language related to trade and tourism eg. brochures, business letters, application forms, curriculum vitae etc.
- (iii) To develop communication skills in common day-to-day situations and simple business dealings such as speaking on the telephone, sending fax / e-mail, making an appointment, ordering food etc.
- (iv) To enable students to write business letters and dialogues.
- (v) To enable students to translate simple business documents and letters from French into English.

Course Contents

First Term (50 periods approximately)

A. Grammar

- Alphabet and basic rules of pronunciation and spelling.
- Nouns
- Articles : indefinite, definite, contracted
- Tense : present
- Negation, interrogation
- Pronominal verbs
- Qualificative adjectives

F. Y. B. Com. /159

- Possessive adjectives
- Irregular verbs : Present tense
- Indefinite adjectives
- Prepositions
- Demonstrative adjectives
- Demonstrative pronouns

B. Topics

- How to greet people
- How to introduce oneself and give simple information about oneself
- How to hold simple conversation
- To understand the functioning of a commercial firm.
- How to plan a trip to buy tickets, to read timetables
- How to book a room in a hotel, how to find out about the facilities at a hotel
- How to ask and tell the time
- To understand the role of the Chamber of Commerce in France

C. Vocabulary

- Professions
- Numbers
- Days, Months, Dates, Time
- Vocabulary related to the topics listed above.

First Term (50 periods approximately)

A. Grammar

- Partitive articles
- Past Tense (passe compose)
- Pronouns (direct object)

F. Y. B. Com./160

- Future proche
- Imperative
- Future tense
- Adverbs 'y' 'en'
- Passe recent
- Comparative and superlative degree of adjectives

B. Topics

- How to make a telephonic conversation
- How to order food in a restaurant
- How to express pleasure / displeasure
- How to cash traveller cheques
- How to ask for the exchange rate
- How to open a bank account
- How to buy things, clothes
- How to ask one's way
- How to talk about one's plans/projects
- How to use public transport in France
- How to interpret tourist brochures, maps
- How to talk about one's job
- How to write one's C. V.
- How to write letter asking for information, giving information, applying for a job in response to an advertisement, writing a letter of regret.

C. Vocabulary

- Words related to the topics listed above.
- Expressions from daily life.

F. Y. B. Com./161

Pattern of Question Paper

Since this course is designed to develop communication skills in French Language in professional situations, it is suggested that an oral examination be conducted as well as written one.

Oral Examination 20 Marks

(Test of reading, comprehension and conversation skills)

Written Examination

Q.1 Unseen Translation : French into English. (Sentences/passage/document)	10 marks
Q.2 Drafting business letter/document	10 marks
Q.3 Writing a dialogue based on situations introduced in the study material	10 marks
Q.4 Comprehension based on unseen passage containing vocabulary and grammar introduced in the study material	15 marks
Q.5 Grammar and vocabulary	35 marks
Total of marks for oral and written exam.	100 marks

In case oral examination is not possible, the following pattern is proposed :

Q.1A Unseen Translation : French into English	10 marks
Q.1B Seen Translation : French into English	10 marks
Q.2 Drafting business letter/document	10 marks
Q.3 Writing a dialogue based on situations introduced in the study material	10 marks

F. Y. B. Com. /162

- Q.4 Comprehension based on unseen passage
containing vocabulary and grammar
introduced in the study material 20 marks
- Q.5 Grammar and vocabulary 40 marks

Prescribed study material

Compilation of grammar, vocabulary, business documents and letter in French which contain the topics mentioned in the Section 'Course Content'.

Reference Books

1. Le Francais a Grande Vitesse : S. Truscott, M. Mitchell, B, Tauzin, Published by HACHETTE F. L.E. Paris, 1986.
2. French For Business : Clousde, Le Goff, Published by HATIER INTERNATION, Paris, 1986.
3. Any standard French textbook for Grammar.
4. French Correspondance : Published by Oxford-Hachette.
5. French-English/English-French Dictionary : Oxford-Hachette/Colins.

F. Y. B. Com./163

107 I. Gujarathi

मानवीनी भवाई - लेखक : पन्नालाल पटेल

Portion to be studied for the Term-End Exam. 9 Chapters

Portion to be studied for the Annual Exam. Remaining Chapters

Guidelines regarding Question Paper :

There will be four questions for Term-End examination each of 15 marks.

For Annual Examination there will be totally five questions. An essay of 20 marks and four questions on text each of 15 marks.

F. Y. B. Com./164

107 J. Sindhi

Prescribed Text

1. Prose : Sahit Sugandh, Edited by Prof. Dayal Asha, and Prof. Ishwari Jotwani.

Portion for 1st Term : Lesson 1 to 10

Portion for 2nd Term : Lesson 11 to 20

2. Poetry : Geet Ramayan by Reetu Sahani.

Portion for 1st Term : Poems 1 to 10

Portion for 2nd Term : Poems 11 to 20

3. Essay Writing
4. Precis Writing.
5. Translation from English to Sindhi.

Note : The prescribed text-book is available in Arabic script only. However the students are given the choice to write in both the script i.e. Devnagari and Arabic. The question paper also will be set in both the scripts.

No question reference to context will be set.

F. Y. B. Com./165

107 K. German

Course in German will form a continuous integrated one year course as detailed below. The examination at the end of each term will, however, be separate.

Objectives :

- (a) Ability to read fluently and understand elementary level texts which illustrate the most indispensable 'core grammar' and 'basic structures' and use a 'minimum vocabulary' of about 800 to 1000 words selected on the basis of usage frequency and the possibility of their actual use in class-room teaching and the mutual communication between students or between teachers and students.
- (b) Ability to reproduce what is read in the learner's own words, both in writing and orally, in response to pointed questions and in the form of guided compositions.
- (c) Ability to carry on simple conversation with the teacher on topics from personal and every day life.

Course Content : Recommended Book :

Deutsch Als Fremds - Prache IA by : Braum, Nieder, Schmore.

First Term

In German

- (a) Translation of unseen passage from German into English.
- (b) Content-oriented questions on the prescribed readings to be asked and answered in German.

F. Y. B. Com. /166

- (c) Questions to test the understanding and correct use of core grammar, basic structures and the minimum vocabulary.

Annual Examination in German :

- (a) Translation of unseen passages from German.
 - (b) Content-oriented questions on the prescribed texts to be asked and answered in German.
 - (c) Questions to test the understanding and correct use of 'Core Grammar basic structures and Vocabulary'.
 - (d) Questions based on unseen Passage.
-