

**UNIVERSITY OF PUNE**  
**Revised structure of Syllabus for B.A. Geography to be effective from**

**F.Y.B.A. – June, 2013**

**S.Y.B.A. – June, 2014**

**T.Y.B.A. – June, 2015**

|                 |               |                                  |
|-----------------|---------------|----------------------------------|
| <b>F.Y.B.A.</b> |               |                                  |
| <b>G-1</b>      | <b>Gg-110</b> | <b>Elements of Geomorphology</b> |

|                 |               |   |
|-----------------|---------------|---|
| <b>S.Y.B.A.</b> |               |   |
| G-2             | <b>Gg-210</b> | <b>Elements of Climatology and Oceanography</b> |
|                 | <b>OR</b>     |   |
| G-2             | <b>Gg-210</b> | <b>Geography of Disaster Management</b>         |
| S-1             | <b>Gg-220</b> | <b>Economic Geography</b>                       |
|                 | <b>OR</b>     |   |
| S-1             | <b>Gg-220</b> | <b>Tourism Geography</b>                        |
| S-2             | <b>Gg-201</b> | <b>Fundamentals of Geographical Analysis</b>    |



## **Equivalence of Syllabus in Geography (S.Y.B.A.)**

**Effective from June 2014**

| <b>Old Syllabus (June 2009)</b> |                                       | <b>New Syllabus (June 2014)</b> |  | <b>Equivalent<br/>(Yes / No)</b> |
|---------------------------------|---------------------------------------|---------------------------------|--|----------------------------------|
| Gg-210                          | Geography of Human Resources          | Gg-210                          | Elements of Climatology and Oceanography | No                               |
| Gg-210                          | Geography of Natural Hazards          | Gg-210                          | Geography of Disaster Management         | Yes                              |
| Gg-220                          | India: A Geographical Analysis        | Gg-220                          | Economic Geography                       | No                               |
| Gg-220                          | China: A Geographical Analysis        | Gg-220                          | Tourism Geography                        | No                               |
| Gg-201                          | Fundamentals of Geographical Analysis | Gg-201                          | Fundamentals of Geographical Analysis    | Yes                              |

## Structure /Pattern of syllabus- S.Y.B.A

1. Title of the course – **Gg- 210- Elements of Climatology and Oceanography (G-2)**
2. Preamble of the syllabus
  - i. To introduce the students to the basic principles and concepts in Climatology and Oceanography.
  - ii. To acquaint the students with the applications of Climatology and Oceanography in different areas and environment.
  - iii. To make the students aware of the Planet Earth and thereby to enrich the student's knowledge.
3. Introduction: Pattern –**Annual (20 marks internal, 80 marks University)**
4. Eligibility- **F.Y.B.A. pass**
5. Examination-

A. Pattern of examination-

**i Internal term end and University exam,**

**ii. Pattern of question paper- 20 : 80**

**Internal Exam- 60 Marks = (converted to 20 marks)**

**University Exam- 80 Marks =**

**B. Standard of passing- Internal -08- University -32= Annual marks 40**

**C. ATKT rules- Yes**

**D. Award of class- S.Y.B.A. Pass**

**E. External students- S.Y.B.A. Pass**

**F. Setting of question papers / pattern of question paper**

**Internal Exam- 60 Marks = (converted to 20 marks)**

Question 1. Answers in 20 words- 14marks (any 7 out of 10)

Question 2. Answers in 50 words -08 marks (any 2 out of 4)

Question 3. Answers in 150 words- 18 marks (any 3 out of 5)

Question 4. Answers in 300 words- 20 marks (any 1 out of 2)

**University Exam- 80 Marks =**

Question 1. Answers in 20 words- 20 marks (any 10 out of 15)

Question 2. Answers in 50 words -10 marks (any 2 out of 4)

Question 3. Answers in 150 words- 20 marks (any 2 out of 4)

Question 4. Answers in 300 words- 30 marks (any 2 out of 4)

**G. Verification / Revaluation- Yes**

6. Structure of the Course

**a. Compulsory paper- S.Y.B.A. General**

- b. Optional paper- **Yes**
  - c. Question paper and papers etc - **One**
  - d. Medium of instructions- **Marathi and English**
- 7. Equivalence of previous syllabus along with propose syllabus- **yes**
  - 8. University terms- **Annual**
  - 9. Subject wise detail syllabus – **As per attached sheets**
  - 10. Recommended books- **Mentioned in Syllabus**

Qualification of teacher- **M.A./M.Sc (Geography), as per UGC and University norms**

## **Structure /Pattern of Syllabus- S.Y.B.A**

- 1. Title of the course – Gg- 210- Geography of Disaster Management (G-2)**
- 2. Preamble of the syllabus**
  - i. To introduce students the concept of disaster & its relation with Geography.
  - ii. To acquaint the students with the utility & application of hazards in different areas & its management.
  - iii. To make the students aware of the need of protection & disaster management.
- 3. Introduction: Pattern –Annual (20 marks internal; 80 marks University )**
- 4. Eligibility- F.Y.B.A. pass**
- 5. Examination-**
  - A. Pattern of examination-
    - i Internal term end and University exam,**
    - ii. Pattern of question paper- 20 : 80**

**Internal Exam- 60 Marks** = (converted to 20 marks)

**University Exam- 80 Marks** =

- B. Standard of passing- Internal -08, University -32= Annual marks 40**
- C. ATKT rules- Yes**
- D. Award of class- S.Y.B.A. Pass**
- E. External students- S.Y.B.A. Pass**
- F. Setting of question papers / pattern of question paper:**

**Internal Exam- 60 Marks** = (converted to 20 marks)

Question 1. Answers in 20 words- 14 marks (any 7 out of 10)

Question 2. Answers in 50 words -08 marks (any 2 out of 4)

Question 3. Answers in 150 words- 18 marks (any 3 out of 5)

Question 4. Answers in 300 words- 20 marks (any 1 out of 2)

**University Exam- 80 Marks** =

Question 1. Answers in 20 words- 20 marks (any 10 out of 15)

Question 2. Answers in 50 words -10 marks (any 2 out of 4)

Question 3. Answers in 150 words- 20 marks (any 2 out of 4)

Question 4. Answers in 300 words- 30 marks (any 2 out of 4)

- G. Verification / Revaluation- Yes**

6. Structure of the Course

a. Compulsory paper- **S.Y.B.A. General**

b. Optional paper- **Yes**

c. Question paper and papers etc - **One**

d. Medium of instructions- **Marathi and English**

7. Equivalence of previous syllabus along with proposed syllabus- **Yes**

8. University terms- **Annual**

9. Subject wise detail syllabus – **As per attached sheets**

10. Recommended books- **Mentioned in Syllabus**

Qualification of teacher- **M.A./M.Sc (Geography), as per UGC and University norms**

## Structure /Pattern of Syllabus- S.Y.B.A

1. Title of the course – **Gg- 220- Economic Geography (S-1)**
2. Preamble of the syllabus
  - i. To introduce the students to the basic principles and concepts in Economic Geography
  - ii. To acquaint the students with the applications of Economic Geography in different areas and development.
  - iii. The main aim is to integrate the various factors of economic development and to acquaint the students about this dynamic aspect of economic geography
3. Introduction: Pattern –**Annual (20 marks internal, 80 Marks University)**
4. Eligibility- **F.Y.B.A. pass**
5. Examination-
  - A. Pattern of examination-
    - i **Internal term end and University exam,**
    - ii. **Pattern of question paper- 20 : 80**

**Internal Exam- 60 Marks** = (converted to 20 marks)

**University Exam- 80 Marks** =

- B. Standard of passing- **Internal -08, University -32= Annual marks 40**
- C. ATKT rules- **Yes**
- D. Award of class- **S.Y.B.A. Pass**
- E. External students- **S.Y.B.A. Pass**
- F. Setting of question papers / pattern of question paper:

**Internal Exam- 60 Marks** = (converted to 20 marks)

- Question 1. Answers in 20 words- 14 marks (any 7 out of 10)
- Question 2. Answers in 50 words -08 marks (any 2 out of 4)
- Question 3. Answers in 150 words- 18 marks (any 3 out of 5)
- Question 4. Answers in 300 words- 20 marks (any 1 out of 2)

**University Exam- 80 Marks** =

- Question 1. Answers in 20 words- 20 marks (any 10 out of 15)
- Question 2. Answers in 50 words -10 marks (any 2 out of 4)
- Question 3. Answers in 150 words- 20 marks (any 2 out of 4)
- Question 4. Answers in 300 words- 30 marks (any 2 out of 4)

- G. Verification / Revaluation- **Yes**

6. Structure of the Course
  - a. Compulsory paper- **S.Y.B.A. General**
  - b. Optional paper- **Yes**



c. Question paper and papers etc - **One**

d. Medium of instructions- **Marathi and English**

7. Equivalence of previous syllabus along with propose syllabus- **yes**

8. University terms- **Annual**

9. Subject wise detail syllabus – **As per attached sheets**

10. Recommended books- **Mentioned in Syllabus**

Qualification of teacher- **M.A./M.Sc (Geography), as per UGC and University norms**

## **Structure /Pattern of Syllabus- S.Y.B.A**

Title of the course – **Gg- 201- FUNDAMENTALS OF GEOGRAPHICAL ANALYSIS ( S-2)**

11. Preamble of the syllabus

- i To enable the students to use various Projections and Cartographic Techniques.
- ii To acquaint the students with basic of Statistical data.
- iii To acquaint the students with the principles of surveying, its importance and utility in the geographical study.

**12. Introduction: Pattern –Annual (100 marks University )**

**13. Eligibility- F.Y.B.A. pass**

**14. Examination-**

H. Pattern of examination-

**University Exam- 100 Marks =**

**I. Standard of passing- University - Annual marks 40**

**J. ATKT rules- Yes**

**K. Award of class- S.Y.B.A. Pass**

**L. External students-No**

M. Setting of question papers / pattern of question paper

**University Exam- 100 Marks =** As per scheme of marking

**N. Verification / Revaluation- No**

**15. Structure of the Course**

e. Compulsory paper- **S.Y.B.A.**

f. Optional paper- **No**

g. Question paper and papers etc – **As per batch**

**h. Medium of instructions- Marathi and English**

**16. Equivalence of previous syllabus along with propose syllabus- yes**

**17. University terms- Annual**

**18. Subject wise detail syllabus – As per attached sheets**

**19. Recommended books- Mentioned in Syllabus**

Qualification of teacher- **M.A./M.Sc( Geography), as per UGC and University norms**

# **Structure /Pattern of Syllabus- S.Y.B.A.**

**(From June 2014)**

- 1. Title of the Course – Gg- 220- Tourism Geography (S-1)**
- 2. Preamble of the Syllabus**
  - i. To acquaint the student's basic concepts of Geography & Tourism.
  - ii. To aware the students with the utility and application of Tourism.
  - iii. To help the students & society to understand the interrelationship between tourism and employment generation opportunities.
  - iv. To understand the impact of tourism on Physical and Human Environments.
- 3. Introduction: Pattern –Annual (20 marks internal; 80 marks University )**
- 4. Eligibility- F.Y.B.A. pass**
- 5. Examination-**
  - A. Pattern of examination-
    - i (Internal term end and University exam),**
    - ii. Pattern of question paper- 20 : 80**

**Internal Exam- 60 Marks = (converted to 20 marks)**

**University Exam- 80 Marks =**

- B. Standard of passing- Internal -08, University -32 = Annual marks 40**
- C. ATKT rules- Yes**
- D. Award of class- S.Y.B.A. Pass**
- E. External students- S.Y.B.A. Pass**
- F. Setting of question papers / pattern of question paper**

**Internal Exam- 60 Marks = (converted to 20 marks)**

- Question 1. Answers in 20 words- 14 marks (any 7 out of 10)
- Question 2. Answers in 50 words -08 marks (any 2 out of 4)
- Question 3. Answers in 150 words- 18 marks (any 3 out of 5)
- Question 4. Answers in 300 words- 20 marks (any 1 out of 2)

**University Exam- 80 Marks =**

- Question 1. Answers in 20 words- 20 marks (any 10 out of 15)
- Question 2. Answers in 50 words -10 marks (any 2 out of 4)
- Question 3. Answers in 150 words- 20 marks (any 2 out of 4)
- Question 4. Answers in 300 words- 30 marks (any 2 out of 4)

**G. Verification / Revaluation- Yes**

6. Structure of the Course

**a. Compulsory paper- S.Y.B.A. General**

**b. Optional paper- Yes**

**c. Question paper and papers etc - One**

**d. Medium of instructions- Marathi and English**

7. Equivalence of previous syllabus along with proposed syllabus- **No**

8. University terms- **Annual**

9. Subject-wise detail syllabus – **As per attached sheets**

10. Recommended books- **Mentioned in Syllabus**

Qualification of teacher- **M.A./ M.Sc (Geography), as per UGC and University norms**

## Structure /Pattern of Syllabus- S.Y.B.A

Title of the course – **Gg- 201- FUNDAMENTALS OF GEOGRAPHICAL ANALYSIS ( S-2)**

Preamble of the syllabus

- i To enable the students to use various Projections and Cartographic Techniques.
- ii To acquaint the students with basic of Statistical data and diagrams.
- iii To acquaint the students with the principles of surveying, its importance and utility in the geographical study.

1. Introduction: Pattern –**Annual (100 marks University )**
2. Eligibility- **F.Y.B.A. pass**
3. Examination-
  - A. Pattern of examination-  
**University Exam- 100 Marks**
  - B. Standard of passing- **University - Annual marks 40**
  - C. ATKT rules- **Yes**
  - D. Award of class- **S.Y.B.A. Pass**
  - E. External students- **No**
  - F. Setting of question papers / pattern of question paper-  
**University Exam- 100 Marks = As per scheme of marking**
  - G. Verification / Revaluation- **No**
4. Structure of the Course
  - a. Compulsory paper- **S.Y.B.A.**
  - b. Optional paper- **No**
  - c. Question paper and papers etc – **As per batch**
  - d. Medium of instructions- **Marathi and English**
5. Equivalence of previous syllabus along with proposed syllabus- **Yes**
6. University terms- **Annual**
7. Subject wise detail syllabus – **As per attached sheets**
8. Recommended books- **Mentioned in Syllabus**

Qualification of teacher- **M.A./M.Sc (Geography), as per UGC and University norms**

## Gg 210: Elements of Climatology and Oceanography (G2)

### Objectives:

1. To introduce the students to the basic principles and concepts in Climatology and Oceanography.
2. To acquaint the students with the applications of Climatology and Oceanography in different areas and environment.
3. To make the students aware of the Planet Earth and thereby to enrich the student's knowledge.

| <b>Section I - Climatology</b> |  |  |         |
|--------------------------------|--|--|---------|
| No.                            | Unit                                       | Sub Units  | Periods |
| 1                              | Introduction to Climatology and Atmosphere | 1. Definition, nature and scope<br>2. Importance of Climatology in modern times.<br>3. Weather and climate, elements of weather and climate<br>4. Composition and structure of the atmosphere  | 10      |
| 2                              | Insolation                                 | 1. Heat budget of the Earth.<br>2. Factors affecting horizontal distribution of temperature.<br>3. Inversion of temperature, lapse rate and its types.<br>4. Global warming.   | 8       |
| 3                              | Atmospheric Pressure and Wind System       | 1. Vertical and horizontal distribution of pressure.<br>2. Formation of pressure belts and their relation with winds.<br>3. Concept of pressure gradient.<br>4. Type of winds- planetary winds, periodic winds (Monsoon winds), local winds - land and sea breezes, mountain and valley winds.<br>5. El Niño and La Niña | 10      |
| 4                              | Atmospheric Moisture and Precipitation     | 1. Sources of moisture, methods to express humidity of the air- absolute and relative humidity.<br>2. Forms of precipitation- rain, snow, dew, hail and fog.<br>3. Types of clouds- high, medium low clouds.   | 10      |
| 5                              | Atmospheric Disturbances                   | 1. Cyclones- tropical and temperate and associated weather conditions.<br>2. Anticyclones and associated weather conditions.   | 7       |

| <b>Section II – Oceanography</b> |                           |  |    |
|----------------------------------|---------------------------|--|----|
| 6                                | Oceanography              | 1. Definition, nature and scope.<br>2. Relevance of Oceanography on earth  | 8  |
| 7                                | Submarine Relief          | 1. General idea of ocean relief.<br>2. Relief of Atlantic, Pacific and Indian oceans.  | 8  |
| 8                                | Properties of Ocean Water | 1. Properties of ocean water- temperature, density.<br>2. Salinity- meaning and causes.<br>3. Salinity of oceans, seas, and lakes with examples.   | 10 |
| 9                                | Movements of Ocean Water  | 1. Waves- Characteristics of sea waves, tsunamis.<br>2. Ocean currents- meaning, causes, types.<br>3. Ocean currents of Atlantic, Pacific and Indian Oceans<br>4. Effects of ocean currents.<br>5. Tides- meaning, causes, types.<br>6. Equilibrium theory of tides. | 12 |
| 10                               | Coastal Environment       | 1. Significance of Coastal Environment.<br>2. Oceans as Storehouse of Resources for the future   | 7  |

### **Reference Books:**

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Dasgupta, A. and Kapoor, A.N., Principles of Physical Geography.  
Grald, S., General Oceanography.  
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Strahler, A.N., 1965. Introduction to Physical Geography, John Wiley and Sons, INC.  
Ahirrao, W.R., Alizad, S.S. and Dhapte, C.S., 1998. Climatology and Oceanography, Nirali Prakashan, Pune.  
Bhagvat Arvind and Karlekar Shrikant : Prakrutik Bhuvidnyan  
Datye and Datye : Sugam Prakrutik Bhuvidyan.

Various websites of internet.

## Gg-210 Geography of Disaster Management (G2)

### Objectives:-

- 1) To introduce students the concept of disaster & its relation with Geography.
- 2) To acquaint the students with the utility & application of hazards in different areas & its management.
- 3) To make the students aware of the need of protection & disaster management.

### SECTION - I

| Sr. No. | Topic                                   | Sub Topic                               | Learning Points  | Periods |
|---------|---|---|--|---------|
| 1       | Introduction to hazards, disasters      | Definition and types                    | a) Meaning, definition,<br>b) Geographical conditions and disasters<br>c) Classification of disasters  | 10      |
| 2       | Basic concepts in disaster management.  | Terminology and concepts                | a) Concept of management<br>b) Aims and objectives<br>c) Pre-disaster management<br>d) Post – disaster management  | 12      |
| 3.      | Disaster management and measures        | Structural and Non -structural measures | a) Structure of disaster management -Preparedness, Response, Recovery, Mitigation, Rehabilitation<br>b) Standard operating procedure of management on government level<br>c) Role of media | 13      |
| 4       | Climatic disasters and their management | causes, effects, area and management    | a) Cyclones as disasters<br>b) Droughts as disasters<br>c) Floods as disasters   | 10      |

### SECTION – II

| Sr. No. | Topic  | Sub Topic   | Learning Points   | Periods |
|---------|--|---|---|---------|
| 5       | Geological and Geomorphic disasters and their management | Causes, effects, area and management              | a) Earthquakes as disasters<br>b) Landslides as disasters<br>c) Tsunami as disasters  | 10      |
| 6       | Anthropogenic disasters and their management             | Trend, types, area, causes, effects and remedies. | a) Deforestation<br>b) Forest fire as disasters<br>c) Soil degradation<br>d) Over exploitation of resources                                     | 12      |
| 7       | Global issues and movements                              | Causes, effects and measures to conservation.     | a) Global warming<br>b) Ozone depletion<br>c) Acid rain   | 10      |
| 8       | Case Studies of disaster Managements                     | Management of Indian and Global disasters         | a) Tsunami in Indian ocean -2004<br>b) Kedarnath Cloud Burst -2013<br>c) Fukushima Nuclear disaster -2011<br>d) Hail storm in Maharashtra- 2014 | 13      |



## Reference books:

1. Alexander David, 2000, Introduction in Confronting Catastrophe, Oxford University Press.
2. Alexander, D. (1993): Natural Disasters. UCL Press Ltd., London
3. Andharia J. 2008, Vulnerability in Disaster Discourse, JTCDM, Tata Institute of Social Sciences Working Paper no. 8.
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10. Hamblin, W.K., 1989. The Earth's Dynamic Systems, Macmillan Publishing Company, New York.
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12. Kale, V.S. and Gupta, A., 2001. Introduction to Geomorphology, Orient Longman, Calcutta.
13. Knox, P. and Agnew J., 1998. The Geography of the World Economy, Arnold, London.
14. Lutgens, F.K. and Tarbuck, E.J., 2007. The Atmosphere. Prentice Hall, Englewood Cliffs, New Jersey, USA.
15. Ross, D. A., 1988. Introduction to Oceanography. Prentice Hall, New Jersey.
16. Saptarshi P. G., More J. C., Ugale V. R. (2009), "Geography and Natural Hazard" Diamond, Pune.
17. Savindra Singh, (2000): Environmental Geography. Prayag Pustak Bhavan, Allahabad
18. Singh, S., 1998. Geomorphology, Prayag Pustak Bhavan, Allahabad.
19. Strahler, A.A. and Strahler, A. N., 2002. Physical Geography: Science and Systems of the Human Environment, John Wiley and Sons, INC.
20. A.H.Choudhar ,P.N.Salve, S.M.Kadam.R.H.Choudhar,V.C.Ithape (2010), "Contemporary Issues and Geography",Atharva ,Pune.

## Gg 220: Economic Geography (S-1)

### Objectives:

1. To introduce the students to the basic principles and concepts in Economic Geography
2. To acquaint the students with the applications of Economic Geography in different areas and development.
3. The main aim is to integrate the various factors of economic development and to acquaint the students about this dynamic aspect of economic geography.

| <b>Section I</b>  |                                    |  |                |
|-------------------|------------------------------------|--|----------------|
| <b>No.</b>        | <b>Unit</b>                        | <b>Learning Points</b>   | <b>Periods</b> |
| 1                 | Introduction to Economic Geography | 1.Introduction, Definition and meaning<br>2.Nature and Scope<br>3. Recent trends of economic geography<br>4. Approaches to study of economic geography   | 10             |
| 2                 | Economic Activities                | 1.Sectors of Economy- Primary, Secondary and Tertiary with examples<br>2. Concept of More Developed, Developing and Less Developed countries.<br>3. Impact of economic activities on environment.  | 10             |
| 3                 | Natural Resources                  | 1.Introduction, Meaning<br>2. Importance of Natural Resources<br>3. Classification of Natural Resources- Renewable and Non-renewable<br>4. Conservation of Resources   | 11             |
| 4                 | Minerals and Energy Resources      | 1.Classification of Minerals<br>2. Ferrous and Non-ferrous and their world distribution- Iron Ore, Manganese, Copper, Mica.<br>3. Energy Resources -<br>(a) Conventional - Coal, Petroleum, Hydel and Atomic<br>(b) Non-Conventional- Solar, Wind, Tidal, Energy from Solid Waste<br>4. Energy Crisis in India | 14             |
| <b>Section-II</b> |                                    |  |                |
| 5                 | Industries                         | 1.Factors affecting on Industrial Location<br>2.Weber's Theory of Industrial Location<br>3.Major Industries-<br>a) Iron and Steel Industries   | 12             |

|   |                               |  |    |
|---|-------------------------------|--|----|
|   |                               | b) Cotton Textile Industries<br>c) Automobile Industries<br>d) Ship Building Industries<br>e) Paper Industries   |    |
| 6 | Agriculture                   | 1.Importance of Agriculture<br>2.Factors influencing agriculture- physical, economic, social, cultural<br>3. Spatial Distribution of major food and cash crops- Wheat, Rice, Maize, Rubber<br>4. Agricultural Classification-<br>a) Subsistence Agriculture<br>b) Commercial Grain Farming<br>c) Plantation Agriculture<br>d) Market Oriented Farming<br>5.Role of Agriculture in Indian Economy | 12 |
| 7 | Transport and Trade           | 1.Geographical factors influencing Development of Transportation.<br>2. World Distribution of Roads, railways, waterways, airways and pipelines.<br>3. Factors Influencing on International Trade.<br>4. Ricardo's Classical Theory<br>5. World Trade Organisation (WTO), OPEC   | 12 |
| 8 | Economic Development in India | 1.Economic Development in Pre and Post-independence period.<br>2. Impact of Green Revolution<br>3.Privatization, Globalisation and Liberalisation.   | 9  |

### **References:-**

Gautam Alka, (2010): Advanced Economic Geography, Sharada Pustak Bhavan, Allahabad.

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## Gg- 220 : Tourism Geography (S-1)

### Objective:-

- 1) To acquaint the student's basic concepts of Geography & Tourism
- 2) To aware the students with the utility and application of Tourism
- 3) To help the students & society to understand the interrelationship between tourism and employment generation opportunities.
- 4) To understand the impact of tourism on Physical and Human Environments.

| Section-I |  |   |   |         |
|-----------|--|---|---|---------|
| No.       | Unit                                   | Sub-unit  | Learning Points   | Periods |
| 1         | Introduction to Tourism Geography      | <p>(A) Introduction and Definition</p> <p>(B) Nature of Tourism Geography</p> <p>(C) Scope of Tourism Geography</p> <p>(D) Importance</p> | <p>1.Introduction<br/>2.Definition of Tourists and Tourism</p> <p>1.Uniqueness    2. Diversity<br/>3.Recreational    4. Dynamic<br/>5.Interdisciplinary<br/>6.Non-Productive<br/>7.Seasonal</p> <p>1 Tourism as a Basic Need of Mankind<br/>2 Tourism and Transportation<br/>3 Natural environment and Tourism<br/>4. Culture and Tourism<br/>5. Religion and Tourism<br/>6. Tourism Products</p> <p>1 Relation Between Geography and Tourism<br/>2 Importance of Tourism</p> | 10      |
| 2         | Concepts and Classification of Tourism | <p>(A) Concepts</p> <p>(B) Classification Based on</p> <p>    a) Nationality</p> <p>    b) Travel Time</p> <p>    c) Travel Distance</p>  | <p>1 Geo-Tourism<br/>2 Agro- Tourism<br/>3 Heritage Tourism<br/>4 Adventure Tourism<br/>5 Religious Tourism<br/>6 Health Tourism<br/>7 Sport Tourism<br/>8 Disaster Tourism</p> <p>1. International    2. National<br/>3. Regional    4. Local</p> <p>1. Long Haul    2. Short Haul.</p> <p>1. Global    2. National<br/>3. Regional    4. Local</p>  | 15      |

|                    |                                  |  |  |    |
|--------------------|----------------------------------|--|--|----|
|                    |                                  | d) Number Of Tourists<br><br>e) Purpose<br><br>f) Approach                                   | 1. Groups      2. Family Members<br>3. Individual<br><br>1. Religious      2. Recreation<br>3. Heritage      4. Adventure<br>5. Nature      6. Health<br>7. Sports<br>1. Eco-tourism as an Approach  |    |
| 3                  | Assessing Tourism Potentials -I  | Physical Factors<br>(A) Relief<br><br>(B) Water bodies<br><br>(C) Climatic<br><br>(D) Forest | 1. Mountain      2. Plateau<br>3. Plain      4. Sea Beaches<br>5. River Source      6. Water Fall<br><br>1. Lakes/ Dams      2. Hot Spring<br>3. Natural gassers<br>4. River –Confluences<br><br>1. Hill Station      2. Snow Fall<br>3. Rainy Season      4. Sanatoriums<br><br>1. National Park      2. Sanctuaries<br>(With Indian Examples ) | 10 |
| 4                  | Assessing Tourism Potentials -II | Socio- Cultural Factors<br>(A) Religious<br>(B) Historical<br>(C) Socio-Cultural             | Pilgrim – All Religious Centers<br>Historical Monuments<br>Culture, Festivals, Sports Centres,<br>Warli Paintings, Ideal Village<br>(With Indian Examples)   | 10 |
| <b>Section -II</b> |                                  |  |  |    |
| 5                  | Transportation and Communication | Infrastructure and Support System  | 1. Road      2. Rail      3. Water<br>4. Air      5. Space<br><br>1. Guide<br>2. Telephone/ mobile/ TV<br>3. Internet<br>4. Electronic & Printing Media<br>5. Travel & Tourist Agencies  | 10 |
| 6                  | Accommodation                    | Accommodation Types  | 1 Private Hotels, motels, Inn<br>2 Govt. accommodation-<br>Tourist home, Guest House,<br>Rest house, Youth Hostel, Tents,<br>Caravans and Bed & Breakfast<br>3. Rail Yatirbhavan<br>4. House boats<br>5. Dharmashala   | 10 |

|    |  |   |  |    |
|----|--|---|--|----|
| 7  | Impact of Tourism                              | <p>(A) Environmental Impact</p> <p>(B) Economic Impacts</p> <p>(C) Social and Cultural Impact</p>                 | <p>1. Land Degradation<br/>2. Pollution – Land, Water, Air<br/>3. Loss of Plants<br/>4. Loss of Wild Animals and Birds</p> <p>1. Tourism as an Economic Activity<br/>2. Effect on foreign Exchange<br/>3. Employment generation<br/>4. Increase of Land Values<br/>5. Increase of Trading Activity<br/>6. Increase of Govt. Revenues<br/>7. Growth of infrastructure development<br/>8. Multiple effect</p> <p>1. New colonialism    2. Crime<br/>3. Religion                4. Language<br/>5. Health<br/>6. Traditional Arts</p> | 12 |
| 8. | Case Studies of Major Tourist Centers in India | <p>(A). Hill Station</p> <p>(B) Beach Point</p> <p>(C). Historical</p> <p>(D) Religious</p> <p>(E) Dams/ Lake</p> | <p>1. Manali<br/>2. Mahabaleshwar</p> <p>1. Marina Beach (Chennai)<br/>2. Diveagar (Raigadh)</p> <p>1. Konark Sun Temple (Orissa)<br/>2. Raigadh Fort</p> <p>1. Vaishno Devi (Jammu)<br/>2. Shegaon (Buldhana)</p> <p>1. Sardar Sarovar (Gujrat)<br/>2. Lonar Lake (Buldhana)</p>  | 13 |

### References:-

1. Robinson H.(1996): A Geography of Tourism
2. Bhatia A.K., Sterling Publisher Ltd., New Delhi : Tourism Development, Principles and Practices
3. S.N. Singh (1985): Geography of Tourism and Recreation
4. Douglas Pearce (1987) Tourism Today : A Geographical Analysis :
5. Mathieson A. and Wall C, Logman, U.K : Tourism : Economic Physical and Social Impact :
6. Manoj Das India: A tourist Paradise
7. Maneet Kumar Tourism Today: An Indian Perspective
8. Hudman L.E. Geography of Travel and Tourism
9. Seth P.N (1985) Sterling Publisher Ltd., New Delhi Successful Tourism Management
10. Smith S.L.J : Tourism Analysis
11. Gupta V.K : Tourism of India
12. Kaul R.N, Sterline Publisher Ltd : Dynamics of Tourism
- 13.. Shinde S.B, Phadke Prakashana Kolhapur 2: Geography of Tourism
14. Nagktode P.M., Prof. D. Pardhi. Vidya Prakashan Nagpur : Geography Tourism
15. Vitthal Gharpure., Pimplapure Publication Nagpur : Geography of Tourism.
16. Bhagwat A.V., Medha Joshi .: Murlidhar Publication Pune : Geography of Tourism.
17. Dixit N.K, Vista International Publication Delhi: Tourism Geography.

18. Sharma A. (2008) : Tourism Development, RBSA Publishers, Jaipur.
19. Thakur Meenakshi Thakur (2008) : Ecotourism and Sustainable Tourism, Omega Publications, New Delhi.
20. Gitanjali, Chaudhary, Gautam P.R., (2010): Tourism Geography, Centurian Press
21. Suryawanshi Rajendra (2012): Assessment of Potentials for Eco-tourism, Lambert Publication.



## **Gg-201 : FUNDAMENTALS OF GEOGRAPHICAL ANALYSIS**

From June 2014

Workload : Six periods per week per batch (12 Students Per Batch)  
(Examination for the Course will be conducted at the end of academic year)

### **Objectives:**

1. To enable the students to use various Projections and Cartographic Techniques.
2. To acquaint the students with basic of Statistical data.
3. To acquaint the students with the principles of surveying, its importance and utility in the geographical study.

### **SECTION- I**

| <b>No</b> | <b>Topic</b>                              | <b>Learning Points</b>   | <b>Exercises</b>  | <b>No. of periods</b> |
|-----------|---|--|---|-----------------------|
| 1         | Maps and Scales                           | 1. Maps : Meaning, definition and Types<br>2. Map Scale : Definition and Types   | 1. Map : Meaning, Definition and Types.<br>2. Map Scale : Definition and Types<br><br>Conversion of Verbal scale to numeric and vice-versa (in British and Metric Systems)<br>i) Construction of simple graphical scale (Two examples)<br>i) Construction of comparative scale (Two examples)   | 15                    |
| 2         | Map Projection                            | 1. Definition and need of Map Projection<br>2. Classification of map projection based on method of construction and developable surfaces used. | 1. Zenithal Polar projection.<br>i. Zenithal Polar Gnomonic Projection<br>ii. Zenithal Polar Stereographic Projection.<br>2. Conical Projection :<br>i. Projection with one standard parallel<br>ii. Bonne's Projection<br>3. Cylindrical Projection<br>i. Cylindrical equal area Projection.<br>ii. Mercator's Projection<br>4. Conventional Map Projections<br>i. Mollweide's Projection<br>(Construction of above map projection with properties and uses of each group : one example from each hemisphere). | 20                    |
| 3         | Data Representation by various techniques | 1. Graphs and Diagrams   | 1. Simple Line Graph<br>2. Polygraph<br>3. Simple Bar Diagram<br>4. Compound Bar Diagram<br>5. Pie Diagram (Chart)<br>6. Choropleth Mapping<br>Plotting & Presentation using computers  | 15                    |

|   |                                    |   |  |    |
|---|------------------------------------|---|--|----|
| 4 | Basic analysis of Statistical Data | 1. Population and Sample<br>2. Statistical Data and Frequency | 1. Population, sample, Method of sampling, Characteristics of sample<br>2. Tally marks and frequency table.<br>3. Frequency distribution (histogram and polygon)<br>4. Cumulative Frequency and Ogive curve. | 10 |
|---|------------------------------------|---|--|----|

## SECTION II

|   |   |  |  |    |
|---|---|--|--|----|
| 5 | Surveying                               | 1. Directions<br>2. Definition of Surveying<br>3. Types of Surveying<br><br>4. Measurement of Land | 1. Various Methods of deciding North direction True, Magnetic and Grid North<br><br>2. Plane Table Survey.<br>i. Radiation Method      ii. Intersection methods<br>3. Prismatic Compass Surveying Methods:<br>ii. Open Travers          ii. Close Travers<br><br>4. GPS Survey & Plotting<br>Finding Latitude (X), Longitude (Y) and Altitude (Z).<br>Plotting of X and Y on graph paper<br>5. Dumpy Level Survey<br>Plotting by-<br>i. Rise and Fall Method<br>ii. Collimation Plane Method<br><br>6. At least exercise involving of actual measurement of piece of a land. | 40 |
| 6 | Field Excursion / Village/ Urban Survey | Visit two places of geographical interest anywhere in the country.                                 | One short tour of two days duration and Preparation of tour report. OR One long tour more than five days and preparation of tour report  | 20 |

- Note :**
1. Use of stencils, log tables, computer and calculator is allowed.
  2. Journal should be completed and duly certified by practical in-charge and Head of the Department.
  3. Int. and Ext examiner should set jointly the question paper for each batch

### Reference Books :

1. Singh Leharaj, (1973) : Map Work and Practical Geography, Central Book Depot – Allahabad
2. D. Y. Ahirrao and E. K. Karanjkehe, (2002) : Pratyakshik Bhugol, Sudarshan – Nashik
3. P. G. Saptarshi and S. R. Jog, Statistical Methods
4. S. N. Karlekar, (2008) : Statistical Methods, Diamond – Pune
5. T. P. Kanetkar and S. V. Kulkarni, (1986) : Surveying and Leveling, Pune Vidyarthi Griha Prakashan – Pune
6. Arjun Kumbhare, Practical Geography
7. Pijushkanti Saha & Partha Basu. (2007), 'Advanced Practical Geography', Books and Allied (P) Ltd, Kolkata

## Structure /Pattern of syllabus- F.Y.B.A

1. Title of the course – **Gg- 110- Elements of Geomorphology (G-1)**
2. Preamble of the syllabus
  - i. To introduce the students to the basic concepts in Geomorphology.
  - ii. To introduce latest concepts in Geomorphology.
  - iii. To acquaint the students with the utility and application of Geomorphology in different regions and environment.
  - iv. To make the students aware of the need of protection and conservation of different landforms.
3. Introduction: Pattern –**Annual (20 marks internal -80 marks University )**
4. Eligibility- **12<sup>th</sup> pass any faculty**
5. Examination-
  - A. Pattern of examination-
    - i **(Internal term end and University exam),**
    - ii. **Pattern of question paper- 20-80**

**Internal Exam- 60 Marks** = (converted to 20 marks)

**University Exam- 80 Marks =**

- B. Standard of passing- Internal -08- University -32= Annual marks 40**
- C. ATKT rules- No**
- D. Award of class- F.Y.B.A. Pass**
- E. External students- F.Y.B.A. Pass**
- F. Setting of question papers / pattern of question paper**

**Internal Exam- 60 Marks =** (converted to 20 marks)

Question 1. Answers in 20 words- 14marks (any 7out of 10)

Question 2. Answers in 50 words -08 marks (any 2out of 4)

Question 3. Answers in 150 words- 18 marks (any 3 out of 5)

Question 4. Answers in 300 words- 20 marks (any 1 out of 2)

**University Exam- 80 Marks =**

Question 1. Answers in 20 words- 20 marks (any 10 out of 15)

Question 2. Answers in 50 words -10 marks (any 2out of 4)

Question 3. Answers in 150 words- 20 marks (any 2 out of 4)

Question 4. Answers in 300 words- 30 marks (any 2 out of 4)

**G. Verification / Revaluation- Yes**

6. Structure of the Course
  - a. Compulsory paper- **F.Y.B.A. General**
  - b. Optional paper- **No**
  - c. Question paper and papers etc - **One**
  - d. Medium of instructions- **Marathi and English**
7. Equivalence of previous syllabus along with propose syllabus- **yes**
8. University terms- **Annual**
9. Subject wise detail syllabus – **As per attached sheets**
10. Recommended books- **Mentioned in Syllabus**

Qualification of teacher- **M.A./M.Sc( Geography), as per UGC and University norms**

**Equivalence of Syllabus in Geography (F.Y.B.A.) effective from June 2013**

| <b>Old Syllabus June 2008</b> |                           | <b>New Syllabus June 2013</b> |                                  |
|-------------------------------|---------------------------|-------------------------------|----------------------------------|
| <b>Gg-110</b>                 | <b>Physical Geography</b> | <b>Gg-110</b>                 | <b>Elements of Geomorphology</b> |

**Gg- 110 -Elements of Geomorphology (G-1)****Revised Syllabus (from June, 2013)****Objectives:**

- I. 1. To introduce the students to the basic concepts in Geomorphology.
- II. To introduce latest concept in Geomorphology
- III. To acquaint the students with the utility and application of Geomorphology in different regions and environment.
- IV. To make the students aware of the need of protection and conservation of different landforms

| <b>Section I</b> |                                   |  |                       |
|------------------|-----------------------------------|--|-----------------------|
| <b>Unit No.</b>  | <b>Unit</b>                       | <b>Sub Unit</b>  | <b>No. of periods</b> |
| 1                | Introduction to Geomorphology     | a. Introduction to Physical Geography and its branches<br>b. Geomorphology- Definition, Nature and Scope   | 8                     |
| 2                | Fundamental Concepts of The Earth | a. The Earth Size, Shape, Radius, Circumference, Parallels of Latitudes and Meridians of Longitudes.<br>b. Time: Local time and Standard time, Time Zone and International Date Line.                            | 6                     |
| 3                | The Earth                         | a. The earth – its Interior, Composition & Structure<br>b. Origin of Continents and Ocean basin<br>i. Wegener's Continental Drift Theory<br>ii. Theory of Plate Tectonics-<br>iii. Theory of Sea Floor Spreading | 5<br>6                |
| 4                | Rocks                             | a. Rock- Definition and origin.<br>b. Type of Rocks- Igneous, Sedimentary and Metamorphic rocks  | 5<br>5                |
| 5                | Crustal Movements                 | a. Internal Movements- Definition, Causes<br>b. Classification of Movements<br>i. Slow movements- Folding and Faulting<br>ii. Rapid movements – Volcanism and Earthquakes  | 5<br>5                |

| Section II |                                    |   |  | 5 |
|------------|------------------------------------|---|--|---|
| 6          | Weathering                         | a. Definition of Weathering,<br>b. Type of Weathering- Mechanical, Chemical, biological and Anthropogenic weathering<br>c. Hydrological cycle |  | 6 |
| 7          | Agents of Erosions and Depositions | Landforms created by following agents<br>a. Rivers.<br>b. Sea-waves.  |  | 6 |
| 8          | Mass Wasting                       | Concept – Type – Soil Creep, Landslides, Debris flows, Avalanches, Mud Flow   |  | 8 |
| 9          | Slopes                             | Meaning & Definition of slopes, Types and slope segments<br>Concave, Convex , Terraced, Rectilinear   |  | 6 |
| 10         | Applications of Geomorphology      | a. Human Activity:<br>i. Settlement<br>ii. Transport<br>iii. Landuse<br>iv. Mining<br>v. Resource Evaluation                                  |  | 6 |
|            |                                    | b.Environmental Hazards & Assessment:<br>i. Landslides<br>ii. Tsunami<br>iii. Soils Degradation<br>iv. Floods                                 |  | 5 |
|            |                                    | c.Watershed Management:   |  | 4 |
|            |                                    | d.Field Visit (Not more than two days) for observations and identification of landforms.  |  | 4 |

**Reference Books:**

- 1 Physical Geography, Strahler. A.A. and Strahler A.N. 2002
- 2 Morphology and Landscape, H. Robinson, University Tutorial Press Ltd, London
- 3 The Face of Earth, Penguins 1980, Dury G. H.,
- 4 Introduction to Geomorphology, Oxford University Press, Calculatta 2001, Kale V. & Gupta A.
- 5 Geomorphology, Prayag Pustakalay, Alahabad, 1988, Singh Savinder
- 6 Prakrukik Bhuvigyan, Arvind Bhagwat, Shrikant Karlekar
- 7 Sugam Prakrutik Bhuvigyan, Prof. Suresh Date, Mrs. Date
- 8 Prakritik Bhugol, Part 1 & 2, W. R. Ahirrao, T. M. Varat, S. S. Alizad
9. Prakritik Bhugol, A. B. Savadi & P.S. Kolekar, Niralo Prakashan
10. Science and Systems of the Human Environment, John Wiley & Sons INC
11. Siddhartha K, 2001, The Earths Dyanamic Surface- Kosalaya Publication Pvt Ltd New Delhi



University of Pune  
First Year B.A.  
History General Paper No. 1  
Chh. Shivaji and His Times  
(1630 – 1707)

Objectives :

To Introduce innovative study techniques in the study of History of Maratha to make it value based, conceptual and thought provocative. To introduce International elements in the study of Marathas to facilitate comparative analysis of this history. To highlight the importance of past in exploration of present context. To understand the Socio –economic, cultural and political background of 17<sup>th</sup> century Maharashtra. To increase the spirit of healthy Nationalism & Secularism among the student. To encourage students to for competitive examinations. To promote interest in the discipline of History. Suggesting the Importance of References.

First Term-

1. Sources. 10

A) Literary Sources.

- 1) Sanskrit
- 2) Marathi
- 3) Hindi
- 4) Persian

B) Foreign Sources.

- 1) Portuguese
- 2) Dutch
- 3) French
- 4) English

C) Travellers Accounts.

2. Conceptual study of Chh. Shivaji and his times. 7

- |                      |                       |
|----------------------|-----------------------|
| 1) Bhakti.           | 2) Watan              |
| 3) Saranjam .        | 4) Mansab             |
| 5) Jahagir           | 6) Jiziya             |
| 7) Guerrilla Warfare | 8) Maharashtra Dharma |

- |               |                   |
|---------------|-------------------|
| 9) Shiledars  | 10) Swarajya      |
| 11) Chauth    | 12) Inam          |
| 13) Baragirs. | 14) Sardeshmukhi. |

- |   |    |
|---|----|
| 3. Rise and Consolidation of Maratha power. | 13 |
| 1) Establishment of the Swarajya            |    |
| 2) Shivaji - Adilashahi Relations           |    |
| 3) Shivaji - Mughal Relations               |    |
| 4) Shivaji's Coronation.                    |    |
| 5) Karnataka Expedition.                    |    |
| 4. Administration Under Chh. Shivaji        | 8  |
| 1) Central                                  |    |
| 2) Provincial                               |    |
| 3) Military                                 |    |
| 4) Judiciary.                               |    |
| 5. Chh. Shivaji & Foreign Powers.           | 10 |
| 1) Portuguese.                              |    |
| 2) Dutch.                                   |    |
| 3) French.                                  |    |
| 4) British.                                 |    |

## Second Term.

- |  |    |
|--|----|
| 6. Chh. Sambhaji's Achievements  | 10 |
| 1) Consolidation of power.   |    |
| 2) Relations with Mughals.   |    |
| 3) Relations with Foreign Powers.  |    |
| 4) Evaluation.   |    |
| 7. Maratha War of Independence .   | 10 |
| 1) Chh. Rajaram and his Achievements.  |    |
| 2) Maharani Tarabai & her Achievements.                                      |    |
| 3) Contribution of Santaji Ghorpade, Dhanaji Jadhav & Ramchandrapant Amatya. |    |

|   |    |
|---|----|
| 8. Social Life.   | 10 |
| 1) Gavgada.   |    |
| 2) Woman  |    |
| 3) Religious  |    |
| 9. Economic Life.   | 10 |
| 1) Agriculture And Revenue System                                   |    |
| 2) Sources of income  |    |
| 3) Trade & Commerce   |    |
| 4) Currency   |    |
| 10. Arts & Architecture .(Special Ref. to Temple, Gadhi, and Forts) | 8  |

#### Books for Study :

1. M.G. Ranade-Rise of the Maratha Power.
2. G.S. Sardesai-New History of the Marathas, Vols. I, II and III.
3. J.N. Sarkar-Shivaji and His Times.
4. S.N. Sen-Administrative System of the Marathas.
5. S.N. Sen-Military System of the Marathas.
6. Nadkarni R. V. –Rise and fall of the Maratha Empire.
7. Sarkar J.N.-House of Shivaji.
8. Dr. Balkrishna – Shivaji the Grate.
9. Pagadi Setu Madhavrao – Chh. Shivaji

#### मराठी ग्रंथ :

१. अ.रा. कुलकर्णी व ग.ह. खरे (संपा.)—मराठ्यांचा इतिहास, खंड १ त ३.
२. प्र.न. देशपांडे—मराठी सत्तेचा उदय आणि उत्कर्ष.
३. वा.कृ. भावे—शिवराज्य व शिवकाल.
४. बेद्रे, वा.सी. — शिवाजी महाराजांचे विधिचिकित्सक चरित्र.
५. रामचंद्र पंत अमात्य — आज्ञापत्र.

६. सौ.कमल गोखले — शिवपुत्र संभाजी.
  ७. काळे, दि.वि.—छत्रपती शिवाजी महाराज.
  ८. शहा, जी.बी. — उपेक्षीत दुर्ग, भाग एक व दोन
  ९. तांबोळी, एन.एस. — मराठ्यांचा इतिहास
  १०. चिटणिस, कृ.ना. — मध्ययुगीन भारतीय संस्था व संकल्पना, खंड १ ते ४.
  ११. पवार जयसिंगराव — मराठी सत्तेचा उदय व उत्कर्ष
  १२. सावंत, व जाधव — मराठ्यांचा प्रशासकिय, सामाजिक व आर्थिक इतिहास
  १३. कदम उमेश — मराठा—फ्रेंच संबंध
  १४. पिसुर्लेकर पांडुरंग — मराठा—पोर्तुगीज संबंध
  १५. बेंद्रे. वा.सी. — छत्रपती संभाजी महाराजांचे विचिकित्सक चरित्र
  १६. पवार जयसिंगराव — महाराणी ताराबाई
  १७. शिवदे सदाशिव — महाराणी ताराबाई
  १८. पवार जयसिंगराव — संताजी घोरपडे स्मारक ग्रंथ
  १९. कुलकर्णी, अ.रा. — शिवकालीन महाराष्ट्र
  २०. माटे, म.श्री. — मराठे कालीन वास्तूकला
  २१. पाटील आर.ए. — मराठ्यांचा इतिहास
  २२. सरदेसाई गो.स. — मराठी रियासत, खंड १ ते ३
  २३. कठारे अनिल व घोडके जयश्री — शिवकालीन महाराष्ट्र
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University of Pune

First Year B.A.

History of Civilization : Cultural History of Maharashtra (upto 13<sup>th</sup> century)

Objectives

1. To introduce the student to the culture of Maharashtra from ancient times onwards.
2. To create a sense of pride in the student about his cultural tradition.
3. To highlight how this regional cultural identity forms a part of the main flow of the Indian cultural tradition.
4. To restructure the value based syllabus.
5. To get acquainted with basic concepts, theories and methodology of social philosophy.
6. New thoughts, trends and ideologists should be included and knowledge extension needs to be taken into consideration.

First Term

12

1. Civilization  
  1. Concept & scope of civilization
  2. Geographic identity of Maharashtra
  3. Nomenclature of Maharashtra
  4. Origin of Marathi language
2. Maharashtra Culture  
  1. Concept & scope of civilization
  2. Cultural identity of Maharashtra
  3. Proto historic culture – Dayamabad, Nevase, Inamgaon
  4. Megalithic culture
3. Political outline  
  1. Satvahan
  2. Vakatak
  3. Rashtrakut
  4. Chhatrap
  5. Shilahar
  6. Yadav

- |    |                      |    |
|----|----------------------|----|
| 4. | Social Life          | 12 |
|    | 1. Caste System      |    |
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२. साखरे विजया — वाकाटक कला

३. साखरे विजया — पुरातत्व विद्या.
४. कठारे अनिल व साखरे विजया — भारतीय कलेचा इतिहास.
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२१. पानसे मु.ग. — यादवकालीन महाराष्ट्र.
२२. ढवळीकर म.के. — महाराष्ट्राची कुळकथा
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२४. देव शं.भा. — पुरातत्त्व विद्या
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२७. गोखले शोभना — पुराभिलेख विद्या.
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- 4.2 Agricultural Productivity – Causes of Low Productivity & Measures.
- 4.3 Green Revolution- Achievements & Failures.
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- 7.3 Objectives, Achievements, and Failures of 11<sup>th</sup> Five Year Plan.
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- 8.2 Co-operative Movement – Progress, Problems & Prospectus.

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8.4 Regional Imbalance Causes & Preventive Measures.

8.5. Water Management concept and utility

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- 4. Agricultural Marketing (12)**
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  - 4.2 Co- operative Marketing – Merits and demerits.
  - 4.3 Market Model Act 2007.
  - 4.4 Agricultural Export and Import –policies since 2009
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  - 6.3 Problems of Agricultural Finance
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- 7.2 Type of Irrigation – Traditional Advanced
- 7.3 . Type of New Irrigation System -Benefits of New of Irrigation
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## **8) WTO and Indian Agriculture (12)**

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- 8.2 WTO- Agreement on Agricultural, Patent Policy
- 8.3 WTO-Impact on Indian Agriculture

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पुणे विद्यापीठ

एफ.वाय.बी.ए

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एफ.वाय.बी.कॉम

मराठी विषय

पुनर्रचित अभ्यासक्रम

शैक्षणिक वर्ष

जून 2013 पासून पुढे



## पुणे विद्यापीठ

विषय : मराठी - पुनर्रचित अभ्यासक्रम , जून २०१३ पासून पुढे

प्रथम वर्ष कला - सामान्यस्तर अभ्यासपत्रिका क्रमांक - १ (1024)

### ● अभ्यासक्रमाची उद्दिष्टे-

- १ सामान्य स्तर बी. ए. १, २ आणि ३ पर्यंतच्या सामान्य स्तरावरील मराठी या विषयाचा अभ्यास करणा-या विद्यार्थ्यास स्थूलपणे मराठी साहित्य, मराठी भाषा आणि मराठी संस्कृती यांचा क्रमशः परिचय करून देणे.
- २ साहित्यासंबंधी - विशेषतः मराठी साहित्यासंबंधी रुची निर्माण करणे.
- ३ विद्यार्थ्यांच्या वाङ्मयीन अभिरुचीचा विकास करणे.
- ४ आस्वाद घेण्याची डोळस क्षमता विकसित करणे.
- ५ साहित्याभ्यासातून जीवनविषयक समज विकसित करणे.
- ६ मराठी साहित्यातील भिन्न भिन्न प्रवाह आणि प्रकार लक्षात घेणे.
- ७ जागतिकीकरणात विविध क्षेत्रांना सामोरे जाण्यासाठी भाषिक क्षमता विकसित करणे.
- ८ व्यक्तिमत्त्व विकासात भाषेचे महत्त्व स्पष्ट करणे.



### ● सत्र पहिले

|  |        |
|--|--------|
| कथासंग्रह/कादंबरी/नाटक/ललितगद्य यापैकी एक पुस्तक आणि उपयोजित मराठी | ६० गुण |
| घटक १ - नेमलेला कथासंग्रह  |        |
| ‘मराठी विनोदी कथा ’ - संपादक डॉ. द. ता. भोसले                      | ४० गुण |
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| व्यक्तिमत्त्व विकासात भाषेचे स्थान                                 |        |



ब - भाषिक कौशल्ये- श्रवण कौशल्य, संभाषण कौशल्य ०८ गुण  
वाचन कौशल्य, भाषण कौशल्य, लेखन कौशल्य

क - कार्यक्रम संयोजन कौशल्ये- ०८ गुण  
सूत्रसंचालन, प्रास्ताविक, परिचय, स्वागत-सत्कार ,  
मनोगत, आभार इत्यादी.



सत्र दुसरे ८० गुण

घटक - ४ नेमलेला कविता संग्रह ' मातृपंचक ' ३० गुण  
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- 'मराठी विनोदी कथा' आणि 'मातृपंचक' ही दोन पुस्तके मराठी अभ्यासमंडळाने  
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पुणे विद्यापीठ

प्रथम वर्ष कला (एफ.वाय.बी.ए.) - जून २०१३-१४ पासून

प्रश्नपत्रिकेचे स्वरूप व गुण विभागणी आराखडा पुनर्रचित अभ्यासक्रम

प्रथम सत्रांत परीक्षा

पाठ्यपुस्तक : 'मराठी विनोदी कथा' व व्यावहारिक आणि उपयोजित मराठी

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(उत्तरे २० शब्दांपर्यंत, त्यासाठी १२ प्रश्न विचारणे - १० सोडविणे.)

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(अ) व्यक्तिमत्त्व विकास ( २ प्रश्न विचारणे १ सोडविणे.)

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(क) कार्यक्रम संयोजन कौशल्ये ( ४ प्रश्न विचारणे - २ सोडविणे.)

०८ गुण

पुणे विद्यापीठ

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पुनर्रचित अभ्यासक्रम - वार्षिक परीक्षा

प्रश्नपत्रिकेचे स्वरूप व गुण विभागणी आराखडा - जून २०१३ पासून

पाठ्यपुस्तक : 'मातृपंचक', 'मराठी विनोदी कथा' व व्यावहारिक आणि उपयोजित मराठी

वेळ - ३.०० तास

एकूण गुण- ८०

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- प्रश्न १ - 'मातृपंचक' आणि 'मराठी विनोदी कथां'वर प्रश्न विचारणे २०गुण  
(उत्तरे २० शब्दांपर्यंत. मातृपंचकवर ०७ आणि मराठी विनोदी कथांवर ०७ प्रश्न विचारणे - प्रत्येक गटातील ५ सोडविणे, प्रत्येक प्रश्नास दोन गुण )
- प्रश्न २ - 'मातृपंचक' या कवितासंग्रहावर प्रश्न विचारणे १०गुण  
(उत्तरे ५० शब्दांपर्यंत, त्यासाठी ४ प्रश्न विचारणे - २ सोडविणे.)
- प्रश्न ३ - 'मातृपंचक' आणि 'मराठी विनोदी कथा' दीर्घोत्तरी प्रश्न विचारणे २०गुण  
(उत्तरे ३०० शब्दांपर्यंत, 'मातृपंचक' आणि 'मराठी विनोदी कथा' प्रत्येक गटासाठी २ प्रश्न विचारणे -१ सोडविणे. प्रत्येक प्रश्नाला १० गुण )
- प्रश्न ४ - व्यावहारिक व उपयोजित मराठी यावर प्रश्न विचारणे २०गुण  
उत्तरे १५० शब्दांपर्यंत, त्यासाठी प्रथम सत्रावर (भाषिक आणि कार्यक्रम संयोजन कौशल्ये यावर) दोन प्रश्न विचारणे पैकी एक सोडविणे आणि द्वितीय सत्रातील अभ्यासक्रमावर (वर्तमानपत्र,आकाशवाणी,दूरदर्शन यावर) पाच प्रश्न विचारणे. पैकी ३ प्रश्न सोडविणे. एकूण ४ प्रश्न सोडविणे. प्रत्येक प्रश्नास ५ गुण असतील.
- प्रश्न ५ - पारिभाषिक संज्ञा व अशुद्ध शब्द शुद्ध करून लिहिणे  
अ गट - पारिभाषिक संज्ञा, त्यासाठी ८ संज्ञा देणे व ५ लिहिणे.) ५गुण  
ब गट - अशुद्ध शब्द शुद्ध करून लिहिणे, ८ शब्द देणे -५ लिहिणे.) ५ गुण



● संदर्भ ग्रंथ

- 1 विनोद : तत्त्व आणि स्वरूप- डॉ. गो.मा. पवार
- 2 मराठी साहित्य प्रेरणा आणि स्वरूप - संपादक, डॉ. गो. मा. पवार, डॉ. म.द. हातकणंगलेकर
- 3 साहित्यमूल्य आणि अभिरुची - डॉ. गो. मा. पवार
- 4 वाङ्.मयीन निरीक्षणे - डॉ. दत्तात्रय पुंडे
- 5 काही साहित्यिक : काही साहित्यकृती - डॉ. भीमराव कुलकर्णी
- 6 मराठी साहित्य अध्यापन आणि प्रकार ( विनोद : एक वाङ्.मय प्रकार, विनोदाचे वाङ्.मयीन रूप ) वा.ल.कुलकर्णी गौरव ग्रंथ, संपादक श्री. पु. भागवत, डॉ. सुधीर रसाळ
- 7 विनोद : एक व्याख्यान - डॉ. अ. वा. वर्टी
- 8 हास्यविनोद मीमांसा - डॉ. न. चिं. केळकर
- 9 व्यावहारिक मराठी - पुणे विद्यापीठ प्रकाशन.
- 10 व्यावहारिक मराठी - डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे
- 11 व्यावहारिक मराठी - संपा. डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे.
- 12 व्यावहारिक मराठी - डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, स्नेहवर्धन प्रकाशन
- 13 व्यावहारिक मराठी - डॉ. सयाजीराजे मोकाशी, डॉ. रंजना नेमाडे
- 14 व्यावहारिक मराठी - डॉ.ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर
- 15 मराठी भाषेची संवाद कौशल्ये (पुस्तक क्र १ ते ८) य.च.म.मुक्त विद्यापीठ, नाशिक.
- 16 प्रसारमाध्यमांसाठी लेखन कौशल्ये - य.च.म.मुक्त विद्यापीठ, नाशिक.
- 17 व्यक्तिमत्त्व विकास - य.च.म.मुक्त विद्यापीठ, नाशिक.
- 18 कहाणी वर्तमानपत्राची-चंचल सरकार( अनुवाद) - दिनकर गांगल, नॅशनल बुक ट्रस्ट
- 19 व्यक्तिमत्त्व विकास आणि भाषा - डॉ. मधुकर मोकाशी
- 20 वैखरी , भाषा आणि भाषा व्यवहार - डॉ. अशोक केळकर
- 21 द्विभाषी व्यावहारिक शब्दकोश (इंग्लिश - मराठी ) - गणेश ओतुरकर

|    |   |   |
|----|---|---|
| 22 | प्रसारमाध्यमे आणि मराठी भाषा -          | संपादक डॉ. भास्कर शेळके.                      |
| 23 | व्यावहारिक मराठी भाषा -                 | शरदिनी मोहिते                                 |
| 24 | चर्चणा -                                | रा.श्री. जोग, बाळ गाडगीळ                      |
| 25 | व्यावहारिक आणि उपयोजित मराठी -          | डॉ. मनोहर रोकडे                               |
| 26 | व्यासपीठ -                              | डॉ. महादेव वाळुंज                             |
| 27 | मराठी भाषा उपयोजन आणि सर्जन -           | प्रा. सुहासकुमार बोबडे                        |
| 28 | पारिभाषिक संज्ञा कोश (इंग्लिश -मराठी )- | डॉ. स्नेहल तावरे.                             |
| 29 | यशाचा शिल्पकार तूच -                    | कर्नल शशी आनंद, अनुवाद विनीता आपटे            |
| 30 | यशस्वी जीवनाचे रहस्य -                  | डॉ. प्र. चिं. शेजवलकर                         |
| 31 | उपयोजित मराठी -                         | डॉ. केतकी मोडक, प्रा. सुजाता शेणई ,संतोष शेणई |
| 32 | मराठी लेखन - कोश -                      | अरुण फडके                                     |
| 33 | शुद्ध शब्द कोश -                        | डॉ. स्नेहल तावरे                              |
| 34 | शुद्ध लेखन विवेक -                      | द. न. गोखले                                   |
| 35 | मराठी शुद्धलेखन प्रदीप -                | मो. रा. वाळंबे                                |
| 36 | मराठी लेखन मार्गदर्शिका -               | यास्मिन शेख                                   |
| 37 | व्यावहारिक मराठी -                      | प्रकाश परब                                    |
| 38 | मराठीचिंये नगरी -                       | श्री.ना. चाफेकर                               |



पुणे विद्यापीठ

विषय : मराठी - पुनर्रचित अभ्यासक्रम , जून २०१३ पासून पुढे  
प्रथम वर्ष कला - सामान्यस्तर अभ्यासपत्रिका क्रमांक - १

**पर्यायी अभ्यासक्रम**

व्यावहारिक व उपयोजित मराठी

● उद्दिष्टे -

- १ संज्ञापनातील भाषेची भूमिका, विविध भाषिक आविष्कारांचे स्वरूप समजावून देणे. भाषिक कौशल्ये, क्षमता विकसित करणे.
- २ भाषिक कौशल्यांचे विविध आविष्कार आणि संपर्कमाध्यमे यांचा परस्पर संबंध समजावून देणे व उपयोजन करणे
- ३ मराठीचा कार्यालयीन/व्यावसायिक कामकाजात वापर, गरज व स्वरूपविशेषांची माहिती करून देणे.
- ४ कार्यालयीन/व्यावसायिक भाषाव्यवहारासाठी आवश्यक लेखन कौशल्याचे संपादन व उपयोजन करणे.

प्रथम सत्र

६० गुण

घटक

१ जीवन व्यवहारातील भाषेचे स्थान -

- भाषा म्हणजे काय ? विविध क्षेत्रातील भाषाव्यवहारांची ओळख

२ भाषिक कौशल्ये -

प्राथमिक - श्रवण, भाषण, संभाषण, लेखन, वाचन,

प्रगत - भाषांतर , सारांश लेखन

३ निबंध लेखन

- वर्णनात्मक, चर्चात्मक आणि ललित

४ सारांश लेखन

- स्वरूप आणि महत्त्व.

(घोषवाक्य तयार करणे, शीर्षक देणे, दिलेल्या संवादाचा संक्षेप करणे, संवादाचा विस्तार, वाक्प्रचारांचे उपयोजन, शब्दप्रयोजन, अनेक शब्दांसाठी एक शब्द, दोन कल्पनांचे एकत्रीकरण, समास, संधी इत्यादी, दिलेल्या उता-याचे भाषांतर व सारांश लेखन.)



पुणे विद्यापीठ

विषय : मराठी - पुनर्रचित अभ्यासक्रम , जून २०१३ पासून पुढे  
प्रथम वर्ष कला - सामान्यस्तर अभ्यासपत्रिका क्रमांक - १

पर्यायी अभ्यासक्रम

व्यावहारिक व उपयोजित मराठी

द्वितीय सत्र

८० गुण

५ संवाद लेखन-

विविध माध्यमांसाठी होणारे संवाद,

सुचविलेल्या प्रसंगावर आधारित संवाद लेखन आणि ई-मेलचा वापर.

६ भाषांतर -

भाषांतर म्हणजे काय? भाषांतर शास्त्र की कला ?

भाषांतराची आवश्यकता, भाषांतर करताना येणा-या अडचणी.

भाषांतर आणि रूपांतर, लक्ष्यनिष्ठ आणि मूलनिष्ठ भाषांतर.

इंग्लिश उता-याचे मराठी भाषांतर.

७ प्रमाण भाषेचे लेखन-

मुद्रित शोधन, मुद्रित शोधनाची गरज, तंत्र व चिन्हे.

शुद्धलेखनाची संकल्पना, मराठीतील लेखनविषयक नियम .

८ परिभाषा - आवश्यकता -

विविध क्षेत्रातील पारिभाषिक शब्दांची ओळख आणि वर्गीकरण.

दुस-या सत्रात ८० गुणांची विभागणी खालीलप्रमाणे राहिल.

प्रथम सत्रातील - ३० गुणांचा अभ्यासक्रम घ्यावा - ३० गुण

द्वितीय सत्रातील - ५० गुणांचा अभ्यासक्रम घ्यावा - ५० गुण

एकूण गुण ८०



**संदर्भ ग्रंथ -**

- १ व्यावहारिक मराठी - पुणे विद्यापीठ प्रकाशन.
- २ व्यावहारिक मराठी - डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे, निराली प्रकाशन, पुणे.
- ३ व्यावहारिक मराठी - संपा. डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे.
- ४ व्यावहारिक मराठी - डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, स्नेहवर्धन प्रकाशन
- ५ व्यावहारिक मराठी - डॉ. सयाजीराजे मोकाशी, डॉ. रंजना नेमाडे
- ६ व्यावहारिक मराठी - डॉ. ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर
- ७ प्रसारमाध्यमांसाठी लेखन कौशल्ये - य.च.म.मुक्त विद्यापीठ, नाशिक.
- ८ कहाणी वर्तमानपत्राची-चंचल सरकार (अनुवाद) - दिनकर गांगल नॅशनल बुक ट्रस्ट
- ९ द्विभाषी व्यावहारिक शब्दकोश (इंग्लिश - मराठी ) - गणेश ओतुरकर
- १० प्रसारमाध्यमे आणि मराठी भाषा - संपादक डॉ. भास्कर शेळके.
- ११ व्यावहारिक मराठी भाषा - शरदिनी मोहिते
- १२ भाषांतर मीमांसा - डॉ. कल्याण काळे, डॉ. अंजली सोमण
- १३ भाषांतर चिकित्सा - डॉ. मधुकर मोकाशी
- १४ व्यावहारिक , उपयोजित मराठी आणि प्रसारमाध्यमे - संपा. डॉ. संदीप सांगळे
- १५ व्यावहारिक आणि उपयोजित मराठी - डॉ. मनोहर रोकडे
- १६ मराठी भाषा उपयोजन आणि सर्जन - प्रा. सुहासकुमार बोबडे
- १७ पारिभाषिक संज्ञा कोश (इंग्लिश -मराठी )- डॉ. स्नेहल तावरे.
- १८ उपयोजित मराठी- डॉ. केतकी मोडक, प्रा. सुजाता शेणई ,संतोष शेणई
- १९ व्यावहारिक मराठी - प्रकाश परब
- २० निबंध : शास्त्र व कला - डॉ. प्र. न. जोशी
- २१ निबंध व लेखन - निर्मला किराणे.





पुणे विद्यापीठ

## प्रथम वर्ष वाणिज्य

विषय : मराठी - पुनर्रचित अभ्यासक्रम , जून २०१३ पासून पुढे

मराठी : अभ्यासक्रमपत्रिका (1521)

अ - अभ्यासक्रमाचे शीर्षक - ' यशोगाथा ' पाठ्यपुस्तक आणि व्यावहारिक मराठी

ब- अभ्यासक्रमाची उद्दिष्टे-

- १ वाणिज्य विषयाच्या विद्यार्थ्यांना मराठीच्या व्यवहारक्षेत्राची माहिती देणे. विविध क्षेत्रातील भाषा व्यवहाराचे स्वरूप व गरज समजावून देणे.
- २ या व्यवहार क्षेत्रातील मराठी भाषेचे स्थान स्पष्ट करणे व त्यातील मराठीच्या प्रत्यक्ष वापराचा अभ्यास करणे.
- ३ विविध क्षेत्रातील मराठीचा अभ्यास करण्यासाठी प्रसारमाध्यमाचे स्वरूप व त्यातील भाषण व्यवहार समजावून देणे.
- ४ प्रसारमाध्यमातील विविध लेखन प्रकारांचा अभ्यास व प्रत्यक्ष लेखन.
- ५ राजभाषा म्हणून मराठीचे स्थान, कार्यालयीन भाषेचे स्वरूप, मराठीतून लेखन करतांना येणा-या अडचणी, कार्यालयीन भाषेची तंत्रे व कौशल्ये, अर्थकारण व वाणिज्य विषय मराठीतून परिणामकारकरित्या मांडता यावा यासाठी कौशल्यांची आवश्यकता आहे. मराठीत आजवर या दिशेने कोणते प्रयत्न झालेत याची माहिती विद्यार्थ्यांना देणे आवश्यक आहे.



पुणे विद्यापीठ  
प्रथम वर्ष वाणिज्य  
विषय : मराठी - पुनर्रचित अभ्यासक्रम , जून २०१३ पासून पुढे  
**मराठी : अभ्यासक्रमपत्रिका (1521)**

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प्रथम सत्र

६० गुण

- अ- निबंध लेखन - वैचारिक, ललित आणि वाणिज्य विषयक  
ब- पाठ्यपुस्तक - ' यशोगाथा ' - डॉ. प्र. चिं. शेजवलकर

● दुसरे सत्र

व्यावहारिक आणि उपयोजित मराठी

१ निबंधलेखन

२ प्रशासनिक मराठी

- अ अर्जलेखन  
ब कार्यालयीन टिपणीलेखन,  
क इतिवृत्त लेखन,  
ड घोषणापत्रक  
इ निविदा  
फ माहितीपत्रक

३ जाहिरात लेखन आणि जाहीर निवेदन

४ वाणिज्यविषयक पारिभाषिक संज्ञा

५ सारांशलेखन

६ भाषांतर ( इंग्लिशचे मराठीत )

द्वितीय सत्राच्या अखेरीस २० गुणांची मौखिक परीक्षा संपूर्ण अभ्यासक्रमावर घ्यावी.



पुणे विद्यापीठ

प्रथम वर्ष वाणिज्य

विषय : मराठी - पुनर्रचित अभ्यासक्रम , जून २०१३ पासून पुढे

प्रश्नपत्रिकेचे स्वरूप व गुण विभागणी आराखडा

प्रथम सत्रांत परीक्षा

पाठ्यपुस्तक : 'यशोगाथा' आणि निबंध

वेळ - २.०० तास

एकूण गुण-६०

प्रश्न १ ला - निबंधलेखन

१० गुण

१ ललित

२ वैचारिक

३ वाणिज्य विषयक

( चार विषय देणे व एक ५०० शब्दांपर्यंत सोडविणे )

प्रश्न २ रा - 'यशोगाथा' पाठ्यपुस्तकातील लेखांवर प्रश्न विचारणे

१० गुण

(उत्तरे २० शब्दांपर्यंत , त्यासाठी १२ प्रश्न विचारणे - १० सोडविणे.)

प्रश्न ३ रा. - 'यशोगाथा' पाठ्यपुस्तकातील लेखांवर प्रश्न विचारणे

२० गुण

(उत्तरे ५० शब्दांपर्यंत, त्यासाठी ६ प्रश्न विचारणे - ४ सोडविणे.)

प्रश्न ४ था.- 'यशोगाथा' पाठ्यपुस्तकातील लेखावर प्रश्न विचारणे

२० गुण

(उत्तरे १५० शब्दांपर्यंत त्यासाठी ४ प्रश्न विचारणे - २ सोडविणे.)



पुणे विद्यापीठ

विषय : मराठी - पुनर्रचित अभ्यासक्रम , जून २०१३ पासून पुढे

प्रथम वर्ष वाणिज्य

प्रश्नपत्रिकेचे स्वरूप व गुण विभागणी आराखडा

वार्षिक परीक्षा

पाठ्यपुस्तक : 'यशोगाथा' व व्यावहारिक आणि उपयोजित मराठी

वेळ -२.०० तास

एकूण गुण-६०

|               |  |        |
|---------------|--|--------|
| प्रश्न १ ला - | निबंधलेखन  | १० गुण |
| १             | ललित   |        |
| २             | वैचारिक  |        |
| ३             | वाणिज्य विषयक  |        |
|               | ( चार विषय देणे व एक ५०० शब्दांपर्यंत सोडविणे )                        |        |
| प्रश्न २ रा - | 'यशोगाथा' पाठ्यपुस्तकावर प्रश्न विचारणे                                | १० गुण |
|               | (उत्तरे २० शब्दांपर्यंत. त्यासाठी १२ प्रश्न विचारणे १० सोडविणे.)       |        |
| प्रश्न ३ रा.- | प्रशासनिक मराठी  | २० गुण |
|               | ( त्यासाठी ६ प्रश्न विचारणे -४ सोडविणे.)                               |        |
| प्रश्न ४ था.- | जाहिरात लेखन,जाहीर निवेदन आणि पारिभाषिक संज्ञा यावर प्रश्न विचारणे     |        |
|               | अ गट- जाहिरात लेखन,जाहीर निवेदन  |        |
|               | ( त्यासाठी २ प्रश्न विचारणे १ सोडविणे.)                                | ०५ गुण |
|               | ब गट -वाणिज्यविषयक पारिभाषिक संज्ञा                                    | ०५ गुण |
|               | (७ विचारणे व ५ सोडविणे.)   |        |
| प्रश्न ५ वा-  | भाषांतर किंवा सारांश लेखन  | १० गुण |
|               | (भाषांतर लेखनाचा एक आणि सारांशासाठी एक उत्तर देणे. पैकी एक सोडविणे.    |        |
|               | भाषांतर लेखनाचा /सारांशलेखनाचा यासाठी किमान १०० शब्दांचा उत्तर असावा.) |        |

द्वितीय सत्राच्या अखेरीस २० गुणांची मौखिक परीक्षा संपूर्ण अभ्यासक्रमावर घ्यावी.



संदर्भ ग्रंथ -

- १ व्यावहारिक मराठी - पुणे विद्यापीठ प्रकाशन.
- २ व्यावहारिक मराठी - डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे, निराली प्रकाशन, पुणे.
- ३ व्यावहारिक मराठी - संपा. डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे
- ४ व्यावहारिक मराठी - डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, स्नेहवर्धन प्रकाशन
- ५ व्यावहारिक मराठी - डॉ. सयाजीराजे मोकाशी, प्रा. रंजना नेमाडे
- ६ व्यावहारिक मराठी - डॉ. ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर
- ७ प्रसारमाध्यमांसाठी लेखन कौशल्ये - य.च.म.मुक्त विद्यापीठ, नाशिक.
- ८ कहाणी वर्तमानपत्राची-चंचल सरकार अनुवाद - दिनकर गांगल नॅशनल बुक ट्रस्ट
- ९ द्विभाषी व्यावहारिक शब्दकोश (इंग्लिश - मराठी ) - गणेश ओतुरकर
- १० प्रसारमाध्यमे आणि मराठी भाषा - संपादक डॉ. भास्कर शेळके.
- ११ व्यावहारिक मराठी भाषा - शरदिनी मोहिते
- १२ भाषांतर मीमांसा - डॉ. कल्याण काळे
- १३ भाषांतर चिकित्सा - डॉ. मधुकर मोकाशी
- १४ व्यावहारिक , उपयोजित मराठी आणि प्रसारमाध्यमे - संपा. डॉ. संदीप सांगळे
- १५ व्यावहारिक आणि उपयोजित मराठी - डॉ. मनोहर रोकडे
- १६ मराठी भाषा उपयोजन आणि सर्जन - प्रा. सुहासकुमार बोबडे
- १७ पारिभाषिक संज्ञा कोश (इंग्लिश -मराठी )- डॉ. स्नेहल तावरे.

|    |                           |   |
|----|---------------------------|---|
| १८ | उपयोजित मराठी-            | डॉ. केतकी मोडक, प्रा. सुजाता शेणई ,संतोष शेणई |
| १९ | व्यावहारिक मराठी -        | प्रकाश परब                                    |
| २० | जाहिरातशास्त्र -          | डॉ. वंदना खेडीकर                              |
| २१ | निबंध : शास्त्र व कला -   | डॉ. प्र. न. जोशी                              |
| २२ | निबंध व लेखन -            | निर्मला किराणे.                               |
| २३ | मराठी लेखन - कोश -        | अरुण फडके                                     |
| २४ | शुद्ध शब्द कोश -          | डॉ. स्नेहल तावरे                              |
| २५ | शुद्ध लेखन विवेक -        | द. न. गोखले                                   |
| २६ | मराठी शुद्धलेखन प्रदीप -  | मो. रा. वाळंबे                                |
| २७ | मराठी लेखन मार्गदर्शिका - | यास्मिन शेख                                   |
| २८ | व्यावहारिक मराठी -        | प्रकाश परब                                    |
| २९ | मराठीचिंते नगरी -         | श्री.ना. चाफेकर                               |



# **University of Pune**

**F. Y. B. A. Political Science  
G-1 General Paper**

**INDIAN GOVERNMENT AND POLITICS  
OR  
MODERN INDIAN POLITICAL  
THOUGHT**

**(80. 20 pattern to be Implemented from 2013-2014)**

**University of Pune**  
**F. Y. B. A. Political Science**  
**G-1 General Paper**

**INDIAN GOVERNMENT AND POLITICS**

**(80. 20 pattern to be implemented from 2013-2014)**

**COURSE RATIONALE**

This paper focuses in detail on the political processes and the actual functioning of the political system. It simultaneously studies in detail the political structure both Constitutional and Administrative. It emphasizes on local influences that derive from social stratification of castes and jatis, from language, religion, ethic and economic determinants and critically assesses its impact on the political processes. The major contradictions of the Indian Political Process are to be critically analyzed along with an assessment of its relative success and failure in a comparative perspective with other developing countries and in particular those belonging to the South Asian region.

**Term I**

**Period**

**Topic 1: Background and the Salient Features of Indian Constitution**

- a) Formation of Constituent Assembly
- b) Philosophy of the Preamble for Indian Constitution 12
- c) Major Features: Parliamentary Democracy, Federalism, Independent Judiciary –Social Justice and Social Transformation

**Topic 2: Fundamental Rights, Duties and the Directive Principles of State Policy**

- a) Nature of Fundamental Rights –Major Fundamental Rights-Right to Equality, Right to Liberty, Right to Freedom of Religion, Cultural and Educational Rights 12
- b) Importance of Fundamental Duties
- c) Nature and Significance of Directive Principles of State Policy



### **Topic 3: Federalism**

- a) Salient Features of Indian Federalism
- b) Centre –State Relations 12
- c) Issues of Conflict-Water Issue, Border Issue and Sharing of Resources

### **Topic 4: Structure of Union Government -Legislature-Executive –Judiciary**

- a) Union Legislature - Structure-Powers and Role
- b) Union Executive-President, Prime Minister and his Cabinet- 12  
Role and Functions
- c) Judiciary- Nature of Judiciary, Supreme Court-Powers and Functions

## **Term II**

### **Topic 5: Structure of State Government -Legislature-Executive –Judiciary**

- a) State Legislature - Structure-Powers and Role 12
- b) State Executive-Governor , Chief Minister and his Cabinet-  
Role and Functions
- c) Judiciary- Nature of Judiciary, High Court-Powers and Functions

### **Topic 6: Party System and Elections**

- a) Nature and Changing Pattern of Party System
- b) Elections- Election Commission :-Major Features of Electoral System and  
Patterns Of Voting Behavior 12
- c) Rise and Role of Regional Parties

### **Topic 7: Role of Caste and Religion in Indian Politics**

- a) Caste and Politics of Identity
- b) Rise of OBCs 12
- c) Religion and Politics of Communalism

## **Topic 8: Issues of Regionalism and Development**

- a) Causes and Patterns of Regionalism
- b) Issues of Development-Uneven Development-Leading to Regional Imbalance-Poverty Eradication, Health and Education 12

### **Readings:**

Chavan Shankar, Bhartiya Shashan ani Rajkaran, Pratima Prakashan, Pune

Jagatap Bhanudas, P. Bhartiya Shashan ani Rajkaran.

Lodhi Kaniz Fatema Niyaz Ahmed and Prof. Salma A.S. : Government and Politics of India, Prashant Publication, Jalgaon.

G. Austin, The Indian Constitution: Corner Stone of a Nation, Oxford, Oxford University Press, 1966.

\_\_\_\_\_, Working a Democratic Constitution: The Indian Experience, Delhi, Oxford University Press, 2000.

D.D. Basu, An Introduction to the Constitution of India, New Delhi, Princeton Hall, 1994.

Jha Rajesh, Fundamentals of Indian Political System. Dorling Kindersley (India) Pvt Ltd, Pearson Education Society Delhi 2012

P. Brass Politics of India Since Independence, 2<sup>nd</sup> edn., Cambridge, Cambridge University Press, 1994.

Abbas/Kumar/Alam, Indian Government and Politics, Pearson, Delhi, 2011.

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A. Kohli, Democracy and Discontent: India's Growing Crisis of Governability, Cambridge, Cambridge University Press, 1991.

A.G. Noorain (ed.), Constitutional Questions in India: The President, Parliament and the States, Delhi, Oxford University Press, 2000.

T.V. Sathyamurthy, Social Change and Political Discourse in India: Structures of Power, Movements of Resistance, Vol.4., Oxford University Press, 1996.

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Singh Mahendra Prasad and Raj Subhendu Ranjan, The Indian Political System (ed) Dorling Kindersley (India) Pvt Ltd, Pearson Education Society Delhi 2012.

कारेकर मंजिरी आणि सुवर्णा बेनके, 'भारताचे शासन आणि राजकारण', पीअर्सन एज्युकेशन, दिल्ली २०१४

जाधव तुकाराम आणि महेश शिरपुरकर 'भारतीय राज्यघटना व घटनात्मक प्रक्रिया', द युनिक अॅकॅडमी, प्रथम आवृत्ती जाने. २०११

भोळे भा. ल.— 'भारतीय गणराज्याचे शासन आणि राजकारण' पिंपळापुरे अॅण्ड कंपनी पब्लिशर्स नागपूर, जून २००३

प्रा. बी. बी. पाटील, प्रा. सौ. उर्मिला चव्हाण, 'भारतीय शासन आणि राजकारण' फडके प्रकाशन, कोल्हापूर.

