

Common Programme Structure for Semester I & II

Semester I			
Course Type	Course Code	Course Title	Credits
Major	COM-100	Financial Accounting	4
Minor	COM-111	Principles and Practice of Management	4
Multidisciplinary (Any 1)	COM-131	Accounting for Non-Accountants	3
	COM-132	Fundamentals of Stock Market	3
	COM-133	Marketing for Beginners	3
	COM-134	Geography of Natural and Commercial Resources of Goa	3
	COM-135	Microeconomics	3
Ability Enhancement	To be opted from the available ability enhancement courses approved by the respective Board of Studies.		2
Skill Enhancement (Any 1)	COM-141	Computer Applications in Business	3 (1T+2P)
	COM-142	Business Mathematics I	3 (1T+2P)
	COM-143	Soft Skills and Personality Development	3 (1T+2P)
	COM-144	Business Documentation	3 (1T+2P)
	COM-145	Innovation and Start-ups	3 (1T+2P)
Common Value Added	To be opted from the available common value-added courses approved by the respective Board of Studies.		2+2
Total Credits			20
Semester II			
Course Type	Course Code	Course Title	Credits
Major	COM-101	Elements of Cost	4
Minor	COM-112	Fundamentals of Banking	4
Multidisciplinary (Any 1)	COM-136	Warehouse and Inventory Management	3
	COM-137	Tourism and Hospitality Management	3
	COM-138	Management of Micro, Small and Medium Enterprises	3
	COM-139	Geography of Commercial Activities in Goa	3
	COM-140	Economics of Financial Investments	3
Ability Enhancement	To be opted from the available ability enhancement courses approved by the respective Board of Studies.		2
Skill Enhancement (Any 1)	COM-146	Business Data Processing and Networking	3 (1T+2P)
	COM-147	Business Mathematics II	3 (1T+2P)
	COM-148	Corporate Secretaryship	3 (1T+2P)
	COM-149	Introduction to Agripreneurship	3 (1T+2P)
	COM-150	Spreadsheet Applications for Business	3 (1T+2P)
Common Value Added	To be opted from the available common value-added courses approved by the respective Board of Studies.		2+2
Total Credits			20

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-100

Title of the Course: Financial Accounting

Number of Credits: 04

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	Objectives of the Course are: 1. To develop conceptual and practical knowledge of financial accounting. 2. To acquaint learners with skills of recording various kinds of business transactions. 3. To enable learners to prepare “Statement of Profit and Loss” and “Balance Sheet” as per Schedule III of the Companies Act 2013. 4. To acquaint learners with the insights on recording transactions upon buying and selling of securities.	
Content:	Unit 1: Accounting Fundamentals and Depreciation Accounting Accounting Fundamentals: Accounting: Meaning, Need, Nature, Classification, Users of Accounting Information, Accounting Equation, Accounting Principles, Concepts and Conventions, Accounting Standards: Meaning and Need, Elementary knowledge of IFRS. Depreciation Accounting: Meaning, Causes, Need for providing depreciation, AS 6, Methods of Depreciation – Sinking Fund Method and Insurance Policy Method.	15 hours
	Unit 2: Accounting from Incomplete Records Single Entry System: Meaning, Features, Advantages, Limitations; Difference between Single Entry System and Double Entry System, Preparation of Trading, Profit & Loss Account and Balance Sheet under Conversion Method.	15 hours
	Unit 3: Company Final Accounts Preparation of “Statement of Profit and Loss” and “Balance Sheet” as per Schedule III of the Companies Act 2013.	15 hours
	Unit 4: Investment Accounting Meaning and types of investments- Fixed returns (Debentures and Bonds) and Fluctuating returns (Equity shares), AS-13 Accounting for investments, Ex-interest/dividend; Cum- interest/ Dividend transactions, Brokerage, Securities Transaction Tax and other expenses, purchase and sale of investment, Bonus shares and Rights Issue, Valuation of investment.	15 hours

Pedagogy:	Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities
Reference/ Readings:	<ol style="list-style-type: none"> 1. Anthony, R.N, Hawkins, D., Merchant, K. A., (2017). Accounting: Text and Cases (13th Ed). Mc Graw Hill Education. 2. Horngren, C.T. and Philbrick, D., (2017). Introduction to Financial Accounting (11th Ed.), Pearson Education. 3. Monga, J.R., (2023). Financial Accounting: Concepts and Applications (34th ed.). Mayur Paper Backs, New Delhi. 4. Shukla, M.C., Grewal, T.S. and Gupta, S.C. (2017). Advanced Accounts. Vol.-I. (19th Ed.), S. Chand & Co., New Delhi. 5. Maheshwari, S.N., and Maheshwari, S.K. (2022). Financial Accounting. (6th Ed.) Vikas Publishing House, New Delhi. 6. Goyal, B. K. and Tiwari, HN, (2021). Financial Accounting (6th Ed.), International Book House 7. Goldwin, Alderman and Sanyal (2016). Financial Accounting (2nd Ed), Cengage India Private Limited. 8. Tulsian, P.C. (2023). Financial Accounting (1st Ed.), S. Chand publishing. 9. Mukherjee, A., and Hanif, M. (2018) Modern Accountancy Vol.no. 1 & 2 (3rd Edition) McGraw Hill. 10. Compendium of Statements and Standards of Accounting (2023). The Institute of Chartered Accountants of India, New Delhi.
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the basic accounting concepts, conventions and accounting standards. 2. Record various kinds of business transactions. 3. Prepare the financial statements as per Companies Act, 2013. 4. Prepare Investment Accounts for buying/selling of fixed/non-fixed interest- bearing securities.

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-111

Title of the Course: Principles and Practice of Management

Number of Credits: 04

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none">1. To enable the learners to describe the competitive landscape of a company using Porter's five force model.2. To acquaint the learners with skills to interpret the relevance of delegation and decentralization of authority in an organization.3. To acquaint the learners to recognize the various needs of an individual using Maslow's Need-Hierarchy Theory.4. To elucidate the principles and major techniques of control and apply the principles and techniques of coordination.	
Content:	<p>Unit 1: Introduction to Management Management: Concept and Need, Managerial Functions - An overview; Coordination: Essence of Management. Evolution of Management Thought, Classical Approach - Taylor, Fayol, Neo-Classical and Human Relations Approaches - Mayo, Hawthorne Experiments, Behavioural Approach, Systems Approach, Contingency Approach, MBO, Hammer and Champy- Business Process Re-engineering, Porter's Five-forces' Model.</p> <p>Unit 2: Planning and Organising Types of Plan; Strategic planning - Concept, process, Importance and limitations; Environmental Analysis and diagnosis (Internal and external environment) - Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP, BCG Matrix, Competitor Analysis); Decision-making: Process and Techniques; Perfect rationality and bounded rationality. Concept and process of organizing - An overview, Span of management, Different types of authority (line, staff and functional), Decentralization, Delegation of authority; Formal and Informal Structure; Principles of Organizing; Network Organization Structure. Emerging types.</p> <p>Unit 3: Staffing and Leading Staffing: Concept of staffing, staffing process. b. Motivation & Leadership: Concept, Importance, extrinsic and intrinsic motivation; Major Motivation theories - Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory, Vroom's Expectancy Theory. Leadership: Concept and importance; Leadership styles.</p>	<p>15 hours</p> <p>15 hours</p> <p>15 hours</p>

	<p>Communication: Concept, purpose, process; Oral and written communication; Formal and informal communication networks, Barriers to communication, Overcoming barriers to communication. Emerging trends in communication.</p> <p>Unit 4: Control and Coordination</p> <p>Concept, Process, Limitations, Principles of Effective Control, Major Techniques of control - Effective Control Systems. Coordination Concept, Importance, Principles and Techniques of Coordination, Concept of Managerial Effectiveness. Emerging issues in Management.</p>	15 hours
Pedagogy:	Lectures, Classroom discussions and Case study	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Tripathi, P. C. & Reddy, P.N. (2010). Principles of Management (Fourth ed.). Tata Mc Graw Hill Education Pvt. Ltd., New Delhi. 2. Chandan, J. S. (2004). Management, Theory & Practice (Second ed.). Vikas Publishing House, New Delhi. 3. Prasad, L. M. (2000). Principles and Practice of Management (Fifth ed.). Soutlan Chand & Sons. 4. Jain, V. (2010). Management Theory & Practice (First ed.). International Book House, New Delhi. 5. Prasad, M. (2008). Management Concepts & Practices. (Fourth ed.). Himalaya Publishing House, Mumbai. 6. Subba Rao, P., & Venkatram T. K. (2010). Management Theory & Practice (First ed.). Himalaya Publishing House, Mumbai. 7. Moshal, B. S. (2009). Principles of Mangement (First ed.).Ane Books Pvt. Ltd., New Delhi. 8. Barton, G., & Thakur, H. (1997). Management Today, Principle & Practice (First ed.). Tata Mc Graw Hill Publishing Co. Ltd., New Delhi. 	
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Describe the competitive landscape of a company using Porter's five force model. 2. Interpret the relevance of delegation and decentralization of authority in an organization. 3. Recognise the various needs of an individual using Maslow's Need-Hierarchy Theory. 4. Eucidate the principles and major techniques of control and apply the principles and techniques of coordination. 	

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-131

Title of the Course: Accounting for Non Accountants

Number of Credits: 03

Effective from AY: 2023-24

Pre-requisites for the Course:	Students of any stream other than commerce is eligible to take the course.	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To enable learners from non-commerce background to acquire basic knowledge of financial accounting. 2. To equip the learners with the skills of recording transactions. 3. To impart skills for preparation of accounts of trading organizations and professionals. 	
Content:	Unit 1: Introduction to Accounting and Accounting Principles	10 hours
	<p>Accounting - Meaning, Importance, Need, objectives, advantages and limitations.</p> <p>Basic Accounting Terms (Conceptual Knowledge) – Transactions, Assets, Liabilities, Capital, Expenditure- Capital and Revenue; Income – Revenue and Capital; Gain, Profit/Surplus, Loss/Deficit, Voucher, Journal and Ledger, Subsidiary Books of Accounts, Debtors, Creditors, Posting, Casting, Balancing, C/F, C/D, Debit, Credit, Financial Year, Depreciation, Financial Statement, Final Account, Cash Flow.</p> <p>Basis of Accounting – Cash, Accrual and Hybrid.</p> <p>Accounting Systems: Double Entry system and Single-entry system (accounting for incomplete records).</p> <p>Accounting Principles: Concepts and Conventions.</p>	
	Unit 2: Recording of Transactions	15 hours
<p>Identification of transactions and events for recording.</p> <p>Classifications of accounts (Traditional): Personal Account, Real Account and Nominal Account;</p> <p>Classifications of accounts (Modern): Assets, Liabilities, Capital, Income and expenses.</p> <p>Accounting Equation.</p> <p>Rules of debit and credit.</p> <p>Basis of recording – vouchers, Journalising the transactions and posting to various ledger accounts, Preparation of Cash Book and Trial Balance.</p> <p>Practical Problems on Journalising, Posting, preparation of various ledgers including cash book and trial balance.</p>		
Unit 3: Preparation of Financial Statement from Complete and Incomplete Records	20 hours	

	<p>Preparation of final account for Trading concerns: Trading and Profit & Loss Account and Balance Sheet for a sole proprietor/Firm with basic adjustments; Accounts from Incomplete Records; Meaning, features, reasons and limitations of accounting from incomplete records. Determining profit and loss using statement of Affairs method. Accounting for Professionals: Preparation of Income and Expenditure Account and Balance sheet for Professionals (Doctors, Lawyers, Accountant)</p>	
Pedagogy:	Lectures, Group discussions, Seminars, Case studies, Field work	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Ashok, S. (2012). Financial Accounting for Manegers. Lexix Nexix Butterworths. 2. David, H. and Robert, A. (2018). Accounting Text and Cases.Tata McGraw Hill Education Pvt Ltd. 3. Hanif , M. and Mukharjee, A.(2019). Modern Accountancy.Tata McGraw Hill Pvt Ltd. 4. Karthikayan,M., Karunakaran, M. (2013). Corporate Accounting. Discovery Publishing House Pvt Ltd. 5. Khan and Jain (2013). Advanced Accountancy Vol I. Kalyani Publisher. 6. Khan and Jain (2022). Management Accounting. Tata McGraw Hill Education Pvt Ltd. 7. Latitha, R., and Rajsekaran, V. (2018). Financial Accounting. Pearson India Binding House. 8. Maheshwari S.N, Maheshwari, S.K and Maheshwari S.K (2018). Advanced Accountancy Vol I. Vikas Publishing House Pvt Ltd. 9. Maheshwari S.N, Maheshwari, S.K and Maheshwari S.K (2018). Corporate Accounting. Vikas Publishing House Pvt Ltd. 10. Paul, S.K (2012). Accountancy. New Central Book Agency. 11. Pillai, R.S and Bhagavati, U.S. (2011). Fundamentals of Advanced Accounting Vol I. S Chand and Co Pvt. 12. Pipara Gyan B. (2023). Balance sheet Decoded. Taxmann Publications Private Limited 13. Ramachandran N., Kumar Kakani, R. (2012). Financial Accounting for Management. Tata McGraw Hill Education Pvt Ltd. 14. Shukla,M.C and Grewal , T.S (2017). Advanced Account Vol I. S Chand and Co Ltd. 15. Shukla,M.C and Grewal , T.S (2017). Introduction to Accountancy. S Chand and Co Ltd . 16. Stittle J., and Robert, W. (2008). Financial Accounting. Sage Publication. 	
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain various terms used in accounting. 2. Record accounting entries and prepare trial balance. 3. Prepare profit and loss account and balance sheet from complete and incomplete records. 4. Prepare Income and Expenditure Account and Balance sheet for Professionals 	

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-132

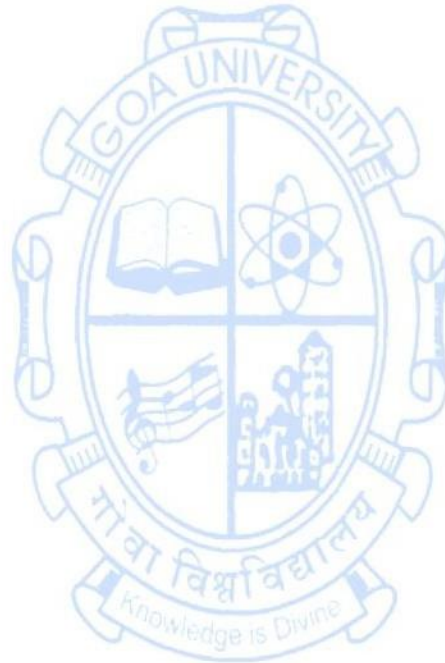
Title of the Course: Fundamentals of Stock Market

Number of Credits: 03

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To develop a comprehensive understanding of the primary market. 2. To familiarize learners with the framework of the secondary market. 3. To acquaint learners with the trading and settlement procedures on the Indian stock exchanges. 	
Content:	<p>Unit 1: Primary Market An overview of Indian Securities Market, Primary Market - Meaning – Book Building Process– Intermediaries, Functions of Primary Market – Methods of floatation of Capital – Challenges of New Issues Market – SEBI measures for the primary market-IPO</p> <p>Unit 2: Secondary Market Secondary Market: Meaning, Functions of Secondary Market – Regulatory Framework for stock exchanges in India – Defects in working of Indian stock exchanges – SEBI measures for the secondary market –Listing of Securities: Meaning – Merits and Demerits, Delisting of Securities.</p> <p>Unit 3: Trading and Settlement in Indian Stock Exchanges Indian Stock Exchanges: BSE – BOLT System – NSE — NEAT system – Market types, order types – Clearing and Settlement systems in Indian Stock Exchanges - Transaction Cycle – Clearing & Settlement Process – Rolling Settlement – Pay in and pay out –Demat settlement – Physical settlement – Funds settlement- Auction - Stock Market Indices, (BSE Sensex, NSE Nifty, Sectoral Indices)</p>	<p>15 hours</p> <p>15 hours</p> <p>15 hours</p>
Pedagogy:	Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Pandian, P. (2012) Security Analysis and Portfolio Management (2nd Ed.), Vikas Publishing House Pvt. Ltd. 2. Avadhani, V. A. (2022). Investment and Securities Market in India (10th Ed.), Himalaya Publishing House. 3. Chandra, P. (2021). Investment Analysis and Portfolio Management (6th Ed.), Tata McGraw – Hill. 4. Agarwal, S. (2000). A Guide to Indian Capital Market, Bharat Publishers. 5. Kevin, S. (2022). Security Analysis and Portfolio Management (3rd Ed.), PHI Learning Pvt. Ltd. 6. NISM’s Securities Markets Foundation module, (2022) 7. Capital Market (Dealers) Module, Workbook from NSE Financial Markets: A Beginners Module, Workbook from NSE (Latest Editions) 	

Course Outcomes:	After completion of this course, the learners will be able to: <ol style="list-style-type: none">1. Describe the working of the Indian stock markets.2. Discuss the regulatory framework for stock exchanges in India.3. Examine the trading and settlement systems in Indian stock exchanges.4. Comprehend Indian stock market indices
-------------------------	---



Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-133

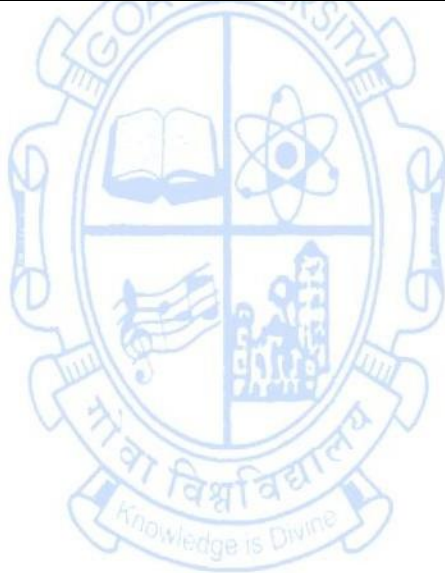
Title of the Course: Marketing for Beginners

Number of Credits: 03

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To develop an understanding of various concepts of marketing. 2. To acquaint learners with the knowledge of marketing mix and the skill to develop effective marketing strategy. 3. To acquaint learners with recent trends in marketing and to enable them to understand legal issues in marketing. 	
Content:	<p>Unit 1: Introduction to Marketing Marketing: Meaning, Nature, Scope of marketing, Need and Importance of Marketing. Selling v/s Marketing. Marketing Philosophies; Marketing Mix (7P's of marketing). Marketing Environment: Concept and importance of marketing environment, Micro and Macro environmental factors. Consumer behaviour: Need for studying consumer behaviour; Stages in Consumer buying decision process; Factors influencing consumer buying decisions.</p> <p>Unit 2: Marketing Mix Decisions Product: Meaning and classification of product. Product life cycle and marketing mix. Branding: concept, functions and qualities of good brand name. Packaging and Labelling-concept and functions; Place; Pricing: Concept, Factors affecting price of a product, Pricing strategies; Promotion: Advertising, Personal selling, sales promotion, Public relation, direct marketing; Distribution channel: Meaning, types and strategies.</p> <p>Unit 3: Recent Trends in Marketing Digital marketing: Meaning, types, Benefits. Traditional marketing v/s Digital marketing. Marketing for services: Meaning, scope and importance. Green marketing, social marketing, Rural marketing, Relationship marketing, Influencer marketing. Legal Issues in marketing- The Consumer Protection Act, 1986; Ethical issues in marketing, Consumerism and need for consumer protection.</p>	<p>15 hours</p> <p>15 hours</p> <p>15 hours</p>
Pedagogy:	Lectures, Group discussions, Seminars, Case studies, Field work	

Reference/ Readings:	<ol style="list-style-type: none"> 1. Kotler, Philip. (2003). Marketing Management. Prentice Hall 2. Kotler, P., Armstrong, G. and Agnihotri, P. (2018). Principles of Marketing (17th edition) Pearson Education. Indian edition. 3. Kotler, P., Keller, K.L. Koshy, A. & Jha. M. (2009). Marketing Management: A South Asian Perspective. (Thirteenth Ed). Pearson Education, New Delhi. 4. Maheshwari, R.P., Jindal, Lokesh, (2011). Marketing Management Theory and Practice. 5. Gandhi, J.C. (1987). Marketing a Managerial Introduction. Tata McGraw Hill. 6. Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing (14th ed.). Mc Graw Hill. 7. Patni, M. (2018). Digital Marketing (1st ed.). Literature house.
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the concepts of marketing. 2. Develop the skills to analyze marketing mix. 3. Familiarize about the current trends in marketing 4. Discuss ethical and legal issues in marketing.



Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-134

Title of the Course: Geography of Natural and Commercial Resources of Goa

Number of Credits: 03

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To orient the learners about physical and socio-economic settings of Goa. 2. To enable learners to appreciate the economic prospects of the State and enlighten them of its imminent problems. 3. To apprise the learners with regional disparity and regional planning in Goa 	
Content:	Unit 1: Geographical Setting, Physical and Human Resources of Goa	15 hours
	<p>A. Introduction, Location- Relative and Absolute, Areal extent, boundaries. Physiographic Divisions: Mountains, Plains and Plateaus Climate: Characteristics, seasons and influence on economic activities in Goa River systems: Features and their economic importance. Mineral wealth and Soils: Types and distribution.</p> <p>B. Human Resources: Decadal growth (1900 onward), influencing Factors, density, and taluka -wise distribution, age-sex structure, literacy status, rural-urban composition, changes in the occupational structure after liberation, migration patterns/current trends, and its socio-economic impacts.</p>	
	Unit 2: Development of Socio-economic Resources and Infrastructure (changes from pre- to post-liberation period)	15 hours
	<p>Water supply works and irrigation projects, Power resources and limitations, Transport: modes, (special reference to KTC, Konkan railway, Dabolim airport, Mopa airport, Mormugao port) Telecommunication and Information Technology, Health care and educational facilities</p>	
Unit 3: Regional Disparity and Regional Planning in Goa	15 hours	
<p>Variations in levels of socio-economic development (high, medium and low) in the physiographic divisions of Goa (Coastal, Midland and Ghat talukas). The recent changes in the rural -urban divide, Rural-urban continuum.</p>		

	Measures and efforts towards promoting Balanced Regional Development in Goa.	
Pedagogy:	Lectures, Group discussions, Seminars, Case studies, Field work	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Almeida, J. C. (2013). Goa-Administration and Economy before and after 1962. Civitas & Broadway Publishing House. Panaji, Goa. 2. Alvares, C. (2002). Fish Curry and Rice, The Goa Foundation, Mapusa, Goa. 3. Angle, P. (2001). Goa: An Economic Update. The Goa Hindu Association Kala Vibag, Mumbai. 4. Gomes, O. J. F. (2002) Goa, National Book Trust India, New Delhi. 5. Govt. of Goa, Economic Survey of Goa, DPSE publication, Govt. Printing Press, Panaji, Goa. 6. Govt. of India: Gazette of Goa, Daman & Diu (1973): Govt. Printing Press, Panaji-Goa. 7. Kane, R.& Shivdasani, M. (2004). Destination Next: Goa. Shree Multimedia Vision Ltd, Mumbai. 8. Sawant, N. (2022). Goa's Landscape Through Maps. 	
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Describe the physical, and socio-economic resources available in Goa. 2. Analyze the socio-economic resources and infrastructure in the State (after Liberation). 3. Comprehend the efforts of the State government towards promoting balanced regional development of the State. 4. Analyze the regional disparities prevailing in Goa. 	