वाईकर अनंत— 'भारतीय शासन आणि राजकारण' निराली प्रकाशन, पुणे

बाचल वि. मा., स. मा. गोळवलकर—भारतीय गणराज्य (शासन आणि राजकारण), सुविचार प्रकाशन मंडळ, पुणे—४११०३०

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Hoveyda Abbas, Ranjay Kumar, Mohammed Aftab

Alam- Indian Government and Politics, Person, Delhi.

साठे सत्यरंजन — भारतीय स्वातंत्र्याची ५० वर्षे

खांदवे एकनाथ — महाराष्ट्राचे शासन व राजकारण, आरती प्रकाशन, कर्जत

**University of Pune**  
**F. Y. B. A. Political Science**  
**G-1 General Paper**

**FYBA Optional Paper**

**MODERN INDIAN POLITICAL THOUGHT**

**COURSE RATIONALE**

This is an introductory paper to the concepts, ideas and theories that developed in India. It highlights the main sources of the political traditions in ancient India and its development in modern times. It focuses on key thinkers from ancient to modern times to understand their seminal contribution to the evolution of Political theorizing in India. It critically assesses their contribution and explains thinkers to political theorizing and the relative autonomy of Indian political thought. It also situates Indian political thought vis-à-vis other traditions.

| <u><b>Term I</b></u>                                   | <b>Period</b> |
|--|---------------|
| <b>Topic 1: Jyotiba Phule (1827-1890)</b>              |               |
| a) Radical liberalism                                  |               |
| b) Critique of Brahmanism and money lenders            | 12            |
| c) Views on emancipation of Shudra-Atishudra and Women |               |
| d) Doctrine of Sarvajnik Satyadharma                   |               |
| <b><u>Topic 2: M.G.Ranade (1842-1901)</u></b>          |               |
| a) Liberalism  |               |
| b) Understanding of British Rule in India              | 12            |
| c) Views on State and Economy                          |               |
| d) Views on Social Reforms                             |               |

**Topic 3: B.G.Tilak (1856-1920)**

- a) Tilak's theory of Nationalism
- b) Views on 'Swarajya' 12
- c) Critique of Social Reformism
- d) Doctrine of 'Loksangraha'

**Topic 4: M.K.Gandhi (1869-1948)**

- a) Theory of Satyagraha-meaning of Non Violence-Ends and Means  
Debate,Forms of Satyagraha
- b) Critique of Western Civilization 12
- c) Views on Sarvodya
- d) Views on Communal Harmony

**Term II****Topic 5: B.R. Ambedkar (1891-1956)**

- a) Critique of Caste System and Ways to Annihilate the Caste System
- b) Theory of Social Democracy 12
- c) Views on State Socialism
- d) Doctrine of Dhamma

**Topic 6: M.N.Roy (1887-1954)**

- a) Understanding of Marxism
- b) Understanding and Critique of Indian National Movement 12
- c) Radical Humanism

**Topic 7: V.D.Savarkar (1883-1966)**

- a) Theory of Hindutva
- b) Understanding and Critique of British Rule in India 12
- c) Views on Eradication of Caste Discrimination
- d) Savarkar's views on Religion and Science

## **Topic 8: Abul Kalam Azad (1888-1958)**

- a) Theory of Nationalism
- b) Interpretation of Islam
- c) Views on Communal Harmony
- d) Pan -Islamism

12

### **Readings:**

Thomas Pantham and Kennein L.Deutsch, Political Thought in Modern India ,New Delhi,Sage Publication

\_\_\_\_Modern Indian Political Thought,Delhi,Alied 1984.

K.S.Padhy Indian Political Thought, Eastern Publication –PHI Learning Private Limited New Delhi.2011.

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M.P.Singh and Himanshu Roy Indian Political Thought Themes and Thinkers(edt), Dorling Kindersley (India) Pvt Ltd,Pearson Education Society Delhi 2011

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Bhole B.L- Adhunik Bhartiya Rajakiya Vicharvant, Pimpalapure Prakashan Nagapur.

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कुलकर्णी व्ही. जी., कांत सोमवंशी—'भारतीय विचारवंत', कैलास पब्लिकेशन, औरंगाबाद.

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महात्मा फुले समग्र वाडःमय, महाराष्ट्र शासन प्रकाशन

# **University of Pune**

Board of Studies in Economics

**S.Y.BA. Economics Revised Syllabus (*NEW*)**

**From - 2014-15**

| <b>Code No.</b> | <b>Title of the paper</b> |
|-----------------|---------------------------|
| <b>G.2</b>      | <b>Modern Banking</b>     |
| <b>S. 1</b>     | <b>Micro Economics</b>    |
| <b>S. 2</b>     | <b>Macro Economics</b>    |

## **Revised Syllabus Sub- Committee.**

| <b>Sr. no</b> | <b>Name</b>        | <b>Designation</b> |
|---------------|--------------------|--------------------|
| 1             | Dr. Suhas Avhad    | Chairman           |
| 2             | Dr.Nilesh Dangat   | Co-ordinator       |
| 3             | Dr.Rajendra Shinde | Member             |
| 4             | Dr.Sudhakar Pagar  | Member             |
| 5             | Dr. R.K. Datir     | Member             |
| 6             | Dr. R.G Rasal      | Member             |
| 7             | Dr. R.G. Kolhe     | Member             |

**University of Pune**  
**S.Y.B.A. Economics Revised Syllabus**  
**G-2, Modern Banking**  
**From : June – 2014**

**PREAMBLE**

To create the awareness among the students of Modern Banking System. Banking constitutes important components towards understanding of economics. Clear understanding of the operations of banking their interaction with the rest of the economy is essential to realize how monetary forces operate through a multitude of channels- market, non-market, institutions and among others, the state.

**First Term**

| <b>Chapter No.</b> | <b>Title of the Chapter</b>  | <b>Lectures</b> |
|--------------------|--|-----------------|
| 1                  | <b>Evolution of Modern Banking</b><br>1.1 Meaning & Definition of Bank.<br>1.2 Banking in Europe, USA & Asia.<br>1.3 Evolution of Banking in India.<br>1.4 Structure of Indian Banking System                      | 12              |
| 2                  | <b>Functions of Commercial Banks</b><br>2.1 Primary Functions-Accepting Deposits, Granting Loans & Advances.<br>2.2 Secondary Functions-Agency Functions, General Utility Functions<br>2.3 Methods of Remittances. | 12              |
| 3                  | <b>Principles of Commercial Banks</b><br>3.1 Liquidity, Profitability and Safety- Meaning & Concept.<br>3.2 Multiple Credit Creation-Process & Limitations.<br>3.3 Components of Balance Sheet of Commercial Banks | 12              |



|   |   |    |
|---|---|----|
| 4 | <b>Operation &amp; Types of Accounts</b><br>4.1 Opening and operating of Deposit Account.<br>4.2 Closure and Transfer of Accounts<br>4.3 Types of Account Holders - Individual & Institutional<br>4.4 No Frills Account, Escrow Account | 12 |
|---|---|----|

### Second Term

|   |  |    |
|---|--|----|
| 5 | <b>Negotiable Instruments</b><br>5.1 Promissory Note, Bill of Exchange and Cheque - meaning, Definition & Characteristics<br>5.2 Types of Cheque – Bearer, Order & Crossed<br>5.3 Types of Crossing- General & Special<br>5.4 Endorsement- Definition, Types & Effects   | 12 |
| 6 | <b>New Technology in Banking</b><br>6.1 E-Banking – Need and Importance<br>6.2 Meaning, concept and operation of -<br>6.2.1 Automated Teller machine- ATM<br>6.2.2 Credit Card<br>6.2.3 Debit Card<br>6.2.4 Tele Banking<br>6.2.5 Mobile Banking<br>6.2.6 Net Banking<br>6.2.7 Society for worldwide Interbank Financial Telecommunication<br>6.2.8 Core Banking<br>6.2.9 RTGS | 12 |
| 7 | <b>Reserve Bank of India</b><br>7.1 Functions<br>7.2 Money Measures- M0, M1, M2, M3, M4<br>7.3 Monetary policy- Meaning & objectives   | 12 |

|          |   |    |
|----------|---|----|
|          | 7.4 Instruments of Credit Control   |    |
| <b>8</b> | <b>Co- operative banking in India</b><br>8.1 Structure of Co-operative banking in India<br>8.2 97 <sup>th</sup> Constitutional Amendment in co-operative law<br>8.3 NABARD- objectives, Functions & working<br>8.4 Challenges before co-operative Banking | 12 |

### **BASIC READING LIST**

- Day, A.C.L. (1960), Outline of Monetary Economics, Oxford University Press, Oxford.
- De Kock, M.H. (1960), Central Banking, Staples Press, London.
- Due, J.F. (1963), Government Finance, Irwin, Homewood.
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- Datir , Lomate, Ushir (2012), Bank Vayvasaychi Multatve, Nirali Prakashan, Pune.
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- Parameswaran R. (2010), Indian Banking, S. Chand & Company, New Delhi.

**University of Pune**  
**S.Y.B.A. Economics Revised Syllabus**  
**S-1, Micro Economics**  
**From : June – 2014**

**Preamble**

As a foundation course, in this Paper, student is expected to understand the behavior of an economic agent, namely, a consumer, a producer, a factor owner and the price fluctuation in a market. The chapter incorporated in this Paper deal with the nature and scope of economics, the theory of consumer behavior, analysis of production function and equilibrium of a producer, the price formation in different markets structures and the equilibrium of a firm and industry. In addition, the principles of factor pricing and commodity pricing as also the problems of investment and welfare economics have been included.

**First Term**

| <b>Chapter No.</b> | <b>Title of the Chapter</b>   | <b>Lectures</b> |
|--------------------|---|-----------------|
| <b>1</b>           | <b>Introduction</b><br><b>1.1</b> Micro Economics – Meaning, Nature Scope, importance & limitations,.<br><b>1.2</b> Basic Economic Problems.<br><b>1.3</b> Tools of Economic Analysis – Functional relationships, Schedules, Graphs & Equations.<br><b>1.4</b> Variable – Dependent and Independent variable- Exogenous & Endogenous.   | <b>10</b>       |
| <b>2</b>           | <b>Demand Analysis</b><br><b>2.1</b> Utility – Meaning, Concept & Assumptions<br><b>2.2</b> Cardinal Utility- Law of Diminishing Marginal Utility.<br><b>2.3</b> Ordinal Utility – Indifference curve - Concept and Properties, Consumer Equilibrium<br><b>2.4</b> Demand- concept & law<br><b>2.5</b> Elasticity of Demand<br><b>2.5.1</b> Price Elasticity-Definition, Types, Determinants, Importance.<br><b>2.5.2</b> Income Elasticity - Types & Importance,<br><b>2.5.3</b> Cross Elasticity- concept | <b>18</b>       |

|          |   |           |
|----------|---|-----------|
| <b>3</b> | <b>Supply Analysis</b><br>3.1 Meaning, Concept & Determinates.<br>3.2 Law of Supply.<br>3.3 Elasticity of Supply.   | <b>08</b> |
| <b>4</b> | <b>Theory of Production</b><br>4.1 Production function.<br>4.2 The law of Variable Proportions.<br>4.3 Law of returns to scale.<br>4.4 Revenue concept-Total, Average & Marginal Revenue.<br>4.5 Cost concepts: Fixed & Variable Cost, Opportunity cost, Average & Marginal cost, Total cost. | <b>12</b> |

## Second Term

|          |  |           |
|----------|--|-----------|
| <b>5</b> | <b>Market Structure</b><br>5.1 Meaning & Classification<br>5.2 Perfect Competition: Concept- Characteristics, price determination in short run and long run, equilibrium of the firm and industry<br>5.3 Monopoly- Concept, Characteristics and short and long run Equilibrium. Price discrimination<br>5.4 Monopolistic Competition : Concept, Characteristics, short & long run Equilibrium, Selling cost- concept<br>5.5 Oligopoly – Concept, Characteristics<br>5.6 Duopoly – Concept, Characteristics | <b>20</b> |
| <b>6</b> | <b>Factor Pricing</b><br>6.1 The Marginal Productivity Theory of Distribution.<br>6.2 Rent – Ricardian Theory of Rent, Modern Theory of Rent, Quasi Rent<br>6.3 Wages –Modern Theory of Wages, Collective Bargaining , Supply curve of Labour  | <b>20</b> |

|          |  |           |
|----------|--|-----------|
|          | 6.4 Interest- Loanable Funds Theory , Keynesian Liquidity preference theory<br>6.5 Profit – Risk and Uncertainty Theory , Innovation Theory                                  |           |
| <b>7</b> | <b>Welfare Economics</b><br>7.1 Definition and meaning<br>7.2 Social Welfare Function.<br>7.3 Pigovian Welfare Economics<br>7.4 Thought of Amartya Sen on Welfare Economics. | <b>08</b> |

### Basic Reading List

- Bach. G.L. (1977), Economics, Prentice Hall of India, New Delhi.
- Gauld. J.P. and Edward P.L. (1996), Microeconomic Theory, Richard. Irwin, Homewood.
- Henderson J. and R.E. Quandt (1980), Microeconomic Theory : A Mathematical Approach, McGraw Hill, New Delhi.
- Heathfield and Wibe (1987), An Introduction to Cost and Production Functions, Macmillan, London.
- Koutsoyiannis, A. (1990) Modern Microeconomics, Macmillan.
- Lipsey, R.G. and K.A. Chrystal (1999) Principles of Economics (9<sup>th</sup> Edition), Oxford University Press, Oxford.
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- Ray, N.C. (1975), An Introduction to Microeconomics, Macmillan Company of India Ltd., Delhi.
- D.N. Dwivedi, Micro Economic Theory and Applications, Pearson education.
- G.S. Maddala And Ellen, Micro Economics Theory and Application, Tata McGraw Hill.
- R.K. Datir & Other, Sukshma Arthashastra, Nirali Prakashan, Pune.
- Jhingan M.L., Micro Economic Theory, Virinda Publication, Delhi.

**University of Pune**  
**S.Y.B.A. Economics Revised Syllabus**  
**S-2, Macro Economics**  
**From : June 2014**

**PREAMBLE**

On account of the growing influence and involvement of the State in economic fields, macroeconomics has become a major area of economic analysis in terms of theoretical, empirical as well as policy-making issues. Macroeconomics has an extensive, substantive as well as methodological content. It deals with the functioning of the economy as a whole, the objective of the course is to familiarize the students the basic concept of Macro Economics and application. Macro economics has an extensive, substantive as well as methodological content. It deals with the functioning of the economy as a whole, including how the economy's total output of goods and services and employment of resources is determined and what causes these totals to fluctuate. The Paper entitled Macroeconomics is designed to make an undergraduate student aware of the basic theoretical framework underlying the field of macroeconomics.

**First Term**

| <b>Chapter No.</b> | <b>Title of the Chapter</b>  | <b>Lectures</b> |
|--------------------|--|-----------------|
| <b>1</b>           | <b>Introduction</b><br>1.1 Meaning, Nature, Scope, Importance and Limitation of Macroeconomics<br>1.2 Difference between Micro and Macro Economics   | <b>08</b>       |
| <b>2</b>           | <b>National Income</b><br>2.1 Concepts: National Income, Gross National Product, Net National Product, Per Capita Income, Disposable Income.<br>2.2 Importance of National Income.<br>2.3 Methods of National Income Measurement<br>2.4 Difficulties in Measurement of National Income<br>2.5 Circular Flow of National Income | <b>14</b>       |

|          |  |           |
|----------|--|-----------|
| <b>3</b> | <b>Theory of Employment</b><br>3.1 Say's Law of Market<br>3.2 Classical Theory of Employment<br>3.3 Criticism by Keynes on Classical Theory<br>3.4 Keynesian Theory of Employment  | <b>12</b> |
| <b>4</b> | <b>Consumption and Investment</b><br>4.1 Meaning of Consumption Function<br>4.2 Average and Marginal Propensity to Consume<br>4.3 Psychological Law of Consumption<br>4.4 Factors influencing Consumption Function<br>4.5 Saving- concept & Function<br>4.6 Investment- Meaning & Types<br>4.7 Investment Multiplier- Concept and Limitations<br>4.8 Principle of Acceleration - Concept | <b>14</b> |

### Second Term

|          |  |           |
|----------|--|-----------|
| <b>5</b> | <b>Value of Money</b><br>5.1 Money- Definition and Functions<br>5.2 Quantity Theory of Money<br>5.3 Cash balance approach  | <b>12</b> |
| <b>6</b> | <b>Inflation and Deflation:</b><br>6.1 Inflation - Meaning and Causes<br>6.2 Demand Pull and Cost Push Inflation<br>6.3 Effects of Inflation<br>6.4 Measures to control Inflation<br>6.5 Deflation- Meaning, Causes and Consequences | <b>12</b> |
| <b>7</b> | <b>Business Cycles</b><br>7.1 Meaning and Features of Business Cycle<br>7.2 Phases of Business Cycle<br>7.3 Causes and Effects of Business Cycle.<br>7.4 Control of Business Cycles- Monetary and Fiscal Controls                    | <b>12</b> |

|          |   |           |
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| <b>8</b> | <b>Macroeconomic Objectives and Policies</b><br>8.1 Macroeconomic Objectives<br>8.2 Monetary Policy- Meaning and Definitions, Instruments, Advantages and Limitations<br>8.3 Fiscal Policy- Meaning and Definitions, Instruments and Advantages | <b>12</b> |
|----------|---|-----------|

### Basic Reading List

- Ackey, G (1976) Macro Economics Theory and Policy, Macmillan Publishing Company, New York
- Ahuja H. L. (2002) Macroeconomics Theory and Policy, Chand and Co. Ltd New Delhi.
- D'souza Errol (2008) Macroeconomics : Person Publication, New Delhi.
- Gupta S.B. (1994) Monetary Economics, S. Chand and Co. Delhi
- Jingan M.L. (2002) Macro Economic Theory, Vrinda Publication, Delhi
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### ADDITIONAL READING LIST

- Dillard, D. (1960), The Economics of John Maynard Keynes, Crossby Lockwood and Sons, London.
- Day A.C.L. (1960) Outline of Monetary Economics, Oxford University Press, Oxford
- Higgins, B. (1963), Economic Development: Principles, Problems and Policies, Central Book Depot, Allahbad.
- Keynes, J.M. (1936), The General Theory of Employment, Interest and Money, Macmillan, London.
- Kindleberger, C.P. (1958), Economic Development, McGraw-Hill Book Company, New York.
- Datir, Lomate, Ushir (2012), Sthul Arthashastra, Nirali Prakashan, Pune.
- Lucas, R. (1981), Studies in Business Cycle Theory, MIT Press, Cambridge, Massachusetts.





**UNIVERSITY OF PUNE**  
(Revised Syllabus From 2014-15)

**Modern- India (1857-1950)**

**S.Y.B.A. (History)**

**General Paper 2**

**Objectives:-**

The course is designed to help the student to know- History of freedom movement of India, aims, objectives problems and progress of Independent India. It aims at enabling the student to understand the processes of rise of modern India. The Course attempts to acquaint student with fundamental aspects of Modern Indian History. To explain the basic concepts/ concerns/ frame work of Indian History.

**First- Term**

**Unit I - Conceptual Study 8**

1. Modernity
2. Rule of Law
3. Drain of wealth
4. Nationalism
5. Home- Rule
6. Satyagraha
7. Communalism
8. Dyarchy

**Unit II - Uprising of 1857 10**

1. Causes, course and effects
2. Various Views
3. Causes of failure

**Unit III - Social and Religious Movement (Special reference to institutional work) 10**

1. Brahmo Samaj
2. Arya Samaj
3. Prarthna Samaj

4. Theosophical Society

5. Satyashodhak Samaj

Unit IV - Indian Nationalism **10**

1. Rise and Growth

2. Foundation of Indian National Congress.

3. The Moderates and Extremists.

4. Revolutionary Nationalism

Spl. Ref. (Abhinav Bharat, Gadar, Anushilan Samitee, Yugantar, Hindustan Socialist Republican Army)

Unit V - Administrative Policy of the British **10**

1. Education

2. Press

3. Famine

4. Local self government

5. Land Revenue systems

### **Second Term**

Chapter VI - Mahatma Gandhi and Indian National movement **10**

1. Philosophy

2. Non - Co operation

3. Civil Disobedience

4. Quit India

Chapter VII - Rise and Growth of communalism **10**

1. Muslim League

2. Khilafat movement

3. Two Nation Theory

4. Partition

Chapter VIII - Constitutional Development **10**

1. Morley Minto Act - 1909
2. Montague - Chelmsford Act - 1919
3. Provincial Autonomy - 1935
4. Various Constitutional Plans 1942 to 1946 (Cripps mission, Wavell plan, Cabinet mission)
5. The last phase - Transfer of power (Mountbatten plan and India's Independence Act - 1947)

#### Chapter IX - Subaltern Movement

**10**

1. Dalit Movement
2. Women's Movement
3. Peasant Movement
4. Tribal Movement
5. Workers Movement

#### Chapter X - India after Independence

**8**

1. Consequences of partition
2. Integration of princely state: Hyderabad, Junagad & Kashmir.

#### **Books for Study: English**

1. Bipinchanda - India's struggle for freedom
2. Bearce, George D - British attitude towards India
3. Bipinchanda - The Rise and Growth of Economic Nationalism
4. Desai A.R. - Social background of India Nationalism
5. Dodwell H.H. - Cambridge History of India Vol V,VI
6. Dutt R.C. - Economic History of India Vol 1,2
7. Gopal S. - British policy in India 1858-1905
8. Majumdar R.C. - British paramountcy and Indian Renaissance Vol IX
9. Menon V.P. - The transfer of power in India
10. Natrajan S. - A century of social Reform In India
11. Overstreet G.D. & Windmiller M. - Communism In India

12. Robert P.E. - History of British India
13. Sarkar Sumit - Bibliographical survey of social Reform movement in the 18<sup>th</sup> & 19<sup>th</sup> century (ICHR 1975)
14. Stokes, Eric - The English Utilitarian's and India
15. Symond R.A. - The making of Pakistan
16. Tarachand - History of freedom movements in India
17. Shekhar Bandyo Padhyay - From Plessey to partition A History of modern India
18. G.K. Das & Sushma Arya (Ed.), Literature & Resistance India 1857, Primus Books, Delhi

### **Books for Study Marathi**

1. K. Sagar (Anuvadit) Bharatiya Swatyantra Ladha, Bipin Chandra.
2. Adhunik Bharatacha Itihas - R. M. Lohar
3. Adhunik Bharat - S.D. Javdekar
4. Katha Swatyantryachi - Kumar Ketkar
5. Congresscha Itihas - (Anuvadit) Pattabhisitaramaiyya
6. Bharatiya Swatyantra Ladha - Mamasahab Devgirikar
7. Adhunik Bharatacha Itihas - Dr. Suman Vaidya, Dr. Shanta Kothekar
8. Adhunik Bharatacha Itihas - Dr. Jaysinghrao Pawar.
9. Visavya Shatakati Maharashtra - Y.D. Phadake
10. Sattantar - Tikekar
11. Maharashtraatil Samaj Sudharnecha Itihas, Bhide - Patil.
12. Bharatiya Swatantrya Chalvalicha Itihas - Dr. Anil Kathare.
13. Bharatiya Paripeshatil Striya - Borde - Khadase,
14. Bharatiya Stri Chavalicha Itihas - Vijaya Sakhare.
15. Ambedkari Chalvalicha Itihas - Dr. Anil Kathare & Itar.
16. Adhunik Bharatacha Itihas - Dr. G.B. Shah, B.N. Patil. (Prashant Publication Jalgaon)
17. Adhunik Bharat (1750-2009), Dr. N.S. Tamboli & V.P. Pawar, Nirali Prakshan, Pune

**University of Pune**  
**Revised Syllabus (S.Y.B.A. History)**  
**From 2014-15**  
**Special Paper - I, Ancient India (3000 B.C. to 1206 AD)**  
**First Term**

**Objectives:**

To Survey the sources of History of Ancient India. The Course intends to provide an Understanding of the social, economic, religious and institutional bases of Ancient India. The course will study such as agriculture, Industry, trade. To study the development of the concept of Nation- State background of political history. To study ancient Indian Art & Architecture.

Unit - 1) Sources for the study of Ancient Indian History. **10**

- a) Archaeological
- b) Literary
- c) Foreign Accounts
- d) Epigraphical
- e) Numismatics

Unit - 2) Conceptual study of Ancient Indian History **10**

- 1) Pre-history 2) Proto-history 3) Age of History 4) Stone Age
- 5) Bharatvarsh 6) Sabha- Samiti 7) Varnashram 8) Samakaras 9) Dandniti
- 10) Stupa-chaitya & Vihar 11) Alvars-Nayanars 12) Agraharas
- 13) Vishti 14) Hero-Stone (Memorial Stones) 15) Saptang theory
- 16) Mahajanapadas

Unit - 3) The Harappan Civilization **8**

- a) Scope and features
- b) Socio - Economic & Religious Life
- c) Decline

Unit - 4) Vedic Culture **10**

- a) Political, Social, Economic & Religious Life
- b) Vedic literature

Unit - 5) Economic and religious Transformation **10**

- a) Agriculture, Iron Technology, Urbanisation
- b) New Religion, sects and its philosophy: Jainism, Buddhism and Charvak: Lokayats

### **Second Term**

|   |           |
|---|-----------|
| Unit - 6) The Mauryan Empire                                    | <b>10</b> |
| a) Rise & Expansion   |           |
| b) Administration   |           |
| c) Socio- Economic and Religious Life                           |           |
| d) Decline  |           |
| Unit - 7) Satvahans   | <b>10</b> |
| a) Socio- economic condition                                    |           |
| b) Religious  |           |
| c) Cultural   |           |
| Unit - 8) The Age of Imperial Guptas                            | <b>10</b> |
| a) Political backgrounds  |           |
| b) Administration   |           |
| c) Socio- Economic and Religious Life                           |           |
| d) Science  |           |
| Unit - 9) Harshavardhana and his Achievements                   | <b>8</b>  |
| Unit - 10) South Indian Dynasties and their socio-cultural life | <b>12</b> |
| a) Sangam Age : Brief Survey                                    |           |
| b) Chalukyas  |           |
| c) Pallavas   |           |
| d) Rashtrakutas   |           |
| e) Cholas   |           |

## **Ancient India**

### **Books for study: English**

- 1] Thapar Romila, A history of India, Penguin Books
- 2] Majumdar, R.C. Ancient India, Motilal Banarsidass Publishers Pvt.
- 3] Mahajan C.D. Ancient India, S. Chand & Company Ltd.
- 4] Thapar Romila, Cultural Past Essays in Early in Early Indian Historian Oxford University Press.
- 5] Chaurasia R.S. History of Ancient India, Forward Book Depot.
- 6] Altekar A.S., State and Government in Ancient India, Motilal Banarsidass Publishers Pvt.Ltd.
- 7] Prof.Ramesh Chandra, Temple of India , Commonwealth Publishers .
- 8] Basham A.L. The wonder that was India.
- 9] Rao B.V. History of Ancient India.
- 10] Altekar A.S. Rashtrakutas and their times.
- 11] A History of Ancient and early medieval India - sing Upinder, Pearson pub.
- 12] Uma Das Gupta, History of Science, Philosophy and culture in Indian civilization.

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### **Marathi :**

- 1) Vatkar Ashok, Rigvedapurviche Virat Dashradnya Yudhha, Manorama Prakashan Mumbai.
- 2) Gaydhani R.N., Prachin Bharatacha Itihas, K. Sagar Publications Pune
- 3) Dixit N.C. Prachin & Madhyayugin Bharat Prarambhapasun te A.D.1707. Pimpalpure & Co. Publishers Nagpur.
- 4) Mehta J.L. Mehta Sarita (Anu. Kale M.V. ) Prachin Bharatacha Samagra Itihas. K. Sagar Publications Pune.
- 5) Kolarkar S.G. Prachin Bharatacha Rajkiya, Samajik, Sanskrutik Itihas.Aarambhapasun 1205 paryanta. Shree Mangesh Prakashan Nagapur.
- 6) Maharashtra Rajya Gazetteer.
- 7) Deshpande Brahmanand, Ajintha Margadarshak, Saket Prakashan.



- 8) Kulkarni A. R. Prachin Bharat Sanskriti Aani Itihas, Snehavardhan Prakashan Pune.
- 9) Sharma Ramsharan, Prachin Bharatacha Parichay, Orient Longman.
- 10) Shah G.B. Prachin Bharatacha Rajkiya Aani Sanskrutik Itihas, Prashant Publications Jalgaon.
- 11) Athavale Anu, Sadashiv Bopardikar, (Anu. Mudhusudan), Prachin Bharatacha Rajkiya Itihas, Diamond Prakashan Pune.
- 12) Gaidhani R.N., Rahulkar V.G. Prachin Bharatacha Sanskrutik Itihas Continental Prakashan Pune.
- 13) Sharma Ramsharan, Prachin Bharatatil Rajkiya Vichar Aani Sanstha, Diamond Publications Pune.
- 14) Sovni A.M. , Prachin Bharatiya Samrat, Purva Prakashan.
- 15) Kosambi D.D., Prachin Bharatiya Sanskruti Va Sabhyata, Diamond Publications Pune.
- 16) Zha D.N., Degulkar G.B., Mouryattar Va Guptakalin Rajaswa Padhhati Diamond Publications Pune.
- 17) Sharma R.S. (Anu. Phadake Vasanti) Prachin Bharat, K.Sagar Publications Pune.
- 18) Dhavalikar Gaikwad, Degulkar, Prachin Bharatacha Sanskrutik Itihas.
- 19) Bhide Gajanan, Prachin Bharat.
- 20) Mirashi V. V., Satvahan Aani Paschim kshatrap yancha Itihas Aani Koriv Lekh.
- 21) Dr.Rajendra Bhamare, Prof. More, Prof. Chavan, Prof. Ghadge, Prachin Bharatacha Itihas.
- 22) Dr.Kathare Anil, Prachin Bharatacha Itihas, Prashant Publications Jalgaon, 2012.

**University of Pune**  
**Revised S.Y.B.A. Syllabus (History, Special Paper -I)**  
**From 2014-15**  
**Diplomatic History of Marathas (1707-1818)**

**First Term**

**Objective:**

The course intends to study the role played by the Marathas in the context of India, the changing nature of Maratha State. To understand and analyze the Maratha expansionism and its significance in various spheres.

**Unit -1) Sources 10**

- a) Archeological
- b) Literary
- c) Travellers Accounts

**Unit -2) Conceptual Study of Diplomatic History of Marathas 15**

- a) Swarajya b) chauth c) Sardeshmukhi d) Maratha Confederacy e) paragana
- f) Subha g) Baluta h) Aluta i) Gotsabha j) Bramhasabha

**Unit - 3) Expansion of Maratha Power 15**

- a) Background of Expansion
- b) Conflict Between Chh. Shahu and Maharani Tarabai
- c) The Role of Peshwa Balaji Vishwanath in Expansion of the Maratha Empire
- d) Expansion of Maratha Power Southern and Northern

**Unit - 4) Internal relations. 8**

- a) Senapati Dabhade
- b) Sarkhel Angare
- c) Nagapurkar Bhosale

**Second Term**

**Unit - 5) Battle of Panipat 12**

- a) Background b) Causes c) Effects d) Causes of Defeat

**Unit - 6) Achievements of the Marathas after panipat 12**

- a) Peshawa Madhavrao First
- b) Barbhai Council
- c) Achievements of Mahadaji Shinde

Unit - 7) Decline of the Maratha Power 12

- a) Peshawa Bajirao Second
- b) Maratha - British Wars
- c) Causes of Decline

Unit - 8) Maratha Administration 12

- a) Central
- b) Provincial
- c) Local
- d) Judicial

### **Books for Study: English**

- 1] James Grant Duff., History of Maharashtra, Avishkar Publishers.
- 2] Sardesai G.S., New History of the Marathas, Vol.I,II and III, Phoenix Publication, Bombay.

### **Marathi :**

1. Vaidya Suman, Akhercha Peshwa, Pragati Prakashan.
2. Kelkar Y. N., Aaitihasik Povade, Diamond Prakashan, Pune
3. Sardesai B.N., Marathyancha Samajik, Arthik Va Sanskrutik Itihas (1600 te 1818) Phadke Prakashan, Kolhapur.
4. Deshpande P.N., Marathyancha Uday Aani Utkarsha (A.D. 1600 te 1761) Snehavardhan Publishing House, Pune
5. Pawar Jaysingrao, Marathi Samrajyacha Vijay Aani Asta, Mehta Publishing House Pune.

6. Shejwalkar T.S. Nijam Peshwe Sambandha 18 ve Shatak, Pune.
7. Kulkarni A. R., Nana Phadnis, Diamond Prakashan, Pune.
8. Pitre K.G., Marathyancha Yudhhetihās , 1600 te 1818, Continental Prakashan.
9. Mardikar Madan Mohan, Marathyancha Itihas, Vidya Book Publishers, Aurangabad.
10. Shindeshahi Itihasanchi Sadhane Bhag 10 Mul Kagadpatranche Sankalan va Sampadak, Kai. Anantrao Bhau Phalke Gwalior, Mukhya. Sampa. S.M. Garge, Sampa. Prof. Sadashiv Athavale.
11. (Sampa). Kulaknai- A.R., Khare G.H. ( Sampa) Marathyancha Itihas Khanda 1, Continental Prakashan Pune.
12. (Sampa). Kulaknai- A.R., Khare G.H. ( Sampa) Marathyancha Itihas Khanda 2, Continental Prakashan Pune.
13. (Sampa) Kulaknai- A.R., Khare G.H. ( Sampa) Marathyancha Itihas Khanda 3, Continental Prakashan Pune.
14. Sahastrabuddhe P.G. Maharashtra Sanskruti.
15. Parasnis D.B., Musalman Amadanitil Marathe Sardar
16. Pagadi Setu Madhavrao, Marashtra Aani Marathe, Pune.
17. Khobarekar V.G., Maharashtracha Itihas Maratha Kalkhanda Bhag 2 Mumbai.
18. Shejwalkar, Panipat 1761.
19. Khare G.H., Dakshinchya Madhyayugin Itihasachi Sadhane Khanda 1.
20. Khare G.H., Dakshinchya Madhyayugin Itihasachi Sadhane Khanda 2.
21. Khare G.H., Dakshinchya Madhyayugin Itihasachi Sadhane Khanda 3.
22. Khare G.H., Itihas Karte Marathe
23. Bhave V.K. Peshwekalin Maharashtra, Suvichar Prakashan Pune.
24. Riyasat.
25. Manjulkar, Angre Gharanyache Yogdan.

**University of Pune**  
**Revised Syllabus S.Y.B.A. (History, special Paper -II)**  
**From 2014-2015**  
**History of Modern Maharashtra (1818 to 1960)**  
**First Term**

**Objectives:**

The purpose of the course is to enable the students to study the history of modern Maharashtra .To highlight the ideas, institutions, forces and movements that contributes to the modern Maharashtra. To acquaint the students with various interpretative perspectives. To introduce the student to the regional history within a broad national framework.

- Unit - 1) Conceptual Study of Modern Maharashtra **15**
- 1) Modernity 2) Renaissance 3) Nationalism 4) Drain of wealth 5) Moderates 6) Extremist 7) Revolutionary 8) Four Points programme of Lokmanya Tilak 9) Statyagraha 10) Democracy 11) Capitalism 12) Industrialization 13) Urbanization 14) Utilitarianism.
- Unit - 2) Maharashtra in Early 19th Century **9**
- a) Socio- Political & Economic background.(transition period )
- b) British Administration & its Impacts.
- Unit -3) Socio-Economic & Religious Reformism **12**
- a) Balshastree Jambhekar
- b) Jagannath Shankarsheth
- c) Bhau Daji Lad
- d) Gopal Hari Deshmukh (Lokhiwadi)
- e) Mahatma Phule
- Unit - 4) Institutional Experiments in Socio- Religious Reformism **12**
- a) Paramahamsa Mandai
- b) Prarthana Samaj
- c) Satyashodhak Samaj
- d) Arya Samaj
- e) Depressed Classes Mission

## **Second Term**

Unit - 5) Thoughts and work of Intellectuals **16**

- a) Mahadev Govind Ranade
- b) Gopal Ganesh Agarkar
- c) Gopal Krishna Gokhale
- d) Rajarshri Chatrapati Shahu Maharaj
- e) Maharshi Dhondo Keshav Karve
- f) Karmaveer Bhaurao Patil
- g) Dr. Babasaheb Ambedkar
- h) Maharshi Vitthal Ramji Shinde

Unit - 6) Contribution of Maharashtra in Indian Freedom Movement **12**

- a) 1818 to 1885 ( Uprising of Ramoshi, Bhills, Koli, & Deccan Riots (1875) (b) Revolt of 1857, Moderates, Extremists & Revolutionaries.
- b) Non- Cooperation, Civil Disobedence & Quit India Movement

Unit - 7) Popular Movements in Maharashtra **10**

- a) Non-Brahmin Movement
- b) Dalit
- c) Peasants
- d) Workers
- e) Tribals

Unit - 8) Maharashtra after independence **10**

- a) Marathwada Muktisangram
- b) Samyukta Maharashtra Movement

## **MODERN MAHARASHTRA**

### **Book For Study : English :**

1. Ballhatchet Kenneth, Social Policy and Social Change in Western India. 1817-1830, OUP, 1961.

2. Nurullah Syed and Naik J.P. A History of Education in India (During the British Period) Macmillan and Co.Ltd. Bombay, 1951.
  3. Paranjpe Shrikant, Dixit Raja and Das C.R. Western India : History Society and Culture, Itihas Shikshak Mahamandal, Maharashtra, Pune-1997.
  4. Ravindra Kumar, Western India in the Nineteenth Century : A Study in the Social History of Maharashtra Routledge and Kegan Paul, Toronto, 1968.
- 

**Marathi:**

1. (Sampa). Dharmadhikari A.B., Maharashtraatil Samaj Sudhark, Chanakya Mandal Pariwar Prakashan, Pune.
2. Kir Dhananjay, Mahatma Jyotirao Phule :Aamachya Samaj Krantiche Janak, Popular Prakashan, Mumbai.
3. Phadake Yashwant Dinkar, Visavya Shatakati Maharashtra, 1901 te 1914 Khand 1 La Shri Vidya Prakashan Pune.
4. Sardesai B.N. Adhunik Maharashtra, 1898-1960 Phadake Prakashan, Kolhapur.
5. Garud Annasaheb, Sawant B.B., Maharashtraatil Samaj Sudharnecha Itihas 1819 te 1950, Kailas Publications Aurangabad.
6. Kulkarni Shilpa, Maharashtrache Samajshastra, Diamond Prakashan, Pune.
7. Dixit Raja, Ekonisavya Shatakati Maharashtra Madhyam Vargacha Uday, Diamond Prakashan, Pune
8. Adhunik Maharashtraatil Vargajati Prabodhan, Bagade, Umesh.
9. Chausalkar. Ashok, Maharshi Vitthal Ramji Shinde, Lokvangmay Griha Prakashan.
10. Bhole Bhaskar Laxman, Mahatma Jyotirao Phule Vaarasa Aani Vasa, Saket Prakashan.
11. Sardar G.B. Mahatma Phule Vyaktitwa Aani Vichar, Granthali Prakashan.
12. Atre Shubhangana, Maharashtra Sanskriti, Diamond Prakashan, Pune
13. Mangudkar M.P., Maharashtraatil Samaj Prabodhan Aani Chhatrapati Shahu Maharajanचे Karya, Pune Vidyapith Prakashan, Pune.
14. Patil V.B. Maharashtraatil Samaj Sudharnecha Itihas, Mehta Publishing House.

15. Pawar Jaysinghrao, Rajarshri Shahu Smarak Grantha, Maharashtra Itihas Prabodhini, Kolhapur.
16. Phadkule Nirmal, Lokhitwadi Kal Aani Kartutwa, Continental Prakashan, Pune.
17. Priyolkar A.K., Dr. Bhau Daji Vyakti Kal Va Kartutwa, Mumbai Marathi Sahitya Sangha.
18. Sardar G.B., Adhunik Maharashtra Upekshit Mankari., Pune.
19. Bhalerao Anant, Marathewadyacha Swatyantra Sangram.
20. More Sadanand, Lokmanya te Mahatma.
21. Sahastrabuddhe P.G., Lokhitwadinchi Shatpatre, Continental Prakashan, Pune.
22. Narke Hari Phadke, Y.D. Mahatma Phule Gaurav Grantha, Maharashtra Rajya Shikshan Vibhag, Mumbai.
23. Ranade G.M., Maharashtraatil Samaj Vichar A.D.1818 te 1878, Suvichar Prakashan Mandal, Nagpur Pune.
24. Valimbe R.S., Arvachin Maharashtrachi Samajik Punarghatana.
25. Pan. Naline, Maharashtraatil Rashtravadacha Vikas, Modern Book Depot, Pune.
26. (Sampa.) Vora Rajendra, Adhunikta Aani Parampara, 19 vya Shatakatil Maharashtra Pratima Prakashan, Pune.
27. Sardar G.B. , Arvachin Marathi Gaddyachi Purva Pithika, Modern Book Depot, Pune
28. Bedekar D.K., Bhanage B.S., Bharatiya Prabodhan.
29. Patil V. B., 19 vya Shatakatil Maharashtraatil Samaj Sudharnecha Itihas, K. Sagar Publications, Pune.
30. Acharya Javdekar S.D., Adhunik Bharat, Continental Prakashan, Pune
31. Kulkarni P.B., Nana Shankarsheth yanche Charitra Kal va Kamgiri, Mumbai.
32. Ketkar Kumar, Katha Swatantryachi, Maharashtra, Pune.
33. Garge S.M., Gopal Ganesh Agarkar,, National Book Trust, India New Delhi.
34. Nanda Balram (Anu.) , Vasant Palshikar, Gopal Krishna Gokhale, British Rajwat va Bharatiya Nemasta Yug, Pune.



35. Phatak N. R. Justice Mahadev Govind Ranade yanche Charitra, Nilkanth Prakashan, Pune.
36. Bhole Bhaskar Laxman, Bharatiya Rajkiya Vicharvant..
37. Tilekar Arun (Sampa.) , Maharashtra Charitra Granthamala Sancha 61 Charitra Grantha, Gandharva Ved Prakashan, Pune.
38. Dr. Kathare Anil, Adhunik Maharashtracha Itihas, Vidya Books Publishers, Aurangabad, Dwitiya Avrutti 2013.
39. Dr. Kathare Anil, Maharashtraatil Samaj Sudharak, Vidya Books Publishers, Aurangabad, 2014.

**University of Pune**  
**Revised Syllabus S.Y.B.A. (History, Special Paper - II)**  
**From 2014-15**  
**Medieval India - (1206-1707)**  
**First Term**

**Objectives:**

To survey the sources of History of medieval India. The course intends to provide an understanding of the social, economic, religious bases of medieval India. To Study medieval Indian art & architecture.

Unit - 1) Sources of Medieval Indian History **8**

a) Archaeological

b) Literary

Unit - 2) Conceptual study of Medieval India **16**

a) Medievalism

b) Kingship

c) Saranjamshahi

d) Mansabdari (Rank)

e) Jizyah

f) Hundi

g) Chhahlisgani organization /Turkan - I chahlghani

h) Sulah - I - kul

i) Madad - I - mash

j) Din - I - Elahi

k) Sufism

l) Bhakti cult

m) Ikta

n) Shahna - I - mandi

o) Khalifa

Unit - 3) Delhi Sultanate 12

- a) Political background of Delhi sultanate
- b) Turkish rulers
- c) Khilji - Administration, military system, Economic reforms.
- d) Experiments of Mohammad-Bin-Tughluq.
- e) Decline of sultanate

Unit - 4) Delhi sultanate: Socio- Economic, & religious life. 12

- a) Social life, Social Structure, position of women
- b) Economic life, Agriculture, trade and industry
- c) Religious life: Bhakti movement, sufism
- d) Art & Architecture
- e) Science & Technology.

### **Second Term**

Unit - 5) Deccani powers (southern states) 12

- a) Yadav : Administration and socio-economic
- b) Vijaynagar : Administration and socio-economic
- c) Bahamani : Administration and socio-economic

Unit - 6) The period of Mughals 12

- a) Political background
- b) Reforms of Shershah
- c) Mughal administration
  - 1) Central
  - 2) Provincial
- d) Land revenue & manasbdari

Unit - 7) Socio-economic & cultural life of Mughals 12

- a) Social
- b) Religious
- c) Economic
- d) Art & architecture
- e) Science & Technology

Unit - 8) Relation between Mughal & Regional states

12

- a) Rajputs
- b) Sikh
- c) Nijamshahi
- d) Adilshahi
- e) Marathas

**Books for Study : English**

- 1] Mehta J.L., Advanced study in the history of medieval India, sterling Publishers Pvt.Ltd.
- 2] Varma Nirmala, History of India Mughal Period, ABCD Publishers.
- 3] Singh Meera, Medieval History of India, Vikas Publishing House Pvt.Ltd.
- 4] Mukhia Harbans, Perspectives on medieval history, Vikas Publishing House Pvt.Ltd.
- 5] Tarachand, Influence of Islam on Indian Culture, Delhi.
- 6] Fukazawa Hiroshi, the Medieval Deccan, Peasant, Social System & Status
- 7] Shastri, Nilkantha K.A. History of India Culture, Delhi
- 8] Mahajan V.D. History of India, Madras
- 9] Irfan Habib, Delhi Sultanate
- 10] Lanepule Stanley, Medieval India
- 11] Percy Brown - Art & Architecture, Islamic Architecture
- 12] Satishchandra- History of Medieval India, Orient Blackswan, Hyderabad.
- 13] Neeraj Srivastava-Madyakallen Bharat- Prashasan, Samaj Evam Sanskriti Orient Blackswan, Hyderabad

- 14] Upinder Singh, A History of Ancient and Early Medieval India, Pearson, Delhi.
- 15] Piyush Chauhan, A History of India (From Early Times to A.D.1206) Pearson, Delhi.
- 16] Salma Ahmed Farooqui, A Comprehensive History of Medieval India, Pearson, Delhi.

**Marathi :**

1. Dr. Muhammad Ajam, Sufi Tatwadnyan : Swaproop Aani Chintan, Padmagandha.
2. L.Siddikhi N.A., (Anu.) Dr. Saswadkar P.L., Mogalkalin Mahasul Paddhati, Diamond Prakashan, Pune.
3. Chitnis K.N., Madhyaygin Bharatiya Sankalpana va Sanstha Bhag 1 te 4, Allrich Enterprises, Mumbai
4. Kulkarni V.V., Nevaskar Ashok Madhyayugin Bharatacha Itihas A.D.1206 te 1658, Vidya Prakashan, Nagpur.
5. L.Jadunath Sarkar (Anu.), Kolarkar S.G., Aurangjeb, Diamond Prakashan Pune.
6. Dixit N.S., Prachin va Madyayugin Bharat Prarambhapasun te A.D. 1707. Pimpalpure & Co. Publishers, Nagpur.
7. Phadnaik Chandrashekhar, Prachin va Madhyayugin Bharat, Vidya Prakashan, Nagpur.
8. Banahatti Rajendra, Akbar te Aurangjeb, Diamond Publication Pune.
9. Kogekar Sunanda, Akabarkalin Hindustan, Diamond Publication Pune.
10. Joshi Smita, Bharatiya Itihas Prachin te Arvachin, Diamond Publication Pune.
11. Bhide Gajanan, Nalavade Vijay, Naiknavare, Madhyayugin Bharat, Phadake Prakashan, Kolhapur.
12. Sardesai G.S., Musalmani Riyasat, Popular Prakashan, Mumbai.
13. Mate M.S., Chavan Kamal, Madhyayugin Kalabharati, Continental Prakashan, Pune.
14. Athaley Vibha, Prachin va Madhyayugin Bharat.
15. Chandra Satish, Madhyayugin Bharat, Jawahar Publishers, New Delhi.
16. Dr. Kathare Anil, Madhyayugin Bharatacha Itihas, Prashant Publications, Jalgaon,2013

17. Acharya Apte, Madhyayugin Bharat.

**Hindi:**

1. Irfan Habib (Sampa.), Madhyakalin Bharat, Ank 1 te 5, Rajkamal Prakashan, New Delhi.
2. Irfan Habib( Sampa.), MadhyaKalin Bharat, Ank 2, Rajkamal Prakashan, New Delhi.
3. Irfan Habib( Sampa.), MadhyaKalin Bharat, Ank 3, Rajkamal Prakashan, New Delhi
4. Irfan Habib( Sampa.), MadhyaKalin Bharat, Ank 4, Rajkamal Prakashan, New Delhi
5. Irfan Habib( Sampa.), MadhyaKalin Bharat, Ank 2, Rajkamal Prakashan, New Delhi
6. Varma Harishchandra (Sampa.), Madhyakalin Bhar, Bhag 1, 750, 1540 Hindi Madhyam Karyanvay Nideshalaya, Delhi Vishwavidyala, Delhi.

**University of Pune**  
**History of Civilization : Indian Culture**  
**Revised Syllabus, S.Y.B.A. G-II**

**First Term**

- |  |           |
|--|-----------|
| 1. Unit I- Introduction to Indian Culture            | <b>10</b> |
| 1.1. Physical and Geographical Features of India     |           |
| 1.2. Defining the term culture                       |           |
| 1.3. Features of Indian Culture                      |           |
| 2. Unit II- Ancient Indian Culture                   | <b>12</b> |
| 2.1. Sources- Archeological, Inscriptional, Literary |           |
| 2.2. Palaeolithic and Neolithic Culture              |           |
| 2.3. Harappan Culture                                |           |
| 2.4. Late Harappan Culture                           |           |
| 2.5. Dravidian Culture                               |           |
| 3. Unit III- Main Religions: Philosophy and Teaching | <b>12</b> |
| 3.1. Hinduism  |           |
| 3.2. Jainism   |           |
| 3.3. Buddhism  |           |
| 3.4. Sikhism   |           |
| 4. Unit IV- Indian Culture- 400 BC to 600 AD         | <b>8</b>  |
| 4.1. Cultural Contribution of Ashokan Age            |           |
| 4.2. Cultural Contribution under the Gupta Age       |           |
| 5. Unit V- Ancient Indian Science                    | <b>6</b>  |
| 5.1. Mathematics                                     |           |
| 5.2. Astronomy                                       |           |
| 5.3. Medicine  |           |

**Second Term**

- |   |           |
|---|-----------|
| 6. Unit VI – Language and Literature  | <b>10</b> |
| 6.1. Indo-Aryan Languages- Origin and Phases of Development                       |           |
| 6.2. Dravidian – Origin and Phases of Development                                 |           |
| 6.3. Forms of Literature- Sanskrit, Prakrit, Apabhraunsh and Vernacular Languages |           |
| 7. Unit VII- Arts   | <b>10</b> |
| 7.1. Sculpture- Caves, Pillars and Temples- Buddhist, Jain, Hindu and Muslim      |           |
| 7.2. Paintings- Caves, Temples- - Buddhist, Jain, Hindu and Muslim                |           |
| 7.3. Music- Classical- Hindustani and Karnatik                                    |           |
| 7.3.1. Folk Music   |           |
| 8. Unit VIII- Architecture  | <b>10</b> |
| 8.1. Buddhist   |           |
| 8.2. Hindu  |           |

|  |    |
|--|----|
| 8.3. Muslim                                  |    |
| 8.4. Colonial                                |    |
| 9. Unit IX- Bhakti Movement                  | 8  |
| 9.1. Shaiva                                  |    |
| 9.2. Vaishnav                                |    |
| 9.3. Sufism                                  |    |
| 9.4. Sikhism                                 |    |
| 10. Unit X- Socio Religious Reform Movements | 10 |
| 10.1. Brahmo Samaj                           |    |
| 10.2. Arya Samaj                             |    |
| 10.3. Ramkrishna Mission                     |    |
| 10.4. Satyashodhak Samaj                     |    |

### English Reading List -

1. Basham A .L, Wonder that was India, Oxford University press. 1954
2. Basham A .L., Cultural history of India, Oxford University press, 1975. (Translation available in Marathi)
3. Brown Percy , Indian Architecture, (Buddhist and Hindu period), D. B. Taraporewalla & Co. Bombay, 1965.
4. Mujumdar R.C., Raichudhury N.C. and Kalikinkar Datta, - An Advanced History India, Mcmillan India,1973. (Translation available in Marathi)
5. Razvi S.A.A, Wonder that was India, Vol-2, South Asia Books, 1996.
6. Sen Shailendra Nath, A Textbook of Indian History and culture, Mcmillan India ,1998.
7. Thapar Romila, India :From the origins to AD 1300, Penguin. (Translation available in Marathi)

### Marathi Reading List-

1. Aatre Trimbak Narayan,\* Gaav Gaadaa\*, Samanvay Prakashan, Kolhapur, 2012.
2. Dhavalikar Madhukar Keshav,\* Maharashtrachi Kulkatha\*, Rajhans Prakashan, Pune.
3. Gokhale Shobhana, \*Bharatache Sanskriti Vaibhav\*, Diamond Publications,Pune, 2009.
4. Gokhale Shobhana, \*Purabhilekhavidya\*, (2nd Edition), Continental Prakashan, Pune, 2007.
5. Joshi Laxman Shastri, Vaidik Sanskruteecha Vikas,
6. Kosambi Damodar Dharmanand, (tr. Vasant Tulpule), \*Puranakatha Ani Vastavata,\* Lokvangmay Gruha Prakashan, Mumbai, 2007.
7. Sankrityayan Rahul, (tr. V. S. Vakeel),\*Volga te Ganga\*,(10th Edition) Lokvangmay Gruha Prakashan, Mumbai, 2006.



# **University of Pune**

## **S.Y.B.A Political Science**

### **G-2 General Paper**

#### **POLITICAL THEORY & CONCEPTS**

**(80-20 Pattern to be implemented from 2014-2015)**

#### **Course Objectives:**

This is an introductory paper to the concepts, ideas and theories in political theory. It seeks to explain the evolution and usage of these concepts, ideas and theories with reference to individual thinkers both historically and analytically. The different ideological standpoints with regard to various concepts and theories are to be critically explained with the purpose of highlighting the differences in their perspectives and in order to understand their continuity and change. Furthermore there is a need to emphasize the continuing relevance of these concepts today and explain how an idea and theory of yesteryears gains prominence in contemporary political theory.

#### **Term-I**

##### **Unit: 1 - Introducing Political Theory**

- a) Definitions, Nature & Scope
- b) Traditions of Political Theory: Liberal & Conservative

##### **Unit: 2 - State**

- a) Definitions Meaning and Elements
- b) Perspectives on State (Liberal, Marxist)

##### **Unit: 3 - Power & Authority**

- a) Conceptions of Power, Power as Exploitation, Authority, Hegemony, Foucault on Power
- b) Authority: Meaning, Nature & its forms

##### **Unit-4 - Right and Justice**

- a) Meaning, Nature & Kinds of Rights
- b) Dimensions of Justice (Social, Economic Political)

## **Term-II**

### **Unit: 5 – Liberty and Equality**

- a) Liberty: Meaning, Nature, Classification: Negative & Positive Liberty
- b) Equality: Meaning, Nature, Types of Equality: Equality OF Opportunity; political Equality, Affirmative Action

### **Unit: 6 – Democracy**

- a) The Concept of Democracy, Direct Participatory & Liberal Democracy
- b) Perspectives on Democracy, Merits and demerits

### **Unit: 7 – Sovereignty**

- a) Meaning & Characteristics of sovereignty**
- b) Theory of Popular Sovereignty**

### **Unit 8: Globalisation**

- a) Definition, Meaning**
- b) Impact of Globalisation**

## **Readings:**

Lodhi Kaniz Fatema, Political Theory

Chavan Shankar Political Theory , Pratima Prakshan ,Pune.

Benke Suvarna, Rajkiya Siddhant, Prashant Publication, Jalgaon

Bhargava Rajeev & Ashok Acharya (eds), Political Theory: An Introduction. Pearson Longman, 2008. (English Medium)

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## **General Paper G-2 (OR)**

### **GOVERNMENT AND POLITICS OF U.K., U.S.A**

**(80-20 Pattern to be implemented from 2014-2015)**

#### **Course Objectives:**

This paper studies the major constitutions of the World by adopting a comparative approach. The constitutional and legal provisions, the ideological basis, the institutional arrangement and their social and economic background are to be explained, analyzed and evaluated critically. The historical backgrounds to individual constitutions are to be emphasized to gain an understanding of its evolution. The comparative perspective enables the student to understand the differences and similarities between the various constitutional arrangements. Furthermore the political institutions are to be studied in light of the political process to gain an understanding of the dynamics of actual politics and policy making.

#### **Term-I**

#### **Weightage**

##### **Unit: 1 - Constitutions**

**12**

**Nature and Evolution (U.S.A, U.K)**

##### **Unit: 2 - Legislature**

**12**

**Parliament (UK): Structure, powers & Role**

**Congress (USA): Structure, powers & Role**

##### **Unit: 3- Executive**

**12**

**Prime Minister & Cabinet (U.K),**

**President and Cabinet (U.S.A)**

##### **Unit: 4- Judiciary**

**12**

**Nature, Power & Functions of Judiciary (U.K & U.S.A)**

#### **Term-II**

##### **Unit: 5- Political Parties**

**12**

**Political Parties: Relation between political parties & government.**

**Two party system, features and role of parties in UK, USA**

##### **Unit: 6- Interest groups**

**12**

**Interest groups: their roles and performance in UK and USA**

##### **Unit: 7- State Governments**

**12**

**State Governments in UK and USA**

##### **Unit: 8- social movements**

**12**

**Social Movements: Human Rights, Women's Movement,**

**Ethnic Movements**

**Readings:**

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- K. C. Wheare, Federal Government, 4th edn., Oxford and New York, Oxford University Press, 1963.
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**University of Pune**  
**S.Y.B.A Political Science**  
**Special Paper-I**

**WESTERN POLITICAL THOUGHT**

**(80-20 Pattern to be implemented from 2014-2015)**

**Course Objectives:**

This paper studies the classical tradition in political theory from Plato to Marx with the view to understand how the great Masters explained and analyzed political events and problems of their time and prescribed solutions. The texts are to be interpreted both in the historical and philosophical perspectives to understand the universality of the enterprise of political theorizing. The limitations of the classical tradition, namely its neglect of women's concerns and issues and the non-European world are critically examined. The legacy of the thinkers is explained with the view to establish the continuity and change within the Western political tradition.

| <b><u>Term-I</u></b>                          | <b>Weight age</b> |
|---|-------------------|
| <b><u>Unit: 1 - Plato</u></b>                 | <b>12</b>         |
| a) Ideal State & Philosopher King             |                   |
| b) Views on Education                         |                   |
| c) Views on Justice & Communism               |                   |
| <b><u>Unit: 2 - Aristotle</u></b>             | <b>12</b>         |
| a) Views on State                             |                   |
| b) Views on Property, Views on Slavery        |                   |
| c) Views on Revolution                        |                   |
| <b><u>Unit: 3 - Machiavelli</u></b>           | <b>12</b>         |
| a) Views on Human Nature                      |                   |
| b) Views on Religion & Morality               |                   |
| c) Theory of Statecraft                       |                   |
| <b><u>Unit: 4 – J.S.Mil</u></b>               | <b>12</b>         |
| a) Views on Utilitarianism                    |                   |
| b) Views on Liberty                           |                   |
| c) Views on Representative Government & State |                   |
| <b><u>Term-II</u></b>                         |                   |
| <b><u>Unit: 5 – Karl Marx</u></b>             | <b>12</b>         |
| a) Historical Materialism                     |                   |
| b) Theory of Class & Struggle                 |                   |
| c) Theory of State & Revolution               |                   |
| <b><u>Unit: 6 - Hobbes</u></b>                | <b>12</b>         |
| a) State of Nature                            |                   |
| b) Views on Human Nature                      |                   |
| c) Theory of Social Contract                  |                   |

|  |           |
|--|-----------|
| <b>Unit: 7 – John Locke</b>                | <b>12</b> |
| a) Theory of Social Contract               |           |
| b) Views on natural Rights                 |           |
| c) Views on civil society & State          |           |
| <b>Unit: 8 - Rousseau</b>                  | <b>12</b> |
| a) State of Nature & Views on Human Nature |           |
| b) Theory of General Will                  |           |
| c) Theory of Social Contract               |           |

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**University of Pune**  
**S.Y.B.A Political Science**  
**Special Paper-II**

**POLITICAL SOCIOLOGY**

(80-20 Pattern to be implemented from 2014-2015)

**Section I**

**1. Definition, Nature and Scope of Political Sociology**

**2. Intellectual Foundation of Political Sociology**

a) Marx b) Max Weber c) Behavioral Approach

**3. Political Culture.**

a) Meaning and Nature  
b) Types of Political Culture

**4. Political Socialization**

a) Process and Agencies of Socialization

**Section II**

**5. Political Ideology**

a) Meaning and Nature

**6. Political Participation**

a) Meaning and Nature  
b) Levels of Participation  
c) Agencies of Recruitment

**7. Legitimacy and Influence**

a) Meaning and Nature  
b) Types

**8. Political Change, Political Development.**

a. Meaning and Nature  
b. Types of Political Change  
c) Concept of Political Development

**Readings**

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2. Chavan Shankar Rajkiya Tatvapranali, Pratima Pub. Pune.
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पुणे विद्यापीठ

मराठी

द्वितीय वर्ष कला (S. Y.B.A.)

सन २०१४-१५ पासूनचा पुनर्रचित अभ्यासक्रम

## **S.Y.B.A.(G 2)**

### **द्वितीय वर्ष कला (सामान्य स्तर २)**

#### **आधुनिक मराठी साहित्य आणि उपयोजित मराठी**

**उद्दिष्टे :**

- १ शुद्धलेखनाची ओळख करून देणे.
- २ पारिभाषिक संज्ञांची ओळख करून देणे.
- ३ चरित्र-आत्मचरित्र या साहित्यप्रकारांच्या तात्त्विक घटकांचे ज्ञान करून देणे.
- ४ आधुनिक मराठी साहित्यातील निवडक चरित्र-आत्मचरित्रात्मक वेच्यांचे आकलन, आस्वाद आणि मूल्यमापन करण्याची क्षमता विद्यार्थ्यांमध्ये निर्माण करणे.

### **प्रथम सत्र**

**एकूण तास: ४८**

**गुण: ६०**

#### **१. उपयोजित मराठी**

**तास : १२**

**गुण १५**

- |   |                               |    |
|---|-------------------------------|----|
| १ | अर्जलेखन                      | ५  |
| २ | अशुद्ध शब्द शुद्ध करून लिहिणे | १० |

#### **२. 'चरित्र' या साहित्यप्रकाराची तात्त्विक मीमांसा**

**तास : १२**

**गुण १५**

- १ चरित्र : संकल्पना
- २ चरित्र : साहित्यप्रकाराचे स्वरूप
- ३ चरित्र : साहित्यप्रकाराची वाटचाल

### ३. पाठ्यपुस्तक

तास : २४

गुण ३०

#### जीवनवेध

संपादक : प्रा. डॉ. स्नेहल तावरे

प्रा. डॉ. शिरीष लांडगे

#### द्वितीय सत्र

एकूणतास: ४८

गुण : ६०

#### १) व्यावहारिक मराठी

तास : १२

गुण १५

१ सारांश लेखन

५

२ पारिभाषिक संज्ञा

१०

#### २) 'आत्मचरित्र' या साहित्यप्रकाराची तात्त्विक मीमांसा

तास : १२

गुण १५

१ आत्मचरित्र : संकल्पना

२ आत्मचरित्र व आत्मकथन : साम्य-भेद

३ आत्मचरित्र : साहित्यप्रकाराची वाटचाल

#### ३) पाठ्यपुस्तक

तास : २४

गुण ३०

#### माझी जडणघडण

संपादक : प्रा. डॉ. स्नेहल तावरे

प्राचार्य डॉ. उज्ज्वला देवरे

### संदर्भ ग्रंथ

- १ चरित्र आत्मचरित्र (तंत्र आणि इतिहास) प्रा. अ. म. जोशी
- २ मराठी चरित्र मूलतत्त्वे व समीक्षा ग.का.रावते
- ३ चरित्रचिंतन द. न. गोखले
- ४ आत्मचरित्र मीमांसा डॉ.आनंद यादव
- ५ चरित्र आणि आत्मचरित्र- (साहित्यरूप) सदा कऱ्हाडे
- ६ मराठीतील आत्मचरित्रपर लेखन उषा हस्तक
- ७ वाङ्.मयीन संज्ञाकोश प्रभा गणोरकर व इतर (संपादक)
- ८ मराठी वाङ्.मयकोश खंड -४ विजया राजाध्यक्ष (संपादक)
- ९ चरित्रात्मक नाटक : संकल्पना आणि समीक्षा डॉ. गीता मांजरेकर
- १० ललित, चरित्र/ आत्मचरित्रे विशेषांक - जून - जुलै २०१३
- ११ स्वातंत्र्यपूर्व राजकीय नेत्यांच्या आत्मचरित्रांचा अभ्यास : एक चिकित्सा डॉ.संजय घोडेकर
- १२ स्वातंत्र्योत्तर राजकीय नेत्यांच्या आत्मचरित्रांचा अभ्यास : एक चिकित्सा डॉ.संजय घोडेकर

## प्रश्नपत्रिकेचे स्वरूप व गुण विभागणी आराखडा

### प्रथम सत्र परीक्षा

वेळ : ३ तास

गुण ६०

प्रश्न १ ला. खालील प्रश्नांची उत्तरे लिहा.

गुण १५

१. दोनपैकी **एका** विषयावर अर्ज लेखन करणे. ०५
२. दिलेल्या परिच्छेदातील अशुद्ध शब्द शुद्ध करून पुन्हा परिच्छेद लिहिणे.  
(किमान १०० शब्दांच्या परिच्छेदात फक्त **वीस** अशुद्ध शब्द देणे) १०

प्रश्न २रा. वीस शब्दांपर्यंत उत्तरे लिहा.

गुण २०

१. चरित्राच्या तात्त्विक मीमांसेवरील सात प्रश्नांपैकी **पाच** प्रश्न सोडविणे.
२. 'जीवनवेध' या संपादित पाठ्यपुस्तकावरील सात प्रश्नांपैकी **पाच** प्रश्न सोडविणे.

प्रश्न ३रा. पन्नास शब्दांपर्यंत उत्तरे लिहा

गुण १०

१. आत्मचरित्राच्या तात्त्विक मीमांसेवरील दोन प्रश्नांपैकी **एक** प्रश्न सोडविणे.
२. 'जीवनवेध' या संपादित पाठ्यपुस्तकावरील चार प्रश्नांपैकी **दोन** प्रश्न सोडविणे.

प्रश्न ४था. दीडशे शब्दांत उत्तरे लिहा.

गुण १५

१. 'जीवनवेध' या संपादित पाठ्यपुस्तकावरील चार प्रश्नांपैकी **दोन** प्रश्न सोडविणे.



## वार्षिक परीक्षा

वेळ : ३ तास

गुण ८०

प्रश्न १ ला: खालील प्रश्नांची उत्तरे लिहा.

गुण १५

१. वर्तमानपत्रासाठी जाहिरात लेखन (८)
२. पारिभाषिक संज्ञा (१४ इंग्लिश संज्ञांपैकी ७ सोडविणे.) (७)

प्रश्न २रा. वीस शब्दांपर्यंत उत्तरे लिहा.

गुण १०

१. 'माझी जडणघडण' या पाठ्यपुस्तकावरील सात प्रश्नांपैकी पाच प्रश्न सोडविणे.

प्रश्न ३रा. पन्नास शब्दांपर्यंत उत्तरे लिहा.

गुण १५

१. आत्मचरित्राच्या तात्त्विक मीमांसेवरील पाच प्रश्नांपैकी तीन प्रश्न सोडविणे.

प्रश्न ४था. दीडशे शब्दांपर्यंत उत्तरे लिहा

गुण १६

१. 'जीवनवेध' या पाठ्यपुस्तकावर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.
२. 'माझी जडणघडण' या पाठ्यपुस्तकावर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.

प्रश्न ५वा. तीनशे शब्दांपर्यंत उत्तरे लिहा.

गुण २४

१. 'जीवनवेध' या पाठ्यपुस्तकावर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.
२. 'माझी जडणघडण' या पाठ्यपुस्तकावर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.

**S. Y. B. A. (G 2)**

**द्वितीय वर्ष कला (सामान्य स्तर २)**

**पर्यायी अभ्यासक्रम**

**व्यावहारिक व उपयोजित मराठी**

**उद्दिष्टे :**

- १ संज्ञापनातील भाषेच्या भूमिकेचे, विविध आविष्कारांचे ज्ञान करून देणे.
- २ भाषिक कौशल्यांचे विविध आविष्कार आणि प्रसारमाध्यमे यांच्या परस्परसंबंधाचे ज्ञान करून देणे.
- ३ भाषिक कौशल्ये व क्षमता विकसित करणे.
- ४ मराठीच्या कार्यालयीन व व्यावसायिक कामकाजात होणाऱ्या वापराची माहिती करून घेणे.
- ५ कार्यालयीन व व्यावसायिक भाषाव्यवहारासाठी आवश्यक लेखनकौशल्यांचे संपादन व उपयोजन करणे.

**प्रथम सत्र**

**एकूण तास : ४८**

**गुण : ६०**

**१) कार्यालयीन मराठी भाषा**

**तास : १२**

**गुण १५**

- १ कार्यालयीन भाषाव्यवहाराचे स्वरूप
- २ व्यवहारभाषा व कार्यालयीन भाषा : वेगळेपण.

**२) पत्रव्यवहाराचे स्वरूप व वैशिष्ट्ये**

**तास : १२**

**गुण १५**

- १ पत्रलेखनाचे प्रयोजन
- २ कार्यालयीन पत्रव्यवहार

### ३. अर्जलेखन- स्वरूप व वैशिष्ट्ये

तास : १२

गुण १५

- १ अर्जलेखनाचे प्रयोजन
- २ अर्जलेखनाचे प्रकार
- ३ अर्जलेखनाचा मसुदा (Format): प्रयोजन व स्वरूप
- ४ अर्जलेखन : प्रात्यक्षिक ( कार्यालयीन अर्जाचे विविध नमुने गोळा करणे,मसुदा तयार करणे )

### ४) इतिवृत्त- संकल्पना व स्वरूप

तास : १२

गुण १५

- १ इतिवृत्तलेखनाचे स्वरूप
- २ इतिवृत्तलेखनाचे प्रयोजन
- ३ इतिवृत्तलेखनाची पद्धती
- ४ इतिवृत्त लेखन : प्रात्यक्षिक (शासकीय व इतर कार्यालयांत वेगवेगळ्या कारणांनी व वेगवेगळ्या स्तरांवर लिहिली गेलेली इतिवृत्ते मिळवून अभ्यासणे. प्रत्यक्ष कार्यक्रमाचे इतिवृत्त लेखन )

### द्वितीय सत्र

एकूण तास : ४८

गुण : ६०

### १) कार्यालयीन टिप्पणी लेखन

तास : १२

गुण १५

- १ कार्यालयीन टिप्पणी लेखनाचे स्वरूप
- २ कार्यालयीन टिप्पणी लेखनाचे प्रयोजन
- ३ कार्यालयीन टिप्पणी लेखनाची पद्धती,

- ४ कार्यालयीन टिप्पणी : प्रात्यक्षिक (शासकीय व इतर कार्यालयांत वेगवेगळ्या कारणांनी व वेगवेगळ्या स्तरांवर लिहिल्या गेलेल्या टिप्पण्या मिळवून अभ्यासणे. प्रत्यक्ष कार्यालयीन टिप्पणी लेखन करणे.)

### २) पत्रकलेखन

तास : १२

गुण १५

- १ पत्रकलेखनाचे स्वरूप
- २ पत्रकलेखनाचे प्रयोजन
- ३ पत्रकलेखन : प्रकार ( निवेदनपत्रक, निविदा, सूचनापत्रक, माहितीपत्रक, घोषणापत्रक, प्रसिद्धीपत्रक, परिपत्रक. )
- ४ पत्रकलेखन : प्रकार व प्रात्यक्षिक (विविध कार्यालयीन पत्रक व्यवहारांचे नमुने गोळा करणे.)

### ३) संपादन : संकल्पना व स्वरूप

तास : १२

गुण १५

- १ संपादनाचे प्रयोजन व भूमिका
- २ संपादनाचे नियोजन व पूर्वतयारी
- ३ संपादन - स्मरणिका, गौरविका, संस्थापत्रिका, वार्षिक अहवाल, समीक्षाग्रंथ इ.
- ४ संपादन : प्रात्यक्षिक (विविध संपादनांचा संग्रह करून संपादकीय कौशल्याचे निरीक्षण करणे)

### ४) कार्यालयीन दफ्तर व्यवस्थापन : संकल्पना व स्वरूप

तास : १२

गुण १५

- १ कार्यालयीन कागदपत्रांचे स्वरूप
- २ कार्यालयीन कागदपत्रांचे वर्गीकरण

- ३ कार्यालयीन कागदपत्रे : धारिका (फाईल) व्यवस्थापन ( अनुक्रमणिका, विभागीय रचना, टॅग इ.)
- ४ धारिकांचे प्रकार व कागदपत्रांचे व्यवस्थापन.

### संदर्भ पुस्तके

१. व्यावहारिक मराठी पाठ्यपुस्तक -द्वितीय वर्ष वाणिज्य व द्वितीय वर्ष विज्ञान-पुणे विद्यापीठ प्रकाशन,पुणे.
२. व्यावहारिक मराठी- कल्याण काळे व द.दि.पुंडे, निराली प्रकाशन,पुणे.
३. व्यावहारिक मराठी- ल.रा.नसिराबादकर, फडके प्रकाशन, कोल्हापूर.
४. नवभारत- व्यावहारिक मराठी विशेषांक, ऑगस्ट-सप्टें, १९८२, प्राज्ञ पाठशाला, वाई.
५. उपयोजित अभ्यासक्रम, मराठी भाषेची संवादकौशल्ये-प्रकाशक: यशवंतराव महाराष्ट्र मुक्त विद्यापीठ, नाशिक.
६. शासनव्यवहारात मराठी (समस्या :स्वरूप: प्रक्रिया )- भाषा संचालनालय,महाराष्ट्र शासन, शासकीय फोटो झिंको मुद्रणालय, पुणे-१९९७
७. 'अभिलेख' व्यवस्थापनाची मार्गदर्शिका - संकलक व लेखक : डॉ.संजीव प.देसाई,संपा.भास्कर धाटाकर, पुराभिलेख विभाग, महाराष्ट्र शासन, शासकीय मुद्रणालय, मुंबई.
८. व्यावहारिक मराठी- प्रकाश परब, मिथुन प्रकाशन, प्रथमावृत्ती : जन्म १९८९,डोंबिवली (पूर्व ).
९. व्यावहारिक मराठी - डॉ. स्नेहल तावरे
१०. व्यावहारिक मराठी - डॉ. गोविलकर , डॉ. पाटणकर
११. भाषिक सर्जन आणि उपयोजन - राजन गवस, अरुण शिंदे, गोमटेश्वर पाटील
११. व्यावहारिक मराठी - डॉ. मोकाशी, डॉ. नेमाडे
१२. व्यावहारिक आणि उपयोजित मराठी - डॉ. मनोहर रोकडे
१३. मराठी साहित्य : काही लेखनबंध - डॉ.सुधाकर शेलार

## प्रश्नपत्रिकेचे स्वरूप व गुण विभागणी आराखडा

### प्रथम सत्र परीक्षा

वेळ : ३ तास

गुण ६०

प्रश्न १ ला: वीस शब्दांपर्यंत उत्तरे लिहा.

२०

चौदा प्रश्नांपैकी दहा प्रश्न सोडविणे.

प्रश्न २ रा: पन्नास शब्दांपर्यंत उत्तरे लिहा.

१०

१. प्रकरण १ व प्रकरण २ वरील दोन पैकी एका प्रश्नाचे उत्तर सोडविणे.

२. प्रकरण ३ व प्रकरण ४ वरील दोन पैकी एका प्रश्नाचे उत्तर सोडविणे.

प्रश्न ३ रा: दीडशे शब्दांपर्यंत उत्तरे लिहा.

३०

१. प्रकरण १ व प्रकरण २ वरील चार पैकी दोन प्रश्नाचे उत्तर सोडविणे.

२. प्रकरण ३ व प्रकरण ४ वरील चार पैकी दोन प्रश्नाचे उत्तर सोडविणे.

## वार्षिक परीक्षा

वेळ : ३ तास

गुण ८०

प्रश्न १ ला: वीस शब्दांपर्यंत उत्तरे लिहा.

२०

द्वितीय सत्रातील प्रकरणांवर चौदा प्रश्नांपैकी दहा प्रश्न सोडविणे.

प्रश्न २ रा: पन्नास शब्दांपर्यंत उत्तरे लिहा.

१०

१ प्रथम सत्रातील दोन पैकी एका प्रश्नाचे उत्तरे सोडविणे.

२ द्वितीय सत्रातील दोन पैकी एका प्रश्नाचे उत्तरे सोडविणे.

प्रश्न ३ रा: दीडशे शब्दांपर्यंत उत्तरे लिहा.

२०

१. द्वितीय सत्रातील प्रकरण १ व प्रकरण २ वरील दोन पैकी एका प्रश्नाचे उत्तर सोडविणे.

२. द्वितीय सत्रातील प्रकरण १ व प्रकरण २ वरील दोन पैकी एका प्रश्नाचे उत्तर सोडविणे.

प्रश्न ४ था: तीनशे शब्दांपर्यंत उत्तरे लिहा.

३०

१ प्रथम सत्रातील दोन पैकी एका प्रश्नाचे उत्तरे सोडविणे.

२ द्वितीय सत्रातील दोन पैकी एका प्रश्नाचे उत्तरे सोडविणे.

**S. Y. B. A. (S 1)**

**द्वितीय वर्ष कला (विशेषस्तर १)**

**मराठी साहित्यातील विविध साहित्यप्रकार**

**उद्दिष्टे :**

- १ मराठी साहित्यप्रकारांच्या तात्त्विक घटकांचे ज्ञान देणे.
- २ वेगवेगळ्या कालखंडातील मराठीतील अभिजात साहित्यकृतींचा संस्कार घडविणे. साहित्याविषयीची अभिरुची निर्माण करणे.
- ३ साहित्यकृतीला मुक्त प्रतिसाद देण्याची क्षमता विकसित करणे.
- ४ साहित्यकृतीचे आकलन, आस्वाद आणि मूल्यमापन करण्याची दृष्टी निर्माण करणे.
- ५ साहित्याचा सूक्ष्म पातळीवर अभ्यास करण्याची क्षमता विकसित करणे.
- ६ पदव्युत्तर अभ्यास करण्याची पूर्वतयारी करणे.

**सत्र पहिले**

**नाटक**

**एकूण तास: ४८**

**सत्रांत परीक्षा गुण: ६०**

**१) तात्त्विक मीमांसा**

**तास : १२**

**गुण १५**

**१ : नाटक या साहित्यप्रकाराची तात्त्विक मीमांसा**

- १ नाटक साहित्यप्रकाराची संकल्पना
- २ नाटकाचे घटक
- ३ नाटकाचे प्रकार
- ४ नाटक या साहित्यप्रकाराची वाटचाल

**२) नाटक संहिता**

**तास : ३६**

**गुण ४५**



## नटसम्राट- वि.वा.शिरवाडकर

### संदर्भ ग्रंथ

- १ शोकनाट्याचे साहित्यरूप - डॉ. सदा कऱ्हाडे
- २ अँरिस्टाटलाचे काव्यशास्त्र - गो.वि. करंदीकर
- ३ मराठी रंगभूमी : घटना आणि परंपरा - डॉ. भालेराव स्मृतिग्रंथ
- ४ मराठी नाट्यतंत्र (संपा.) मो.द. ब्रह्मे
- ५ आजचे नाटककार (सं.)डॉ. द. दि.पुंडे/ डॉ. स्नेहल तावरे
- ६ नट नाटक व नाटककार - व.शां. देसाई
- ७ कुसुमाग्रज - शिरवाडकर एक शोध - डॉ. द. दि. पुंडे
- ८ मराठी शोकात्म नाटके - डॉ. उज्ज्वला जाधव
- ९ भारतीय रंगभूमीची परंपरा - डॉ. माया सरदेसाई
- १० मराठी शोकांतिका : नवविचार - डॉ. पुष्पलता राजापुरे - तापस
- ११ स्वातंत्र्योत्तर सामाजिक नाट्यसृष्टी - डॉ. श्रीकांत पाटील
- १२ भारतीय नाट्यप्रयोगविज्ञान - प्रा.अ. म. जोशी
- १३ Shakespearean Tragedy - A. C. Brally
- १४ Modern Tragedy - Raymond Williams
- १५ नटसम्राट : एक अभ्यास - प्रा.मो.द. ब्रह्मे
- १६ नटसम्राट : एक समीक्षा (संपा.) - गो. तु. पाटील
- १७ शिरवाडकरांची नाटके - डॉ. शोभा देशमुख
- १८ कुसुमाग्रज साहित्यदर्शन - डॉ. उषा देशमुख
- १९ स्वातंत्र्योत्तर सामाजिक नाट्यसृष्टी - डॉ. श्रीकांत पाटील
- २० मराठी नाटक : नव्या दिशा नवी वळणे - डॉ. तारा भवाळकर
- २१ भरतमुनींचे नाट्यशास्त्र - डॉ. सरोज देशपांडे

## द्वितीय सत्र

### कादंबरी

एकूण तास : ४८

सत्रांत परीक्षा गुण : ६०

#### १) तात्त्विक मीमांसा

तास : १२

गुण १५

#### १ : कादंबरी या साहित्यप्रकाराची तात्त्विक मीमांसा

- १ कादंबरी या साहित्यप्रकाराची संकल्पना
- २ कादंबरीचे घटक
- ३ कादंबरीचे प्रकार
- ४ कादंबरी या साहित्यप्रकाराची वाटचाल

#### २) कादंबरी संहिता

तास : ३६

गुण ४५

#### फकिरा -अण्णा भाऊ साठे

#### संदर्भ ग्रंथ

- १ अण्णा भाऊ साठे साहित्य समीक्षा - (संपा.) प्रा. रणधीर शिंदे
- २ अण्णा भाऊ साठे - बजरंग कोरडे
- ३ अण्णा भाऊ साठे समाजविचार आणि साहित्य विवेचन - डॉ. बाबुराव गुरव
- ४ लोकशाहीर अण्णा भाऊ साठे निवडक वाङ्मय - (संपा.) अर्जुन डांगळे
- ५ ग्रामीण दलित कादंबरी : तुलना (संपा.) डॉ. भास्कर शेळके
- ६ ग्रामीण दलित साहित्य : डॉ. मधुकर मोकाशी
- ७ दलित साहित्य : डॉ. नीला पांढरे
- ८ चरित्र आणि आत्मचरित्र वाङ्मयप्रकारांचे विवेचन - सदा कऱ्हाडे

- ९ युगांतर - दिवाळी अंक १९६९ अण्णाभाऊ साठे विशेषांक (संपा - श्रीकृष्ण पोवळे)
- १० समाज सुधारक लोकशाहीर अण्णाभाऊ साठे (संपा.) अँड. महेंद्र शिंदे
- ११ फकिरा: एक आकलन - डॉ. वैशाली भालसिंग
- १२ मराठी प्रादेशिक कादंबरी - स्वरूप आणि विश्लेषण - डॉ. भास्कर शेळके
- १३ अण्णा भाऊ साठे समग्र वाङ्मय - आसाराम गायकवाड
- १४ परिवर्तनाचा जागर - डॉ. गिरीष मोरे
- १५ जननायक अण्णा भाऊ साठे - डॉ. शिवाजी जवळगेकर
- १६ दलित व दलितेतरांची कथा : एक अभ्यास - डॉ. श्रीराम गडकर

## प्रश्नपत्रिकेचे स्वरूप व गुण विभागणी आराखडा

### प्रथम सत्र परीक्षा

वेळ : ३ तास

गुण ६०

प्रश्न १ ला: पन्नास शब्दांपर्यंत उत्तरे लिहा. १५

नाटक या साहित्यप्रकाराच्या तात्त्विक मीमांसेवर पाच प्रश्नांपैकी तीन प्रश्न सोडविणे.

प्रश्न २ रा : वीस शब्दांपर्यंत उत्तरे लिहा. १०

‘नटसम्राट’ या नाटकावर दहा प्रश्न विचारणे पाच सोडविणे.

प्रश्न ३ रा. पन्नास शब्दांपर्यंत उत्तरे लिहा. १५

‘नटसम्राट’ या नाटकावर सहा प्रश्न विचारणे तीन सोडविणे.

प्रश्न ४ था. दीडशे शब्दांपर्यंत उत्तरे लिहा. २०

‘नटसम्राट’ या नाटकावर चार प्रश्न विचारणे दोन सोडविणे.

## वार्षिक परीक्षा

वेळ : ३ तास

गुण ८०

- प्रश्न १ ला: खालील प्रश्नांची उत्तरे लिहा. १५
- कादंबरी या साहित्यप्रकाराच्या तात्त्विक मीमांसेवर पाच प्रश्नांपैकी तीन प्रश्न सोडविणे.
- प्रश्न २ रा. वीस शब्दांपर्यंत उत्तरे लिहा. १०
- ‘फकिरा’ या कादंबरीवर सात प्रश्नांपैकी पाच प्रश्न सोडविणे.
- प्रश्न ३ रा. पन्नास शब्दांपर्यंत उत्तरे लिहा. ०५
- ‘फकिरा’ या कादंबरीवर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.
- प्रश्न ४ था. दीडशे शब्दांपर्यंत उत्तरे लिहा. २०
१. ‘नटसम्राट’ या नाटकावर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.
२. ‘फकिरा’वर कादंबरीवर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.
- प्रश्न ५ वा. तीनशे शब्दांपर्यंत उत्तरे लिहा. ३०
१. ‘नटसम्राट’ या नाटकावर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.
२. ‘फकिरा’वर कादंबरीवर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.

**S. Y. B. A. (S 2)**

**द्वितीय वर्ष कला (विशेषस्तर २)**

**अर्वाचीन मराठी वाङ्मयाचा इतिहास (इ. स. १८१८ ते १९६०)**

**उद्दिष्टे :**

- १ विशेषस्तरावर अभ्यासाचा प्रारंभ होत असताना, मराठी साहित्याच्या ऐतिहासिक परंपरेचे स्थूल ज्ञान करून देणे.
- २ विशिष्ट कालखंडाच्या पार्श्वभूमीवर साहित्यामागील प्रेरणा, प्रवृत्तींचे ज्ञान करून देणे.
- ३ साहित्यप्रकारांच्या विकसनशील परंपरेचे स्थूल ज्ञान करून देणे.
- ४ पदव्युत्तर अभ्यास करण्याची पूर्वतयारी करणे.

**सत्र पहिले**

**अर्वाचीन मराठी वाङ्मयाचा इतिहास (इ. स. १८१८ ते १९२०)**

**एकूणतास: ४८**

**सत्रांत परीक्षा गुण: ६०**

**१) कालखंड : इ.स. १८१८ ते १८७४**

**तास : १२**

**गुण ३०**

- १ या कालखंडातील सामाजिक, धार्मिक, राजकीय, सांस्कृतिक आणि वाङ्मयीन पार्श्वभूमी.
- २ या कालखंडातील साहित्य निर्मिती मागील प्रेरणा आणि प्रवृत्ती.
- ३ या कालखंडातील निबंध, कविता, कथा, कादंबरी, नाटक, चरित्र, आत्मचरित्र या निवडक वाङ्मयप्रकारांचा स्थूल आढावा.

**२) कालखंड : इ.स. १८७५ ते १९२०**

**तास : १२**

**गुण ३०**

- १ या कालखंडातील सामाजिक, धार्मिक, राजकीय, सांस्कृतिक आणि वाङ्मयीन पार्श्वभूमी.

- २ या कालखंडातील साहित्य निर्मिती मागील प्रेरणा आणि प्रवृत्ती.
- ३ या कालखंडातील निबंध, कविता, कथा, कादंबरी, नाटक, चरित्र, आत्मचरित्र या निवडक वाङ्मयप्रकारांचा स्थूल आढावा.

## द्वितीय सत्र

### अर्वाचीन मराठी वाङ्मयाचा इतिहास (इ. स. १९२१ ते १९६०)

एकूणतास: ४८

सत्रांत परीक्षा गुण: ६०

#### १) कालखंड : इ.स. १९२१ ते १९४५

तास : १२

गुण ३०

- १ या कालखंडातील सामाजिक, धार्मिक, राजकीय, सांस्कृतिक आणि वाङ्मयीन पार्श्वभूमी.
- २ या कालखंडातील साहित्यनिर्मिती मागील प्रेरणा आणि प्रवृत्ती.
- ३ या कालखंडातील निबंध, कविता, कथा, कादंबरी, नाटक, चरित्र, आत्मचरित्र, ललितगद्य इ. या निवडक वाङ्मयप्रकारांचा स्थूल आढावा.

#### २) कालखंड : इ.स. १९४६ ते १९६०

तास : १२

गुण ३०

- १ या कालखंडातील सामाजिक, धार्मिक, राजकीय, सांस्कृतिक आणि वाङ्मयीन पार्श्वभूमी.
- २ या कालखंडातील साहित्य निर्मिती मागील प्रेरणा आणि प्रवृत्ती.
- ३ या कालखंडातील निबंध, कविता, कथा, कादंबरी, नाटक, चरित्र, आत्मचरित्र, ललितगद्य इ. या निवडक वाङ्मयप्रकारांचा स्थूल आढावा.

## संदर्भ ग्रंथ

- १ मराठी वाङ्मयाचा इतिहास खंड ४, ५, ६, म.सा.प. पुणे.
- २ अर्वाचीन मराठी गद्याची पूर्वपीठिका- गं.बा. सरदार
- ३ महाराष्ट्र जीवन खंड १ व खंड २ गं. बा. सरदार

- ४ साहित्य समाज आणि संस्कृती- दिंगबर पाध्ये
- ५ मराठी वाङ्मयाचा विवेचक इतिहास - प्र. न. जोशी
- ७ महाराष्ट्राचा सांस्कृतिक इतिहास - शं. दा. पेंडसे
- ८ मराठी गद्याचा इंग्रजी अवतार - द.वा. पोतदार
- ९ मराठी वाङ्मयाची सांस्कृतिक पार्श्वभूमी- गो. म. कुलकर्णी
- १० मराठी कादंबरी पहिले शतक - कुसुमावती देशपांडे
- ११ मराठी कथा उद्गम आणि विकास - इंदुमती शेवडे
- १२ धार आणि काठ - नरहर कुरुंदकर
- १३ मराठी साहित्य प्रेरणा व स्वरूप - गो. मा. पवार
- १४ मराठी कविता: १९४५ ते १९६० - रा. श्री. जोग
- १५ मराठी कादंबरीचा इतिहास - चंद्रकांत बांदिवडेकर
- १६ अर्वाचीन मराठी साहित्याची सांस्कृतिक पार्श्वभूमी - सदा कऱ्हाडे
- १७ आधुनिक मराठी वाङ्मयाचा इतिहास खंड १, २ डॉ.अ.ना.देशपांडे
- १८ प्रदक्षिणा खंड १, २ कॉन्टिनेन्टल , पुणे
- १९ मराठी कादंबरी- प्रेरणा व स्वरूप - कुसुमावती देशपांडे
- २० कादंबरी आणि मराठी कादंबरी- उषा हस्तक
- २१ मराठी प्रादेशिक कादंबरी - डॉ.मदन कुलकर्णी
- २२ कादंबरी - ल.ग.जोग
- २३ एकोणिसावे शतक : सुधारणावाद व मराठी साहित्य - डॉ.सुधाकर शेलार
- २४ मराठी कादंबरी - चंद्रकांत बांदिवडेकर
- २५ खडक आणि पाणी - गंगाधर गाडगीळ
- २६ स्त्री व्यक्तिरेखा : गोनीदांच्या - डॉ. उज्ज्वला देवरे
- २७ मराठी कवितेतील स्त्री चित्रण - डॉ. वेदश्री थिगळे
- २८ महानगरीय कादंबरी : अंशदर्शन - डॉ.आनंदा गांगुर्डे

## प्रश्नपत्रिकेचे स्वरूप व गुण विभागणी आराखडा

### प्रथम सत्र परीक्षा

वेळ : ३ तास

गुण ६०

प्रश्न १ ला: वीस शब्दांपर्यंत उत्तरे लिहा.

२०

प्रथम सत्रातील साहित्यप्रकाराच्या वाटचालीवर चौदा प्रश्नांपैकी दहा प्रश्न सोडविणे.

प्रश्न २ रा : पन्नास शब्दांपर्यंत उत्तरे लिहा.

१५

प्रथम सत्रातील साहित्यप्रकारांच्या विशिष्ट कालखंडातील प्रेरणा आणि प्रवृत्तींवर पाच प्रश्नांपैकी तीन प्रश्न सोडविणे.

प्रश्न ३ रा. पन्नास शब्दांपर्यंत उत्तरे लिहा.

१०

प्रथम सत्रातील साहित्यप्रकारांच्या विशिष्ट कालखंडातील वैशिष्ट्यांवर पाच प्रश्नांपैकी दोन प्रश्न सोडविणे.

प्रश्न ४ था. दीडशे शब्दांपर्यंत उत्तरे लिहा. (वाटचालीवर)

१५

प्रथम सत्रातील साहित्यप्रकाराच्या वाटचालीवर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.



## वार्षिक परीक्षा

वेळ : ३ तास

गुण ८०

प्रश्न १ ला: वीस शब्दांपर्यंत उत्तरे लिहा.

१०

दुसऱ्या सत्रातील साहित्यप्रकाराच्या वाटचालीवर सातप्रश्नांपैकी पाच प्रश्न सोडविणे.

प्रश्न २ रा. पन्नास शब्दांपर्यंत उत्तरे लिहा.

१५

दुसऱ्या सत्रातील साहित्यप्रकारांच्या विशिष्ट कालखंडातील प्रेरणा आणि प्रवृत्तींवर पाच प्रश्नांपैकी तीन प्रश्न सोडविणे.

प्रश्न ३ रा. पन्नास शब्दांपर्यंत उत्तरे लिहा.

०५

दुसऱ्या सत्रातील साहित्यप्रकारांच्या विशिष्ट कालखंडातील वैशिष्ट्यांवर पाच प्रश्नांपैकी दोन प्रश्न सोडविणे.

प्रश्न ४ था. दीडशे शब्दांपर्यंत उत्तरे लिहा

२०

१ प्रथम सत्राच्या साहित्याच्या वाटचालीवर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.

२ द्वितीय सत्राच्या साहित्याच्या वाटचालीवर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.

प्रश्न ५ वा. तीनशे शब्दांपर्यंत उत्तरे लिहा.

३०

१ प्रथम सत्राच्या साहित्याच्या वाटचालीवर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.

२ द्वितीय सत्राच्या साहित्याच्या वाटचालीवर दोन प्रश्नांपैकी एक प्रश्न सोडविणे.

# **UNIVERSITY OF PUNE**

## **Restructuring Courses At the Undergraduate Level**

### **CONDUCTED BY**

**B.Y.K. College of Commerce, Nashik – 422 005**

**‘C’ COMPONENT S.Y.B.COM**

**SUBJECT- Applied Statistics**

**SUBJECT CODE- APST**

**REVISED SYLLABUS FROM 2014-15**

#### **Contents :**

1. Objectives
2. Syllabus and No. of Lectures
3. List of Practicals
4. Reference books
5. List of Members of the Syllabus Committee & E

**OBJECTIVES**

1. To introduce the subject as a branch of Business Statistics in light of its growing importance in business analytics .
2. To acquaint the students with the basic concepts of exploratory data analysis and basics of probability and probability distributions
3. To expose the students to the available software and To empower them for business analytics.
4. To develop interest in the subject and motivate the students to pursue data analysis as a career.

| <b>THEORY SYLLABUS-TERM-I</b>           |     |  |                       |
|---|-----|--|-----------------------|
| <b>UNIT</b>                             |     | <b>CONTENTS</b>  | <b>NO OF LECTURES</b> |
| <b>1</b>                                |     | <b>Introduction: Meaning, scope and applications of statistics</b>   | <b>08</b>             |
|   | 1.1 | Descriptive Statistics: Measurement scales: primary and secondary data; cross sectional data                     |                       |
|   | 1.2 | classification and tabulation, graphical and diagrammatic presentation of data                                   |                       |
|   | 1.3 | Examples and Data collection   |                       |
| <b>2</b>                                |     | <b>Data Analysis</b>   | <b>08</b>             |
|   | 2.1 | Measures of location and dispersion; AM , GM and HM, median, mode, quartiles and percentiles, Range, QD, SD, CV. |                       |
|   | 2.2 | Examples and Problems, Applications in business data and commerce  |                       |
|   | 2.3 | Applications in management   |                       |
| <b>3</b>                                |     | <b>Discrete Probability</b>  | <b>08</b>             |
|   | 3.1 | fundamentals of discrete probability   |                       |
|   | 3.2 | Conditional probability and independence   |                       |
|   | 3.3 | Baye's theorem , examples and Introduction to software   |                       |
| <b>TOTAL LECTURES OF THE FIRST TERM</b> |     |  | <b>24</b>             |

| THEORY SYLLABUS-TERM-II           |     |   |                |
|-----------------------------------|-----|---|----------------|
| UNIT                              |     | CONTENTS  | NO OF LECTURES |
| 4                                 |     | <b>Concept of a discrete random variable, pmf, cdf, its properties.</b>   | 08             |
|                                   | 4.1 | Basics of discrete probability distributions  |                |
|                                   | 4.2 | Pmf, cdf, its properties. Discrete random variable, standard discrete probability distributions- Bernoulli, Binomial, Poisson             |                |
|                                   | 4.3 | Examples and problems , Applications in commerce and management   |                |
| 5                                 |     | <b>Vicariate data</b>   | 08             |
|                                   | 5.1 | Correlation bivariate data, scatter diagram   |                |
|                                   | 5.2 | Karl Pearson's correlation coefficient ( $r$ ), Properties of $r$ , Spearman's rank correlation coefficient..                             |                |
|                                   | 5.3 | Examples , Problems and Applications  |                |
| 6                                 |     | <b>Attribute and Index Numbers.</b>   | 08             |
|                                   | 6.1 | Association of attributes – relations between class frequencies , Consistency of data, Yule's coefficient of association, interpretation. |                |
|                                   | 6.2 | Index Numbers: Definition, construction, problems in the construction of index numbers  |                |
|                                   | 6.3 | Applications : Laspeyre's, Passhche's and Fisher's index numbers, cost of living index number, BSE and SENSEX.                            |                |
| TOTAL LECTURES OF THE SECOND TERM |     |   | 24             |

| LIST OF PRACTICALS-TERM-I |                               |  |                            |   |   |
|---------------------------|-------------------------------|--|----------------------------|---|---|
| SR. NO                    | TITLE                         | OBJECTIVES   | MODE                       | PRACTICAL TASK TO BE COMPLETED                            | BASIS OF EVALUATION   |
| 01                        | Data collection               | To study the problems in primary data collection                     | Classroom Discussion       | Data collection   | <ul style="list-style-type: none"> <li>• Problem stating</li> <li>• Appropriate methods followed.</li> </ul>                              |
| 02                        | Exploratory data analysis - I | To understand the summary  | Lecture                    | Report writing  | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul>         |
| 03                        | Exploratory data analysis- II | To study the various career opportunities available with the subject | Analysis of the data       | Lab work  | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report writing</li> <li>• Presentation</li> </ul> |
| 04                        | Graphs and charts             | To understand the costing of product                                 | Analysis of the data       | Preparation of a report                                   | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report writing</li> </ul>                         |
| 05                        | Basic probability             | To understand the axioms   | Solving of simple problems | Understanding and interpreting the problems and solutions | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> </ul>                                 |
| 06                        | Data analysis                 | To learn the techniques of writing a report                          | Lab work                   | Use of software   | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> </ul>                                 |
| 07                        | Data Analysis                 | To learn the techniques of writing a report                          | Lab work                   | Report Presentation                                       | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> </ul>   |

| LIST OF PRACTICALS-TERM-II |                          |  |                                     |   |   |
|----------------------------|--------------------------|--|-------------------------------------|---|---|
| SR. NO                     | TITLE                    | OBJECTIVES   | MODE                                | PRACTICAL TASK TO BE COMPLETED              | BASIS OF EVALUATION   |
| 01                         | Bivariate Data           | To study the interrelationship between two or more variables                   | Collection and analysis of the data | Data Analysis                               | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> </ul>                       |
| 02                         | Bivariate data           | Regression and correlation analysis  | Guest lecture                       | Writing report                              | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> </ul>   |
| 03                         | Attributes               | To study the interrelationship   | Lab work                            | Preparation of a report                     | <ul style="list-style-type: none"> <li>• A brief report</li> <li>• Attendance</li> </ul>  |
| 04                         | Index numbers            | To understand the problems in the construction of Index numbers                | Guest lecture,                      | Report Writing                              | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> </ul>                       |
| 05                         | Index numbers            | To construct index numbers understand the various Inventory Control Techniques | Data collection                     | Lab work                                    | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Field work</li> </ul> |
| 06                         | Essay writing            | To understand the published reports  | Self study                          | Reading of popular books in statistics      | <ul style="list-style-type: none"> <li>• Participation</li> <li>• Essay writing</li> <li>• Presentation</li> </ul>              |
| 07                         | Presentation of a report | Stating the problem  | Discussion                          | Preparing PPT's and presenting in the class | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Presentation</li> </ul>                 |

#### Reference books:

1. Commercial Arithmetic, P. S. Chirputkar and C G Kulkarni, Narendra Prakashan
2. Business Mathematics, S . A. Bari
3. Introduction to Discrete Probability and Probability Distributions, M. B. Kulkarni and S. B. Ghatpande (2007), SIPF Academy, Nashik
4. Mathematics in Commerce and Economics, Qazi Zameeruddin and V K Khanna
5. ASANKHYA, M. N. Deshpande and M. B. Kulkarni, SIPF Academy, Nashik
6. Statistics for Everyone, Anil Gore, Sharayu Paranjpe and Madhav Kulkarni, SIPF Academy, Nashik

**Syllabus Committee:**

1. Dr. Madhav B. Kulkarni, Head, Dept of Mathematics and Statistics, B Y K College of Commerce, Nashik
2. Dr. M. N. Deshpande, Ex-Director, Institute of Science, Nagpur.
3. Mr. P. G. Dixit, Associate Professor and Head, department of Statistics, Modern College, Pune.
4. Mr. S. B. Ghatpande, Vice-Principal and Head, department of Statistics (Commerce

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# **UNIVERSITY OF PUNE**

Restructuring Courses At the Undergraduate Level

CONDUCTED BY

B.Y.K. College of Commerce, Nashik – 422 005

**‘C’ COMPONENT S.Y.B.COM**

**SUBJECT- Banking and Finance**

**SUBJECT CODE- BKFN**

**REVISED SYLLABUS FROM 2014-15**

## **Contents :**

1. Objectives
2. Syllabus and No. of Lectures
3. List of Practicals
4. Reference books
5. List of Members of the Syllabus Committee & Experts



### OBJECTIVES

1. To study the concepts & significance of Banking & Finance
2. To study primary & Secondary functions of Banking institution.
3. To study various services rendered by commercial banks, and loan sanctioning procedure and its disbursement.
4. To acquaint the students with the new trends in Banking in India & the world.

|                                  |     | THEORY SYLLABUS-TERM-I  |                |
|----------------------------------|-----|---|----------------|
| UNIT                             |     | CONTENTS  | NO OF LECTURES |
| 1                                |     | <b>Introduction to Banking</b>  | 08             |
|                                  | 1.1 | Meaning Functions & Classifications of Banks  |                |
|                                  | 1.2 | Account operations & Deposit structure opening & Closure procedure , K. Y. C. Norms & Minimum balance             |                |
|                                  | 1.3 | Types of Various deposit Schemes.   |                |
| 2                                |     | <b>Types of Accounts</b>  | 08             |
|                                  | 2.1 | Various types of Accounts   |                |
|                                  | 2.2 | Self Help Group – Meaning & Work of SHGs.   |                |
|                                  | 2.3 | Government Accounts   |                |
| 3                                |     | <b>Banking Services</b>   | 08             |
|                                  | 3.1 | Cheques , Types and its procedure   |                |
|                                  | 3.2 | Dishonoring of Cheques, Remittances – Demand draft, National Electronic Fund transfer & other Ancillary Services. |                |
|                                  | 3.3 | Modern Banking – E Banking Threats & Precautions, Customer Complaints & their Redressal.                          |                |
| TOTAL LECTURES OF THE FIRST TERM |     |   | <b>24</b>      |

## THEORY SYLLABUS-TERM-II

| THEORY SYLLABUS-TERM-II           |     |   |                |
|-----------------------------------|-----|---|----------------|
| UNIT                              |     | CONTENTS  | NO OF LECTURES |
| 4                                 |     | <b>Procedure of Lending &amp; Types.</b>  | 08             |
|                                   | 4.1 | Principles of sound lending changes in Bank approach to lending (Security to need based)      |                |
|                                   | 4.2 | Types of Bank Credits – Systems of Financing  |                |
|                                   | 4.3 | Term loan – Methods, loan proposals & Technical feasibilities procedure for Sanctioning loan. |                |
| 5                                 |     | <b>Retail Banking</b>   | 08             |
|                                   | 5.1 | Car loan & Consumer Loan .  |                |
|                                   | 5.2 | Loan against Paper Securities   |                |
|                                   | 5.3 | Other Facilities offered by a Bank, Letter of credit & Solvency letter.                       |                |
| 6                                 |     | <b>Merchant Banking</b>   | 08             |
|                                   | 6.1 | Meaning , concept and importance of Merchant Banking.   |                |
|                                   | 6.2 | Role & Functions of Merchant Banking  |                |
|                                   | 6.3 | Credit cards / Debit Cards – Meaning , merits & Demerits                                      |                |
| TOTAL LECTURES OF THE SECOND TERM |     |   | <b>24</b>      |

## LIST OF PRACTICALS FIRST TERM

| Sr. No. | Title  | objectives   | Mode                           | Practical task to be completed  | Basis of Evaluation            |
|---------|--|--|--------------------------------|---|--------------------------------|
| 01      | Study of branch /organization                                | To know the working of branch & its staff on the day of visit. | Actual visit                   | Actual visit and preparation of flow chart.                                   | Journal writing and viva.      |
| 02.     | Receipt and payment procedure                                | To know how the funds are collected & recorded.                | Actual visit                   | To tally the days' receipts and payments.                                     | Journal presentation and viva. |
| 03      | Credit cards/debit cards/ATMs                                | To be acquainted with instruments.                             | Actual visit to ATM            | To avail of and its use of cards.   | Journal presentation and viva. |
| 04      | Operations of various deposits and Accounts                  | To get familiar with day to day banking.                       | Actual visit                   | To study at least two /three types of A/Cs.                                   | Journal presentation and viva. |
| 05      | Observation of various material causes of denying cheques.   | To get familiarize with remittance instruments.                | Seeing physical instruments    | To observe the procedure of cancelation cheque & knowing the details thereof. | Journal presentation and viva. |
| 06      | Study of Demand Draft, NEFT, RTGS.                           | To learn the remittance services of banks.                     | Visit to bank or guest lecture | Journal completion.   | Journal presentation and viva. |
| 07      | A study of safe deposit vault, locker and custody in a bank. | To know the procedure in detail.                               | Visit or guest lecture         | Solving questions given in Q. B.  | Journal presentation and viva. |

## LIST OF PRACTICALS

### SECOND TERM

|    |  |   |                               |   |                               |
|----|--|---|-------------------------------|---|-------------------------------|
| 08 | A study of project report on housing loan                        | To know/study the contents of project report.                   | Actual visit or guest lecture | To understand the contents of project report and study it to write in journal.                                      | Journal presentation and viva |
| 09 | Study of term loan schemes                                       | To know the procedural aspect of term lending.                  | Actual visit or guest lecture | To review procedure of sanctioning the term loan  | Journal presentation and viva |
| 10 | A study of car loan or consumer loan                             | To know the various aspect of consumer facilities.              | Actual visit or guest lecture | To study & review the aspects of car loan and write in journal.   | Journal presentation and viva |
| 11 | A loan against paper securities: FDR , LIC policies, Shares etc. | To know need of finance to individuals.                         | Actual visit or guest lecture | By visiting bank information about various paper securities and procedure of loan to be collected.                  | Journal presentation and viva |
| 12 | A study of various loan documents                                | To study loan documents in details.                             | Actual visit or guest lecture | By visiting a bank study of various loan documents and their importance have to be written in journal.              | Journal presentation and viva |
| 13 | Financing to self help group                                     | To know the loan given to SHG                                   | Actual visit or guest lecture | By visiting a bank detailed information about NGO financing is to be collected and report in the practical journal. | Journal presentation and viva |
| 14 | A study of non- banking financial institutions                   | To know the features, objective of non- financial institutions. | Actual visit or guest lecture | Visit to at least one or two financial institutions and understand their functioning                                | Journal presentation and viva |

## **BOOKS RECOMMENDED**

1. Prof. E. Gordon & Natarajan K. (2008), Banking Theory, Law and Practices, Himalaya Publishing House, Mumbai.
2. Prof. L.M. Bhole (2008), Financial Institution and Innovations, Tata McgGraw Hill Publishing Company Limited, Mumbai.
3. Prof. G. Vijayaragavan Iyenger (2007), Introduction To Banking, Excel Books, New Delhi.
4. Indian Institute fo Banking & Finance (2005), Central Bank Management, Macmillan India Ltd. New Delhi.
5. S. Rajagopalan & Nirali Parikh (2007), Micro Finance, Impacts & Insights, The ICFAI University Press, Hyderabad, India.
6. R.B.I. (1983), Functions & Working, Reserve Bank of India, Publication Department, Mumbai.

Website:

1. [www.rbi.org.in](http://www.rbi.org.in)
2. [www.nabard.org.in](http://www.nabard.org.in)
3. Websites of nationalized banks

**Syllabus Committee:**

**Name of the subject teachers:**

1. Dr. Sanjay N. Tupe  
HOD, Banking and Finance
2. Prof. G.T. Girase  
HOD, Economics
3. Prof. Shishir Sindekar
4. Prof. Mrs. S. S. More
5. Prof. B. B. Gadekar

**Experts :**

1. Mr. Saudagar V.S.  
Rtd. Banker.
2. Mrs. Jayashri Shah,  
Rtd. Manager, SBI, Nasik.
3. Girish Jahagirdar  
Sr. Manager, Bank of Maharashtra, Nasik.

# **UNIVERSITY OF PUNE**

Restructuring Courses At the Undergraduate Level

CONDUCTED BY

B.Y.K. College of Commerce, Nashik – 422 005

**‘C’ COMPONENT S.Y.B.COM**

**SUBJECT- COMPUTER APPLICATIONS AND SYSTEMS MANAGEMENT**

**SUBJECT CODE- CASM**

**REVISED SYLLABUS FROM 2014-15**

## **Contents :**

1. Objectives
2. Syllabus and No. of Lectures
3. List of Practicals
4. Reference books
5. List of Members of the Syllabus Committee & Experts

**Objectives:**

- i) To introduced the students to the concept & importance of computer Application
- ii) To familiarize the students with Integrated approach to develop database applications
- ii) To acquaint the students with Event Driven Programming.
- iii) To enable the students to design and develop small real life applications.

| <b>THEORY SYLLABUS-TERM-I</b>           |     |  |                       |
|---|-----|--|-----------------------|
| <b>UNIT</b>                             |     | <b>CONTENTS</b>  | <b>NO OF LECTURES</b> |
| <b>1</b>                                |     | <b>INTRODUCTION</b>  | <b>08</b>             |
|   | 1.1 | Database System Concepts<br>Data, Database, Database in everyday life, Database Systems  |                       |
|   | 1.2 | DBMS, DBMS Services, DBMS Packages, DBMS Users<br>Component and Structure of DBMS<br>DBMS Facilities, DDL, DML, Query Languages<br><b>Developing Database Applications</b> Study the problem<br>Determine the Requirements |                       |
|   | 1.3 | Design the database E.R. Modeling – ER diagram, Basic Constructs, Degree of Relationships, Keys and Entities, Super Key, Candidate Key, Primary Key, Foreign Key.  |                       |
| <b>2</b>                                |     | <b>Data Dictionary</b>   | <b>08</b>             |
|   | 2.1 | Create the database<br>Design the Application<br>Create the Application<br>Test the Application  |                       |
|   | 2.2 | RDBMS Software Package   |                       |
|   | 2.3 | Specifications and Components Data Types   |                       |
| <b>3</b>                                |     | <b>SQL</b>   | <b>08</b>             |
|   | 3.1 | Introduction, Characteristics and Averages of SQL<br>Sub-Divisions of SQL<br>DDL, DML, DCL, DQL<br>Tables: Creating, Modifying, Deleting   |                       |
|   | 3.2 | SQL Operators<br>Functions<br>Mathematical Functions   |                       |
|   | 3.3 | Date Functions<br>Character Functions<br>Aggregate Functions<br>Clauses<br>Where, Having, Group By, Order By   |                       |
| <b>TOTAL LECTURES OF THE FIRST TERM</b> |     |  | <b>24</b>             |



## THEORY SYLLABUS-TERM-II

|  |     | THEORY SYLLABUS-TERM-II  |                |
|--|-----|--|----------------|
| UNIT                                     |     | CONTENTS   | NO OF LECTURES |
| 4  |     | <b>Getting started with V. B.</b>  | 08             |
|  | 4.1 | Introduction to Event Driven Programming<br>Features of VB<br>Reviewing the Basics of forms and Controls   |                |
|  | 4.2 | Working with properties<br>Studying the Events to a Form<br>Working code for events<br>Planning the Design   |                |
|  | 4.3 | Uses of operators<br>Data types<br>Number, long, Boolean, doubles, variant, string<br>User defined data types  |                |
| 5  |     | <b>Variables/ Control Structures And Iterations</b>  | 08             |
|  | 5.1 | Variables Constant ,Expression   |                |
|  | 5.2 | Select Case<br>Iterations<br>While<br>For<br>Until<br>Array<br>Control Array<br>Functions(Built in and user defined)   |                |
|  | 5.3 | Working with Controls<br>Adding controls on form<br>Working with Properties and Methods of each Controls<br>Developing an application<br>Creating an application with multiple forms<br>Displaying forms in a program<br>Using variables to manipulate forms<br>Creating MDI applications<br>Creating Data Reports |                |
| 6  |     | <b>INTRODUCTION TO NET FRAMEWORK</b>   |                |
|  | 6.1 | Introduction to .NET Framework)<br>Introduction<br>CLR<br>CTS  | 08             |
|  | 6.2 | MSIL<br>Garbage Collection   |                |
|  | 6.3 | Assemblies<br>Assembly content<br>Assembly types   |                |
| <b>TOTAL LECTURES OF THE SECOND TERM</b> |     |  | <b>24</b>      |

### List of Practicals: Term – I

1. Write a statement to create a table named “Book” having following structure.

| Field Name | Type    | Width |
|------------|---------|-------|
| Bno        | Number  | 3     |
| Bname      | Varchar | 15    |
| Author     | Varchar | 15    |
| Pdate      | date    |       |
| BPrice     | Number  | 7, 2  |

Write SQL Statement to add 10 rows.

1. Write a query that will show the information stored in the table.
  2. Write a query that will show the structure of the table.
  3. Write a query that will show the bprice and bname for all the rows.
  4. Write a query whose output will be author and bname whose price is greater than 500.
  5. Write a query that will show the maximum book price.
2. Write a statement to create a table named “Sales” having following structure.

| Field Name | Type    | Width |
|------------|---------|-------|
| Sno        | Number  | 3     |
| Sname      | Varchar | 20    |
| City       | Varchar | 15    |
| Commission | Number  | 6, 2  |
| Agent      | Varchar | 15    |

Write SQL Statement to add 10 rows.

1. Write a query that will show all the information where commission is between 750 and 1150.
2. Write a query whose output will be sname and commission whose sname begin with ‘G’.

3. Write a query that will show all the information in the ascending order of sname.
  4. Write a query to change the width of field Sname from 20 to 25.
  5. Write a query that will show the cities are either Nashik, Mumbai or Pune.
3. Write a statement to create a table named "Item" having following structure.

| Field Name | Type    | Width |
|------------|---------|-------|
| Ino        | Number  | 3     |
| Iname      | Varchar | 20    |
| Qty        | Number  | 3     |
| Rate       | Number  | 6, 2  |

Write SQL Statement to add 10 rows.

1. Write a query that will show all information where rate is maximum.
  2. Write a query that will insert a column amt number(8,2) in the table.
  3. Write a query to update amt as rate\*qty
  4. Write a query to display iname whose iname is not "Printer" or "Computer"
  5. Write a query to show all information in ascending order of iname.
4. Write a statement to create a table named "Person" having following structure.

| Field Name | Type    | Width |
|------------|---------|-------|
| Pno        | Number  | 3     |
| Pname      | Varchar | 20    |
| Bdate      | date    |       |
| City       | Varchar | 15    |
| Email      | Varchar | 25    |
| Ph_no      | Number  | 10    |

Write SQL Statement to add 10 rows.

1. Display name & city of all persons who stay in city which contain alphabet "N"
2. Display email, which has underscore anywhere in it.

3. Display email which has "@" is anywhere in the string email.
4. Count the number of rows.
5. Delete a Person Table.

5. Write a statement to create a table named "Employee" having following structure.

| Field Name | Type    | Width |
|------------|---------|-------|
| Empno      | Number  | 4     |
| Emp_name   | Varchar | 20    |
| Doj        | date    |       |
| Basic_Pay  | Number  | 10, 2 |
| Salary     | Number  | 10, 2 |

Write SQL Statement to add 10 rows.

1. Emp\_name, Basic\_Pay and Salary of all Employees.
  2. Add new column bonus (number 8, 2).
  3. Update bonus column as 900 for manager, 700 for supervisor, 500 for programmer & 300 for others.
  4. Update salary of all employees using basic pay + bonus.
  5. Display information of all employees where joining date between 1-Jan-97 to 1-Jan-98.
6. Write a statement to create a table named "Inventory" having following structure.

| Field Name | Type    | Width |
|------------|---------|-------|
| Itemno     | Number  | 3     |
| item_name  | Varchar | 20    |
| ROL        | number  | 3     |
| Qty        | number  | 3     |
| UnitPrice  | number  | 9, 2  |

Write SQL Statement to add 10 rows.

1. Show the description of the inventory table.
2. Show all the rows of item\_name and unitprice with comma separation.
3. Reduce unitprice of all items by 100/. And display modified unitprice.
4. Find out all items whose unitprice is maximum.
5. Delete records whose itemno>5.

7. Write a statement to create a table named “stud” having following structure.

| Field Name | Type    | Width |
|------------|---------|-------|
| Rollno     | number  | 6     |
| name       | varchar | 20    |
| Addr       | varchar | 30    |
| Class      | varchar | 10    |
| Sub1       | number  | 3     |
| Sub2       | number  | 3     |
| Sub3       | number  | 3     |

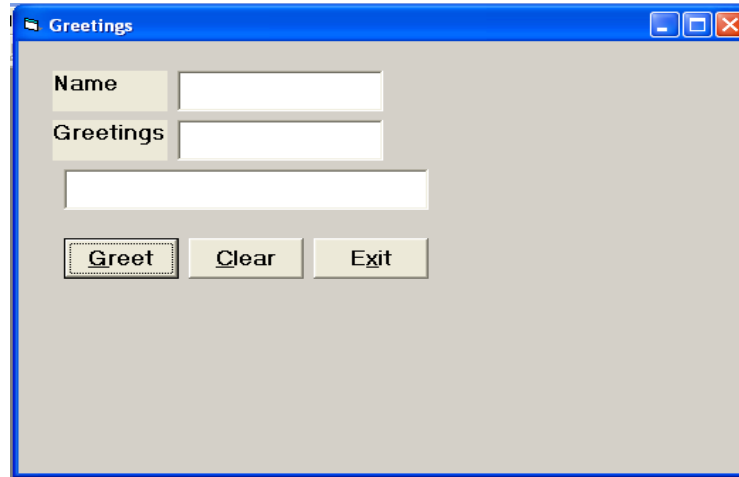
Write SQL Statement to add 10 rows.

1. Add columns given below:

|            |        |      |
|------------|--------|------|
| Tot_marks  | number | 3    |
| Percentage | number | 4, 2 |
2. Calculate tot\_marks with sub1+sub2+sub3.
3. Calculate percentage with tot\_marks/300.
4. Display all records of S. Y. B.Com. class.
5. Change the width of name column to 25.

## List of Practicals: Term – II

1) Textbox control Demo. The name and greetings typed in 1<sup>st</sup> and 2<sup>nd</sup> Textbox should get displayed in the 3<sup>rd</sup> textbox when the user clicks on the Greet button. The Clear button should clear the textbox contents. Exit button should close the form.



2) Write program in VB to find factorial of a number using 'msgbox'.

3) Checkbox demo. The check boxes selected should get displayed in the textbox.

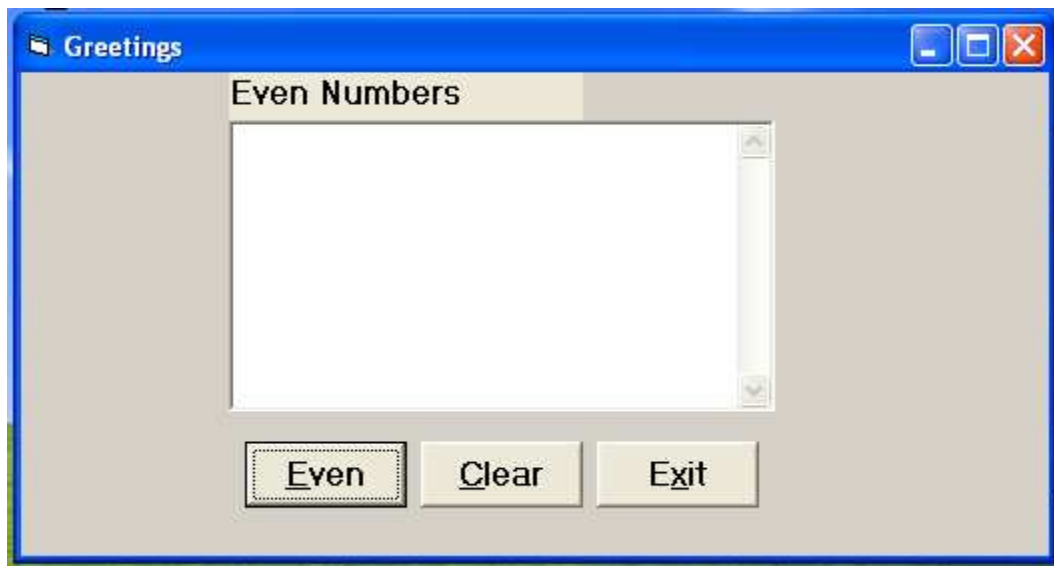


4) Write a VB program to find sum of 10 numbers.

5) Write a VB program to check whether given number is odd or even.

6) Write a VB program to accept the number from the user in text box and display multiplication table of that number into the list box.

- 7) Write a VB Program to accept the details of employee from user & store that details in to the database. Employee having fields empcode, empname, salary, dateofjoining.
- 8) Loops demo. The first 10 even numbers should get displayed in the List box.



- 9) Write a VB program to accept input from the user in text box and add that text into the list box by using command button.
- 10) Design the Login Screen, which accepts Username and Password.  
Write a VB program to check whether the Login is successful or not.

**Class: S.Y.B.Com**

**C' Component Subject: Computer Applications and Systems Management**

**List of the Expert / Participants**

1. Prof. U. S. Surve  
Head, Department of Computer Science,  
HAL College of Science & Commerce, Ozar, Nashik
2. Mr. Rohit Kulkarni  
Director, Neumanns Consultancy Pvt Ltd, Nashik
3. Mr. Ajay Kamat  
Freelancer & IT Solution Provider,  
Sawarkar Nagar, Ganagapur Road  
Nashik

**List of the Teacher Participants**

1. Prof. B. W. Khalkar  
Vice Principal, Head, Computer Department,  
B.Y.K. College of Commerce, Nashik
2. Mrs. L. M. Bhat  
Asst. Prof.  
B.Y.K. College of Commerce, Nashik
3. Mrs. S. Y. Mulay  
Lecturer,  
B.Y.K. College of Commerce, Nashik



## **List of Reference Books**

### **Term – I**

1. Understanding DBMS Prof. B. W. Khalkar, Prof. Parthasarthy,  
Master Academy
2. Understanding SQL Martin Gruber, BPB Publication
3. Oracle Developer 2000 Ivan Bayross, BPB Publication

### **Term - II**

1. Peter Norton's VB 6.0 BPB Publication
2. Visual Basic 6 in 21 Days Nathan Gurewich & Ori Gurewich
3. Beginning Visual Basic 6 Peter Wright SPD

## **SYLLABUS COMMITTEE**

1. Prof. B.W. Khalkar
2. Mrs. L.M. Bhat
3. Mrs. S. Y. Mulay

## **Experts**

1. Prof. U.S. Surve  
Head, Department of Computer Science,  
HAL College of Science & Commerce, Ozar, Nashik
2. Mr. Rohit Kulkarni  
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3. Mr. Ajay Kamat  
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# **UNIVERSITY OF PUNE**

Restructuring Courses At the Undergraduate Level

CONDUCTED BY

B.Y.K. College of Commerce, Nashik – 422 005

**‘C’ COMPONENT S.Y.B.COM**

**SUBJECT- COST AND WORKS ACCOUNTING**

**SUBJECT CODE- COWA**

**REVISED SYLLABUS FROM 2014-15**

## **Contents :**

1. Objectives
2. Syllabus and No. of Lectures
3. List of Practicals
4. Reference books
5. List of Members of the Syllabus Committee & Experts

## OBJECTIVES

5. To introduce the subject as a branch of accounting in light of its growing importance in international market.
6. To acquaint the students with the basic concepts in Cost Accounting.
7. To expose the students to the practical applicability of Costing.
8. To develop interest in the subject and motivate them to pursue professional courses in Costing.

| <b>THEORY SYLLABUS-TERM-I</b>           |     |   |                       |
|---|-----|---|-----------------------|
| <b>UNIT</b>                             |     | <b>CONTENTS</b>   | <b>NO OF LECTURES</b> |
| 1                                       |     | <b>INTRODUCTION- Cost Accounting</b>  | 08                    |
|   | 1.1 | Origin of Cost Accounting and limitations of financial Accounting                               |                       |
|   | 1.2 | Concept of cost, Costing, Cost Accountancy , Cost Accounting, Objectives of cost Accounting     |                       |
|   | 1.3 | Advantages and limitations of Cost Accounting, Difference between Financial and Cost Accounting |                       |
| 2                                       |     | <b>ELEMENTS OF COST</b>   | 08                    |
|   | 2.1 | Material: meaning and its classification  |                       |
|   | 2.2 | Labour : meaning and its classification   |                       |
|   | 2.3 | Overheads: meaning and its classification, Concept of cost unit and cost centre                 |                       |
| 3                                       |     | <b>COST SHEET</b>   | 08                    |
|   | 3.1 | Types of cost   |                       |
|   | 3.2 | Classification of Costs-based on function, variability and nature                               |                       |
|   | 3.3 | Preparation of Cost Sheet, Tender and Quotation based on Cost Sheet                             |                       |
| <b>TOTAL LECTURES OF THE FIRST TERM</b> |     |   | <b>24</b>             |

## THEORY SYLLABUS-TERM-II

|                                   |     | THEORY SYLLABUS-TERM-II   |                |
|-----------------------------------|-----|---|----------------|
| UNIT                              |     | CONTENTS  | NO OF LECTURES |
| 4                                 |     | <b>MATERIAL CONTROL</b>   | 08             |
|                                   | 4.1 | Need,essential of Material control, Scientific purchasing- meaning and objectives   |                |
|                                   | 4.2 | Purchase procedure and Related documents, Stock levels and recent trends in Stock Control (JIT),  |                |
|                                   | 4.3 | Economic Order Quantity- Formula and Tabulation Method , Classification and Codification of Material, Role of Computer in storekeeping. |                |
| 5                                 |     | <b>MATERIAL ACCOUNTING AND INVENTORY CONTROL</b>  | 08             |
|                                   | 5.1 | Material Accounting and Pricing of Issues(FIFO, LIFO, Simple Average and Weighted Average)  |                |
|                                   | 5.2 | Inventory Control-Meaning and methods   |                |
|                                   | 5.3 | Control of Waste, Scrap, defectives and Spoilage, ABC analysis  |                |
| 6                                 |     | <b>LABOUR COST</b>  | 08             |
|                                   | 6.1 | Time records- Time Keeping and Time Booking, Methods of Time Keeping and Time Booking   |                |
|                                   | 6.2 | Methods of Remuneration-Time Wage System, Piece Rate System, Incentive Plans,   |                |
|                                   | 6.3 | Labour Turnover- Meaning, Methods of calculation, Causes and effects of labour Turnover   |                |
| TOTAL LECTURES OF THE SECOND TERM |     |   | 24             |

| LIST OF PRACTICALS-TERM-I |   |  |                            |   |   |
|---------------------------|---|--|----------------------------|---|---|
| SR. NO                    | TITLE                                   | OBJECTIVES   | MODE                       | PRACTICAL TASK TO BE COMPLETED                    | BASIS OF EVALUATION   |
| 01                        | Basics of Costing                       | To study the basic concepts of costing                               | Classroom Discussion       | Report Writing                                    | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |
| 02                        | Elements of Cost                        | To study the elements of Cost  | Guest lecture              | Report writing                                    | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |
| 03                        | Career Opportunities in cost Accounting | To study the various career opportunities available with the subject | Guest lecture              | Guest lecture and discussion                      | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |
| 04                        | Cost Sheet                              | To understand the costing of product                                 | Guest lecture              | Preparation of Cost sheet                         | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |
| 05                        | Cost Unit and Cost Centre               | To understand the Cost unit and Cost centre in the organization      | Library Assignment         | Cost units of various Industries to be identified | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |
| 06                        | Tender/Quotation                        | To study the preparation of Tender /Quotation                        | Guest Lecture & Field Work | Problem Solving preparation of Report             | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |
| 07                        | Quotation                               | To study the preparation of Quotation                                | Guest Lecture & Field Work | Problem Solving preparation of Report             | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |

| LIST OF PRACTICALS-TERM-II |                              |   |                                       |   |   |
|----------------------------|------------------------------|---|---------------------------------------|---|---|
| SR. NO                     | TITLE                        | OBJECTIVES  | MODE                                  | PRACTICAL TASK TO BE COMPLETED                                      | BASIS OF EVALUATION   |
| 07                         | Purchase Procedure           | To study the purchase procedure of materials required in the industry | Visits to Industry & Business Houses  | Collection and compilation of information and preparation of report | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |
| 08                         | Purchase Documents           | To study various documents and their Specimen                         | Guest Lecture or Classroom Assignment | Collection of specimens of Purchase documents                       | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |
| 09                         | Duties of Storekeeper        | To study the duties of storekeeper                                    | Guest lecture                         | Preparation of a report   | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |
| 10                         | Time Records                 | To study time keeping and Time Booking Methods in Industry            | Guest lecture, visit or Discussion    | Report Writing  | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |
| 10                         | Inventory Control Techniques | To understand the various Inventory Control Techniques                | Discussion or Visit                   | Report writing  | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |
| 11                         | Methods of Remuneration      | To study Time rate and Piece rate Methods of Remuneration             | Guest Lecture                         | Collection and Compilation of information and preparation of report | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |
| 12                         | Labour Turnover              | To study the causes of labour Turnover                                | Guest lecture                         | Collection and Compilation of information and preparation of report | <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation</li> <li>• Report</li> <li>• Presentation</li> </ul> |

## **LIST OF REFERENCE BOOKS**

1. Cost Accounting Methods and Problems – B.K.Bhar, Academic publication.
2. Problems and Solution in Cost Accounting- Maheshwari S.N.' Sultan Chand and Company. PVT Ltd.
3. A Text Book of Cost Accounting- Arora M.N.' Vikas Publication.
4. Elements of Cost Accounting- Arora S.P.' Pitman publication.
5. Fundamentals of Costing- Dasgupta P. Premier Publication.
6. Advanced Cost Accounting- N.K.Prasad, Syndicate Pvt Ltd.

### **Syllabus Committee**

1. Dr. Mrs. C. V. Gandhi
2. Prof. R. N. Totale
3. Dr. S. V. Mahajan
4. Prof. Mrs. Indira Sundar

### **Experts:**

1. Prof. R. G. Sharangpani
2. Prof. Swati Poddar - Asst. Prof. ICWA

# **UNIVERSITY OF PUNE**

**Restructuring Courses at the Undergraduate Level**

**CONDUCTED BY**

**B.Y.K. College of Commerce, Nasik – 422 005**

**‘C’ COMPONENT S.Y.B.COM**

**SUBJECT- Entrepreneurship Development**

**SUBJECT CODE- ENTD**

**REVISED SYLLABUS FROM 2014-15**

## **Contents:**

1. Objectives
2. Syllabus and No. of Lectures
3. List of Practicals
4. Reference books
5. List of Members of the Syllabus Committee & Experts



## OBJECTIVES : OBJECTIVES

1. To create awareness among the commerce students about entrepreneurship skill and techniques.
2. To motivate young students towards starting his/her own business / small scale industry by giving him basic knowledge.
3. To develop conceptual skills in entrepreneurship management and to expose the students to accept the challenge of new enterprises in this field.
4. To make the students aware of changing trends in Entrepreneurship.

| <b>THEORY SYLLABUS-TERM-I</b>           |     |  |                       |
|---|-----|--|-----------------------|
| <b>UNIT</b>                             |     | <b>CONTENTS</b>  | <b>NO OF LECTURES</b> |
| 1                                       |     | <b>Entrepreneurship</b>  | 08                    |
|   | 1.1 | Introduction , Meaning, definition, scope functions of entrepreneur ,qualities of an ideal entrepreneur                                  |                       |
|   | 1.2 | Factors necessary for the successful growth of entrepreneurship, internal & External factors.  |                       |
|   | 1.3 | Difficulties in the growth of entrepreneurship   |                       |
| 2                                       |     | <b>Role and working of supporting agencies for entrepreneurship development</b>  | 08                    |
|   | 2.1 | District Industry Centre (DIC)   |                       |
|   | 2.2 | Maharashtra Centre for entrepreneurship Development (MCED) Maharashtra Industrial Development Corporation (MIDC) and other Institutions. |                       |
|   | 2.3 | Role of Banks  |                       |
| 3                                       |     | <b>Promotional Steps for Starting Micro Small and Medium Scale Enterprises (MSME)</b>  | 08                    |
|   | 3.1 | Definition of MSME, Characteristics, & importance of MSME  |                       |
|   | 3.2 | Preparation of detailed Project Report   |                       |
|   | 3.3 | Registration License and No objection certificate  |                       |
| <b>TOTAL LECTURES OF THE FIRST TERM</b> |     |  | <b>24</b>             |

## THEORY SYLLABUS-TERM-II

| THEORY SYLLABUS-TERM-II           |     |   |                |
|-----------------------------------|-----|---|----------------|
| UNIT                              |     | CONTENTS  | NO OF LECTURES |
| 4                                 |     | <b>Managing the Enterprises</b>   | 08             |
|                                   | 4.1 | Procedure and formalities for setting up MSME   |                |
|                                   | 4.2 | Financial Management  |                |
|                                   | 4.3 | Managerial Functions  |                |
| 5                                 |     | <b>Purchase Procedure &amp; Taxes</b>   | 08             |
|                                   | 5.1 | Purchasing Procedure  |                |
|                                   | 5.2 | Stores Function   |                |
|                                   | 5.3 | Tax incentive Schemes Sales Tax, VAT, Income Tax and LBT  |                |
| 6                                 |     | <b>Entrepreneurship Development in India</b>  | 08             |
|                                   | 6.1 | Growth and new trends in Entrepreneurship Development in India.                                 |                |
|                                   | 6.2 | A Study of successful entrepreneur, women entrepreneur, Local foreign and service entrepreneur. |                |
|                                   | 6.3 | Study of self help group  |                |
| TOTAL LECTURES OF THE SECOND TERM |     |   | <b>24</b>      |

## LIST OF PRACTICALS – TERM – I

| SR. NO. | TITLE   | OBJECTIVES  | MODE   | PRACTICAL TASK TO BE COMPLETED   | BASIS OF EVALUATION   |
|---------|---|---|--|--|---|
| 01      | Role of DIC in Development of Small Scale Enterprises.              | To obtain primary knowledge of scheme for promotion of small enterprises. | Group of 20 students to visit DIC                            | Collection and compilation of information. Preparation of Visit Report   | * Attendance<br>* Leadership<br>* Participation<br>* Report |
| 02      | Qualities of Entrepreneur   | To know the qualities of entrepreneur                                     | Interview of Successful Entrepreneur                         | Collection and compilation of information. Preparation of visit report   | * Attendance<br>* Leadership<br>* Participation<br>* Report |
| 03      | Role of a Commercial Bank in Development of Small Scale Enterprises | various schemes and procedure of getting loan                             | Visit to Bank / Inviting Guest Faculty for Lecture.          | Collection and compilation of information. Getting acquainted with various forms. Preparation of Visit Report. | * Attendance<br>* Leadership<br>* Participation<br>* Report |
| 04      | Role of MIDC development in Small Scale Enterprises                 | To get information on the role and functions of MIDC                      | Visit to the Corporation inviting guest faculty for lecture. | Collection and compilation of information. Getting acquainted with various forms. Preparation of Visit Report. | * Attendance<br>* Leadership<br>* Participation<br>* Report |
| 05      | Role of MCED in development in Small Scale Enterprises              | To get information on roll and functions and EDP                          | Visit to MCED / inviting guest faculty for lecture.          | Collection and compilation of information. Getting acquainted with various forms.                              | * Attendance<br>* Leadership<br>* Participation             |

## LIST OF PRACTICALS – TERM – I

| SR. NO. | TITLE   | OBJECTIVES   | MODE  | PRACTICAL TASK TO BE COMPLETED   | BASIS OF EVALUATION   |
|---------|---|--|---|--|---|
| 06      | Preparation of detailed project report of small scale enterprises | To get knowledge of preparation of detailed project report of small scale enterprises. | Interaction with the management consultant.   | Collection and compilation of information. Getting acquainted with various forms. Preparation of Visit Report. | * Attendance<br>* Leadership<br>* Participation<br>* Report     |
| 07      | Difficulties faced by an entrepreneur                             | Difficulties faced by entrepreneur   | Visit to an industry or trading concern<br><br>/ inviting entrepreneur as a guest lecture | Collection and compilation of information. Getting acquainted with various forms. Preparation of Visit Report. | * Attendance<br>* Leadership<br>* Participation<br><br>* Report |

## LIST OF PRACTICALS – TERM – II

| SR. NO. | TITLE   | OBJECTIVES  | MODE                                | PRACTICAL TASK TO BE COMPLETED   | BASIS OF EVALUATION   |
|---------|---|---|-------------------------------------|--|---|
| 08      | Procedure for setting up a new business enterprises | To obtain primary knowledge of procedure for setting up a new business enterprises. | Inviting Guest faculty for lecture. | Collection and compilation of information.<br>Preparation of Visit Report  | * Attendance<br>* Leadership<br>* Participation<br>* Report |
|         |   |   |                                     |  |   |
| 09      | Purchase Procedure                                  | To obtain primary knowledge for purchase procedure in new business enterprises.     | Inviting Guest Faculty for lecture  | Collection and compilation of information.<br>Preparation of Visit Report. | * Attendance<br>* Leadership<br>* Participation<br>* Report |
| 10      | Vendor Rating                                       | To obtain primary knowledge of Vendor rating in new business enterprises.           | Inviting Guest faculty for Lecture  | Collection and compilation of information.<br>Preparation of Visit Report. | * Attendance<br>* Leadership<br>* Participation<br>* Report |
| 11      | Self Help Group                                     | To obtain primary information of Self help Group                                    | Inviting Guest faculty for lecture. | Collection and compilation of information.<br>Preparation of Visit Report. | * Attendance<br>* Leadership<br>* Participation<br>* Report |

| <b>SR. NO.</b> | <b>TITLE</b>                                 | <b>OBJECTIVES</b>   | <b>MODE</b>  | <b>PRACTICAL TASK TO BE COMPLETED</b>                                      | <b>BASIS OF EVALUATION</b>                                  |
|----------------|--|---|--|--|---|
| 12             | Service Industry                             | To obtain primary knowledge of Service Industry   | Inviting Guest faculty for lecture.  | Collection and compilation of information.<br>Preparation of Visit Report. | * Attendance<br>* Leadership<br>* Participation<br>* Report |
| 13             | Estimation of capital requirement            | To obtain primary knowledge of estimation of capital requirement                                | Inviting Guest faculty for lecture.  | Collection and compilation of information.<br>Preparation of Visit Report. | * Attendance<br>* Leadership<br>* Participation<br>* Report |
| 14             | Successful Entrepreneur / Woman Entrepreneur | To obtain primary knowledge of factors responsible for success of a small business enterprises. | Inviting Guest Faculty for Lecture/ entrepreneur for a lecture or a Case Study | Collection and compilation of information.<br>Preparation of Visit Report. | * Attendance<br>* Participation<br>* Report                 |
|                |  |   |  |  |   |

### **LIST OF REFERENCE BOOKS**

1. Dynamics of Entrepreneurship, Desai Vasant, Himayala Publishing House.
2. Direct Taxes, Law and Practices, Advanced Cost and Management Accounting, Singhania Vinod, Taxmann's.
3. Cost Accountant, Saxena Vashishtha, Sultan Chand & Sons.
4. Business Entrepreneurship, Dr. Abhas H. Lokhandwala, Dr. Anwar Shaikh, Nirali Prakashan.
5. Business Entrepreneurship Environment and Organizational Behaviour, Dr. Sharad Jawadekar, Prof. Shobha Dadlani, Narendra Prakashan.
6. Entrepreneurship Development, Gupta, Shrinivasan, S. Chand & Sons.

| <b>SR.<br/>NO.</b> | <b>Syllabus Committee</b>     | <b>DESIGNATION</b>                                   |
|--------------------|-------------------------------|--|
| 01                 | Dr. H. K. Kochargaonkar       | Principal, BYK College of Commerce, Nasik.           |
| 02                 | Dr.Mrs. S.M. Zambre           | HOD (Bus. Practices), BYK College of Commerce, Nasik |
| 03                 | Dr. Mrs. S. V.. Rameshchandra | Vice Pricipal, BYK College of Commerce , Nasik.      |
| 04                 | Prof. C B. Chaudhari          | Subject Teacher, BYK College of Commerce Nasik.      |
| 05                 | Mrs. K. S. Nikam              | Subject Teacher, BYK College of Commerce             |
| 06                 | Dr. K. R. Shimpi              | Subject Expert                                       |
| 07                 | Mr. Umeshchandra Dandgaval    | Deputy Manager, DIC, Nasik                           |
| 08                 | Mr. Sunil Gidh                | Industrialist, Brains Innovations, Nasik.            |

## **University Of Pune**

### **Restructuring Courses At The Undergraduate Level**

**Conducted By**

**B.Y.K. College of Commerce, Nashik – 422 005**

**'C' COMPONENT S.Y.B.COM**

**SUBJECT- Industrial Organization and Administration**

**SUBJECT CODE- IOAD**



## REVISED SYLLABUS FROM 2014-15

### Contents :

1. Objectives
2. Syllabus and No. of Lectures
3. List of Practicals
4. Reference books
5. List of Members of the Syllabus Committee & Experts

### Objectives :-

- 1) To introduce the modern concept of Industrial Organization and administration.
- 2) To develop conceptual skills in the field of industrial organization and to expose the students to various practical aspects in the field of industry.
- 3) To acquaint the students with the recent trends in Business, Industry & Human resources management.
- 4) To provide the information to the students regarding the opportunities available in service sector and to motivate them to mould their personality to fit in to these career options.

|             |     | <b>THEORY SYLLABUS-TERM-I</b>  |                       |
|-------------|-----|--|-----------------------|
| <b>UNIT</b> |     | <b>CONTENTS</b>  | <b>NO OF LECTURES</b> |
| <b>1</b>    |     | <b>Industrial Organization</b>   | <b>08</b>             |
|             | 1.1 | Modern – Industry - Meaning, Importance and characteristics & its role in India  |                       |
|             | 1.2 | Multinational companies ( MNCs), - Meaning, features & importance.   |                       |
|             | 1.3 | Corporate – Governance & its significance.   |                       |
|             |     |  |                       |
|             |     | <b>Recent Trends in Business &amp; Industry</b>  |                       |
| <b>2</b>    | 2.1 | Business - Meaning, Characteristics & Objectives of Business.  | <b>08</b>             |
|             | 2.2 | MSME :- Micro Small & Medium Scale Enterprises – meaning , Importance & Problems. Factors, Responsible for starting MSME.                            |                       |
|             | 2.3 | Mergers & Acquisitions - Meaning, Need and Causes for Mergers & Acquisitions. Recent Trends in Acquisitions followed by Indian Industries.           |                       |
|             |     |  |                       |
|             |     | <b>Quality Management</b>  |                       |
| <b>3</b>    | 3.1 | Total quality Management - Meaning, Need & concept of quality, Kaizen & Six Sigma.   | <b>08</b>             |
|             | 3.2 | Quality Management System - ISO- 2008, 14000 Standards, Principles, Elements, Advantages & Disadvantages of ISO in the context of Indian Industries. |                       |
|             | 3.3 | Concept of 5 ‘S’( Five ‘S’) , 7 Quality circle tools and Quality house.  |                       |
|             |     |  | <b>24</b>             |

|             |     | <b>THEORY SYLLABUS-TERM-II</b>  |                       |
|-------------|-----|---|-----------------------|
| <b>UNIT</b> |     | <b>CONTENTS</b>   | <b>NO OF LECTURES</b> |
| 4           |     | <b>Human Resource Management</b>  | 08                    |
|             | 4.1 | Meaning, Features, importance, functions of Human resource management.  |                       |
|             | 4.2 | Recruitment – Methods of recruitment.   |                       |
|             |     | Training :- Importance & Methods of training.   |                       |
|             | 4.3 | Labour Welfare Facilities & its impact.   |                       |
|             |     | <b>Current Trends in HRM.</b>   |                       |
| 5           | 5.1 | Social Welfare - Corporate social Responsibility Traditional & Modern approach & its importance.                        | 08                    |
|             | 5.2 | Industrial Relations & its significance.  |                       |
|             | 5.3 | Rate of Attrition / Labour turnover - Meaning , importance & its impact on Industries.                                  |                       |
|             |     |   |                       |
|             |     | <b>Service Sector</b>   |                       |
| 6           | 6.1 | Meaning, Need & Importance of service sector  | 08                    |
|             | 6.2 | Hospitality Industry - Need & importance.<br>Tourism - Need, Importance & Scope for Development in India.               |                       |
|             | 6.3 | Logistics & Courier services –Meaning & importance<br>Transportation - Need, Importance & role in economic development. |                       |
|             |     |   | <b>24</b>             |

**LIST OF PRACTICALS-TERM-I**

| <b>Sr. No.</b> | <b>Title of the Practical</b>   | <b>Objectives of the Practical</b>   | <b>Mode / Material Required</b>   | <b>Practical Task to be completed</b>   | <b>Basis of Evaluation</b>  |
|----------------|---|--|---|---|---|
| <b>1</b>       | <b>2</b>  | <b>3</b>   | <b>4</b>  | <b>5</b>  | <b>6</b>  |
| 1.             | Starting of Micro, Small, Medium Scale Manufacturing / Service Unit.    | To introduce the students Practical aspects of starting a new MSME Manufacturing / Service unit. These aspects will cover<br>i) Selection of Product/ location / Finance /Marketing etc. | 1) Group of 20 students visit the following agencies' LIC/MIDC/MSFC/MS SIDC/ SICOM/Lead Bank/SIDBI/ MSEB Factory Inspector<br><br>2) Interview of small entrepreneurs at their work place and collection of data on the basis of questionnaire. | Collection of data/<br><br>Preparation of Report,   | 1 Attendance<br>2. Involvement<br>3. Leadership displayed.<br>4. Report |
| 2              | Identification of factors responsible for location of a Particular Unit | understanding Various Locational factors   | Survey of different type, Manufacturing / Service units, by pre-structured questionnaire.<br><br>Guest Lecture  | Filling of questionnaire<br>Identifying the real causes for location.<br>Preparation of Report. | Attendance<br>Involvement<br>Leadership<br>Report<br>Group Interview    |
| 3.             | Corporate Governance  | To understand the objectives of Corporate Governance. To study the significance of the Corporate Governance to followed by Indian Industry.  | Visit<br>Guest Lecture<br>Visit to Website  | To prepare report on Corporate Governance of MSME Unit.   | Attendance<br>Observation<br>Involvement<br>Presentation                |

| <b>LIST OF PRACTICALS-TERM-I</b> |  |  |   |  |   |
|----------------------------------|--|--|---|--|---|
| <b>Sr. No.</b>                   | <b>Title of the Practical</b>                            | <b>Objectives of the Practical</b>   | <b>Mode / Material Required</b>   | <b>Practical Task to be completed</b>  | <b>Basis of Evaluation</b>  |
| <b>1</b>                         | <b>2</b>   | <b>3</b>   | <b>4</b>  | <b>5</b>   | <b>6</b>  |
| 4.                               | Mergers and Acquisition of Manufacturing / Service unit. | To understand the meaning of mergers and acquisition<br>To study the various factors responsible for mergers & acquisition.  | Guest Lectures<br>Case study<br>Visit to website & interviews   | Filling of questionnaire<br>Identifying the real Cases<br><br>Preparation of Report                                      | 1. Attendance<br>2. Involvement<br>3. Group discussion<br>4. Presentation<br>5, Group Interview |
| 5.                               | Total Quality Management (TQM)/Six Sigma                 | To achieve at the solutions to different real life industrial problems.<br>To get students involvement in the process of problem solving & decision making.                            | Case study / Visit<br>Group presentation<br>Evaluation of group presentation by the teacher.<br>Guest lectures. | Collection of information from Newspapers like Business India.<br>Cases of Mgt. Collection of practical Corporate cases. | Attendance Report<br>Group discussion<br>Presentation   |
| 6.                               | ISO 9000 / KAIZEN  | To make the students aware about the main clauses of ISO - 9000 requirements.<br>To understand the requisites of quality standards.<br>To enable the students to be quality conscious. | Lectures/ Visits<br>Guest Lectures, Interviews<br>Evaluation of Reports   | Collection of information/ data<br>Report writing.<br>Evaluation of the Report   | Attendance<br>Involvement Report.<br>. Group discussion<br>Presentation                         |
| 7.                               | Five'S'/Seven Quality circles tools/ Quality House       | 1. To Create awareness among the students regarding the concept of five 'S' Quality circles / Quality House /  | Lectures/ Visits<br>Guest Lectures, Interviews<br>Evaluation of Reports   | Collection of information/ data<br>Report writing.<br>Evaluation of the Report   | Attendance<br>Involvement Report.<br>. Group discussion<br>Presentation                         |

| LIST OF PRACTICALS-TERM-II |   |  |  |  |   |
|----------------------------|---|--|--|--|---|
| Sr. No.                    | Title of the Practical  | Objectives of the Practical  | Mode / Material Required   | Practical Task to be completed               | Basis of Evaluation                               |
| 1                          | 2   | 3  | 4  | 5  | 6   |
| 8<br>9                     | Personnel functions<br>(Two practicals)<br><br>Recruitment & Training | To acquaint the students with procedures and policies with reference to recruitment, selection training.                                     | 1) Visit<br>2) Observation<br>3) Interview<br>4) Guest Lecture           | Preparation of report<br>Visit / Observation | Attendance<br>Involvement<br>Leadership<br>Report |
| 10                         | Corporate Social Responsibility                                       | To study the objective and importance of Corporate Social Responsibility<br>To study the work undertaken by the companies in respect to CSR. | Visit<br>Observation<br>Discussion<br>Website                            | Report                                       | 1. Attendance<br>2. Involvement                   |
| 11                         | Labour Welfare Facilities   | Study of Labour Welfare facilities provided to the workers   | Visit<br>Observation<br>Discussion<br>Website<br>Case study              | Report<br>interview                          | 3. Attendance<br>4. Involvement                   |
| 12                         | Hotel Industry  | To know the nature of Hotel industry.<br>To study the difficulties in Hotel industry.  | Visit., interview<br>Observation.<br>Guest Lecture.<br>Audio Video film. | Report<br>Group discussion<br>Interview      | Attendance<br>Involvement<br>Report               |

| <b>Sr. No.</b> | <b>Title of the Practical</b> | <b>Objectives of the Practical</b>  | <b>Mode / Material Required</b>  | <b>Practical Task to be completed</b>            | <b>Basis of Evaluation</b>                                    |
|----------------|-------------------------------|---|--|--|---|
| <b>1</b>       | <b>2</b>                      | <b>3</b>  | <b>4</b>   | <b>5</b>   | <b>6</b>  |
| 13.            | logistics & Couriers          | 1. To study the working of transport Industry / Couriers<br>2. To know the self employment opportunities in logistics industry  | 1) Visit.<br>2) Interview<br>3) Actual field work.                         | 1. Report<br>2. Group discussion<br>3. Interview | 1. Attendance<br>2. Involvement<br>3. Report<br>4. Leadership |
| 14.            | Travel & Tourism Industry.    | 1) To study the working of tourist agencies.<br>2) To know the opportunities for self employment in tourism.<br>3) Study of specialized forms of Tourism e.g. WILDLIFE TOURISM, MEDICAL TOURISM, etc. | 1) Visit.<br>2) Interview<br>3) Actual field work.<br>4) Visit to web site | 1. Report<br>2. Group discussion<br>3. Interview | 1. Attendance<br>2. Involvement<br>3. Report<br>4. Leadership |

### **LIST OF REFERENCE BOOKS**

- 1) Business organization and Management. – R.N. Gupta – S. Chand and Publication  
New Delhi.
- 2) Business organization and Management- Dr. K. Ashwathappa and M. Yadumurthy  
Himalaya Publication House, New Delhi.
- 3) Business Environment of Strategic Management – Dr. K. Ashwathappa  
Himalaya Publication House, New Delhi.
- 4) Perspective Management.  
V.P. Michal
- 5) Total Quality Management.  
R. Kesavan C Elanchezian, B. Vijaya Ramanth  
I.K. International Publishing House Pvt. Ltd. New Delhi.
- 6) Implementing ISO 9001- 2000  
Pradeep Kumar Mathur  
Vikas Publishing House Pvt. Ltd. New Delhi
- 7) Service Management  
Himalaya Publishing House, Mumbai.
- 8) Human Resource Development and Management  
A.M. Sheikh, S Chand & Co. Ltd. New Delhi
- 9) Human Resource Management  
Dr. S.S. Khanka  
S. Chand Publishing Co. Ltd. New Delhi.



- 10) Human Resource Development and Management  
Biswanath Ghosh
- 11) Economics of Mergers and Acquisitions  
Dr. V.V. Bhate  
Booklet of Thinkline Nashik
- 12) Total Quality Management  
K Shridhar Bhatta
- 13) Total Quality Management  
S.D. Bagade
- 14) Marketing of Services  
P.S. Jha

Website

[www.msme.gov.in](http://www.msme.gov.in)

### **SYLLABUS COMMITTEE**

- 1) Prin. Dr. H.K. Kochargaonkar, BYK CC Nashik.
- 2) Prof. Dr. Mrs. S.M. Zambre- HOD- Business Practices Dept. BYK CC Nashik.
- 3) Prof. Dr. S.M. Joshi – HOD- Marketing Dept. BYK CC Nashik.
- 4) Prof. Dr. Mrs. A.P. Gharte – Associate Professor, BYK CC Nashik.
- 5) Prof. M.S. Nagbhide- Associate Professor, BYK CC Nashik.
- 6) Prof. P.S. Kulkarni – Asst. Professor- Gr.-III -BYK CC Nashik.

### **SUBJECT EXPERTS**

- 1) Prin. Dr. K.R. Shimpi- MSG College of Commerce, Nashik-5
- 2) Prof. Roland Lobo ( B.E., PGDBM, PGDCM) Consultant, Nashik.  
Ex. Marketing Manager, Crompton Greaves Ltd. Satpur, Nashik.  
Faculty J.D.C.Bytco I.M.S.R. Nashik-5.

**UNIVERSITY OF PUNE**

Restructuring Courses At the Undergraduate Level

CONDUCTED BY

B.Y.K. College of Commerce, Nashik – 422 005

**‘C’ COMPONENT S.Y.B.COM**

**SUBJECT- Integrated Rural Development**

**SUBJECT CODE- ITRD**

**REVISED SYLLABUS FROM 2014-15**

**Contents :**

1. Objectives
2. Syllabus and No. of Lectures
3. List of Practicals
4. Reference books
5. List of Members of the Syllabus Committee & Experts

## Objectives

1. To study the characteristics of Indian rural economy
2. To know the role of agriculture in development of Indian economy & scope of agricultural and rural finance in Indian economy.
3. To study the structure and functions of Local Self Government
4. To study various schemes implemented by Zilla Parishad

| Unit | Contents                             |  | No. of Lectures |
|------|--------------------------------------|--|-----------------|
| 1    | <b>Agriculture in Indian Economy</b> |  | <b>08</b>       |
|      | 1.1                                  | Role Scope and Characteristics of Rural Economy  |                 |
|      | 1.2                                  | Industry and agriculture interaction   |                 |
|      | 1.3                                  | Constraints in rural development   |                 |
| 2    | <b>Integrated Rural Development</b>  |  | <b>08</b>       |
|      | 2.1                                  | Meaning , Concept & Scope of ITRD.   |                 |
|      | 2.2                                  | Importance of ITRD   |                 |
|      | 2.3                                  | Various schemes for rural development  |                 |
| 3    | <b>Panchayat Raj</b>                 |  | <b>08</b>       |
|      | 3.1                                  | Concept ,evolution and present structure   |                 |
|      | 3.2                                  | Grampanchayat – Administrative structure, functions , Sources of revenue and expenditure |                 |
|      | 3.3                                  | Various schemes implemented by Grampanchayat   |                 |
|      |                                      | TOTAL LECTURES OF THE FIRST TERM   | <b>24</b>       |

## Second Term

| Unit | Contents                                 |   | No. of Lectures |
|------|--|---|-----------------|
| 4    | <b>Panchayat Samiti</b>                  |   | <b>08</b>       |
|      | 4.1                                      | Administrative structure  |                 |
|      | 4.2                                      | Functions   |                 |
|      | 4.3                                      | Various schemes implemented by Panchayat Samiti                                     |                 |
| 5    | <b>Zilla Parishad</b>                    |   | <b>08</b>       |
|      | 5.1                                      | Administrative structure  |                 |
|      | 5.2                                      | Functions   |                 |
|      | 5.3                                      | Various schemes implemented by Zilla Parishad                                       |                 |
| 6    | <b>Agricultural Finance</b>              |   | <b>08</b>       |
|      | 6.1                                      | Three tier structure of agricultural finance  |                 |
|      | 6.2                                      | NABARD & Micro finance  |                 |
|      | 6.3                                      | Primary Agricultural Co-operative Society (PACS ) and Farmer Services Society (FSS) |                 |
|      | <b>TOTAL LECTURES OF THE SECOND TERM</b> |   | <b>24</b>       |

## First Term

| THEORY SYLLABUS-TERM-I |   |  |                         |                                     |   |
|------------------------|---|--|-------------------------|-------------------------------------|---|
| Sr. No.                | Title   | Objectives of the Practical  | Mode of Practical       | Practical Task to be completed      | Basis of Evaluation   |
| 1                      | A study of preparation of questionnaire for visit | 1.To know the methodology to prepare questionnaire<br>2.To know socio-economic and political environment of village                        | Lecture by expert       | Report writing                      | 1.Internal and external written and viva-voce exam<br>2. Attendance |
| 2                      | Survey of village                                 | 1.To know and study various aspects of village<br>2.To observe various types of features of village related to social and economic aspects | Visit to nearby village | 1. Observation<br>2. Report writing | 1.Internal and external written and viva-voce exam<br>2. Attendance |
| 3                      | A study of constraints in rural development       | 1. To know the concept of rural development<br>2. To know the limitations of resources in village  | Lecture by expert       | Report writing                      | 1.Internal and external written and viva-voce exam<br>2. Attendance |
| 4.                     | Functions and working of Grampanchayat            | 1.To know the basic structure of local government<br>2.To know the functions of Grampanchayat  | Interview of Sarpanch   | 1.Interview<br>2.Report writing     | 1.Internal and external written and viva-voce exam<br>2. Attendance |
| 5.                     | Functions and duties of Gramsevak                 | 1.To study the functions of Gramsevak<br>2. To study the role of Gramsevak   | Interview of Gramsevak  | 1.Interview<br>2.Report writing     | 1.Internal and external written and viva-voce exam<br>2. Attendance |

|    |  |  |                        |  |   |
|----|--|--|------------------------|--|---|
|    |  |  |                        |  |   |
| 6. | Functions and duties of Sarpanch and elected members | 1.To know the duties of Sarpanch and elected members<br>2.To understand the significant role of Sarpanch and elected members | Visit to Grampanchayat | 1. Observation<br>2.Report writing               | 1.Internal and external written and viva-voce exam<br>2. Attendance |
| 7. | A study of agricultural allied activities            | 1.To understand the importance of agricultural allied activities   | Visit                  | 1.Observation<br>2.Interview<br>3.Report writing | 1.Internal and external written and viva-voce exam<br>2. Attendance |

## Second Term

| Sr. No. | Title   | Objectives of the Practical   | Mode of practical   | Practical Task to be completed    | Basis of Evaluation   |
|---------|---|---|---|-----------------------------------|---|
| 1       | Functions and working of Panchayat Samiti               | 1. To know the importance of Panchayat Samiti<br>2.To study the functions of Panchayat Samiti           | Interview of B.D.O.,Interviews of Extension officers (Agriculture ,Education etc.)              | 1.Interview<br>2.Report Writing   | 1.Internal and external written and viva-voce exam<br>2. Attendance |
| 2       | Functions and working of Zilla Parishad                 | 1. To know the importance of Zilla Parishad<br>2.To study the functions of Zilla Parishad               | Visit to Z.P.Interview of C.E.O.,Interviews of Extension officers (Agriculture ,Education etc.) | 1.Interview<br>2.Report writing   | 1.Internal and external written and viva-voce exam<br>2. Attendance |
| 3       | A study of agricultural finance/PAC/FSS                 | 1.To understand the need and importance of agricultural finance<br>2. To study the structure of PAC/FSS | Visit to PAC/FSS  | 1.Interview<br>2.Report writing   | 1.Internal and external written and viva-voce exam<br>2. Attendance |
| 4       | A study of functions and working of DCCB                | 1.To understand the need and importance of DCCB<br>2. To study the structure of DCCB                    | Lecture by expert   | Report writing                    | 1.Internal and external written and viva-voce exam<br>2. Attendance |
| 5       | A study of various schemes implemented by Grampanchayat | 1.To know various schemes<br>2.To study the implementation of the schemes                               | Visit to nearby village /<br>Lecture by expert  | 1.Observation<br>2.Report writing | 1.Internal and external written and viva-voce exam<br>2.            |



|   |                                   |  |                   |  |   |
|---|-----------------------------------|--|-------------------|--|---|
|   |                                   |  |                   |  | Attendance  |
| 6 | A study of important documents    | 1.TO know various importantdocuments (7/12,6D and other documents)<br>2. To know the importance of these documents | Lecture by expert | Report writing                                   | 1.Internal and external written and viva-voce exam<br>2. Attendance |
| 7 | A study of problems in rural area | 1.To know various socio-economic problems<br>2.To study their effects on rural development                         | Visit to village  | 1.Observation<br>2.Interview<br>3.Report writing | 1.Internal and external written and viva-voce exam<br>2. Attendance |

## List of Reference Books

1. Indian Economy  
R.Datt and K.P.M.Sundaram's  
Gourav Datt and Ashwani Mahajan  
S.Chand
- 2.Rural Economy of India  
D.P. Sharma and Vasant Desai  
Vikas Publishing House
- 3.Integrated Rural Development Programmes in India (Policy and Administration)  
Dr.A.K.Shrivastav  
Deep and Deep Publication
- 4.Rural Development in Modern India  
Kishorchandra Padhya  
B.R.Publishing Corporation
5. Rural Development in India  
V.Venkata Reddy  
Himalaya Publishing House
6. Agricultural Problems of India  
C.B.Memoria  
Kitab Mahal
- 7.Panchayat Raj  
Manoj Awale  
Anubandh Prakashan

## Websites-

1. [www.deptagriculture.nic.in](http://www.deptagriculture.nic.in)
2. [www.maharashtragovt.nic.in](http://www.maharashtragovt.nic.in)
3. [www.rural.nic.in](http://www.rural.nic.in)
4. [www.agricoop.nic.in](http://www.agricoop.nic.in)

## **Syllabus Committee**

1. Mr. G. T. Girase Head, Department of Economics
2. Mr. S. V. Sindekar
3. Dr. K. S. Shahane
4. Mr. H. P. Wangarwar
5. Dr. Ashlesha Kulkarni
6. Mrs. Yogini Dixit

## **Experts**

1. Prof.S.S.Joshi Head,Department of Economics,  
RNC Arts,JDB Commerce and NSC Science  
College,NashikRoad
2. Mr.Pankaj Paleja Asstt. Manager Canara Bank

**UNIVERSITY OF PUNE**

Restructuring Courses At the Undergraduate Level

**CONDUCTED BY**

**B.Y.K. College of Commerce, Nashik – 422 005**

**‘C’ COMPONENT S.Y.B.COM**

**SUBJECT- PUBLIC RELATION**

**SUBJECT CODE- PUBR**

**REVISED SYLLABUS FROM 2014-15**

**Contents :**

1. Objectives
2. Syllabus and No. of Lectures
3. List of Practicals
4. Reference books
5. List of Members of the Syllabus Committee & Experts

**OBJECTIVES-**

1. To expose commerce students to the philosophy, fundamentals of public relations .
2. To update the students with the scope, need & public relations in corporate
4. To acquaint the students with the world of media and related fields.
4. To train them in using these tools and techniques.

|   |            | <b>THEORY SYLLABUS-TERM-I</b>  |                       |
|---|------------|--|-----------------------|
| <b>UNIT</b>                             |            | <b>Communication &amp; Public Relations</b>  | <b>NO OF LECTURES</b> |
| <b>1</b>                                |            |  | <b>08</b>             |
|   | <b>1.1</b> | Communication -meaning, process ,importance in every sphere of life. cultural context,   |                       |
|   | <b>1.2</b> | Role of languages & relationship building,   |                       |
|   | <b>1.3</b> | Mass Communication –concept, Indian tradition, evolution print,electronic and digital, social media, role of technology, effects of mass communication |                       |
| <b>2</b>                                |            | <b>Public relations Concept, Nature, Functions &amp;Scope</b>  | <b>08</b>             |
|   | <b>2.1</b> | Definitions, Art and craftsmanship, Tools & techniques   |                       |
|   | <b>2.2</b> | , Historical account Indian perspective, Internal & external publics,communicating with stakeholders   |                       |
|   | <b>2.3</b> | Interface with other management disciplines, New Trends & Ethical aspects  |                       |
| <b>3</b>                                |            | <b>Organaization of public relations</b>   | <b>08</b>             |
|   | <b>3.1</b> | Role of PR department in organization.PR agencies  |                       |
|   | <b>3.2</b> | Functions and Responsibilities, Infrastructure (facilities, equipments etc) needed, Outsourcing the job  |                       |
|   | <b>3.3</b> | Qualifications and qualities of PR officer & PR as a career.   |                       |
| <b>TOTAL LECTURES OF THE FIRST TERM</b> |            |  | <b>24</b>             |

## THEORY SYLLABUS-TERM-II

|                                   |     | THEORY SYLLABUS-TERM-II  |                |
|-----------------------------------|-----|--|----------------|
| UNIT                              |     | CONTENTS   | NO OF LECTURES |
| 4                                 |     | <b>Public Relations Practice</b>   | 08             |
|                                   | 4.1 | Defining the need, Budgeting, strategic planning of PR activities  |                |
|                                   | 4.2 | Employees communication, use of traditional media formats, print, audio visual media, planning campaign, |                |
|                                   | 4.3 | Crisis communication, opinion making, image building, Evaluating effectiveness.                          |                |
| 5                                 |     | <b>Public relations and media</b>  | 08             |
|                                   | 5.1 | Need of communicating with external public   |                |
|                                   | 5.2 | Power of Media, Types (print, electronic, New media)<br>Working of media organization                    |                |
|                                   | 5.3 | structure, funding, Interdependency with PR people, changing face of media.                              |                |
| 6                                 |     | <b>Public relations in various organizations</b>   | 08             |
|                                   | 6.1 | PR for Government, private sector, local self governments  |                |
|                                   | 6.2 | PR for political parties, NGO's, Educational institutes, police, Hospitals                               |                |
|                                   | 6.3 | PR for professional bodies, Travel, Tourism & Religious institutes                                       |                |
| TOTAL LECTURES OF THE SECOND TERM |     |  | 24             |

| LIST OF PRACTICALS-TERM-I |  |  |  |  |  |
|---------------------------|--|--|--|--|--|
| SR. NO                    | TITLE  | OBJECTIVES   | MODE   | PRACTICAL TASK TO BE COMPLETED                   | BASIS OF EVALUATION  |
| 1                         | Identifying characteristics of written and oral communication          | To know the difference between two.                | Observation  | Two page Report noting different characteristics | Data presented, understanding of the topic.                      |
| 2                         | Study of Traditional Media   | To get exposure of traditional media               | Observing pravachan, keertan ,puppet show ,street play etc               | Two page report                                  | Data presented, Understanding peculiarities of traditional media |
| 3                         | Working of Newspaper/Magazine  | To know about various departments Team spirit ,    | Visit, interview, guest lecture  | Two page report containing all aspects           | Data presented.  |
| 4                         | Working of Radio channel   | To know the functioning .                          | Visit, interview, guest lecture.   | Two page report                                  | Data presented,  |
| 5                         | Studying important formats of electronic media(news, panel discussion) | To understand communicative aspects of the formats | Viewing the specific format consistently                                 | Three page report                                | Presentation containing various aspects                          |
| 6                         | Studying social Media  | To know different aspects of new media             | Regular visit to either facebook pages, or whats app account, twittering | Three page report                                | Presentation showing overall understanding                       |
| 7                         | Listing of specific words used in Newspapers, TV news bulletins        | To get the knowledge of journalistic language.     | Careful reading of newspapers &viewing of TV news bulletins              | Two page report                                  | Selection of words   |

| LIST OF PRACTICALS-TERM-II |                             |   |   |  |   |
|----------------------------|-----------------------------|---|---|--|---|
| SR. NO                     | TITLE                       | OBJECTIVES                                      | MODE  | PRACTICAL TASK TO BE COMPLETED         | BASIS OF EVALUATION                                       |
| 08                         | Study of online newspapers  | To understand different aspects                 | Regular visits to selected sites              | Two page report                        | Understanding of the topic                                |
| 09                         | Organising PR Office        | To know the Role, Structure & functioning       | Visit, interview, guest lecture               | Two page Report                        | Data presented  |
| 10                         | Interviewing PR officer     | To know about his job assignments & qualities   | Interview                                     | Two page Report                        | Data presented  |
| 11                         | Introduction of Chief Guest | To know the Task                                | Getting bio data and other details            | Actual writing & presentation in class | Understanding & Presentation                              |
| 12                         | Planning PR Campaign        | To know various steps involved                  | Group discussion, Drafting                    | Actual presentation in the class       | Understanding & presentation of each member of the group. |
| 13                         | Public Relations News       | To know the typical features                    | By going through specific newspapers editions | Enlisting of minimum 10 items          | Understanding & presentation                              |
| 14                         | Interviewing media person   | To know about his job profile and other aspects | Actual Interview                              | Two Page Report                        | Understanding & presentation                              |



## **List of Reference Books**

1. Handbook of Public Relations in India- D S Mehata.
2. Practical Public Relations –Sam Blak.
3. The Journalistic Handbook- M V Kamat.
4. Lecture on Applied Public Relations-K R Balan
5. Corporate Public Relations-K R Balan
6. Public Relations: Concepts, Strategies and Tools-Jethwaney, Verma, Sarkar
7. Principles of Public Relations-K R Balan, C S Rayudu.
8. <http://www.adfactorspr.com/home.aspx>
9. <http://www.prsi.co.in/> (Public Relations Society of India)
10. <http://www.prsi.co.in/>

## **Syllabus Committee**

1. Prof. A. L. Yeolekar
2. Prof Dilip Phadke
3. Mrs Vandana Atre
4. Shri Shailendra Tanpure.
5. Prf Prachi Pisolakar

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# **Revised Syllabi for Three - Year Integrated B.Com. Degree course (From June 2013)**

## **1) INTRODUCTION**

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

- |      |                    |           |
|------|--------------------|-----------|
| i)   | First Year B.Com.  | 2013-2014 |
| ii)  | Second Year B.Com. | 2014-2015 |
| iii) | Third Year B.Com.  | 2015-2016 |

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

## **2) ELIGIBILITY**

1. No Candidates shall be admitted to enter the First Year of the B.Com. Degree Course (Revised Structure) unless he/she has passed the Higher Secondary School Certificate Examination of the Maharashtra State Board of Higher Secondary Education Board or equivalent or University with English as a passing subject.
2. No candidate shall be admitted to the annual examination of the First year B.Com. (Revised Structure) unless he/ she has satisfactorily kept two terms for the course at the college at the college affiliated to this University.
3. No candidate shall be admitted to the annual examination of the Second Year unless he/she has kept two terms satisfactorily for the course at the college affiliated to this University.
4. No candidate shall be admitted to the Third year of the B.Com. Degree Course (Revised Structure) unless he/she has passed in all the papers at the First Year B.Com. Examination and has passed in all the papers at the first Year B.Com. Examination and has satisfactorily kept terms for the second year and also two terms for the third year of B.Com. satisfactorily in a college affiliated to this University.