Name of the Programme: Bachelor of Commerce (Honors)


Course Code: COM-135

Title of the Course: Microeconomics

Number of Credits: 03

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To equip the learners with the theoretical concepts in microeconomics. 2. To analyze the decision-making process of consumers, producers, entrepreneurs, and business managers. 3. To develop abilities to identify and analyze various pricing strategies and apply them to real world situations. 4. To make the students understand the different market structures. 	
Content:	<p>Unit 1: Demand Analysis and Consumer Behavior Basis of consumer behavior- concept of utility, marginal utility, and total utility. Diamond water paradox. Law of Diminishing Marginal utility and Law of Equi-marginal utility. Demand-concept and meaning. Law of Demand, demand curve, types of demand, Determinants of demand, changes in demand vs movements on the same demand curve (graphically explained). Elasticity of demand- types – price, income, cross and advertising elasticities of demand. Some applications of the theory of demand -subsidies, income tax and labor supply.</p> <p>Unit 2: Supply Analysis and Production Theory Supply- concept and meaning. Law of supply-supply curve, factors affecting supply, changes in supply vs movements on the same supply curve (graphically explained). Elasticity of supply and its types. The production function-concept. Short run and long run production functions. Law of variable proportions and Laws of returns to scale. Production decision with the help of isoquants.</p> <p>Unit 3: Cost and Revenue Analysis Meaning of Cost. Types of costs- private and social costs, accounting and economic cost, explicit and implicit costs-opportunity cost. Short run cost (SC) and Long run Cost (LC). Classification of costs - Total Cost (TC), Total Fixed Cost (TFC), Total Variable Cost (TVC), Average Cost (AC), Average Fixed Cost (AFC), Average Variable Cost (AVC) and Marginal Cost (MC), (formulae and shape of curves to be covered). Revenue meaning. Classification of revenues - Total Revenue (TR), Average Revenue (AR), Marginal Revenue</p>	<p>13 hours</p> <p>12 hours</p> <p>20 hours</p>

	<p>(MR), Short run Revenue (SR) and long run Revenue (LR) (formulae and shape of curves to be covered).</p> <p>Relation between cost, revenue and output using Break-Even Point (BEP) analysis- Break Even Analysis: Meaning, assumptions, break even chart and calculation of Break-Even Quantity and Break-Even Sales, contribution margin, - formulae and problems, limitations. Managerial Applications of BEP analysis- Safety Margin, targeted sales volume and expected profits (Numerical problems to be solved).</p> <p>Introduction to different market structures- meaning and features- Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly.</p>	
Pedagogy:	Lectures, Group discussions, Seminars, Case studies, Field work	
 <p>Reference/ Readings:</p>	<ol style="list-style-type: none"> 1. Ahuja. H. L., (2019), 'Advanced Economic Theory (Microeconomic Analysis)'. S. Chand Limited, New Delhi. 2. Geetika, G. P. & Roy Choudhury. P., (2018), 'Managerial Economics' (3rd edition). Tata McGraw Hill Education Pvt Ltd, New Delhi. 3. Pindyck, R.S., Rubinfeld D. L and Mehta P. L., (2001) Microeconomics, Pearson Education. 4. Appannaiah, H.R. & Reddy, P. N. (2010) Economics for Business, Himalaya Publishing House New Delhi. 5. Pal, S. (2014), 'Managerial Economics: Cases & Concepts', Trinity Publishers, New Delhi. 6. Dholakia, R, and Oza, A., (1999). 'Microeconomics for Management Students', 2nd edition, Oxford Publishers, New Delhi. Latest edition. 7. Atmanand. (1999) 'Microeconomics of the Corporate Sector.' Excel Books, 1st edition New Delhi. <p>Useful Web links https://dishtavo.dhe.goa.gov.in/ https://www.business.com/articles/in-pursuit-of-profit-applications-and-uses-of-breakeven-analysis/ https://www.economist.com/economics-a-to-z https://www.economicshelp.org/</p>	
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Interpret the fundamental theories and models in demand and supply analysis. 2. Apply various cost and revenue concepts and their behavior under various market structures in the short and long run. 3. Analyze the price output decisions under various market structures. 4. Apply the different pricing strategies to solve real- world business problems and managerial case studies. 	

Name of the Programme: Bachelor of Commerce (Honors)


Course Code: COM-141

Title of the Course: Computer Applications in Business

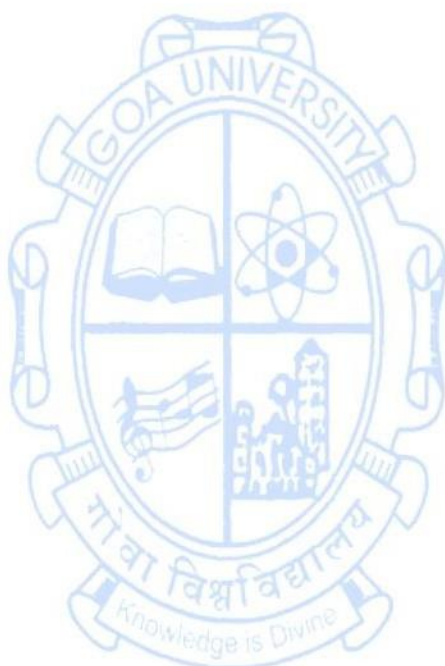
Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To provide skills in data capturing, presentation, and report formatting. 2. To provide an understanding of essentials of Information Technology, Internet Applications and Emerging Technologies. 3. To develop skills in efficient search techniques and online collaboration tools. 	
Content:	<p>Unit 1: Information Technology Basics</p> <p>Information: Prerequisites of Information, Need for Information Technology and its advantages; Information Technology : Definition and components; Data : Definition, Types, Data Representation, Number system and Coding Schemes(ASCII and UNICODE); Parts of a Computer: CPU, Memory, Input/ Output Devices, Auxiliary Memory; Software – Definition, Relationship between Hardware and Software, Categories of Software, OS - definition & functions Role of Information Technology in : Business, Mobile Computing, Health Services, Public Sector, Media, Defence Services, Education and Publication.</p>	10 hours
	<p>Unit 2: Internet Applications and Emerging Technologies</p> <p>Internet – role and importance, Web Browser, IP Addressing – Public Vs Private, Static Vs Dynamic; WWW & related protocols; Internet Applications. Cloud Computing: Meaning, Features, & Service models, Advantages and disadvantages, Mobile Computing: Meaning, Business Applications of Mobile computing, Virtual reality & Augmented Reality: Meaning and applications, IoT - Internet of Things: Meaning & Applications</p>	5 hours
	<p>Unit 3: Practicals</p>	10 hours
	<p>Lab 1 Basic Computer Skills Surfing the Internet, Use of Email and Search Engines Securing your device Installation and Configuration of any free Antivirus Package eg. AVG/Avast etc., Online Sharing and Collaboration</p>	

	<p>Create documents, spreadsheets and presentations online, Share and collaborate in real time, Safely store and organize your work, Control who can see your documents Data capture using Google Forms Create data forms to capture data for Event Registration, Event Feedback, Customer feedback/satisfaction on a product or service and Order Request OS Basic Installation of Operating System , Demonstrate features of any MS Windows based OS or any of the Linux flavor , Identification of Directories , Setting up computer, Add a printer, Check device drivers, Installation of software, Users and administrative rights for installation</p> <p>Lab 2 Report Formatting using Word Processing (MS Word or any similar Open Source software) Draft an official letter for job interview invitation/ job appointment/ invitation to a business trade show event, use mail merge to input the recipients list linking with database. Given a project report in PDF format transfer to word processor software and format to include title page, specified Paragraph and Page Formating (page size, orientation, line spacing, font type and font size, Indent, bullets, paragraph formatting) details, Acknowledgement page, Table of contents page, List of figures page, List of Tables page, bibliography, references, distinct headers for each chapter, page numbering in roman for initial pages and normal from first chapter. The document should be checked for spelling errors and corrected appropriately. Create / Upload a document in a collaboration software like Google docs. Share and collaborate in real time, Safely store and organize your work, Control who can see your documents.</p> <p>Lab 3 Presentation Software (MS- Powerpoint or any similar Open Source software) Preparing presentation in areas such as Customer satisfaction/ feedback, product analysis, job satisfaction using the data obtained through data capture tool, including appropriate slide animation, sound recording, slide timings, customer feedback video. Export the presentation as video or save as slide show. Prepare handouts for audience.</p>	<p>30 hours</p> <p>20 hours</p>
<p>Pedagogy:</p>	<p>Lectures, Practical Lab Sessions, Presentations</p>	
<p>Reference/ Readings:</p>	<p>1. Sinha, P. K., & Sinha, P. (2014), Computer Fundamentals (Sixth ed.), BPB Publications</p>	

	<ol style="list-style-type: none"> 2. Leon, A., & Leon, M. (1999), Fundamentals of Information Technology (First ed.), Leon Press 3. Arvind Babu, M. C., Anandamurugan, S., & Priyaa, T. (2016), Cloud Computing (First ed.), Laxmi Publications Pvt Ltd 4. Bahga, A., & Madiseti, V. (2015), Internet of Things: A Hands-On Approach, (First ed.), University Press 5. https://www.howstuffworks.com 6. https://www.panola.edu/media/825/download?attachment/itsw1401.pdf
Course Outcomes:	After completion of this course, the learners will be able to:
	<ol style="list-style-type: none"> 1. Explain the concepts of Information Technology. 2. Discuss significance and applications of Internet Applications. 3. Discuss significance and applications of Emerging Technologies. 4. Demonstrate practical skills in Application software.



Name of the Programme: Bachelor of Commerce (Honors)



Course Code: COM-142

Title of the Course: Business Mathematics I

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

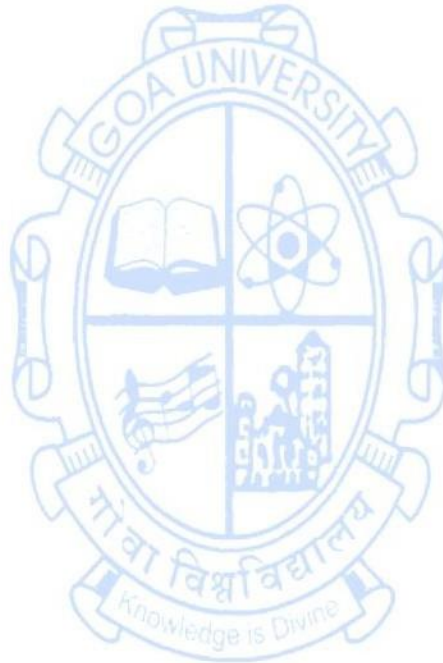
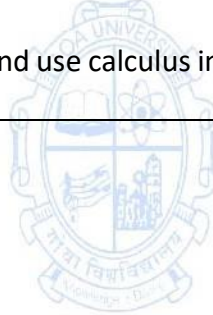
Pre-requisites for the Course:	Elementary Mathematics	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To provide mathematical literacy and foundations in concepts of Mathematics necessary in the areas of Economics, Finance, Commerce and Management 2. To demonstrate modelling of descriptive problems into mathematical formulae for solving business problems. 3. To enable learners to integrate acquired knowledge and skills with practical problems in Economics. 	
Content:	<p>Unit 1: Mathematics of Finance</p> <ul style="list-style-type: none"> • Ratio, Proportions, Percentage • Simple Interest, Compound Interest • Annuity <p>Unit 2: Set Theory and Solutions of Algebraic Equations</p> <ul style="list-style-type: none"> • Sets: Definition, Representation, Types of sets, Operations on Sets, Power set, De Morgan's laws. • Relations and Functions, Domain, Co-domain, Range • Quadratic Equations <p>Unit 3: Calculus</p> <ul style="list-style-type: none"> • Derivatives and its applications: Definition, Computational formulae, Algebra of derivatives, derivatives of composite functions. Increasing/decreasing functions, Maxima and Minima. (Definition and Interpretation) • Integration and its applications: Definition, standard forms, Algebra of integration, Integration by parts, definite integrals. <p>Practicals List of Practicals (Each practical of two hours each)</p> <p>UNIT I</p> <ul style="list-style-type: none"> • Ratio • Proportions • Work and Time • Unit conversion (SI to metric, metric to SI) • Discounts • Profit and Loss • Compound Interest (compounded annually, half-yearly, quarterly, monthly) • EMI using interest on reducing balance and flat interest rate • Future value • Present value 	<p>5 hours</p> <p>5 hours</p> <p>5 hours</p> <p>60 hours</p>