## **3) A.T.K.T. Rules :**

As far as A.T.K.T. is concerned, a student who fails in two theories and one practical head of passing at F.Y.B.Com may be admitted to S.Y.B.Com. likewise a student who fails in the two theory and one practical head of passing at S.Y.B.Com may be admitted to T.Y.B.Com. But a student passing S.Y.B.Com but fails in any subject at F.Y.B.Com cannot be admitted to T.Y.B.Com.

**4) (A) Revised Structure of B.Com. Course.**

| <b>F.Y.B.Com. w.e.f. 2013-14</b> |  |
|----------------------------------|--|
| <b>Sr. No.</b>                   | <b>Compulsory / Main Subjects</b>  |
| <b>101</b>                       | Compulsory English   |
| <b>102</b>                       | Financial Accounting   |
| <b>103</b>                       | Business Economics (Micro)   |
| <b>104 (A)</b>                   | Business Mathematics and Statistics  |
|                                  | or   |
| <b>104 (B)</b>                   | Computer Concepts and Applications   |
| <b>105</b>                       | <b>Optional Group (Any one of the following)</b> <ul style="list-style-type: none"> <li>a) Organizational Skill Development.</li> <li>b) Banking &amp; Finance</li> <li>c) Commercial Geography</li> <li>d) Defense Organization and Management in India</li> <li>e) Co-Operation.</li> <li>f) Managerial Economics</li> </ul>   |
| <b>106</b>                       | <b>Optional Group (Any one of the following)</b> <ul style="list-style-type: none"> <li>a) Essentials of E-Commerce</li> <li>b) Insurance &amp; Transport</li> <li>c) Marketing &amp; Salesmanship</li> <li>d) Consumer Protection &amp; Business Ethics.</li> <li>e) Business Environment &amp; Entrepreneurship</li> <li>f) Foundation Course in Commerce</li> </ul> |
| <b>107</b>                       | <b>(Any one of the language from the following groups)</b><br><b>Modern Indian Languages (M.I.L.) -:</b> Compulsory English / Marathi / Hindi / Gujarathi / Sindhi / Urdu / Persian.<br><br><b>Modern European Languages (M.E.L.) -:</b> French / German.<br><br><b>Ancient Indian Languages (A.I.L.) -:</b> Sanskrit.<br><br><b>Arabic.</b>                           |

| <b>S.Y.B.Com. w.e.f. 2014-15</b> |  |
|----------------------------------|--|
| <b>Sr. No.</b>                   | <b>Compulsory / Main Subjects</b>  |
| <b>201</b>                       | Business Communication.  |
| <b>202</b>                       | Corporate Accounting.  |
| <b>203</b>                       | Business Economics (Macro)   |
| <b>204</b>                       | Business Management  |
| <b>205</b>                       | Elements of Company Law  |
| <b>206</b>                       | <b>Special Subject – Paper I</b><br><b>(Any one of the following)</b> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking &amp; Finance.</li> <li>c) Business Laws &amp; Practices.</li> </ul> |

|  |  |
|--|--|
|  | d) Co-operation & Rural Development.<br>e) Cost & Works Accounting.<br>f) Business Statistics.<br>g) Business Entrepreneurship.<br>h) Marketing Management.<br>i) Agricultural & Industrial Economics.<br>j) Defense Budgeting, Finance & Management.<br>k) Insurance, Transport & Tourism.<br>l) Computer Programming and Applications. |
|--|--|

| <b>T.Y. B.Com. w.e.f. 2015-16</b> |   |
|-----------------------------------|---|
| <b>Sr. No.</b>                    | <b>Compulsory / Main Subjects</b>   |
| <b>301</b>                        | Business Regulatory Framework (Mercantile Law)  |
| <b>302</b>                        | Advanced Accounting.  |
| <b>303 (A)</b>                    | Indian & Global Economic Development  |
|                                   | Or  |
| <b>303 (B)</b>                    | International Economics   |
| <b>304</b>                        | Auditing & Taxation   |
| <b>305</b>                        | <b>Special Subject – Paper II</b><br><b>(Same special subject offered at S.Y. B.Com.)</b> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking &amp; Finance.</li> <li>c) Business Laws &amp; Practices.</li> <li>d) Co-operation &amp; Rural Development.</li> <li>e) Cost &amp; Works Accounting.</li> <li>f) Business Statistics.</li> <li>g) Business Entrepreneurship.</li> <li>h) Marketing Management.</li> <li>i) Agricultural &amp; Industrial Economics.</li> <li>j) Defense Budgeting, Finance &amp; Management.</li> <li>k) Insurance, Transport &amp; Tourism.</li> <li>l) Computer Programming and Applications.</li> </ul>  |
| <b>306</b>                        | <b>Special Subject – Paper III</b><br><b>(Same special subject offered at S.Y. B.Com.)</b> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking &amp; Finance.</li> <li>c) Business Laws &amp; Practices.</li> <li>d) Co-operation &amp; Rural Development.</li> <li>e) Cost &amp; Works Accounting.</li> <li>f) Business Statistics.</li> <li>g) Business Entrepreneurship.</li> <li>h) Marketing Management.</li> <li>i) Agricultural &amp; Industrial Economics.</li> <li>j) Defense Budgeting, Finance &amp; Management.</li> <li>k) Insurance, Transport &amp; Tourism.</li> <li>l) Computer Programming and Applications.</li> </ul> |

**B) Subjects Carrying Practical's**

There will be practical examination for the F.Y.B.Com. for the subject Financial Accounting. There will be practical and practical examinations for the special subjects at S.Y.B.Com. and T.Y.B.Com. levels. There will be Practical for the S.Y.B.Com level Compulsory subject Business Communication & for T.Y.B.Com Auditing & Taxation.

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

(D) In an exceptional cases, a student may change the subject chosen by him at second year during the first term of the third year provided he keeps the additional terms of the new subject at S.Y.B.Com.

**4. EXTERNAL CANDIDATES**

- 1) The student who has registered his name as the external student will appear at the annual examination.
- 2) The result of external student will be declared on the basis of Annual Examination of 80 marks for practical subjects by converting the same out of 100.
- 3) No foreign student shall be allowed to register as an External Student.

**5. MEDIUM OF INSTRUCTION.**

Medium of instruction for B.Com. degree course shall be either Marathi or English except languages.

The Medium of instructions for Business Communication (S.Y.B.Com) shall be English only.

**6. WORKLOAD**

The present norms of workload of lectures, tutorials and practicals per subject in respect of B.Com. Course shall continue.

**7. UNIVERSITY TERMS**

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

**8. VERIFICATION AND REVALUATION**

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

**9. EQUIVALENCE AND TRANSITORY PROVISION**

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

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

#### **10. RESTRUCTURING OF COURSES**

This new revised structure shall be made applicable to the colleges implementing 'Restructured Programme' at the undergraduate level from June, 2004. The existing pattern of 'C', 'D', and 'E' Components shall be continued.

The Colleges under the Restructured Programme which has revised their structure in the light of the "2008 Pattern" shall be introduced with effect from academic year 2010-11.

#### **11. SETTING OF QUESTION PAPERS**

1. A candidate shall have the option of answering the question in any of the subjects either in Marathi or English except in languages.
2. The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.
3. The question paper shall be balanced in respect of various topics outlined in the syllabus.
4. The question papers shall have combination of long and short answer type question. As far as possible short answer type questions should not exceed 15 to 20 percent.
5. There shall be no overall option in the question paper, instead, there shall be internal options (such as either/ or and three short answers out of five etc.).
6. In case of question paper under the Special Subject (Paper No. III) one question carrying 10 marks will be set on current knowledge in relating subject in the academic year.

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**S.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name -: Business Communication.**  
**Course Code -: 201.**

**Objectives of the Course:**

1. To understand the concept, process and importance of communication.
2. To develop awareness regarding new trends in business communication.
3. To provide knowledge of various media of communication.
4. To develop business communication skills through the application and exercises.

**Medium of Instruction : English**

| <b>Unit No.</b> | <b>TERM: I</b>   | <b>Periods</b> |
|-----------------|--|----------------|
| <b>1</b>        | <b>Introduction of Business Communication:</b><br>Introduction, Meaning, Definition, Features, Process of Communication, Principles, Importance, Barriers to Communication & Remedies.   | <b>12</b>      |
| <b>2</b>        | <b>Methods and Channels of Communication:</b><br>Methods of Communication-Merits and Demerits&Channels of Communication in the Organisation and their Types, Merits & Demerits   | <b>10</b>      |
| <b>3</b>        | <b>Soft Skills:</b><br>Meaning, Definition, Importance of Soft Skills<br><b>Elements of Soft Skills:</b> <ol style="list-style-type: none"> <li>1) Grooming Manners and Etiquettes</li> <li>2) Effective Speaking</li> <li>3) Interview Skills</li> <li>4) Listening</li> <li>5) Group Discussion</li> <li>6) Oral Presentation</li> </ol>       | <b>16</b>      |
| <b>4</b>        | <b>Business Letters:</b><br>Meaning, Importance, Qualities or Essentials, Physical Appearance, and Layout of Business Letter   | <b>10</b>      |
|                 | <b>Total Periods</b>   | <b>48</b>      |
|                 | <b>TERM: II</b>  |                |
| <b>5</b>        | <b>Types and Drafting of Business Letters:</b> <ol style="list-style-type: none"> <li>1) Enquiry Letters</li> <li>2) Replies to Enquiry Letters</li> <li>3) Order Letters</li> <li>4) Credit and Status Enquiries</li> <li>5) Sales Letters</li> <li>6) Complaint Letters</li> <li>7) Collection Letters</li> <li>8) Circular Letters</li> </ol> | <b>16</b>      |
| <b>6</b>        | <b>Job Application Letters:</b><br>Meaning, Types & Drafting of Job Application Letters, Bio-Data/Resume   | <b>08</b>      |

|          |  |           |
|----------|--|-----------|
|          | /Curriculum Vitae  |           |
| <b>7</b> | <b>Internal and other Correspondence:</b> <ol style="list-style-type: none"> <li>1) Office Memo (Memorandums)</li> <li>2) Office Orders</li> <li>3) Office Circulars</li> <li>4) Form Memos or Letters</li> <li>5) Press Releases</li> </ol>   | <b>12</b> |
| <b>8</b> | <b>New Technologies in Business Communication:</b><br>Internet: Email, Websites, Electronic Clearance System, Writing a Blog<br>Social Media Network: Twitter, Facebook, LinkedIn, YouTube, Cellular Phone, WhatsApp<br>Voice Mail<br>Short Messaging Services<br>Video Conferencing<br>Mobile | <b>12</b> |
|          | <b>Total Periods</b>   | <b>48</b> |

#### Recommended Books:

1. Asha Kaul (1999), "Business Communication", Prentice Hall of India, New Delhi.
2. Chaturvedi P. D. & Chaturvedi Mukesh (2012), "Managerial Communication", Pearson, Delhi.
3. Madhukar R. K. (2005), "Business Communication", Vikas Publishing House Pvt. Ltd., New Delhi.
4. Mamoria C. B. & Gankar S. V. (2008), "Personnel Management", Himalaya Publishing House, Mumbai.
5. Nawal Mallika (2012), "Business Communication", Cengage Learning, Delhi.
6. Rajendra Pal & Korlahalli (2007), "Essentials of Business Communication", Sultan Chand & Sons, New Delhi.
7. Sharma R. C. & Krishan Mohan, "Business Correspondence & Report Writing", Tata McGraw Hill Publishing Co. Ltd.
8. Sinha K. K. (2003), "Business Communication", Galgotia Publishing Company, New Delhi.
9. Sinha K. K. (2008), "Business Communication", Galgotia Publishing Company, New Delhi.
10. Vasishth Neeru & Rajput Namita (2006), "Business Communication", Kitab Mahal, Allahabad.

#### Assessment Pattern

|  |          |                         |
|--|----------|-------------------------|
| Internal Assessment (Term End Examination) | :        | 20 Marks                |
| Practical Examination                      | :        | 20 Marks                |
| Annual Examination                         | :        | <u>60 Marks</u>         |
| <b>Total Marks</b>                         | <b>:</b> | <b><u>100 Marks</u></b> |



## Question Paper Pattern

### Term End Examination

|  |   |          |
|--|---|----------|
| Q. 1: Answers in 20 Words: (Attempt any Seven)<br>(Total 10 Questions) | : | 14 Marks |
| Q. 2: Answer in 50 Words: (Attempt any Two)<br>(Total 4 Questions)     | : | 08 Marks |
| Q. 3: Answer in 100 Words (Attempt any Three)<br>(Total 5 Questions)   | : | 18 Marks |
| Q. 4: Answer in 500 Words (Attempt any One)<br>(Total 2 Questions)     | : | 20 Marks |

### Annual Examination:

|   |   |          |
|---|---|----------|
| Q. 1: Term I Syllabus<br><b>OR</b><br>Q. 1: Term I Syllabus                       | : | 16 Marks |
| Q. 2: Term I Syllabus<br><b>OR</b><br>Q. 2: Term I Syllabus                       | : | 16 Marks |
| Q. 3: A: Term I Syllabus<br><b>OR</b><br>Q. 3: A: Term I Syllabus                 | : | 08 Marks |
| Q. 3: B: Term II Syllabus<br><b>OR</b><br>Q. 3: B: Term II Syllabus               | : | 08 Marks |
| Q. 4: Term II Syllabus<br><b>OR</b><br>Q. 4: Term II Syllabus                     | : | 16 Marks |
| Q. 5: Short Notes (Attempt any Four)<br>(Total 6 Short Notes on Term II Syllabus) | : | 16 Marks |

### Guidelines for completion of Practicals:

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

**List of suggested Topics for Practicals:**

| <b>Sr. No.</b> | <b>Topics</b>  |
|----------------|--|
| 1              | Analysis of Case Studies on Business Communication                               |
| 2              | Analysis of Posters/Pictures (Non-Verbal)  |
| 3              | Barriers to Communication through Case Studies                                   |
| 4              | Barriers to Listening through attending seminars/conferences/public meetings.    |
| 5              | Drafting of Unsolicited/Solicited Job Application Letter with Bio-Data/Resume/CV |
| 6              | Collection & Drafting of various Business Letters                                |
| 7              | Group Discussions  |
| 8              | Class Room Presentations on various Topics                                       |
| 9              | Interview Skills   |
| 10             | Use of Technology in Communication   |
| 11             | Drafting of Memos  |
| 12             | Drafting of Press Releases/Notes   |
| 13             | Drafting of Office Orders  |
| 14             | Drafting of Office Circulars   |
| 15             | Any other topics to be suggested by the Subject Teachers                         |

**S.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name -: Corporate Accounting**  
**Course Code -: 202**

**Objectives:-**

To enable the students to develop awareness about Corporate Accounting in conformity with the provisions of Companies Act and Accounting as per Indian Accounting Standards.

1. To make aware the students about the conceptual aspect of corporate accounting
2. To enable the students to develop skills for Computerized Accounting
3. To enable the students to develop skills about accounting standards

**Term – I**

| <b>Unit</b>  | <b>Topic and Contents</b>   | <b>No. of Lectures</b> |
|--------------|---|------------------------|
| <b>1.</b>    | <b>Accounting Standards:-</b><br>Detailed Study of Accounting Standards 5, 6, 10, 14, 21 with Practical Examples numerical case studies, Application nature.  | <b>08</b>              |
| <b>2.</b>    | <b>Company Final Accounts:-</b><br>Preparation of Final Accounts- Forms and contents as per Provisions of Companies Act (As Amendment upto the beginning of the relevant academic year) As per Revised Schedule- VI   | <b>14</b>              |
| <b>3.</b>    | <b>Company Liquidation Accounts:-</b><br>Meaning of Liquidation- Modes of winding up –<br>(a) Preparation of Liquidator final statement of Account<br>(b) Preparation of Statement of Affairs and Deficiency Account. | <b>12</b>              |
| <b>4.</b>    | <b>Computerized Accounting Practices:-</b><br>Conceptual background - (a) Inventory Accounting (b) Payroll Accounting (c) MIS Reports including Demonstration and Hands Experience.                                   | <b>14</b>              |
| <b>Total</b> |   | <b>48</b>              |

**Term – II**

| <b>Unit</b> | <b>Topic and Contents</b>   | <b>No. of Lectures</b> |
|-------------|---|------------------------|
| <b>5.</b>   | <b>Accounting for Amalgamation, Absorption and External Reconstruction of Companies:-</b><br>Meaning- Vendor and Purchasing Companies- Purchase Consideration- Accounting entries- and Preparation of Balance Sheet after Amalgamation, Absorption and External Reconstruction. | <b>14</b>              |
| <b>6.</b>   | <b>Accounting for Internal Reconstruction:-</b> Meaning- Alteration of Share Capital, Reduction of Share Capital-Accounting Entries and preparation of Balance Sheet After Internal Reconstruction  | <b>10</b>              |
| <b>7.</b>   | <b>Holding Company Account:-</b>  | <b>14</b>              |

|           |   |           |
|-----------|---|-----------|
|           | Preparation of consolidated Balance sheet of Holding Company with one subsidiary only. Adjustment of inter company transactions, unrealized profit of stock.  |           |
| <b>8.</b> | <b>Valuations of Shares:-</b> Concept of Valuation, Need for Valuation, Special Factors affecting Valuation of Shares, Methods of Valuation - (a) Net Assets Method, (b) Yield Basis Method, (c) Fair Value Method. | <b>10</b> |
|           | <b>Total</b>  | <b>48</b> |

#### Notes:-

- Question Paper for Termend and Annual Examination should consist of :  
Theory Questions : - 30%  
Problems :- 70%
- In the Question Paper of Annual Examination, the weightage to the syllabus should be as follows:
  - 40% on the total syllabus of the First Term.
  - 60% on the total syllabus of the Second Term.
- Colleges are required to use only licensed copy of software.

#### Recommended Books:-

- Advanced Accounts: By M.C. Shukla & S.P. Grewal (S.Chand & Co. Ltd.)
- Advanced Accountancy: By S.P. Jain & K.N. Narang ( Kalyani Publishers)
- Advanced Accountancy: By R.L.Gupta & M. Radhaswamy (Sultan Chand & Sons)
- Company Accounts: By S.P. Jain & K.L. Narang
- Advanced Accounts: By Paul Sr.
- Corporate Accounting: By Dr. S. N. Maheshwari & S.K. Maheshwari
- Corporate Accounting: By Mukharji & Hanif
- Corporate Accounting: By Dr. K. N. Jagtap, Dr. S. D. Zagade, Dr. H. M. Jare
- Accounting Standard: By D. S. Rawat.
- Accounting Standards –as issued by Institute of Chartered Accountants of India.

#### Journals:-

- The Chartered Accountant : Journal of the Institute of Chartered Accountants of India.
- The Accounting World : ICFAI Hyderabad
- Journal of Accounting & Finance : Accounting Research Association of Jaipur.

**S.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name -: Business Economics (Macro)**  
**Course Code -: 203**

**Objectives:**

1. The objective of the course is to familiarize the students the basic concept of Macro Economics and application.
2. To Study the behavior of the economy as a whole.
3. To Study the relationship among broad aggregates.
4. To apply economic reasoning to problems of the economy.

| <b>Term – I</b> |   |                        |
|-----------------|---|------------------------|
| <b>Sr. No</b>   | <b>Topic</b>  | <b>No. of Lectures</b> |
| <b>UNIT- 1</b>  | <b><u>Basic Concepts of macro Economics</u></b><br>1.1 Meaning of Macro Economics<br>1.2 Nature and Scope of Macro Economics<br>1.3 Significance and limitations of Macro Economics<br>1.4 Difference between Micro and Macro Economics   | <b>08</b>              |
| <b>UNIT- 2</b>  | <b><u>National Income</u></b><br>2.1 Meaning & Importance of National Income<br>2.2 Concept -<br>a) Gross National Product (GNP)<br>b) Net National Product (NNP)<br>c) Income at Factor cost or National Income at Factor Prices<br>d) Per Capita Income<br>e) Personal Income ( PI )<br>f) Disposable Income( DI )<br>2.3 Measurement of National Income – Circular Flow of Income-Two sector model<br>2.4 Difficulties in Measurement of National Income | <b>14</b>              |
| <b>UNIT- 3</b>  | <b><u>Money</u></b><br>3.1 Meaning and functions of Money<br>3.2 Demand for Money – Classical and Keynesian Approach<br>3.3 Supply of Money<br>a) Role of Central Bank – Credit Control- Quantitative and Qualitative<br>b) Reserve Bank of India's New Money Measures<br>3.4 Role of Commercial Banks – Process of Multiple Credit Creation and its limitations  | <b>12</b>              |
| <b>UNIT- 4</b>  | <b><u>Value of Money</u></b><br>4.1 Meaning & Concept of Value of Money<br>4.2 Quantity Theory of Money<br>4.3 Cash Balance approach – Cambridge Equation - Pigou, Marshall, Keynes<br>4.4 Milton Friedman's Approach<br>4.5 Difference between Quantity Theory and Cash Balance Approach   | <b>14</b>              |

|                |   |           |
|----------------|---|-----------|
|                | Theory  |           |
|                | <b>Term - II</b>  |           |
| <b>UNIT- 5</b> | <u><b>Inflation and Deflation</b></u><br>5.1 Inflation and Deflation – Meaning, Causes and effects<br>5.2 Demand Pull and cost Push inflation<br>5.3 Inflationary Gap<br>5.4 Philips Curve – Supply side Economics<br>5.5 Stagflation   | <b>10</b> |
| <b>UNIT- 6</b> | <u><b>Trade Cycle -</b></u><br>6.1 Meaning, Definition and features of Trade Cycle<br>6.2 Phases of Trade Cycle<br>6.3 Policy for control of Trade Cycle – Monetary and Fiscal Measures   | <b>12</b> |
| <b>UNIT- 7</b> | <u><b>Theories of Output and Employment</b></u><br>7.1 Classical Theories of Employment – Says , Pigoue , Fisher<br>7.2 Keynesian Criticism on Classical Theories of Employment<br>7.3 Keynesian Theory of Employment   | <b>12</b> |
| <b>UNIT-8</b>  | <u><b>Public Finance</b></u><br>8.1 Meaning, Nature and Scope of Public Finance<br>8.2 Principle of Maximum Social advantage-Dr. Dalton's Approach<br>8.3 Public Revenue and Expenditure<br>8.4 Types of Taxation<br>8.5 Principles of Taxation<br>8.6 Effects of Taxation<br>8.7 Causes of increasing Public Expenditure | <b>14</b> |

#### **Basic Reading List**

1. Ackey, G (1976) Macro Economics Theory and Policy, Macmillan Publishing Company, New York
2. Ahuja H. L. (2002) Macroeconomics Theory and Policy, Chand and Co. Ltd New Delhi.
3. D'souza Errol (2008) Macroeconomics : Person Publication, New Delhi.
4. Gupta S.B. (1994) Monetary Economics, S. Chand and Co. Delhi
5. Jingan M.L. (2002) Macro Economic Theory, Vrinda Publication, Delhi
6. Vaish M. C. (2002) Macro Economic Theory, Vikas Publishing House, N. Delhi
7. Shapiro E (1996) Macro Economic Analysis; Galgotia Publication, New Delhi

#### **ADDITIONAL READING LIST**

1. Dillard, D. (1960), The Economics of John Maynard Keynes, Crossby Lockwood and Sons, London.
2. Day A.C.L. (1960) Outline of Monetary Economics, Oxford University Press, Oxford
3. Higgins, B. (1963), Economic Development: Principles, Problems and Policies, Central Book Depot, Allahbad.
4. Keynes, J.M. (1936), The General Theory of Employment, Interest and Money, Macmillan, London.
5. Kindleberger, C.P. (1958), Economic Development, McGraw-Hill Book Company, New York.
6. Lucas, R. (1981), Studies in Business Cycle Theory, MIT Press, Cambridge, Massachusetts.

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**S.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name :- Business Management**  
**Course Code :- 204**

**Objective:**

1. To provide basic knowledge & understanding about business management concept.
2. To provide an understanding about various functions of management.

| UNIT NO         | CHAPTER   | PERIODS   |
|-----------------|---|-----------|
|                 | TERM-I  |           |
| <b>Unit –I</b>  | <b>OVERVIEW OF MANAGEMENT</b><br>Meaning, Definition, Management: Is it Science, Art or profession? Characteristics of Professional Management. The need of Management Study. Process of Management, Level Of Management, Managerial Skills, Challenges before management , Brief Review of Management Thought with reference to FW Taylor & Henry Fayol              | <b>12</b> |
| <b>Unit –II</b> | <b>PLANNING &amp; DECISION MAKING.</b><br>Planning-Meaning, Definition, Nature, Importance, Forms, Types Of Planning, Steps in Planning, Limitations Of Planning. Forecasting-Meaning & Techniques. Decision Making- Meaning, Types Of Decisions & Steps In Decision Making.  | <b>12</b> |
| <b>Unit III</b> | <b>ORGANIZATION &amp; STAFFING</b><br>Meaning, Process & Principles, Departmentalization, Organization Structure, Authority and Responsibility, Delegation of authority, Difficulties in delegation of Authority, Centralization verses Decentralization, Team Work. Staffing-Meaning, Need & Importance of Staffing, Recruitment-Sources and Methods of Recruitment. | <b>12</b> |
| <b>Unit IV</b>  | <b>DIRECTION &amp; COMMUNICATION</b><br>Direction- Meaning, Elements, Principles, Techniques & importance.. Communication-Meaning, Types, Process of Communication & importance of effective Communication. Barriers to Communication.  | <b>12</b> |
|                 | <b>Total</b>  | <b>48</b> |
|                 | <b>TERM-II</b>  |           |
| <b>UNIT-V</b>   | <b>MOTIVATION</b><br>Meaning, importance, Theories of motivation, Maslow's Need Hierarchy Theory, Herzberg's Two factors Theory, Douglas Mc Gregor's Theory of X & Y & Ouchi's Theory Z. McClelland's Theory.   | <b>12</b> |
| <b>UNIT-VI</b>  | <b>LEADERSHIP</b><br>Meaning, Importance, Qualities & Functions of a Leader, Leadership Styles for Effective Management .Contribution of Mahatma Gandhi, Dr. Babasaheb Ambedkar & Pandit Jawaharlal Neharu  | <b>12</b> |

|                  |  |           |
|------------------|--|-----------|
| <b>Unit- VII</b> | <b>CO-ORDINATION AND CONTROL</b><br>Meaning and Need , Techniques of establishing Co-ordination, difficulties in establishing co-ordination, Control-Need, steps in the process of control & Techniques. | <b>12</b> |
| <b>Unit-VIII</b> | <b>RECENT TRENDS IN BUSINESS MANAGEMENT</b><br>Business Ethics, Corporate Social Responsibility, Corporate Governance, Disaster Management, Management of Change   | <b>12</b> |
|                  | <b>Total</b>   | <b>48</b> |

**Recommended Books:**

1. Principles of Management - Koontz & O'Donnel
2. The Management Process - R S Davar
3. Essentials of Management - Koontz & O' Donnel Tralel McGraw Hill Publishing House
4. Business Administration - Mritunjoy Banerjee
5. Principles & Practice - T N Chhabra, Dhanapat Rai & Co.of Management.
6. Management – LM .Prasad.
7. Super Highway: Bill Gates Foundation
8. Makers of Modern India - NBT Publishers
9. Indian Business leaders



**S.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name -: Elements of Company Law.**  
**Course Code -: 205**

**Objectives:**

- 1) To impart students with the knowledge of fundamentals of Company Law.
- 2) To update the knowledge of provisions of the Companies Act of 2013.
- 3) To apprise the students of new concepts involving in company law regime.
- 4) To acquaint the students with the duties and responsibilities of Key Managerial Personnel.
- 5) To impart students the provisions and procedures under company law.

| <b>Term – I</b> |   |                 |
|-----------------|---|-----------------|
| <b>Sr. No.</b>  | <b>Topic</b>  | <b>Lectures</b> |
| <b>Unit 1</b>   | <b>Introduction to the New Act &amp; Concept of Companies:</b><br>1.1. Background and Salient Features of the Act of 2013, Overview of the changes introduced by the Act of 2013;<br>1.2. Nature and types of Companies, Definitions and important features of a Company- Distinction between a company and a partnership - Lifting or Piercing the Corporate Veil<br>1.3. Types of Companies based on various criteria including one man company, dormant company, sick and small company, associate company.<br>1.4. Distinction between private and public company (Advantages, Disadvantages and privileges of both the companies) - Conversion of a private company into a public company - Conversion of a public company into a private company. | <b>13</b>       |
| <b>Unit 2</b>   | <b>Formation and Incorporation of a Company:</b><br>2.1. Stages in the Formation and Incorporation.<br>2.1.1. Promotion: Meaning of the term ‘Promoter’ / Promoter Group - Legal Position of Promoters, Pre-incorporation contracts.<br>2.1.2. Registration/ Incorporation of a company : - Procedure, Documents to be filed with ROC. Certificate of Incorporation- Effects of Certificate of Registration.<br>2.1.3. Floatation/ Raising of capital.<br>2.1.4. Commencement of business.  | <b>8</b>        |
| <b>Unit 3</b>   | <b>Documents relating to Incorporation and Raising of Capital:</b><br>3.1 <b>Memorandum of Association:</b> Meaning and importance- Form and contents- Alteration of memorandum.<br>3.2 <b>Articles of Association:</b> Meaning- Relationship of and distinction between Memorandum of association and Articles of association- Contents and form of Articles- Alteration of articles- Doctrine of constructive notice- Doctrine of Indoor Management.<br>3.3 <b>Prospectus:</b> Meaning and Definition- Contents- Abridged form of   | <b>07</b>       |

|                |  |                 |
|----------------|--|-----------------|
|                | prospectus- Statutory requirements in relation to prospectus- Deemed prospectus- Shelf prospectus - Statement in lieu of prospectus- Mis-statement in a prospectus and Liabilities for Mis-statement.  |                 |
| <b>Unit 4</b>  | <b>Capital of the Company</b><br>4.1 Various Modes for Raising of Share Capital including private placement, public issue, rights issue, bonus shares.<br>4.2 ESOS, Sweat Equity Shares, Buy-back of shares.<br>4.3 Allotment of Shares: Meaning- - Statutory provisions for allotment, improper and irregular allotment- Consequences of irregular allotment.<br>4.4 Calls On Shares: Meaning- Requisites of a valid call, Calls in advance<br>4.5 Share Certificates: Meaning, Provisions regarding issue of share certificates - Duplicate Share Certificate.<br>4.6 Share Capital – Meaning, Structure (Kinds) – Concept of Securities – Definition, Nature and Kinds of Shares. | <b>14</b>       |
| <b>Unit 5</b>  | <b>Forfeiture, Surrender &amp; Transfer of Shares</b><br>5.1 Forfeiture and Surrender of Shares: Meaning of forfeiture of shares: - Conditions/Rules of valid forfeiture- Effect of forfeiture- Re-issue of forfeited shares- Annulment of forfeiture-<br>5.2 Surrender of shares<br>5.3 Transfer and transmission of shares - meaning and procedure<br>distinction between transfer and transmission<br>5.4 Nomination of shares  | <b>6</b>        |
|                | <b>Term – II</b>   |                 |
| <b>Sr. No.</b> | <b>TOPIC</b>   | <b>Lectures</b> |
| <b>Unit 6</b>  | <b>E-Governance and E-Filing:</b><br>6.1 Introduction- Meaning of E-Governance<br>6.2 Advantages of E-Governance,<br>6.3 Basic understanding of MCA Portal<br>6.4 E-filing (Ss. 397 to 402), DIN-Directors Identification Number (Ss. 153-159)   | <b>06</b>       |
| <b>Unit 7</b>  | <b>Management of Company:</b><br>7.1 Board of Directors: Definition, Powers, Restrictions, Prohibition on Board. (Ss. 179 to 183)<br>7.2 Director: Meaning and Legal position of directors.<br>7.3 Types of Directors – Types including Executive, Non-Executive, Independent, Additional, Alternate, Interested, Nominee Director, Related Party Transactions (Ss. 188)<br>7.4 Appointment of Directors, Qualifications and Disqualifications.<br>7.5 Powers, Duties, Liabilities of Directors, Remedies for Breach of Duties.<br>7.6 Loans to Directors (S. 185), Remuneration of Directors  | <b>10</b>       |
| <b>Unit 8</b>  | <b>Key Managerial Personnel (KMP)</b><br>8.1 Meaning, Definition and Appointments of Managing Director,  | <b>10</b>       |

|                |  |           |
|----------------|--|-----------|
|                | <p>Whole Time Director,<br/>Manager,<br/>Company Secretary<br/>Term of office/ Tenure of appointment, Remuneration –</p> <p>8.2 Distinction between Managing Director, Manager and Whole Time Director - Role (Powers, Functions of above KMP)</p> <p>8.3 Corporate Social Responsibility (CSR) [U/S 135] – Concept who is Accountable, CSR Committee, Activities under CSR,</p> <p>8.4 Role of Board of Directors.</p> <p>8.5 Prevention of Oppression and Mismanagement (Ss. 241 to 246)</p>   |           |
| <b>Unit 9</b>  | <p><b>Company Meetings:</b></p> <p>9.1 Board Meeting – Meaning and Kinds</p> <p>9.2 Conduct of Meetings - Formalities of valid meeting [Provisions regarding agenda, notice, quorum, proxies, voting, resolutions (procedure and kinds) minutes, filing of resolutions, Virtual Meeting]</p> <p>9.3 Meeting of Share Holders<br/>General Body Meetings, Types of Meetings<br/>A. Annual General Meeting (AGM), Ss. 96 to 99<br/>B. Extraordinary General Meeting (EOGM) – S. 100</p> <p>9.4 Provisions regarding convening, constitution, conducting of General Meetings contained in Ss. 101 to 114</p> | <b>12</b> |
| <b>Unit 10</b> | <p><b>10.1 Revival and Re-habilitation of Sick Companies (S. 253-269)</b></p> <p><b>10.2 Compromises, Arrangements and Amalgamation:</b> Concept and Purposes of Compromises, Arrangements, Amalgamation, Reconstruction – Fine distinction between these terms.:</p> <p><b>10.3 Winding –up:</b> Meaning of winding-up, Dissolution of company, Conceptual understanding of winding-up by the Tribunal, Compulsory winding-up, Members’ voluntary winding-up, Creditors’ voluntary winding-up</p>   | <b>10</b> |

| <b>Recommended Books</b>  |  |
|---|--|
| <ol style="list-style-type: none"> <li>1) Bharat’s – Companies Act, 2013 with comments, Edited by: Ravi Puliani, Advocate Mahesh Puliani, Bharat Law House Pvt. Ltd., New Delhi, 19<sup>th</sup> Edition, 2013.</li> <li>2) Introduction to Company Law, Karn Gupta, Publication: LexisNexis, 2013, Gurgaon, Haryana, India.</li> <li>3) The Companies Act, 2013. With notes to Legislative Clauses. 2014 Edition. Corporate Professionals – where excellence is Law, CCH – a Wolters Kluwer business. Wolters Kluwer (India) Pvt. Ltd., DLF – Cyber City, Gurgaon, Haryana (India)</li> <li>4) Insights into the New Company Law – PrachiManekar LexisNexis, Gurgaon, Haryana, India, 2013.</li> <li>5) Taxman’s, Company Law Ready Reckoner, V.S. Datey, Printed at – Tan Prints (India) Pvt. Ltd. Jhajjar, Haryana, India., 13<sup>th</sup> September, 2013.</li> <li>6) Analysis of Companies Act, 2013, Corporate Professionals – where excellence is Law., CCH – a Wolterskluwer business., Corporate Professionals India Pvt. Ltd., New Delhi, India., Published by – Wolters Kluwer (India) Pvt. Ltd., 2013.</li> </ol> |  |

**S.Y. B.Com.**  
**Business Administration Special Paper I**  
**Subject Name -: Business Administration**  
**Course Code -: 206 – A.**

**Objectives:**

1. To provide basic knowledge about various forms of business organizations
2. To acquaint the students about business environment and its implications thereon.
3. To aware them with the recent trends in business

| UNIT NO         | CHAPTER   | PERIODS   |
|-----------------|---|-----------|
|                 | <b>TERM-I</b>   |           |
| <b>UNIT-I</b>   | <b>BUSINESS ADMINISTRATION CONCEPTS</b><br>Business - Definition, Characteristics, scope & Objectives of business- Economic & Social perspectives . Commerce- Meaning, Concept. Trade & Aids to trade- Meaning & Definition of the Terms: Administration, Management and Organization. Functions of Administration  | <b>12</b> |
| <b>UNIT-II</b>  | <b>FORMS OF BUSINESS ORGANIZATION</b><br>Sole Proprietorship, Partnership Firm, Limited Liability Partnership, Joint Ventures, Joint Stock Company, Co-operative Society- features, Merits & Limitations. Non Profit joint Stock Company under section 25 of the Companies Act Suitability of a form of organization- Factors determining the suitability of form of Organisation | <b>12</b> |
| <b>UNIT III</b> | <b>BUSINESS ENVIRONMENT</b><br>Meaning, Constituents of business environment-Economic, International, Social, Legal, Cultural, Educational, Political, Technological & Natural. Interaction of business & environmental forces. Social Responsibilities   | <b>12</b> |
| <b>UNIT IV</b>  | <b>BUSINESS PROMOTION</b><br>Business Unit- Promotion: Concept of promotion, stages in business promotion, Factors affecting location & Size, Present trends in location, size of business unit. Role of Govt in the promotion of SEZ   | <b>12</b> |
|                 | <b>Total</b>  | <b>48</b> |
|                 | <b>TERM-II</b>  |           |
| <b>UNIT- V</b>  | <b>LEGAL ASPECTS</b><br>Compliance of legal requirements in promoting business unit, Licensing, Registration, Filing returns & other documents. Important legal provisions governing promotion & establishment of unit.   | <b>12</b> |
| <b>UNIT-VI</b>  | <b>PRODUCTIVITY</b><br>Meaning, Importance & measurement of productivity. Factors affecting productivity, techniques, Measures to boost productivity, Role of National Productivity Council- Product Quality Control ISO-9000, 14000, Quality Circles   | <b>12</b> |
| <b>UNIT-VII</b> | <b>RECENT TRENDS IN BUSINESS MANAGEMENT</b><br>Liberalisation, Privatization, Globalization -meaning, concept –implications & consequences, SEZ, BPO, KPO and LPO .Public Private Partnership .MKCL   | <b>12</b> |

|                  |   |           |
|------------------|---|-----------|
| <b>UNIT-VIII</b> | <b>INDUSTRIAL SICKNESS</b><br>Meaning, definition, symptoms, causes & Consequences of industrial sickness. Role of Government in prevention of industrial sickness. Role of BIFR. | <b>12</b> |
|                  | <b>Total</b>  | <b>48</b> |

| <b>Recommended Books</b>  |
|---|
| <ol style="list-style-type: none"> <li>1. Modern Business Organization &amp; Management N. Mishra Allied Publishers – Bombay</li> <li>2. Essentials of Business Administration K. Aswathappa – Himalaya Publications</li> <li>3. Business Administration :S.C.Saxena – Sahitya Bhavan Agra</li> <li>4. The Administrative Process :Stephen Robbins -</li> <li>5. Business Organization</li> <li>6. Industrial Administration &amp; Management: J Batty McDonald</li> <li>7. MKCL annual Report</li> </ol> |

**S.Y. B.Com.**  
**Banking & Finance Special Paper I**  
**Subject Name -: Indian Banking System - I**  
**Course Code -: 206 – B.**

**Objectives:**

- 1.To create the awareness among the students of Indian banking system.
- 2.To enables students to understand the reforms and other developments in the Indian Banking
- 3.To provide students insight into the functions and role of Reserve Bank of India.

| <b>Term – I</b> |  |                        |
|-----------------|--|------------------------|
| <b>Sr. No</b>   | <b>Topic</b>   | <b>No. of Lectures</b> |
| <b>UNIT 1</b>   | <b>Structure and Role of Indian Banking System:</b><br>Structure of Indian Banking System<br>Central bank - Commercial banks - Cooperative banks – Developmental Banks-<br>Regional Rural Banks - Local Area Banks<br>Difference between scheduled and non scheduled bank<br>Role of banking system in the economic growth and development   | <b>12</b>              |
| <b>UNIT 2</b>   | <b>Private sector banks:</b><br>A) Private sector banks in India: Their progress and performance after<br><b>Banking Sector Reforms</b><br>B) Foreign banks in India: Their problems and prospects of Foreign Banks<br>Regulation of Foreign banks in India  | <b>12</b>              |
| <b>UNIT 3</b>   | <b>Nationalized banks:</b><br>Social control over banks, Nationalization of banks - Arguments for and against nationalization, Objectives of nationalization, Progress of nationalized banks pertaining to branch expansion, deposit mobilization, credit development and priority sector lending: Lead Bank Scheme,   | <b>12</b>              |
| <b>UNIT 4</b>   | <b>State Bank of India</b><br>Evolution of State Bank of India, organization and management of State Bank of India, Subsidiary Banks to State Bank of India. Role of State Bank of India : As an agent of the RBI, as a commercial bank, its role in industrial finance, in foreign exchange business, in agricultural finance and rural development, and in assisting weaker Sections of the Society<br>Merger of SBI Subsidiaries.   | <b>12</b>              |
|                 | <b>Total Period</b>  | <b>48</b>              |
| <b>Term II</b>  |  |                        |
| <b>UNIT 5</b>   | <b>Regional Rural Banks and National Bank for Agricultural and Rural Development (NABARD) :</b><br>A) Reasons for establishment of Regional Rural Banks (RRBs), Meaning of RRBs, Difference between RRBs and Commercial banks, Objectives of RRBs, Organization and Management of RRBs, Functions of RRBs, Progress, performance and problems of RRBs, <b>Consolidation of RRB`s</b><br>B) <b>National Bank for Agricultural and Rural Development (NABARD):</b> Objectives, Functions and Performance | <b>12</b>              |
| <b>UNIT 6</b>   | <b>Cooperative Credit System :</b>   | <b>12</b>              |

|               |  |           |
|---------------|--|-----------|
|               | <p>A) Principles of cooperation, Evolution of cooperative credit system.<br/>Meaning, objectives, organization, functions, progress and problems of:</p> <ol style="list-style-type: none"> <li>1. Primary Agricultural Cooperative Credit societies,</li> <li>2. District Central Cooperative banks,</li> <li>3. State Cooperative Banks</li> </ol> <p>B) Urban Cooperative Credit Societies<br/>C) Urban Cooperative Banks</p>   |           |
| <b>UNIT 7</b> | <p><b>Reserve Bank of India (RBI) :</b><br/>Evolution of the Reserve Bank of India,<br/>Organization and Management of the RBI</p> <p><b>A) Functions of the RBI:</b><br/>Issue and Management of currency<br/>Banker to the government<br/>Bankers' bank: lender of the last resort, central clearance<br/>Supervision of banking system, controller of credit-Qualitative and Quantitative methods of credit control,<br/>Custodian of foreign exchange reserves<br/>Collections and furnishing of credit information<br/>Agricultural finance, Export finance, Industrial finance</p> <p><b>B) Changing role of RBI:</b> Promotional role, Development role &amp; Super regulation work.</p>  | <b>12</b> |
| <b>UNIT 8</b> | <p><b>Banking Sector Reforms:</b><br/>Rationale and objectives of reforms,<br/>Problems of nationalized banks</p> <p><b>A) Recommendations of the Narasimham Committee (I)</b><br/>Reforms of the committee pertaining to-<br/>Deregulation of interest rate,<br/>CRR (Cash Reserve Ratio),<br/>SLR (Statutory Liquidity Ratio),<br/>CD Ratio- Credit Deposit Ratio<br/>Interest rate structure, Directed credit programme,<br/>Income recognition, Asset classification,<br/>Capital adequacy norms, Provisioning,<br/>Redefining of the NPAs<br/>Management of Non Performing Assets (NPAs),<br/>Debt Recovery Tribunals,</p> <p><b>B) Recommendations of the Narasimham Committee (II)</b><br/>Consolidation of banking system,<br/>Directed credit programme,<br/>Revision in the Capital adequacy</p> <p><b>C) Financial Inclusion:</b> Role of Micro Finance – Development of Self Help Groups</p> | <b>12</b> |
|               | <b>Total Period</b>  | <b>48</b> |

**Recommended Books:**

1. Functions and Working of the RBI: Reserve Bank of India Publications.
2. Financial Sector Reforms and India's Economic Development: N.A.Majumdar
3. Central Banking and Economic Development: Vasant Desai
4. Monetary Economics: S.B. Gupta
5. Banking in India - S. Panandikar
6. Banking: S.N. Maheshwari
7. Report on Trends and Progress of Banking in India: Reserve Bank of India Publication.
8. Indian Banking System (भारतीय बैंक व्यवसाय प्रणाली) - Prin. Dr. B. R. Sangle
9. Indian Banking System (भारतीय बैंक व्यवसाय प्रणाली) - Prin. Dr. B. R. Sangle,  
Dr. Murtadak, Dr.M. U. Mulani, Dr. T. N. Salve
10. Annual Reports of Banks
11. Indian banking system - Dr. Rita Swami
12. Indian Banking System - Dr. B.R. Sangle, Dr. G.T. Sangle, Dr. Kayande Patil and  
Prof. N.C. Pawar
13. Indian Banking System - Prof. S.V. Joshi, Dr. C.P. Rodrigues and Prof. Azhar Khan



**S.Y. B.Com.**  
**Business Laws & Practices Special Paper I**  
**Subject Name -: Business Laws & Practices.**  
**Course Code -: 206 – C.**

**Objectives –**

- 1) To impart the students with the knowledge and understanding important Business Laws.
- 2) To acquaint the students with Laws of Insurance, Life Insurance, Marine Insurance, Fire and other insurance.

| Sr. No.         | Topic   | No. of Lectures |
|-----------------|---|-----------------|
| <b>Term – I</b> |   |                 |
| <b>Unit - 1</b> | <b>The Maharashtra Agricultural Produce Marketing (Regulation) Act, 1963 –</b>  | 12              |
|                 | <b>Background, Meaning, Definition –</b>  |                 |
|                 | Agricultural Produce, Agriculturist, Broker, Buyer, bye-laws, Commission Agent, Director, Coolee, Local Authority, Market Area, Market Committee, Processor, Secretary, Retail sales, State Marketing Board. Agriculture Produce, Marketing (Clause 6 to 10). State Agricultural Produce Marketing Board (Clause 39 A to 39 O) Amalgamation of division of market committees office and servants of market committee. |                 |
| <b>Unit - 2</b> | <b>The Law of Insurance -</b>   | 12              |
|                 | Introduction, Meaning & Characteristics of Insurance, Importance of Insurance, Basic Principles of General Insurance, Contract of Insurance, Type of Insurance.<br>Basic Terms – Insured, Insurer, Premium, Policy subject matter of Insurance, Claim, Proposal. Insurance Interest. Double Insurance and Reinsurance.  |                 |
| <b>Unit - 3</b> | <b>Life Insurance -</b>   | 12              |
|                 | Meaning, Definition of Life Insurance, Features of Life Insurance, Importance of life Insurance. Basic Principles of Life Insurance. Advantages of Life Insurance, Type of Life Insurance Policy, Procedure of Life Insurance Policy. Settlement of Claims of Life Insurance of Policy, Nomination of Policy. LIC- Object, Constitution & Functions, Challenges before LIC, Social Responsibility of LIC.             |                 |
| <b>Unit - 4</b> | <b>Fire Insurance -</b>   | 12              |
|                 | Meaning of Fire Insurance, Definition of Fire Insurance, Types of Fire Insurance Policies, Basic Principles in Fire Insurance Policies, Settlement of Claims of Fire Insurance, Difference between Life Insurance & Fire Insurance, Private Insurance Companies in India, Social Corporate Responsibilities of Private Insurance Companies.   |                 |

| <b>Term - II</b> |  |                        |
|------------------|--|------------------------|
| <b>Sr. No.</b>   | <b>Topic</b>   | <b>No. of Lectures</b> |
| <b>Unit - 5</b>  | <b>Marine Insurance &amp; Other Insurance –</b><br>Meaning, Definitions, Type of Marine Insurance Policies, Terms in Marine Insurance Policy.<br>Difference between Fire Insurance & Marine Insurance, Difference between Life Insurance & Marine Insurance. Contract of Fire Insurance, Motor Insurance Policy. Theft & Burglary Insurance Personal Accident Insurance, Rural Insurance in India.                                       | 12                     |
| <b>Unit - 6</b>  | <b>Maharashtra Co-operative Societies Act, 1960</b><br>Definition and Features of a Co-operative Society. Types of Co-operative Societies.<br><b>Restriction on the society -</b><br>Registration, Cancellation of Registration and De-registration of a Society. Bye Laws and Amendments of bye-laws.   | 12                     |
| <b>Unit - 7</b>  | <b>The Industrial Dispute Act, 1947 (Section 1 to 7, 22 to 29)</b><br>Introduction and Definitions, Machinery for Settlement of Disputes, Strikes, Lockout, Layoff, Retrenchment, Closure and Re-starting of Undertaking.  | 12                     |
| <b>Unit - 8</b>  | <b>Partnership Act, 1952</b><br><ul style="list-style-type: none"> <li>• Meaning of Partnership, Features of Partnership</li> <li>• Registration &amp; Formation of Partnership.</li> <li>• Kinds of Partners.</li> <li>• Rights, Duties and Liabilities of a Partner.</li> <li>• Reconstitution of Partnership Firm.</li> <li>• Incoming Partners.</li> <li>• Outing Partners.</li> <li>• Dissolution of a Partnership Firm.</li> </ul> | 12                     |

| <b>Recommended Books</b>      |   |   |
|-------------------------------|---|---|
| <b>References –</b>           |   |   |
| 1. Labour and Industrial Laws | - | M.N. Mishra central Publications, Allahabad |
| 2. Business Laws              | - | Kuchhal M.C.                                |
| 3. Industrial Law             | - | P.L. Malir                                  |
| 4. Business Law               | - | Avtar Singh                                 |
| 5. Mercantile Law             | - | P.L. Ma...                                  |
| 6. Business Law               | - | S.D. Geet and M.S. Patil                    |

**S.Y. B.Com.**  
**Co-operation and Rural Development Special Paper I**  
**Subject Name -: Co-operation and Rural Development.**  
**Course Code -: 206 – D.**

**Objectives:-**

1. To acquaint students with the Concept of Co-operation.
2. To acquaint students with Co-operative legislation.
3. To create awareness regarding the role of State Govt. in development of Co-operative sector in Maharashtra.
4. To acquaint students with the role of Social reformers in rural development .
5. To understand the role of “Panchayat Raj “ in rural development.
6. To make the students aware about Globalization and its effects on rural development

| <b>Sr. No.</b> | <b>Topic</b>   | <b>No- of Lectures</b> |
|----------------|--|------------------------|
| <b>Unit 1</b>  | <b>Co-operative Legislation in India</b><br>1.1 History of Co-operative Legislation<br>1.2 Co-operative Societies Act-1904, Objectives and Features<br>1.3 Co-operative Societies Act-1912, Objectives and Features<br>1.4 Bombay Provisional Co-operative Societies Act 1925, Main Provisions<br>1.5 Benefits of Co-operative Legislations  | 12                     |
| <b>Unit 2</b>  | <b>Multi-state Co-operative Societies Act</b><br>2.1 History, need and objectives<br>2.2 Registration of Societies<br>2.3 Bye- laws of Co-operative societies<br>2.4 Management of Co-operative Societies<br>2.5 Role of Central Registrar   | 12                     |
| <b>Unit 3</b>  | <b>Maharashtra State Co-operative Societies Act 1960</b><br>3.1 Maharashtra Co-operative Societies Act 1960 amended up to August 2013 –Provisions regarding<br>a) Registration of Co-operative Societies<br>b) Membership of Co-operative Societies<br>c) Privileges and Duties of Co-operative Societies<br>d) Management of Co-operative Societies<br>e) Supervision of Co-operative Societies<br>f) Audit of Co-operative Societies<br>g) Role of Registrar for Co-operative Societies of Maharashtra State | 12                     |
| <b>Unit 4</b>  | <b>Functions, Progress and Problems of Co-operatives</b><br>4.1 Agriculture Credit through Co-operatives<br>a) Primary Agriculture Credit Societies(PACS)<br>b) District Central Co-operative Banks<br>c) State Co-operative Bank<br>4.2 Co-operative Sugar Factories<br>4.3 Dairy Co-operatives<br>4.4 Non Agricultural Credit Co-operatives<br>4.5 Urban Co-operative Banks<br>4.6 Housing Co-operative Societies<br>4.7 Consumer Co-operatives  | 12                     |

| <b>Term – II</b> |   |    |
|------------------|---|----|
| <b>Unit 5</b>    | <b>Rural Development</b><br>5.1 Definition, Meaning, Scope and Objectives<br>5.2 Significance of Rural Development<br>5.3 Role of Co-operative movement in Rural Development of Maharashtra<br>5.4 Approaches of Rural Development<br>a) Individual Approaches<br>b) Group Approaches<br>c) Mass Approach | 12 |
| <b>Unit 6</b>    | <b>Role of Social Reformers in Rural Development . (Thought &amp; Work)</b><br>6.1 Mahatma Jotiba Phule<br>6.2 Chhatrapati Shahu Maharaj<br>6.3 Mahatma Gandhi.<br>6.4 Dr. Babasaheb Ambedkar.<br>6.5 Karmaveer Bhaurao Patil<br>6.6 Dr. Dhananjayrao Gadgil.<br>6.7 Dr. Panjabrao Deshmukh               | 12 |
| <b>Unit 7</b>    | <b>Rural Development and Panchayat Raj System</b><br>7.1 Concept and Structure of Panchayat Raj<br>7.2 Importance of Panchayat Raj System<br>7.3 Important Provisions of Panchayat Raj Act<br>7.4 Effects of Panchayat Raj System on Rural Development<br>7.5 Limitations of Panchyat Raj                 | 12 |
| <b>Unit 8</b>    | <b>a) Rural Development through Peoples Participation</b><br>8.1 Concept of Peoples Participation<br>8.2 Importance of Peoples Participation<br>8.3 Mahatma Gandhi National Rural Employment Guarantee Scheme<br>8.4 Development Strategy of Model Villages   | 06 |
|                  | <b>b) Globalization and Rural Development</b><br>8.5 Concept of Globalization<br>8.6 Merits and Demerits of Globalization<br>8.7 Opportunities of Globalization for Rural Development<br>8.8 Effects of Globalization on Rural Development  | 06 |

**Recommended Books :**

- 1) G.S.Kamat –Cases in Co-operative management.
- 2) K.K.Taimani- Co-operative Organization and Management.
- 3) G.S.Kamat – New Dimensions of Co-operative Management.
- 4) Vasant Desai – Fundamentals of Rural Development.
- 5) V.M.Dandekar and Rath – Poverty in India.
- 6) Dr. P.R.Dubhashi – Rural Development and Administration in India.
- 7) V.Reddy – Rural Development in India.
- 8) S.K. Gopal – Co-operative Farming in India.
- 9) B. Mukharji – Community Development.
- 10) I.C.A State and C-operative Movement.

**S.Y. B.Com.**  
**Cost and Works Accounting Special Paper I**  
**Subject Name -: Cost and Works Accounting.**  
**Course Code -: 206 – E.**

**Objectives:**

To Impart The Knowledge Of:

1. Basic Cost concepts.
2. Elements of cost.
3. Ascertainment of Material and Labour Cost.

| SR. NO.       | TOPIC   | LECTURES |
|---------------|---|----------|
| <b>Unit 1</b> | <b>Basics Of Cost Accounting</b>  |          |
| 1.1           | Concept of Cost, Costing, Cost Accounting and Cost  | 16       |
| 1.2           | Accountancy.  |          |
| 1.3           | Limitations of Financial Accounting.  |          |
| 1.4           | Origin of Costing.  |          |
| 1.5           | Objectives of Costing.  |          |
| 1.6           | Advantages & Limitations of Costing.  |          |
| 1.7           | Difference Between Financial Accounting and Cost Accounting.<br>Cost Units and Cost Center. |          |
| <b>Unit 2</b> | <b>Elements Of Cost</b>   |          |
| 2.1           | Material, Labour and other Expenses.  | 16       |
| 2.2           | Classification of Costs.  |          |
| 2.3           | Preparation of Cost Sheet, Quotation, Tenders.  |          |
| <b>Unit 3</b> | <b>Material Control</b>   |          |
| 3.1           | Need and Essentials of Material Control.  | 16       |
| 3.2           | Functions of Purchase Department.   |          |
| 3.3           | Purchase Procedure.   |          |
| 3.4           | Purchase Documentation.   |          |
| 3.5           | Stock Levels.   |          |
| 3.6           | Economic Order Quantity. (EOQ)  |          |

**Term – II**

| SR.NO.        | TOPIC   | LECTURES |
|---------------|---|----------|
| <b>Unit 4</b> | <b>Material Accounting</b>  |          |
| 4.1           | Stores Location and Layout.   | 16       |
| 4.2           | Types of Stores Organization.   |          |
| 4.3           | Classification and Codification of Material.  |          |
| 4.4           | <u>Stores and Material Records –</u><br>Bin Card, & Store Ledger etc.   |          |
| 4.5           | <u>Issue of Material and Pricing Methods of Issue of Material:-</u><br>(a) FIFO.<br>(b) LIFO.<br>(c) Simple Average Methods.<br>(d) Weighted Average Methods. |          |
| 4.6           | Stock valuation, Use of computer in store Accounting.   |          |

|               |   |                 |
|---------------|---|-----------------|
| <b>Unit 5</b> | <b>Inventory Control</b>  |                 |
| 5.1           | Stock Taking, Periodic and Perpetual Method.  | 08              |
| 5.2           | ABC Analysis.   |                 |
| 5.3           | Inventory Ratios.   |                 |
| <b>Unit 6</b> | <b>Labour Cost, Remuneration And Incentives</b>   |                 |
| 6.1           | Records & Methods Of Time Keeping and Time Booking Study of New Methods.  | 12              |
| 6.2           | <b><u>Methods Of Remuneration-</u></b><br>❖ Time Rate System,<br>❖ Piece Rate system,<br>❖ Taylor's Differential Piece rate System. |                 |
| 6.3           | <b><u>Incentive Plan-</u></b><br>Halsay Premium Plan,   |                 |
| 6.4           | ❖ Rowan Premium Plan.<br>❖ Group Bonus Schemes.   |                 |
|               |   |                 |
| <b>Unit 7</b> | <b>Other Aspects Of Labour</b>  |                 |
| 7.1           | Labour Turnover.  | 10              |
| 7.2           | Job Analysis & Job Evaluation Key.  |                 |
| 7.3           | Merit Rating.   |                 |
| <b>Unit 8</b> | <b>Direct Cost</b>  |                 |
| 8.1           | Concept and Illustrations.  | 02              |
|               |   | <b>Total 48</b> |

**Note-**

Allocation of Marks

50% for Theory

50% for Practical Problem.

❖ **Teaching Methodology**

1. Class Room Lectures.
2. Guest Lectures.
3. Visit to Industries.
4. Group Discussion.
5. Collection of Records & Documents.

❖ **Recommended Books :**

1. S.P. Lyengar - Cost Accounting Principles and Practice, Sultan Chand , & Sons Accounting Taxman's, New Delhi.
2. M.N. Arora - Cost Accounting Principles and Practice Vikas Publishing House Pvt.Ltd. New Delhi.
3. S.N. Maheshwari and S.N.Mittal- Cost Accounting, Theory and Problems, Mahavir book Depot, New Delhi.

4. B.L. Lall and G.L. Sharma - Theory and Techniques of Cost Accounting. Himalaya Publishing House, New Delhi.
5. V.K. Saxena and Vashista - Cost Accounting – Text book. Sultan Chand and Sons – New Delhi
6. V.K. Saxena and Vashista - Cost Audit and Management Audit. Sultan Chand and Sons – New Delhi
7. Jain and Narang - Cost Accounting Principles and Practice. Kalyani Publishers
8. N.K. Prasad - Principles and Practice of Cost Accounting Book Syndicate Pvt. Ltd., Calcutta.
9. N.K. Prasad - Advanced Cost Accounting Syndicate Pvt Ltd., Calcutta.
10. R.K. Motwani - Practical Costing. Pointer Publisher, Jaipur
11. R.S.N. Pillai and V. Bhagavati - Cost Accounting.
12. Horne, Fraser and Datar - Cost Accounting and Managerial Emphasis.
13. Cost Accounting - Bhatta HSM, Himalaya Publication
14. Cost Accounting - Prabhu Dev, Himalaya Publication
15. Advanced Cost Accounting - Made Gowda, Himalaya Publication

#### **Journals -**

1. Cost Accounting Standards - The ICWA of India, Calcutta
2. Management Accountant - The ICWA of India, Calcutta

Website - [icwajournal@hotmail.com](mailto:icwajournal@hotmail.com)

CD: -On Cost-Sheet Prepared by Asian Center for Research and Training, Pune.  
Trimurti, 27B, Damle Complex, Hanuman Nagar, Senapati Bapat Road, Pune-16  
[director\\_acrtpune@yahoo.co.in](mailto:director_acrtpune@yahoo.co.in)

**S.Y. B.Com.**  
**Business Statistics Special Paper I**  
**Subject Name -: Business Statistics.**  
**Course Code -: 206 – F.**

**Objectives:**

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

| Sr. No.       | Topic   | No. of Lectures |
|---------------|---|-----------------|
| <b>Unit 1</b> | <b>Theory of Attributes (up to order three only):</b><br>Introduction Classification, Notation, dichotomy, types of classes, Order of a class, dot operator to find relation between class frequency ( up to order three, Fundamental set of class frequencies, Consistency up to three attributes, Independent and Association of two attributes, Yule's Coefficient of association, example and problems. | 14              |
| <b>Unit 2</b> | <b>Multiple Regression, Multiple and Partial Correlation:</b><br>Introduction, Multiple Regression, Statement of equation of plane of regression of $X_1$ on $X_2$ and $X_3$ , Standard Error of Estimate, Partial and Multiple Correlation, Advantages and limitations of multiple Correlation Analysis. example and problems  | 16              |
| <b>Unit 3</b> | <b>Vital Statistics :</b><br>Introduction, Methods of collecting vital Statistics, Mortality rates : CDR, ASDR, STDR (direct method), Fertility rates: CBR, ASFR, TFR, GFR Population Growth rate: GRR and NRR, example and problems  | 10              |
| <b>Unit 4</b> | <b>Life Tables:</b><br>Introduction, Construction of life table, functions ( $l_x$ , $L_x$ , $p_x$ , $q_x$ , $e_x$ , $T_x$ ) and their interpretation, Expectation of life, example and problems.   | 08              |
| <b>Term 2</b> |   |                 |
| <b>Unit 5</b> | <b>Time Series:</b><br>Introduction, Definition, Components of Time Series, The Trend, Seasonal variation , Cyclical variation, Irregular variation, Methods of estimating Trends, Moving averages (with periods 3,4,5), Fitting of trend line and second degree curve, Exponential smoothing, Example and problems   | 14              |



|               |  |    |
|---------------|--|----|
| <b>Unit 6</b> | <b>Simplex Method:</b><br>Definition of Linear programming problem , Canonical and standard form duality relation between primal and dual, example and problems on simplex method two iterations only, meaning of unbounded solution, basic feasible solution, alternate solution, degenerate solution | 14 |
| <b>Unit 7</b> | <b>Transportation Problem (T.P). / optimization (only minimization):</b><br>Introduction, balanced and unbalanced TP, Initial Basic Feasible Solution IBFS using NWCR, MMM, VAM, Optimal solution using MODI method. Example and problems.   | 14 |
| <b>Unit 8</b> | <b>Assignment Problem (A.P):</b><br>Introduction, concept minimization and maximization, Hungarian method example and problems   | 06 |

#### **Recommended Books :**

1. S.P Gupta - Statistical Methods
2. S.C. Gupta - Fundamentals of Statistics
3. J.S Chandran - Statistics for Business and Economics
4. Dr. A.B. Rao - Quantitative Techniques for Business
5. Business Statistics - S. C. Gupta, Gupta Indra
6. Operation Research - V. K. Kapoor
7. Statistical Methods - S. P. Gupta

**S.Y. B.Com.**  
**Business Entrepreneurship Special Paper I**  
**Subject Name -: Business Entrepreneurship.**  
**Course Code -: 206 – G.**

**Objectives:**

1. To create entrepreneurial awareness among the students.
2. To provide the conceptual background of types & patterns of Entrepreneurship
3. To develop Entrepreneurial competencies among students.

| <b>Term – I</b> |   |                        |
|-----------------|---|------------------------|
| <b>Sr.No.</b>   | <b>Topic</b>  | <b>No. of Lectures</b> |
| <u>UNIT1</u>    | <u>Entrepreneur &amp; Entrepreneurship</u><br>Definition, meaning - functions of an entrepreneur - Need & importance of Entrepreneurship - Problem of unemployment - importance of wealth creation - Enterprise v/s Entrepreneurship - Self-employment v/s Entrepreneurship - Entrepreneurial Competencies - Behavioral pattern of an Entrepreneur - Entrepreneurial Motives - David C. McClelland's Theory of Need for Achievement & Kakinada Experiment | 12                     |
| <u>UNIT2</u>    | <u>Study of Biographies of Entrepreneurs (Co-operatives sector)</u><br>1. Dr. Vitthalrao Vikhe Patil, Pravranagar<br>2. Karamveer Bhaurao Patil, Satara<br>3. Shree. Bhausahab Hire, Nashik<br>4. Sahkar Maharshi Bhausahab Santuji Thorat, Sangamner<br>5. Shree Ratnappa Kumbhar, Sangali<br>6. Shree Dhanjajrao Gadgil, Pune   | 12                     |
| <u>UNIT3</u>    | <u>Creativity &amp; Innovation</u><br>Creativity – meaning - Creativity Process - Techniques & tools of creativity<br>Innovation: Meaning - Sources of innovation – Peter Drucker's Principles of innovation - Do's & Don'ts of innovation  | 12                     |
| <u>UNIT4</u>    | <u>Business Ethics &amp; Social Responsibility of Business</u><br>Business goals - Social responsibility - Business Ethics – Social responsibility towards their stakeholders: Investors – Owners – employees - Govt. & Society at large - Leadership by Example - Code of ethics - Ethical structure - Social Audit<br>Brief introduction to corporate Governance  | 12                     |

| <b>Term – II</b> |   |                        |
|------------------|---|------------------------|
| <b>Sr. No.</b>   | <b>Topic</b>  | <b>No. of Lectures</b> |
| <u>UNIT1</u>     | <u>Group Entrepreneurship</u><br>Concept - meaning & significance - Individual Entrepreneurship v/s Group Entrepreneurship - Advantages & disadvantages of Group Entrepreneurship<br>Self-Help group - Definition - meaning & Evolution - Nature - scope of – SHG -<br>Administration functions & operation SHG's - Do's & Don'ts with suitable illustration of Self-Help group | 12                     |
| <u>UNIT2</u>     | <u>Various Entrepreneurial opportunities - Role of service sector in national Economy</u><br>Types of service ventures, Service - industry management, Success  | 12                     |

|              |   |    |
|--------------|---|----|
|              | factors in service ventures - Opportunities to service industry in rural & urban areas<br>Distinction between service industry & manufacturing industries.  |    |
| <b>UNIT3</b> | Franchising – Definition - meaning & Types - Advantages to the franchisee & franchisor - Franchisee Relationship Steps in starting franchisee - Cautions in franchising - Business process outsourcing  | 12 |
| <b>UNIT4</b> | Challenges in Entrepreneurship Development<br>Challenges-Social, Cultural, Educational, political, economical,<br>International situation, Cross Cultural aspects<br>Measures & Challenges of globalization & entrepreneurship development in India | 12 |

#### **Recommended Books :**

1. Desai Vasant - “Dynamics of Entrepreneurial Development & Management”, Himalaya Publication House.
2. Hisrich Robert D. & Michael, ‘Entrepreneurship’, Tata McGraw Hill Publishing Company, New Delhi.
3. Chary S.N. “Business Guru speak”, Macmillan Business Books 2002
4. Drucker Peter-Innovation & Entrepreneurship Heinemann London (1985)
5. Piramal Gita-Business Legends – Penguin Book India (p.)Ltd.1998.
6. Gupta & Shrinivasan ‘Entrepreneurial Development’, Sultan Chand & Co.
7. Pandit Shrinivas- Thought Leaders- Tata McGraw Hill Publishing Company.
8. Devkar Yogiraj -‘Udyojakata’ Continental Publication,Pune.
9. Piramal Gita-‘Business Maharaje’ Tra.Ashok Jain,Mehata Publishing House,Pune.
10. Amrutghatha, Amey Prakashan, Pune. (Autobiography of Bhausaheb Thorat)
11. Amrutmanthan , Amey Prakashan, Pune. (Autobiography of Bhausaheb Thorat)

#### **Journals :**

1. ‘Journal of Entrepreneurship’, Entrepreneurship Development Institute of India,Ahmedabad.
2. Mahratta Chamber of Commerce, Industries & Agriculture, Pune’s Magazine – “Sampada”.
3. MCED’s –“Udyojak”.
4. “Vanijya Vishwa” ,The Poona Merchant Chamber’s Magazine.

VCD’s on ‘Entrepreneurship’ & ‘Motivation’ Produced by Asian Centre for Research & Training ‘Trimurti’,27/B,’Damle Bunglow’,Hanumannagar, Senapati Bapat Road,Pune 411016.

Email: director\_acrt@yahoo.co.in,acrtpune@gmail.com

[www.http://sites.google.com/site/acrtpune](http://sites.google.com/site/acrtpune).

**Practical’s :** At least 4 practical’s should be completed during the academic year.

1. Interview with entrepreneur.
2. Case study of each entrepreneurs mentioned in syllabus (5).
3. Social Responsibility of business.
4. Visit to industry.
5. Social audit.
6. Business Ethics.
7. S H G
8. Group entrepreneurship.
9. Franchising.
10. Information about service industry.

**S.Y. B.Com.**  
**Marketing Management Special Paper I**  
**Subject Name -: Marketing Management.**  
**Course Code -: 206 – H.**

**Objectives:-**

- To orient the students recent trends in marketing management
- To create awareness about marketing of eco friendly products in the society through students
- To inculcate knowledge of various aspects of marketing management through practical approach
- To acquaint the students with the use of E-Commerce in competitive environment
- To help the students understand the influences of marketing management on consumer behavior

**FIRST TERM**

| Unit No. | Unit Details   | Lectures |
|----------|--|----------|
| 1.       | <b>Elements of Marketing Management:</b><br>Meaning, Nature and Scope of Marketing Management - Components of Marketing Management - Marketing Management Philosophy - Marketing Characteristics in Indian context - Marketing Management process - Marketing Planning.                    | 16       |
| 2.       | <b>Current Marketing Environment in India :</b><br>A) with special reference to Liberalization, Globalization and Privatization- economic environment- demographic- technological - natural - political - socio cultural.<br>B) Change in market practices- global marketing- case studies | 10       |
| 3.       | <b>Marketing Communications –</b><br>Meaning, Definition and objectives - Marketing Communication Mix- Traditional Media-New Age Media-Marketing Communication through product cues – Different forms of appeal for communication.   | 12       |
| 4.       | <b>Services Marketing :-</b><br>Unique features of Services - classification of services – Growth of Services: The global and the Indian scene- new generation services – tasks involved in services marketing.  | 10       |

**SECOND TERM**

| Unit No. | Unit Details  | Lectures |
|----------|---|----------|
| 5.       | <b>E- Marketing:-</b><br>Meaning, Definition and utility of e-marketing. Advantages, limitations and challenges before e – marketing. Online and Offline marketing, Present status of e-marketing in India, Scope for e -marketing in Indian scenario – online marketing strategies | 14       |
| 6.       | <b>Rural Marketing:-</b><br>Introduction – basic features – contemporary rural marketing environment- problems, challenges and marketing strategies – present status of rural marketing in India.   | 12       |
| 7.       | <b>Green Marketing:-</b><br>Meaning, Definition and Importance - Role of Marketing Manager in Green Marketing- Marketing mix of green marketing – principles of success of green  | 12       |

|           |   |           |
|-----------|---|-----------|
|           | products – case studies.  |           |
| <b>8.</b> | <b>Consumer Behavior and Buying decision process:</b><br>Definition- consumer behavior and marketing – factors influencing consumer behavior and buying decision- various buying motives – stages involved in buying decision | <b>10</b> |

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#### **Suggested references Books**

1. Marketing Management – Philip Kotler
2. Marketing Management – Rajan Saxena (Latest Edition)
3. Marketing Management, Indian context – global prespective -Ramaswami Namakumari
4. Marketing Management – Pankaj Madan & Hemraj Verma Amit Mittal
5. Marketing Management (Text and Cases) - Rajagopal
6. Marketing Concepts and Cases – Michael J. Etzel, Bruce J. Walkar, Willam J. Stanton, Ajay Pandit
7. Introduction to e- Commerce- Nidhi Dhawan
8. Electronic Commerce –Bharat Bhaskar
9. Retailing and E-tailing - S.L.Gupta, Mittal & Nayyar
10. E- Commerce: Fundamentals and Applications- Henry Chan, Lee
11. Marketing in the new global order: challenges and opportunities –Tapan Panda and Navin Donthu

**S.Y. B.Com.**  
**Special Paper I**  
**Subject Name -: Agricultural and Industrial Economics.**  
**Course Code -: 206 – I.**

**Objectives:**

1. To study the basic concepts of Agricultural and Industrial Economics.
2. To understand the working of the Agricultural and industrial sector.

| <b>Term-I</b>         |   |                        |
|-----------------------|---|------------------------|
| <b>Sr. No.</b>        | <b>Topic</b>  | <b>No. of Lectures</b> |
| <b>Unit-1</b>         | <b><u>Basic Concept of Agricultural Economics</u></b><br>1.1 Definition , Nature and scope of Agricultural Economics<br>1.2 Importance of Agriculture in Indian Economy   | 08                     |
| <b>Unit-2</b>         | <b><u>Role of Agriculture</u></b><br>2.1 Role of Agriculture in Economic Development<br>2.2 Peculiarities of Agriculture as Sector of Economy.<br>2.3 Nature of risk and uncertainly in Agriculture.<br>2.4 Measures to control risk and uncertainly    | 10                     |
| <b>Unit-3</b>         | <b><u>Organization of Agricultural Production</u></b><br>3.1 Concept of forming firm<br>3.2 Farm Management inputs and outputs<br>3.3 Size of the farm small versus large.  | 10                     |
| <b>Unit-4</b>         | <b><u>Demand for Agricultural Product</u></b><br>4.1 Nature of demand for agricultural product<br>4.2 Different purposes of demand<br>4.3 Factor affecting demand for agricultural product<br>4.4 Pattern and trend of demand main agricultural product | 10                     |
| <b>Unit-5</b>         | <b><u>Supply of Agricultural Product</u></b><br>5.1 Nature of supply of agricultural product<br>5.2 Factors affecting supply (Technology, Fertilizers, Irrigation etc.)<br>5.3 Supply during short and long period.                                     | 10                     |
| <b><u>Term-II</u></b> |   |                        |
| <b>Unit-6</b>         | <b><u>Introduction of Industrial Economics</u></b><br>6.1 Definition , meaning, nature, scope and importance of Industrial Economics.<br>6.2 Scope and significance of Industrial Economics<br>6.3 The concept of plant, firm and industry.             | 8                      |

|                |  |    |
|----------------|--|----|
| <b>Unit-7</b>  | <b><u>Organization of Industrial Production</u></b><br>7.1 Traditional and modern approach to the theory of firm<br>7.3 Optimum size of firm<br>7.3 Factors affecting optimum size of firm   | 10 |
| <b>Unit-8</b>  | <b><u>Location of Industry</u></b><br>8.1 Theories of location of industries-Weber and Sergeant Florence<br>8.2 Factors affecting location of industries   | 10 |
| <b>Unit-9</b>  | <b><u>Diversification and combination</u></b><br>9.1 Meaning of diversification of Industry<br>9.2 Types of diversification of firm<br>9.3 Industrial Integration<br>9.4 Combination of Industries<br>9.5 Industrial Monopoly – Causes and affects<br>9.6 Survival of small firm in modern economy | 10 |
| <b>Unit-10</b> | <b><u>Industrial Productivity and Efficiency</u></b><br>10.1 Industrial productivity – meaning<br>10.2 Factors affecting industrial productivity<br>10.3 Industrial efficacy – Economic and Non-Economic aspect  | 10 |

**Recommended Books :**

1. Agricultural Economics and Indian Agriculture: Dr. S.S. Chinna – Kalyani Publishes – Ludhiana – New Delhi.
2. Agricultural Problems in India – C.B.Mammoria 1976.
3. Hey D.A. and D.J.Morris – Industrial Economics and Organization: Theory and Evidence.
4. S.C.Kuchal – Industrial Economy of India, 1981.
5. Cherunillam International Economics 1999, Tata McGraw Hill Co.Ltd.
6. Dutt and Sundharam – Indian Economy, S.C.Chand & Co. 2008.

**S.Y. B.Com.**  
**Special Paper I**  
**Subject Name -: Defense Budgeting, Finance & Management.**  
**Course Code -: 206 – J.**

**Objective:** To acquaint the students with the economic and financial aspects of Defence.

| <b>Term – I</b>  |   |                        |
|------------------|---|------------------------|
| <b>Sr. No.</b>   | <b>Topic</b>  | <b>No. of Lectures</b> |
| <b>UNIT 1</b>    | <b>Defence as an Economic Problem</b><br>a) Silent Features of India Economy<br>b) Relationship between defence and Economy<br>c) Defence as an Economic Problem – Meaning and Importance   | 12                     |
| <b>UNIT 2</b>    | <b>Peace Time Economy</b><br>a) Aims and Objectives<br>b) Merits and Demerits<br>c) Pre-war preparation<br>d) Mobilization of resource for defence  | 12                     |
| <b>UNIT 3</b>    | <b>War–time Economy</b><br>a) Aims and Objectives<br>b) Merits and Demerits<br>c) Techniques of controlling inflation and rationing Methods of war finance  | 12                     |
| <b>UNIT 4</b>    | <b>Defence production in India</b><br>a) Role in Defence Production Public Sector Undertaking<br>b) Role of private sector in Defence production<br>c) Role of Foreign Collaboration<br>d) Role of Defence Research and Development Organization<br>e) Self Reliance Programme & Transfer of Technology | 12                     |
| <b>Term – II</b> |   |                        |
| <b>Sr. No.</b>   | <b>Topic</b>  | <b>No. of Lectures</b> |
| <b>UNIT 5</b>    | <b>Defence planning in India</b><br>a) Meaning and Importance of Defence Planning<br>b) Meaning and programming<br>c) Definition of Budget and Budgeting<br>d) Types of Budgeting<br>e) Importance of Zero Base Budgeting   | 12                     |



|               |  |    |
|---------------|--|----|
| <b>UNIT 6</b> | <b>Defence Expenditure</b><br>a) Productivity or Non-Productivity<br>b) More or Less Analysis<br>c) Causes of Increasing Defence Expenditure<br>d) Impact of Decreased Expenditure on Armed Forces | 24 |
| <b>UNIT 7</b> | <b>Factors determining the size of Defence Expenditure</b><br>a) External and Internal Security Threat Perception<br>b) Political Ideology<br>c) Leadership<br>d) National Power/Capability etc.   | 12 |
| <b>UNIT 8</b> | <b>Analysis of India's Defence Expenditure</b><br>a) Phase I – 1947-1962<br>b) Phase II – 1962-1971<br>c) Phase III – 1971-1990<br>d) Phase IV – 1990 to present day                               | 12 |

### **Recommended Books :**

1. Agrwal, Rajesh K., Defence Production & Development (New Delhi: Gulab Vazirani for Arnold – Heinemann Publisher, 1978)
2. Deger, S. & Sen, S., Military Expenditure in the Third World Countries: The Economic Effects (London: Routledge & Kegan Paul, 1986)
3. Dutta, Meena & Sharma Jai Narain., Defence Economics (New Delhi: Deep & Deep Publication)
4. Ghosh, Ameya, India's Defence Budget & Expenditure Management in a Wider Context (New Delhi: Lancer Publishers & Spantech, 1996)
5. Kennedy, Gavin, Defence Economics (London: Gerald Duckworth and Co. Ltd., 1983)
6. Hitch, Charles J., and Mcken, Ronald N. The Economics of Defence in the Nuclear Age (Combridge, Mass: Havard University Press, 1960)
7. Khanna, D. D. and Mehrotra, P. N. Defence Versus Development: A case study of India, (New Delhi: Indus Publication Company, 1993)'
8. Nada, Ravi, National Security Perspective Policy and Planning (New Delhi: Lancer Books, 1991)
9. Subramanyam, K., India's Security Perspective, Policy and Planning (New Delhi: Lancer Books, 1991)
10. Thomas, Raju, G. C., The Defence of India: A Budgetary Perspective of Strategu and Politics (Meerut: The Macmillan Company of India Limited, 1978)
11. Thomas, Raju G. C., Indian Security Policy (Princeton, New Jersey: University Press, 1986)

**S.Y. B.Com.**  
**Special Paper I**  
**Subject Name :- Insurance Transport and Clearance**  
**Course Code :- 206 – K.**

**Objectives:**

- 1) To acquaint the students with basic concepts in insurance and tourism.
- 2) To develop a right understanding to study various facets of insurance and tourism.
- 3) To aware about the Role and importance of insurance and tourism business

| <b>Term-1</b>   |  |                         |
|-----------------|--|-------------------------|
| <b>Sr. No.</b>  | <b>Topic</b>   | <b>No. of Lecturers</b> |
| <b>Topic -1</b> | Basic principles of insurance, Working of Life Insurance business, Organizational structure of Life Insurance business, Life Insurance scenario in India.  | 10                      |
| <b>Topic-2</b>  | Types of life insurance policies- whole life, endowment, money back, group insurance, unit linked insurance policy, pension plan. Role of insurance agent, field officer, surveyor, assessor and responsibilities of insurer.                                | 10                      |
| <b>Topic-3</b>  | Principles of General Insurance, Comparison between General and Life Insurance. Study and scope of General Insurance in India. Introduction to the marketing of General Insurance business in India. Insurance contribution to Gross Domestic Product (GDP). | 10                      |
| <b>Topic-4</b>  | Role of General Insurance Company of India (GIC). Types of General Insurance- Fire, Marine, Motor, Personal Accident, Health, Engineering, Crop etc. Study of various policies and insurance cover , study of risk factors, insurance claims.                | 10                      |
| <b>Topic-5</b>  | Regulations of insurance business in India, Insurance Regulatory Development Authority (IRDA) Economical Growth and Employment Development in Insurance Sector. Opportunities and challenges before Indian Insurance business, Career in insurance business. | 08                      |
| <b>Term-II</b>  |  |                         |
| <b>Sr. No.</b>  | <b>Topic</b>   | <b>No. of Lecturers</b> |
| <b>Topic -1</b> | Tourism-Types of tourists, tourism, recreation and leisure and study of tourism activities. Inter regional and intra regional tourism. Potential areas of tourism development and need for tourism planning, Govt. policies for Tourism Development.         | 10                      |

|                |  |    |
|----------------|--|----|
| <b>Topic-2</b> | Forms of Tourism- Religious, ethnical, geographical, educational, health, sports, heritage, historical, hill region and coastal region. Potential areas for tourism development- Health, Agro & Sport tourism.   | 10 |
| <b>Topic-3</b> | Tour operators- their responsibilities, planning of tour- pre tour and post tour activities. Essentials of tour planning tour packages- types of tours, group tours, packages, travel agency resources, time table, calendars, study of local weather conditions. Carrier in tourism industry. | 10 |
| <b>Topic-4</b> | Tourism Accommodation- significance and types of accommodation - Hotels holiday homes, resorts, cottages, tent houses, dharamshalas. Hotel meal plans, rates, rooms category, locations and reservations. Current trends in Tourism industry.  | 10 |
| <b>Topic-5</b> | Impact of tourism on -Economy- environment, social and cultural aspects of the society. Current scenario of Tourism in India. Opportunities and challenges before Indian Tourism.  | 08 |

### **Recommended books and reports**

1. Insurance- Principles and Practices- M.N. Mishra, Dr. S.B. Mishra (S. Chand)
  2. Insurance- Principles and Practices- Vinayakan, N.M. Radhaswamy & V. Vasudevan.
  3. Life Insurance in India- G.R. Desai
  4. Insurance Theory and Practice-Nalini Prava Tripathy, Prabir Pal (PHI Publication)
  5. General Insurance- Principles and Practice- by P. Mitra, Academic Publication
  6. Life Insurance in India- by Suryapal Singh, Sahitya Bhavan Publication
  7. IRDA -Annual Reports & Journal.
  8. LIC council reports.
  9. Annual Reports of LIC of India.
- 
1. Tourism Promotion and Development- G.S. Batra & R.C. Agarwal
  2. Tourism Industry in India- Dr. M. Selvam.
  3. Tourism Development in India- A Satish Babu
  4. Geography of Transport in India- Dr. B.C. Vaidya, Concept Publication, New Delhi.
  5. Tourism Development in India- By S.J. Srivastava.

**S.Y. B.Com.**  
**Computer Programming and Application Special Paper I**  
**Subject Name -: Computer Programming and Application.**  
**Course Code -: 206 – L.**  
**(First Term) (VB Script)**

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**Objective:**

- To learn to use VBScript, transform Web pages from static text and images into functional, interactive, and dynamic e-commerce tools.
- To embed VBScript code in an HTML document.
- To use VBScript operators; write code that makes decisions based on existing conditions, using control structures and loops.
- To enable communication with a Web page visitor using Message and Input boxes.
- To use the DOM to control the layout of HTML pages, add effects, and get information from users.

| Sr. No.              | Topic Name  | No. of Lectures |
|----------------------|---|-----------------|
| <b><u>Unit 1</u></b> | <b><u>Introduction To VBScript</u></b><br>1.1VBScript and the Web<br>1.1.1 VBScript's Popularity<br>1.1.2 VBScript Defined<br>1.1.3 Platform or Host Dependence<br>1.1.4 Scripting Languages<br>1.2VBScript Basics<br>1.2.1 Embedding VBScript in HTML<br>1.2.2 VBScript to Display Information<br>1.2.3 Hiding VBScript from Older Browsers<br>1.2.4 Code Documentation and Formatting   | 06              |
| <b><u>Unit 2</u></b> | <b><u>Variables ,Arrays, and VBScript Operators</u></b><br>2.1 Variables, Subtypes, and Constants<br>2.1.1 Variables Defined, Declared<br>2.1.2 Variants and Subtypes<br>2.1.3 Assigning Values to Variables<br>2.1.4 Determining Variant Subtype<br>2.1.5 Data Subtype Conversion<br>2.1.6 Numeric and Literal Constants<br>2.2 Arrays<br>2.2.1 Groups of Similar Variables<br>2.2.2 One-Dimensional Arrays<br>2.2.3 Multi-Dimensional Arrays<br>2.3 VBScript Operators<br>2.3.1 VBScript Operators<br>2.3.2 Arithmetic Operator Precedence<br>2.3.3 Comparison Operators<br>2.3.4 Logic Operators<br>2.3.5 String Concatenation | 14              |

|                      |   |    |
|----------------------|---|----|
|                      | 2.4 Program Control and Structure<br>2.4.1 Control Statements<br>2.4.2 Four Control Structures<br>2.4.3 Using Loops   |    |
| <b><u>Unit 3</u></b> | <b><u>VBScript Procedures and Control Structures</u></b><br>3.1 VBScript Procedures<br>3.1.1 Procedures<br>3.1.2 Subroutine Procedures<br>3.1.3 Scope of Variables<br>3.1.4 Function Procedures<br>3.1.5 Randomize and RND<br>3.2 Strings and Numbers<br>3.2.1 Strings<br>3.2.2 Formatting Numbers<br>3.3 Message and Input Boxes<br>3.3.1 Message Box<br>3.3.2 Input Boxes<br>3.4 Dates and Times<br>3.4.1 Dates and Times<br>3.4.2 Splitting Up Dates and Times<br>3.4.3 Page Updates | 10 |
| <b><u>Unit 4</u></b> | <b><u>Handling Documents and Events</u></b><br>4.1 The Document Object Model<br>4.1.1 What Does VBScript Manipulate?<br>4.1.2 History and Background of the DOM<br>4.1.3 Properties, Methods, Events and Collections<br>4.1.4 Internet Explorer 5.x DOM<br>4.2 Event Handlers<br>4.2.1 Top-Down vs. Event-Driven Programming<br>4.2.2 Mouse Events<br>4.2.3 Keyboard Events<br>4.2.4 Validation and Error Handling  | 10 |
| <b><u>Unit 5</u></b> | <b><u>Working With Database</u></b><br>5.1 Basic Database Connectivity (MS Access or MySQL)<br>5.1.1 Introduction to Basic Queries with Select, Insert, Update, Delete commands<br>5.1.2 Send and Retrieve Data through Forms   | 08 |

**Books:**

- VBScript Programmer's Reference-Third Edition by Adrian Kingsley-Hughes, Kathie Kingsley-Hughes and Daniel Read  
ISBN-13 9788126514915, WROX-Wiley
- Microsoft VBScript: Step by Step Paperback by Bargain Price
- VBScript in a Nutshell, 2nd Edition, Paul Lomax, Matt Childs, Ron Petrusha, ISBN-13: 978-0596004880, Publication- O'Reilly Media

**(Second Term) (RDBMS)**

**Objective:**

You will learn how to create and access data using Structured Query Language (SQL), the programming language used by most relational database management systems.

| <b><u>Sr. No.</u></b> | <b><u>Topic Name</u></b>   | <b><u>No. of Lectures</u></b> |
|-----------------------|--|-------------------------------|
| <b><u>Unit 1</u></b>  | <b><u>Structured Query Language – I</u></b><br>1.1 Introduction<br>1.2 What is RDBMS?<br>1.3 Introduction to SQL<br>1.4 SQL Language Elements<br>1.5 Classification of SQL commands<br>1.7 Creating and Managing Tables<br>1.8 Applying Constraints  | <b>10</b>                     |
| <b><u>Unit 2</u></b>  | <b><u>Structured Query Language – II</u></b><br>2.1 Introduction<br>2.2 Basic Data Retrieval<br>2.2.1 Column Aliases<br>2.2.2 Duplicate Rows<br>2.3 Restricting and Sorting Data<br>2.4 Dual Table<br>2.5 Single Row Functions<br>2.5.1 Numeric Functions<br>2.5.2 Character Functions<br>2.5.3 Date Time Functions<br>2.5.4 Conversion Functions<br>2.6 Joins | <b>10</b>                     |
| <b><u>Unit 3</u></b>  | <b><u>Advanced Queries And Database Objects</u></b><br>3.1 Introduction<br>3.2 Aggregate Functions<br>3.3 Group by Having Clause<br>3.3.1 Comparing Having clause and where clause<br>3.4 Creating Other Database Objects<br>3.4.1 Views<br>3.4.2 Indexes<br>3.4.3 Sequences<br>3.4.4 Synonyms<br>3.5 Sub queries<br>3.5.1 Sub query in DDL and DML commands   | <b>10</b>                     |
| <b><u>Unit 4</u></b>  | <b><u>Security Privileges, SET Operators &amp; Datetime Functions</u></b><br>4.1 Introduction<br>4.2 Enhancements to GROUP BY function<br>4.2.1 ROLLUP Operator  | <b>10</b>                     |

|                      |  |           |
|----------------------|--|-----------|
|                      | 4.2.2 CUBE Operator<br>4.2.3 GROUPING Function<br>4.3 SET OPERATORS<br>4.3.1 INTERSECT Operator<br>4.3.2 UNION Operator<br>4.3.3 UNION ALL Operator<br>4.3.4 MINUS Operator<br>4.4 DATETIME FUNCTIONS<br>4.4.1 Parsing Date and Time<br>4.5 Controlling User Access<br>4.5.1 System privileges<br>4.5.2 Object Privileges<br>4.5.3 What a user can grant?<br>4.5.4 GRANT/REVOKE PRIVILEGES |           |
| <b><u>Unit 5</u></b> | <b><u>Advanced Subqueries</u></b><br>5.1 Introduction<br>5.2 Multiple Column Subqueries<br>5.2.1 Coding Subqueries in the FROM clause<br>5.3 Scalar Subqueries<br>5.4 Correlated Subquery<br>5.5 WITH clause<br>5.5.1 Functions of the WITH clause<br>5.6 Hierarchical Queries   | <b>08</b> |

**Books:**

- SQL: THE COMPLETE REFERENCE 3rd Edition Author: James Groff, Paul Weinberg, Andy Oppel  
Tata Mc-graw Hill Publishing Co.ltd.-New Delhi ISBN : 9781259003882
- SQL, PL/SQL: The Programming Language Of Oracle (With CD-ROM) 4th Revised Edition Author: Ivan Bayross BPB PUBLICATIONS  
ISBN-13 9788176569644
- Oracle Database 11G: The Complete Refere 1st Edition Author: KEVIN LONEY , Tata Mcgraw Hill Education Private Limited  
ISBN-13 9780070140790
- MySQL, The Complete Reference By Vikram Vaswani, ISBN 0-07-222477-0, Tata McGraw Hill
- The Complete Reference in Microsoft Access 2007, Andersen, ISBN13: 9780070222854
- Learning MySQL by O'reilly, Seyed M.M Tahaghogi, Hugh E. Williams, Oreilly Media

# **Savitribai Phule Pune University**

## **T.Y.B.A. Economics Revised Syllabus ( *NEW* )**

**From 2015-16**

| <b>Code No.</b> | <b>Title of the Paper</b>                                 |
|-----------------|---|
| G. 3            | Economic Development & Planning                           |
| S. 3            | International Economics                                   |
| S. 4            | Elementary Quantitative Technique<br>OR<br>Public Finance |



**Savitribai Phule Pune University**

**T.Y. B.A. Economics**

**General Paper III**

**G.3 Economic Development & Planning**

(From June 2015)

**Revised Syllabus**

**PREAMBLE:**

The Study of Economic Development has gained importance because of sustained interest of the developing countries in uplifting their economic conditions by restructuring their economics to acquire greater diversity, efficiency and equity in consonance with their priorities. While few success stories can be counted, many have grappled with chronic problems of narrow economic base, inefficiency and low standard of living. For this and other reasons, there have been many approaches to economic development. In recent times, besides hard core economic prescriptions to development, concern hitherto relegated to background, like education, health, sanitation and infrastructural development, have found place of pride in explaining the preference of various economies incorporated in this paper are devoted to the theories of economic development, approaches to economic development, social and institutional aspects of development, constraints on development process, macro economic policies, role of foreign capital and economic planning etc. in developing countries.

| <b>Section I</b>                                      | <b>Lectures</b> |
|---|-----------------|
| <b>1. Economic Development and Growth</b>             | <b>10</b>       |
| 1.1 Meaning of Economic Development and Growth        |                 |
| 1.2 Indicators of Economic Growth                     |                 |
| 1.3 Indicators of Economic Development                |                 |
| 1.4 Differences between Economic Development & Growth |                 |
| <b>2. Developing Countries</b>                        | <b>14</b>       |
| 2.1 Concept- Developed, Developing Countries          |                 |
| 2.2 Characteristics of Developing Countries           |                 |
| 2.2.1 Economic Characteristics                        |                 |
| 2.2.2 Demographic Characteristics                     |                 |
| 2.2.3 Technological Characteristics                   |                 |
| 2.2.4 Socio - Cultural Characteristics                |                 |
| 2.2.5 Other Characteristics                           |                 |
| <b>3. Constraints on Development Process</b>          | <b>12</b>       |
| 3.1 Vicious Circle of Poverty                         |                 |
| 3.2 Population Explosion                              |                 |
| 3.3 Low Productivity of Agriculture                   |                 |

- 3.4 Scarcity of Capital
- 3.5 Inappropriate Technology
- 3.6 Socio- Cultural Constraints
- 3.7 Political and Administrative Constraints
- 3.8 External Bottleneck

#### **4. Theories of Economic Development** 12

- 4.1 Classical Theories- Adam Smith, Ricardo & Malthus
- 4.2 Karl Mark's Theory of Economic Development
- 4.3 Schumpeterian Theory of Economic Development

### **Section II**

#### **5. Approaches to Economic Development** 10

- 5.1 Big Push Theory
- 5.2 Balanced Growth
- 5.3 Imbalanced Growth

#### **6. Foreign Capital and Development** 14

- 6.1 Meaning & Role of Foreign Capital in Economic Development
- 6.2 Problems of Foreign Capital
- 6.3 Private Foreign Investment- Types & Role
- 6.4 Public Foreign Investment-Types
- 6.5 Foreign Aid- Tide and Untied

#### **7. Macro Economic Policy** 12

- 7.1 Monetary Policy- Objectives, Instruments and Limitations
- 7.2 Fiscal Policy- Objectives, Instruments and Limitations
- 7.3 Fiscal Policy in Cyclical Fluctuations

#### **8. Economic Planning**

- 8.1 Meaning & Definition
- 8.2 Need of Planning
- 8.3 Objective of Economic Planning- Economic, Social and Political
- 8.4 Inclusive Growth Approach & 11<sup>th</sup> five year plan
- 8.5 National Institution for Transforming India Aayog (NITI AYOOG)

#### **Basic Reading List**

- Adelman, I. (1961) Theories of Economic Growth and Development, Stanford University Press, Stanford.
- Behrman, S. and T.N Srinivrsan, (1995) Handbook of Development Economic, Vol. 1 to 3, Elsevire, Amsterdam,

- Chenery H. and T.N.Shrinivasan, (1989) Handbook of Development Economics Vol1&2, Elsevier. Amsterdam.
- Dasgupta p. (1993) An Enquiry into Well Being and Destitution.
- Ghatak,S.(1986) An Introduction to Development Economics,Allen and Unwin, London,
- Grillis M., D H. Perkins, M.Romer and D.R.Snodgrass (1992) Economic of Development (3<sup>rd</sup> Edition) W.W.Norton, New York.
- Higgins, Benjamin. (1959) Economic Development, W.W.Norton , New York
- Meier, G.M. (1995) Leading Issue in Economic Development,6ed,Oxford University Press ,New Delhi,
- Todaro M.P. (1996) Economic Development (6<sup>th</sup> Edition) Lonman, london.

### **Additional Reading List**

- Kindalberger C.P.(1977) Economic Development (3<sup>rd</sup> Edition ) MCGraw Hill, New York.
- Zhingan M.L.(1982) The Economics Of Development and Planning. Vrindo Publication (P) Ltd.
- Mahata J.K.(1964) Economic of Growth, Asia.
- Ghosh. B.N.(1982) Economic Development and Planning National Book House.
- Mishra & Puri, Development and Planning- Theory And Practice, Himalaya.
- Jagdish Bhagwati,The Economics Of Underdeveloped Countries.
- Ragnar Nurkse,Problem of Capital Formation in Underdeveloped Countries.
- Sen Amartya(1970) Growth Economics, Penguin.
- Meaer and Baldwin(1970) Economic Development, Asia .
- Mehata J.K.(1971) Economic Development , Chaitanya.
- Avhad Suhas ( 2015), 'Economics of Growth and Development' (Marathi Edition) Success Prakashan, Pune
- Datir R.K.(2013) Vikas ani Paryavarniy Arthshastra, Nirali Prakashan, pune.
- World Bank, World Development Report -2001 to 2011.

**Savitribai Phule Pune University**

**T.Y. B.A. Economics**

**Special Paper III**

**S.3 International Economics**

**(From June 2015)**

**Revised Syllabus**

**PREAMBLE**

This course provides the students a thorough understanding and deep knowledge about the basic principles that tend to govern the free flow of trade in goods and services at the global level. The contents of the Paper spread over various modules, lay stress both on theory and applied nature of the subject that have registered rapid changes during the last decade. Besides this, the contents prepare the students to know the impact of free trade and tariffs on the different sectors of the economy as well as at the macro level. The students would also be well trained about the rationale of recent changes in the export import policies of India. This paper has become relatively more relevant from the policy point of view under the present waves of globalization and liberalization both in the North and in the South.

| <b>Section I</b>   | <b>No of Lectures</b> |
|--|-----------------------|
| <b>1. Introduction</b>   | 12                    |
| 1.1 International economics- meaning, Scope & Importance                           |                       |
| 1.2 Inter-regional and international trade   |                       |
| 1.3 Importance of International Trade  |                       |
| <b>2.Theories of International Trade</b>   | 12                    |
| 2.1 Theory of absolute cost advantage and comparative cost advantage               |                       |
| 2.2 Heckscher-Ohlin theory   |                       |
| 2.3 Leontief's paradox, Rybczynski theorem, Intra-Industry Trade                   |                       |
| <b>3. Gains from Trade</b>   | 12                    |
| 3.1 Measurement of gains, static and dynamic gains                                 |                       |
| 3.2 Terms of trade – Importance, types and determinants                            |                       |
| 3.3 Causes of unfavorable terms of trade to developing countries.                  |                       |
| <b>4. Balance of Payments</b>  | 12                    |
| 4.1 Balance of trade and Balance of payments- Concepts and components              |                       |
| 4.2 Equilibrium and disequilibrium in balance of payments; causes and consequences |                       |
| 4.3 Measures to correct deficit in the balance of payments                         |                       |
| <b>Section II</b>  |                       |
| <b>5. Trade policy &amp; Exchange Rate</b>   | 12                    |
| 5.1 Free trade policy - case for and against                                       |                       |
| 5.2 Protection Policy – case for and against                                       |                       |
| 5.3 Types of tariffs and quotas  |                       |
| 5.4 Exchange rates-Fixed and flexible  |                       |

|   |    |
|---|----|
| <b>6. India's Foreign Trade and Policy</b>                                    | 12 |
| 6.1 Growth of India's foreign trade   |    |
| 6.2 Changes in the composition and direction of foreign trade since 2000-2001 |    |
| 6.3 Foreign Trade policy 2015-2020.   |    |
| 6.4 India and WTO   |    |
| <b>7. Export Promotion measures</b>   | 12 |
| 7.1 Export promotion - Contribution of SEZ                                    |    |
| 7.2 Role of multinational corporations in India.                              |    |
| 7.3 FEMA-provisions and impact  |    |
| 7.4 Convertibility of Indian rupee  |    |
| <b>8. Regional and International Co-operation</b>                             | 12 |
| Nature and Functions of-  |    |
| 8.1 South Asian Association for Regional Co-operation (SAARC)                 |    |
| 8.2 Brazil, Russia, India, China and South Africa (BRICS)                     |    |
| 8.3 European Economic Community (EEC)   |    |

## **BASIC READING LIST**

1. Kenan, P.B. (1994), The International Economy, Cambridge University Press, London.
2. Kindlberger, C.P. (1973), International Economics, R.D. Irwin, Homewood.
3. Krugman, P.R. and M. Obstfeld (1994), International Economics : Theory and Policy, Glenview, Foresman.
4. Salvatore, D.L. (1997), International Economics, Prentice-Hall, Upper Saddle River, N.J.
5. Sodersten, Bo (1991), International Economics, Macmillan Press Ltd., London.
6. International Economics , M.L. Jhingan

## **ADDITIONAL READING LIST**

1. Bhagwati, J. (Ed.) (1981), International Trade, Selected Readings, Cambridge University Press, Mass.
2. Greenaway, D. (1983), International Trade Policy, Macmillan Publishers Ltd., London.
3. Joshi V. and I.M.D. Little (1998), India's Economic Reforms, 1999-2001, Oxford University Press, Delhi.
4. Panchmukhi, V.R. (1978), Trade Policies of India : A Quantitative Analysis, Concept Publishing Company, New Delhi.
5. Patel, S.J. (1995), Indian Economy Towards the 21st Century, University Press Ltd., India.
6. Misra and Puri, Indian Economy, Himalaya Publishing House
7. Dangat Nilesh (2015), 'International Economics' Success Publication, Pune.
8. Gite T.G. (2015), 'International Economics' (Marathi Edition), Success Publication, Pune.

**Savitribai Phule Pune University**

T.Y. B.A. Economics

**Special Paper IV**

**S.4 Elementary Quantitative Technique**

**(From June 2015)**

**Revised Syllabus**

**PREAMBLE**

The main objective of this paper is to train the students to use the techniques of statistical analysis, which are commonly applied to understand and analyze economic problems. The emphasis of this paper is on understanding economic concepts with the help of statistical methods. Hence in this paper a student will be initiated into various economic concepts, which are amenable to statistical tools. The paper also deals with simple tools and techniques, which will help a student in data collection, presentation, analysis and drawing inferences about various statistical hypotheses.

| <b>Section I</b>  | <b>No. of Lectures</b> |
|---|------------------------|
| <b>1. Introduction to Statistics</b>  | <b>12</b>              |
| 1.1 Origin and Growth of Statistics   |                        |
| 1.2 Definition of Statistics  |                        |
| 1.3 Scope of Statistics   |                        |
| 1.4 Functions of Statistics   |                        |
| 1.5 Limitations of Statistics   |                        |
| 1.6 Basic concept of Population   |                        |
| <b>2. Collection of Data</b>  | <b>18</b>              |
| 2.1 Primary data and Secondary data   |                        |
| 2.2 Methods of Collecting Primary data  |                        |
| 2.3 Sources of Secondary data   |                        |
| 2.4 Methods of Sampling   |                        |
| 2.5 Classification of data  |                        |
| 2.6 Tabulation of data  |                        |
| <b>3 Measures of Central Tendency</b>   | <b>18</b>              |
| 3.1 Arithmetic Mean: Meaning, Merits and Demerits                               |                        |
| 3.2 Computation of Arithmetic Mean - Individual, Discrete and Continuous series |                        |
| 3.3 Median: Meaning, Merits and Demerits  |                        |
| 3.4 Calculation of Median - Individual, Discrete and Continuous series.         |                        |
| 3.5 Mode: Meaning, Merits and Demerits  |                        |
| 3.6 Calculation of Mode - Discrete and Continuous series                        |                        |
| 3.7 Dispersion: Meaning   |                        |
| 3.8 Variation: Merits and Demerits  |                        |
| 3.9 Mean Deviation  |                        |
| 3.10 Standard Deviation   |                        |
| 3.11 Co-efficient   |                        |

## Section II

|          |  |           |
|----------|--|-----------|
| <b>4</b> | <b>Correlation</b>                                     | <b>16</b> |
| 4.1      | Meaning of correlation                                 |           |
| 4.2      | Significance of Correlation                            |           |
| 4.3      | Types of correlation                                   |           |
| 4.4      | Karl Pearson's Coefficient of Correlation (Simple)     |           |
| <b>5</b> | <b>Economics Application</b>                           | <b>16</b> |
| 5.1      | Calculations of rate of interest                       |           |
| 5.2      | Simple & compound rate of interest                     |           |
| 5.3      | Construction of Index Number                           |           |
| 5.4      | Concepts of slop                                       |           |
| 5.5      | Concept of equilibrium application to consumer surplus |           |
| 5.6      | Application to elasticity of Demand                    |           |
| 5.7      | relationship among total marginal & average functions  |           |
| <b>5</b> | <b>Hypothesis</b>                                      | <b>16</b> |
| 6.1      | Definition of Hypothesis                               |           |
| 6.2      | Formulation of Hypothesis                              |           |
| 6.3      | Testing of Hypothesis - chi square test                |           |

### BASICREADING:

1. S. P. Gupta - Statistical Methods, Sultan Chand & Sons, New Delhi
2. Spiegel, M.R.-Theory and Problems of Statistics, McGraw Hill Book, London.
3. Gupta, S.C. and Kapoor V.K.-Fundamentals and Applied statistics, S. Chand & Sons; New Delhi.
4. Suklaand Gulshan - Statistics, S. Chand &Company Ltd., New Delhi
5. Shenoy, Srivastav and Sharma- Business Statistics, New Age International Publishers, Mumbai.
6. Elhance and Aggarwal- Fundamentals of Statistics, Kitab Mahal, Allahabad.
7. Pillai and Bagavathi- Statistics Theory and Practice, S. Chand & Company, New Delhi.
8. Y. R. Mahajan- Problems in Statistics, Pimpalapur and Company Publishers, Nagpur.
9. AllanR.G.D - MathematicalAnalysisofEconomistsMacmillanPress, London
- 10 BlackJ.&J.F.Bradley - EssentialMathematicsforEconomists,John Wileyand Sons
11. ChiangA.C.FundamentalMethodsofMathematics.McGrawHillNewDelhi
12. CroxtionF.D.-AppliedGeneralStatistics,Prenticehall,NewDe
13. डॉ .पुष्पा रानडे -गणिती तंत्रे आणि संशोधन पध्दती ,डायमंड प्रकाशन ,पुणे ,२०१०.
14. एस .एम .कोलते -सांखिकी तत्व आणि व्यवहार ,पिंपळापुरे अन्ड कंपनी ,नागपूर.
15. वाय .आर .महाजन -सांखिकी ,पिंपळापुरे अन्ड कंपनी ,नागपूर.

**Savitribai Phule Pune University**

**T.Y. B.A. Economics**  
**Special Paper IV**  
**S 4. Public Finance**

**(From June 2015)**

**Revised Syllabus**

**PREAMBLE**

Role and functions of the Government in an economy has been changing with the Passas of time. The term 'Public Finance' has traditionally been applied to the package of those policies and operations which involve the use of tax and expenditure measures while budgetary policy is an important part to understand the basic problems of use of resources, distribution of Income, etc. There are vast array of fiscal institutions -tax systems, expenditure programs budgetary procedures, stabilization instruments, debt issues, levels of government, etc., which Raise a spectrum of issues arising from the operation of these institutions. Further, the existence of externalities, concern for adjustment in the distribution of income and wealth, etc. require political processes for their solution in a manner which combines individual freedom and justice.

| <b>Section I</b>  | <b>No of Lectures</b> |
|---|-----------------------|
| <b>1 Public Finance</b>   | <b>10</b>             |
| 1.1 The role of Government in an economy  |                       |
| 1.2 Meaning, Nature, Scope and Importance of Public Finance                                 |                       |
| 1.3 Private Finance and Public Finance  |                       |
| 1.4 Principle of Maximum Social Advantage- Dr. Dalton                                       |                       |
| <b>2. Public Expenditure</b>  | <b>12</b>             |
| 2.1 Meaning and Principle of Public Expenditure   |                       |
| 2.2 Classification of Public Expenditure  |                       |
| 2.3 Trends of Public Expenditure in India.  |                       |
| 2.4 Causes of increase in Public Expenditure  |                       |
| 2.5 Effects of Public Expenditure   |                       |
| <b>3. Public Revenue</b>  | <b>14</b>             |
| 3.1 Sources of Public Revenue   |                       |
| 3.2 Meaning and Objectives of Taxation  |                       |
| 3.3 Principles of taxation- Benefit approach, Ability to pay                                |                       |
| 3.4 Concepts- Impact of Tax, incidence of Tax, Shifting of Tax and Taxable Capacity         |                       |
| 3.5 Indian Tax Structure- Direct and Indirect tax, Progressive, proportional and Regressive |                       |
| <b>4. Public Debt</b>   | <b>12</b>             |
| 4.1 Meaning and types of Public Debt  |                       |
| 4.2 Sources of internal and external Public Debt  |                       |
| 4.3 Effects of Public Debt  |                       |
| 4.4 Methods of repayment  |                       |



## Section II

|   |    |
|---|----|
| <b>5. Budget</b>  | 12 |
| 5.1 Meaning, nature and objectives of Budget                                |    |
| 5.2 Types of Budget – Revenue, Capital, Surplus, Deficit and Balance Budget |    |
| 5.3 Preparation of Indian Central Budget                                    |    |
| 5.4 Gender Budget   |    |
| <b>6. Deficit Financing</b>   | 12 |
| 6.1 Meaning, Objectives   |    |
| 6.2 Need, Process and Causes  |    |
| 6.3 Trends in India Deficit finance since 2001                              |    |
| 6.4 Effects of Deficit Financing  |    |
| <b>7. Centre-State Financial Relationship</b>                               | 12 |
| 7.1 Constitutional Provisions   |    |
| 7.2 Role and Working of finance Commission                                  |    |
| 7.3 Recommendation of 13th and 14th finance Commission                      |    |
| 7.4 Centre- State Conflict  |    |
| <b>8. Fiscal Policy</b>   | 12 |
| 8.1 Meaning, Role and Objectives of Fiscal Policy                           |    |
| 8.2 Review of Indian Fiscal Policy since 2001                               |    |
| 8.3 Fiscal Policy in developing economy                                     |    |
| 8.4 Limitations of Fiscal policy  |    |

### BASIC READING LIST

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2. Bhargava P.K., (1984) some Aspects of Indian Public Finance, Uppal Publishing House New Delhi.
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5. Srivastava, D.K., (Ed) (2000) Fiscal Federalism in India, Har-Anand Publication, Ltd. New Delhi.
6. Datt R., (2001), second Generation Economics Reforms in India, Deep and Deep Publications, New Delhi
7. Bhatia H.L. (1984) Public Finance, Vikas Publishing House Pvt.Ltd. New Delhi

### ADDITIONAL READING LIST:-

1. Musgrave and Musgrave, (1989) Public Finance in Theory and Practice McGraw- Hill International Edition
2. Tyagi B.P., (1992-93), Public Finance, jai Prakash Nath Co. Meerat, U.P.
3. Datta / Sundaram (2009), Indian Economy S.Chand And Co. Ltd New Delhi.
4. Rasal Rajendra ( 2015), 'Public Finance'(Marathi Edition), Success Publication, Pune

## **SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE**

**Revised Structure of Syllabus for B.A. Geography to be Effective From**

**F.Y.B.A. – June, 2013**

**S.Y.B.A. – June, 2014**

**T.Y.B.A. – June, 2015**

|                 |   |
|-----------------|---|
| <b>F.Y.B.A.</b> |   |
| <b>G-1</b>      | <b>Gg-110 Elements of Geomorphology</b> |

|                 |   |
|-----------------|---|
| <b>S.Y.B.A.</b> |   |
| <b>G-2</b>      | <b>Gg-210 Elements of Climatology and Oceanography</b><br><b>OR</b> |
| <b>G-2</b>      | <b>Gg-210 Geography of Disaster Management</b>                      |
| <b>S-1</b>      | <b>Gg-220 Economic Geography</b><br><b>OR</b>                       |
| <b>S-1</b>      | <b>Gg-220 Tourism Geography</b>                                     |
| <b>S-2</b>      | <b>Gg-201 Fundamentals of Geographical Analysis</b>                 |

|                 |  |
|-----------------|--|
| <b>T.Y.B.A.</b> |  |
| <b>G-3</b>      | <b>Gg-310 Regional Geography of India</b><br><b>OR</b> |
| <b>G-3</b>      | <b>Gg-310 Human Geography</b>                          |
| <b>S-3</b>      | <b>Gg-320 Agricultural Geography</b><br><b>OR</b>      |
| <b>S-3</b>      | <b>Gg-320 Population and Settlement Geography</b>      |
| <b>S-4</b>      | <b>Gg-301 Techniques of Spatial Analysis</b>           |

**Equivalence of Syllabus in Geography (S.Y.B.A.)  
Effective From June 2014**

| <b>Old Syllabus (June 2009)</b> |                                       | <b>New Syllabus (June 2014)</b> |  | <b>Equivalent<br/>(Yes / No)</b> |
|---------------------------------|---------------------------------------|---------------------------------|--|----------------------------------|
| Gg-210                          | Geography of Human Resources          | Gg-210                          | Elements of Climatology and Oceanography | No                               |
| Gg-210                          | Geography of Natural Hazards          | Gg-210                          | Geography of Disaster Management         | Yes                              |
| Gg-220                          | India: A Geographical Analysis        | Gg-220                          | Economic Geography                       | No                               |
| Gg-220                          | China: A Geographical Analysis        | Gg-220                          | Tourism Geography                        | No                               |
| Gg-201                          | Fundamentals of Geographical Analysis | Gg-201                          | Fundamentals of Geographical Analysis    | Yes                              |

**Equivalence of Syllabus in Geography (T.Y.B.A.)  
Effective From June 2015**

| <b>Old Syllabus (June 2010)</b> |                                   | <b>New Syllabus (June 2015)</b> |                                     | <b>Equivalent<br/>(Yes / No)</b> |
|---------------------------------|-----------------------------------|---------------------------------|-------------------------------------|----------------------------------|
| Gg-310 (G3)                     | Geography of Tropical Agriculture | Gg-310                          | Regional Geography of India         | No                               |
| Gg-310 (G3)                     | Geography of Travel and Tourism   | Gg-310                          | Human Geography                     | No                               |
| Gg-320 (S3)                     | Fundamental Concepts in Geography | Gg-320                          | Agricultural Geography              | No                               |
| Gg-320 (S3)                     | Contemporary Issues and Geography | Gg-320                          | Population and Settlement Geography | No                               |
| Gg-301 (S4)                     | Techniques of Spatial Analysis    | Gg-301                          | Techniques of Spatial Analysis      | Yes                              |

## **Structure /Pattern of Syllabus- T.Y.B.A**

- 1. Title of the Course – Gg.-310: Regional Geography of India (G-3)**
- 2. Preamble of the Syllabus**
  - i. To understand the physical characteristics of India
  - ii. To understand the cultural characteristics of India
  - iii. To sensitize the students with development issues and policies and programmes designed for regional development.
- 3. Introduction: Pattern –Annual (20 marks internal, 80 marks University)**
- 4. Eligibility- S.Y.B.A. with Geography General at S.Y. B. A.**
- 5. Examination-**
  - A. Pattern of examination**
    - i. Internal Term -End and University Exam.**
    - ii. Pattern of Question Paper- 20 : 80**

**Internal Exam- 60 Marks** = (Converted in to 20 Marks)

**University Exam- 80 Marks**

- B. Standard of passing- Internal 08- University 32= Annual Marks 40**
- C. All Courses of F. Y. B. A. must be cleared**
- D. A.T.K.T.Rules- Yes**
- E. Award of class- S.Y.B.A. Pass**
- F. External students- S.Y.B.A. Pass with Geography General at S.Y. B. A.**
- G. Setting of Question Papers / Pattern of Question Paper**

**Internal Exam- 60 Marks** = (Converted into 20 Marks)

- Question 1. Answer in 20 words- 14marks (any 7 out of 10)
- Question 2. Answer in 50 words -08 marks (any 2 out of 4)
- Question 3. Answer in 150 words- 18 marks (any 3 out of 5)
- Question 4. Answer in 300 words- 20 marks (any 1 out of 2)

**University Exam- 80 Marks** =

- Question 1. Answer in 20 words- 20 marks (any 10 out of 15)
- Question 2. Answer in 50 words -10 marks (any 2 out of 4)
- Question 3. Answer in 150 words- 20 marks (any 2 out of 4)
- Question 4. Answer in 300 words- 30 marks (any 2 out of 4)

**G. Verification / Revaluation- Yes**

**6. Structure of the Course**

- a. Compulsory paper- T.Y.B.A. General**
- b. Optional paper- Yes**
- c. Question Paper and Papers etc. - One**
- d. Medium of Instructions- Marathi and English**

**7. Equivalence of Previous Syllabus along with Propose Syllabus- Yes**

**8. University Terms- Annual**

**9. Subject wise Detail Syllabus – As per attached Sheets**

**10. Recommended Books- Mentioned in Syllabus**

**Qualification of Teacher-M.A./M.Sc. (Geography), as per UGC and University norms**

## **Structure /Pattern of Syllabus- T.Y.B.A**

**1. Title of the course – Gg.:310- Human Geography (G-3)**

**2. Preamble of the Syllabus**

- i.** The objectives of this course are to acquaint the students with the nature of man-environment relationship and human capability to adopt and modify the environment under its varied conditions from primitive life style to the modern living.
- ii.** To identify and understand environment and population in terms of their quality and spatial distribution pattern and to comprehend the contemporary issues facing the global community.

**3. Introduction: Pattern –Annual (20 marks internal, 80 marks University)**

**4. Eligibility- S.Y.B.A. with Geography General at S.Y. B. A.**

**5. Examination-**

**A. Pattern of examination**

- i. Internal Term -End and University Exam.**
- ii. Pattern of Question Paper- 20 : 80**

**Internal Exam- 60 Marks = (Converted in to 20 Marks)**

**University Exam- 80 Marks**

**B. Standard of passing- Internal 08- University 32= Annual Marks 40**

**C. All Courses of F. Y. B. A. must be cleared**

**D. A.T.K.T.Rules- Yes**

**E. Award of class- S.Y.B.A. Pass**

**F. External students- S.Y.B.A. Pass with Geography General at S.Y. B. A.**

**G. Setting of Question Papers / Pattern of Question Paper**

**Internal Exam- 60 Marks = (Converted into 20 Marks)**

Question 1. Answer in 20 words- 14marks (any 7 out of 10)

Question 2. Answer in 50 words -08 marks (any 2 out of 4)

Question 3. Answer in 150 words- 18 marks (any 3 out of 5)

Question 4. Answer in 300 words- 20 marks (any 1 out of 2)

**University Exam- 80 Marks =**

Question 1. Answer in 20 words- 20 marks (any 10 out of 15)

Question 2. Answer in 50 words -10 marks (any 2 out of 4)

Question 3. Answer in 150 words- 20 marks (any 2 out of 4)

Question 4. Answer in 300 words- 30 marks (any 2 out of 4)

**G. Verification / Revaluation- Yes**

**6. Structure of the Course**

**a. Compulsory paper- T.Y.B.A. General**

**b. Optional paper- Yes**

**c. Question Paper and Papers etc. - One**

**d. Medium of Instructions- Marathi and English**

**7. Equivalence of Previous Syllabus along with Propose Syllabus- Yes**

**8. University Terms- Annual**

**9. Subject wise Detail Syllabus – As per attached Sheets**

**10. Recommended Books- Mentioned in Syllabus**

**Qualification of Teacher-M.A./M.Sc. (Geography), as per UGC and University norms**

## Structure /Pattern of Syllabus- T.Y.B.A

1. Title of the course – **Gg.-320: Agriculture Geography (S-3)**
2. Preamble of the Syllabus
  - i.To introduce the students to the basic principles and concepts in Agriculture Geography
  - ii. To acquaint the students with the applications of Agriculture Geography in different areas and development.
  - iii. The main aim is to integrate the various factors of Agriculture development and to acquaint the students about this dynamic aspect of Agriculture Geography
3. Introduction: Pattern –**Annual (20 marks internal, 80 marks University)**
4. Eligibility- **S.Y.B.A. with Geography Special at S.Y. B. A.**
5. Examination-
  - A. Pattern of examination
    - i. **Internal Term -End and University Exam.**
    - ii. **Pattern of Question Paper- 20 : 80**

**Internal Exam- 60 Marks** = (Converted in to 20 Marks)

**University Exam- 80 Marks**

- B. Standard of passing- **Internal 08- University 32= Annual Marks 40**
- C. **All Courses of F. Y. B. A. must be cleared**
- D. A.T.K.T.Rules- **Yes**
- E. Award of class- **S.Y.B.A. Pass**
- F. External students- **Not Eligible**
- G. Setting of Question Papers / Pattern of Question Paper

**Internal Exam- 60 Marks** = (Converted into 20 Marks)

- Question 1. Answer in 20 words- 14marks (any 7 out of 10)
- Question 2. Answer in 50 words -08 marks (any 2 out of 4)
- Question 3. Answer in 150 words- 18 marks (any 3 out of 5)
- Question 4. Answer in 300 words- 20 marks (any 1 out of 2)

**University Exam- 80 Marks** =

- Question 1. Answer in 20 words- 20 marks (any 10 out of 15)
- Question 2. Answer in 50 words -10 marks (any 2 out of 4)
- Question 3. Answer in 150 words- 20 marks (any 2 out of 4)
- Question 4. Answer in 300 words- 30 marks (any 2 out of 4)

**G. Verification / Revaluation- Yes**

6. Structure of the Course

- a. Compulsory paper- **T.Y.B.A. General**
- b. Optional paper- **Yes**
- c. Question Paper and Papers etc. - **One**
- d. Medium of Instructions- **Marathi and English**

7. Equivalence of Previous Syllabus along with Propose Syllabus- **Yes**

8. University Terms- **Annual**

9. Subject wise Detail Syllabus – **As per attached Sheets**

10. Recommended Books- **Mentioned in Syllabus**

Qualification of Teacher-**M.A./M.Sc. (Geography), as per UGC and University norms**

## Structure /Pattern of Syllabus- T.Y.B.A

1. Title of the course – **Gg. 320: Population and Settlement Geography (S-3)**

2. Preamble of the Syllabus

- i. The course is meant to provide an understanding of spatial and structural dimensions of population.
- ii. The course is further aimed at familiarizing the students with global and regional distribution of population & equips them for comprehending the Indian situation.
- iii. The aims of this course are to acquaint the students with the spatial and structural characteristics of human settlement under varied environment conditions.

3. Introduction: Pattern –**Annual (20 marks internal, 80 marks University)**

4. Eligibility- **S.Y.B.A. with Geography Special at S.Y. B. A.**

5. Examination-

A. Pattern of examination

- i. **Internal Term -End and University Exam.**
- ii. **Pattern of Question Paper- 20 : 80**

**Internal Exam- 60 Marks = (Converted in to 20 Marks)**

**University Exam- 80 Marks**

**B. Standard of passing- Internal 08- University 32= Annual Marks 40**

**C. All Courses of F. Y. B. A. must be cleared**

**D. A.T.K.T.Rules- Yes**

**E. Award of class- S.Y.B.A. Pass**

**F. External students- Not Eligible**

**G. Setting of Question Papers / Pattern of Question Paper**

**Internal Exam- 60 Marks = (Converted into 20 Marks)**

Question 1. Answer in 20 words- 14marks (any 7 out of 10)

Question 2. Answer in 50 words -08 marks (any 2 out of 4)

Question 3. Answer in 150 words- 18 marks (any 3 out of 5)

Question 4. Answer in 300 words- 20 marks (any 1 out of 2)

**University Exam- 80 Marks =**

Question 1. Answer in 20 words- 20 marks (any 10 out of 15)

Question 2. Answer in 50 words -10 marks (any 2 out of 4)

Question 3. Answer in 150 words- 20 marks (any 2 out of 4)

Question 4. Answer in 300 words- 30 marks (any 2 out of 4)

**G. Verification / Revaluation- Yes**

6. Structure of the Course

a. Compulsory paper- **T.Y.B.A. General**

b. Optional paper- **Yes**

c. Question Paper and Papers etc. - **One**

d. Medium of Instructions- **Marathi and English**

7. Equivalence of Previous Syllabus along with Propose Syllabus- **Yes**

8. University Terms- **Annual**

9. Subject wise Detail Syllabus – **As per attached Sheets**

10. Recommended Books- **Mentioned in Syllabus**

Qualification of Teacher-**M.A./M.Sc. (Geography), as per UGC and University norms**

## **Structure /Pattern of Syllabus- T.Y.B.A**

**1. Title of the course – Gg.301:Techniques of Spatial Analysis (S-4)**

**2. Preamble of the Syllabus**

**i.** To introduce the students SOI Toposheets Arial Photographs & Satellite Image to acquire the knowledge physical & cultural features.

**ii.** To train the students to handle these statistics towards analyzing the geographical problems.

**3. Introduction: Pattern –Annual (100 MarksUniversity)**

**4. Eligibility- S.Y.B.A. with Geography as a special subject**

**5. Examination-**

**A.** Pattern of examination-

**University Exam- 100 Marks**

**B.** Standard of passing- **University - Annual marks 40**

**C.** ATKT rules- **Yes**

**D.** Award of class- **S.Y.B.A. Pass**

**E.** External students-**Not Eligible**

**F.** Setting of question papers / pattern of question paper

**University Exam- 100 Marks = As per scheme of marking**

**G.** Verification / Revaluation- **No**

**6. Structure of the Course**

**a.** Compulsory paper- **T.Y.B.A.**

**b.** Optional paper- **No**

**c.** Question paper and papers etc. – **As Per Batch**

**d.** Medium of instructions- **Marathi and English**

**7. Equivalence of previous syllabus along with propose syllabus- Yes**

**8. University terms- Annual**

**9. Subject wise detail syllabus – As per attached sheets**

**10. Recommended books- Mentioned in Syllabus**

**Qualification of teacher-M.A./M.Sc.( Geography), as per UGC and University norms**



**Savitribai Phule Pune University, Pune**

**T.Y.B.A**

**Gg. 301: Techniques of Spatial Analysis (S-4)**

**Effective from-June-2015**

**Workload: Six periods per week per batch (12 students for per Batch)**

**(Examination for the course will be conducted at the end of academic year).**

**Objectives:**

1. To Introduce the Students with SOI Toposheets and to acquire the Knowledge of Toposheet Reading/Interpretation.
2. To familiarize the students with the weather instruments and their applications in Geographical phenomena.
3. To acquaint the students with IMD weather maps and to gain the knowledge of weather map Reading / interpretation.
4. To train the students in elementary statistics as an essential part of geography.
5. To awareness about GIS among the students.

**Section - I**

| <b>Unit No.</b> | <b>Topic</b>  | <b>Learning Points</b>  | <b>Periods</b> |
|-----------------|---|---|----------------|
| 1               | Toposheets  | a. Introduction to Survey of India (SOI) toposheets, Marginal Information, Grid reference, Conventional signs and symbols<br>b. Types of toposheet/Indexing of toposheets<br>i. 1: 1000000/Million sheet<br>ii. 1:250000/Degree sheet/Quarter inch sheet<br>iii. 1:100000/Half inch sheet<br>iv. 1:50000/One inch sheet<br>v. 1:25000<br>vi. 1: 5000  | 15             |
| 2.              | Methods of Relief Representation                    | 1. Methods of Relief Representation<br>a. Qualitative :- Hachures, Hill shading, Layer Tint<br>b. Quantitative:- Contours, Form lines, Bench Marks, Spot Heights, Triangulation Mark, Relative Height (r)<br>2. Representation of Relief features by Contours<br>a. Concave Slope, Convex Slope, Steep Slope, Gentle Slope, Terraced / Uniform<br>b. Conical Hill, Spur, Plateau, Ridge, Saddle, Pass, Cliff & Waterfall<br>3. Profile<br>a. Drawing and Description of Cross Profile of any Region from toposheet<br>b. Drawing and Description of Longitudinal Profile of a Road or a River | 15             |
| 3.              | Toposheet Reading, Interpretation & data generation | 1. Reading of at least three SOI toposheets one each for Plain, Plateau and Mountainous/hilly Region<br>2. One day field Excursion for Orientation of toposheet, Observation and Identification of Geographical Features and Preparation of a Brief Report  | 15             |

|    |   |  |    |
|----|---|--|----|
| 4. | Application of Remote Sensing Techniques in Geography | 1. Introduction of Aerial Photographs & Satellite Image<br>2. Stereoscopic View of Aerial Photographs & Satellite Image and Identification of Geographical features<br>3. Use of Computer open source software for visualization of Aerial Photographs & Satellite Image | 15 |
|----|---|--|----|

### Section - II

|    |  |   |    |
|----|--|---|----|
| 5. | Weather Maps & Reading                           | a. Introduction to Weather Maps<br>b. Symbols in Daily Weather Report used by India Meteorological Department (IMD)<br>c. Isobaric pattern<br>Cyclones, Anti cyclones, V shaped Cyclones, V Shaped Anti Cyclones , Col<br>a. Reading of Weather Map of Three Seasons<br>i. Summer<br>ii. Monsoon<br>iii. Winter<br>b. One day visit to nearby weather station of IMD  | 12 |
| 6. | Geographical Data & Measures of Central Tendency | a. Spatial and Temporal data<br>b. Discrete and Continuous series<br>c. Grouped and Ungrouped data<br>d. Meaning and description of central tendencies- Mean, Mode, Median<br>e. Calculation of Mean, Mode, Median for ungrouped and grouped data (two examples each)   | 12 |
| 7. | Measures of dispersion                           | a. Variance and Standard deviation for ungrouped and grouped data (two examples each)   | 06 |
| 8. | Correlation & Regression Testing of Hypothesis,  | a. Correlation and regression<br>i. Concept of bivariate correlation and regression<br>ii. Meaning of coefficient of correlation<br>iii. Calculation of Pearson's Product-Moment<br>iv. Correlation Coefficient (Two examples)<br>v. Calculation of Spearman Rank order<br>vi. Coefficient (Two examples)<br>b. Parametric and Non-parametric tests<br>i. Chi-square test (One-sample case only)<br>ii. Student's t-test (Comparison of sample means) | 10 |
| 9  | Field Excursion/ Village Survey Report           | a. One short tour of two days duration and preparation of tour report OR One long tour of more than five days duration anywhere in the country and preparation of tour report OR Village survey and preparation of report   | 20 |

### Suggested Reading:

1. Aher A.B., Chodhari A. P. & Bharambe S.N. Techniques of Spatial Analysis Prashant Publication Jalgaon 2015
2. David Unwin, Introductory Spatial Analysis, Methuen, London, 1981.
3. Gregory, S. Statistical Methods and the Geographer, Longman, London, 1978.
4. Hammond R and P.S. McCullagh Quantitative Techniques in Geography: An Introduction, Clarendon Press, Oxford, 1974.
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6. Johnston R. J., Multivariate Statistical Analysis in Geography, Longman, London. 1973.
7. Koutsoyiannis, Theory of Econometrics, Mcmillan, London, 1973.
8. Maurice Yeats, An Introduction to Quantitative Analysis in Human Geography, McGraw Hill, New York, 1974.

9. Aronoff S. Geographic Information Systems: A Management Perspective, DDL Publication Ottawa. 1989.
10. Burrough P.A . Principles of Geographic information Systems for Land Resource Assessment Oxford University Press, New York.1986.
11. Fraser Taylor D.R. Geographic information Systems. Pergamon Press, Oxford.1991.
12. Maquire D. J. M.F. Goodchild and D. W. Rhind (eds.). Geographic information Systems:Principles and Application. Taylor & Francis, Washington. 1991.
13. Mark S Monmonier . Computer-assisted Cartography. Prentice-Hall, Englewood Cliff, New Jersey, 1982.
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16. Peter Haggett, Andrew D. Cliff, & Allan Frey, Location Methods Vol. I and II, Edward Arnold, London, 1977.
17. Misra, R.P. and Ramesh, A. Fundamentals of Cartography, McMillan Co., New Delhi,1986.
18. Pal, S.K. Statistics for Geoscientists — Techniques and Applications, Concept, New Delhi,1998.
19. Robinson, A.H. et al.: Elements of Cartography, John Wiley & Sons, U.S.A.,1995.
20. Sarkar A.:K Practical Geography: A Systematic Approach, Oriental Longman, Calcutta, 1997.
21. Singh, R.L. and Dutt, P.K.: Elements of Practical Geography, Kalyani Publishers, New Delhi,1979
22. Choudhar A. H., Choudhari J. V. Practical Geography, K. S. Publication, Pune (2013).

**Savitribai Phule Pune University, Pune**  
**T.Y.B.A**  
**Gg.: 310 Regional Geography of India (G-3)**  
**June 2015**

**Objective : -**

1. To acquaint the students with geography of our Nation.
2. To make the student aware of the magnitude of problems and Prospects at National level.
3. To help the students to understand the inter relationship between the subject and the society.
4. To help the students to understand the recent trends in regional studies.

**SECTION - I**

| <b>Sr. No.</b> | <b>Topic</b> | <b>Sup Topic</b>  | <b>Learning Points</b>   | <b>Periods</b> |
|----------------|--------------|---|--|----------------|
| 1              | Introduction | Location , Extent and Geopolitical Significance                                       | 1.Historical Background<br>2.Location and Extent<br>3.Relationship with Neighboring Countries<br>4.Geopolitical Importance of Indian Ocean.  | 10             |
| 2              | Physiography | Major Physiographic Regions and their Importance                                      | 1. The Northern Mountains<br>2.The North Indian Plains<br>3.The Peninsular Plateau<br>4.The Costal low lands<br>5.The Islands  | 12             |
| 3              | Drainage     | Drainage System of India<br>The Himalayan River System<br>The Peninsular River System | 1.The Indus , The Ganga , The Brahmaputra<br>2.East Flowing Rivers- Mahanadi, Godavari, Krishna, Kaveri.<br>3.West Flowing Rivers- Narmada, Tapi, Mahi<br>4.Rivers of the Sahyadri - Amba & Damanganga | 12             |
| 4              | Climate      | Characteristics , Origin and Mechanism of Monsoon, Various Seasons                    | 1. Characteristics of Indian Climate<br>2.Role of Various Controlling Factors on Climate of India<br>3.Monsoon: Origin and Mechanism<br>4.Various Seasons and Weather Associated with them             | 11             |

**SECTION – II**

|          |                              |                        |  |    |
|----------|------------------------------|------------------------|--|----|
| <b>5</b> | Soils and Natural Vegetation | Types and Distribution | Types of Soils and its Distribution<br>Soil Degradation and Conservation<br>Types of Natural Vegetation and its Distribution | 12 |
|----------|------------------------------|------------------------|--|----|

|   |                               |   |   |    |
|---|-------------------------------|---|---|----|
|   |                               |   | Deforestation and Conservation  |    |
| 6 | Minerals and Energy Resources | Mineral Resources<br>Energy Resources         | 1.Mineral Resources & its distribution Iron ore, Manganese, Bauxite, Copper<br>2.Energy Resources-<br>a)Major Conventional & its Distribution Coal, Mineral Oil, Natural Gas<br>b)Non-conventional - Hydroelectricity, Solar energy, Wind energy, Biogas, Atomic energy | 12 |
| 7 | Agriculture                   | Significance and Recent Trends in Agriculture | 1. Significance of Agriculture in Indian Economy<br>2. Green Revolution<br>3. White Revolution<br>4.Blue Revolution<br>5. Livestock Resources,<br>6.Tissue Culture & Horticulture<br>7. Poly House and Agriculture  | 11 |
| 8 | Planning and Development      | Regional Planning and development             | 1.Concept, Objectives, Need, Nature of Regional Planning<br>2.Experience of Regional Planning in India<br>3.Regional Development of Maharashtra   | 10 |

### Suggested Readings:

1. Aher A.B , Chaodhari A. P & Chaodhari Archana. Regional Geography of India Prashant Publication Jalgaon 2015
2. Deshpande C.D: India-A Regional Interpretation Northern Book Centre, New Delhi.1992.
3. Farmer, B.H.: An Introduction to South Asia. Methuen, London, 1983.
4. Govt. of India: India - Reference Annual, 2001 Pub. Div, New Delhi, 2001.
5. Govt. of India: National Atlas of India, NATMO Publication, Calcutta..
6. Govt. of India: The Gazetteer of India. Vol I & III Publication Division, New Delhi, 1965.
7. Learmonth, A.T.A. et.al(ed.) : Man and Land of South Asia Concept, New Delhi.
8. Mitra, A.: Levels of Regional Development India Census of India, Vol I, Part I-A (i) and (ii) New Delhi, 1967.
9. Routray, J.K.: Geography of Regional Disparity Asian Institute of Technology, Bangkok, 1993.
10. Shafi, M: Geography of South Asia, McMillan & Co., Calcutta, 2000.
11. Singh, R.L.(ed.): India: A Regional Geography. National Geographical Society. India, Varanasi, 1971.
12. Spate, O.H.K. and Learmonth, A.T.A.; India and Pakistan - Land, People and Economy Methuen & Co., London, 1967.
13. P. G. Saptarshi, J. C. More, V. R. Ugale & A. H. Musmade :A Geographical Region of India : Diamond Publication (2009) (Marathi)
14. Patil S. G., Suryawanshi R. S., Pacharne S., Choudhar A. H. : Economic Geography, Atharav Prakashan, Pune. (2014) (Marathi).
15. Aher A. B. , Arekar R.: Commercial Geography, Atharav Prakashan, Pune. (2013) (Marathi).
16. Datt & Sunderm: Indian Economy (2014)

**Savitribai Phule, Pune University, Pune**  
**T.Y.B.A (General Geography) G-3**  
**Gg. 310:HUMANGEOGRAPHY**  
**From June 2015**

**Objectives:**

1. This course is to acquaint the students with the nature of man-environment relationship and human capability.
2. To adopt and modify the environment under its varied conditions from primitive life style to the modern living;
3. To identify and understand environment and population in terms of their quality and spatial distribution pattern.
4. To comprehend the contemporary issues facing the global community.

**Section – I**

| Sr. No. | Topic                                 | Learning Points   | Periods |
|---------|---------------------------------------|---|---------|
| 1       | Introduction to Human Geography       | a) Meaning and Definition of Human Geography.<br>b) Nature, Scope and Importance of Human Geography, approach of Human Geography & Branches of Human Geography                  | 10      |
| 2       | Development of Human Geography        | a) Pre-historical Period.<br>b) Medieval Period of Human Geography.<br>c) Modern Period of Human Geography.<br>d) Concepts of Determinism, Possibilism, Stop and Go Determinism | 13      |
| 3       | Human Evolution and Races             | a) Stages of Human Evolution.<br>b) Meaning and Definition of Human Race<br>c) Bases of Human Race<br>d) Griffith Taylor's Theory of Human Race<br>e) Pure and Mixed Races      | 12      |
| 4       | Form of Adaptation to the Environment | a) Human life in Cold Region - ESKIMO<br>b) Human life in Tropics - PYGMY and BUSHMEN   | 10      |

**Section – II**

|   |                        |   |    |
|---|------------------------|---|----|
| 5 | Study of Indian Tribes | Regional Distribution of Tribes in India<br>a) Bhill<br>b) Gond<br>c) Naga<br>d) Tribes in Maharashtra  | 11 |
| 6 | Human Culture          | a) World Languages & their distribution<br>b) World's Major Religions & their distribution<br>d) Distribution of Languages & Religions in India                   | 12 |
| 7 | Movement of Mankind    | a) Meaning and Definition of Migration<br>b) Type of Migration<br>c) Causes & Effects of Migration<br>d) Migration in Modern Period                               | 11 |
| 8 | Population & Resources | a) World Population Distribution<br>b) Effects of Population Growth on Natural Resources<br>c) Malthus Theory of Population Growth<br>d) Population as a Resource | 11 |

**Suggested Readings:**

1. Aher A. B , Pail V. J. Human Geography Prashant Publication Jalgaon 2015
2. Aher A. B , Markad D.M. Human Geography Payal Publication Pune 2015
3. Bergwan, Edward E: Human Geography; Culture, Connections and Landscape, Prentice-Hall, New Jersey.1995.
4. Carr, M.: Patterns, Process and change in Human Geography. MacMillan Education, London,1987.
5. Fellman, J.L.: Human Geography—Landscapes of Human Activities. Brown and Benchman Pub., U.S.A., 1997.
6. DeBlij H.J.: Human Geography, Culture, Society and Space John Wiley, New York,1996.
7. Johnston, R.J. (editor).: Dictionary of Human Geography Blackwell, Oxford, 1994:
8. Mc Bride, P.J.: Human Geography Systems, Patterns and Change, Nelson, U.K. and Canada,1996.
9. Michael, Can: New Patterns: Process and Change in Human Geography Nelson,1997
10. Rubenstein, J.H. and Bacon R.S.: The Cultural Landscape — an Introduction to Human Geography. Prenice Hall, India, New Delhi,1990.
11. Singh, K.N. :People of India, An introduction Seagull Books, 1992
12. Spate O.H.K. and Learmonth A.T.A. : India and Pakistan Methuen, London.1968.
13. U. V. Jagdale & P. G. Saptarshi: Human Geography (2007), Diamond Publication (Marathi)

**SAVITRIBAI PHULE UNIVERSITY OF PUNE**  
**T.Y.B.A. GEOGRAPHY**  
**Gg-320 – AGRICULTURAL GEOGRAPHY (S-3)**  
**From June – 2015**

- Objectives:** 1. To Introduce students Agricultural activities and its relation with Geography.  
2. To Familiarize the students with new modern technical methods and their applications in Agricultural activities.  
3. To enable students to apply Previously knowledge in Problems and Prospects in agriculture

**Section- I**

| Sr. No.           | Topic  | Units  | Sub Units  | Periods |
|-------------------|--|--|--|---------|
| 1                 | Introduction of Agricultural Geography         | A. Meaning ,Nature & Scope<br>B. Approaches<br><br>C. Importance<br>D. Trends                      | Definition, Nature & Scope of Agricultural Geography Approaches<br>1. Regional approach<br>2. Systematic approach<br>3. Commodity approach<br>4. Recent approaches<br>Importance of Agriculture in Indian Economy<br>Recent Trends in Agriculture Geography  | 12      |
| 2                 | Determinates of Agriculture                    | A. Physical Factors<br>B. Economic Factors<br><br>C. Social Factor<br><br>D. Technological Factors | 1.Relief 2.Climate 3.Soil<br>1.Capital, 2.Transportation<br>3.Market, 4.Storage, 5. Export Import<br>1.Land holding, 2.Land fragmentation<br>3. Labour, 4.Traditional Methods<br>5. Farmers view towards agriculture<br>1. Irrigation<br>2.Mechanization<br>3.Manures, Fertilizers<br>4.Pesticides | 15      |
| 3                 | Types of Agriculture                           | Characteristics of<br>A. Subsistence Agriculture<br><br>B. Commercial Farming                      | 1.Shifting Cultivation<br>2.Dry land farming<br>3.Intensive Subsistent farming<br><br>1.Mixed farming<br>2.Horticulture / Truck farming<br>3. Community farming  | 10      |
| 4                 | Problems & Prospects of Agriculture            | Problems and Prospects with Indian examples  | 1.Natural<br>2.Economical<br>3.Social<br>4.Political   | 08      |
| <b>Section II</b> |  |  |  |         |
| 5                 | Role of irrigation in Agricultural Development | A. Need of Irrigation<br>B. Types of Irrigation<br><br>C. Methods of Irrigation                    | 1.Importan of irrigation<br>1.Canals<br>2.Lake<br>3.Well<br>4.Borewell & Tube well<br>1.Flood irrigation<br>2.Ring &Basin<br>3.Drip irrigation<br>4.Sprinkler irrigation   | 12      |
| 6                 | Dry Land farming And Watershade Management     | A. Concept & Need<br><br>B. Methods of Watershed Management  | 1.Concept & Need, Dry Land Farming Management in India<br>2. Concept of Watershed Management<br><b>Methods :</b><br>1. Continuous Contour Tranches (CCT)<br>2.Gabian Bunds, 3.Nala Bunding<br>4. Biological Bunds, 5. Kohlapur Type (K.T.) weir  | 15      |



|   |   |  |   |    |
|---|---|--|---|----|
|   |   |  | 6. Vanrai Bunds, 7. Percolation Tanks<br>8. Farm Lake / Ponds, 9. Dams, 10. Barrages  |    |
| 7 | Allied Areas in Agriculture & Agriculture Development         | Concept of Agricultural Development with new Techniques                    | 1. Dairy farming 2. Poultry<br>3. Sheep and Goat farming 4. Nursery<br>5. Api Culture 6. Fish Farming<br>6. Poly houses 7. Tissue Culture<br>8. Food & Fruit Processing 9. Agro-Tourism   | 10 |
| 8 | Sustainable Agricultural Development and Agriculture in India | A. Ecological Conservation<br><br>B. Characteristics of Indian agriculture | 1. Waste Land Management<br>2. Organic farming<br>3. Crop rotation<br>4. Group Plantation<br>5. Pest and Weed Management<br>6. Agro Forestry<br>1. Green Revolution in India-Problems Associated with Indian Agriculture<br>2. National Agricultural Policy<br>3. Various Schemes of Central and State Govt. for Agricultural Development and Farmers | 08 |

### Suggested Readings

1. Aher A. B., Salunkhe V. Agriculture Geography, Diamond Publication, Pune (2015)
2. Bayliss Smith, T.P. : The Ecology of Agricultural Systems. Cambridge University Press, London, 1987.
3. Berry, B.J.L. et. al. : The Geography of Economic Systems. Prentice Hall, New York, 1976.
4. Brown, L.R. : The Changing World Food Prospects - The Nineties and Beyond. World Watch Institute, Washington D.C., 1990.
5. Dyson, T. : Population and Food - Global Trends and Future Prospects. Routledge, London, 1996.
6. Gregor, H.P. : Geography of Agriculture. Prentice Hall, New York, 1970.
7. Grigg, D.B. : The Agricultural Systems of the World. Cambridge University Press, New York 1974.
8. Hartshorn, T.N. and Alexander, J.W. : Economic Geography. Prentice Hall, New Delhi, 1988
9. Mannion, A.M. : Agriculture and Environment Change. John Wiley, London, 1995.
10. Morgan W.B. and Norton, R.J.C. : Agricultural Geography. Methuen, London, 1971.
11. Morgan, W.B. : Agriculture in the Third World - A Spatial Analysis. Westview Press, Boulder, 1978.
12. Sauer, C.O. : Agricultural Origins and Dispersals. M.I.T. Press, Mass, U.S.A., 1969.
13. Singh, J. and Dhillon, S.S. : Agricultural Geography, Tata McGraw Hill Pub., New
14. Singh, J. and Dhillon, S.S. (1988), "Agricultural Geography", 2<sup>nd</sup> edition, Tata McGraw-Hill, New Delhi
15. Wigley, G.(1981), Tropical Agriculture: The Development of Production, 4<sup>th</sup> edition, Arnold, London
16. Saptarshi P.G., More J.C., Ugale V.R., Musmade A.H.(2009), "India A Geographical Analysis" Diamond, Pune.
17. Patil S. G., Suryawanshi R. S., Pacharne S., Choudhar A. H. : Economic Geography, Atharav Prakashan, Pune. (2014) (Marathi).

**Savitribai Phule, Pune University, Pune**

**T.Y.B.A**

**Gg-320: Population and Settlement Geography (S-3)**

**Effective from-June-2015**

**Objective:-**

1. To provide an understanding of spatial and structural dimensions of population
2. To familiarizing the students with global and regional level problems.
3. To acquaint the students with the spatial, political and structural characteristics of human settlement under varied environmental conditions.

**Section-A. Population Geography**

| Unit No. | Topic                  | Sub Topic                          | Learning Points  | Periods |
|----------|------------------------|------------------------------------|--|---------|
| 1        | Introduction           | Nature and Scope                   | Definitions, Nature and Scope of Population Geography  | 10      |
|          |                        | Source of Population Data          | Census, National Sample Survey, Sample Registration Survey, NFHS, DLHS Data, Demographic Surveys and other Sources   |         |
| 2        | Population Dynamics    | Spatial Pattern of Distribution    | 1) Determinates of Distribution and Density of Population<br>2) Distribution of Population – World & Indian Scenario<br>3) Population Growth- Global & Indian Trend  | 10      |
|          |                        | Composition of Population          | Population Composition: Age and Sex, Rural-Urban & Economic  |         |
| 3        | Demographic Attributes | Human Migration                    | 1. Migration-Classification, Determinants and Consequences of Migration.<br>2.Measures – Fertility, Morbidity and Mortality, Marital Status<br>3.Human Development Index<br>4. Illegal Migrations and its Impacts<br>Migration and its Impacts on Smarts Cities and Smart Villages | 14      |
|          |                        | Theories of Population Growth      | 1) Demographic Transition Model [DTM]<br>2) Malthus: Population Theory   |         |
| 4        | Population Policies    | Population Policies and Programmes | 1.Population Policies in the Context of Growth, Structure, Distribution & Quality Life<br>2. Evolution of Family Welfare Programme in India<br>3.National Population Policies in India [After 1991]  | 11      |

**Section-B- Settlement Geography**

|   |                                      |   |   |    |
|---|--------------------------------------|---|---|----|
| 5 | Introduction of Settlement Geography | Definition, Nature and Scope                                    | Definition, Nature and Scope of Settlement Geography                              | 12 |
|   |                                      | Characteristics   | 1) Characteristics of Settlement Geography<br>2) Branches of Settlement Geography |    |
| 6 | Man-Environment Relationship         | Factors Influencing the Growth and Distribution of Settlements. | 1. Physical<br>2. Economic<br>3. Social<br>4. Political                           | 10 |
| 7 | Settlement                           | Site and Structure  | Site, Situation, Type, Size, Spacing and Patterns                                 | 12 |

|   | Site and Structure                      |                                | of Settlements   |    |
|---|---|--------------------------------|--|----|
| 8 | Concepts of Settlement and Urbanization | Various Concepts with examples | 1. Urbanization<br>2. Centrality<br>3. City Region<br>4. Urban Fringe<br>5. Rank-size Rule<br>6. Smart City Concept<br>7. Smart Village<br>8. C.B.D.<br>9. Hierarchy of Settlement | 11 |

### Suggested Readings

1. Beaujeu-Garnier, J. : Geography of Population (Translated by Beaver, S.H.) Longmans, London, 1966.
2. Census of India 2001 Series-I India Provisional Population Totals. Published by Registrar General & Census Commissioner, India, 2001.
3. Census of India, 1991 India : A State Profile Published by office of the Registrar General of India, Census Operations, New Delhi.
4. Chandna, R.C. : Geography of Population: Concepts, Determinants and Patterns, Kalyani Publishers, New Delhi, 2000.
5. Clark J.I: Population Geography, Permagon Press, New York, 1965.
6. Sundram K.V. & Nangia Sudesh, (editors): Population Geography, Heritage Publishers, Delhi, 1986.
7. Peters: G.L. and Larkim R.P: Population Geography: Problems, Concepts and Prospects Kendele-Hunt Iowa, 1979.
8. Srinivasan K. and M. Vlassoff Population Development nexus in India: challenges for the new millennium. Tata McGraw Hill Publishing Co. Ltd., New Delhi 2001.
9. Trewartha, G.T. : A Geography of Population : World Patterns, John Wiley & Sons, Inc., New York, 1969.
10. Trewartha, G.T. : The More Developed Realm: A Geography of its Population, Pergamon Press, Oxford, 1978.
11. Trewartha, G.T.: The Less Developed Realm - A Population Geography, McGraw-Hill, New York, 1972.
12. UNDP: Human Development Report, Oxford University Press 2001.
13. Zelinsky, W. : A Prologue to Population Geography, Prentice-Hall, Englewood Cliffs, 1966.
14. Carter H.: The Study of Urban Geography, Edward Arnold, London, 1972.
15. Chisholm, M.: Rural Settlement and Land Use, Hutchinson, London, 1970.
16. Clout, R.D. :Rural Geography, Pergamon Press, London, 1970.
17. Deshpande, C.D.: Shehre, Continental Prakashan, Pune, 1983 (Marathi).
18. Dickinson, R.E. City, Region and Regionalism, Kegan Paul, Trench, Trubner & Co., London, 1947.
19. Misra, H.N.(ed.) : Rural Geography, Heritage Publishers, New Delhi, 1987.
20. Money, D.C. : Patterns of Settlements, Evan Brothers, London, 1972.
21. Mukerji, R.K. : Man and His Habitation, Popular Books, Bombay, 1968.
22. Nangia S.: Delhi Metropolitan Region, Rajesh Publications, 1976.
23. Perpillou, A.: Human Geography, Longmans, London, 1966.
24. Singh, R.L.: Readings in Rural Settlement Geography, Banaras Hindu University, Department of Geography, Varanasi, 1972.

# **SAVITRIBAI PHULE PUNE UNIVERSITY**

**T.Y.B.A. HISTORY SYLLABUS**

**From 2015 -2016**

**HISTORY OF THE WORLD IN 20<sup>TH</sup> CENTURY (1914-1992)**

**LEVEL: G3**

## **HISTORY OF THE WORLD IN 20<sup>TH</sup> CENTURY (1914-1992)**

### **OBJECTIVES**

- 1. To help the student to know Modern World. To acquaint the student with the Socio-economic & Political developments in other countries. And understand the contemporary world in the light of its background History.**
- 2. To orient the students with political history of Modern World.**
- 3. To acquaint Students about the main developments in the Contemporary World (To understand to important development in 20<sup>th</sup> century World.)**
- 4. Impart knowledge about world concepts.**
- 5. To enable students to understand the economic transition in World during the 20th Century.**
- 6. Become aware of the principles, forces, processes and problems of the recent times.**
- 7. To acquaint the students with growth of various political movements that shaped the modern world.**
- 8. To highlight the rise and growth of nationalism as a movement in different parts of the world.**

## **FIRST TERM**

### **1. CONCEPTUAL STUDY**

**(08)**

**1.1 Capitalism**

**1.2 Economic Imperialism**

**1.3 Dictatorship**

**1.4 Communism**

**1.5 Socialism**

**1.6 Nazism**

**1.7 Fascism**

**1.8 Cold War**

**1.9 Non – Alignment**

**1.10 Globalization**

**1.11 Feminism**

**1.12 Humanism**

### **2. FIRST WORLD WAR**

**(10)**

**2.1 Causes**

**2.2 Impacts / Consequences**

**2.3 Paris Peace settlement (1919)**

**2.4 League of Nations**

**3. RUSSIAN REVOLUTION (10)**

**3.1 Socio – Economic and Political background of revolution**

**3.2 Contribution of Lenin and New Economic Policy (NEP)**

**3.3 Contribution of Stalin and Five Year Plan**

**4. RISE OF DICTATORSHIP (10)**

**4.1 Italy**

**4.2 Germany**

**4.3 Turkestan**

**5. GREAT DEPRESSION (10)**

**5.1 Nature**

**5.2 Causes**

**5.3 Consequences**

**SECOND TERM**

**6. WORLD WAR II (12)**

**6.1 Causes**

**6.2 Emergence and Scope**

**6.3 Consequences**

**6.4 United Nations**

**7. RISE OF WORLD POWERS (12)**

**7.1 America**

**7.2 Russia**

**7.3 Star War**

**8. THIRD WORLD (12)**

**8.1 Roll of India in Non – Alignment Movement**

**8.2 SAARC**

**8.3 OPEC**

**9. TOWARDS GLOBALIZATION (12)**

**9.1 End of Cold War and Disintegration of USSR**

**9.2 Liberalization**

**9.3 GATT and WTO**

**9.4 Fundamentalism – As a World Problem (Terrorism)**



## **BOOKS FOR STUDY**

### **ENGLISH**

- 1.Carr E.H., International Relations between the two World Wars.
- 2.Corwall R.D. : World History in 20th Century, Longman, London, 1976.
- 3.Dev Arjun and Indira Dev, History of the World, Orient BlackSwan, Delhi, 2009.
- 4.Gooch V.P., History of Modern Europe.
- 5.Grant and Temperley, Europe in the 19<sup>th</sup> and 20 centuries.
- 6.Hazen, Modern Europe
- 7.Jain H. and K. Mathur, A History of the Modern World 1500 – 2000 A.D., Jain Prakashan Mandir, Jaipur, 2014.
- 8.Rao B.V. : World History (3rd edition) from early time to AD 2000, New Dawn Press INC, V.S.A. U.K.,India, 2006.