	<p>UNIT II</p> <ul style="list-style-type: none"> • Venn diagram • Principle of inclusion and exclusion • Graph of a function • Roots of quadratic equation • Numerical Solution of Algebraic Equations: <ul style="list-style-type: none"> • Bisection method • Regula-Falsi method • Newton-Raphson method <p>UNIT III</p> <ul style="list-style-type: none"> • Cost/ Demand/ Revenue, Marginal Cost/ Demand/ Revenue • Elasticity of demand, supply • Increasing/decreasing functions <ul style="list-style-type: none"> ○ Maxima and minima ○ Area under a curve ○ Consumer Surplus ○ Producer's Surplus • Numerical Differentiation using: <ul style="list-style-type: none"> ○ Newton's Forward difference ○ Backward difference method ○ Divided difference method • Numerical Integration using: <ul style="list-style-type: none"> ○ Trapezoidal rule ○ Simpson's one-third formula ○ Weddle's formula <p>Practicals using softwares like GeoGebra for interactive sessions is encouraged. Additional workshops on these softwares are recommended.</p>	
<p>Pedagogy:</p>	<p>Lectures, Practicals</p>	
<p>Reference/ Readings:</p>	<ol style="list-style-type: none"> 1. Clendenen, G., & Salzman, S. (2015). Business Mathematics (Global Edition), Pearson Education. 2. Sharma, J. K. (2014). Business Mathematics: Theory and Applications (Ane's Student Edition), Lakshi Publishers. 3. Dikshit, A., & Jain, J. K. (2009). Business Mathematics, Himalaya Publishing House. 4. Sastry, S. S. (2012). Introduction to Numerical Analysis (Fifth Edition), Prentice Hall India Learning Pvt. Ltd. 5. Cain, J., & Emeritus, R. C. (2000). Mathematics for Business Careers (Fifth Edition), Pearson Education. 6. Eugene, D., & Lerner, J. (2009). Schaum's Outline of Basic Business Mathematics (Second Edition), McGraw-Hill Education. 7. Hilderbrand, F. B. (2003). Introduction to Numerical Analysis (Second Edition), Dover Publications Inc. 8. Robert, B., & Zima, P. (2011). Schaum's Outline of Mathematics of Finance (Second Edition), McGraw Hill Education. 	

Course Outcomes:

After completion of this course, the learners will be able to:

1. Solve problems in the areas of business calculus, simple and compound interest account, loan and consumer credit.
2. Undertake necessary computations for problems of interest, annuities and perpetuities, capitalized cost, depletion allowances, stocks and bonds.
3. Evaluate and select financial arrangements which are best for a consumer.
4. Demonstrate and use calculus in the areas of Commerce, Economics and Finance.



Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-143

Title of the Course: Soft Skills and Personality Development

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To provide soft skills training and practical orientation. 2. To acquaint learners with the personality traits and self-development 3. To enable learners to place emphasis on goal setting and self-development. 	
Content:	<p>Unit 1: Introduction to Soft Skills</p> <p>Soft Skills: Meaning, Importance; Types: Self Management Skills, Communication Skills; Leadership Skills, Negotiation Skills, Presentation Skills; Life Skills, Time management Skills, Social Skills; Stress Management and Creative Thinking.</p>	15 hours
	<p>Unit 2: Personality Development (Practical)</p> <p>Body Language- Personality Traits; Postures and Gestures; Active Listening; Value of Time; Team Work and Team Building- Group Discussion; Social and Corporate Etiquettes – Social and Corporate Etiquettes; Interviews and CV Writing; Developing trust and Integrity in Humans.</p>	30 hours
	<p>Unit 3: Self Development and Goal Setting (Practical)</p> <p>Developing potential and self-actualisation; SWOC analysis, learning to maximize success using SWOC, how to do a personal SWOC; Goal Setting including various types of goals; Interpersonal relationships, Understanding People; Conflict Resolution Skills – Seeking Win-Win Solution; Emotional Intelligence.</p>	30 hours
Pedagogy:	Lecture, Classroom Discussion, Presentation, Case Study, Role Play	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Stein, S. J. & Howard, E. B. (2011). The EQ Edge: Emotional Intelligence and Your Success. Canada: Wiley & Sons. 2. Petes, S. J., & Francis. (2011). Soft Skills and Professional Communication. New Delhi: Tata McGraw-Hill Education. 3. Dorch, P. (2013). What Are Soft Skills? New York: Execu Dress Publisher. 4. Kamin, M. (2013). Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders. Washington, DC: Pfeiffer & Company. 5. Klaus, P., Jane R., & Molly, H. (2007). The Hard Truth about Soft Skills. London: HarperCollins E-books. 	
Course Outcomes:	After completion of this course, the learners will be able to:	
	<ol style="list-style-type: none"> 1. Explain the different soft skills and their importance. 2. Identify the different personality traits and its implications. 3. Prepare self - SWOC analysis, planning and goal setting. 4. Apply various soft skills. 	

Name of the Programme: Bachelor of Commerce (Honors)

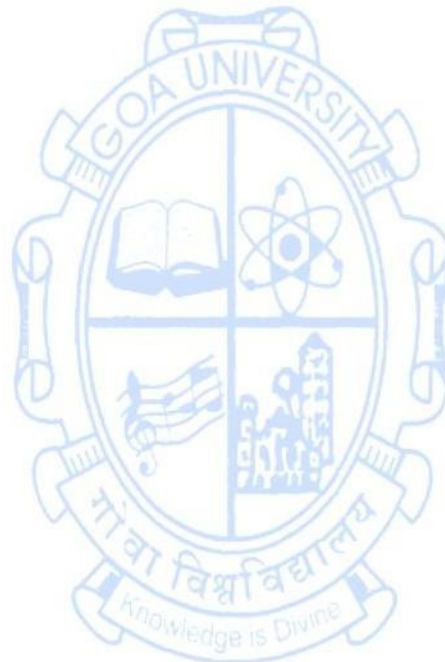
Course Code: COM-144 Title of the Course: Business Documentation

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To enhance business document presentation skills. 2. To improve competence in business correspondence and documentation. 3. To acquaint learners with skills of business report writing. 	
Content:	<p>Unit 1: Business Document Presentation Business, commercial and managerial vocabulary- terms used in trade, business plans/ proposals, presenting business plans, multimedia corporate presentations; Use of digital platforms in business documentation and communication; Document sharing and collaborative working; Privacy and data security issues in business documentation</p> <p>Unit 2: Business Correspondence and Documentation (Practical) Letter writing, presentation, inviting quotations, sending quotations, placing orders, sales letters, claim and adjustment letters; Job application letter, preparing the resume; Social and public relations correspondence; Drafting simple contracts and deeds; Legal documentation for bank transactions; Property documentation; Contract of employment; Memorandum, inter- office memo, notices, note-sheet, agenda, minutes; Creating, storing/ archiving and retrieving folders/ documents.</p> <p>Unit 3: Report Writing (Practical) Format of a report; Steps in report writing; Identify the types of reports; Inserting visuals such as tables, diagrams and charts in report; Citations and References; File Management.</p>	<p>15 hours</p> <p>30 hours</p> <p>30 hours</p>
Pedagogy:	Lectures, Presentations, Case study, Role Play, Seminars	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Raman, M., & Sharma, S. (2015). Technical Communication - Principles and Practice (Third ed.). Delhi: Oxford University Press. 2. Sharma, R.C. & Krishna, M. (2017). Business Correspondence and Report Writing (Fifth ed.). Tata McGraw Hill Publishing Company Limited. 3. Sinha, K. K (2012). Business Communication (fourth ed.). Galgotia Publishing Co., Karol Bagh, New Delhi. 4. Pal, R. & Korlahalli, J. S. (2012). Essentials of Business Communications. (First ed.). Sultan Chand & Sons. 5. Taylor, S. (2012) Model Business Letters, Emails and Other Business Documents (7th ed.), FT Publishers. 	

	<p>6. Shinley, T. (2016) Communication for Business (fourth ed.). Pearson Education.</p> <p>7. Khanna, J. K. (2013). Documentation and Information-Services, Systems & Techniques. (Fifth ed.) Y.K. Publishers.</p>
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate business document presentation skills. 2. Display competence in business correspondence. 3. Display competence in business documentation. 4. Prepare business reports.



Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-145

Title of the Course: Innovation and Start-ups

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

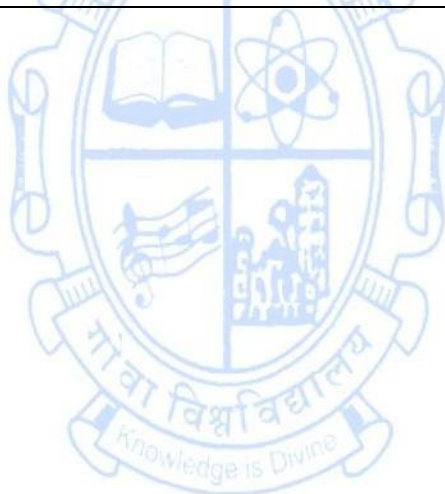
Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To develop an entrepreneurial mind-set. 2. To acquaint learners with skills to develop a business model. 3. To enable learners to explore funding and growth opportunities. 	
Content:	<p>Unit 1: Introduction to Startups and Entrepreneurship Introduction to Entrepreneurship, Factors influencing Entrepreneurship, Characteristic of Entrepreneur; Process and Phases of Entrepreneurship, Types of Entrepreneurs, Barriers to entrepreneurship, Entrepreneurship Motivation Theories, Entrepreneurship Models - Introduction to various form of business organization (sole proprietorship, partnership, corporations, Limited Liability company); Skills of an Entrepreneur, Ethics and Entrepreneurship</p>	15 hours
	<p>Unit 2: Exploring Business Opportunity, Developing a Business Model and Starting up (Practical) Exploring Business Opportunity: Self-Discovery, Environment Scanning for idea generation, Problem Identification and Idea Generation, Spotting Trends, Creativity and Innovation, Idea Evaluation; Developing a Business Model: Team, Market Understanding, Product/ Market Fit, Customer Validation, Business Model Canvas Preparation, Preparation of Business model and Business Plan; Translating Business Model into Startup: Business Planning (Finance, HR, Marketing, Distribution, Production Plan, Networking), Obtaining Business Licenses, Applicability of Regulations</p>	30 hours
	<p>Unit 3: Startup Growth and Expansion (Practical) Identifying Growth Opportunities, Funding Sources of Entrepreneurship for Growth, Retention & Expansion Strategies, Expansion model, Maximizing Profits, Determine appropriate exit strategies for entrepreneurs; Identify Funding Agencies both private and government aided, Cases in various types of fundings: Debt Funding, Bootstrap, Seed, Series A; Organizational Assistance by government for startup and various policies;</p>	30 hours

	Incubation Centres – role, support and mentorship, prototyping and stakeholder connects, startup scaling.
Pedagogy:	Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities
Reference/ Readings:	<ol style="list-style-type: none"> 1. Ramachandran, K. (2008). Entrepreneurship Development, McGraw Hill 2. Katz, J., & Green, R. (2020). Entrepreneurial Small Business (6th Ed.), McGraw Hill 3. Byrd, M. J., & Megginson, L. C. (2012). Small Business Management an Entrepreneur’s Guidebook (7th Ed.), McGraw Hill 4. Fayolle, A., & Lyon, E. M. (2007) Entrepreneurship and new value creation: The Dynamic of the Entrepreneurial Process. Cambridge University Press. 5. Hougaard S. (2005) The Business Idea: The Early Stages of Entrepreneurship. Springer 6. Lowe, R., & Mariott, S. (2006) Enterprise: Entrepreneurship & Innovation. Butterworth Heinemann 7. Dana, L. (2013). World Encyclopedia of Entrepreneurship, Edward Elgar. 8. Akhouri, M. M. P., & Mishra, S. P. Udyamita (in Hindi) MMP. By National Institute for Entrepreneurship and Small Business Development (NIESBUD), NSIC-PATC Campus, Okhla
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Develop an entrepreneurial mind-set by learning key skills. 2. Create and validate a business model and business plan. 3. Explore business funding opportunities. 4. Explore business growth opportunities.