### **MARATHI**

- १ . आचार्य धनंजय, विसाव्या शतकातील जग, श्री साईनाथ प्रकाशन, नागपूर .
- २ . कुलकर्णी अ.रा ., प्र.न.देशपांडे व अ.म.देशपांडे, आधुनिक जगाचा इतिहास (भाग १ व २), स्नेहवर्धन प्रकाशन, पुणे .
- ३ . कुलकर्णी, फडके, आधुनिक युरोपचा इतिहास
- ४ . कोलारकर शं.गो ., आधुनिक युरोप
- ५ . गायकवाड, कदम, थोरात, पाटील, आधुनिक जगाचा इतिहास
- ६ . जोशी पी.जी ., विसाव्या शतकातील जगाचा इतिहास, विद्या प्रकाशन, नागपूर .

७ . भामरे आर .पी .व एम .डी .पवार, जगाचा इतिहास (१९१८ ते १९९२), बेन टॉनिक प्रकाशन गृह, नाशिक, २००८ .

८ . वैद्य सुमन, आधुनिक जग, साईनाथ प्रकाशन, नागपूर .

९ . वैद्य सुमन व शांता कोटेकर, आधुनिक जग, साईनाथ प्रकाशन, नागपूर .

१० .शिरगावकर शरावती, आधुनिक युरोप

११ .शेख गफूर, आधुनिक जगाचा इतिहास, प्रिंम पब्लिकेशन्स, जळगाव, २००३ .

# **SAVITRIBAI PHULE PUNE UNIVERSITY**

## **T.Y.B.A. HISTORY SYLLABUS**

**From 2015 -2016**

### **INTRODUCTION TO HISTORY**

**LEVEL: S3**

# **INTRODUCTION TO HISTORY**

## **OBJECTIVES**

- 1. To orient students about how history is studied, written and understood.**
- 2. To explain methods and tools of data collection**
- 3. To understand the meaning of Evolution of Historiography.**
- 4. To study the Various Views of Historiography.**
- 5. To study the approaches to Historiography.**
- 6. To study the types of Indian Historiography.**
- 7. To describe importance of inter-disciplinary research.**
- 8. To introduce students to the basics of research.**
- 9. To acquaint the student with the recent research in History.**
- 10. Learn how to use sources in their presentation.**

## **FIRST TERM**

### **1. Conceptual Study**

**(08)**

**1.1 History**

**1.2 Heuristic**

**1.3 Archives**

**1.4 Oral History**

**1.5 Cronical**

**1.6 Sanad / Farman**

**1.7 Marxism**

**1.8 New Marxism**

**1.9 Modernism**

**1.10 Post - Modernism**

**1.11 Structuralism**

**1.12 Post – Structuralism**

### **2. NATURE AND SCOPE OF HISTORY**

**(10)**

**2.1 Meaning and Definition**

**2.2 Nature and Scope of History**

**2.3 Importance**

**3. SOURCES OF HISTORICAL RESEARCH (10)**

**3.1 Primary and Secondary**

**3.2 Written and Un- written**

**3.3 Importance of Sources**

**4. HISTORICAL RESEARCH (10)**

**4.1 Selection of Research Problem**

**4.2 Historical Methods**

**4.3 External Criticism**

**4.4 Internal Criticism**

**4.5 Interpretation**

**5. MAJOR ARCHIVES IN MAHARASHTRA: BRIEF STUDY (10)**

**5.1 Mumbai Archives**

**5.2 Pune Archives**

**5.3 Bharat Itihas Sanshodhak Mandal, Pune**

**5.4 Nagpur Archives**

**5.5 Kolhapur Archives**

**5.6 V.K.Rajwade Itihas Sanshodhak Mandal, Dhule**

**5.7 Deccan College**

## **SECOND TERM**

### **6. HISTORY AND SOCIAL SCIENCE (10)**

**6.1 History and Geography**

**6.2 History and Political Science**

**6.3 History and Economics**

**6.4 History and Sociology**

### **7. SCHOOL OF HISTORIOGRAPHY (10)**

**7.1 Imperialist**

**7.2 Nationalist**

**7.3 Marxist**

**7.4 Subaltern**

**7.5 Local History**

### **8. HISTORIANS OF MAHARASHTRA (10)**

**8.1 V. K. Rajwade**

**8.2 G. S. Sardesai**

**8.3 T. S. Shejwalkar**

**8.4 G. H. Khare**

**8.5 J. Sarkar**

## **9. INDIAN HISTORIANS**

**(10)**

**9.1 R. C. Mujumdar**

**9.2 K. A. Nilkanth Shastri**

**9.3 D. D. Kosambi**

**9.4 Romila Thapar**

## **10. HISTORICAL STUDY TOUR OR PROJECT WORK**

### **PROJECT WORK & EVALUATION SCHEME**

1. Term end examination of 60 marks shall be held at the end of the first term.
2. Candidate shall submit a report of minimum 3000 words i.e. 10 to 15 pages to the department by end of the February.
3. A viva-voce should be conducted before theory examination and the results should be sent to the University as immediately
4. The result should be prepared as follows:
  - a) 60 marks of term end examination converted in to 20 marks
  - b) 50 marks Annual examination for 2 hours conducted by University of Pune Equal weightage for all topics
  - c) 30 Marks exam should be conducted by the department 20 marks for Project work & 10 marks Viva-voce exam.

## **BOOKS FOR STUDY**

### **ENGLISH**

1. Avneri S., Social and Political Thought of Karl Marx, Cambridge, 1968.
2. Barnes H.E., History of Historical Writing, Dover, New York, 1963.



3. Cannadinen David (Ed.), What is History Now?, Palgrave Macmillan, Basingstoke, 2002.
4. Carr E.H., What is History, Penguin Books, Harmondsworth, 1971.
5. Chitnis K.N., Research Methodology in History
6. Collingwood, R.G., The Idea Of History, Oxford University Press, New York, 1976.
7. Elton G.R., Practice of History, Blackwell, London, 2001.
8. E. Shridharan, A Textbook of Historiography 500 BC to AD 2000, Orient BlackSwan, New Delhi.
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15. Tikekar S.R., On Historiography, Mumbai, 1964.
16. Wilkinson and Bhandarkar, Research Methodology in Social Sciences, Himalaya, New Delhi, 2002.

## MARATHI

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२. कार इ.एच. (अनु.वि.गो.लेले), इतिहास म्हणजे काय?, कॉन्टिनेन्टल प्रकाशन, पुणे, १९९८ .
३. कुलकर्णी अ.रा., मराठ्यांचे इतिहासकार, डायमंड पब्लिकेशन्स, पुणे, २००९ .
४. कोठेकर शांता, इतिहास : तंत्र आणि तत्त्वज्ञान, साईनाथ प्रकाशन, नागपूर, २००५ .
५. कोसांबी डी.डी., पुराणकथा आणि वास्तवता
६. खरे ग.ह., संशोधकाचा मित्र, भा.इ.स.मंडळ, पुणे, १९७० .
७. गर्गे स.मा., इतिहासाची साधने : एक शोधयात्रा, पॉप्युलर प्रकाशन, मुंबई, २००० .
८. गद्रे प्रभाकर, इतिहासलेखनाच्या परंपरा, श्री मंगेश प्रकाशन, नागपूर, २००४ .
९. घाटे वि.द., इतिहास शास्त्र आणि कला, देशमुख आणि कंपनी, पुणे, १९९० .
१०. चितळे श.दा., इतिहास कसा शिकवावा, पुणे विद्यार्थी गृह प्रकाशन, पुणे, १९९० .
११. चौसाळकर अशोक, मार्क्सवाद व नवमार्क्सवाद, प्रतिमा प्रकाशन, पुणे, २००३ .
१२. जोशी लक्ष्मणशास्त्री (संपा.) , मराठी विश्वकोश, खंड २, महाराष्ट्र राज्य साहित्य संस्कृती मंडळ, मुंबई, १९७६ .
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१४. देव प्रभाकर, इतिहासशास्त्र संशोधन, अध्यापन आणि लेखनपरंपरा, ब्रेन टॉनिक प्रकाशन गृह, नाशिक, २००७ .
१५. देशपांडे सुरेश, मराठ्यांच्या इतिहासाचे भाष्यकार, पुणे, १९९२ .
१६. पंडित के.मो., इतिहास संशोधन पद्धत, मुंबई मराठी ग्रंथसंग्रहालय, मुंबई, १९६५ .
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१९. बगाडे उमेश (संपा.) , इतिहासलेखन मीमांसा, लोकवाङ्मय गृह, मुंबई, २०१० .
२०. महाजन शां.ग., पुणे शहराचा ज्ञानकोश, पुणे, १९९४ .

- २१ .मालशे स.गं., शोधनिबंधाची लेखनपद्धती, लोकवाङ्मय गृह, मुंबई, २०११ .
- २२ . राजदेकर सुहास, इतिहासलेखनशास्त्र
- २३ .वरखडे रमेश, ऐतिहासिक संशोधन पद्धती, नाशिक, २०१३ .
- २४ .वळसंगकर कृ.वा ., इतिहास स्वरूप आणि अभ्यास
- २५ .वांबुरकर जाखंदी (संपा .) , इतिहासातील नवेप्रवाह, डायमंड पब्लिकेशन्स, पुणे, २०१४ .
- २६ .शेखर गफूर, इतिहासलेखनशास्त्र, प्रिंम पब्लिकेशन्स, जळगाव, २००४ .
- २७ .संत दु.का ., संशोधन : पद्धती, प्रक्रिया अंतरंग, पुणे विद्यार्थी गृह प्रकाशन, पुणे, २०१० .
- २८ .सरदेसाई वी.एन ., इतिहास लेखनशास्त्र, फडके प्रकाशन, कोल्हापूर, २००२ .
- २९ .हनमंते, पाटील, गायकवाड, इतिहासाचे लेखनशास्त्र

# **SAVITRIBAI PHULE PUNE UNIVERSITY**

**T.Y.B.A. HISTORY SYLLABUS**

**From 2015 -2016**

**HISTORY OF ASIA IN 20<sup>TH</sup> CENTURY (1914 – 1992)**

**OR**

**HISTORY OF USA (1914 – 1992)**

**LEVEL: S4**

## **HISTORY OF ASIA IN 20<sup>TH</sup> CENTURY (1914 – 1992)**

### **OBJECTIVES**

- 1. To orient the students with political history of Asia.**
- 2. To enable students to understand the economic transition in Asia during 20<sup>th</sup> Centuries.**
- 3. Understand the important developments in the 20th century Asia in a  
Thematic approach.**
- 4. To provide students with an overall view and broad perspective different movements connected with Nationalist aspirations in the region of Asia in general.**
- 5. To empower students to cope with the challenges of globalization.**

## **FIRST TERM**

### **1. CONCEPTUAL STUDY**

**(08)**

**1.1 Long March**

**1.2 Communism**

**1.3 Atlantic Charter**

**1.4 Jenro**

**1.5 Pan - Islamism**

**1.6 Yani – Turanism**

**1.7 Welfare Dictatorship ( *Kalyankari Hukumshahi*)**

**1.8 Mandate System**

**1.9 White – Paper (*Shwait Patrika*)**

**1.10 Arab League**

**1.11 Third World**

**1.12 Arab Nationalism**

### **2. CHINA**

**(10)**

**2.1 Achievement of Dr. Sun – Yet - Sen.**

**2.2 Communist Revolution (1949)**

**2.3 Indo China War 1962**

**2.4 China under Communism (1949 – 1992) with reference to  
Economic and Foreign (Asian Countries) Policy**

**3. JAPAN (12)**

**3.1 Japan between two World War**

**3.2 America occupation, achievement and General Mac Arthur**

**3.3 Economic development and Foreign Policy 1950 – 1992 (Brief  
Survey)**

**4. EGYPT (10)**

**4.1 Egypt between two world war**

**4.2 General Nasser and modernization of Egypt**

**4.3 Suez Crisis**

**5. OIL DIPLOMACY (08)**

**5.1 Iran – Reza shah Pahlavi and Modernization of Iran, Iran and  
Second World War, Iran and Oil Diplomacy.**

**5.2 Political development in Iraq, Rise of Rashid Ali, 1958  
Revolution, Iraq – Iran Conflict.**

**5.3 Kuwait – Iraq war and its Impact.**

## **SECOND TERM**

### **6. TURKESTAN (10)**

**6.1 First World War and Turkestan**

**6.2 Achievement of Kemal Pasha**

### **7. ISRAEL (10)**

**7.1 Zionist Movement**

**7.2 Balfour declaration**

**7.3 British Mandate**

**7.4 London Round Table Conference, Peel Commission, Rise of Israel.**

### **8. ARAB ISRAEL CONFLICT (10)**

**8.1 1948 to 1973 Arab Israel Conflict a brief survey**

**8.2 Rise of Arab Nationalism**

### **9. SAUDI ARABIYA (ARABIA) (10)**

**9.1 Wahhabi Movement**

**9.2 Roll of Ibn Saud**

**9.3 Foreign Policy**



## **10. SOUTH EAST ASIA**

**(08)**

**10.1 Indonesia**

**10.2 Vietnam**

**10.3 Asian**

**10.4 Foreign Policy of Indian with special reference to south east Asia.**

## **BOOKS FOR STUDY**

### **ENGLISH**

- 1 Bass Claud, Asia in the Modern World.
- 2 Bernard L: Turkey Today ,The Emergence of Modern Turkey.
- 3 Beasley, W G : The Modern History of Japan
- 4.Buchanaa P, A History of the Far East.
- 5.Clyde P.H. and B.F.Beers, The Far East ( 1830-1965)
6. Fisher S N : The Middle East
- 7.Gaikwad D.S., Civil Right Movement in America, Deep and Deep Publication, New Delhi, 1987.
8. Main ,E : Iraq: From Mandate to Independence.
9. North M : The History of Israel
10. Yale William, Near West.

## MARATHI

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२. गाठाळ साहेबराव, आग्नेय आशियाचा इतिहास, कैलाश पब्लिकेशन्स, औरंगाबाद, २००० .
३. गुप्ते र.शं. , पूर्व आशियाचा आधुनिक इतिहास
४. दाणी श्रेया, पश्चिम आशियाचा इतिहास, प्राची प्रकाशन, मुंबई, २००२ .
५. देव प्रभाकर, आधुनिक चीनचा इतिहास
६. देवपुजरी , आधुनिक आधुनिक आशियाचा इतिहास
७. बाचल वि.म. , आंतरराष्ट्रीय संबंध

## HINDI.

- १ राय कोलेश्वर, आधुनिक आशिया .
२. विघ्नालंकार सत्यकेतू, एशिया का आधुनिक इतिहास, सरस्वती प्रकाशन, मसुरी .

## **HISTORY OF USA (1914 – 1992)**

### **OBJECTIVES**

- 1. To acquaint Students about the rise and development of the USA as a world power.**
- 2. To acquaint Students about the main developments in the Contemporary World**
- 3. To comprehend the socio economic reforms in 1914 – 1992.**
- 4. To acquaint the students with the principles of foreign policy.**
- 5. To orient the students with political history of Europe.**

## **FIRST TERM**

### **1. CONCEPTUAL STUDY (08)**

**1.1 Non Intervention policy**

**1.2 Good Neighbor Policy**

**1.3 Super Power**

**1.4 New Deal**

**1.5 Balance of Power**

**1.6 Apartheid**

**1.7 Fair Deal Policy**

**1.8 Sphere of Influence**

**1.9 Dollar Diplomacy**

**1.10 Polarization**

**1.11 Bipolarization**

**1.12 Civil Right Movement**

### **2. U.S.A. AND FIRST WORLD WAR (10)**

**2.1 End of Intervention Policy**

**2.2 Role of U. S. A. in the First World War**

**2.3 Fourteen Points of Woodrow Wilson**

**2.4 Paris Peace Conference – 1919**

**3. U. S. A. BETWEEN TWO WORLD WARS (12)**

**3.1 League of Nation and America**

**3.2 The Great Depression of 1929 – Causes, Effect**

**3.3 New Deal Program**

**3.4 Foreign Policy**

**4. U.S.A. AND SECOND WORLD WAR (10)**

**4.1 Causes for American intervention in the World War II**

**4.2 Role of U. S. A. in the World War II**

**4.2 U. S. A. and Foundation of United Nations Origination**

**5. SOCIO CULTURAL MOVEMENT IN AMERICA (08)**

**5.1- Civil right Movement and Dr. Martin Luther King Jr.**

**5.2- Movement for Right for Women.**

**SECOND TERM**

**6. FOREIGN POLICY OF U. S. A. AFTER WORLD WAR II (10)**

**6.1 Marshall and Truman Plan**

**6.2 Berlin Crisis**

**6.3 Eisenhower Doctrine**

**6.4 Cuban Crisis**

**7. U.S.A.RELATION WITH JAPAN AND CHINA (10)**

**7.1 Post War Reconstruction in Japan under General Mac. Arthur.**

**7.2 Communist Revolution in China and America**

**7.3 Vietnam - America War**

**7.4 Korean Crisis**

**8. U. S. A. AND COLD WAR (10)**

**8.1 Cold War - Concept, Causes, Nature and Scope**

**8.2 Regional Co – Ordination Organizations and U.S.A.(NATO, SEATO, CENTO, OPEC and ANZUS)**

**8.3 Computation in Weapons (Nuclear Autonomic weapons) and Space Research (NASA)**

**8.4 Disintegration of Soviet Russia**

**9. U. S. A. AND ASIA (10)**

**9.3 Arab – Israel conflict and America**

**9.4 Iran, Iraq and Kuwait**

**9.5 Afghanistan, India, Pakistan**

## **10. U. S. A. AS A WORLD POWER**

**(08)**

**10.1 Economic Policy of America - Globalization, Privatization and Liberalization.**

**10.2 Industrial growth of America.**

**10.3 America - World Bank and I.M.F.**

### **BOOKS FOR STUDY**

#### **ENGLISH**

1. Beard, Charles A. The American Spirit.
2. Current Williams and Friedal, A History of the United States
3. Donald D. (Editor) The Making of America, 1607 – 1763, Macmillan New York, 1965.
4. Elson Henry William, History of the United States of America.
5. Faulkner H.U., American Political and Social History.
6. Harries, Owen (ed.), America's Purpose: New Vision of U.S. Foreign Policy, S.G. Wasani, New Delhi, 1991.
7. Hart, Albert Bushnell : American History told by Contemporaries Volume I to IV Macmillan New York, 1964.
8. Hofstadter, Miller and Aron, The Union States.
9. John J. TePaske (Ed.), Three American Empires, Harper and Row Publishers, New York, 1967.
10. La Feber, Walter, America, Russia, and the Cold War, 1945-1990, McGraw Hill Inc., 1991.

11. May, E. R. (Editor) The American Foreign Policy (Oxford Indian Edition, 1967).
12. Morison Samuel Eliot, The Oxford History of American People.
13. Mowry, George E. The Era of Theodore Roosevelt (Harper, 1958).
14. Nye & Morpurgo : A History U. S. 2 Volumes ( Penguin 1965).
15. Osgood : Ideas & Self Interest in America's Foreign Relations, Chicago University Press, 1955.
16. Pringle, Theodore Roosevelt, London, 1932.
17. Randall, The Civil War and Reconstruction, Boston, 1932.
18. Schlessinger, The Rise of Modern America.

## **MARATHI**

१. इंदोपवार दि.वा ., शेख हाशम, प्रचलित विदेश नीती
२. कदम वाय.एन ., आधुनिक जग, फडके प्रकाशन, कोल्हापूर, २००१ .
३. करंदीकर शिवराम, अमेरिकेचे स्वराज्य व मुराज्य
४. कुलकर्णी शिल्पा व श्रेया दाणी, अमेरिकेचा इतिहास, मुरलीधर पब्लिकेशन, पुणे, २००३ .
५. कोठेकर शांता, अमेरिकेच्या संघराज्याचा इतिहास, नागपूर .
६. गोरे ना.ग ., अमेरिकेच्या संघराज्याचा इतिहास
७. जोशी पी.जी ., आधुनिक जग
८. जैन हुकूमचंद, कृष्णचंद माथुर, आधुनिक जगाचा इतिहास १५०० ते २०००, के सागर प्रकाशन, पुणे .
९. देवधर, अमेरिकेच्या संघराज्याचा इतिहास
१०. देशपांडे सुधाकर, अमेरिकेचा इतिहास
११. पाटील एम.पी ., युद्धोत्तर अमेरिका : टुमन ते बुश, मंगल प्रकाशन, कोल्हापूर, २००२ .
१२. भवरे ना.गो, मुं.वा.देवपुजारी, अमेरिकेचा इतिहास, नागपूर, १९७३ .
१३. रायपूरकर वसंत, आंतरराष्ट्रीय संबंध
१४. चव्काणी नि.आ ., आधुनिक अमेरिकेचा इतिहास (१८६० ते १९९५)

## **HINDI**

१. मुजुमदार आर.के ., श्रीवास्तव ए.एन ., अमेरिका का इतिहास
२. शर्मा एम.एल ., बदलती विदेश नीतियाँ



# **SAVITRIBAI PHULE PUNE UNIVERSITY**

## **T.Y.B.A. HISTORY SYLLABUS**

**From 2015 -2016**

### **HISTORY OF CIVILIZATION: WORLD CIVILAZATION**

**LEVEL: G3**

## **HISTORY OF CIVILIZATION: WORLD CIVILAZATION**

### **OBJECTIVES**

- 1. To introduce the student to the culture of various civilizations from ancient times onwards.**
- 2. To highlight how this regional cultural identity forms a part of the main flow of the various cultural traditions.**
- 3. To get acquainted with basic concepts, theories and methodology of social**

**Philosophy.**

- 4. To enable the students comprehend the transition of World from ancient to**

**Modern times and its impact on the world.**

- 5. To acquaint the students with growth of various movements that shaped**

**the modern world.**

- 6. To highlight the rise and growth of different ideologies (nationalism...) as a movement in different parts of the world.**

- 7. To enable the students to understand the Political, Socio-Economic and Cultural Developments of World from Pre Historic times.**

## **FIRST TERM**

### **1. CONCEPTUAL STUDY (08)**

**1.1 Homo Sapiens**

**1.2 Pre history**

**1.3 Osiris**

**1.4 Sphinx**

**1.5 Cuneiform ( Fertile crescent)**

**1.6 Code of Hammurabi**

**1.7 Taoism**

**1.8 Confucianism**

**1.9 Oracles**

**1.10 Hijri**

**1.11 Holy Roman Empire**

**1.12 Renaissance**

### **2. STONE AGE CULTURE (10)**

**2.1 Early Types of Man**

**2.2 Paleolithic Age**

**2.3 Mesolithic Age**

**2.4 Neolithic Age**

**2.5 Food Production, Primitive Agriculture and village Settlement**

**3. ANCIENT CIVILIZATION IN WEST ASIA (10)**

**3.1 Egyptian Civilization – Government, Socio-Economic Life, Art and Architecture, Contribution of Egyptian civilization**

**3.2 Mesopotamia (Mesopotamian) – Socio-Economic Life, Art and Architecture, Religion and Literature.**

**4. ANCIENT CIVILIZATION OF CHINA (10)**

**4.1 Social Structure**

**4.2 Economy**

**4.3 Religion and Philosophy**

**4.4 Art, Architecture and Science.**

**5. ANCIENT INDIAN CIVILIZATION (10)**

**5.1 Harappan Civilization – Town Planning, Socio – Economic and Religious Life, Art and Craft, Decline**

**5.2 Vedic Civilization – Vedic Literature, Socio - Economic Life, Cultural and Religious belief**

**SECOND TERM**

**6. WESTERN CLASSICAL CIVILIZATION (10)**

**6.1 Greece Civilization – Social Life, Economy, Cultural Life, Religious belief**

**6.2 Roman Civilization – Philosophy, Socio-Economic Life, Religion and Philosophy, Science and Literature, Art and Architecture, Roman Law**

**7. ARAB CIVILIZATION (10)**

**7.1 Economic and cultural Life, contribution in Science and Literature, Art and Architecture, Contribution in History writing**

**7.2 Impact of Arab in World Civilization.**

**8. LIFE IN MEDIEVAL EUROPE (10)**

**8.1 Meaning and nature of feudalism, Church and State**

**8.2 Economy, Social Life, Rise of Nation States**

**9. RENAISSANCE AND REFORMATION MOVEMENT (10)**

**9.1 Impact of Renaissance: Art and Architecture, New trends in Science and Literature.**

**9.2 Reformation, Counter Reformation**

**9.3 Consequences of Reformation Movement**

**10. THE AGE OF DISCOVERIES (08)**

**10.1 Geographical Explorations - Bartolomeu Dias, Vasco da Gama, Christopher Columbus, Amerigo Vespucci, Ferdinand Magellan**

**10.2 Scientific Discoveries.**

## **BOOKS FOR STUDY**

### **ENGLISH**

- 1.B. Kumar, Encyclopedic study of World History, Kunal Books, New Delhi, 2012.
- 2.Bowle, John, Man Through the Ages, Weidenfeld and Nicolson, London, 1977.
- 3.Craig, A.M., Graham, W.A., Kagan, D., Ozment, S., and Turner, F.M., The Heritage of World Civilization, 2 vols., Macmillan, 1986.
- 4.Davies H.A., An outline History of the World, Oxford University Press, London, 1964. (Fourth edition).
- 5.Durant Will, The Study of Civilization, Vol.I, ( Our Oriental Heritage).
- 6.George W. Southgate, An Introduction to World History, J.M.Dent & Sons Ltd. London, 1956.
- 7.Gerrit P. Judd, A History of Civilization, Collier-Macmillan, New York, 1966, reprinted 1967.
- 8.Lucas, Henry, A short History of Civilization
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सावित्रीबाई फुले पुणे विद्यापीठ

मराठी

तृतीय वर्ष कला ( T.Y.B.A )

सन २०१५—१६ पासूनचा पुनर्रचित अभ्यासक्रम



तृतीय वर्ष कला ( T.Y.B.A )

मराठी ( सामान्यस्तर पेपर —३)

पुनर्रचित अभ्यासक्रम आराखडा

सन २०१५—२०१६ पासून

आधुनिक मराठी साहित्य आणि व्यावहारिक व उपयोजित मराठी

➤ अभ्यासक्रमाची उद्दिष्टे :-

१. आधुनिक मराठी साहित्यातील विविध साहित्यप्रकारांचा परिचय वाढविणे. त्यांचे आकलन करून घेणे साहित्याबद्दलची अभिरुची विकसित करून कलाकृतींचा आस्वाद घेण्याची क्षमता वाढविणे.
२. नेमलेल्या कलाकृतींच्या संदर्भात साहित्यपरंपरेचा स्थूल परिचय करून देणे.
३. भाषेचे यथोचित आकलन करण्याची व वापर करण्याची यथायोग्य क्षमता विकसित करणे.
४. 'निबंध' व 'प्रवासवर्णन' या साहित्यप्रकारांचे तात्त्विक विवेचन करणे
५. विद्यार्थ्यांची वाचन व लेखन क्षमता विकसित करून त्यांना ग्रंथपरीक्षणाची आवड निर्माण व्हावी, यासाठी प्रवृत्त करणे.

**तृतीय वर्ष कला ( T.Y.B.A )**  
**मराठी ( सामान्यस्तर पेपर —३)**  
**प्रथम सत्र**

एकूण तासिका— ४८

एकूण गुण — ६०

**घटक अ — ग्रंथ परीक्षण**

गुण — १५

तासिका — १२

- ग्रंथ परीक्षणाचे स्वरूप स्पष्ट करून ग्रंथ परीक्षणाच्या घटकांचे विवेचन करणे.
- विविध साहित्यप्रकारातील साहित्यकृतींचे परीक्षण कसे करावे ते विद्यार्थ्यांना समजावून सांगणे.
- ग्रंथ परीक्षणांच्या तात्त्विक विवेचनासाठी एकूण ८ गुण असतील तर प्रत्यक्ष साहित्यकृतीच्या परीक्षणासाठी एकूण ७ गुण असतील.

**सूचना :-**

१. विविध साहित्यप्रकारांतील पुस्तकांचे परीक्षण कसे करावे, यासंबंधी सप्रमाण विवेचन वर्गात केले जावे अशी अपेक्षा आहे.
२. विद्यार्थ्यांनी पदवी पर्यंतच्या विद्यापीठीय अभ्यासक्रमात समाविष्ट असलेल्या साहित्यकृतीं व्यतिरिक्त पुस्तकांचे परीक्षण करावे.

**घटक ब — निबंध : तात्त्विक विवेचन**

गुण — १५

तासिका — १२

- निबंध या साहित्यप्रकाराचे स्वरूप व व्याख्या
- मराठीतील इतर साहित्यप्रकारांच्या तुलनेत निबंधाचे वेगळेपण
- निबंधाचे प्रकार
- निबंध या साहित्यप्रकारामागील प्रेरणा व प्रयोजने

घटक क — निबंधसंग्रह

गुण — ३०  
तासिका — २४

‘विचारधारा’ — संपा— डॉ. स्नेहल तावरे  
डॉ. भास्कर शेळके

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तृतीय वर्ष कला ( T.Y.B.A )

मराठी ( सामान्यस्तर पेपर — ३)

द्वितीय सत्र

एकूण तासिका— ४८

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घटक अ — प्रवासवर्णन : तात्त्विक विवेचन

गुण — १५  
तासिका — १२

- प्रवासवर्णन या साहित्यप्रकाराचे स्वरूप व व्याख्या
  - इतर साहित्यप्रकारांच्या तुलनेत प्रवासवर्णनाचे वेगळेपण
  - प्रवासवर्णन या साहित्य प्रकारामागील प्रेरणा व प्रयोजने
- 

घटक ब — प्रवासवर्णन साहित्यप्रकाराची वैशिष्ट्ये, व्याप्ती आणि वाटचाल

गुण — १५  
तासिका — १२

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घटक क — प्रवासवर्णनसंग्रह

गुण — ३०  
तासिका — २४

‘देशविदेश’ — संपा— डॉ. स्नेहल तावरे  
डॉ. अशोक शिंदे  
डॉ. अरुण कोळेकर

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संदर्भ ग्रंथ :-

१. लघुनिबंध ते मुक्तगद्य — वि.शं. चौगुले
२. ग्रंथसंवाद — वि.शं. चौगुले
३. मराठी लघुनिबंधाचा इतिहास — डॉ. आनंद यादव
४. निबंध : शास्त्र व कला — डॉ. प्र. न जोशी
५. निबंधलेखन — निर्मला किराणे
६. मराठी निबंध — प्रा. म. वि फाटक
७. प्रतिभासाधन — ना. सी फडके
८. 'प्रदक्षिणा' मधील लेख — वि. ह कुलकर्णी
९. आधुनिक मराठी वाङ्मय इतिहासाचे खंड
१०. मराठी प्रवासवर्णनांची वाटचाल — डॉ. नीला पांढरे
११. प्रवासवर्णने — वसंत सावंत

तृतीय वर्ष कला ( T.Y.B.A )

मराठी ( सामान्यस्तर पेपर — ३)

प्रथम सूत्र

प्रश्नपत्रिका स्वरूप व गुणविभागणी आराखडा

वेळ — २ तास

एकूण गुण — ६०

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प्रश्न. १ ला. खालील प्रश्नांची २० शब्दांपर्यंत उत्तरे लिहा.

१० प्रश्न विचारावेत पैकी कोणतेही ७ प्रश्न सोडवावेत. गुण — १४.

प्रश्न. २ रा. खालील प्रश्नांची ५० शब्दांपर्यंत उत्तरे लिहा.

४ प्रश्न विचारावेत पैकी कोणतेही २ प्रश्न सोडवावेत. गुण — ०८.

प्रश्न. ३ रा. खालील प्रश्नांची १५० शब्दांपर्यंत उत्तरे लिहा.

४ प्रश्न विचारावेत पैकी कोणतेही ३ प्रश्न सोडवावेत. गुण — १८.

प्रश्न. ४ था. खालील प्रश्नांची ३०० शब्दांपर्यंत उत्तरे लिहा.

४ प्रश्न विचारावेत पैकी कोणतेही २ प्रश्न सोडवावेत. गुण — २०.

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**तृतीय वर्ष कला ( T.Y.B.A )**  
**मराठी ( सामान्यस्तर पेपर – G-3 )**  
**द्वितीय सत्र**

वार्षिक प्रश्नपत्रिका स्वरूप व गुणविभागणी आराखडा

अभ्यासक्रम:—१) ग्रंथपरीक्षण

२) 'विचारधारा' — संपा. डॉ. स्नेहल तावरे / डॉ. भास्कर शेळके

३) 'देशविदेश'— संपा. डॉ. स्नेहल तावरे / डॉ. अशोक शिंदे / डॉ. अरुण कोळेकर

वेळ — ३ तास

एकूण गुण — ८०

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प्रश्न. १ ला. खालील प्रश्नांची उत्तरे लिहा.

अ) ग्रंथ परीक्षण : तात्त्विक विवेचन या घटकावर २ प्रश्न विचारावेत पैकी गुण — ०८  
कोणताही १ सोडवावा.

ब) कोणत्याही एका ग्रंथाचे परीक्षण करावे. गुण — ०८

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प्रश्न. २ रा. खालील प्रश्नांची २० शब्दांपर्यंत उत्तरे लिहा.

गुण — १२.

अ) प्रवासवर्णन तात्त्विक विवेचन यावर ५ प्रश्न विचारावेत पैकी कोणतेही ३ सोडवावेत.

ब) 'देशविदेश' या प्रवासवर्णनसंग्रहावर ५ प्रश्न विचारावेत पैकी कोणतेही ३ सोडवावेत.

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प्रश्न. ३ रा. खालील प्रश्नांची ५० शब्दांपर्यंत उत्तरे लिहा.

गुण— १२.

अ) प्रवासवर्णन — वैशिष्ट्ये, व्याप्ती आणि वाटचाल यावर २ प्रश्न विचारावेत पैकी  
कोणताही १ प्रश्न सोडवावा.

ब) 'देशविदेश' या प्रवासवर्णनसंग्रहावर २ प्रश्न विचारावेत पैकी कोणताही १ प्रश्न सोडवावा.

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प्रश्न. ४ था. खालील प्रश्नांची १५० शब्दांपर्यंत उत्तरे लिहा.

गुण — २०

अ) 'विचारधारा' या निबंधसंग्रहावर २ प्रश्न विचारावेत पैकी कोणताही १ प्रश्न सोडवावा.

ब) 'देशविदेश' या प्रवासवर्णनसंग्रहावर २ प्रश्न विचारावेत पैकी कोणताही १ प्रश्न सोडवावा.

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प्रश्न. ५ था. खालील प्रश्नांची ३०० शब्दांपर्यंत उत्तरे लिहा.

गुण— २०

अ) 'विचारधारा' या निबंधसंग्रहावर २ प्रश्न विचारावेत पैकी कोणताही १ प्रश्न सोडवावा.

ब) 'देशविदेश' या प्रवासवर्णनसंग्रहावर २ प्रश्न विचारावेत पैकी कोणताही १ प्रश्न सोडवावा.

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**तृतीय वर्ष कला ( T.Y.B.A )**  
**मराठी**  
( पर्यायी अभ्यासक्रम )  
**व्यावहारिक आणि उपयोजित मराठी**

❖ **अभ्यासक्रमाची वैशिष्ट्ये :-**

१. संज्ञापनातील भाषेची भूमिका, स्वरूप समजावून घेणे. भाषिक कौशल्ये, क्षमता विकसित करणे
  २. भाषिक कौशल्याचे विविध आविष्कार आणि संपर्कमाध्यमे यांचा परस्परसंबंध समजावून घेणे व उपयोजन करणे.
  ३. मराठीचा कार्यालयीन, व्यावसायिक कामकाजात होणारा वापर, गरज व स्वरूप विशेषांची माहिती घेणे.
  ४. कार्यालयीन व व्यावसायिक भाषाव्यवहारासाठी आवश्यक लेखनकौशल्याचे संपादन करणे.
  ५. मुद्रित व इलेक्ट्रॉनिक माध्यमांच्या कामकाज पद्धतीचा आढावा घेणे.
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**प्रथम सत्र**  
**उपयोजित मराठी**  
(पर्यायी अभ्यासक्रम)

**एकूण तासिका : ४८**

१. विविध प्रसारमाध्यमांची ओळख — (Print and Electronic Media) वृत्तपत्रे, आकाशवाणी, दूरदर्शन, माध्यमांचे सामर्थ्य व मर्यादा — जनसंपर्क, माध्यमांचा जनमानसावर होणारा परिणाम — प्रसारमाध्यमांसाठी लेखन स्वरूप, तंत्रे व कौशल्ये, प्रसारमाध्यमातील भाषेचे स्वरूप.
२. वृत्तपत्रांसाठी लेखन— बातमी, स्तंभलेखन, अग्रलेख, मुलाखत.

३. प्रसारमाध्यमांतील जाहिरातींचे लेखन —विविध प्रसारमाध्यमांतील जाहिरातींमध्ये लेखन — विविध प्रसारमाध्यमांतील जाहिरातींमध्ये मराठी भाषेचे स्थान. जाहिरात — स्वरूप व मांडणी, जाहिरातींचा मसुदा, घोषवाक्य, बोधचिन्ह इत्यादी — प्रभावी जाहिरातींचे रसग्रहण — जाहिरात लेखन.

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## द्वितीय सत्र

एकूण तासिका : ४८

### ४. आकाशवाणीसाठी लेखन :—

भाषण, मुलाखत, रूपक, संवाद, बातम्यांचे लेखन — विशेष वृत्तान्ताचे लेखन — श्रुतिका, नभोनाट्य रूपांतर, शैक्षणिक कार्यक्रमांचे लेखन इ.

### ५. दूरचित्रवाणीसाठी लेखन :—

दूरचित्रवाणी या माध्यमाचे वेगळेपण — तांत्रिक माहिती, दृश्यभाषा — भाषण, मुलाखत, संवाद, बातम्या— निवेदन, सूत्रसंचालन, माहितीपट, रूपक (स्थूलदर्शनात्मक, व्यक्तिदर्शनात्मक, माहितीपर इ.) लघुपट मालिका इ. साठी लेखन.

### ❖ स्वाध्याय :—

१. एकाच घटनेबद्दल विविध वृत्तपत्रांत आलेल्या बातम्यांचे संकलन करणे.
२. कार्यक्रमांना उपस्थित राहून त्यावर विविध माध्यमांसाठी बातमी लेखन करणे.
३. वर्तमानपत्रातील आकर्षक वृत्तलेखकांचे तसेच स्फुट—अग्रलेख आणि परीक्षणांची कात्रण काढून परिशीलन करणे.
४. विविध माध्यमांसाठी प्रत्यक्ष मुलाखत घेणे.
५. आकाशवाणीवरील बातम्या ऐकून त्यांचे पुनर्लेखन करणे.
६. सभोवतालच्या घडामोडी जाणून घेऊन, विविध कार्यक्रमांना उपस्थित राहून त्याआधारे आकाशवाणीसाठी वार्तापत्र तयार करणे.



७. वर्तमानपत्रांच्या बातम्यांच्या आधारे आकाशवाणीसाठी जिल्ह्याचे वार्तापत्र लिहिणे.
  ८. आकाशवाणीचे विविध कार्यक्रम ऐकणे.
  ९. दूरदर्शवरील बातम्या, चर्चा व अन्य माहितीपर कार्यक्रमांचे अवलोकन करणे.
  १०. वर्तमानपत्रातील बातम्यांच्या आधारे दूरदर्शनसाठी जिल्हा वार्तापत्र लिहिणे
  ११. परिसरातील वैशिष्ट्यपूर्ण स्थळांवर माहितीपट लेखन.
  १२. विविध माध्यमांतील जाहिरातीचे नमुने संग्रहित करून अभ्यासणे.
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### संदर्भ पुस्तके:—

१. व्यावहारिक मराठी पाठ्यपुस्तक — पुणे विद्यापीठ प्रकाशन. प्रथम वर्ष वाणिज्य व द्वितीय वर्ष विज्ञान
२. व्यावहारिक मराठी — डॉ. कल्याण काळे आणि डॉ. द. दि. पुंडे
३. व्यावहारिक मराठी — ल. रा. नसिराबादकर
४. व्यावहारिक मराठी (संपा.) डॉ. स्नेहल तावरे
५. वृत्तपत्र तत्त्वज्ञान — डॉ. सुधाकर पवार, महाराष्ट्र विद्यापीठ, ग्रंथनिर्मिती मंडळ, नागपूर.
६. वार्तासंकलन मराठी — चंद्रकांत ताम्हाणे
७. व्यावहारिक मराठी — प्रकाश परब.
८. उपयोजित अभ्यासक्रम — मराठी भाषेची संवादकौशल्ये — यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ — नाशिक.
९. व्यावहारिक, उपयोजित मराठी आणि प्रसारमाध्यमे — संपादक — डॉ. संदीप सांगळे
१०. आजच्या ठळक बातम्या — समीरण वाळवेकर
११. पत्रकारिता विद्या — एस.के. कुलकर्णी
१२. व्यावहारिक मराठी भाषा — शरदिनी मोहिते

१३. व्यासपीठ — महादेव वालुंज
१४. व्यावहारिक मराठी — डॉ. लीला गोविलकर व डॉ. जयश्री पाटणकर
१५. माध्यम चित्रवाणी — लेखक — आकाशानंद, ग्रंथघर प्रकाशन, मुंबई.
१६. व्यावहारिक मराठी — डॉ. सयाजीराजे मोकाशी व डॉ. रंजना नेमाडे
१७. व्यावहारिक आणि उपयोजित मराठी — डॉ. मनोहर रोकडे
१८. जाहिरातशास्त्र — डॉ. वंदना खेडीकर
१९. व्यावहारिक व व्यावसायिक लेखन प्रणाली — डॉ. मधुकर मोकाशी
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तृतीय वर्ष कला ( T.Y.B.A )

व्यावहारिक व उपयोजित मराठी — (पर्यायी अभ्यासक्रम)

प्रथम सत्र

प्रश्नपत्रिका स्वरूप व गुणविभागणी आराखडा

वेळ — २ तास

एकूण गुण — ६०

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प्र. १ला — खालील प्रश्नांची २० शब्दांपर्यंत उत्तरे लिहा.

गुण — १४

यामध्ये एकूण १० प्रश्न विचारावेत, पैकी कोणतेही ७ प्रश्न सोडवावेत.

प्रश्न २रा — खालील प्रश्नांची ५० शब्दांपर्यंत उत्तरे लिहा.

गुण — ८

यामध्ये एकूण ४ प्रश्न विचारावेत, पैकी कोणतेही २ प्रश्न सोडवावेत.

प्रश्न ३रा — खालील प्रश्नांची १५० शब्दांपर्यंत उत्तरे लिहा.

गुण — १८

यामध्ये एकूण ४ प्रश्न विचारावेत, पैकी कोणतेही ३ प्रश्न सोडवावेत.

प्रश्न ४ था — खालील प्रश्नांची ३०० शब्दांपर्यंत उत्तरे लिहा.

गुण — २०

यामध्ये एकूण ४ प्रश्न विचारावेत, पैकी कोणतेही २ प्रश्न सोडवावेत.

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**तृतीय वर्ष कला ( T.Y.B.A )**  
**व्यावहारिक व उपयोजित मराठी**  
**(पर्यायी अभ्यासक्रम)**  
**वार्षिक प्रश्नपत्रिका स्वरूप आणि गुणविभागणी आराखडा**  
**(सन २०१५ - १६ पासून)**

वेळ - ३ तास

गुण - ८०

**प्र. १ला - खालील प्रश्नांची २० शब्दांपर्यंत उत्तरे लिहा.**

**गुण - २०**

यामध्ये द्वितीय सत्रातील अभ्यासक्रमाशी संबंधित एकूण १३ प्रश्न विचारावेत, पैकी कोणतेही १० प्रश्न सोडवावेत.

**प्रश्न २रा - खालील प्रश्नांची ५० शब्दांपर्यंत उत्तरे लिहा.**

**गुण - १०**

यामध्ये द्वितीय सत्रातील अभ्यासक्रमाशी संबंधित एकूण ४ प्रश्न विचारावेत, पैकी कोणतेही २ प्रश्न सोडवावेत.

**प्रश्न ३रा - खालील प्रश्नांची १५० शब्दांपर्यंत उत्तरे लिहा.**

**गुण - २०**

अ) प्रथम सत्रातील अभ्यासक्रमाशी संबंधित २ प्रश्न विचारावेत, पैकी कोणताही १ प्रश्न सोडवावा.

ब) द्वितीय सत्रातील अभ्यासक्रमाशी संबंधित एकूण २ प्रश्न विचारावेत, पैकी कोणताही १ प्रश्न सोडवावा.

**प्रश्न ४ था - खालील प्रश्नांची ३०० शब्दांपर्यंत उत्तरे लिहा.**

**गुण - ३०**

अ) प्रथम सत्रातील अभ्यासक्रमाशी संबंधित २ प्रश्न विचारावेत, पैकी कोणताही १ प्रश्न सोडवावा.

ब) द्वितीय सत्रातील अभ्यासक्रमाशी संबंधित एकूण २ प्रश्न विचारावेत, पैकी कोणताही १ प्रश्न सोडवावा.

तृतीय वर्ष कला ( T.Y.B.A )  
मराठी ( विशेषस्तर पेपर —३ ) ( S-3 )  
पुनर्रचित अभ्यासक्रम आराखडा  
सन २०१५—२०१६ पासून

साहित्यविचार — S-3

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❖ अभ्यासक्रमाची उद्दिष्ट्ये:—

- १) साहित्याचे स्वरूप समजावून घेणे.
  - २) साहित्याची प्रयोजने समजावून घेणे.
  - ३) साहित्यनिर्मितीची प्रक्रिया समजावून घेणे.
  - ४) साहित्याची भाषा समजावून घेणे.
  - ५) साहित्याची आस्वाद प्रक्रिया समजावून घेणे.
  - ६) साहित्यिक अभिरुची समजावून घेणे.
  - ७) साहित्य आणि समाज यातील परस्परसंबंध समजावून घेणे.
  - ८) साहित्यप्रकाराची संकल्पना समजावून घेणे.
  - ९) वाङ्मयीन मूल्ये समजावून घेणे
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## प्रथम सत्र

एकूण तासिका— ४८

### १. साहित्याचे स्वरूप:—

- १) शास्त्रीय साहित्य आणि ललित साहित्य यांमधील भेद
- २) साहित्याचे शब्दरूप
- ३) साहित्यातून व्यक्त होणाऱ्या अनुभवांचे विशेष — वास्तव आणि कल्पित यांचा संबंध, संवेदनात्मकता — भावनात्मकता — वैचारिकता, सेंद्रियत्व, सूचकता, विशिष्ट आणि विश्वात्मकता.

### २. साहित्याचे प्रयोजन:—

- १) प्रयोजन म्हणजे काय?
- २) प्रयोजन आणि परिणाम यांमधील भेद.
- ३) साहित्याची प्रयोजने —
  - अ) मम्मटाची प्रयोजने
  - ब) पाश्चात्यांची प्रयोजने:— इच्छापूर्ती — जिज्ञासातृप्ती — विरेचन — आत्माविष्कार
- ४) या प्रयोजनांचा लेखक व वाचक तसेच कलावादी, जीवनवादी या दृष्टीने विचार.

### ३. साहित्याची निर्मितीप्रक्रिया:—

- १) साहित्याच्या निर्मितीचे स्वरूप
- २) साहित्यनिर्मितीच्या शक्ती—१) प्रतिभा २) कल्पनाशक्ती ३) स्फूर्ती
- ३) प्रतिभाव्यापार व स्वप्नव्यापार
- ४) साहित्याची निर्मिती प्रक्रिया आणि साहित्यिकाचे व्यक्तिमत्त्व — १) संवेदनक्षमता

२) शैशववृत्ती ३) अनुभव समृद्धी ४) विद्वत्ता ५) लेखकाचा जीवनविषयक दृष्टिकोण. ६) लेखकाचा साहित्यविषयक दृष्टिकोण.

#### ४. साहित्याची भाषा:—

- १) व्यवहारभाषा, शास्त्रीय साहित्याची भाषा व साहित्याची भाषा यांच्यातील भेद.
- २) शब्दार्थाचा वक्रव्यापार
- ३) भाषेचे नादरूप
- ४) अलंकार
- ५) रूपक
- ६) प्रतिमा
- ७) प्रतीक
- ८) प्राक्कथा
- ९) शैली विचार — १) लेखक तशी शैली २) आशय तशी शैली ३) साहित्यप्रकार तशी शैली.

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#### द्वितीय सत्र

एकूण तासिका— ४८

#### ५. साहित्याचा आस्वाद:—

- १) आस्वाद म्हणजे काय ?
- २) आस्वाद प्रक्रिया
- ३) आस्वादकाला आवश्यक असणारे गुण
- ४) आस्वादातील अडथळे

#### ६. साहित्याची सामाजिकता:—

- १) साहित्य आणि समाज यांचे परस्परसंबंध
- २) लेखकाची सामाजिकता

- ३) भाषेची सामाजिकता
- ४) कलात्मक अनुभवातील सामाजिकता
- ५) वाचकाची सामाजिकता
- ६) साहित्यातील सामाजिकतेला वैश्विक रूप प्राप्त होते काय?
- ७) बांधीलकीची संकल्पना व साहित्यिकाची बांधीलकी.

#### ७. साहित्यिक अभिरुची

- १) अभिरुची म्हणजे काय?
- २) अभिरुची आणि सौंदर्यदृष्टी.
- ३) अभिरुची आणि औचित्य.
- ४) अभिरुची भिन्नतेची कारणे.
- ५) अभिरुची नियत करणारे घटक — सांस्कृतिक पर्यावरण, आर्थिक पर्यावरण, वाङ्मयीन पर्यावरण.

#### ८. साहित्यप्रकाराची संकल्पना:—

- १) साहित्याच्या वर्गीकरणाची शक्यता
  - २) साहित्याच्या वर्गीकरणाची आवश्यकता
  - ३) साहित्याच्या वर्गीकरणाची तत्त्वे— माध्यमभिन्नता, प्रस्तुतीकरणाची पद्धती, प्रस्तुतीकर्त्याचा दृष्टिकोण व प्रस्तुतीकरणाचा काळ
  - ४) साहित्याचे ठळक प्रकार — कथा, कादंबरी, काव्य, नाटक.
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#### संदर्भ साहित्य

- १) साहित्यविचार — डॉ. अ. वा कुलकर्णी
- २) साहित्यविचार (संपा.) डॉ. द.दि.पुंडे, डॉ.स्नेहल तावरे
- ३) काव्यशास्त्र प्रदीप — डॉ. स.रा.गाडगीळ
- ४) वाङ्मयीन शैली आणि तंत्र — म.द.हातकणंगलेकर,
- ५) साहित्यविचार — भालचंद्र खांडेकर



- ६) साहित्य व सामाजिक संदर्भ — रा.ग.जाधव
  - ७) साहित्य व समाज — संपादक डॉ. विलास खोले
  - ८) साहित्य व सामाजिक संदर्भ — डॉ. अंजली सोमण
  - ९) कविता आणि प्रतिमा — सुधीर रसाळ
  - १०) सृजनात्मक लेखन — डॉ. आनंद पाटील
  - ११) काव्याची भूषणे— प्रा.म.वा.धोंड
  - १२) साहित्यशास्त्र स्वरूप व समस्या — डॉ. वसंत पाटणकर
  - १३) आधुनिक मराठी साहित्य व सामाजिकता —संपादन—डॉ.विद्यागौरी टिळक,  
डॉ. मृणालिनी शहा.
  - १४) साहित्यमीमांसा व समाजदर्शन — डॉ. स.रा.गाडगीळ
  - १५) भारतीय साहित्यविचार — ग.त्र्यं. देशपांडे
  - १६) भारतीय साहित्यविचार — डॉ. लीला गोविलकर
  - १७) साहित्यविचार — डॉ. चं.वि.जोशी, डॉ. वेदश्री थिंगळे
  - १८) पाश्चात्य साहित्यविचार — बालशंकर देशपांडे
  - १९) साहित्य स्वरूप आणि समीक्षा— वा. ल. कुलकर्णी
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तृतीय वर्ष कला ( T.Y.B.A )

साहित्यविचार S-3

प्रथम सत्र

प्रश्नपत्रिका स्वरूप व गुणविभागणी आराखडा

वेळ — २ तास

एकूण गुण — ६०

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प्र. १ला — खालील प्रश्नांची २० शब्दांपर्यंत उत्तरे लिहा.

गुण — १४

यामध्ये एकूण १० प्रश्न विचारावेत, पैकी कोणतेही ७ प्रश्न सोडवावेत.

प्रश्न २रा — खालील प्रश्नांची ५० शब्दांपर्यंत उत्तरे लिहा.

गुण — ८

यामध्ये एकूण ४ प्रश्न विचारावेत, पैकी कोणतेही २ प्रश्न सोडवावेत.

प्रश्न ३रा — खालील प्रश्नांची १५० शब्दांपर्यंत उत्तरे लिहा.

गुण — १८

यामध्ये एकूण ४ प्रश्न विचारावेत, पैकी कोणतेही ३ प्रश्न सोडवावेत.

प्रश्न ४ था — खालील प्रश्नांची ३०० शब्दांपर्यंत उत्तरे लिहा.

गुण — २०

यामध्ये एकूण ४ प्रश्न विचारावेत, पैकी कोणतेही २ प्रश्न सोडवावेत.

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**तृतीय वर्ष कला ( T.Y.B.A )**  
**साहित्यविचार S-3**  
**वार्षिक प्रश्नपत्रिका स्वरूप आणि गुणविभागणी आराखडा**  
**(सन २०१५ - १६ पासून)**

वेळ — ३ तास

गुण — ८०

प्र. १ला — खालील प्रश्नांची २० शब्दांपर्यंत उत्तरे लिहा.

गुण — २०

यामध्ये द्वितीय सत्रातील अभ्यासक्रमाशी संबंधित एकूण १३ प्रश्न विचारावेत, पैकी कोणतेही १० प्रश्न सोडवावेत.

प्रश्न २रा — खालील प्रश्नांची ५० शब्दांपर्यंत उत्तरे लिहा.

गुण — १०

यामध्ये द्वितीय सत्रातील अभ्यासक्रमाशी संबंधित एकूण ४ प्रश्न विचारावेत, पैकी कोणतेही २ प्रश्न सोडवावेत.

प्रश्न ३रा — खालील प्रश्नांची १५० शब्दांपर्यंत उत्तरे लिहा.

गुण — २०

अ) प्रथम सत्रातील अभ्यासक्रमाशी संबंधित २ प्रश्न विचारावेत, पैकी कोणताही १ प्रश्न सोडवावा.

ब) द्वितीय सत्रातील अभ्यासक्रमाशी संबंधित एकूण २ प्रश्न विचारावेत, पैकी कोणताही १ प्रश्न सोडवावा.

प्रश्न ४ था — खालील प्रश्नांची ३०० शब्दांपर्यंत उत्तरे लिहा.

गुण — ३०

अ) प्रथम सत्रातील अभ्यासक्रमाशी संबंधित २ प्रश्न विचारावेत, पैकी कोणताही १ प्रश्न सोडवावा.

ब) द्वितीय सत्रातील अभ्यासक्रमाशी संबंधित एकूण २ प्रश्न विचारावेत, पैकी कोणताही १ प्रश्न सोडवावा.

तृतीय वर्ष कला ( T.Y.B.A )  
मराठी ( विशेषस्तर पेपर —४ )  
भाषाविज्ञान — S<sub>4</sub>  
पुनर्रचित अभ्यासक्रम आराखडा  
सन २०१५—२०१६ पासून  
भाषाविज्ञान— वर्णनात्मक आणि ऐतिहासिक

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❖ अभ्यासक्रमाची उद्दिष्ट्ये:—

- १) भाषेचे स्वरूप व कार्य, भाषेच्या अभ्यासाचे महत्त्व, भाषेच्या अभ्यासाची प्रमुख अंगे जाणून घेणे.
  - २) भाषा म्हणजे काय व तिचे मानवी जीवनातील कार्य व महत्त्व जाणून घेणे.
  - ३) वेगवेगळ्या भाषाअभ्यासपद्धतींचे वेगळेपण व महत्त्व जाणून घेणे.
  - ४) स्वननिर्मितीची प्रक्रिया समजावून घेणे.
  - ५) वागिंद्रियांची रचना व कार्ये समजावून घेणे.
  - ६) स्वनविज्ञान, स्वनिम संकल्पना आणि मराठीची स्वनिम व्यवस्था जाणून घेणे.
  - ७) मराठीची रूपिमव्यवस्था समजावून घेणे.
  - ८) वाक्यविन्यास व अर्थविन्यास या भाषावैज्ञानिक संकल्पनांचा मराठीच्या संदर्भात स्थूल परिचय.
  - ९) ऐतिहासिक भाषाभ्यासपद्धतीचे स्वरूप व महत्त्व लक्षात घेणे.
  - १०) भाषाकुलाची संकल्पना जाणून घेवून मराठी भाषेच्या उत्पत्तीचा अभ्यास करणे.
  - ११) मराठी भाषेचा उत्पत्तीकाळ जाणून घेवून तत्कालीन भाषिक स्थित्यंतरांचा आढावा घेणे.
  - १२) टप्पाटप्पाने भाषा म्हणून मराठीच्या वाटचालीचा ऐतिहासिक आढावा घेणे.
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## प्रथम सत्र

एकूण तासिका— ४८

१. **भाषेचे स्वरूप व कार्य** :—भाषा एक सहज क्रिया — भाषा : एक अर्जित वस्तू — संज्ञापन : भाषेचे मुख्य कार्य — संकेत : भाषेचा आधार — शारीरिक आणि मानसिक क्रियांचा संयोग — ध्वनिसंकेत : चिन्ह आणि चिन्हित — संज्ञापनाची अन्य साधने: शरीरस्थित — संज्ञापनाची साधने: शरीरबाह्य — भाषा हे सर्वश्रेष्ठ संज्ञापन साधन — संज्ञापनातील क्रिया प्रतिक्रिया — मानवेतर प्राण्यांची भाषा — भाषा : एक सामाजिक संस्था — भाषा आणि व्यक्तिस्वातंत्र्य — भाषेच्या अभ्यासाची आवश्यकता. भाषाअभ्यासाची अंगे, भाषाभ्यास पद्धती —वर्णनात्मक भाषाभ्यासपद्धती, ऐतिहासिक भाषाभ्यासपद्धती, तौलनिक भाषाभ्यासपद्धती, समाजभाषाभ्यासपद्धती.
  २. **स्वनविज्ञान आणि स्वननिर्मिती** :— वागिंद्रियाची रचना व कार्ये  
स्वनविज्ञानाचे स्वरूप—स्वन निर्माण करणारी इंद्रिये—जिभेचे महत्त्व—स्वननिर्मितीची प्रक्रिया—मुखमार्ग, नासिकामार्ग आणि पडजीभ— दात आणि ओठ यांचे कार्य—तालुपटाची रचना व कार्य—स्वरांचे स्वरूप, लक्षणे व प्रकार—व्यंजनांचे स्वरूप लक्षणे व प्रकार—स्वरांच्या वर्गीकरणाची तत्त्वे— स्वननिर्मितीमधील ‘प्रयत्ना’चे स्वरूप.
  ३. **स्वनिम विचार** :— स्वनिम निश्चितीचे तत्त्वे, विनियोग संकल्पनेचा स्थूल परिचय, स्वन, स्वनिम व स्वनांतर यामधील परस्परसंबंध, मराठी स्वनिमव्यवस्थेची रूपरेषा, स्वरस्वनिम, अर्धस्वरस्वनिम, व्यंजनस्वनिम यांचे वर्गीकरण.
  ४. **रूपिम विचार** :— रूपिमचे तत्त्व, रूपिका—रूपिम आणि रूपिकांतर यामधील परस्परसंबंध, रूपिकांचे प्रकार प्रकृति (धातू) आणि प्रत्यय यांचे वर्गीकरण (आशयबोधक रूपिम व कार्यकारी रूपिम)
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## द्वितीय सत्र

एकूण तासिका— ४८

५. **वाक्यविचार** — वाक्यविन्यास संकल्पना आणि मराठीतील वाक्यविन्यास व्यवस्था, वाक्याचे घटक
  ६. **अर्थविचार** — अर्थविन्यास व मराठीतील त्याचे स्वरूप, अर्थ ही संकल्पना, अर्थाचे विविध प्रकार
  ७. **ऐतिहासिक भाषाभ्यासपद्धती** — सर विल्यम जोन्स यांचा सिद्धांत — ऐतिहासिक भाषाविज्ञानाचे स्वरूप — कार्य, **भाषाकुलाची संकल्पना** — भाषांचे वर्गीकरण — जगातील प्रमुख भाषाकुले — इंडो युरोपियन भाषाकुल — आर्य भाषाकुल व मराठी भाषा — होन्लॅ यांचा अंतर् बहिर् वर्तुळ सिद्धांत.
  ८. **मराठी भाषेची उत्पत्ती** :— मराठी भाषेची उत्पत्ती व त्यासंबंधीची साधने — मराठी भाषेच्या उत्पत्ती संबंधी विविध सिद्धांत — वैद्य—गुणे वाद, मराठीचे कालिक भेद
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## ❖ संदर्भ साहित्य

१. भाषाविज्ञान : वर्णनात्मक व ऐतिहासिक — संपादक— मालशे, इनामदार, सोमण.
  २. भाषा: इतिहास आणि भूगोल — डॉ. ना. गो. कालेलकर.
  ३. ऐतिहासिक भाषाशास्त्र — डॉ. र. रा गोसावी
  ४. वर्णनात्मक भाषाविज्ञान— स्वरूप आणि पध्दती — संपादक— डॉ. काळे, डॉ. सोमण.
  ५. भाषा — अंतःसूत्र आणि व्यवहार— संपादक— मुं. ग पानसे.
  ६. भाषा व संस्कृती — डॉ. ना. गो. कालेलकर.
  ७. अभिनव भाषाविज्ञान — डॉ. गं. ना. जोगळेकर
  ८. भाषाविज्ञान परिचय — डॉ. मालशे, डॉ. सोमण, डॉ. पुंडे
  ९. वर्णनात्मक भाषाविज्ञान — डॉ. लीला गोविलकर
  १०. भाषाशास्त्र विचार — डॉ. र. बा मंचरकर
  ११. मराठी भाषेचा आर्थिक संसार — अशोक केळकर
  १२. मराठीचे वर्णनात्मक भाषाविज्ञान — डॉ. महेंद्र कदम
  १३. मराठीचा भाषिक अभ्यास — संपादक मु. श्री. कानडे
  १४. सुबोध भाषाशास्त्र — डॉ. प्र. न. जोशी
  १५. मराठी भाषेचा इतिहास — डॉ. गं. ना जोगळेकर
  १६. सुलभ भाषाविज्ञान — डॉ. द. दि. पुंडे
  १७. सामाजिक भाषाविज्ञान — संपादक डॉ. जयश्री पाटणकर
  १८. सामाजिक भाषाविज्ञान व बोली— डॉ. शशिकला कांबळे
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तृतीय वर्ष कला (T.Y.B.A)  
मराठी ( विशेषस्तर पेपर —४ )  
भाषाविज्ञान — S- 4  
सन २०१५—२०१६ पासून  
प्रथम सत्र

प्रश्नपत्रिका स्वरूप व गुणविभागणी आराखडा

(सन २०१५—२०१६ पासून)

वेळ — २ तास

एकूण गुण — ६०

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प्र. १ला. खालील प्रश्नांची २० शब्दांपर्यंत उत्तरे लिहा. गुण — १४

यामध्ये एकूण १० प्रश्न विचारावेत, पैकी कोणतेही ७ प्रश्न सोडवावेत.

प्रश्न २रा. खालील प्रश्नांची ५० शब्दांपर्यंत उत्तरे लिहा. गुण — ०८

यामध्ये एकूण ४ प्रश्न विचारावेत, पैकी कोणतेही २ प्रश्न सोडवावेत.

प्रश्न ३रा. खालील प्रश्नांची १५० शब्दांपर्यंत उत्तरे लिहा. गुण — १८

यामध्ये एकूण ४ प्रश्न विचारावेत, पैकी कोणतेही ३ प्रश्न सोडवावेत.

प्रश्न ४ था. खालील प्रश्नांची ३०० शब्दांपर्यंत उत्तरे लिहा. गुण — २०

यामध्ये एकूण ४ प्रश्न विचारावेत, पैकी कोणतेही २ प्रश्न सोडवावेत.

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तृतीय वर्ष कला (T.Y.B.A)  
मराठी ( विशेषस्तर पेपर —४ )  
भाषाविज्ञान — S- 4

वार्षिक प्रश्नपत्रिका स्वरूप व गुणविभागणी आराखडा

(सन २०१५—२०१६ पासून)

वेळ — ३ तास

गुण — ८०

प्र. १ला. खालील प्रश्नांची २० शब्दांपर्यंत उत्तरे लिहा. गुण — २०

यामध्ये द्वितीय सत्रातील अभ्यासक्रमाशी संबंधित एकूण १३ प्रश्न विचारावेत, पैकी कोणतेही १० प्रश्न सोडवावेत.

प्रश्न २रा. खालील प्रश्नांची ५० शब्दांपर्यंत उत्तरे लिहा. गुण — १०

यामध्ये द्वितीय सत्रातील अभ्यासक्रमाशी संबंधित एकूण ४ प्रश्न विचारावेत, पैकी कोणतेही २ प्रश्न सोडवावेत.

प्रश्न ३रा. खालील प्रश्नांची १५० शब्दांपर्यंत उत्तरे लिहा. गुण — २०

अ) प्रथम सत्रातील अभ्यासक्रमाशी संबंधित २ प्रश्न विचारावेत, पैकी कोणताही १ प्रश्न सोडवावा.

ब) द्वितीय सत्रातील अभ्यासक्रमाशी संबंधित एकूण २ प्रश्न विचारावेत, पैकी कोणताही १ प्रश्न सोडवावा.

प्रश्न ४ था. खालील प्रश्नांची ३०० शब्दांपर्यंत उत्तरे लिहा. गुण — ३०

अ) प्रथम सत्रातील अभ्यासक्रमाशी संबंधित २ प्रश्न विचारावेत, पैकी कोणताही १ प्रश्न सोडवावा.

ब) द्वितीय सत्रातील अभ्यासक्रमाशी संबंधित एकूण २ प्रश्न विचारावेत, पैकी कोणताही १ प्रश्न सोडवावा.

***SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE.***

**POLITICAL SCIENCE**

**Syllabus for TYBA**

**80:20 Pattern to be implemented from 2015-16**

**General Course**

Paper No

Paper Title

G - 3

Political Ideologies  
OR

G - 3

Local Self Government In Maharashtra

**Special Course**

S - 3

Public Administration

S - 4

International Politics

## **SYLLABUS FOR TYBA POLITICAL SCIENCE (G-3)**

### **POLITICAL IDEALOGIES**

#### **Course Rationale:**

This paper studies the role of different political ideologies and their impact in politics. Each ideology is critically studied in its historical context. In course of its evolution and development, the different streams and subtle nuances within each ideology, the changes and continuities in its doctrine and its relevance to contemporary times are highlighted. The close link between an idea and its actual realization in public policy needs to be explained as well. The philosophical basis of the ideologies is emphasized with special emphasis on key thinkers and their theoretical formulations. The legacy of all the major ideologies is to be critically assessed.

#### **SECTION-I**

##### **UNIT-I: - Ideology** **08**

- a) Origin, Meaning, Definition
- b) Nature and Scope

##### **UNIT-II: - Nationalism** **14**

- a) Meaning, Definitions and Elements
- b) Progressive and Reactionary
- c) Internationalism

##### **UNIT-III: - Democratic Socialism** **14**

- a) Meaning, Nature and Features
- b) Achievements and Limitations
- c) Types : Fabianism, Syndicalism, Guild Socialism

##### **UNIT-IV: - Fascism** **12**

- a) Factors responsible for the rise of Fascism
- b) Principles
- c) Corporate State

#### **SECTION-II**

##### **UNIT-V: - Marxism** **12**

- a) Historical Materialism
- b) Theory of Surplus Value
- c) Marxian State

##### **UNIT-VI: - Phule-Ambekarism** **12**

- a) Equality
- b) Religion
- c) Democracy

**UNIT-VII: - Gandhism**

**12**

- a) Truth and Non-Violence
- b) Theory of Satyagraha
- c) Gram Swaraj

**UNIT-VIII: - Feminism**

**12**

- a) Meaning and Nature
- b) Liberal Feminism
- c) Feminism in India : Caste, Patriarchy, Women's Representation

**Readings:**

- L. P. Baradat, Political Ideologies: Their Origins and Impact, Englewood Cliffs NJ, Prentice Hall, 1989.
- . ———, The Liberal Tradition in China, Hong Kong and New York, Chinese University of Hong Kong Press, 1983.
- D. Bell, The End of Ideology, New York, The Free Press, 1960.
- R. N. Berki, Socialism, London, John Dent and Sons, 1975.
- Sir I. Berlin, "Nationalism: Past Neglect and Present Power" in H. Hardy (ed.) Against the Current, Oxford, Oxford University Press, 1981.
- J. Bondurant, Conquest of Violence: the Gandhian Philosophy of Conflict, Berkeley, University of California Press, 1965.
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- P. Gay, The Dilemma of Democratic Socialism: Eduard Bernstein's challenge to Marx, New York, Columbia University Press, 1952.
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- Political Science 76 J. Gray, Liberalism, Minneapolis, University of Minnesota Press, 1986.
- J. Gray, Liberalisms: Essays in Political Philosophy, London, Routledge, 1989.
- D. Ingersoll and R.K. Mathews, The Philosophic Roots of Modern Ideologies: Liberalism, Communism and Fascism, Englewood Cliffs NJ, Prentice Hall, 1991.
- R. N. Iyer, The Moral and Political Thought of Mahatma Gandhi, New York, Oxford University Press, 1973.
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- D. J. Manning, Liberalism, London, John Dent and Sons, 1976.
- H. C. Mansfield, The Spirit of Liberalism, Cambridge, Harvard University Press. Political Science 77
- D. McLellan, Marxism after Marx, London, Macmillan, 1975.
- , On Nationality, Oxford, The Clarendon Press, 1995.
- Dr. Lodhi Kaniz Fatma Niyaz Ahmed, Modern Political Ideologies, Success Publication, Pune, 2015.
- Dr. Benke Suvana, Political Theory (Marathi), Peasant Publication, Jalgaon, 2014.
- Dr. Chavan Shankar, Modern Political Ideology (Marathi), Pratima Prakashan, Pune.
- Dr. Devare P.D., & Dr. D.S. Nikumbh, Modern Political Ideologies (Marathi), Prashant Publication, Jalgaon, 2008.
- Dr. Date Sunil & Dr. Dhobale Ramesh, Political Ideologies (Marathi), Vidya Book Publishers, Aurangabad, 2009.
- Dr. Rathi Shubhangi, Modern Political Ideologies (Marathi), Atharva Publication, Jalgaon, 2014.
- Kulkarni A.N., Modern Political Ideologies, Vidya Prakashan Nagpur, 2014

**OR**

## **SYLLABUS FOR TYBA POLITICAL SCIENCE (G-3)**

### **LOICAL SELF GOVERNMENT IN MAHARASHTRA**

#### **Objectives :-**

The content of this course are designed with following objectives.

- 1) To introduce the students to the structure of Local Self Government of Maharashtra.
- 2) To make students aware of the various Local Self Institutions, their functions, compositions and importance.
- 3) To identity the role of Local Government and Local Leadership in development.

#### **SECTION-I**

##### **UNIT-I: - Evolution of Local Self Government** **10**

- a) Pre-Independence Period : British Period
- b) Post-Independence Period :Community Development Programme, Balwantrao Mehta Committee.

##### **UNIT-II: - Various Committees of Local Self Government in Maharashtra** **12**

- a) Vasantao Naik Committee
- b) L. N. Bongirwar Committee
- c) Prin. P. B. Patil Committee

##### **UNIT-III: - 73<sup>rd</sup> and 74<sup>th</sup> Amendments** **12**

- a) 73<sup>rd</sup> Amendment
- b) 74<sup>th</sup> Amendment
- c) Importance

##### **UNIT-IV: - Rural Local Bodies : Composition, Power and Functions** **14**

- a) Gram Sabha and Gram Panchayat
- b) Panchayat Samiti
- c) Zillah Parishad

#### **SECTION-II**

##### **UNIT-V: - Urban Local Bodies: Composition, Power and Functions** **14**

- a) Nagar Panchayat
- b) Municipal Council
- c) Municipal Corporation

##### **UNIT-VI: - State Election Commission** **12**

- a. Structure, Power and Functions
- b. Election Reforms

##### **UNIT-VII: - Role of Leadership in Development** **12**

- a) Emerging patterns of Leadership
- b) Impact of leadership on development

##### **UNIT-VIII: - Challenges before Local Self Government** **10**

- a) Issues in local finance
- b) Issues of participation

**Reference Books :-**

1. Maheshwari S. R., Local Self Government in India, Orient Longman, 1971.
2. Avasthi A. (ed.), Municipal Corporation in India, L. N. Agarwal, Agra, 1972.
3. Sharma M.P., Local Self Government in India, Munshiram Manoharial, New Delhi, 1978.
4. Inamdar N.R., Educational Administration in the Zillah Parishad in Maharashtra, Popular Publication, Mumbai, 1974.
5. Venkatesan V., Institutionalising Panchayati Raj in India, Institute of Social Sciences, New Delhi, 2002.
6. Dr. Khandve Eknath, Government and Politics of Maharashtra (Marathi), Pearson Publication, Delhi, 2013.
7. Birajdar T.S. & Dr. Ghodake Sharad, Local Self Government in India (Marathi), Anshul Prakashan, Nagpur, 1999.
8. Dr. Shirsath Shyam and Bainade, Panchayati Raj and Urban Development (Marathi), Vidya Books, Aurangabad, 2014.
9. Dr. Rathi Shubhangi, Socio-political Movement and Administration in Maharashtra (Marathi), Atharv Publication, Jalgaon, 2014.
10. Bang K.R. Local Self Government in India : Special reference to Maharashtra (Marathi), Mangesh Prakashan, Nagpur, 2005.
11. Dr. Nalawade Pandit, Decentralization of Power and 73<sup>rd</sup> Constitutional Amendment (Marathi), Chinmay Publication, Aurangabad, 2008.
12. Aawale Manoj, Local Self Government in India (Marathi)

## SYLLABUS FOR TYBA POLITICAL SCIENCE (S-3)

### PUBLIC ADMINISTRATION

#### Course Rationale:

This paper is an introductory course in Public Administration. The essence of Public Administration lies in its effectiveness in translating the governing philosophy into programmes, policies and activities and making it a part of community living. The paper covers personnel public administration in its historical context thereby proceeding to highlight several of its categories, which have developed administrative salience and capabilities to deal with the process of change. The recent developments and particularly the emergence of New Public Administrations are incorporated within the larger paradigm of democratic legitimacy. The importance of legislative and judicial control over administration is also highlighted

#### **SECTION-I**

##### **UNIT-I: - Public Administration** **12**

- a) Meaning
- b) Nature
- c) Scope and Significance

##### **UNIT-II: - New Public Administration** **12**

- a) Evolution
- b) Salient Features
- c) Goals

##### **UNIT III:- Approaches to Public Administration.** **12**

- a) Traditional Approach
- b) Behavioral Approach
- c) System Approach

##### **UNIT-IV: - Governance** **12**

- a) Idea of Good Governance
- b) E-Governance
- c) Public Private Partnership

#### **SECTION-II**

##### **UNIT-V:- Bureaucracy** **12**

- a) Meaning and Definitions
- b) Administrative Reforms

##### **UNIT-VI: - Personnel Administration** **12**

- a) Recruitment
- b) Training
- c) Promotion

##### **UNIT-VII: - Budget** **12**

- a) Meaning and types
- b) Budgetary Process in India

## **UNIT-VIII: - Accountability and Control**

12

- a) Administrative Accountability
- b) Legislative Control
- c) Judicial Control

### **Readings:**

1. P. H. Appleby, Policy and Administration, Alabama University of Alabama Press, 1957.
2. A. Avasthi and S. R. Maheshwari, Public Administration, Agra, Lakshmi Narran Aggrawal, 1996.
3. D. D. Basu, Administrative Law, New Delhi, Prentice Hall, 1986.
4. C. P. Bhambri, Administration in a Changing Society: Bureaucracy and Politics in India, Delhi, Vikas, 1991.
5. M. Bhattacharya, Public Administration: Structure, Process and Behavior, Calcutta, The World Press, 1991.
6. M. E. Dimock and G. O. Dimock, Public Administration, Oxford, IBH Publishing Co., 1975.
7. ———— Administrative Vitality: The Conflict with Bureaucracy, New York, Harper, 1959.
8. E. N. Gladden, The Essentials of Public Administration, London, Staples Press, 1958.
9. S. R. Maheshwari, Administrative Theories, New Delhi, Allied, 1994.
10. S. R. Nigam, Principles of Public Administration, Allahabad Kitab Mahal, 1980.
11. F. A. Nigro and L.S. Nigro, Modern Public Administration, New York, Harper and Row, 1984.
12. O. Glenn Stahl, Public Personnel Administration, New York, Harper & Brothers, 1956.
13. D. Waldo (ed), Ideas and Issues in Public Administration, New York, Mc Graw Hill, 1953.
14. N. D. White, Introduction to the Study of Public Administration New York, Macmillan, 1955
15. M Laxmikanth, Public Administration, , New Delhi ,Mc Graw Hill,2012
16. Avasthi Amreshwar, Maheshwari Shriram, (1982) Public Administration, Lakshmi Narran Aggrawal, Agra – 3
17. Bhagwan Vishnu, Bhushan Vidya (2007), Public Administration, S Chand and Company Ltd, New Delhi
18. Dr.Benke Suvarna (2015), *Public Administration (Marathi)*, Peasant Publication, Jalgaon, 2015.
19. Dr.Arjun Darshankar (2000), Panchayat Raj aani Nagari Prashan, Kailas Prakashan, Aurangabad, 4<sup>th</sup> Edition.
20. Patil V B, *Lok Prashasan*, Shri Mangesh Prakashan, Nagpur
21. Rumki Basu, (2004) Public Administration: Concepts and Theories, Sterling Publication, Delhi.
22. Bhogale Shantaram, (2006) *Lokprashasanache Siddhant aani Kaeryapadhati*, Kailas Prakashan, Aurangabad.
23. Patil B. B., *Public Administration (Marathi)*, Phadake Prakashan, Kolhapur, 2004.



## **SYLLABUS FOR TYBA POLITICAL SCIENCE (S-4)**

### **INTERNATIONAL POLITICS**

#### **Course Rationale:**

This paper deals with concepts and dimensions of international relations and makes an analysis of different theories highlighting the major debates and differences within the different theoretical paradigms. The dominant theories of power and the question of equity and justice, the different aspects of balance of power leading to the present situation of a unipolar world are included. It highlights various aspects of conflict and conflict resolution, collective security and in the specificity of the long period of the post Second World War phase of the Cold War, of Détente and Deterrence leading to theories of rough parity in armaments.

#### **SECTION-I:**

##### **UNIT I :- International Politics** **12**

- a) Nature and Scope
- b) Theories of Idealism and Realism

##### **UNIT II :- Approaches to the Study of International Relations** **12**

- a) Power Approach
- b) Decision Making Approach
- c) System Approach

##### **UNIT III :- Power** **12**

- a) Meaning
- b) Elements
- c) Changing Nature of the National Power

##### **UNIT IV :- Balance of Power** **12**

- a) Meaning and Nature
- b) Characteristics
- c) Changing Nature of the Balance of Power

#### **SECTION –II**

##### **UNIT V :- Security** **12**

- a) Meaning and definition
- b) Regional Security
- c) Collective Security

##### **UNIT VI :- Diplomacy** **12**

- a) Meaning
- b) Types of Diplomacy
- c) Challenges To Diplomacy

**UNIT VII :- Disarmament****12**

- a) Meaning and Nature
- b) Types of Disarmament
- c) Issues and Challenges

**UNIT VIII :- Issues in International Politics****12**

- a) Human Rights –Its variations and Measures
- b) Terrorism – Causes and Consciousness

**Readings:**

- D. A. Baldwin (ed.), Neo-realism and Neo-liberalism, New York, Columbia University Press, 1993. (ed.), Paradoxes of Power, New York, Basil Blackwell, 1989.
- J. C. Bennett (ed.), Nuclear Weapons and the Conflict of Conscience, New York, Charles Scribner's Sons, 1962.
- D.G. Brennan (ed.), Arms Control, Disarmament and National Security, New York, George Braziller, 1961.
- H. Bull, The Control of the Arms Race, New York, Praeger, 1961.
- K von Clausewitz, War, Politics and Power: Selections, Chicago, Henry Regnery Company, 1962.
- W. D. Coplin, Introduction to International Politics, Chicago, Markham, 1971
- K. Deutsch, The Analysis of International Relations, Englewood Cliffs NJ, Prentice Hall, 1967. J. E. Dougherty, How to think about Arms Control and Disarmament, New York, Alfred A. Knopf, 1962
- R. L. Pfaltzfraff, Jr., Contending Theories of International Relations, Philadelphia, J.B. Lippincott Co., 1970.
- W. Epstein, Disarmament: 25 years of Effort, Toronto, Canadian Institute of International Affairs, 1971.
- The Last Chance: Nuclear Proliferation and Arms Control, New York, The Free Press, 1976.
- R. A. Falk, Law, Morality and War in the Contemporary World, New York, Frederick A Praegar, 1963
- H. W. Forbes, The Strategy of Disarmament, Washington DC, Public Affairs Press, 1962.
- J. Galtung, The True Worlds: A Transnational Perspective, New York, The Free Press, 1980.
- F. I. Greenstein and N. W. Polsby, Theory of International Relations, Reading Massachusetts, Addison-Wesley, 1979.
- K.J. Holsti, Why Nations Realign, London, Allen and Unwin, 1982.
- , The Dividing Discipline, Boston, Allen and Unwin, 1985.
- , Peace and War: Armed Conflicts and International Order 1648-1989, Cambridge, Cambridge University Press, 1991.
- A. Hurrell, "Collective Security and International Order Revisited" International Relations, Vol. II, No.1, April.
- . R. O. Keohane, After Hegemony: Cooperation and Discord in the World Political Economy, Princeton NJ, Princeton, University Press, 1984.
- (ed.), Neo-realism and Its Critics, New York, Columbia University Press, 1986.
- , International Institutions and State Power, Boulder Colorado, Westview Press, 1989. ———
- and E. Ostrom (eds.), Local Commons and Global Interdependence: Heterogeneity and Co-operation in Two Domains, London, Sage, 1994.
- S. D. Krasner (ed.), International Regimes, Ithaca NY, Cornell University Press, 1983.
- Political Science 23 H. D. Lasswell, World Politics and Personal Insecurity, New York, McGraw-Hill Book Company, 1953.
- H. J. Morgenthau, Politics Among Nations, 6th edition, revised by K. W. Thompson, New York, Alfred Knopf, 1985.
- J. A. Vasquez, The Power of Power Politics, London, Frances Pinter, 1983.

- K. N. Waltz, Theory of International Politics, Reading Massachusetts, Addison-Wesley, 1979.
- , “The emerging structure of International Politics”, International Security, 18, 1993, pp. 44-79.
- A. Wolfers, Discord and Collaboration, Baltimore, Johns Hopkins University Press, 1962
- Dr. Raipurkar Vasant, International Relations (Marathi), Mangesh Prakashan Nagpur, 2009.
- Dr. Amrutkar Prashant, Theory of International Relations (Marathi), Chinmay Publication, Aurangabad, 2014.
- Dr. Pendase Aruna and Uttara Sahashrabhudhe, International Relations (Marathi), Orient Longman Pvt. Ltd., Mumbai.
- Dr. Deolankar, Shailendra – International Relations (Marathi), Vidya Books, Aurangabad, 2004.

**SAVITRIBAI PHULE PUNE UNIVERSITY , PUNE**

**PUBLIC ADMINISTRATION**

**Syllabus for TYBA**

**80:20 Pattern to be implemented from 2015-16**

**General Course**

Paper No

Paper Title

G -3

Institutions and Issues in Indian Administration

**Special Course**

S - 3

Administrative Thinkers

S - 4

Development Administration

## **SYLLABUS FOR TYBA - PUBLIC ADMINISTRATION (G-3)**

### **INSTITUTIONS AND ISSUES IN INDIAN ADMINISTRATION**

#### **Objectives:-**

1. To introduce the students to the structure of Indian Administration.
2. To make students aware of the various issues related to the institutional behavior of Indian Administration.
3. To acquaint the students with concept of governance and its increasing significance in the era of globalization.

#### **SECTION-I**

##### **UNIT I: - Bureaucracy 12**

- a) Civil Services: All India services, Central Services, State Services.
- b) Recruiting Agencies (structure and function)
  - i. Union Public Service Commission
  - ii. State Public Service Commission
- c) Training
  - i. Nature of Indian Training System
  - ii. Indian Institute of Public Administration, New Delhi
  - iii. Lalbhadur Shastri Academy of Administration, Dehradun
  - iv. Administrative Staff College, Hyderabad

##### **UNIT II :- Public Finance 12**

- a) Meaning and Significance
- b) Budget
- c) Control Over Finance
  - i. Ministry of Finance
  - ii. Committee on Public Undertaking
  - iii. Public Account Committee
  - iv. Estimate Committee

##### **UNIT III: - Machinery for Planning 12**

- a) Planning Commission of India
- b) National Development Council
- c) State Planning Commission

##### **UNIT IV: - Voluntary Agencies 12**

- a) Meaning and Structure
- b) Functions and Importance
- c) Role of Voluntary Organizations

#### **SECTION-II**

##### **UNIT V: - Governance 12**

- a) Meaning
- b) Significance
- c) Devices

|   |           |
|---|-----------|
| <b>UNIT VI: - Law and Order</b>                           | <b>12</b> |
| a) Department of Law Affairs                              |           |
| b) Central Reserve Police                                 |           |
| c) State Reserve Police                                   |           |
| <b>UNIT VII: - Welfare Administration</b>                 | <b>12</b> |
| a) Reservation Policy and Social Justice                  |           |
| b) National Human Rights Commission                       |           |
| c) National Women Commission                              |           |
| <b>UNIT VIII: - Recent Issues</b>                         | <b>12</b> |
| a) Relationship between Political and Permanent Executive |           |
| b) Integrity in Administration : Lokpal and Lokayukta     |           |
| c) Liberalization, Privatization and Globalization        |           |

**Readings :**

1. Sing Hoshiar, Indian Administration, Kitab Mahal, Delhi, 2001.
2. Prasad Kamala, Indian Administration : Politics, Policies and Prospects, Dorling Kindersley India Pvt. Ltd., Delhi, 2006.
3. Maheswari S.R., Indian Administration, Orient Blackswan, New Delhi, 6<sup>th</sup> Edition, 2009.
4. Bhatnagar P.S., Indian Administration: Issues and Options, Mangal Deep Publication, Jaipur, 2003.
5. Ahmed Nassem, Indian Public Administration, Anmol Publication, New Delhi, 2005.
6. Fadiya B.L., Indian Administration (Hindi), Sahitya Bhawan Publication, Agra 2000.
7. Patil B.D., Development Administration (Marathi), Vidya Prakashan, Nagpur.

## **SYLLABUS FOR TYBA - PUBLIC ADMINISTRATION (S-3)**

### **ADMINISTRATIVE THINKERS**

#### **Objectives:-**

1. To acquaint the students with the main administrative ideas of major administrative thinkers.
2. To make the students aware of the contributions made by thinkers to the administrative thinking.

#### **SECTION-I**

##### **UNIT-I: - Kautilya** **12**

- a) Principles of Administration
- b) Machinery of Administration
- c) Administrative Corruptions

##### **UNIT-II: - F. W. Taylor** **12**

- a) Concept and Objectives of Scientific Management
- b) Principles and Impacts of Scientific Management
- c) Critical Evaluation

##### **UNIT-III: - Woodrow Wilson** **12**

- a) Views on Administration
- b) Dichotomy between Administration and Politics

##### **UNIT-IV: - Max Weber** **12**

- a) Views on Authority, Organization and Legitimacy
- b) Weberian Model of Bureaucracy

#### **SECTION-II**

##### **UNIT-V: - Chester Barnard** **12**

- a) Views on Organization
- b) Theory of Authority
- c) Functions of Executive

##### **UNIT-VI: - Pandit Nehru** **12**

- a) Views on Bureaucracy
- b) Decentralization
- c) Socialism and Administration

##### **UNIT-VII: - Herbert Siman** **12**

- a) Views on Traditional Administration
- b) Views on Behaviouralism
- c) Decision Making Model

##### **UNIT-VIII:- F. W. Riggs** **12**

- a) Ecological Approach
- b) Structural – Functional Approach
- c) Diffracted – fused Prismatic Society and SALA Model

**Readings : -**

1. Ali Slim-sum Nila, Eminent Administrative Thinkers, Associated Publishing House, New Delhi, 1984.
2. Maheshwari S.R., Administrative Thinkers, Macmillan India Ltd., Mumbai, 1998.
3. Prasad Ravindra and others, Administrative Thinkers, Sterling Publishers, New Delhi, 1980. (Marathi translation- Phadake V.Y., K Sagar Publication, Pune)
4. Mukhi H. R., Administrative Thinkers, SDB Publishers, New Delhi.
5. Joshi and Parikh, Administrative Thinkers, Ravat Publications, Jaypur, 1999.
6. Kottapalle Laxman, Western and Indian Administrative Thinkers (Marathi), Nirmal Prakashan, Nanded.
7. Dr. Shirsath Sham and others, Administrative Thinkers (Marathi), Dnyansemidha Publishing, Aurangabad.
8. Dr. Naik Nandakumar, Administrative Thinkers (Marathi), Vidya Books, Aurangabad, 1999.
9. Prasad D. Ravindra, Administrative Thinkers (Marathi), K Sagar Publishers, Pune, 2011.
10. Kottapalle Laxman, Modern Administrative Thinkers, Kalpana Prakashan, Nanded, 1991.



## **SYLLABUS FOR TYBA - PUBLIC ADMINISTRATION**

### **DEVELOPMENT ADMINISTRATION (S-4)**

#### **Objectives :**

- 1) To acquaint the student with the concept of Development Administration.
- 2) To highlight the role of the Administration in Development.

#### **SECTION-I**

|   |           |
|---|-----------|
| <b>UNIT I: - Development Administration</b>                   | <b>12</b> |
| a) Meaning , Nature and Scope                                 |           |
| b) Significance and Features                                  |           |
| c) Public Administration and Development                      |           |
| <b>UNIT II:- New Strategy of Development</b>                  | <b>12</b> |
| a) Central Level Planning (NITI)                              |           |
| b) State Level Planning                                       |           |
| c) District Level Planning                                    |           |
| <b>UNIT III:- Social Welfare in India</b>                     | <b>12</b> |
| a) Concept and Meaning  |           |
| b) Importance   |           |
| c) Dimensions   |           |
| <b>UNIT IV:- Challenges before Development Administration</b> | <b>12</b> |
| a) Regionalism  |           |
| b) Corruption   |           |
| c) Population Explosion                                       |           |

#### **SECTION-II**

|   |           |
|---|-----------|
| <b>UNIT VI:- Bureaucracy</b>                                  | <b>12</b> |
| a) Meaning and Nature   |           |
| b) Features and Functions                                     |           |
| c) Changing role of bureaucracy in Development Administration |           |
| <b>UNIT VI:- Rural Development</b>                            | <b>12</b> |
| a) Meaning and Concept  |           |
| b) Role of Panchayati Raj                                     |           |
| c) District Rural Development Agency                          |           |
| <b>UNIT VII:- People Participation in Development</b>         | <b>12</b> |
| a) Meaning and Concept  |           |
| b) Importance of people participation                         |           |
| c) Sant Gadgebaba Gram Swachata Abhiyan                       |           |

## **UNIT VIII: - Emerging Issues in Development**

**12**

- a) Globalization
- b) Public-Private Partnership
- c) Administrative Neutrality

### **Readings :**

1. Sapru R.K., Development Administration, Sterling Publishing Pvt. Ltd., New Delhi, 1994.
2. Chatterji S.K., Development Administration with special reference to India, Surjit Publication, New Delhi, 1981.
3. Sharma R.D., Development Administration: Theory and Practice, R. D. Publishers and Distributors, Delhi, 1992.
4. Dr. Inamdar N.R., Dr. Kshire V.K., District Planning in Maharashtra, Oxford, Delhi, 1986.
5. Bhalerao C.N., (ed.), Administration, Politics and Development in India, Bombay Lalwani Publishing House.
6. Patil B.B., Development Administration (Marathi), Fadake Prakashan, Kolhapur.
7. Bang K.R., Development Administration (Marathi), Vidya Books Publishers, Aurangabad, 2011.

# **Revised Syllabi for Three - Year Integrated B.Com. Degree course (From June 2013)**

## **1) INTRODUCTION**

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

|             |                    |           |
|-------------|--------------------|-----------|
| <b>i)</b>   | First Year B.Com.  | 2013-2014 |
| <b>ii)</b>  | Second Year B.Com. | 2014-2015 |
| <b>iii)</b> | Third Year B.Com.  | 2015-2016 |

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

## **2) ELIGIBILITY**

1. No Candidates shall be admitted to enter the First Year of the B.Com. Degree Course (Revised Structure) unless he/she has passed the Higher Secondary School Certificate Examination of the Maharashtra State Board of Higher Secondary Education Board or equivalent or University with English as a passing subject.
2. No candidate shall be admitted to the annual examination of the First year B.Com. (Revised Structure) unless he/ she has satisfactorily kept two terms for the course at the college at the college affiliated to this University.
3. No candidate shall be admitted to the annual examination of the Second Year unless he/she has kept two terms satisfactorily for the course at the college affiliated to this University.
4. No candidate shall be admitted to the Third year of the B.Com. Degree Course (Revised Structure) unless he/she has passed in all the papers at the First Year B.Com. Examination and has passed in all the papers at the first Year B.Com. Examination and has satisfactorily kept terms for the second year and also two terms for the third year of B.Com. satisfactorily in a college affiliated to this University.

## **3) A.T.K.T. Rules :**

As far as A.T.K.T. is concerned, a student who fails in two theories and one practical head of passing at F.Y.B.Com may be admitted to S.Y.B.Com. likewise a student who fails in the two theory and one practical head of passing at S.Y.B.Com may be admitted to T.Y.B.Com. But a student passing S.Y.B.Com but fails in any subject at F.Y.B.Com cannot be admitted to T.Y.B.Com.

**4) (A) Revised Structure of B.Com. Course.**

| <b>F.Y.B.Com. w.e.f. 2013-14</b> |  |
|----------------------------------|--|
| <b>Sr. No.</b>                   | <b>Compulsory / Main Subjects</b>  |
| <b>101</b>                       | Compulsory English   |
| <b>102</b>                       | Financial Accounting   |
| <b>103</b>                       | Business Economics (Micro)   |
| <b>104 (A)</b>                   | Business Mathematics and Statistics  |
|                                  | or   |
| <b>104 (B)</b>                   | Computer Concepts and Applications   |
| <b>105</b>                       | <b>Optional Group (Any one of the following)</b> <ul style="list-style-type: none"> <li>a) Organizational Skill Development.</li> <li>b) Banking &amp; Finance</li> <li>c) Commercial Geography</li> <li>d) Defense Organization and Management in India</li> <li>e) Co-Operation.</li> <li>f) Managerial Economics</li> </ul>   |
| <b>106</b>                       | <b>Optional Group (Any one of the following)</b> <ul style="list-style-type: none"> <li>a) Essentials of E-Commerce</li> <li>b) Insurance &amp; Transport</li> <li>c) Marketing &amp; Salesmanship</li> <li>d) Consumer Protection &amp; Business Ethics.</li> <li>e) Business Environment &amp; Entrepreneurship</li> <li>f) Foundation Course in Commerce</li> </ul> |
| <b>107</b>                       | <b>(Any one of the language from the following groups)</b><br><b>Modern Indian Languages (M.I.L.)</b> -: Compulsory English / Marathi / Hindi / Gujarathi / Sindhi / Urdu / Persian.<br><br><b>Modern European Languages (M.E.L.)</b> -: French / German.<br><br><b>Ancient Indian Languages (A.I.L.)</b> -: Sanskrit.<br><br><b>Arabic.</b>                           |

| <b>S.Y.B.Com. w.e.f. 2014-15</b> |   |
|----------------------------------|---|
| <b>Sr. No.</b>                   | <b>Compulsory / Main Subjects</b>   |
| <b>201</b>                       | Business Communication.   |
| <b>202</b>                       | Corporate Accounting.   |
| <b>203</b>                       | Business Economics (Macro)  |
| <b>204</b>                       | Business Management   |
| <b>205</b>                       | Elements of Company Law   |
| <b>206</b>                       | <b>Special Subject – Paper I</b><br><b>(Any one of the following)</b> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking &amp; Finance.</li> </ul> |

|  |   |
|--|---|
|  | c) Business Laws & Practices.<br>d) Co-operation & Rural Development.<br>e) Cost & Works Accounting.<br>f) Business Statistics.<br>g) Business Entrepreneurship.<br>h) Marketing Management.<br>i) Agricultural & Industrial Economics.<br>j) Defense Budgeting, Finance & Management.<br>k) Insurance, Transport & Tourism.<br>l) Computer Programming and Applications. |
|--|---|

| <b>T.Y. B.Com. w.e.f. 2015-16</b> |   |
|-----------------------------------|---|
| <b>Sr. No.</b>                    | <b>Compulsory / Main Subjects</b>   |
| <b>301</b>                        | Business Regulatory Framework (Mercantile Law)  |
| <b>302</b>                        | Advanced Accounting.  |
| <b>303 (A)</b>                    | Indian & Global Economic Development  |
|                                   | Or  |
| <b>303 (B)</b>                    | International Economics   |
| <b>304</b>                        | Auditing & Taxation   |
| <b>305</b>                        | <b>Special Subject – Paper II</b><br><b>(Same special subject offered at S.Y. B.Com.)</b> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking &amp; Finance.</li> <li>c) Business Laws &amp; Practices.</li> <li>d) Co-operation &amp; Rural Development.</li> <li>e) Cost &amp; Works Accounting.</li> <li>f) Business Statistics.</li> <li>g) Business Entrepreneurship.</li> <li>h) Marketing Management.</li> <li>i) Agricultural &amp; Industrial Economics.</li> <li>j) Defense Budgeting, Finance &amp; Management.</li> <li>k) Insurance, Transport &amp; Tourism.</li> <li>l) Computer Programming and Applications.</li> </ul>  |
| <b>306</b>                        | <b>Special Subject – Paper III</b><br><b>(Same special subject offered at S.Y. B.Com.)</b> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking &amp; Finance.</li> <li>c) Business Laws &amp; Practices.</li> <li>d) Co-operation &amp; Rural Development.</li> <li>e) Cost &amp; Works Accounting.</li> <li>f) Business Statistics.</li> <li>g) Business Entrepreneurship.</li> <li>h) Marketing Management.</li> <li>i) Agricultural &amp; Industrial Economics.</li> <li>j) Defense Budgeting, Finance &amp; Management.</li> <li>k) Insurance, Transport &amp; Tourism.</li> <li>l) Computer Programming and Applications.</li> </ul> |

**B) Subjects Carrying Practical's**

There will be practical examination for the F.Y.B.Com. for the subject Financial Accounting. There will be practical and practical examinations for the special subjects at S.Y.B.Com. and T.Y.B.Com. levels. There will be Practical for the S.Y.B.Com level Compulsory subject Business Communication & for T.Y.B.Com Auditing & Taxation.

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

**(D)** In an exceptional cases, a student may change the subject chosen by him at second year during the first term of the third year provided he keeps the additional terms of the new subject at S.Y.B.Com.

**4. EXTERNAL CANDIDATES**

- 1) The student who has registered his name as the external student will appear at the annual examination.
- 2) The result of external student will be declared on the basis of Annual Examination of 80 marks for practical subjects by converting the same out of 100.
- 3) No foreign student shall be allowed to register as an External Student.

**5. MEDIUM OF INSTRUCTION.**

Medium of instruction for B.Com. degree course shall be either Marathi or English except languages.

The Medium of instructions for Business Communication (S.Y.B.Com) shall be English only.

**6. WORKLOAD**

The present norms of workload of lectures, tutorials and practicals per subject in respect of B.Com. Course shall continue.

**7. UNIVERSITY TERMS**

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

**8. VERIFICATION AND REVALUATION**

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

**9. EQUIVALENCE AND TRANSITORY PROVISION**

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

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

#### **10. RESTRUCTURING OF COURSES**

This new revised structure shall be made applicable to the colleges implementing 'Restructured Programme' at the undergraduate level from June, 2004. The existing pattern of 'C', 'D', and 'E' Components shall be continued.

The Colleges under the Restructured Programme which has revised their structure in the light of the "2008 Pattern" shall be introduced with effect from academic year 2010-11.

#### **11. SETTING OF QUESTION PAPERS**

1. A candidate shall have the option of answering the question in any of the subjects either in Marathi or English except in languages.
2. The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.
3. The question paper shall be balanced in respect of various topics outlined in the syllabus.
4. The question papers shall have combination of long and short answer type question. As far as possible short answer type questions should not exceed 15 to 20 percent.
5. There shall be no overall option in the question paper, instead, there shall be internal options (such as either/ or and three short answers out of five etc.).
6. In case of question paper under the Special Subject (Paper No. III) one question carrying 10 marks will be set on current knowledge in relating subject in the academic year.

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|                |   |           |
|----------------|---|-----------|
|                | <ul style="list-style-type: none"> <li>▪ Formation.</li> <li>▪ Legality.</li> <li>▪ Recognition.</li> </ul> <p>(Chapter 4.Sec.11-13 of I T Act,2000 relating to attribution, acknowledgement, dispatch of E-Records)</p> <ul style="list-style-type: none"> <li>• Digital Signatures –Meaning &amp; functions, Digital Signature certificates [Sections 35-39]</li> <li>• Legal issues involved in E-Contracts.</li> </ul>  |           |
| <b>Term II</b> |   |           |
| <b>5</b>       | <b>The Consumer Protection Act, 1986</b> <ul style="list-style-type: none"> <li>• Salient features of the C.P. Act.</li> <li>• Definitions-Consumer, Complainant, Services, Defect &amp; Deficiency, Complainant, unfair trade practice, restrictive trade practice.</li> <li>• Consumer Protection Councils.</li> <li>• Procedure to file complaint &amp; Procedure to deal with complaint &amp; Reliefs available to consumer.(Sec.12 to14)</li> <li>• Consumer Disputes Redressal Agencies. (Composition, Jurisdiction, Powers and Functions.)</li> </ul>  | <b>12</b> |
| <b>6</b>       | <b>Intellectual Property Rights : (IPRs)</b> <ul style="list-style-type: none"> <li>• WIPO: Brief summary of objectives, organs, programmes&amp; activities of WIPO.TRIPS: As an agreement to protect IPR-Objectives &amp; categories of IPR covered by TRIPS.</li> <li>• Definition and conceptual understanding of following IPRs under the relevant Indian current statutes.</li> <li>• Patent: Definition &amp; concept, Rights &amp; obligation of Patentee, its term.</li> <li>• Copyright: Characteristics &amp; subject matter of copyright, Author &amp; his Rights, term.</li> <li>• Trademark: Characteristics, functions, illustrations, various marks, term, internet domain name- Rights of trademark holder.</li> <li>• Design: Importance, characteristics, Rights of design holder.</li> <li>• Geographical Indications, Confidential Information &amp; Trade Secrets, Traditional knowledge—Meaning &amp; scope of these IPRs.</li> </ul> | <b>16</b> |
| <b>7</b>       | <b>Negotiable Instruments Act, 1881:</b> <ul style="list-style-type: none"> <li>• Concept of Negotiable Instruments: Characteristics, Meaning Important relevant definitions under the Act</li> <li>• Definitions, Essentials of promissory note, bill of exchange and cheque. Distinction between these instruments. Crossing of cheques – It's meaning and types.</li> <li>• Holder and holder in due course, Privileges of holder in due course.</li> <li>• Negotiation, endorsement, kinds of endorsement.</li> <li>• Liabilities of parties to negotiable instruments.</li> <li>• Dishonour of N. I., kinds, law relating to notice of dishonour. Dishonour of cheques.</li> </ul>   | <b>14</b> |
| <b>8</b>       | <b>Arbitration &amp; Conciliation:</b> <ul style="list-style-type: none"> <li>• Concept of Arbitration &amp; Conciliation.</li> <li>• Definition &amp; Essentials of Arbitration Agreement.</li> </ul>  | <b>06</b> |

|  |   |           |
|--|---|-----------|
|  | <ul style="list-style-type: none"> <li>• Power and Duties of Arbitration. Conciliation proceeding. (Provisions of Arbitration &amp; Conciliation Act, 1996 in nutshell to be covered.)</li> </ul> |           |
|  | <b>Total</b>  | <b>48</b> |

### **Recommended Books:**

- 1) Business and Corporate Law :- Dr. Kaur Harpreet, Lexis Nexis (2013)
- 2) Laws for Business, Sulphery M.M.&Basheer, PHI Learning Pvt. Ltd., Delhi. (2013)
- 3) Business Laws :- Kuchhal M.C.&KuchhalVivek, Vikas Publishing House (2013)
- 4) Business and Commercial Laws:-Sen And Mitra
- 5) An Introduction to Mercantile Laws :-N.D.Kapoor
- 6) Business Laws :- N.M.Wechlekar
- 7) Company Law :-Avtar Singh
- 8) Business Law for Management :-Bulchandani K.R
- 9) Negotiable Instruments Act :-Khergamwala
- 10) Intellectual Property Law:-P.Narayan.
- 11) Cyber Laws :- Krishna Kumar
- 12) Consumer Protection Act In India :-Niraj Kumar
- 13) Consumer Grievance Redressal under CPA :-Deepa Sharma.
- 14) Business Law – Dilip Shinde, Kiran Nerkar, Shantnu Jog, Anant Deshmukh  
(Sai Jyoti Publication)

**T.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name :- Advanced Accounting.**  
**Course Code :- 302**

**Objectives:-**

- ❖ To impart the knowledge of various accounting concepts
- ❖ To instill the knowledge about accounting procedures, methods and techniques.
- ❖ To acquaint them with practical approach to accounts writing by using software package.

**TERM - I**

| Unit No.         | Topic and Contents  | No. of Lectures |
|------------------|---|-----------------|
| 1.               | <b>Accounting Standards &amp; Financial Reporting (Introduction to IFRS-Fair Value Accounting):-</b><br>Brief Review of Indian Accounting Standard :- AS- 3, AS-7, AS-12, AS-15 AS-17 to AS-25 simple practical examples of application nature.   | 12              |
| 2.               | <b>Final Accounts of Banking Companies :-</b><br>* Introduction of Banking Company - Legal Provisions - Non Performing Assets (NPA) - Reserve Fund - Acceptance, Endorsements & Other Obligations - Bills for Collection - Rebate on Bills Discounted - Provision for Bad and Doubtful Debts - Preparation of Final Accounts in vertical form as per Banking Regulation Act 1949.<br>* Introduction to Core Banking System.   | 12              |
| 3.               | <b>Insurance Claim Accounts :-</b><br><b>A. Claim for Loss of Stock</b> - Introduction - Procedure for Calculation - Average Clause - Treatment of abnormal items of goods - Under & Overvaluation of Stock.<br><b>B. Claim for Loss of Profit</b> - Introduction - Indemnity under policy - Some important terms - Procedure for ascertaining claims.<br><b>C. Claim for Loss of Fixed Assets</b> - Introduction - Some important terms - Procedure for ascertaining claims. | 12              |
| 4.               | <b>Final Accounts of Co-operative Societies :-</b><br>a. Credit Co-operative Societies :-<br>b. Consumer Co-operative Societies :-<br>Meaning - Allocation of Profit as per Maharashtra State Co-operative Societies Act. Preparation of Final Accounts of Credit Co-operative Societies and Consumer Co-operative Societies.   | 12              |
| <b>TOTAL</b>     |   | <b>48</b>       |
| <b>TERM - II</b> |   |                 |
| 5.               | <b>Computerized accounting practices:-</b><br>A. VAT & VAT Report<br>B. Service Tax<br>C. Central Value Added Tax<br>D. Income Tax - Tax Deducted at Source (TDS)<br>Including entries with the help of Accounting Software.<br>(Demonstration and Hands Experience.)   | 12              |
| 6.               | <b>Branch Accounts :-</b><br>Stock and Debtors System :- Introduction - Types of Branches - Goods supplied at Cost & Invoice Price.   | 12              |

|              |  |           |
|--------------|--|-----------|
| <b>7.</b>    | <b>Single Entry System :-</b><br>Conversion of Single Entry into Double Entry :- Introduction - Preparation of Cash Book - Total Debtor Account - Total Creditor Account - Final Accounts.   | <b>12</b> |
| <b>8.</b>    | <b>Analysis of Financial Statements :-</b><br>Ratio Analysis :- Meaning - Objectives - Nature of Ratio analysis - Problems on Ratio Analysis restricted to the following Ratio only -<br>*Gross Profit Ratio *Net Profit Ratio * Operating Ratio * Stock Turnover Ratio * Debtor Turnover Ratio * Current Ratio * Liquid Ratio * Debt to Equity Ratio. | <b>12</b> |
| <b>TOTAL</b> |  | <b>48</b> |

#### Allocation of Marks :-

|             |      |
|-------------|------|
| Theory :-   | 30%  |
| Problems :- | 70%  |
| Total :-    | 100% |

#### Recommended Books:-

1. Advanced Accounts: By M.C. Shukla & S.P. Grewal (S.Chand & Co. Ltd. New Delhi)
2. Advanced Accountancy: By S.P. Jain & K.N. Narang ( Kalyani Publishers, New Delhi)
3. Advanced Accountancy: By R.L.Gupta & M. Radhaswamy (Sultan Chand & Sons, New Delhi)
4. Advanced Accounting: By Dr. K.N. Jagtap, Dr. S. Zagade.
5. Student Guide to Accounting Standards : D.S. Rawat (Taxmann, New Delhi)
6. Accounting Standards : Sanjeev Singhal.
7. Principal of Management Accounting : Dr. S.N. Maheshwari.
8. Advanced Management Accounting : Ravi Kishor.

#### Journals:-

1. The Chartered Accountant: Journal of the Institute of Chartered Accountants of India.
2. The Accounting World : ICAI Hyderabad

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**T.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name -: Indian & Global Economic Development**  
**Course Code -: 303 (A)**

**Objectives:**

- 1) To expose students to a new approach to the study of the Indian Economy.
- 2) To help the students in analyzing the present status of the Indian Economy.
- 3) To enable students to understand the process of integration of the Indian Economy with other economics of the world.
- 4) To acquaint students with the emerging issues in policies of India's foreign trade.

| Unit No.  | Topic  |   | Lectures |
|-----------|--|---|----------|
| 1         | Introduction   |   | 12       |
|           | 1.1  | Basic Characteristics of the Indian Economy as an emerging economy.             |          |
|           | 1.2  | Comparison of the Indian Economy with developed economies with respect to       |          |
|           | 1.2.1  | National Income   |          |
|           | 1.2.2  | Per-Capita Income   |          |
|           | 1.2.3  | Agriculture   |          |
|           | 1.2.4  | Industry  |          |
|           | 1.2.5  | Service Sector  |          |
| 2         | Agricultural Development in India Since Independence |   | 12       |
|           | 2.1  | Place of Agriculture in Indian Economy  |          |
|           | 2.2  | Constraints in Agricultural Development   |          |
|           | 2.3  | Rural Indebtedness – Causes and measures  |          |
|           | 2.4  | Agricultural Marketing – Problems and measures                                  |          |
|           | 2.5  | Price Policy – Minimum Support Price (M.S.P.)                                   |          |
| 3         | Industrial Development in India Since 1991           |   | 12       |
|           | 3.1  | Role of Industrialization in Economic development                               |          |
|           | 3.2  | Role of Small, Medium and Large Scale Enterprises (SMEs) – Problems & Prospects |          |
|           | 3.3  | New Industrial Policy 1991  |          |
|           | 3.4  | Evaluation of Industrial Policy 1991  |          |
|           |  |   |          |
| 4         | Infrastructure in India Since 1991                   |   | 12       |
|           | 4.1  | Role of Basic infrastructure in economic development of India.                  |          |
|           | 4.2  | Private v/s Public investment in infrastructure development                     |          |
|           | 4.3  | Role of Private Sector in infrastructural development                           |          |
|           | 4.4  | Role of Public Sector in infrastructural development                            |          |
| TERM - II |  |   |          |
| 5         | Human Resource Development                           |   | 12       |
|           | 5.1  | Role of Human Resource in Economic Development                                  |          |
|           | 5.2  | Concept of Human Development Index (HDI)  |          |

| Unit No. | Topic  |  | Lectures |
|----------|--|--|----------|
|          | 5.3  | Concept of Human Poverty Index   |          |
|          | 5.4  | Concept of Gender – related development index                              |          |
|          | 5.5  | Gender Employment measures   |          |
| <b>6</b> | <b>Global Economic Development and Foreign Capital</b>   |  | 12       |
|          | 6.1  | Meaning and Challenges of Liberalization, Privatization & Globalization.   |          |
|          | 6.2  | Meaning and Role of Foreign Capital  |          |
|          | 6.3  | Need for Foreign Capital   |          |
|          | 6.4  | Forms of foreign capital   |          |
|          | 6.5  | Advantages & Disadvantages of Foreign Capital                              |          |
| <b>7</b> | <b>Foreign Trade and Balance of Payment</b>  |  | 12       |
|          | 7.1  | Importance of Foreign Trade in Economic Development.                       |          |
|          | 7.2  | Concept of Balance of Trade and Balance of Payment                         |          |
|          | 7.3  | India's Balance of Payment Position since 1991                             |          |
|          | 7.4  | Convertibility of Indian Rupee – Current & Capital Account                 |          |
|          | 7.5  | Current Export – Import Policy (EXIM Policy)                               |          |
| <b>8</b> | <b>Regional &amp; International Economic co-operation Importance, Objectives, Structure and functions of -</b> |  | 12       |
|          | 8.1  | South Asian Association for Regional co-operation (SAARC)                  |          |
|          | 8.2  | International Monetary Fund (IMF)  |          |
|          | 8.3  | World Bank or International Bank for Reconstruction and Development (IBRD) |          |
|          | 8.4  | World Trade Organization (WTO)   |          |
|          | 8.5  | BRICS – Introduction & Functions   |          |

#### Recommended Books :

- 1) Indian Economy – S.K.Misra and V.K.Puri, Himalaya Publishing House, Delhi.
- 2) International Business Environment – Black and Sundaram, Prentice Hall India.
- 3) The Global Business Environment – Tayebmonis H. Sage Publication, New Delhi.
- 4) International Business – Competing in the Global Market place – Charles Hill, Arun kumar Jain, Tata McGraw Hill.
- 5) International Economics – M.L.Jhingan Vrinda Publications, Delhi.
- 6) Indian Economy – Ruddar Datta and K.P.M. Sundaram S. Chand and Co. New Delhi.
- 7) Indian Economy – Problems of Development and Planning A.N.Agarwal, New Age International Publishers.

Economic Survey – Government of India

UNDP, Human Development Report.

World Bank, World Development Report

Magazines / Journals

Reports, Web sites

**T.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name :- International Economics**  
**Course Code :- 303 (B)**

**Objectives :**

- 1) To study the theories of International Trade.
- 2) To highlight the trends and challenges faced by nations in a challenging global environment.

**TERM-I**

| Unit No.  | Topic                           |  | Lectures |    |  |
|-----------|---------------------------------|--|----------|----|--|
| 1         | Introduction                    |  | 12       |    |  |
|           | 1.1                             | Meaning and Scope of International Economics.  |          |    |  |
|           | 1.2                             | Importance of International Trade  |          |    |  |
|           | 1.3                             | Domestic Trade Vs International Trade  |          |    |  |
|           | 1.4                             | Role of International Trade in Economic Growth   |          |    |  |
| 2         | Theories of International Trade |  | 12       |    |  |
|           | 2.1                             | Theory of absolute cost advantage  |          |    |  |
|           | 2.2                             | Theory of comparative cost advantage   |          |    |  |
|           | 2.3                             | Theory of factor endowment (Hecksher-ohlin Theory, Leontief Paradox)   |          |    |  |
|           | 2.4                             | Intra Industrial Trade   |          |    |  |
| 3         | Terms of Trade                  |  | 12       |    |  |
|           | 3.1                             | Concept of Terms of Trade<br>A) Gross Barter Terms of Trade<br>B) Net Barter Terms of Trade<br>C) Income Terms of Trade and Trade Policy<br>D) Single Factorial Terms of Trade<br>E) Double Factorial Terms of Trade |          |    |  |
|           | 3.2                             | Factors affecting on Terms of Trade  |          |    |  |
|           | 3.3                             | Free Trade Policy – Meaning, Arguments for and against   |          |    |  |
|           | 3.4                             | Protection Policy – Meaning, Arguments for and against   |          |    |  |
|           | 4                               | Regional and International Economic Co-operation   |          | 12 |  |
|           |                                 | 4.1  |          |    | Regional Co-operation – European Union (E.U) |
| 4.2       |                                 | South Asian Association for Regional co-operation (SAARC)  |          |    |  |
| 4.3       |                                 | Concept of Trade Blocks and Economic Integration   |          |    |  |
| 4.3.1     |                                 | South American Preferential Trading Arrangement (SAPTA)  |          |    |  |
| 4.3.2     |                                 | North Atlantic free Trade Agreement (NAFTA)  |          |    |  |
| 4.4       |                                 | BRICS – Introduction & Functions   |          |    |  |
| TERM – II |                                 |  |          |    |  |
| 5         | Balance of Payment              |  | 12       |    |  |
|           | 5.1                             | Concept of Balance of Trade and Balance of Payments  |          |    |  |
|           | 5.2                             | Balance of Payment on current Account and Capital Account  |          |    |  |
|           | 5.3                             | Measures to correct disequilibrium of Balance of Payment   |          |    |  |
|           | 5.4                             | Causes of disequilibrium of Balance of Payment   |          |    |  |

| Unit No. | Topic   |  | Lectures |
|----------|---|--|----------|
|          | 5.5   | Convertibility of Rupee on Current and Capital Account.                                      |          |
| <b>6</b> | <b>Foreign Exchange Rate</b>                    |  | 12       |
|          | 6.1   | Meaning of Foreign exchange rate   |          |
|          | 6.2   | Fixed v/s flexible exchange rate   |          |
|          | 6.3   | Theories of Exchange Rate  |          |
|          | 6.3.1   | Purchasing Power Parity Theory   |          |
|          | 6.3.2   | Balance of Payments Theory   |          |
| <b>7</b> | <b>Foreign Exchange Market</b>                  |  | 12       |
|          | 7.1   | Structure of foreign exchange market   |          |
|          | 7.2   | Management of Foreign Exchange -inflow and outflow of foreign capital.                       |          |
|          | 7.3   | Euro Dollar Market – Nature and Scope  |          |
|          | 7.4   | Advantages & Disadvantages of Foreign Exchange Market.                                       |          |
| <b>8</b> | <b>Factor Mobility and Foreign Trade Policy</b> |  | 12       |
|          | 8.1   | Foreign Capital – Meaning of Foreign Direct Investment and Foreign Institutional Investments |          |
|          | 8.2   | Role of Multi National Corporations (MNC's)  |          |
|          | 8.3   | Motives and effects of International Labour Migration  |          |
|          | 8.4   | India's Foreign Trade Policy since 1991 Features, Trends and Evaluation.                     |          |

#### Recommended Books :

- 1) Dr.D.M.Mithani – International Economics (Himalaya Publishing house ltd)
- 2) Z.M.Jhingan : International Economics (Vrinda Publication)
- 3) Dr.Mrs.Nirmal Bhalerao & S.S.M.Desai – International Economics (Himalaya Publishing house ltd)
- 4) Deminic Salvatove – International Economics
- 5) Francis Cherulliom - International Economics (Prentice hall)
- 6) L.M.Bhole – Financial Institutions Markets (Tata McGraw Hill)
- 7) H.R.Macharaju – International Financial Markets and India (Wheeler Publication)
- 8) RBI Report on Currency Finance

Magazines / Journals , Reports, Websites



**T.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name :- Auditing & Taxation**  
**Course Code :- 304**

**Objectives :-** The Study of Various Components of this course will enable the students:

1. To acquaint themselves about the concept and principles of Auditing, Audit process, Assurance Standards, Tax Audit, and Audit of computerized Systems.
2. To get knowledge about preparation of Audit report.
3. To understand the basic concepts and to acquire knowledge about Computation of Income, Submission of Income Tax Return, Advance Tax, and Tax deducted at Source, Tax Collection Authorities under the Income Tax Act, 1961.

**Term I Section**  
**Section- I Auditing**

| Unit No. | Topic   | Lectures  |
|----------|---|-----------|
| 1.       | <b>Introduction to Principles of Auditing and Audit Process.</b><br>Definition, Nature-objects-Advantages of Auditing-Types of errors and frauds Various Classes of Audit. Audit programme, Audit Note Book, Working Papers, Internal Control-Internal Check-Internal Audit   | 12        |
| 2.       | <b>Checking, Vouching and Audit Report</b><br>Test checking-Vouching of Cash Book-Verification and Valuation of Assets and Liabilities. Qualified and Clean Audit Report-Audit Certificate-Difference between Audit Report and Audit Certificate. Auditing and Assurance Standards. (AAS- 1,2,3,4,5,28,29)  | 12        |
| 3.       | <b>Company Auditor</b><br>Qualification, Disqualifications, Appointment, Removal, Rights, Duties and liabilities.   | 08        |
| 4.       | <b>Tax Audit</b><br>Definition of Accountant-Scope of Auditor's Role under Income Tax Act Compulsory Tax Audit- Certification for Claiming exemptions-Selective Tax Audit Tax Consultancy and Representation- Proforma of Computerized Systems.   | 08        |
| 5.       | <b>Audit of Computerized Systems</b><br>Auditing in an EDP environment-planning an audit in a computer Environment - problems encountered in an EDP environment-General EDP Control - EDP Application Control- System Development- Data transfer- Audit practice in relation to computerized systems-Computer Assisted Audit Techniques (Factors and Preparation of CAAT) | 08        |
|          | <b>Total</b>  | <b>48</b> |

**Term II**  
**Section - II Income Tax**

| Unit No. | Topic   | Lectures |
|----------|---|----------|
| 1.       | <b>Important Concepts and Definitions under Income Tax Act-1961.</b><br>Income, Person, Assessee, Assessment year, Pervious year, Agricultural Income, Exempted Income, Residential Status of an Assessee, PAN, TAN | 08       |



|    |   |  |   |
|----|---|--|---|
|    | House Property                                  | regarding Income from house property, Determination of gross annual value of self occupied property, | Property owner/<br>Guest lecture          |
| 7. | Profits & Gains of Business & Profession        | Meaning of business & profession, procedure for computing taxable profit of business and profession  | Visit to Business Firm                    |
| 8. | Deduction Under Sec.80 C to 80 U                | Deduction Under Sec.80 C to 80 U   | Visit to Tax Consultant/<br>Guest lecture |
| 9. | Income Tax Returns –Form 16, ITR – I,II, III,IV | Filling and collecting the Form No. 16, Filling and collecting ITRs                                  | Visit to Tax Consultant/<br>Guest lecture |

| Recommended Books   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Practical Auditing -: Spicer and Peglar</li> <li>2. Auditing Principles -: Jagadish Prasad</li> <li>3. A Handbook of Practical Auditing -: B.N. Tondon</li> <li>4. Auditing assurance standards- -: The Institute of Chartered Accountants of India</li> <li>5. Indian Income Tax -: Dr.Vinod Singhania</li> <li>6. Income Tax- -: Ahuja and Gupta</li> <li>7. Income Tax Act -: R.N.Lakhotia</li> <li>8. Indian Income Tax Act -: H.C.Malhotra</li> <li>9. Income Tax -: Manoharem</li> <li>10. Student guide to Income Tax -: Dr.Vinod Singhania</li> </ol> |  |

**T.Y. B.Com.**  
**Business Administration Special Paper II**  
**Subject Name :- Business Administration**  
**Course Code :- 305 – a.**

**Objective :-**

To acquaint the students with basic concepts & functions of HRD and nature of Marketing functions of a business enterprise.

**Term I :- Human Resource Development.**

| Unit No.  | Content  | Lectures  |
|-----------|--|-----------|
| <b>1.</b> | <b>Human Resource function</b><br>1.1 Meaning, Objectives of Human Resource Function, Difference between H.R.M. and H.R.D.<br>1.2 Organization, Scope and functions of Human Resource Department in Modern Business.<br>1.3 Human Resource Planning – Nature and Scope, Job analysis - Job description - Job specification.<br>1.4 Emerging Concept of H.R.D. – Quality Circles –Kaizen - Voluntary Retirement Schemes.  | <b>14</b> |
| <b>2.</b> | <b>Recruitment and Training</b><br>2.1 Methods or sources of Recruitment of manpower, Role of Recruitment Agencies- Selection Process.<br>2.2 Types of Interviews- Interview Techniques.<br>2.3 Objectives and importance of Training and Development.<br>2.4 Types and Methods of Training Programmes.  | <b>10</b> |
| <b>3.</b> | <b>Employee Career and Succession planning</b><br>3.1 Aims and objectives of career planning.<br>3.2 Career Planning Process – Career Planning Structure.<br>3.3 Succession Planning - Meaning Need and importance.<br>3.4 Types of Career Opportunities<br>A) <b>Public Sector:-</b> State and Local Government level - Personnel officer, Purchasing officer, secretary, Director of Administration Accountant etc.<br>B) <b>Private sector:-</b> Marketing and Sales, Production and Material Management, Financial sector, Management as a profession, Insurance Industry, Accounting and Management Information System. | <b>12</b> |
| <b>4.</b> | <b>Performance Appraisal Management.</b><br>4.1 Concept and Importance.<br>4.2 Performance Appraisal Process.<br>4.3 Methods and Techniques.<br>4.4 Merits and limitations of performance appraisal.   | <b>12</b> |
|           | <b>Total</b>   | <b>48</b> |

**Term II :- Marketing Functions.**

| Unit No.  | Content  | Lectures  |
|-----------|--|-----------|
| <b>1.</b> | <b>Introduction</b><br>1.1 Meaning and scope of Marketing.<br>1.2 Objectives of Marketing. | <b>10</b> |

|           |  |           |
|-----------|--|-----------|
|           | 1.3 Classification of marketing.<br>1.4 Functions of Marketing.  |           |
| <b>2.</b> | <b>Marketing Mix</b><br>2.1 Meaning and Importance of Product, Product mix, product life cycle.<br>New product development- Types of new product, Branding, Packaging, Labeling.<br>2.2 Price – Meaning, Factors affecting Pricing Decisions, Methods of Pricing.<br>2.3 Place – Functions of distribution channels, Types of distribution channels, Impact of technology on Distribution.<br>2.4 Promotion – Meaning of sales promotion, Importance, Methods and New techniques of sales promotion. | <b>13</b> |
| <b>3.</b> | <b>Advertising</b><br>3.1 Advertising- Meaning, Scope, Importance, Role of advertising in modern business, Criticism on Advertising practices.<br>3.2 Advertising media – Different medias of advertising, Selection of advertising media.<br>3.3 Ethics in advertising- Ethics and appeals in Advertising, Advertising Standards Council of India.<br>3.4 Future of advertising – Advertising in depression and crisis, Employment opportunities in advertising field.                              | <b>13</b> |
| <b>4.</b> | <b>Modern Marketing Trends</b><br>4.1 Global marketing – Meaning, Scope, Importance, International marketing Challenges and Problems.<br>4.2 Marketing Research- Meaning, Scope and Methods of Marketing research.<br>4.3 Retailing- Meaning, New Trends in Marketing, Direct Marketing, Malls, Franchising.<br>4.4 Recent Trends in Marketing-<br>i) E-Marketing<br>ii) Telemarketing<br>iii) Internet Marketing<br>iv) M-Marketing.  | <b>12</b> |
|           | <b>Total</b>   | <b>48</b> |

| <b>Recommended Books</b> |   |
|--------------------------|---|
| 1.                       | Personnel and Human Resource Management – A M Sharm(Himalaya Publishing House)      |
| 2.                       | Personnel Management and Industrial Relations- R S Davar (Vikas Publishing House)   |
| 3.                       | Human Resource Development and Management- Biswanath Ghosh (Vikas Publishing House) |
| 4.                       | Personnel Management – C.B. Mamaria, S V Gankar (Himalaya Publishing House)         |
| 5.                       | Human Resource Management – AShwathappa   |
| 6.                       | Basics of Marketing- Cannon   |
| 7.                       | Marketing Management, Philips, Kotler   |
| 8.                       | Marketing – Gandhi  |
| 9.                       | Principles of Marketing – Sherlekar S.A.  |
| 10.                      | International Marketing- P. Saravanavel (Himalaya Publishing House)                 |
| 11.                      | Modern Marketing Management- R.S. Davar   |

**T.Y. B.Com.**  
**Banking & Finance Special Paper II**  
**Subject Name :- Financial Markets and Institutions in India.**  
**Course Code :- 305 – b.**

**Objectives :**

1. To acquaint the students with Financial Markets and its various segments.
2. To give the students and understanding of the operations and developments in financial markets in India.
3. To enable them to gain an insight into the functioning and role of financial institutions in the Indian Economy.

**Term - I**

| Unit No. | Topic  | Lectures |
|----------|--|----------|
| 1        | Indian Financial System :<br><b>A)</b> Financial Institutions - Regulatory, Intermediary and Non-Intermediaries.<br><b>B)</b> Financial Markets - Money and Capital Markets.<br><b>C)</b> Financial Instruments<br><b>D)</b> Indicators of Financial Development<br><b>E)</b> Role of Financial System in Economic Development   | 12       |
| 2        | Indian Money Market<br>2.1 Meaning and Scope of Indian Money Market<br>2.2 Structure and Characteristics of Money Market<br>2.3 Functions of Indian Money Market<br>2.4 Institutions in the Money Market<br>2.5 Deficiencies of Indian Money Market.<br>2.6 Reforms in Indian Money Market after 1991  | 12       |
| 3        | Indian Capital Market<br><b>3.1</b> Meaning and Scope of Indian Capital Market.<br><b>3.2</b> Characteristics of Capital Market.<br><b>3.3</b> Participants of Capital Market<br>BSE - Bombay Stock Exchange<br>NSE -National Stock Exchange<br>OTCEI - Over the Counter Exchange of India.<br><b>3.4</b> Primary and Secondary Markets : its working<br><b>3.5</b> Reforms in Indian Capital Market after 1991. | 12       |
| 4        | Foreign Exchange Market<br><b>1.</b> Meaning, Segments, Participants.<br><b>2.</b> Spot, Forward Market<br><b>3.</b> Basics of Exchange Rate Determination<br><b>4.</b> Rate Quotations<br><b>5.</b> Methods of Foreign Exchange<br><b>6.</b> Exchange Risk Management   | 12       |
|          |  | 48       |

**TERM - II**

|   |  |  |
|---|--|--|
| 5 | NBFIs<br>(Non-Banking Financial Institutions<br>5.1 Meaning and Types of NBFIs |  |
|---|--|--|

|  |   |    |
|--|---|----|
|  | 5.2 Distinction between Bank And NBFIs<br>5.3 Functions of Following :<br>1. Lease Financing<br>2. Mutual Funds<br>3. Factoring<br>4. Housing Finance<br>5. Venture Capital<br>6. Merchant Bank   | 12 |
| 6  | Development Financial Institutions (DFIs)<br>Working and Progress of :<br>1. IFCI - Industrial Finance Corporation of India<br>2. SIDBI - Small Industries Development Bank of India<br>3. SFCs - State Finance Corporations.<br>4. NSSIDC - National Small Scale Industrial Development Corporation<br>5. Mudra Bank<br>6. Bharatiya Mahila Bank | 12 |
| 7  | Investment Institutions in India<br>Organization, Working & Functions of<br>7.1 UTI - Unit Trust of India.<br>7.2 Life Insurance Companies - Public & Private.<br>7.3 Non Life Insurance Companies - Public & Private.<br>7.4 Post office Savings Schemes<br>7.5 Provident Funds<br>7.6 Pension Funds   | 12 |
| 8  | Regulatory Institutions In Market : Organization Functions & Working of<br>8.1 SEBI - Security Exchange Board of India<br>8.2 IRDA - Insurance Regulatory & Development Authority.<br>7.3 PFRDA - Provident Fund Regulatory Development Authority.  | 12 |
|  |   | 48 |
| <b>Recommended Books</b>   |   |    |
| 1. Financial Institution and Market : L. M. Bhole<br>2. Financial market and institutions of India : Dr. MukundMahajan, NiraliPrakashan<br>3. Indian Banking System : Dr. B. R. Sangale, Success Publication, Pune.<br>4. Business Finance and Financial Services : Dr. MukundKohok<br>5. Indian Financial System : Dr. M. Y. Khan<br>6. Investment and Securities Markets in India : V. A. Avadhani<br>7. Economic Reforms and Capital Markets in India : Anand Mittal<br>8. BharatiyaVittaBajar : Dr. Shinde S. G., Success Publication, Pune.<br>Financial Market and Institutions in India :Dr. Sunil Shete, Succes Publication. |   |    |

**T.Y. B.Com.**  
**Business Laws & Practices Special Paper II**  
**Subject Name -: Business Laws & Practices.**  
**Course Code -: 305 – c.**

**Objectives –**

- 1) To impart the students with the knowledge and understanding of important business Laws including labour laws.
- 2) To acquaint the students with certain provisions of Company law and its governance.

**Term I**

| Unit No.       | Topic  | Lectures  |
|----------------|--|-----------|
| <b>1</b>       | <b>The Factories Act, 1948 (Sections 1-20)</b><br>Objects and Definitions, Approval, Licensing and Registration of Factories, The Inspecting Staff, Provisions Regarding Worker's Health, Provisions Regarding Safety and Welfare of Workers.  | <b>12</b> |
| <b>2</b>       | <b>The Payment of Wages Act, 1936 (Sections 1 to 12,12a, 12b,13,13a &amp;20)</b><br>Introduction, Definitions, Rules for Payment of Wages, Deductions from Wages, Administration of Payment of Wages Act.  | <b>08</b> |
| <b>3</b>       | <b>The Trade Union Act, 1926 (Sections 1 to 27)</b><br>Object and Definitions, Registration of Trade Union, Privileges of a Registered Trade Union, Change of Name, Amalgamation, Dissolution.   | <b>10</b> |
| <b>4.</b>      | <b>The Payment of Bonus Act, 1965 (Sections 1to3,8 to 12,20 to 25 and29)</b><br>Introduction - Application of the Act, Definitions, Minimum and Maximum Bonus, Eligibility for Bonus, Available Surplus, Time Limit for Payment of Bonus.  | <b>08</b> |
| <b>5.</b>      | <b>The Employees Provident funds and Miscellaneous Provisions Act, 1952</b><br>Object and scope of the Act, Applicability and Constitutional validity of the Act., Definitions, Employees' Provident Fund Scheme, Employees' pension scheme and Employees Deposit Linked Insurance scheme Authorities - Under the Act, and their workings, penalties, offences and protection. | <b>10</b> |
| <b>Term II</b> |  | <b>48</b> |
| <b>6.</b>      | <b>Historical Development of Company Law in India :</b><br>Development of various concepts and trends in company law – Social responsibilities of companies – Development of company law administration.   | <b>10</b> |
| <b>7.</b>      | <b>Prevention of Oppression and Mismanagement.</b><br>Meaning of oppression, who can apply to court, Rule of Majority, protection of minority interest, remedies and rights of minority shareholders, Prevention of oppression and mismanagement, powers of the court  | <b>12</b> |
| <b>8</b>       | <b>Inspection and Investigations:</b><br>Inspection and investigation suo-moto - Investigation by Government -   | <b>10</b> |



|            |   |           |
|------------|---|-----------|
|            | Rights and duties of Inspector - Report by an Inspector.  |           |
| <b>9</b>   | <b>Compromise and Arrangement:</b><br>Schemes for Compromise and Arrangement - Persons entitled to apply for sanction of court - Powers of court - Conditions for sanction of compromise - Effect of sanction | <b>10</b> |
| <b>10.</b> | <b>Rules of Corporate Governance :</b><br>History, Concept of corporate Governance – Cadbury Committee Report – Principles of Morality and business ethics –Code of conduct for professionals.                | <b>06</b> |
|            |   | <b>48</b> |

**Recommended Books :-**

1. Mercantile Law – P.L. Malik
2. Industrial Law – P.L. Malik
3. Labour and Industrial Law – M.N. Mishra (Central Publication Allahabad)
4. Company Law – Avtar singh (Eastern Book Comp. Lucknow )
5. Secretarial Practice – M.C. Kuchhal
6. Company Law - A.K.Mujumdar (Taxmann Publication Pvt.Ltd.)
7. Corporate Law – Dilip Shinde, Kiran Nerkar, Abhishek Sahu  
(Sai Jyoti Publication)

**T.Y. B.Com.**  
**Co-operation and Rural Development Special Paper II**  
**Subject Name :- Co-operation and Rural Development.**  
**Course Code :- 305 – d.**

**Objectives:-**

1. To acquaint students with the Co-operative Management.
2. To study the Co-operative Organization and Management.

**Term I**

| <b>Sr. No.</b> | <b>Topics</b>  | <b>Lectures</b> |
|----------------|--|-----------------|
| <b>Unit 1</b>  | Introduction to Co-operative Management<br>1.1 Meaning, Nature and Scope of Co-operative Management.<br>1.2 Objectives of Co-operative Management.<br>1.3 Principles of Co-operative Management.<br>1.4 Functions of Co-operative Management                                   | 10              |
| <b>Unit 2</b>  | Management and its Role<br>2.1 Evaluation of Co-operative Management<br>2.2 Levels of Management.<br>2.3 Board of Directors and Executives Duties, Responsibilities and Role in Co-operative Management.<br>2.4 Professionalisation of Management- Need and Significance.      | 10              |
| <b>Unit 3</b>  | Human Resource Management in Co-operative<br>3.1 Human Relationship in Co-operative.<br>3.2 Co-operative Philosophy and H.R.D.<br>3.3 Recruitment<br>3.4 Training and Managerial Development<br>3.5 Appraisal and Evaluation   | 10              |
| <b>Unit 4</b>  | Decision Making in Co-operative Management<br>4.1 Decision Making – Meaning and Importance's.<br>4.2 Decision Making Process – Steps Involved<br>4.3 Measures to overcome the defects in Co-operative Management.<br>4.4 Trends in Co-operative Management in Global Scenario. | 10              |
| <b>Unit 5</b>  | Co-operative Administration<br>5.1 Organizational structure of Co-operative Department in Maharashtra.<br>5.2 Powers, Functions and Responsibilities of Registrar.<br>5.3 Problems of Co-operative Administration in Maharashtra.  | 08              |
|                | <b>Total</b>   | <b>48</b>       |

**Term II**

| <b>Sr. No.</b> | <b>Topics</b>  | <b>Lectures</b> |
|----------------|--|-----------------|
| <b>Unit 6</b>  | Financial Management of Co-operatives<br>6.1 Meaning, Nature and Importance of Financial Management.<br>6.2 Sources of Finance to Co-operative.<br>6.3 Distinction between Corporate Finance and Co-operative Finance.<br>6.4 Significance of financial Management in Co-operatives. | <b>10</b>       |
| <b>Unit 7</b>  | Financial Planning<br>7.1 Meaning and Characteristic   | <b>10</b>       |

|                |  |           |
|----------------|--|-----------|
|                | 7.2 Estimation of Financial Requirement.<br>7.3 Capital and Funds of Co-operatives and their raising.<br>7.4 Budget and Accounting of Co-operatives.   |           |
| <b>Unit 8</b>  | Financial Control<br>8.1 Meaning and Need<br>8.2 Proper utilization of Funds and Capital.<br>8.3 Investment Policy- Profitability and Security.<br>8.4 Operating Expenditure and Cost Control  | <b>08</b> |
| <b>Unit 9</b>  | Co-operative Audit<br>9.1 Meaning, Definition and Nature of Co-operative Audit<br>9.2 Objectives and Significance of Co-operative Audit.<br>9.3 Provisions of co-operative law related to Audit.<br>9.4 Types of Audit – Statutory Audit, Re-Audit, Test Audit and Internal Audit. | <b>10</b> |
| <b>Unit 10</b> | Co-operative Auditor<br>10.1 Powers and Duties of Auditor<br>10.2 Audit Report and Rectification.<br>10.3 Importance of Audit Report.  | <b>08</b> |
|                | <b>Total</b>   | <b>48</b> |

#### **Recommended Books :**

- 1) G.S.Kamat –New Dimensions of Co-operative management-Himalaya Publication House, Mumbai
- 2) Dr.Nakkiran S.A.- Co-operative Management principals and techniques Himalaya Publication House, Mumbai
- 3) Ram Krishna Y.- Management of Co-operatives Jaico Publishing Home, New Delhi.
- 4) Goel B.B- Co-operative Management and Administration, Deep and Deep Publication, New Delhi.
- 5) Kulandaiswamy V. Principles and Practice of Co-operative Management - Rainbow Publications, Coimbatore.
- 6) Taimani K.K. – Managing the Co-operative Enterprise, Minerva Associates, Calcutta.
- 7) G.S.Kamat – Cases in Co-operative Management.
- 8) Jagdish Killol- The Maharashtra Co-operative Societies Rules 1961-Amended up to 2014.

**T.Y. B.Com.**  
**Cost and Works Accounting Special Paper II**  
**Subject Name -: Cost and Works Accounting.**  
**Course Code -: 305 – e.**

**Objectives :-**

1. To provide Knowledge about the concepts and principles application of Overheads
2. To provide also understanding various methods of costing and their applications.

**Level of Knowledge -: Basic Knowledge.**

**Term I**

| Unit No.     | Topic   | No. of Lectures |
|--------------|---|-----------------|
| 1.           | <b>Overheads:</b>   | 6               |
|              | 1.1. Meaning and definition of overheads.   |                 |
|              | 1.2. Classification of overheads  |                 |
| 2.           | <b>Accounting of Overheads (Part-I)</b>   | 14              |
|              | 2.1 Collection and Allocation of overheads.   |                 |
|              | 2.2 Apportionment and Re-apportionment of overheads                                   |                 |
| 3.           | <b>Accounting of Overheads (Part-II)</b>  | 20              |
|              | 3.1 Absorption - Meaning, Methods of Overhead Absorption                              |                 |
|              | 3.4 Under and Over Absorption of overheads- Meaning, Reasons and Accounting treatment |                 |
| 4.           | <b>Activity Based Costing</b>   | 8               |
|              | 4.1 Definitions-Stages in Activity Based Costing                                      |                 |
|              | 4.2 Purpose and Benefits of Activity Based Costing                                    |                 |
|              | 4.3 Cost Drivers  |                 |
|              | 4.4 Problems on Activity Based Costing [Simple Problems only]                         |                 |
| <b>Total</b> |   | <b>48</b>       |

**Term II**

| Unit No. | Topic  | Lecture |
|----------|--|---------|
| 5.       | <b>Methods of Costing:</b>   | 08      |
|          | 5.1 Introduction to Methods of Costing.  |         |
|          | 5.2 Job Costing- Meaning, Features, Advantages and Limitations                               |         |
| 6.       | <b>Contract Costing:</b>   | 16      |
|          | 6.1 Meaning and Features of Contract Costing   |         |
|          | 6.2 Work Certified and Uncertified, Escalation clause, Cost Plus contract, work-in- progress |         |
|          | 6.3 Profit on incomplete contract  |         |
| 7.       | <b>Process Costing</b>   | 14      |
|          | 7.1 Meaning and features of process costing  |         |
|          | 7.2 Preparation of process accounts including normal and abnormal loss/gain                  |         |
|          | 7.3 Joint Products and By Products [Theory Only]   |         |
| 8.       | <b>Service Costing:</b>  | 10      |

|  |   |           |
|--|---|-----------|
|  | 8.1 Meaning, Features and Applications.<br>8.2 Cost Unit-Simple and composite<br>8.3 Cost Sheet for Motor transport service<br>8.4 Cost Statement for Hospital and Hotel Organization |           |
|  | <b>Total</b>  | <b>48</b> |

**Note -:** Allocation of Marks -:

- a) 50 % for Theory.
- b) 50% for Practical Problems.

#### **Areas of Practical Problems**

- Accounting & Control of Overhead. [Part I]5  
Primary Distribution of Overheads, Repeated & Simultaneous equation methods only.
- Accounting & Control of Overhead. [Part II]  
Problems on Machine Hour Rate Only.
- Contract Costing - Preparation of Contract Account & Contractive Account [without B/s]Simple Problem without Escalation clause
- Process Costing Simple Problems on Process Costing [Where there is no work in process].
- Service Costing - Cost Sheet for Motor Transport and Hotel and hospital industry Service.

| <b>Books Journals and Websites Recommended for Cost and Works Accounting<br/>Paper I, II and III</b> |   |
|--|---|
| 1.   | Prof. Subhash jagtap -: Practice in Advanced costing and Management Accounting. Nirali Prakashan, Pune        |
| 2.   | Ravi Kishor -: Advanced Cost Accounting and Cost Systems Taxman's Allied Service Pvt. Ltd., New Delhi.        |
| 3.   | S.P. Lyengar -: Cost Accounting Principles and Practice, Sultan Chand & Sons Accounting, Taxman's, New Delhi. |
| 4.   | Ravi Kishor -: Students Guide to Cost Accounting Taxman's, New Delhi.   |
| 5.   | M.N. Arora -: Cost Accounting Principles and Practice Vikas Publishing House Pvt. Ltd., New Delhi             |
| 6.   | S.N. Maheshwari and S.N. Mittal -: Cost Accounting, Theory and Problems, Mahavir book Depot, New Delhi.       |
| 7.   | B.L. Lall and G.L. Sharma -: Theory and Techniques of Cost Accounting. Himalaya Publishing House, New Delhi.  |
| 8.   | V.K. Saxena and Vashista -: Cost Accounting – Text book. Sultan Chand and Sons, New Delhi                     |
| 9.   | V.K. Saxena and Vashista -: Cost Audit and Management Audit. Sultan Chand and Sons, New Delhi                 |
| 10.  | Jain and Narang -: Cost Accounting Principles and Practice. Kalyani Publishers                                |
| 11.  | N.K. Prasad -: Principles and Practice of Cost Accounting Book Syndicate Pvt. Ltd., Calcutta.                 |
| 12.  | N.K. Prasad -: Advanced Cost Accounting Syndicae Pvt Ltd., Calcutta.  |
| 13.  | R.K. Motwani -: Practical Costing. Pointer Publisher, Jaipur  |
| 14.  | R.S.N. Pillai and V. Bhagavati -: Cost Accounting.  |

15. Horne, F. and Datar - : Cost Accounting and Managerial Emphasis.
16. Dr. J. P. Bhosale - : Management Accounting, Vision Publication
17. Prof. Jagtap, Nare & Pagar - : Cost & Works Accounting, Paper-II
18. Journal - : Cost Accounting Standards issued by ICWAI, Kolkata
19. Journal - : Management Accountant Issued by ICWA of India, Calcutta.
20. Website - : - [www.icwai.org](http://www.icwai.org) & [www.aicmas.com](http://www.aicmas.com).

**T.Y. B.Com.**  
**Business Statistics Special Paper II**  
**Subject Name :- Business Statistics.**  
**Course Code :- 305 – f.**

**Objectives:**

1. To distinguish between random and non-random experiments.
2. To find probabilities of events.
3. To apply standard distribution to different situations.
4. To test the hypotheses.

| Sr. No.       | Topic  | No. of Lectures |
|---------------|--|-----------------|
| <b>Term 1</b> |  |                 |
| Unit 1        | <b>Introduction to Probability:</b><br>Definitions of : Permutation, Combination, Sample Space, Event, different types of events, Probability of an event, Conditional Probability, Independence of two events, Partition of sample space. Bayes Theorem (statement only). Examples and problems.  | 12              |
| Unit 2        | <b>Uni-variate Discrete Probability Distribution:</b><br>Definitions of : random variable, discrete random variable, probability distribution of discrete random variable, Probability mass function (p.m.f.), Cumulative distribution function, mean , variance and standard deviation. Properties of distribution function. Examples and problems.                 | 12              |
| Unit 3        | <b>Some Standard Discrete Probability Distributions :</b><br>1. Bernoulli: p.m.f., mean and variance. (statement only)<br>2. Binomial: p.m.f., mean, variance and additive property. (statement only) real life situation.<br>3. Poisson: p.m.f., mean, variance and additive property. (statement only) real life situation.<br>Examples and problems.              | 12              |
| Unit 4        | <b>Bi-variate Discrete Probability Distribution:</b><br>Bivariate discrete random variable, Joint probability distribution of bivariate discrete random variable, marginal and conditional distribution and independence of two variables. Examples and problems.  | 12              |
| <b>Term 2</b> |  |                 |
| Unit 5        | <b>Normal Distribution:</b><br>Normal Distribution : Definition, p.d.f. curve, properties of normal distribution, state mean and variance, standard normal variate, problems to evaluate probabilities (using statistical table and excel), additive property for two variables (statement only). Fitting of normal distribution using Excel. Examples and problems. | 14              |
| Unit 6        | <b>Test Of Hypothesis-I:</b><br>1. Definitions of : Hypothesis, Null hypothesis, Alternating hypothesis, Critical region, Types of Errors, Level of significance,  | 18              |

|        |   |   |
|--------|---|---|
|        | <p>P-value.</p> <p>2. Test for Population Mean (for large and exact sample): Describe test procedure for testing</p> <ol style="list-style-type: none"> <li><math>H_0: \mu = \mu_0</math> against <math>H_1: \mu \neq \mu_0</math> and</li> <li><math>H_0: \mu_1 = \mu_2</math> against <math>H_1: \mu_1 \neq \mu_2</math>. If population variance is known.</li> </ol> <p>3. Test for Population Mean: Describe test procedure for testing</p> <ol style="list-style-type: none"> <li><math>H_0: \mu = \mu_0</math> against <math>H_1: \mu \neq \mu_0</math> and</li> <li><math>H_0: \mu_1 = \mu_2</math> against <math>H_1: \mu_1 \neq \mu_2</math>. If population variance is unknown.</li> </ol> <p>4. Describe the test procedure for paired t-test.</p> <p>5. Test for population proportion : Describe test procedures for testing</p> <ol style="list-style-type: none"> <li><math>H_0: P = P_0</math> against <math>H_1: P \neq P_0</math> and</li> <li><math>H_0: P_1 = P_2</math> against <math>H_1: P_1 \neq P_2</math>.</li> </ol> |   |
| Unit 7 | <p><b>Test Of Hypothesis-II:</b></p> <p>1. Describe Chi-square test for testing</p> <ol style="list-style-type: none"> <li>Goodness of fit.</li> <li>Independence of attributes.</li> </ol> <p>2. Describe test procedure for testing <math>H_0: \sigma_1^2 = \sigma_2^2</math> against <math>H_1: \sigma_1^2 \neq \sigma_2^2</math> (test based on F-distribution)</p>   | 8 |
| Unit 8 | <p><b>Non-parametric Tests :</b></p> <p>Introduction , sign test, run test, Kolmogorov – Smirnov test, Mann whitney test.</p>   | 8 |

#### List of Practicals

| Sr. No. | Name of Experiment                                 |
|---------|--|
| 1       | Applications of Binomial and Poisson Distribution. |
| 2       | Bi-variate Probability Distribution.               |
| 3       | Applications of Normal distribution.               |
| 4       | Testing of Population means and proportions.       |
| 5       | Test based on Chi-square and F distributions.      |
| 6       | Non parametric test.                               |

#### Books Recommended:

1. Fundamentals of Mathematical Statistics: Gupta, Kapoor V.K.
2. Fundamentals of Statistics: S.C. Gupta
3. Business Statistics : Gupta Indra
4. Fundamentals of Statistics: D.N. Elhance
5. Statistical Methods: S.P. Gupta



**T.Y. B.Com.**  
**Business Entrepreneurship Special Paper II**  
**Subject Name :- Business Entrepreneurship.**  
**Course Code :- 305 – g.**

**Objective :** To enable students to understand the basic concepts of entrepreneurship and preparing a business plan to start a small industry.

1. To Develop Knowledge and understanding in creating and managing new venture.
2. To Equip students with necessary tools and techniques to set up their own business venture.
3. To Help students to bring out their own business plan.
4. To make students aware about business crises and sickness.

**Term I**

| Unit No      | Topic   | Lectures      |
|--------------|---|---------------|
| 1            | <b>SMALL SCALE INDUSTRIES</b><br>Definition - Meaning - Product Range - Capital Investment - Meaning and importance of Tiny Industries, Ancillary Industries, Cottage Industries. Role played by SSI in the development of Indian Economy. Problems faced by SSI's and the steps taken to solve the problems - Policies Governing SSI's.  | 12 Hrs        |
| 2            | <b>FORMATION OF SMALL SCALE INDUSTRY</b><br>Business opportunity, scanning the environment for opportunities, evaluation of alternatives and selection based on personal competencies. Steps involved in the formation of a small business venture: location, clearances and permits required, formalities, licensing and registration procedure.                                       | 12 Hrs        |
| 3            | <b>BUSINESS PLAN PREPARATION :</b><br>Meaning and importance - objectives - Selection of suitable form of organisation - Precautions to be taken by an entrepreneur while preparing Business Plan.<br>Project Appraisal - Break - even Analysis and Ratio Analysis :<br>Debt : Service Coverage Ratio - Gross Profit : Net Profit Ratio and Return on Investment ( ROI ), Project Audit | 14 Hrs        |
| 4            | <b>PROJECT ASSISTANCE</b><br>Financial assistance through SFC's, SIDBI, Commercial Banks, IFCI - Non-financial assistance from DIC, SISI, KVIC - Financial incentives for SSI's and Tax Concessions - Assistance for obtaining Raw Material, Machinery, Land and Building, Venture Capital and Technical Assistance   | 10 Hrs        |
| <b>Total</b> |   | <b>48 Hrs</b> |

**Term II**

| Unit No | Topic                                    | Lectures |
|---------|--|----------|
| 5       | <b>BUSINESS PLAN (BP) IMPLEMENTATION</b> | 12 Hrs   |

|              |   |               |
|--------------|---|---------------|
|              | Meaning - importance - preparation of Business Plan, Financial aspects, Marketing aspects, Human Resource aspects, Technical aspects, Social aspects of Business Plan. Common pitfalls to be avoided in preparation of a Business Plan.   |               |
| 6            | <b>SMALL ENTERPRISE MANAGEMENT :</b><br>( As Distinct from corporate sector management )<br>Functional v/s Integrated Approach<br>Structured v/s Flexible Approach<br>Logical v/s Creative Approach<br>Start up phase Management: Difference of opinion with in promoting team -<br>Avoiding failure – Problem-Solving,<br>Creativity and Innovation,<br>Stability Phase Management,<br>Growth phase Management,  | 12 Hrs        |
| 7            | <b>BUSINESS CRISES AND SICKNESS :</b><br>Types of Business Crises, Starting crises, Cash crises, Delegation Crises, Leadership Crises, Financial Crises, Prosperity Crises, Succession Crises,<br>Sickness : Meaning and Definition, Symptoms, Causes, Turnaround Strategies, Revival Schemes of Sickness,  | 12 Hrs        |
| 8            | <b>SKILL DEVELOPMENT</b> <ul style="list-style-type: none"> <li>• Preparation of a Project report to start a SSI Unit.</li> <li>• Preparing a letter to the concerned authority-seeking license to the SSP Unit (You propose to start).</li> <li>• Format of a business plan.</li> <li>• A Report on the survey of SSI units in the region where college is located</li> <li>• Chart showing financial assistance available to SSI along with rates of interest</li> <li>• Chart showing tax concessions to SSI both direct and indirect.</li> <li>• Success stories of Entrepreneurs in the region. (Any Two)</li> <li>• Documents required for Registration of SSI</li> </ul> | 12 Hrs        |
| <b>Total</b> |   | <b>48 Hrs</b> |

### Recommended Books

1. Desai Vasant -: "Management of Small Scale Industries" Himalaya Publishing House.
2. Khanka S.S. -: "Entrepreneurial Development" S.Chand.
3. Gupta S.S. -: "Entrepreneurial Development" Sultan Chand & Sons.
4. Taneja Satish and Gupta S.L. "Entrepreneurship Development - New Venture Creation" Gaigotia Publishing Company, New Delhi.
5. Chandra P. - 'Project - Preparation, Appraisal and Implementation' - Tata McGraw Hill, New Delhi.
6. Jain P.C. (ed.) 'Handbook for New Entrepreneurs' - Entrepreneurship Development Institute of India, Ahmedabad.

7. Pandey G.N. - 'A Complete Guide to Successful Entrepreneurship' Vikas Publishing House Pvt. Ltd.
8. Maharashtra Centre for Entrepreneurship Development - 'Project Profile', 'Profile for SSI Projects.'
9. Edward D. Boao - 'Opportunities'.
10. Prof. John Mullins - 'The New Business Road Tests' - Pearson.
11. Prof. Rajeev Roy - 'Entrepreneurship' Oxford University Press.
12. Rashmi Bansal - 'Stay Hungry Stay Foolish' - CIIFIM, Ahmedabad.
13. Dr. Patel V.G. - 'When The Going Gets Tough' - Tata McGraw Hill, New Delhi.
14. dovagr yaaogiraja Á JVaogasaMQal Á SaaoQaa mhNajao saapDola – ka^inTnaonTla p`kaSana, puNao
15. rSmaI bansala Á sTo hMga`I sTo fUilaSa <sup>3</sup>marazI Anauvaad Á ivadulaa Taokokr´
16. Mark. J. Dollinger, Entrepreneurship - Strategies and Resources, Pearson Edition.
17. Udai Pareek and T.V. Rao, Developing Entrepreneurship
18. S.V.S. Sharma, Developing Entrepreneurship, Issues and Problems
19. Srivastava, A Practical Guide to Industrial Entrepreneurs
20. Anil Kumar: Small Business and Entrepreneurship I.K. International Publishers
21. Government of India, Report of the committee on Development of small and medium entrepreneurs, 1975
22. Bharusali, Entrepreneur Development
23. Vidya Hattangadi : Entrepreneurial
24. Dr. Venkataramanappa : : Entrepreneurship Development
25. B. Janakiraman , Rizwana M: Entrepreneurship Development
26. N.V.R Naidu : Entrepreneurship Development, I.K. International Publishers
27. Business Entrepreneurship – Dr. M. B. Sonawane
28. Business Entrepreneurship – Dr. Sudhakar Jadhavar (Dean Commerce Faculty)
29. Business Entrepreneurship –Dr. S. L. Shirgave.

**T.Y. B.Com.**  
**Marketing Management Special Paper II**  
**Subject Name -: Marketing Management.**  
**Course Code -: 305 – h.**

**Objectives of the Paper**

- I. To understand the concept and functioning of marketing planning and sales management
- II. To know marketing strategies and organization
- III. To inform various facets of marketing with regulatory aspects
- IV. To understand marketing in globalize scenario

**First Term**

**Unit I**

**Marketing Planning and Sales Forecasting**

Meaning of Marketing Planning  
Importance of Marketing Planning  
Types of Marketing Plan  
Elements of a Marketing Plan  
Process of Preparing a Marketing Plan  
Meaning of Sales Forecast, Sales Budgets and Sales Quota  
Sales Forecasting Methods  
Forecasting Techniques  
(12 Periods)

**Unit 2**

**Social Marketing:**

Meaning and Objectives of Social Marketing  
Social Responsibility of Marketing Manager  
Impact of Marketing on Society and Other Business  
Social Criticism of Marketing  
Recent Trends in Social Marketing  
(16 Periods)

**Unit 3**

**Marketing Organisations**

Meaning of Marketing Organisation  
Changing role of Marketing Organisation  
Factors affecting on Marketing Organisation  
Essentials of an effective Marketing Organisation  
Types of Marketing Organisation  
(10 Periods)

**Unit 4**

**Marketing Strategies**

Concept of Strategy  
Characteristics of Strategy  
Meaning of Marketing Strategy  
Competitive Marketing Strategies

Competitive Strategies in Global Environment

Benchmarking – A total for effective Marketing Strategy – meaning, process and advantages of Benchmarking  
(10 Periods)

## **Second Term**

### **Unit 5**

#### **Agricultural marketing**

Meaning of Agriculture Marketing

Types of Agri-Products

Features of Agri-Products

Types of Markets – Defects of Agri- marketing and remedies

Marketing Intelligence System and Agriculture Marketing

Distinction between manufacture goods marketing and Agriculture goods marketing

(14 Periods)

### **Unit 6**

#### **International Marketing**

Meaning, nature, need and importance of International Marketing

International Marketing Vs Domestic Marketing

Problems and Challenges in International Marketing

Mode of entry in International Market

Scope of International Marketing

(12 Periods)

### **Unit 7**

#### **Marketing Regulations**

Importance of Marketing Regulations in Marketing.

Relevance and importance of following Acts in the Context Marketing Management

Consumer Protection Acts, 1986

Trade Mark Acts, 1999

Competition Acts, 2002

Indian Patent (amendment) Acts, 2005

Bureau of Indian Standards Act

(12 Periods)

### **Unit 8**

#### **Globalization and Marketing**

Meaning of Globalization

Features of Globalization

Marketing in 21<sup>st</sup> Century

Impact of Globalization on marketing

Benefits and limitation of Globalization

Case study related to Global Marketing

(10 Periods)

### **Recommended:**

#### **Books:**

T.Y. B.Com. w.e.f. 2015-16

|                    |  |
|--------------------|--|
| Philip Kotler      | Marketing Management   |
| David Carson       | International Marketing: A Comparative System Approach, Wiley, New York  |
| Steven M. Bungess  | The New Marketing<br>Halfway House, Zebra Press, South Africa  |
| David J. Schwartz  | Marketing Today: A Basic Approach<br>Harcourt Brace Jovanovich, New York   |
| Thomas V. Boroma   | The Marketing Edge: Making Strategic Work<br>The Free Press, New York  |
| Peter Doyle        | Value-based Marketing: Marketing Strategies for<br>Corporate Growth and Shareholder value<br>John Wiley, Crichester, England |
| E. Jenome McCarthy | Basic Marketing: A Managerial Approach<br>Irwin, Homewood, Illinois  |

**Suggested mode of conducting practical**

1. Guest lecture
2. Library assignment
3. Case study
4. Field visit
5. Conducting Survey
6. Presentation

**T.Y. B.Com.**  
**Agricultural and Industrial Economics Special Paper II**  
**Subject Name :- Agricultural and Industrial Economics.**  
**Course Code :- 305 – i.**

**Objectives –**

1. To study the agricultural development in India.
2. To analyze the importance of industrial development in India

| <b>Term I – Agricultural Development in India</b> |   |                 |
|---|---|-----------------|
| <b>Unit</b>                                       | <b>Topic</b>  | <b>Lectures</b> |
| 1.  | <b>Agriculture :-</b><br>1.1 Role of Agriculture in Indian Economy<br>1.2 Progress of Agriculture since 1991.<br>1.3 Concept & Problems of Productivity<br>1.4 Causes of low Productivity in Indian Agriculture<br>1.5 Measures adopted to improve the productivity<br>1.6 Causes and its effects on sub-division and fragmentation of land holding | 10              |
| 2.  | <b>Land Reforms :-</b><br>2.1 Technological & Institutional Reforms<br>2.2 Evaluation of Land Reforms.  | 08              |
| 3.  | <b>Agriculture Labour :-</b><br>3.1 Types of Agriculture Labour.<br>3.2 Causes of increase Agriculture Labour.<br>3.3 Government Policy Measures : EGS/MGNREGA  | 10              |
| 4.  | <b>Problems of Farming :-</b><br>4.1 Seasonal changes and farming<br>4.2 Minimum support price of crops.<br>4.3 Purchasing of foods by Government<br>4.4 Role of Government in natural calamities<br>4.5 Problems of Farmers Suicide.<br>4.6 Land Acquisition   | 12              |
| 5.  | <b>Agricultural Processing :-</b><br>5.1 Role of Agricultural Processing in India<br>5.2 Scope & Importance of Agricultural Processing.<br>5.3 Problems & remedial measures of Agricultural Processing.   | 08              |
|   |   | <b>Total 48</b> |
| <b>Term II – Industrial Development</b>           |   |                 |
| <b>Unit</b>                                       | <b>Topic</b>  | <b>Lectures</b> |
| 6.  | <b>Industry &amp; Economic Development :-</b><br>6.1 Role of Industry in India<br>6.2 Highlights of Industrial growth Since 1991<br>6.3 Ownership of Industry<br>6.4 Pattern of Ownership of Indian Industries<br>6.5 Public & Private Sector.<br>6.6 Role of Small Scale Industries.   | 10              |

|     |  |           |
|-----|--|-----------|
|     | 6.7 Problems & Policy measures adopted to their developments.  |           |
| 7.  | <b>Major Industries in India :-</b><br>7.1 Sugar & Textile.<br>7.2 Iron & Steel.<br>7.3 Power Generation.  | <b>10</b> |
| 8.  | <b>Industrial Labour :-</b><br>8.1 Government wage policy<br>8.2 Industrial Dispute – Causes and Measures<br>8.3 Social Security & Welfare Measures.                               | <b>08</b> |
| 9.  | <b>Industrial Finance :-</b><br>9.1 Problems of Industrial Finance<br>9.2 Sources of Industrial Finance<br>9.3 IDBI, IFCI, ICICI, SFC.   | <b>10</b> |
| 10. | <b>Public Enterprises :-</b><br>10.1 Government policy of Public Enterprises.<br>10.2 Problems of Public Enterprises<br>10.3 Arguments against Privatization of Public Enterprises |           |

#### **Recommended Books :**

1. S.K.Misra and V.K.Puri : Indian Economy - Himalaya Publishing House, Delhi.
  2. Khedkar B.D. : Indian Economy, Success Publication, Pune
  3. Sundaram & Black : The International Business Environment, New Delhi
  4. Agrawal A.N. Indian Economy – Vikas Publication
  5. Khem Farooq A. Business and society, S.Chand Delhi
  6. Dutt R & Sundaram K.P.M – Indian Economy, s.chand delhi
  7. Dutt Rudder : Economic Reforms in India – A Critique – S Chand, New Delhi
  8. Hedge: Environmental Economics, MaMillan
- K.V. Srivyya and V.R.M. Das : Indian Industrial Economy, Chand & Com.New Delhi 1977.