Semester II**Name of the Programme: Bachelor of Commerce (Honors)****Course Code: COM-101 Title of the Course: Elements of Cost****Number of Credits: 04****Effective from AY: 2023-24**

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To acquaint the learners with various cost concepts and cost classification 2. To familiarize the learners with material cost and employee cost 3. To acquaint learners with classification of and accounting for overhead costs. 4. To enable learners to prepare cost sheet. 	
Content:	<p>Unit 1: Introduction to Cost Accounting Meaning, Scope, Objectives, Limitations of Cost Accounting; Installation of a Costing System; Cost Centre, Cost Unit, Cost Classification; Overview of elements of cost; Role of Cost Accountant in an organisation.</p> <p>Unit 2: Elements of Cost: Material and Employee Cost Material: Meaning & Need, Essentials of Material Control; Functions of Purchase Department; Purchase Requisition, Stores Control; Issue of Materials: Methods of pricing of material issues- FIFO, LIFO and Weighted Average Price method, Economic Order Quantity (EOQ); Cost Accounting and treatment of losses- Wastage, scrap, spoilage and defectives. Employee Cost: Attendance & Payroll procedures, Elements of wages; Employee Turnover: Causes, Methods of calculating Employee Turnover; concept of idle time and overtime; System of wage payments and methods: Time Rate, Piece Rate, Taylor's Differential Piece Rate, Halsey Premium Plan & Rowan Plan.</p> <p>Unit 3: Elements of Cost: Overheads Meaning, Importance & Classification of Overheads; Cost Allocation & Apportionment, Basis of Apportionment, Methods of Primary & Secondary Distribution; Overhead Absorption Rates. Activity Based Costing (ABC).</p> <p>Unit 4: Cost Sheet Cost Sheet: Meaning, Characteristics, Objectives, Limitations; Preparation of Cost Sheet, Estimated Cost Sheet</p>	<p>10 hours</p> <p>20 hours</p> <p>15 hours</p> <p>15 hours</p>

Pedagogy:	Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities
Reference/ Readings:	<ol style="list-style-type: none"> 1. Jain S. P., & Narang, K.L. (2014). Cost Accounting Principles and practice – Kalyani Publishers, Ludhiana. 2. LAL, B. M., Nigam, B., & Jain, J.C. (2000). Cost Accounting Principles and practice. Hall of India Pvt. Ltd., New Delhi. 3. Bhar, B. K. (2012). Cost Accounting- Methods & Problems. Academic Publishers Calcutta 700073. 4. Maher, M. W., & Clyde, P. S. (2006). Cost Accounting: Principles and Practice. ICC, McMillan Inc. 5. Tulsian, P. C. (2018). Practical Costing. Publishers Sultan Chand. New Delhi 6. Khan, M. Y., & Jain, P.K. (2003). Theory and Problems of Management and Cost Accounting- Tata McGraw Hill Publishing co. Ltd. New Delhi.
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain various concepts in cost accounting. 2. Identify and account for elements of material and employee costs. 3. Identify and account for elements of overhead costs. 4. Prepare cost sheet.



Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-112

Title of the Course: Fundamentals of Banking

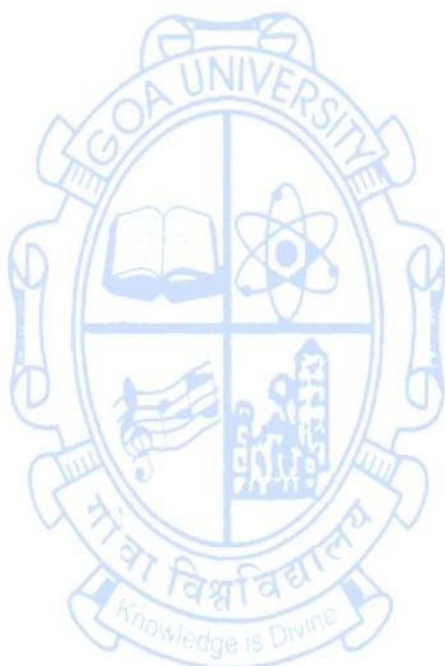
Number of Credits: 04

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To acquaint the learners with the structure, types, and systems of banking. 2. To impart knowledge of functions, types of customers and banker-customer relationship. 3. To familiarize the learners with Negotiable Instruments 4. To equip the learners with the basics of e-banking 	
Content:	<p>Unit 1: Introduction to Banking</p> <p>Origin of Modern Banking in India, Meaning and Definition of Banking.</p> <p>Structure of Banking in India & Types of Banks: Public Sector Banks, Private Sector Banks, Foreign Banks, Regional Rural Banks, Payment Banks, Small Saving Banks.</p> <p>System of Banking: Unit Banking and Branch Banking.</p> <p>RBI: History, Role, and Functions.</p>	10 hours
	<p>Unit 2: Functions, Types of Customers and Banker-Customer Relationship</p> <p>Primary Functions</p> <p>Accepting Deposits: Importance of Deposits, Classification of Deposits – Demand, Time and Hybrid, Different types of Deposits – Saving, Current, Fixed, Recurring and Hybrid.</p> <p>DEMAT Account: Meaning and Functions.</p> <p>Loans and Advances: Importance of Lending, Principles of Lending, Classification of Lending: Fund Based Credit Facilities – Cash Credit, Overdraft, Demand Loan, Bill Purchased, Bill Discounted, Project Finance. Non-fund Based Credit Facilities – Guarantees, Letter of Credit.</p> <p>Secondary Functions and other Functions</p> <p>Utility Function, Agency Function and Other Fee Based Services</p>	20 hours
	<p>Types of Bank Customers and Procedure and Practice in Opening Accounts of Different Customers: Minor, Individual Joint Account. KYC Norms and e-KYC.</p> <p>Banker-Customer Relationship – General and Termination.</p>	
	<p>Unit 3: Negotiable Instruments</p>	15 hours
	<p>Introduction – Meaning and Definition – Features – Kinds of Negotiable Instruments: Promissory Note, Bills of Exchange, and Cheque.</p>	

	<p>Crossing of Cheque, Types of Crossing; Endorsements: Meaning, Importance and Kinds of Endorsement, Rules for Endorsement.</p> <p>Paying Banker: Introduction-meaning-Role-Functions-Duties.</p> <p>Collecting Banker: Introduction-Meaning-Legal status of collecting banker- Holder for Value-Holder in due course.</p>	
	<p>Unit 4: E-Banking in India Meaning, Characteristics, Benefits and Drawbacks of E-Banking, Types of E-Banking. ATM, Debit Card, Credit Card, NEFT, RTGS, ECS (Debit and Credit)– Meaning, Features and Functions. NPCI: Functions and Products – Aadhaar Enabled Payment Systems, Bharat Bill Payment System, BHIM, Cheque Truncation System, Digital Rupee, Immediate Payment Service, National Automated Clearing House, National Common Mobility Card, National Financial Switch, NUUP Services, RuPay, Unified Payments Interface, BharatQR. (in brief).</p>	<p>15 hours</p>
<p>Pedagogy:</p>	<p>Lectures, Group discussions, Seminars, Case studies, Field work</p>	
<p>Reference/ Readings:</p>	<p>Books:</p> <ol style="list-style-type: none"> 1. Natarajan, S, and Parameswaran R, (2015). Indian Banking (Revised Ed.). S. Chand. 2. Indian Institute of Banking and Finance, (2016). Digital Banking. Taxmann. 3. Indian Institute of Banking and Finance, (2010). Banking Products and Services. Taxmann. 4. Indian Institute of Banking and Finance (2015). Principles & Practices of Banking (3rd Ed). Macmillan Education. 5. Indian Institute of Banking and Finance, (2010). Basics of Banking. Taxmann. 6. Khubchandani, B S, (2000). Practice and Law of Banking. Macmillan. 7. Agarwal O P, (2012). Modern Banking of India (2nd Ed.). Himalaya Publishing House. 8. Srivastava P K, (2013). Banking: Theory and Practice (12th Ed). Himalaya Publishing House. 9. Kandasami K P , Natarajan S, Parameswaran R, (2009). Banking Law and Practice (4th Ed.) S. Chand. 10. Gordon and Natarajan, (2006). Banking: Theory, Law and Practice (12th Ed). Himalaya Publishing House. <p>Journals:</p> <ol style="list-style-type: none"> 1. The Indian Banker, published by Indian Banker Association 2. Bank Quest, published by Indian Institute of Banking and Finance 3. Trends and Progress of Indian Banking (Annual) published by RBI. <p>Websites:</p> <ol style="list-style-type: none"> 1. Reserve Bank of India - www.rbi.org.in 2. Indian Institute of Banking and Finance - www.iibf.org.in 	

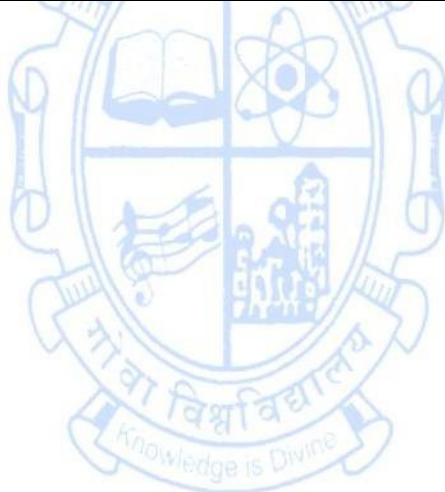
	<ol style="list-style-type: none"> 3. Indian Banker's Association - www.iba.org.in 4. Institute of Banking Personal Selection - www.ibps.in 5. Institute of Finance, Banking and Insurance - www.ifbi.com 6. State Bank of India - www.onlinesbi.sbi 7. National Payment Corporation of India - www.npci.org.in
Course Outcomes:	After the completion of this course, the learners will be able to:
	<ol style="list-style-type: none"> 1. Explain the structures, types and systems of banking. 2. Explain the functions, types of customers and banker-customer relationship. 3. Elucidate negotiable instruments. 4. Practice e-banking.



Name of the Programme: Bachelor of Commerce (Honors)
Course Code: COM-136
Title of the Course: Warehouse and Inventory Management
Number of Credits: 03
Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To acquaint learners with strategic aspects of warehousing. 2. To familiarize learners with warehouse management technology. 3. To familiarize learners with operations of warehouse. 4. To provide knowledge of Inventory and Logistics Management 	
Content:	<p>Unit 1: Strategic Aspects of Warehousing Introduction, Objectives, Different Types of Customers in Warehousing, Importance of Warehouse in a Value Chain, Warehouse Location, Modern Warehouse Operations, World-class Warehousing</p> <p>Unit 2: Warehouse Information, Technology Aids in Retail warehouse Management, and Warehouse Operations Warehouse Information Introduction, Objectives, Importance of Warehouse Information, Decision Making Using Warehouse Information, ICT Applications in a Warehouse Technology Aids in Retail Warehouse Management Introduction, Objectives, Bar Code Scanners, Wireless LAN, Mobile Computers, Radio Frequency Identification (RFID). Warehouse and its Operations Introduction, Objectives, Warehouse Structure, Warehouse Operations, Receiving inventory, Picking inventory, Locating inventory, Organising inventory, Despatching inventory, Equipment Used for a Warehouse.</p> <p>Unit 3: Inventory and Logistics Management Inventory Management Types and Characteristics of Inventory, Inventory Functionality, Terms Associated with Inventory Management, Planning the Inventory Resource, Components of Inventory Logistics Management Introduction, Logistics Management: Concept and Objectives, Integrated Logistics Management, Logistics and Supply Chain</p>	<p>10 hours</p> <p>20 hours</p> <p>15 hours</p>
Pedagogy:	Lectures, Group discussions, Seminars, Case studies, Field work	
Reference/ Readings:	1. Farahani, R. (2011). Logistics Operations and Management: Concepts and Models. Elsevier	

	<ol style="list-style-type: none"> 2. Greene, J. H. (1997). Production and Inventory Control Handbook. McGraw-Hill. 3. Piasecki, D. J. (2009). Inventory Management Explained: A Focus on Forecasting, Lot Sizing, Safety Stock, and Ordering Systems. Ops Publishing. 4. Price, P. M., & Harrison, N. J. (2015). Warehouse Management and Inventory Control (Second Ed.). Access Education 5. Rangarajan, V. R. (2022). Basics of Warehouse and Inventory Management: (The pillars of business Logistics) India Specific Edition (Second ed.). Notion Press. 6. Richards, G. (2021). Warehouse Management: The Definitive Guide to Improving Efficiency and Minimizing Costs in the Modern Warehouse. Kogan Page. 7. Saxena, J. P. (2003). Warehouse Management and Inventory Control (Second ed.). Vikas Publishing House.
<p>Course Outcomes:</p>	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain strategic aspects of warehousing. 2. Demonstrate application of warehouse management technology. 3. Summarise operations of warehouse. 4. Perform Inventory and Logistics Management functions.



Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-137

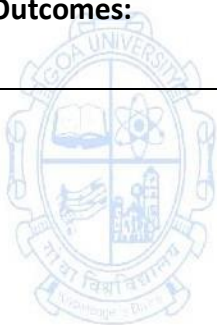
Title of the Course: Tourism and Hospitality Management

Number of Credits: 03

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To acquaint the learners with the fundamentals of tourism and challenges for sustainable tourism. 2. To enable learners to understand and describe various types of tourism and their constituents. 3. To enable learners to acquire skills in understanding the dynamics of hospitability. 	
Content:	<p>Unit 1: Introduction to Tourism Meaning and Definition of tourism and tourism-related terms - Tour, Tourist, Tourism Market, Tourism Resources, Tourism Product, Travel agent, Tour operator. Nature, Characteristics, and Importance of Tourism. Tourism Products, Features of Tourism Product, Type of Tourism Products, Difference between Tourism Products and other products, the 5 A's of Tourism Product: Attraction, Accessibility, Accommodation, Amenities and Affordability. Social evils of Tourism Industry – Responsible Vs Irresponsible Tourism – Sustainable Tourism.</p> <p>Unit 2: Types and Forms of Tourism Types of tourism: Domestic, International; Inbound, Outbound, Inter-regional, Intra-regional. Forms: - Leisure, Business, Cultural, Religious, Sports, Medical, Adventure, Eco-Tourism, Green Tourism, Heritage Tourism, Sustainable Tourism, Cultural Tourism, Agri-Tourism and Rural Tourism. Factors affecting the growth of tourism, demand and supply factors for tourism, motivations in Tourism - Push and Pull factors Constituents of the tourism industry: Primary Constituents: Accommodation, Food, Transport, Intermediaries, Government Organizations; Secondary Constituents: Shops and Emporiums, Handicrafts and Souvenirs</p> <p>Unit 3: Hospitality and its Related Sectors Origin, growth and nature of the Hospitality Industry, Factors affecting Hospitality and Tourism Industry, Employment Opportunities in the Hospitality Industry, Various sectors comprising the hospitality industry - lodging/accommodation, event planning, theme parks, transportation, cruises, Tourism and Hospitality in the 21st</p>	<p>15 hours</p> <p>15 hours</p> <p>15 hours</p>

	century – Global gaming and Casino operations – Recent trends, The future of travel and tourism around the world
Pedagogy:	Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities
Reference/ Readings:	<ol style="list-style-type: none"> 1. Goeldner, C. R. & Brent Ritchie, J. R. (2011). Tourism: Principles, Practices, Philosophies, Wiley India, 2. Seth, P. N., & Bhat, S. S. (2010). An Introduction to Travel and Tourism, Sterling Publishers Private Limited. 3. Bhatia, K. (2010). An Introduction to Travel and Tourism, Sterling Publishers Private Limited. 4. Bhatia, K. (2010). International Tourism, Sterling Publishers Private Limited. 5. Cooper, C., Fletcher, J., Gilbert, D., & Wanhill, S. (2008). Tourism: Principles and Practice, Pitman Publishing. 6. Davison, R. (2008). Tourism. Pitman Publishing. 7. Smith, M., & Puczko, L. (2015). Health and Wellness Tourism.
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Develop awareness about the concept of Tourism 2. Explain various forms of Tourism. 3. Identify the challenges for tourism development. 4. Identify the latest developments in Tourism and Hospitality industry.



Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-138

Title of the Course: Management of Micro, Small and Medium Enterprises

Number of Credits: 03

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To introduce learners to the concept of MSME's and different stages of starting MSMEs 2. To acquaint learners with various functional areas of managing micro, small and medium enterprises 3. To familiarize learners to various Institutional Support, and incentives to MSMEs 	
Content:	<p>Unit 1: Introduction to Micro Small and Medium Enterprises (MSMEs) Concept of MSME, definition of MSME in India, Characteristics of MSMEs; Evolution of MSME, Role and significance of MSMEs in economic development, Challenges and opportunities of MSME in India; Identifying the Business opportunity, Business opportunities in various sectors - goods and service; Formalities for setting up an enterprise, Locational factors of Enterprise – steps in setting up an enterprise – Environmental aspects in setting up; Rural entrepreneurship – Women entrepreneurship</p>	15 hours
	<p>Unit 2: Functional areas of Management of MSMEs Production Management: factors influencing choice of technology Material management- Purchasing- need and importance, Inventory Control-need and importance. Marketing Management: factors affecting choice of channels, Problems faced by SSI units and remedies to overcome the problems. Financial Management: Fixed and Working capital- factors considered, sources and management of fixed and working capital. Problems faced by SSI units. Man Power Requirements- unskilled, semi-skilled, skilled, contract and casual workers. Sources of recruitment in MSMEs, Problems faced: employee turnover, employee absenteeism, employee shortage, and maintenance of employees.</p>	15 hours
	<p>Unit 3: Institutional Support, Incentives and Subsidies to MSMEs Forms of Financial support - Long term and Short-term financial support; Sources of Financial support, Development of Financial Institutions, Investment Institutions; Central level institutions; State level</p>	15 hours

	<p>institutions, Other agencies, Commercial Bank - Institutional aids for MSME's development – Role of SIDO, MSMEDI, NSIC, GIDC, EDC, DIC, GHRSSIDC, KVIC, EDI-India, NIESBUD, SIDBI, SFC, DRDA, GCCI and commercial banks (objectives, functions/schemes)</p> <p>Meaning, Need and Issues of Incentives. Incentives and Subsidies offered by Government of Goa and incentives and subsidies offered by Central Government. PMRY scheme, CMRY scheme, Seed Capital Assistance Scheme, Horticulture kiosk scheme in brief</p>
Pedagogy:	Lectures, Group discussions, Seminars, Case studies, Field work.
Reference/ Readings:	<ol style="list-style-type: none"> 1. Paul, B., & Jim, D. H. (2010). Small Business Entrepreneurship. Palgrave Macmillan publishers. 2. Vasant, D. (2003). Small Scale Industries and Entrepreneurship. Himalayan Publishing House. 3. Suman, K. C. (2013). Micro Small and Medium Enterprises in India Hardcover. Raj Publications. 4. Pednekar, A. P. (2013). Entrepreneurship Management. Himalaya Publishing House. 5. Aneet, M. A. (2009). Small and Medium Enterprises in Transitional Economies, Challenges and Opportunities. DEEP and DEEP Publications. 6. Poornima, M. C. (2019). Entrepreneurship Development Small Business Enterprises. Pearson. 7. Khanka, S.S. (2017). Entrepreneurial Development, S. Chand. Delhi 8. Norman, H, S., & Jeffrey R. C. (2017). Essentials of Entrepreneurship and Small Business Management. Pearson.
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the concept of MSMEs. 2. Elaborate the different stages of starting the MSMEs. 3. Explain various functional areas of managing MSMEs. 4. Identify the Institutional Support and incentives available to MSMEs



Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-139

Title of the Course: Geography of Commercial Activities in Goa

Number of Credits: 03

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To orient the learners to comprehend the prevailing pattern and limitations of Resource Utilization in Goa. 2. To enable the learners to appreciate the development of various economic activities in the State in the post-Liberation era. 3. To motivate the learners to carry out further study and research in these areas. 	
Content:	<p>Unit 1: Geographical Study Primary Activities in Goa Agriculture: Significance of agriculture to Goa, Factors affecting agriculture in Goa: physical, economic, social and technological. Status and features of agriculture during pre-liberation period, Changes in post- liberation period and Current problems associated with Goan agriculture. Cropping seasons and Farming Types-khazan land, horticulture, Vaingan, Puran Xeti, Government Schemes to promote agriculture in Goa. Animal Husbandry: Dairy and poultry farming and their place in Goan economy, Government schemes to promote poultry and dairy farming in the State. Fishing: Types (shore and inland fisheries), fishing jetties, production, changes, problems and future prospects.</p> <p>Unit 2: Geographical Study of Manufacturing in Goa Industrial scenario in pre-liberation Goa, importance of industries to Goa, Stages of Industrial Development during post-liberation period, Role of GIDC, Industrial Estates. Types of Industries: House Hold, Handicrafts, Small Scale Industries, Medium and Large-Scale Industries. Study of Industries: Chemicals and Fertilizers, Pharmaceutical, Shipbuilding, Electronic and Software industries.</p> <p>Unit 3: Geographical study of Tertiary Activities Tourism: Meaning, types of tourists, tourist seasons and arrivals. Major tourist attractions (natural, historical, religious-socio-cultural), leading destinations and tourism infrastructural</p>	<p>15 hours</p> <p>15 hours</p> <p>10 hours</p>

	<p>facilities in the State. Role of GTDC. Positive and negative - Economic, socio- cultural, political and environment impacts. Diversification efforts and future prospects.</p> <p>Trade: Internal (intra-state and inter-state) and foreign trade— composition, direction, changes and future prospects.</p> <p>Field trip and report Local field trip/ local survey of a place of physical, social, economic and cultural importance and submission of a Report to that effect is compulsory (to be Pre- conducted, submitted to the Course Instructor and Assessed minimum one month before the announcement of SEE Schedule).</p>	5 Hours
Pedagogy:	Lectures, Group discussions, Seminars, Case studies, Field work	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Almeida, J. C. (2013). Goa-Administration and Economy before and after 1962. Civitas & Broadway Publishing House. Panaji, Goa. 2. Alvares, C. (2002). Fish Curry and Rice, The Goa Foundation, Mapusa, Goa. 3. Angle, P. S.: An Economic Review of Goa, 1992. 4. Angle, P. (2001). Goa: An Economic Update. The Goa Hindu Association Kala Vibag, Mumbai. 5. Gomes, O. J. F. (2002) Goa, National Book Trust India, New Delhi. 6. Govt. of Goa, Economic Survey of Goa, DPSE publication, Govt. Printing Press, Panaji, Goa. 7. Govt. of India: Gazette of Goa, Daman & Diu (1973): Govt. Printing Press, Panaji-Goa. 8. Jakati, D. (2019). Resource Geography of Goa. Scholars World, Delhi. 9. Kane, R.and Shivdasani, M. (2004). Destination Next: Goa. Shree Multimedia Vision Ltd, Mumbai. 10. Sawant, N. (2022). Goa’s Landscape Through Maps. 11. The Navhind Times. (2011). Goa 24x7: The Insider’s Guide to Goa. Navhind Papers and Publications, Panaji, Goa 	
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the utilization of physical and socio- economic resources for development of primary activities in Goa. 2. Analyze the major developments witnessed in the manufacturing sector of Goa in the post-Liberation period. 3. Comprehend the advances and problems of tertiary sector in Goa. 4. Gain first hand information of concepts taught in the class through field work. 	

Name of the Programme: Bachelor of Commerce (Honors)


Course Code: COM-140

Title of the Course: Economics of Financial Investments

Number of Credits: 03

Effective from AY: 2023-24


Pre-requisites for the Course:	Nil
Course Objectives:	Objectives of the Course are: 1. To understand the need of financial planning and investment. 2. To acquaint the learners with various traditional and modern investment avenues. 3. To explain the functioning of different types of investment options. 4. To enable the learners to design an investment portfolio.
Content:	Unit 1: Financial Planning and Investment Decisions Meaning and Need for Financial Planning; Factors influencing Financial Planning (Returns, Risk, Liquidity, Marketability, Tax Benefit, Inflation, Safety); Need and scope of Financial Planning Services; Components of Financial Planning: Defining Financial Goals (Goal Value, Investment Horizon, Funding the Goal); creating a Risk Profile of an Investor, Designing Investment Portfolio. 10 hours
	Unit 2: Traditional Investment Avenues Banking Products and services: Types of Bank Deposit accounts, Savings Account, Current Account, Recurring Deposit Account, Fixed Deposits, Flexi-deposit Account, Public Provident Fund, Sukanya Samruddhi Yojana; Sovereign Gold Bonds. Types of Bank Loans: Short-term, Medium term and Long -term (examples and present interest rate structure to be discussed in light of Nationalised and Private banks); Post Office Investment: Savings Account, Recurring Deposit, Time Deposit, Monthly Income Scheme, Senior Citizen Savings Scheme, National Saving Certificates (VIIIth Issue), Kisan Vikas Patra, Mahila Samman Saving Certificate, National Pension System (All Citizen Model), Atal Pension Yojana. 15 hours
	Unit 3: Mutual Fund Investment Meaning and Features of Mutual Funds; Benefits and Cost of Investing in Mutual Funds; Types of Mutual Fund Products (Equity, Debt, Hybrid, Solution Oriented, and 20 hours

	<p>others). Types of Equity Schemes, Debt Schemes, Hybrid Schemes, Solution Oriented Schemes and Other Schemes; Systematic Transactions (Systematic Investment Plan, Systematic Withdrawal Plan, Systematic Transfer Plan, Switches). Analysis of Mutual Fund Fact Sheet (practical component); Calculation of Present value, Future Value, Redemption Amount, Absolute Return, Compounded Annual Growth Rate, Standard Deviation, alpha beta, Extended Internal Rate of Return, Sharpe ratio (Numerical).</p>
Pedagogy:	Lectures, Group discussions, Seminars, Case studies
Reference/ Readings: 	<ol style="list-style-type: none"> 1. Khan, M.Y. (2009), Indian Financial System (Sixth ed.), Tata McGraw Hill Education Pvt. Ltd, New Delhi, 2. Pandian, P.(2013) Security Analysis and Portfolio Management (second ed.), Vikas Publishing house, UP. 3. Investment Advisor Level 1 (2016), National Institute of Securities Market, Taxmann Publications Ltd. Mumbai 4. Mutual Funds Products and Services (2010) Indian Institute of Banking and Finance, Taxmann Publications Ltd. Mumbai. 5. Registrars to an Issue and Share Transfer Agents- Mutual Fund (2015). National Institute of Securities Market, Taxmann Publications Ltd. Mumbai. 6. Securities Market Foundation (2018), National Institute of Securities Market. Taxmann Publications Ltd. Mumbai. 7. Tripathi, V. & Panwa, R. N. (2020), Investing in Stock Markets, (Fifth ed.), Taxmann Publication Pvt. Ltd.
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Understand the fundamental concepts of financial planning and Investment Products. 2. Examine the various traditional and modern avenues of Investment. 3. Analyse the working of different Investment Products. 4. Evaluate the different goals of financial planning and creating an investment portfolio of an individual investor.

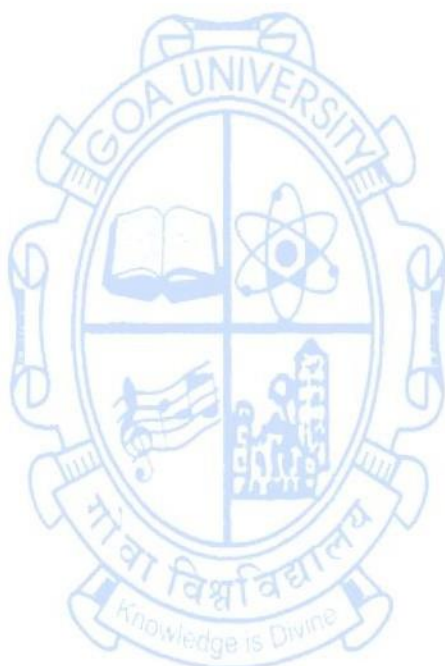


Name of the Programme: Bachelor of Commerce (Honors)
Course Code: COM-146
Title of the Course: Business Data Processing and Networking
Number of Credits: 03 (1T+2P)
Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To develop practical skills in data analytics. 2. To provide knowledge of data processing, data analysis and e-commerce. 3. To provide knowledge of computer networking. 	
Content:	<p>Unit 1: Data Processing and Data Analysis Organization/sources of data, Importance of data quality, Dealing with missing or incomplete data, Data Classification; Data Processing – Steps involved in data processing, advantages of computers in data processing; Data analysis and forecasting - importance of data analysis in business, Data forecasting, its need, benefits of data forecasting, Data Integration: concept and how it works</p> <p>Unit 2: E-Commerce Definition, E-commerce and Trade Cycle, Electronic Markets, Electronic Data Interchange and Internet Commerce, Types of E-commerce: Business to Business E-Commerce, Business to Consumer E-Commerce. Consumer to Consumer, Government to Consumer, Business to Government, Electronic Payment Systems: Smart Cards – Credit Cards – Wallets, Safe practices, Risks, E-Retail, Concept and Examples, Online shopping – Introduction, Safety measures (Encryption of data authentication, SSL, Digital signatures, Digital Certificates), E-Banking, Features and services, M-Commerce, Products and services</p> <p>Unit 3: Basics of Computer Networking Networking basics, Need for computer networks, Types of networks-LAN, MAN, WAN, Network Components – H/W, Software, Communication channels, Network Devices, Network topologies.</p> <p>Practicals Lab 1 Spreadsheet (MS-Excel or any similar open source software)</p> <ul style="list-style-type: none"> - Working with worksheets -Entering data, Formatting, Editing, and Printing a worksheet, - Formulas and Functions in Excel, operators in formula - Generally used Spreadsheet functions - Mathematical, Statistical, Financial, Logical, Date 	<p>4 hours</p> <p>5 hours</p> <p>6 hours</p> <p>36 hours</p>

	<p>and Time, Database and Text functions</p> <ul style="list-style-type: none"> - Introduction to some more useful functions such as the IF, nested IF, VLOOKUP and HLOOKUP - Data Sorting and Filtering - Result representation of data using spreadsheet - What-if analysis, Logical tests (nested if functions), Goal seek, - Representing results graphically - Filtering, advanced filters, sorting and conditional formatting data - Data validation techniques, Hyperlinks - Pivot table, Scenarios - Summing through the sheets - Getting external data files into Excel - Macros - creation, editing and deletion of macros <p>Lab 2 Data Analytics</p> <ul style="list-style-type: none"> - Assignments to analyse data available from Kaggle.com such as Analysis of demographic data, environment data, public expenditure using open source softwares. - Analyse data from annual reports of Companies and banks <p>Lab 3 E-commerce Website review</p> <p>Write a review of an E-Commerce Site visited include: Site description, Site Design, ease in navigation , process for purchasing items, security, privacy, customer service, best features of site, Target Audience, Revenue model, Marketing Strategies</p> <p>Lab 4 Computer Networking</p> <p>Basic Networking Setup of PC, Network commands like ipconfig, ping, traceroute, nslookup etc, Setup of Home Router / Wifi Hotspot, Understanding of Firewall and Basic Firewall Setup, File and Printer Sharing, connecting to share, Finding out public address, connection speeds etc.</p>	<p>8 Hours</p> <p>8 Hours</p> <p>8 Hours</p>
<p>Pedagogy:</p>	<p>Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities</p>	
<p>Reference/ Readings:</p>	<ol style="list-style-type: none"> 1. Leon, A., & Leon, M., (1999), Fundamentals of Information Technology (First ed.), Leon Press 2. Kalakota, R., & Whinston, A.B., (2009), Frontiers of Electronic Commerce (Ninth ed.) , Pearson Education 3. Whiteley, D., (2000), E-Commerce: Strategy, Technologies And Applications (First ed.), Tata McGraw-Hill Education 4. Mathew, R. ,(2020), Business Analytics for Decision Making, (First ed.), Pearson Education 5. Vaudenay, S., (2011), A Classical Introduction to Cryptography, (First ed.), Springer 	

	<p>6. https://www.analyticsvidhya.com/blog/2021/11/a-comprehensive-guide-on-microsoft-excel-for-data-analysis/</p> <p>7. https://www.tutorialspoint.com/excel_data_analysis/excel_data_analysis_tutorial.pdf</p>
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the concepts of data processing and data analysis and its applications in business 2. Elaborate the concepts of computer networking and e-commerce technology and its applications in business. 3. Develop skills of data analysis using relevant Application software. 4. Apply the Spreadsheet tools to solve business problems.



Name of the Programme: Bachelor of Commerce (Honors)


Course Code: COM-147

Title of the Course: Business Mathematics II

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To provide mathematical literacy and foundations in concepts of Mathematics required in the areas of Economics, Finance, Commerce and Management 2. To develop an ability in mathematical reasoning and general intelligence. 3. To enable learners to integrate acquired knowledge and skills with practical problems in Business and Economics. 	
Content:	<p>Unit 1: General Intelligence</p> <p>A. Mathematical Logic</p> <ul style="list-style-type: none"> • Logical Statement, Negation, Conjunction, Disjunction, Conditional and Bi-Conditional statements, truth tables, Tautology and Contradiction <p>B. General Aptitude and Logical Reasoning</p> <ul style="list-style-type: none"> • Meaning and Prerequisites • Introduction to measures of aptitude, Logical reasoning, Verbal reasoning, Numerical ability, Abstract reasoning <p>Unit 2: Matrices and Determinants</p> <ul style="list-style-type: none"> • Matrices: Definition, Types of Matrices, Matrix Operations-Addition, Scalar and Matrix multiplication, Inverse of a matrix. • Determinants: Definition, Computation, Properties. <p>Unit 3: Straight Lines, Linear Programming Problems, and Progressions</p> <p>A. Straight Lines and Linear Programming Problems</p> <ul style="list-style-type: none"> • Coordinate system, Distance formula • Equation of line: slope and intercepts, interpretations, equation of line, two-point form, slope-point form, slope-intercept form, two-intercept form, general form. <p>B. Progressions</p> <ul style="list-style-type: none"> • Arithmetic Progression: Definition, formula for nth term, sum of first n terms • Geometric Progression: Definition, formula for nth term, sum of first n terms 	<p>5 hours</p> <p>5 hours</p> <p>5 hours</p>

	<p>Practicals List of Practicals (Each practical of two hours each)</p> <p>UNIT I</p> <ul style="list-style-type: none"> • Equivalence of logical statements • Syllogism (with two premises) • Syllogism (with more than two premises) • Alphanumeric series • Analogies: Numerical analogy, word analogy • Coding-Decoding • Directions • Clocks • Blood relations • Reasoning using Venn diagram • Speed, Distance and Time • Work and Time <p>UNIT II</p> <ul style="list-style-type: none"> • Matrix multiplication • Computing determinants of matrices • Minor, Adjoint of a matrix • Computing inverse of a matrix • Solution of system of equations using elimination method • Solution of system of equations by Matrix Inversion method • Solution of system of equations using Cramer's rule <p>UNIT III</p> <ul style="list-style-type: none"> • Finding equation of line (two-point form, slope-point form) • Finding equation of line (slope-intercept form, two-intercept form) • General equation of a line • Distance in coordinate system • Graphs of linear equations and inequalities • Graphical method for LPP • Practical problems on nth term of a A.P. • Practical problems on nth term of a G.P. • Computing sum of first n terms of A.P. • Computing sum of n terms of G.P. • Deflation, Inflation, Depreciation <p>Practicals using softwares like GeoGebra for interactive sessions is encouraged. Additional workshops on these softwares are recommended.</p>	<p>60 hours</p>
	<p>Pedagogy: Lectures, Practicals, Assignments</p>	
	<p>Reference/ Readings:</p> <ol style="list-style-type: none"> 1. Loney, S. L. (2019). The Elements of Coordinate Geometry, Math Valley Publishers. 2. Sharma, J. K. (2014). Business Mathematics: Theory and Applications 	

	<p>(Ane's Student Edition), Lakshi Publishers.</p> <ol style="list-style-type: none"> 3. Dikshit, A., & Jain J. K. (2009). Business Mathematics, Himalaya Publishing House. 4. Joshi N., & Chitale, S. G. (2015). A New Approach to Mathematical Techniques, Sheth Publishers. 5. Agarwal, R. S. (2018). A Modern Approach to Logical Reasoning (Second Edition), S. Chand Publications. 6. Vaidya, M.V., & Kumtha, A. P. (2022). Elementary Business Mathematics (Fifth Edition), Vipul Prakashan. 7. Seymour, L. (1998). Schaum's Outline of Set Theory and Related Topics (Second Edition), McGraw-Hill Education. 8. Sinha, N. (2020). Logical Reasoning and Data Interpretation for CAT (Seventh Edition), Pearson Education. 9. Robert, B., & Zima, P. (2011). Schaum's Outline of Mathematics of Finance (Second Edition), McGraw Hill Education.
<p>Course Outcomes:</p>	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Analyse and relate acquired mathematical concepts to problems in Business and Economics 2. Solve problems on general aptitude and logical reasoning in view of various competitive examinations. 3. Demonstrate ability to solve system of equations and its applications in Operations Research. 4. Apply mathematical logic in reasoning and constructing mathematical arguments to provide proofs.

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-148

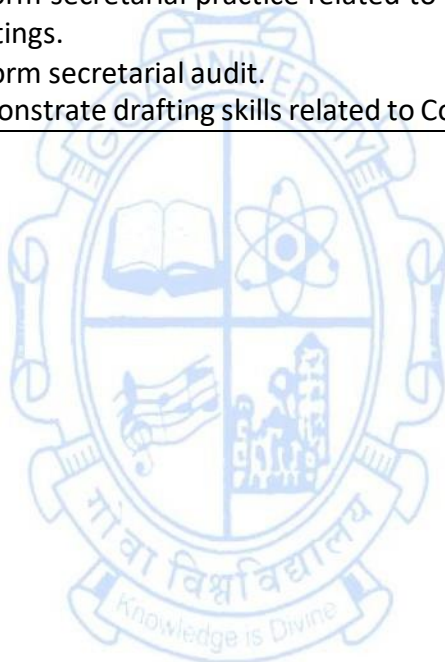
Title of the Course: Corporate Secretaryship

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To provide the learners an insight about Corporate Secretarial Practices 2. To apprise learners about the role of Corporate Secretary towards Company's statutory provisions, rules and regulations. 3. To familiarize learners with aspects of Company Management, Meetings and reports. 	
Content:	<p>Unit 1: Introduction to Company and Corporate Secretary Definition of Company, Characteristic features of a company, Kinds of Companies; Definition of Corporate Secretary, Qualification, Appointment, Functions, Dismissal, Company Secretaries Act, 1980 (Overview), Company Secretaries Regulations, 1982 (Overview); Directors, Kinds of Directors-Requirement of Woman Director and Importance of Independent Director, Director Identification Number and its significance, Qualification and Disqualification- Retirement; Secretarial Standards SS-1 to SS-10 (Overview)</p> <p>Unit 2: General Body and Board Meetings (Practical) Board Meeting, Committee Meeting- Mandatory Committees and its importance, Role and Composition, Powers of the Board, Drafting Notices for calling AGM, EGM; Drafting Agenda and Minutes, Drafting Board Resolutions, Mock General and Board Meetings</p> <p>Unit 3: Secretarial Audit (Practical) Secretarial Audit: Procedure and Stages, Secretarial Audit Simulation, Drafting Auditor's Report, Checking compliance with Secretarial Standards, Preparing Annual Returns of Listed Companies</p>	<p>15 hours</p> <p>30 hours</p> <p>30 hours</p>
Pedagogy:	Lectures, Group discussions, Seminars, Case studies, Field work	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Kapoor, G. K., & Dhamija, S. (2022). Company Law and Practice (Twenty sixth ed.). Taxman Publications, New Delhi. 2. Singh A. (2022). Company law (Seventeenth ed.). Eastern Book Company. 3. Bhandari (2023). Guide to Company Law Procedure (Twenty Fifth ed.). Wadhwa & Company, Agra & Nagpur. 	

	<p>4. Kapoor N.D (2018). Company Law (Thirty First ed.). Sultan Chand & Sons, New Delhi.</p> <p>5. Nolakha R.L. (2021). Company Law and Secretarial Practice (Twelfth ed.). RBD company, Rajastan.</p> <p>6. Taxman's (2020). Taxman's Companies Act with Rules. New Delhi, India: Taxman Publications.</p> <p>List of Journals/Periodicals/Magazines/Newspapers etc. ICSI Journals and Bulletins, Student Company Secretary: ICSI Publication, Company Law Journal, Journal of Corporate Law Studies (Taylor and Francis), Corporate Laws (Oxford University press).</p> <p>Web resources: www.icsi.edu www.indianlawjournal.com</p>
<p>Course Outcomes:</p>	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the theoretical background of the Corporate Secretary 2. Perform secretarial practice related to conduct of company meetings. 3. Perform secretarial audit. 4. Demonstrate drafting skills related to Corporate Secretaryship.



Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-149

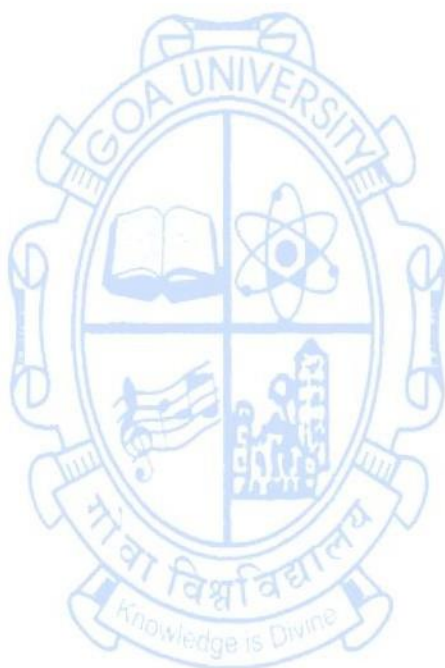
Title of the Course: Introduction to Agripreneurship

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Course related to Innovation and Startup should have been completed so that the basics of entrepreneurship is clear.	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To create awareness regarding the Agripreneurial activities. 2. To familiarize learners with Agri-business Operations. 3. To acquaint learners with knowledge of specific Agri businesses. 	
Content:	<p>Unit 1: Agripreneurship – Concept, Need and Scope Need for Agripreneurship, Role of Agripreneurship in National Economy, Scope of Entrepreneurship Development in Agriculture, Types of Agripreneurship Enterprises; Areas of Entrepreneurship Development in Agriculture: Agro Produce processing units, Agro Produce manufacturing units, Agro-inputs manufacturing units, Agro service centers, Miscellaneous areas; Challenges for Agripreneurship Development in India, Problems Faced by Agripreneurs, Motivation for Agribusiness Start-Ups; General Entrepreneurial Skills for a Agripreneurs, Broader Business Areas and options of business selection around Agripreneurship</p> <p>Unit 2: Managing Agri-business Operations (Practical) Identifying Quality Management Parameters in Agricultural Business, Designing Marketing Plan for Agribusiness, Preparing Financial Plan for Agribusiness, Evaluating Microfinance facilities in Agri Business; Identifying risks in Agribusiness, Ascertaining role of players in Agri-supply Chain, Evaluate Agricultural Information Systems, Identify Distribution Networks for Agri Sales</p> <p>Unit 3: Specific Agri-businesses (Practical) Design business models for: Farm, Dairy Products, Poultry and Hatchery, Floriculture and Landscaping, Vegetable, Fruit Production, Organic Food Production Technology, Livestock product, Food Technology and Processing, Feed Business, Fertilizer Technology</p>	<p>15 hours</p> <p>30 hours</p> <p>30 hours</p>
Pedagogy:	Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Pandey, L. (2022). Introduction to Agripreneurship, Bio-Green Books 2. Mailappa, A. S., & Hazarika, B. N. (2021). Agri Startups and Agri Business. Brillion Publishing. 3. Gupta, L., Vyas, R., Sharma, S. K., Gupta S., & Kumar, A. (2022). Handbook of Agricultural Entrepreneurship. Satish Serial Publishing House. 4. Panigrahy, S. R., Kumar S., & Singh, R. (2015). Objective Agribusiness 	

	<p>Management. Scientific Publishers.</p> <p>5. Das, S. B., Khare, D., Nahatkar, S. B. R., Pahalwan, D. (2022). Agri Entrepreneurship Opportunities, Scientific Publishers.</p>
<p>Course Outcomes:</p>	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Perform various agripreneurial activities. 2. Discuss the challenges for Agripreneurship Development in India. 3. Demonstrate competencies to manage Agri-business Operations. 4. Demonstrate competencies to manage specific Agri businesses.



Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-150

Title of the Course: Spreadsheet Applications for Business

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To equip learners with skills in describing the data using spreadsheet software for business applications. 2. To equip learners with skills in presenting the data using spreadsheet software for business applications. 3. To equip learners with skills in analyzing the data using spreadsheet software for business applications. 	
Content:	<p>Unit 1: Essential Spreadsheet Functionalities</p> <p>Planning data layout in spreadsheets, Controlling worksheet view, Working with numeric, text, date data types, Formatting (including conditional formatting), Converting text to columns, Handling duplication in data, Data retrieval using Lookup functions.</p>	15 hours
	<p>Unit 2: Data validation, Presentation and Macros (Practical)</p> <p>Number, date and time validation, text and list validation, Custom validations using formula, Data sorting and filters, Charts and slicers, PivotTables and PivotCharts, Working with macros, Linking worksheets.</p>	30 hours
	<p>Unit 3: Decision Making Support Tools (Practical)</p> <p>Working with Excel formula (Financial, statistical), Logical Functions – Practical applications of IF function, Nested IF, AND, OR, NOT functions, What if analysis – Goal Seek, Scenario analysis, Data Tables, Application of Solver tool, Data Analytics Toolpak for advanced data analysis for decision making. Dashboards - Planning dashboard layout, Static tables and charts on dashboard, Dynamic content in Excel dashboard.</p>	30 hours
Pedagogy:	Software based training, Case studies, assignments, and project work.	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Lalwani, L. (2019). Excel 2019 All-In-One: Master The New Features Of Excel 2019 / Office 365. BPB Publications. 2. Wayne, W. (2019). Microsoft Excel 2019: Data Analysis and Business Model. PHI Learning Pvt. Ltd. 3. Ramirez, A. (2019). Excel Formulas and Functions: Step-By-Step Guide with Examples. Caprioru. 4. Mishra, N. (2019). Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel. Penman Books. 5. Basedin, A. (2017). Top Secrets of Excel Dashboards: Save Your Time with MS Excel! Andrei Basedin. 	
	After completion of this course, the learners will be able to:	

Course Outcomes:	<ol style="list-style-type: none">1. Perform essential spreadsheet functionalities.2. Perform data validation, presentation and macros using spreadsheets.3. Apply decision making support tools using spreadsheets.4. Apply spreadsheet application skills in business.
-------------------------	---

[\(Back to Index\)](#)