**Defense Budgeting, Finance & Management Special Paper II**  
**Subject Name :- Defense Budgeting, Finance & Management.**  
**Course Code :- 305 – j.**

**Aim of the paper**

One of the crying needs of the hour is to ensure that the National Security objectives are met-in a cost effective manner. Against such backdrop, the aim can be achieved by educating the students and disseminating the information and by giving the planners, decision makers and administrators all the information they need in an easily understandable form. By studying this paper students will understand all the financial aspects of budgetary and defence production in India.

**Term I**

| <b>Unit No.</b> | <b>Topic</b>   | <b>Lectures</b> |
|-----------------|--|-----------------|
| <b>1.</b>       | <b>Rationale of Defence Production in India.</b><br>a. Economic aspects of Defence Production.<br>b. Political aspects of Defence Production.  | <b>12</b>       |
| <b>2.</b>       | <b>Defence and Development.</b><br>a. Concept of Defence v/s Development.<br>b. Evaluation of the Debate.<br>c. Future prospects of the debate   | <b>12</b>       |
| <b>3.</b>       | <b>Government Policies towards Defence Production in India.</b><br>a. Industrial Policy Resolution of the Government 1947-48, 1956-57, Since 1991 onwards.<br>b. Weapons Procurement Policies in India since 1947.   | <b>12</b>       |
| <b>4.</b>       | <b>Structure of Defence Production.</b><br>a. Department of Defence Production in the Ministry of Defence<br>b. Structure and Functions.<br>c. Defence Public Sector Undertakings - Basic Aims and Objectives.<br>d. Information & role of Defence Public Sector Undertakings. | <b>12</b>       |
| <b>Total</b>    |  | <b>48</b>       |

**Term II**

| <b>Unit No.</b> | <b>Topic</b>  | <b>Lectures</b> |
|-----------------|---|-----------------|
| <b>5.</b>       | <b>Role of Private Sector in Defence Production.</b><br>a. Status of Indigenous arms production in India.<br>b. Problems of prospectus of arms production in India.         | <b>12</b>       |
| <b>6.</b>       | <b>Defence Management.</b><br>a. Nature, Scope, Function and Principles of Management.<br>b. Principles and Types of Organisation, Military and Non Military Organisations. | <b>12</b>       |
| <b>7.</b>       | <b>Decision making in Armed Forces.</b><br>a. Organisational aspects of Decision Making.<br>b. Decision making process in India.  | <b>12</b>       |
| <b>8.</b>       | <b>Logistics Management for Indian Defence.</b><br>a. An understanding of Logistics management - meaning and concept.   | <b>12</b>       |

|              |  |           |
|--------------|--|-----------|
|              | b. Significance and Historical Evaluation.<br>c. Scope of Logistics management.<br>d. Principles of Logistics Management.<br>e. Logistics Planning for Indian Defence. |           |
| <b>Total</b> |  | <b>48</b> |

| <b>Recommended Books</b>  |
|---|
| <ol style="list-style-type: none"> <li>1. Raju G.C. Thomas, "The Defence of India: A Budgetary Perspective" (MacMillan Publication, New Delhi, 1978)</li> <li>2. Subramanyam K., "India's Security Perspective – Policy and Planning", (Lancer Books, New Delhi, 1991).</li> <li>3. Nanda Ravi, "National Security Perspective, Policy and Planning", (Lancer Books, New Delhi, 1991).</li> <li>4. Khanna D. D. and Malhotra P. N., "Defence vs. Development: A Case Study of India", (Indus Publication Company, New Delhi, 1993).</li> <li>5. Kennedy Gavin, "Defence Economics", (Gerald Duckworth &amp; Co. Ltd, 1983).</li> <li>6. Ghosh Amiya, "India's Defence Budget &amp; Expenditure Management in Wider Context", (Lancer Publication and Span Tech, Delhi, 1996).</li> <li>7. Dutta Meena and Sharma Jai Narayan, "Defence Economics", (Deep and Deep Publication, New Delhi)</li> <li>8. Deger S. &amp; Sen S. "Military Expenditure in the Third World Countries: The Economic Effects", (Routlet &amp; Kegan Paul, 1986).</li> <li>9. Agarwal Rajesh K., "Defence Production and Development", (Gulab Vazirani for Arnold Heinermann Publishers, 1978).</li> <li>10. Thomas Raju G. C., "Indian Security Policy", (Princeton, New Jersey, University Press, 1988).</li> <li>11. Robert Loony and David Winterford, "Economic Causes and Consequences of Defence Expenditure in the Middle East and South Asia", (University Press, 1995).</li> <li>12. Shrinivas V. N., "Budgeting for Indian Defence: Issues of Contemporary Relevance", (KW Publishers Pvt., Ltd., New Delhi – 2008).</li> <li>13. Annual Report, Ministry of Defence, Government of India.</li> <li>14. Report of the Finance Commission, Government of India.</li> </ol> |

**T.Y. B.Com.**  
**Insurance Transport and Clearance Special Paper II**  
**Subject Name :- Insurance Transport and Clearance**  
**Course Code :- 305 – k.**

**Objectives :**

- 1) To know the fundamentals of Life Insurance & General Insurance.
- 2) To create the awareness of Insurance Business & practices .
- 3) To know the knowledge about laws & regulations relating to Life Insurance & General Insurance.

**Term I**

| <b>Unit</b>   | <b>Topic</b>   | <b>Lectures</b> |
|---------------|--|-----------------|
| <b>1</b>      | <b>Insurance Management</b><br>Life Insurance, Claim Settlements ,Maturity Claims – Meaning , Procedure for claim ,types of claims ,survival benefits ,Death claims , early claims , required documents & forms                        | <b>12</b>       |
| <b>2</b>      | <b>Nomination &amp; assignments of policies</b><br>Difference between Nominations & assignments , policy conditions ,loans & surrender of policies, post maturity claims   | <b>12</b>       |
| <b>3</b>      | <b>Privatization &amp; Insurance Business</b><br>Effect of privatization on Insurance Business, Comparative study of private companies & government companies, Malhotra committee report, current trends in global insurance business. | <b>12</b>       |
| <b>4</b>      | <b>Laws relating with Insurance Business</b><br>1) Commentaries on Insurance Act 1938<br>2) Life Insurance corporation Act 1956<br>3) Insurance Regulatory & Development Act 1991<br>4) Overview of Income Tax Act                     | <b>12</b>       |
| <b>Total-</b> |  | <b>48</b>       |

**Term II**

|          |   |           |
|----------|---|-----------|
| <b>1</b> | <b>Insurance Management</b><br><b>General Insurance</b><br>Maturity Claims – Meaning ,Procedure for claim , Types of claims, survival benefits ,Death claims , early claims, required documents & forms, Accidental benefits & disability benefits, various conditions in the policy , permanent disability benefits, post maturity claims, payments, importance of timely payment, due dates of payment, methods & rules of payment , current trends of General Insurance in Global Business | <b>12</b> |
| <b>2</b> | <b>Premium Payments</b><br>Importance of timely payment, due date of payment<br>Surrender values – Meaning & Conditions, Lapse of policy, forfeiture & revival of policies, special revival scheme, Installment revival scheme, loan cum revival scheme   | <b>12</b> |

|          |   |           |
|----------|---|-----------|
| <b>3</b> | <b>Laws related to General Insurance Business</b> | <b>12</b> |
|          | 1) Insurance Act 1938                             |           |
|          | 2) Insurance Amendment Act 2002                   |           |
|          | 3) IRDA Regulations 2002                          |           |

|          |  |           |
|----------|--|-----------|
| <b>4</b> | <b>Insurance Business &amp; Saving Plans</b>         | <b>12</b> |
|          | 1) Financial planning & Taxation                     |           |
|          | 2) Mutual Funds & shares                             |           |
|          | 3) Unit Trust & Unit based policies                  |           |
|          | 4) Record Keeping & performance for insurance Agents |           |
|          | 5) Business Targets & Incentives                     |           |

**Total- 48**

#### **Recommended Books**

- 1) Principles and Practices of Insurance- Dr. P. Periaswamy  
Himalaya Publishing House, Mumbai
- 2) Theory and Practice of Insurance Business- M. Ariff Khan
- 2) Marketing and Life Insurance Business- P.K. Biswas Roy  
Discovery Publishing House, New Delhi
- 4) Travel and Tourism Business Management – Dr.S.K.Wadekar  
Shanti Prakashan, Ahmedabad (Gujrat)
- 5) Life Insurance Administration, Insurance Institute of India
- 6) Manual for Agents- LIC India

**T.Y. B.Com.**  
**Computer Programming and Application Special Paper II**  
**Subject Name :- Computer Networking and Cyber Security.**  
**Course Code :- 305 – I.**

**Course Objectives:**

1. To know about computer network.
2. To understand different topologies used in networking
3. To learn different types of network.
4. To understanding the use of connecting device used in network.

**Term-I**

| <b>Unit No.</b> | <b>Name of the Topic</b>   | <b>No. of Lectures</b> | <b>Ref. Books</b> |
|-----------------|--|------------------------|-------------------|
| 1               | <b>Chapter 1: Computer Networks.</b><br>1.Introduction<br>Computer Network, Topology, Types of Networks<br>2.Communication Types<br>Serial, Parallel<br>3.Modes of Communication :<br>Simplex, Half Duplex, full Duplex, Server Based LANs<br>&Peer-to-Peer LANs, Comparison of both<br>4.Protocols and Standards  | 14                     | 1,2,3             |
| 2               | <b>Chapter 2 : Network Models</b><br>1.Design issues of the layer<br>2. Protocol Hierarchy<br>3.ISO-OSI Reference Model : Layers in the OSI Model, Functions of each layer<br>4. Terminology : SAP, Connection Oriented services, connectionless services, Peer Entities<br>5. Internet Model (TCP/IP)<br>6. Comparison of ISO-OSI & TCP/IP Model<br>7. Addressing : Physical Addresses, Logical Addresses, Port Addresses<br>8. IP Addressing : Classfull addressing, Classless addressing  | 12                     | 1,2,3             |
| 3               | <b>Chapter 3 :Transmission Media</b><br>1.Guided Media (Wired) :<br>Coaxial Cable:- Physical Structure, standards, BNC Connector, Applications,<br>Twisted Pair: Physical Structure, UTP vs STP, Connectors, Applications,<br>Fiber Optics Cable: Physical Structure, Propagation Modes (Single Mode & Multimode), Connectors, Applications.<br>2. Unguided Media(Wireless)<br>Electromagnetic Spectrum For Wireless Communication, Propagation Methods( Ground, Sky, Line-Of-Sight),Wireless Transmission(Radio Waves, Infra-Red, | 12                     | 1,2,3             |

|                             |  |           |       |
|-----------------------------|--|-----------|-------|
|                             | Micro- Wave)   |           |       |
| 4                           | <b>Chapter 4 : Wired LANs : Ethernet</b><br>1. IEEE Standards<br>2. Standard Ethernet(MAC Sublayer, Physical layer)<br>3. Fast Ethernet(MAC Sublayer, Physical layer)<br>4. Gigabit Ethernet(MAC Sublayer, Physical layer)<br>5. Network Interface Cards (NIC), Components of NIC, Functions of NIC, Types of NIC. | 10        | 1,2,3 |
| <b>Total No of Lectures</b> |  | <b>48</b> |       |

#### Term-II

| Unit No.                  | Topic   | No. of Lectures | Ref. Books |
|---------------------------|---|-----------------|------------|
| 5.                        | <b>Chapter 5 : Wireless LANs</b><br>1. IEEE802.11<br>(Architecture, MAC Sub layer, Frame Format, Frame Types, Addressing Mechanism)<br>2. Bluetooth (Architecture Piconet and Scatternet Applications)  | 10              | 1,2,3      |
| 6.                        | <b>Chapter 6 : Information Security Concepts</b><br>1. Information Security<br>Overview: Background and Current Scenario<br>2. Types of Attacks<br>3. Goals for Security<br>4. E-commerce Security<br>5. Computer Forensics<br>6. Steganography | 10              | 1,2,3      |
| 7                         | <b>Chapter 7: Security Threats and Vulnerabilities</b><br>1. Overview of Security threats<br>2. Weak / Strong Passwords and Password Cracking<br>3. Insecure Network connections<br>4. Malicious Code<br>5. Programming Bugs                    | 10              |            |
| 8.                        | <b>Chapter 8 : Cryptography / Encryption</b><br>1. Introduction to Cryptography / Encryption<br>2. Digital Signatures<br>3. Public Key infrastructure<br>4. Applications of Cryptography<br>5. Tools and techniques of Cryptography             | 10              |            |
| 9.                        | <b>Chapter 9: Wireless Networks and Security</b><br>1. Components of wireless networks<br>2. Security issues in wireless  | 08              |            |
| <b>Total No. Lectures</b> |   | <b>48</b>       |            |

#### Recommended Books:

- 1) Computer Networks - Andrew Tanenbaum (III Edition)
- 2) Data Communications & Networking - Behrouz Ferouzan (III Edition)
- 3) Complete Guide to Networking - Peter Norton

**T.Y. B.Com.**  
**Business Administration Special Paper III**  
**Subject Name :- Business Administration**  
**Course Code :- 306 – a.**

**Objective :-**

To acquaint the students with the basic concepts in finance and production functions of a business enterprise.

**Term I**

| Unit No. | Finance   | Lectures  |
|----------|---|-----------|
|          | content   |           |
| <b>1</b> | <b>Finance :-</b><br>1.1 Money and Finance, Need, Nature and Importance of Finance.<br>1.2 Finance Functions, Objectives of Financial Management, Functions of Finance Manager.<br>1.3 Financial need of a modern business organization.  | <b>10</b> |
| <b>2</b> | <b>Financial Planning :-</b><br>2.1 Meaning, Nature and characteristics of financial planning. Scope, Importance, Advantages, Limitations, of Financial Planning .<br>2.2 Steps in financial planning.<br>2.3 Methods of estimating financial requirements.   | <b>12</b> |
| <b>3</b> | <b>Capitalization and Capital Structure :-</b><br>3.1 Capitalization – Concept, Factors governing capitalization, over and under capitalization - Causes and effects, Fair Capitalization.<br>3.2 Capital Structure- Meaning, Concept and Principles of capital structure, Factors influencing the pattern of capital structure.<br>3.3 Trading on equity- Concepts and effects.  | <b>12</b> |
| <b>4</b> | <b>Management of Capital :-</b><br>4.1 <b>Types of capital-</b> Fixed capital and working capital, owned and borrowed capital, Short and Long term Capital.<br>4.2 Need, Importance, Factors governing fixed and working capital requirement.<br>4.3 <b>Sources of capital</b> - Shares, Debentures, Public Deposits, Ploughing back of profits, Loans from Bank and Financial Institutions, Trade creditors, Installment credit etc. | <b>14</b> |
|          | <b>Total</b>  | <b>48</b> |

**Term II**

**(Production, Operations Functions)**

| Unit No. | Production, Operations Functions   | Lectures  |
|----------|--|-----------|
|          | content  |           |
| <b>1</b> | <b>Production management Functions :-</b><br>1.1 Meaning, Definition, Functions of Production Management, Responsibilities of Production manager .<br>1.2 Production Planning - Objectives, Importance, levels of planning.<br>1.3 Routing & Scheduling - Meaning, Route Sheets, Scheduling, Master and sequential scheduling, scheduling devices. | <b>14</b> |

|          |  |           |
|----------|--|-----------|
|          | 1.4 Production control- Definition and meaning, Necessity, objectives, factors and techniques of production control  |           |
| <b>2</b> | <b>Plant Location and Plant Layout</b><br>2.1 Introduction, importance, factors responsible for plant location.<br>2.2 Plant Layout- Meaning, Definition, Importance of good layout, factors relevant for choice of layout, Line, Process and Product layout.<br>2.3 Plant Layout - Advantages, disadvantages and techniques.  | <b>10</b> |
| <b>3</b> | <b>Inventory management</b><br>3.1 Inventory management -Introduction, methods, and Norms.<br>3.2 EOQ, Use of Computers in Inventory Management,<br>3.3 Material Requisition Planning (MRP) , Just In Time ( JIT ),ABC Analysis.   | <b>10</b> |
| <b>4</b> | <b>Material Handling and supply chain management</b><br>4.1 Meaning, function of material handling, principles of material handling.<br>4.2 Common material handling devices fork lift truck, platform truck, straddle carrier, chain hoist, roller and belt conveyor, bridge crane, crawler crane.<br>4.3 Supply chain management- Theory, Principles, Implications, Factors affecting supply chain management. | <b>14</b> |
|          | <b>Total</b>   | <b>48</b> |

| <b>Recommended Books</b> |   |
|--------------------------|---|
| 1.                       | Fundamentals of Business Finance- Dr. R. M. Shrivastav                      |
| 2.                       | Corporate Finance- S C Kuchhal  |
| 3.                       | Industrial Finance- M C Kuchhal   |
| 4.                       | Corporate Finance- Dr. P V Kulkarni   |
| 5.                       | Financial Management- Dr. Prasanna Chandra                                  |
| 6.                       | Production, Operations Management - Dr.B.S. Goel (Pragati Prakashan Meerut) |
| 7.                       | Operations Management- Norman Gaither, Greg Frazaiier (Sengage Learning)    |
| 8.                       | Production Management - Chunawalla  |



**T.Y. B.Com.**  
**Banking & Finance Special Paper III**  
**Subject Name :- Banking Law and Practices in India.**  
**Course Code :- 306 – b.**

**Objectives:**

1. To acquaint the students with Banking Law and Practice in relation to the Banking system in India
2. To understand the legal aspects of Banking transactions and its implications as Banker and Customer.
3. To make the Students aware of the Banking Law and Practice in India

**Term I**

| <b>Unit No.</b> | <b>Topic</b>   | <b>Lectures</b> |
|-----------------|--|-----------------|
| 1.              | LAWS RELATING TO BANKING IN INDIA<br>Provisions of The Banking Regulation Act, 1949, with reference to the following: Definition – Capital - Reserve Fund - Cash Reserve for Non Schedule Banks<br>Liquid Assets – Licensing - Branch Licensing - Management<br>Profit and Loss Account and Balance Sheet – Sec. 10, 29 & 30<br>Powers of the Reserve Bank of India – Sec. 35 & 36<br>Voluntary Amalgamation – Sec. 44A<br>Compulsory Amalgamation – Sec. 45<br>Liquidation – Sec. 45<br>Banking Regulation Act as applicable to Co-operative Banks. | 14              |
| 2.              | NEGOTIABLE INSTRUMENTS ACT, 1881<br>Definition, Characteristics and Presumptions of Negotiable Instruments.<br>Promissory Note, Bills of Exchange and Cheque – Definition and Features<br>Parties to Negotiable Instruments<br>Negotiation<br>Presentment<br>Notice of Dishonor<br>Noting and Protesting   | 14              |
| 3.              | PAYING BANKER Precautions in Payment of Customers' Cheques<br>Paying Banker's Duties and Rights<br>Statutory Protection to Paying Banker<br>Payment of forged Cheque<br>Return of cheques  | 10              |
| 4.              | COLLECTING BANKER<br>Precautions in collecting Customer's Cheques<br>Collecting Banker's - Duties and Rights<br>Statutory Protection to Collecting Banker<br>Dishonor of Cheques by Non-Acceptance and Non-Payment   | 10              |
| <b>Total</b>    |  | <b>48</b>       |

**Term II**

| <b>Unit No.</b> | <b>Topic</b>                             | <b>Lectures</b> |
|-----------------|--|-----------------|
| 5               | RELATIONSHIP BETWEEN BANKER AND CUSTOMER | 14              |

|              |   |           |
|--------------|---|-----------|
|              | Definition of Banker and Customer<br>Relationship as Debtor and Creditor<br>Banker as Trustee<br>Banker as Agent<br>Banker's Obligation of Secrecy of Accounts<br>Banker's Lien<br>Right of Set Off<br>Disclosure permitted by the Banker's Practices and Usage<br>Bankers Obligation to honour Cheques<br>Garnishee Order<br>Termination of Relationship   |           |
| 6            | <b>SECURITIES FOR ADVANCES:</b><br>Principles of Secured Advances<br>Precautions to be taken by the banker while advancing against:<br>a. Documents of title to Goods<br>b. Real Estate<br>c. Fixed Deposit Receipt<br>d. Bullion<br>e. Supply Bills<br>f. Life Insurance Policy<br>g. Shares<br>h. Agricultural Produce  | 10        |
| 7.           | <b>MODES OF CREATING CHARGE:</b><br>Lien , Pledge , Hypothecation<br>Mortgages and types of Mortgages,<br>Precautions to be taken by Bankers while creating and recording charge  | 10        |
| 8.           | <b>PROJECT APPRAISAL &amp; RECOVERY MEASURES</b><br><b>A) Steps in Project Appraisal - Economic, Technical, Managerial, Operational and Financial Aspects.</b><br><b>B) Recovery Measures:</b><br>i) Legal Measures: Debt Recovery Tribunal – LokAdalat – Corporate Debt<br>ii) Non Legal Measures: Follow up action – One time settlement – Recovery Camps – Recovering through Self Help Groups.<br>Recovery System – Recovery under Securitisation and Reconstruction of financial Assets and enforcement of Security Interest Act, 2003 | 14        |
| <b>Total</b> |   | <b>48</b> |

#### Recommended Books

1. Practice of Law and Banking -: G.S. Gill
2. Banking Law and Practice -: P.N. Varshney
3. Banking Theory and Law Practice -: E. Gordon, K. Natarajan
4. Banking Law and Practice in India -: M.L. Tannan
5. Banking Law and Practice in India -: Maheshwari
6. Law and Practice of Banking -: Prof. Mugli
7. Banking Theory and Practice -: K.C. Shekar
8. Law and Practice of Banking -: B.M. Lall and Nigam
9. Banking Law & Practices Shri. Prakash Misal, Success Publication.

**T.Y. B.Com.**  
**Business Laws & Practices Special Paper III**  
**Subject Name :- Business Laws & Practices.**  
**Course Code :- 306 – c.**

**Objectives –**

- 1) To impart the students with the knowledge and understanding of important business Laws including tax related laws.
- 2) To acquaint the students with Company law & Secretarial Practice.

**Term I**

| <b>Unit No.</b> | <b>Topic</b>   | <b>Lectures</b> |
|-----------------|--|-----------------|
| <b>1</b>        | <b>Central Excise Act 1944</b><br>Meaning and object of Excise - Definitions- Goods, Manufacture, Production, Excisable Goods - Registration Procedure and Documentation - Valuation - Transaction Value, Valuation under MRP, Tariff Value, Valuation under Central Excise Valuation Rules. Simple Problems on valuation - Daily Stock Account (DSA), Invoicing and Periodical returns, Assessment - Payment of Duty - Method, manner and mode of duty, payment, Account Current and TR – 6 – Challan - CENVAT - Definition of INPUT, CAPITAL GOODS, Manner and avilment of CENVAT - SSI Unit - Records, Documents to be maintained, Benefits for SSI Units - SSI Units and Manufacture of Branded goods - SSI Unite and job work | 10              |
| <b>2</b>        | <b>Service Tax –</b><br>1. Meaning, object and scope of the service tax.<br>2. Taxable Services -<br>Stock Broking. – Advertising – Courier - Tour Operator - Photography Services - Online information and data base access and/or retrieval - services - Value of taxable service<br>3. Procedure of Registration, Payment of Service Tax, Refund of Service Tax.<br>4. Return of Service Tax, Assessment and Penalties.   | 10              |
| <b>3</b>        | <b>CUSTOM ACT 1962. ,</b><br>1. Meaning object and scope, Definitions - Customs Area, Customs Port / Air Port / Station /Water - Prohibited goods - smuggling - Shipping Bill - Entry - Bill of Entry-Bill of Export - Costal Goods.<br>2. Levy and exemption from Custom duty - Valuation of goods for purpose of assessment.<br>3. Clearance of Imported and Exported goods - Confiscations of goods and conveyances and imposition of penalty.  | 10              |
| <b>4</b>        | <b>CENTRAL SALES TAX ACT 1956</b><br>1. Definitions - Sale, inter-state sales, intra-state sales, sales during import sales, export, goods, dealer, appropriate state, declared goods.<br>2. Persons liable to pay CST, Rate of CST, Practical Problems on Calculation of CST payable.<br>3. Registration under CST Act  | 10              |
| <b>5</b>        | <b>Law of patent &amp; Trade Mark</b>  | 08              |

|                |   |           |
|----------------|---|-----------|
|                | <p>Patent Act 1970 – Important Definitions, Inventions Net Partner, Application for patents,, Opposition to Grant of Patent, Grant and sealing of patents, Suit concerning infringement of patents, Surrender and revocation of patents, penalties.</p> <p>Trade Mark Act 1999 – Important definitions, procedure of Registration, Duration, Renewal etc. of registration - infringement of Trade Mark -Penalties.</p>  |           |
| <b>Term II</b> |   | <b>48</b> |
| <b>6</b>       | <p><b>Role of company secretary</b></p> <p>Origin &amp; concept – Definition of secretary - Importance of company secretary - Duties, Liabilities &amp; Rights of company secretary - Qualification of Company secretary</p>  | 12        |
| <b>7</b>       | <p><b>Borrowing Powers and Methods of Borrowing</b></p> <p>Statutory Provisions - Unauthorized Borrowings - Security for borrowings - Mortgage – Pledge – Hypothecation – Charge - Fixed Mortgage and Charge - Registration of Charges</p> <p>Method of borrowings -</p> <p>Short-term Borrowings – Loan From Banks - Public Deposits - Companies Acceptance of Deposits Rule 1975 - Repayment of Deposit and Powers of Company</p> <ul style="list-style-type: none"> <li>• Company Law Board</li> <li>• Income Tax on Company Deposits</li> <li>• Regulation by RBI</li> <li>• Long and Medium Term Borrowings</li> </ul> <p>Debentures : Meaning, Kinds - Procedure for Issue of Debentures - Guidelines for Issue of Debentures - Rights of Debenture holders - Liabilities of Trustees - Transfer and Transmission of Debentures – Redemption - Reissue of Redeemed Debentures</p> <ul style="list-style-type: none"> <li>• Appointment of a Receiver and Its Registration</li> <li>• Inter-Company Loans and Investments</li> </ul> | 08        |
| <b>8</b>       | <p><b>Dividend, Interest &amp; Bonus Shares</b></p> <p><b>Dividend</b></p> <p>Meaning, Statutory Provisions - Conditions under which Dividend may not be paid - Declaration of Dividend - Dividend paid out of Reserves - Unpaid or Unclaimed Dividend Transfer to Central Govt. - Procedure for Payment of Dividend - Dividend Mandates / Authority - Interim Dividend - Loss of Dividend Warrants - Payment of Interest out of Capital - Dividend and Income Tax</p> <p><b>Interest –</b></p> <p>Meaning and Distinction from Dividend - Procedure of paying Interest on Debentures</p> <p><b>Bonus Shares –</b></p> <p>Bonus Shares or Capitalization of Profits - Statutory Provisions / Guidelines for Issue of bonus shares, Procedure for Issue of Bonus Shares - Forms of Issue of Bonus Shares - Effects of Issue of Bonus Shares - Advantages of the Issue of Bonus Shares - Limitations of the</p>   | 14        |

|           |   |    |
|-----------|---|----|
|           | Issue of Bonus Shares   |    |
| <b>9</b>  | <b>Accounts, Statutory Books &amp; Registers</b><br>Accounts : Books of Accounts - Annual Accounts - Balance Sheet of a Holding Company - Annual Return - Statutory Books and Registers - Statistical Books   | 04 |
| <b>10</b> | <b>Company Audit</b><br>Appointment of Auditors - Special Audit - Audit of Cost Accounts - Removal of Auditors - Remuneration and Expenses of an Auditor - Qualifications and Disqualifications of an Auditor - Rights, Powers and Duties of an Auditor - Auditor's Report - Liabilities of Auditor | 10 |
|           |   | 48 |

**Recommended Books :-**

1. Company Law – A.K.Mujumdar (Taxmann Publication Pvt.Ltd.)
2. Company Law – Avtar singh (Eastern Book Comp. Lucknow )
3. Secretarial Practice – M.C. Kuchhal
4. Indirect Taxes – V.S.Datey (Taxmann Publication Pvt.Ltd.)
5. Indirect Taxes- S.C. Mehrotra (Sahitya Bhavan Publication, Agra )
6. Corporate Law – Dilip Shinde, Kiran Nerkar, Abhishek Sahu  
(Sai Jyoti Publication)

**T.Y. B.Com.**  
**Co-operation and Rural Development Special Paper III**  
**Subject Name -: Co-operation and Rural Development.**  
**Course Code -: 306 – d.**

**Objectives -:**

1. To acquaint students with the co-operative marketing
2. To develop the capability of students for knowing different types Marketing.
3. To aware the role of National Agricultural Co-operative Marketing Federation (NAFED)

**Term I**

| <b>Unit No.</b> | <b>Topic</b>   | <b>Lectures</b> |
|-----------------|--|-----------------|
| <b>1</b>        | <b>Introduction to Marketing</b><br>1.1 Meaning and definition<br>1.2 Elements<br>1.3 Objectives<br>1.4 Importance<br>1.5 Evaluation of marketing<br>1.6 Scope of marketing<br>1.7 Classification of markets - Local, Regional, National and Global markets  | <b>10</b>       |
| <b>2</b>        | <b>Co-operative Marketing</b><br>2.1 Basic concepts and features.<br>2.2 Structure of cooperative marketing<br>2.3 Primary Co-operatives Marketing Societies-objects, Functions and Progress.<br>2.4 District and State Co-operatives marketing societies / Federation - objects, Functions and Progress.<br>2.5 Development and Evaluation.   | <b>10</b>       |
| <b>3</b>        | <b>Consumer Co-operatives</b><br>3.1 Meaning, Need and Importance<br>3.2 Structure.<br>3.2.1 Primary Co-operative Consumer Stores, Student Consumer Stores.<br>3.2.2 Wholesale Co-operative Stores<br>3.2.3 Super markets<br>3.2.4 State Co-operative Consumer Federation<br>3.2.5 National Co-operative Consumer Federation<br>3.2.6 Problems of consumer co-operatives<br>3.3 Evaluation and development | <b>10</b>       |
| <b>4</b>        | <b>Other Co-operative and It's Marketing</b><br>4.1 Dairy Co-operatives<br>4.2 Poultry Co-operatives<br>4.3 Sugar Co-operatives.<br>4.4 Cotton processing ( Ginning, Spinning Mills)   | <b>5</b>        |
| <b>5</b>        | <b>Pricing</b><br>5.1 Meaning and Objectives of Pricing<br>5.2 Competitive and Co-operative Pricing<br>5.3 Agricultural Cost and Price Commission (ACPC)   | <b>8</b>        |

|          |  |           |
|----------|--|-----------|
|          | 5.4 Mechanism of estimating of Minimum Support Price (MSP) by ACPC<br>5.5 Problems related to MSP  |           |
| <b>6</b> | <b>Marketing Research</b><br>6.1 Concept and Scope<br>6.2 Steps involved in marketing research<br>6.3 Globalization and marketing research<br>6.4 Need and practice of marketing research in co-operatives | <b>5</b>  |
|          | <b>Total</b>   | <b>48</b> |

### Term-II

| Unit No.   | Topic   | Lectures  |
|------------|---|-----------|
| <b>6.</b>  | <b>Marketing Strategy for Co-operatives</b><br>6.1 Meaning and definition<br>6.2 Importance of marketing strategy in co-operatives<br>6.3 Factors influencing marketing strategy of co-operatives<br>6.4 Marketing strategy followed by<br>6.4.1 Agricultural Cooperative Processing.<br>6.4.2 Co-operative produce Marketing.<br>6.4.3 Co-operative Service Marketing.<br>6.5 Strategy for Exporting Agricultural Produce. | <b>12</b> |
| <b>7.</b>  | <b>National Agricultural Co-operative Marketing Federation (NAFED) of India limited.</b><br>7.1 Objectives<br>7.2 Organizational Set-up<br>7.3 Functions<br>7.4 Performance and evaluation of NAFED.  | <b>8</b>  |
| <b>8.</b>  | <b>Agricultural Produce Market Committee</b><br>8.1 Organizational Set-up<br>8.2 Functions<br>8.3 Progress and Problems   | <b>10</b> |
| <b>9.</b>  | <b>Agricultural Produce Market (Regulation) Act, 1963</b><br>9.1 Background for Enactment<br>9.2 Objectives<br>9.3 Feature of the Act<br>9.4 Main Provisions.   | <b>8</b>  |
| <b>10.</b> | <b>The Agricultural Produce Marketing (Development &amp; Regulation) Act, 2003 (Model Act)</b><br>10.1 Objectives<br>10.2 Basic features.<br>10.3 Main provisions<br>10.4 Impact on Agricultural Marketing  | <b>10</b> |
|            | <b>Total</b>  | <b>48</b> |

### **Recommended Books**

Dr. Mukund Tapkir:- Sahakar ,Nirali Prakashan, Pune

Dr G.H.Barhate, Dr.J.R.Bhor and, Prof. L.P.Wakale--Sahakar ,Seth Publication , Mumbai.

G.S.Kamat.- Cases in Co-operative management.

K.K.Taimani.- Co-operative Organization and Management.

G.S.Kamat.- New Dimensions of Co-operative Management.

Dr G.H.Barhate, Prof.B.G.Sahane and Prof, L.P.Wakale---Sahakar vikas , Seth Publication, Mumbai.

Vasant Desai—Fundamentals of Rural Development.

Dr.Dandekar and Rath- Poverty in India.

Dr.P.R.Dubhashi- Rural Development and Administration in India.

V.Reddy- Rural Development in India

S.K.Gopal- Co-operative Farming in India.

I.C.A--State and Co-operative Movement.

K.K.Taimani.- Co-operative Organization and Management.

Dr.D.M.Gujrathi and Prof.A.D.Divekar, Patsansthace Vishwat



**T.Y. B.Com.**  
**Cost and Works Accounting Special Paper III**  
**Subject Name :- Cost and Works Accounting.**  
**Course Code :- 306 – e.**

**Objectives :-**

- 1 To impart knowledge regarding costing techniques.
- 2 To provide training as regards concepts, procedures and legal Provisions of cost audit.

**Level of Knowledge :- Basic Knowledge.**

**Term I**

| Unit No.  | Topic   | Lectures  |
|-----------|---|-----------|
| <b>1.</b> | <b>Marginal Costing:</b>  | <b>18</b> |
|           | 1.1 Meaning and concepts- Fixed cost, Variable costs, Contribution, Profit-volume Ratio, Break-Even Point & Margin of Safety.<br>1.2 Cost-Profit-Volume Analysis- Assumptions and limitations of cost volume analysis<br>1.3 Application of Marginal Costing Technique:- Make or buy decision, Acceptance of export order & Limiting factors. |           |
| <b>2.</b> | <b>Budgetary Control:</b>   | <b>12</b> |
|           | 2.1 Definition and Meaning of Budget & Budgetary control<br>2.2 Objectives of Budgetary control<br>2.3 Procedure of Budgetary control<br>2.4 Essentials of Budgetary control<br>2.5 Advantages and Limitations of Budgetary control<br>2.6 Types of Budgets.  |           |
| <b>3.</b> | <b>Uniform costing and Inter-firm Comparison</b>  | <b>08</b> |
|           | 3.1 Meaning and ,objectives<br>3.2 Advantages and disadvantages.  |           |
| <b>4.</b> | <b>Introduction to management information system in Costing</b>   | <b>10</b> |
|           | 4.1 Meaning , objectives and Advantages<br>4.2 Procedure of MIS   |           |
|           | <b>Total</b>  | <b>48</b> |

**Term II**

| Unit No.  | Topic  | Lecture   |
|-----------|--|-----------|
| <b>5.</b> | <b>Standard Costing</b>  | <b>16</b> |
|           | 5.1 Definition and meaning of standard cost & standard Costing .<br>5.2 Types of standards, setting up of Material & Labour Standards<br>5.3 Difference between Standard Costing & Budgetary Control.<br>5.4 Advantages and Limitations of standard costing<br>5.5 Variance Analysis & its Significance<br>5.6. 1 Meaning, Types and Causes of Material & Labour variances.<br>5.6. 2 Problems on Material & Labour variances. |           |
| <b>6</b>  | <b>Farm Costing</b>  | <b>10</b> |
|           | 6.1 Meaning and Features of Farm Costing<br>6.2 Advantages & Limitations of Farm Costing<br>6.3 Practical Problems   |           |

|          |  |           |
|----------|--|-----------|
| <b>7</b> | <b>Cost Accounting Record Rules &amp; Cost Audit:</b>  | <b>12</b> |
|          | 7.1 Introduction to cost accounting record u/s 148 of the companies Act 2013<br>7.2 Cost records and Verification of Cost Records<br>7.3 Cost auditor – Appointment- Rights and duties   |           |
| <b>8</b> | <b>Cost Audit (Legal Provisions):</b>  | <b>10</b> |
|          | 8.1 Cost Audit - Meaning, Scope, objectives & advantages of Cost Audit.<br>8.2 Cost Audit Report and Annexure to cost Audit Report.<br>8.3 Introduction to Cost Accounting Standards issued by Institute of Cost and Management of India .<br>8.4 Generally accepted Cost Accounting principles. |           |
|          | <b>Total</b>   | <b>48</b> |

**Note :-**

Allocation of Marks-

- a) 50% For Theory.
- b) 50% For Practical Problems.

**Areas of Practical Problems:**

Marginal Costing [problems on P/V Ratio BEP, M/S Angle of incidence  
Budgetary Control-[Sales Budget, Cash Budget, Flexible budget .  
Standard Costing-Material & Labour Variances only. [Simple problem]  
Farm Costing [Farm Cost sheet]

| <b>Books Journals and Websites Recommended for Cost and Works Accounting<br/>Paper I, II and III</b> |  |
|--|--|
| 1.   | Prof. Subhash jagtap -: Practice in Advanced costing and Management Accounting. Nirali Prakashan, Pune       |
| 2.   | Ravi Kishor -: Advanced Cost Accounting and Cost Systems Taxman's Allied Service Pvt.Ltd., New Delhi.        |
| 3.   | S.P. Lyengar -: Cost Accounting Principles and Practice, Sultan Chand & Sons Accounting Taxman's, New Delhi. |
| 4.   | Ravi Kishor -: Students Guide to Cost Accounting Taxman's, New Delhi.  |
| 5.   | M.N. Arora -: Cost Accounting Principles and Practice Vikas Publishing House Pvt. Ltd., New Delhi.           |
| 6.   | S.N. Maheshwari and S.N. Mittal -: Cost Accounting, Theory and Problems, Mahavir book Depot, New Delhi.      |
| 7.   | B.L. Lall and G.L. Sharma -: Theory and Techniques of Cost Accounting. Himalaya Publishing House, New Delhi. |
| 8.   | V.K. Saxena and Vashista -: Cost Accounting – Text book. Sultan Chand and Sons, New Delhi                    |
| 9.   | V.K. Saxena and Vashista -: Cost Audit and Management Audit. Sultan Chand and Sons, New Delhi                |
| 10.  | Jain and Narang -: Cost Accounting Principles and Practice. Kalyani Publishers                               |
| 11.  | N.K. Prasad -: Principles and Practice of Cost Accounting Book Syndicate Pvt. Ltd., Calcutta.                |
| 12.  | N.K. Prasad -: Advanced Cost Accounting Syndicate Pvt. Ltd., Calcutta.                                       |
| 13.  | R.K. Motwani -: Practical Costing. Pointer Publisher, Jaipur.  |
| 14.  | R.S.N. Pillai and V. Bhagavati -: Cost Accounting.   |
| 15.  | Hornefrain and Datar -: Cost Accounting and Managerial Emphasis.   |
| 16.  | Dr.J.P.Bhosale -: Management Accounting, Vision Publication  |

**T.Y. B.Com.**  
**Business Statistics Special Paper III**  
**Subject Name :- Business Statistics.**  
**Course Code :- 306 – f.**

**Objectives:**

1. To study different optimization techniques.
2. To study different charts.
3. To study simulation.

| Sr. No.       | Topic   | No. of Lectures |
|---------------|---|-----------------|
| <b>Term 1</b> |   |                 |
| Unit 1        | <b>Game Theory:</b><br>Meaning, two person zero-sum game, pure and mix strategies, Pay off tables, saddle points, minimax and maximin principles, Dominance principles. Examples and problems.  | 10              |
| Unit 2        | <b>Statistical Decision Theory:</b><br>Introduction, acts, states of nature, pay off, regret, Decision Making Under Risk, Expected Opportunity Loss (EOL) Criterion and Expected Monetary Value (EMV) Criterion. Decision Making Under Uncertainty, Maximin Criterion, Maximax , Minimax Regret Criterion, Laplace Criterion, Hurvitz Criterion, Examples and problems. | 16              |
| Unit 3        | <b>Replacement Problem:</b><br>Introduction, replacement of Item that deteriorates with time when value of money remains same during the period.  | 6               |
| Unit 4        | <b>Statistical Quality Control :</b><br>Introduction, Chance and assignable Causes of variation, Uses of SQC, Control limits, specification limits, Tolerance limits Process and product control, Control charts for mean, range, P-Chart, C-Chart , Process Capability study , Interpretation of capability index $C_p$ and $C_{pk}$                                   | 16              |
| <b>Term 2</b> |   |                 |
| Unit 5        | <b>CPM/PERT:</b><br>Meaning and scope, activity, event, node, network, path, critical path, slack, float (total, free, independent), forward pass and backward pass methods.<br>Pessimistic, Most likely and Optimistic times in PERT, mean and variance for each activity, expected duration of project, probability of completion of project, Examples and problems.  | 16              |
| Unit 6        | <b>Simulation:</b><br>Meaning and scope, Advantages and disadvantages of simulations, Examples and problems, step wise procedure of drawing model sample using EXCEL from i) uniform distribution and ii) normal distribution using Box-Muller transformation.  | 10              |
| Unit 7        | <b>Queuing Theory:</b><br>Meaning, calling population, queue discipline, inter arrival rate, service  | 10              |

|        |   |    |
|--------|---|----|
|        | rate, traffic intensity, single channel Poisson arrival with exponential service rate, average waiting time in i) queue and ii) system, average length of i) queue and ii) system. Examples and problems.   |    |
| Unit 8 | <b>Application of derivative in Business:</b><br>Algebraic Function: Cost function, Profit function, Revenue function.<br>Derivative and double derivative of some simple algebraic functions and its meaning in computation of maxima and minima of a function. Concept of average cost, marginal cost, variable cost and fixed cost. Examples and problems. | 12 |

#### List of Practicals

| Sr. No. | Name of Experiment          |
|---------|-----------------------------|
| 1       | Game Theory                 |
| 2       | Statistical Decision Theory |
| 3       | Statistical Quality Control |
| 4       | CPM/PERT                    |
| 5       | Simulation Using Excel      |
| 6       | Queuing Theory              |

#### Books Recommended:

1. Operations Research : Harndy, Taha
2. Operations Research: Kantiswroop, Gupta
3. Business Mathematics : J. K. Sharma
4. Statistical Quality Control: Montgomery
5. Fundamentals of Mathematical Statistics: Gupta, Kapoor V.K.
6. Fundamentals of Statistics: S.C. Gupta

#### Pattern of Question Paper (Annual Exam)

**Max. Marks:80**

**Time : 3 hours**

#### Question No.

**Max. Marks**

|   |    |
|---|----|
| Q 1 Attempt any five of the following (2x5) | 10 |
| Q 2 Attempt any four of the following (5x4) | 20 |
| Q 3 Attempt any four of the following (5x4) | 20 |
| Q 4 Attempt any two of the following (15x2) | 30 |

**T.Y. B.Com.**  
**Business Entrepreneurship Special Paper III**  
**Subject Name -: Business Entrepreneurship.**  
**Course Code -: 306 – g.**

**Objectives:-**

- 1) To develop the Knowledge and understanding of behavioral aspects of entrepreneurship.
- 2) To acquaint students with the behavioral aspects of members of the team or employees

**Term I**

| Unit No.     | Topic   | Lectures  |
|--------------|---|-----------|
| 1.           | <b>Organizational Behavior:</b><br><b>Organization;</b> Meaning, Definitions, Goals, Approaches. Organizational Behavior – Meaning, Definitions, Need. Nature. Importance & Scope<br>Historical roots of OB. Organizational Behavior Models.  | 12        |
| 2.           | <b>Individual Behavior and Personality:</b><br>Determinants of individual behavior –<br>Personality: Meaning, Definitions, Determinants of Personality,<br>Personality Traits, Personality Development, Emotional Intelligence,<br>Entrepreneurial Personality.   | 12        |
| 3.           | <b>The study of Autobiographies of following Entrepreneurs:</b><br>(1) Dr. Nilakantha Kalyani<br>(2) Shri. D.S. Kulkarni<br>(3) Mr. Aditya Vikram Birla<br>(4) Shri. Dilip Narayan Borawake<br>(5) Mrs. Jyoti Naik (Ejjat Ki Lajjat, Shri Mahila Gruh Udyog, Lijjat Papad)<br>(6) Shri Ramesh J. Chavan-Thundered Unbottled | 12        |
| 4.           | <b>Group and Group Dynamics:</b><br>Meaning and Definitions of group, Classification of group, Group task<br>Group size – Group formation process. Group Structure.<br>Group Dynamics: Influence in Group<br>Group Cohesion – Helping Behavior, Co – Operation and Competition<br>Improved Work group.                      | 12        |
| <b>Total</b> |   | <b>48</b> |

**Term II**

| Unit No. | Topic   | Lectures |
|----------|---|----------|
| 5.       | <b>Team Building:</b><br>Team - Meaning and Definitions<br>Team v/s Group<br>Types of team<br>Creating high performance team<br>Managing team                                       | 12       |
| 6.       | <b>Stress and Conflict Management:</b><br>Stress – Meaning and Definitions. Types<br>Sources and Consequences of stress<br>Stress management – Personal and Organizational approach | 12       |

|           |   |           |
|-----------|---|-----------|
|           | Conflict Management:<br>Meaning and nature of Conflicts. Types<br>Causes of Conflicts. Remedies to overcome the Conflicts   |           |
| <b>7.</b> | <b>Motivation:</b><br>Motivation at work place – Meaning and Definitions. Need & Types of Motivation<br>Job description & Job analysis<br>Management by Objects (MBO)– Job rotation – Job enrichment – Employee Involvement Programme | <b>12</b> |
| <b>8.</b> | <b>Organizational Change and Development:</b><br>Meaning and Definitions<br>Causes of Change<br>A Change Model<br>Resistance to Change<br>Strategies of Change and Development  | <b>12</b> |
|           | <b>Total</b>  | <b>48</b> |

| <b>Recommended Books</b> |  |
|--------------------------|--|
| 1)                       | Tosi H.L., Rizzo J.R., Carrol S.J. 'Handbook of Organizational Behaviour' – Infinity Books, New Delhi.                       |
| 2)                       | Robbins Stephen – 'Organizational Behaviour' Prentice – Hall of India, New Delhi.  |
| 3)                       | Ghandekar (Dr.) Anjali – 'Organisational Behaviour' – Everest Publishing House.  |
| 4)                       | Journal: Shri. Ram Centre for Industrial Relations and Human Resources – 'Indian Journal of Industrial Relations' New Delhi. |
| 5)                       | Vyavsay Udhojyakata-Dr.Sudhakar Jadhavar Success Publication Pune  |
| 6)                       | Udhojyakanchi Kartutvagatha-Dr.P,C,Shejwalkar  |

**T.Y. B.Com.**  
**Marketing Management Special Paper III**  
**Subject Name -: Marketing Management.**  
**Course Code -: 306 – h.**

**Objectives of the Paper**

1. To know detailing of Marketing Research
2. To understand the role Brand and Distribution Management in marketing
3. To inform about Marketing and Economic Development
4. To Know of the importance of control on marketing activities

**First Term**

**Unit 1**

**Advertising I**

**a) Fundamentals of Advertising**

1. Conceptual framework, Nature, Scope and Functions of Advertising
2. Role of Advertising in Modern Business
3. Advertising – Objectives – Types, Benefits and Limitations
4. Ethics in Advertising

**b) Advertising Media**

1. Definitions – Classifications and Characteristics of Different Media
2. Comparative Study of Advertising Media
3. Selection of Media-Factors Affecting Selection of Media
4. Media Mix-Geographical selective-Media Scheduling
5. E-Advertising  
(14 periods)

**Unit 2**

**Advertising II**

**Appeals and Approaches in Advertisement**

1. Introduction- Different Appeals and their Significance
2. Advertising Message
3. Direct and Indirect Appeal
4. Relation between Advertising Appeal and Buying Motive
5. Positive and Negative Emotional Approaches  
(12 periods)

**Unit 3**

**Brand management**

- a) Introduction of Branding
- b) Brand identity
- c) Advertising and Branding
- d) Brand Extension
- e) Identity Sources – symbols, logos, trademarks  
(10 Periods)

#### **Unit 4**

##### **Industrial Marketing**

- a) Introduction to Industrial Marketing
  - b) Types of Industrial Goods
  - c) Difference between Industrial and Consumer Marketing
  - d) Purchasing practices of Industrial customers
- (12 Periods)

#### **Second Term**

#### **Unit 5**

##### **Marketing Research**

- a) Meaning, nature and scope of Marketing Research
  - b) Marketing Research process
  - c) Types of Research
  - d) Types of Data
  - e) Types of Questionnaire
- (14 Periods)

#### **Unit 6**

##### **Distribution Management**

- a) Warehousing and Transport decisions
  - b) Logistics – meaning, nature
  - c) Logistics Function
  - d) Warehousing – need, functions
  - e) Transportation – modes, factors affecting transportation costs
- (10 Periods)

#### **Unit 7**

##### **Target Marketing**

- a) Meaning, nature, importance
  - b) Market Targeting
  - c) Selection of Target Segment
  - d) Targeting Strategies
- (10 Periods)

#### **Unit 8**

##### **Marketing Control**

- a) Meaning, objectives of Marketing Control
  - b) Benefits of Marketing Control: - essential of an effective Marketing Control System
  - c) Techniques of Marketing Control
  - d) Process of Marketing Control
  - e) Marketing Audit – meaning, characteristics, objectives, process of Marketing Audit
- (14 Periods)



**Recommended Books:**

|                    |  |
|--------------------|--|
| Philip Kotler      | Marketing Management   |
| David Carson       | International Marketing: A Comparative System Approach, Wiley, New York  |
| Steven M. Bungess  | The New Marketing<br>Halfway House, Zebra Press, South Africa  |
| David J. Schwartz  | Marketing Today: A Basic Approach<br>Harcourt Brace Jovanovich, New York   |
| Thomas V. Boroma   | The Marketing Edge: Making Strategic Work<br>The Free Press, New York  |
| Peter Doyle        | Value-based Marketing: Marketing Strategies for<br>Corporate Growth and Shareholder value<br>John Wiley, Crichester, England |
| E. Jenome McCarthy | Basic Marketing: A Managerial Approach<br>Irwin, Homewood, Illinois  |
| Bert Rosenbloom    | Marketing Channels: A Management View<br>Dryden, Hinsdale, Illinois  |
| Edward L. Nash     | Direct Marketing: Strategy, Planning, Execution<br>McGraw Hill, New York   |

**Suggested mode of conducting practical**

1. Guest lecture
2. Library assignment
3. Case study
4. Field visit
5. Conducting Survey
6. Presentation

**T.Y. B.Com.**  
**Agricultural and Industrial Economics Special Paper III**  
**Subject Name :- Agricultural and Industrial Economics.**  
**Course Code :- 306 – i.**

**Objectives –**

1. To study the agricultural development in India.
2. To understand the role of industries in India – in the light of globalization.

| <b>Term I – Agriculture and Rural Development</b> |   |                 |
|---|---|-----------------|
| <b>Unit</b>                                       | <b>Topic</b>  | <b>Lectures</b> |
| 1.  | <b>Rural Economy of India</b><br>1.1 Features of Rural Economy.<br>1.2 Recent Trends in Agriculture Economy – Horticulture & Sericulture                            | 08              |
| 2.  | <b>Irrigation and Agricultural Inputs</b><br>2.1 Types of Irrigation.<br>2.2 Modern Changes in Irrigation.<br>2.3 Plant Analysis and Soil Analysis Methods          | 10              |
| 3.  | <b>Rural Credit :-</b><br>3.1 Need & Types of Rural Credit.<br>3.2 Role of cooperative credit.<br>3.3 Role of NABARD  | 10              |
| 4.  | <b>Rural Development Programs :-</b><br>4.1 Community Development Programme.<br>4.2 Intensive Agricultural Area Programme.<br>4.3 Small Farmers Development Agency. | 10              |
| 5.  | <b>Co-Operation in India :- Functions, Growth and Weaknesses of</b><br>5.1 Dairy Cooperatives.<br>5.2 Poultry Cooperatives.<br>5.3 Service Cooperatives.            | 10              |
|   |   | <b>Total 48</b> |

| <b>Term II – Industrial Development</b> |   |                 |
|---|---|-----------------|
| <b>Unit</b>                             | <b>Topic</b>  | <b>Lectures</b> |
| 6.                                      | <b>Industrial Policy</b><br>6.1 Importance of Industrial Policy<br>6.2 Impact of Industrial Policy since 1991   | 08              |
| 7.                                      | <b>Industrial Imbalance</b><br>7.1 Meaning of Industrial Imbalance.<br>7.2 Need for balance Regional Development in Indian Industry<br>7.3 Causes & Measure of Industrial Imbalance in India.   | 08              |
| 8.                                      | <b>Globalization &amp; Industrialization :-</b><br>8.1 Concept of Multinational Corporations (MNC's) in India.<br>8.2 Multinational Corporations & Industrial Development.<br>8.3 Role of Multinational Corporations in Indian Economy<br>8.4 Impact of Multinational Corporations in India | 12              |

|    |   |                 |
|----|---|-----------------|
| 9. | <b>Special Economic Zones (SEZ's) in India :-</b><br>9.1 Role of Government in SEZ.<br>9.2 Impact of SEZ in India   | 08              |
| 10 | <b>Infrastructural Development in India</b><br>10.1 Importance of Infrastructural Development in Economic Development<br>10.2 Role of Private Investment in Infrastructural Development.<br>10.3 Problems of Public Sector Investment in Infrastructural Development. | 12              |
|    |   | <b>Total 48</b> |

#### **Recommended Books :**

1. S.K.Misra and V.K.Puri : Indian Economy - Himalaya Publishing House, Delhi.
2. Khedkar B.D. : Indian Economy, Success Publication, Pune
3. Sundaram & Black : The International Business Environment, New Delhi
4. Agrrawal A.N. Indian Economy – Vikas Publication
5. Khem Farooq A. Business and society, S.Chand Delhi
6. Dutt R & Sundaram K.P.M – Indian Economy, s.chand delhi
7. Dutt Rudder : Economic Reforms in India – A Critique – S Chand, New Delhi.
8. Hedge: Environmental Economics, MaMillan.
9. K.V. Srivyya and V.R.M. Das : Indian Industrial Economy, Chand & Com.New Delhi 1977

**T.Y. B.Com.**  
**Defense Budgeting, Finance & Management Special Paper III**  
**Subject Name -: Defense Budgeting, Finance & Management.**  
**Course Code -: 306 – j.**

**Aim of the paper**

One of the crying needs of the hour is to ensure that the National Security objectives are met-in a cost effective manner. Against such backdrop, the aim can be achieved by educating the students and disseminating the information and by giving the planners, decision makers and administrators all the information they need in an easily understandable form. By studying this paper students will understand all the financial aspects of budgetary and management systems in India.

**Term I**

| <b>Unit No.</b> | <b>Topic</b>  | <b>Lectures</b> |
|-----------------|---|-----------------|
| <b>1.</b>       | <b>Financial Management.</b><br>a. Purpose, Planning, Control and Need.<br>b. Salient Features of India's Economic System.  | <b>10</b>       |
| <b>2.</b>       | <b>Economic Theories of Defence.</b><br>a. Concept of Public Good.<br>b. Defence and Development.<br>c. Basic Macro – Economic Concept.   | <b>10</b>       |
| <b>3.</b>       | <b>Government Financial System.</b><br>a. Introduction – Principles, Structure Ministry of Finance, Parliament, Controller and Auditor General.   | <b>10</b>       |
| <b>4.</b>       | <b>Defence Budget Structure.</b><br>a. Preparation.<br>b. Allocation and Execution of Defence Budget.   | <b>08</b>       |
| <b>5.</b>       | <b>Financial Administration in Defence Services.</b><br>a. Role of Financial Advisor.<br>b. Defence Accounts Department.<br>c. Structure of the Five Year Defence Plan and its Formulation, Approval and Execution. | <b>10</b>       |
| <b>Total</b>    |   | <b>48</b>       |

**Term II**

| <b>Unit No.</b> | <b>Topic</b>   | <b>Lectures</b> |
|-----------------|--|-----------------|
| <b>6.</b>       | <b>New Trends in India's Defence Expenditure.</b><br>a. Understanding of the Defence Budget.<br>b. Analysis of India's Defence Expenditure Since 1998.<br>c. Impact of Expenditure on Defence Forces.        | <b>12</b>       |
| <b>7.</b>       | <b>Elements of War Potential.</b><br>a. Economic Elements.<br>b. Natural Resources and Raw Material.<br>c. Manpower and its utility.<br>d. Industrial Capacity.<br>e. Foreign Aid as a Contributory Element. | <b>12</b>       |

|              |  |           |
|--------------|--|-----------|
| <b>8.</b>    | <b>Effects of War.</b><br>a. Economic Structure.<br>b. Industry.<br>c. Post War Problem.   | <b>12</b> |
| <b>9.</b>    | <b>Challenges in Defence and Financial Management.</b><br>a. System of Financial Management in Defence.<br>b. Linkages between Planning and Budget.<br>c. Arm Impacts vs. Indigenisation: Progress, Pitfalls and Impact on Defence Budget. | <b>12</b> |
| <b>Total</b> |  | <b>48</b> |

| <b>Recommended Books</b> |   |
|--------------------------|---|
| 1.                       | Raju G.C. Thomas, "The Defence of India: A Budgetary Perspective" (MacMillan Publication, New Delhi, 1978)  |
| 2.                       | Subramanyam K., "India's Security Perspective – Policy and Planning", (Lancer Books, New Delhi, 1991).  |
| 3.                       | Nanda Ravi, "National Security Perspective, Policy and Planning", (Lancer Books, New Delhi, 1991).  |
| 4.                       | Khanna D. D. and Malhotra P. N., "Defence vs. Development: A Case Study of India", (Indus Publication Company, New Delhi, 1993).                          |
| 5.                       | Kennedy Gavin, "Defence Economics", (Gerald Duckworth & Co. Ltd, 1983).   |
| 6.                       | Ghosh Amiya, "India's Defence Budget & Expenditure Management in Wider Context", (Lancer Publication and Span Tech, Delhi, 1996).                         |
| 7.                       | Dutta Meena and Sharma Jai Narayan, "Defence Economics", (Deep and Deep Publication, New Delhi)   |
| 8.                       | Deger S. & Sen S. "Military Expenditure in the Third World Countries: The Economic Effects", (Routlet & Kegan Paul, 1986).                                |
| 9.                       | Agarwal Rajesh K., "Defence Production and Development", (Gulab Vazirani for Arnold Heinermann Publishers, 1978).   |
| 10.                      | Thomas Raju G. C., "Indian Security Policy", (Princeton, New Jersey, University Press, 1988).   |
| 11.                      | Robert Loony and David Winterford, "Economic Causes and Consequences of Defence Expenditure in the Middle East and South Asia", (University Press, 1995). |
| 12.                      | Shrinivas V. N., "Budgeting for Indian Defence: Issues of Contemporary Relevance", (KW Publishers Pvt., Ltd., New Delhi – 2008).                          |
| 13.                      | Annual Report, Ministry of Defence, Government of India.  |
| 14.                      | Report of the Finance Commission, Government of India.  |

**T.Y. B.Com.**  
**Insurance Transport and Clearance Special Paper III**  
**Subject Name -: Insurance Transport and Clearance**  
**Course Code -: 306 – k.**

**Objectives :**

- 1) To understand the importance of travel and tourism industry.
- 2) To study the functions and working of various Travel Organizations.
- 3) To understand the marketing mix and recent trends of Global Tourism and Transport Business.

| <b>Term I</b> |  |                 |
|---------------|--|-----------------|
| <b>Unit</b>   | <b>Topic</b>   | <b>Lectures</b> |
| 1             | <b>Development of Tourism</b><br>Planning for International Tour, Factors considers to travel and tourism business, planning for tour, Reservation, Group Tours, Currency ticket arraignment, Hotel Reservations   | 12              |
| 2             | <b>Functions and Working of Travel Organizations</b><br>IATA ( International Air Travel Agency)<br>WTO ( World Tourism Organization )<br>IUTO ( International Union of Travel Organization)<br>TAAI ( Travel Agents Association of India)<br>PATA ( Pacific Air Travel Association)                          | 12              |
| 3             | <b>Tour Planning</b><br>Requirement documents for foreign tour-Passport, Visa, Health clearance, reading of maps, Role of Embassy, City Guides, Whether conditions, comparative study of tourism in India and Other Countries.   | 12              |
| 4             | <b>Transport Means</b><br>Current scenario of Railway, Road, Water and Air transport in India<br>Significance of Transport in Indian Economy, Role of Air and water transport in global trade.<br><b>Logistic Management-</b> Elements, Features, Important of logistics management in Business and Industry | 12              |
|               |  | Total- 48       |

| <b>Term II</b> |  |    |
|----------------|--|----|
| 1              | <b>Development of Tourism</b><br>Role of Tour and Travel Agents-<br>Advertisement, Publicity, Marketing of group tours, Knowledge of employer packages, schemes, LTC facility to employee, Designing of Package tours suitable to employees. | 12 |
| 2              | <b>Tourism Knowledge of Popular Countries</b><br>Thailand And Malaysia, Gulf and Dubai, Singapore and Hong Kong, U.K., Europe.   | 12 |

|          |   |           |
|----------|---|-----------|
| <b>3</b> | <b>Reservation and Accommodation</b>  | <b>12</b> |
|          | Holiday Homes, Campus, Rest Houses, Hotels, Hostels, motels, Clubs, Availability of Food and Catering Services at various sites |           |
| <b>4</b> | <b>Qualities Required for Tourism Business</b>  | <b>12</b> |
|          | a. Product Knowledge  |           |
|          | b. Customer Orientation   |           |
|          | c. Communication skills   |           |
|          | d. Analytical , ability skills  |           |
|          | e. Motivation and Behavioral skills   |           |
|          | f. Presentation skills  |           |
|          | g. Personality Development and Behavioral Aspects   |           |

**Total 48**

#### **Recommended Books**

- 1) Travel and Tourism Management – Foster Dougals, Macmillan London.
- 2) Service Marketing – Jha S.M., Himalaya Publishing House, Mumbai
- 3) Tourism and Travel Management – Bishwanath Ghosh, Vikash Publishing House
- 4) Tourism Management- Wahab & Salah, Tourism International Press, London.
- 5) Travel and Tourism Business Management – Dr.S.K.Wadekar  
Shanti Prakashan, Ahemadabad (Gujrat)

**T.Y. B.Com.**  
**Computer Programming and Application Special Paper III**  
**Subject Name :- Software Engineering.**  
**Course Code :- 306 – I.**

**Objective:**

- a. To understand the different system concepts used in Software Engineering.
- b. To learn the different types applications of Software Engineering.
- c. To know the facts about Software Development.

**Term-I**

| <b>Unit No.</b> | <b>Name of the Topic</b>  | <b>Number of lectures</b> | <b>Reference Book</b> |
|-----------------|---|---------------------------|-----------------------|
| <b>1</b>        | <b>Introduction to System Concepts</b><br>1 Definition , Elements of System<br>2 Characteristics of System<br>3 Types of System<br>4 System Concepts  | 10                        | Book1                 |
| <b>2</b>        | <b>Requirement Analysis</b><br>1 Definition of System Analysis<br>2 Requirement Anticipation<br>3 Knowledge and Qualities of System Analyst<br>4 Role of a System Analyst<br>5 Feasibility Study And It's Types<br>6 Fact Gathering Techniques<br>7 SRS(System Requirement Specification) | 14                        | Book1                 |
| <b>3</b>        | <b>Introduction to Software Engineering</b><br>1 Definition Need for software Engineering<br>2 Software Characteristics<br>3 Software Qualities ( McCall's Quality Factors  | 10                        | Book2                 |
| <b>4</b>        | <b>Software Development Methodologies</b><br>1 SDLC (System Development Life Cycle)<br>2 Waterfall Model<br>3 Spiral Model<br>4 Prototyping Model<br>5 RAD MODEL  | 14                        | Book2                 |
|                 | <b>Total Lectures</b>   | <b>48</b>                 |                       |

**Term-II**

| <b>Unit No.</b> | <b>Name of the Topic</b> | <b>Number of lectures</b> | <b>Reference Book</b> |
|-----------------|--------------------------|---------------------------|-----------------------|
|-----------------|--------------------------|---------------------------|-----------------------|



|   |  |           |                    |
|---|--|-----------|--------------------|
| 5 | <b>Analysis and Design Tools</b><br>1 Entity-Relationship Diagrams<br>2 Decision Tree and Decision Table<br>3 Data Flow Diagrams (DFD)<br>4 Data Dictionary<br>Elements of DD, Advantage of DD<br>5 Pseudo code<br>6 Input And Output Design<br>7 CASE STUDIES (Based on Above Topic solve min.5 case studies) | 16        | Book1,<br>Book2    |
| 6 | <b>Structured System Design</b><br>1 Modules Concepts and Types of Modules<br>2 Structured Chart<br>3 Qualities of Good Design<br>Coupling, Types of Coupling, Cohesion, Types of Cohesion<br>4 CASE STUDIES (Based on Above Topic solve min.5 case studies)   | 14        | Book1 and<br>Book2 |
| 7 | <b>Software Testing</b><br>1 Definition, Test characteristics<br>2 Types of testing<br>Black-Box Testing, White-Box Testing,<br>Unit testing, Integration testing<br>3 Validation<br>4 Verification<br>5 Testing Tools   | 10        | Book1 and<br>Book2 |
| 8 | <b>Risk Management</b><br>1 Software risk<br>2 Risk identification<br>3 Risk projection  | 08        | Book1              |
|   | <b>Total Lectures</b>  | <b>48</b> |                    |

#### Recommended Books:

- 1) Software Engineering - Roger s. Pressman.
- 2) SADSE (System Analysis Design) - Prof. Khalkar and Prof. Parthasarathy.



## सावित्रीबाई फुले पुणे विद्यापीठ, पुणे

**F. Y. B. A. मराठी**

मराठी विषयाचा पुनर्रचित अभ्यासक्रम- जून २०१९ पासून

**Choice Based Credit System [CBCS]**

निवड आधारित श्रेयांक पद्धत

| सत्र               | विषयाचे नाव   |
|--------------------|---|
| नियमित अभ्यासक्रम  |   |
| पहिले              | मराठी साहित्य : कथा आणि भाषिक कौशल्यविकास [CC-1 A]      |
| दुसरे              | मराठी साहित्य : एकांकिका आणि भाषिक कौशल्यविकास [CC-1 A] |
| पर्यायी अभ्यासक्रम |   |
| पहिले              | व्यावहारिक व उपयोजित मराठी - भाग १ [CC-1 A]             |
| दुसरे              | व्यावहारिक व उपयोजित मराठी - भाग २ [CC-1 A]             |

## F. Y. B. A. मराठी विषयाचा पुनर्रचित अभ्यासक्रम- जून २०१९ पासून

१. Title of the course: B.A. (मराठी)

२. Preamble of the syllabus:

उच्च शिक्षणासाठी प्रवेश घेणाऱ्या विद्यार्थ्यांची शैक्षणिक पार्श्वभूमी ही ज्ञानरचनावादाची आहे. या विद्यार्थ्यांचे पूर्वानुभव, पूर्वज्ञान हे जिज्ञासा, निरीक्षण, प्रयोग, सर्जनशीलता, उपाययोजना व समस्या निराकरण अशा अध्ययन – अध्यापन सूत्रांतून निर्माण झाले आहे.

हा अभ्यासक्रम तयार करित असताना काही आधारभूत तत्वे स्वीकारली आहेत. राष्ट्रीय शैक्षणिक धोरणाची उद्दिष्टे प्रत्यक्षात आणताना, विद्यार्थीकेंद्री, आंतरविद्याशाखीय, रोजगाराभिमुख, कौशल्याधिष्ठीत असे भाषा व साहित्याचे अभ्यासक्रम अनुसरणे, निर्माण करणे आवश्यक आहे. तसेच जीवन कौशल्य विकासासाठी भाषा, साहित्य, कला ही माध्यमे अधिक परिणामकारकतेने समजावून घेणे आवश्यक झाले आहे. साहित्यिक क्षमता, भाषिक क्षमता वाढीसाठी, जीवनाच्या आकलनासाठी आणि प्रगल्भतेसाठी विद्यार्थी सिद्ध करणे; ही आजची गरज बनली आहे.

**उद्दिष्टे :**

१. मराठी भाषा, मराठी साहित्य आणि मराठी संस्कृती यांचे अध्ययन करणे.
२. साहित्यविषयक आकलन, आस्वाद आणि मूल्यमापन क्षमता विकसित करणे.
३. साहित्याभ्यासातून जीवनविषयक समज विकसित करणे.
४. मराठी भाषेची उपयोजनात्मक कौशल्ये विकसित करणे.

मराठी विषयाचा अभ्यासक्रमाची पुनर्रचना खालील क्रमाने करण्यात येणार आहे.

१. First Year B.A. 2019-20.
२. Second Year B.A. 2020-21.
३. Third Year B.A. 2021-22.

B. A. (मराठी) हा पुनर्रचित अभ्यासक्रम तीन वर्षांचा आणि सहा सत्रांत विभागलेला निवड आधारित श्रेयांक पद्धतीचा (Choice Based Credit System) [CBCS] आहे. हा अभ्यासक्रम F. Y. B. A. (सत्र १ आणि सत्र २), S. Y. B. A. (सत्र ३ आणि सत्र ४), T. Y. B. A. (सत्र ५ आणि सत्र ६) अशा १३२ श्रेयांकांचा आहे.

३. Pattern: निवड आधारित श्रेयांक पद्धत (Choice Based Credit System) [CBCS]

४. Eligibility : (Circular No. 100 of 2017)

**Faculty of Humanities**

**(1) Arts & Fine Arts Bachelor's Degree**

1. First Year B.A.

- (a) Higher Secondary School Certificate (10+2) or its equivalent Examination with English as a passing subject.
- (b) Three Years Diploma Course (after S.S.C. i.e. 10th Standard), of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- (c) Three Years Diploma in Pharmacy Course (after S.S.C. i.e. 10th), of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- (d) S.S.C. of 10 years or 11 years with English and Indian Air Force Educational Test for promotion to the rank of Corporal.
- (e) Trained Teachers Certificate Course, of Inter-State Board of Anglo Indian Education, New Delhi.
- (f) Intermediate Commerce/Arts examination from the Recognized Board of Secondary Education, M.P. Bhopal with 4 subjects including General English.
- (g) Diploma in Education with English, of Bureau of Government of Maharashtra.
- (h) MCVC (minimum competency Vocational Course Government of Maharashtra)

५. Examination:

१. Pattern of examination:

१. Semester

२. Pattern of the question paper:

|                        |         |
|------------------------|---------|
| विद्यापीठ सत्र परीक्षा | ७० गुण  |
| अंतर्गत मूल्यमापन      | ३० गुण  |
| एकूण                   | १०० गुण |

२. Standard of passing: उत्तीर्ण होण्यासाठी विद्यापीठ सत्र परीक्षेत ७० पैकी २८ गुण अनिवार्य, अंतर्गत मूल्यमापनामध्ये ३० पैकी १२ गुण अनिवार्य.

३. Award of class:

**1. Percentage to Grades and Grade Points**

The following formula may be used to convert marks (%) into letter grades.

Let  $\bar{X}$  = mean of % age marks of all student appeared in the paper.

$\sigma$  = Standard deviation

m = % of marks obtained

| Letter grade      | Numerical grade | Formula  |
|-------------------|-----------------|--|
| O (outstanding)   | 10              | $m \geq \bar{X} + 2.5 \sigma$                        |
| A+ (Excellent)    | 9               | $\bar{X} + 2.0 \sigma \leq m < \bar{X} + 2.5 \sigma$ |
| A (Very Good)     | 8               | $\bar{X} + 1.5 \sigma \leq m < \bar{X} + 2.0 \sigma$ |
| B+ (Good)         | 7               | $\bar{X} + 1.0 \sigma \leq m < \bar{X} + 1.5 \sigma$ |
| B (Above average) | 6               | $\bar{X} \leq m < \bar{X} + \sigma$                  |
| C (Average)       | 5               | $\bar{X} - 0.5 \sigma \leq m < \bar{X}$              |
| D (Pass)          | 4               | $\bar{X} - \sigma \leq m < \bar{X} - 0.5 \sigma$     |
| F (Fail)          | 0               | $m < \bar{X} - \sigma$                               |
| Ab (Absent)       | 0               |  |

\* Minor variations may be adjusted by the individual institution.

६ Structure of Course:

| Year     | Semester | Core Courses (CC)            | Discipline Specific Elective Courses (DSE) | Generic Elective(GE) |
|----------|----------|------------------------------|--|----------------------|
| F.Y.B.A. | 1        | CC – 1 A (3)                 |  |                      |
|          | 2        | CC – 1 B (3)                 |  |                      |
| S.Y.B.A. | 3        | CC – 1 C (2)                 | DSE 1 A (3)<br>DSE 2 A (3)                 |                      |
|          | 4        | CC – 1 D (2)<br>CC – 3 D (1) | DSE 1 B (3)<br>DSE 2 B (3)                 |                      |
| T.Y.B.A. | 5        | CC – 1 E (2)                 | DSE 1 C (3)<br>DSE 2 C (3)                 |                      |
|          | 6        | CC – 1 F (2)                 | DSE1 D (3)<br>DSE 2 D (3)                  | GE 2 B (2)           |

७ Work Load:

१. १ श्रेयांक : १५ तास
२. १ तास : ६० मिनिट
३. १ सत्र : ३ श्रेयांक

८ Subject wise Detail Syllabus & Recommended books:

**F.Y.B.A. (प्रथम वर्ष कला)**

निवड आधारित श्रेयांक पद्धत (Choice Based Credit System)

**पहिले सत्र**

**विषयाचे नाव : मराठी साहित्य : कथा आणि भाषिक कौशल्यविकास [CC-1 A]**

**अभ्यासक्रमाची उद्दिष्टे :**

१. कथा या साहित्यप्रकाराची ओळख करून देणे.
२. कथा या साहित्यप्रकाराचे स्वरूप, घटक आणि प्रकार यांची ओळख करून देणे.
३. विविध साहित्यप्रवाहांमधील कथा या साहित्यप्रकारातील निवडक कथांचे अध्ययन करणे.
४. भाषिक कौशल्यविकास करणे.

**पहिले सत्र :**

| घटक | तपशील  | श्रेयांक | तासिका |
|-----|--|----------|--------|
| १   | कथा : स्वरूप आणि वाटचाल<br>कथा : घटक<br>कथा : प्रकार (रचनाप्रकार आणि प्रवाह)   | १        | १५     |
| २   | अभ्यासपुस्तक : <b>समकालीन मराठी कथा</b><br>अक्षरबंध प्रकाशन, पुणे<br>संपादक : प्रा. डॉ. शिरीष लांडगे, प्रा. डॉ. दिलीप पवार, प्रा. डॉ. संदीप सांगळे | १        | १५     |
| ३   | भाषिक कौशल्यविकास<br>नैसर्गिक : आकलनासह श्रवण<br>अर्जित : संभाषण, वाचन, लेखन, इ-संवाद कौशल्य<br>प्रगत : सारग्रहण, सारांशलेखन                       | १        | १५     |

**संदर्भ ग्रंथ**

१. मराठी साहित्य : प्रेरणा आणि स्वरूप, संपादक डॉ. गो. मा. पवार, डॉ. म. द. हातकणंगलेकर
२. साहित्यमूल्य आणि अभिरुची, डॉ. गो. मा. पवार
३. काही साहित्यिक : काही साहित्यकृती, डॉ. भीमराव कुलकर्णी
४. साहित्य अध्यापन आणि प्रकार, वा. ल. कुलकर्णी गौरव ग्रंथ, संपादक श्री. पु. भागवत, डॉ. सुधीर रसाळ
५. कथा : संकल्पना आणि समीक्षा, सुधा जोशी, मौज प्रकाशन
६. मराठी कथा : विसावे शतक, संपादक के. ज. पुरोहित, सुधा जोशी

७. व्यावहारिक मराठी, पुणे विद्यापीठ प्रकाशन, पुणे.
८. व्यावहारिक मराठी, डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे, निराली प्रकाशन, पुणे.
९. व्यावहारिक मराठी, डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, स्नेहवर्धन प्रकाशन, पुणे.
१०. व्यावहारिक मराठी, डॉ. सयाजीराजे मोकाशी, प्रा. रंजना नेमाडे
११. व्यावहारिक, उपयोजित मराठी आणि प्रसारमाध्यमांची कार्यशैली, संपादक डॉ. संदीप सांगळे, डायमंड पब्लिकेशन, पुणे.
१२. मराठी भाषेची संवाद कौशल्ये (पुस्तक क्र.१ ते ८) य. च. म. मुक्त विद्यापीठ, नाशिक.
१३. व्यावहारिक मराठी, डॉ. ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर.
१४. नवभारत, व्यावहारिक मराठी विशेषांक, ऑगस्ट – सप्टेंबर, १९८२, प्राज्ञ पाठशाला, वाई.
१५. प्रसारमाध्यमांसाठी लेखन कौशल्ये, य. च. म. मुक्त विद्यापीठ, नाशिक.
१६. कहाणी वर्तमानपत्राची, चंचल सरकार, अनुवाद, दिनकर गांगल, नॅशनल बुक ट्रस्ट.
१७. वैखरी, भाषा आणि भाषा व्यवहार, अशोक केळकर
१८. प्रसारमाध्यमे आणि मराठी भाषा, संपादक डॉ. भास्कर शेळके.
१९. व्यावहारिक मराठी भाषा, शरदिनी मोहिते
२०. व्यावहारिक आणि उपयोजित मराठी, डॉ. मनोहर रोकडे
२१. व्यासपीठ, डॉ. महादेव वाळुंज, अक्षरमानव प्रकाशन, पुणे.
२२. मराठी भाषा उपयोजन आणि सर्जन, प्रा. सुहासकुमार बोबडे
२३. पारिभाषिक संज्ञा कोश (इंग्लिश - मराठी ) डॉ. स्नेहल तावरे.
२४. भाषांतर मीमांसा, कल्याण काळे, अंजली सोमण, प्रतिमा प्रकाशन, पुणे.
२५. व्यावहारिक मराठी, संपादक डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे.
२६. उपयोजित मराठी, डॉ. केतकी मोडक, प्रा. सुजाता शेणई, संतोष शेणई
२७. व्यावहारिक मराठी, प्रकाश परब, मिथुन प्रकाशन, १८८९,डोंबिवली (पूर्व)
२८. भाषा संचालनालय, महाराष्ट्र शासनाने प्रकाशित केलेले विविध कोश
२९. साहित्यिक गौरी देशपांडे, महादेव वाळुंज.
३०. बाबुराव बागुलांच्या कथेतील दलित स्त्री, राजाभाऊ भैलुमे.
३१. दलित व दलितेतरांची कथा : एक अभ्यास, श्रीराम गडकर
३२. <https://www.maayboli.com/node/62738>

३३. [https://m.maharashtratimes.com/editorial/samwad/predictive-reviews-of-rural-problems/amp\\_articles/68120291.cms](https://m.maharashtratimes.com/editorial/samwad/predictive-reviews-of-rural-problems/amp_articles/68120291.cms)
३४. <https://marathi.pratilipi.com/>
३५. <https://www.youtube.com/watch?v=uMMRRXj-54Q&feature=youtu.be>
३६. [https://mr.m.wikipedia.org/wiki/%E0%A4%97%E0%A5%8C%E0%A4%B0%E0%A5%80\\_%E0%A4%A6%E0%A5%87%E0%A4%B6%E0%A4%AA%E0%A4%BE%E0%A4%82%E0%A4%A1%E0%A5%87](https://mr.m.wikipedia.org/wiki/%E0%A4%97%E0%A5%8C%E0%A4%B0%E0%A5%80_%E0%A4%A6%E0%A5%87%E0%A4%B6%E0%A4%AA%E0%A4%BE%E0%A4%82%E0%A4%A1%E0%A5%87)
३७. <https://www.bbc.com/marathi/india-43021905>
३८. <https://www.loksatta.com/lekh-news/indian-women-authors-gauri-deshpande-chaturang-anniversary-issue-1761601/>
३९. [https://mr.m.wikipedia.org/wiki/%E0%A4%AD%E0%A4%BE%E0%A4%B8%E0%A5%8D%E0%A4%95%E0%A4%B0\\_%E0%A4%9A%E0%A4%82%E0%A4%A6%E0%A4%A8%E0%A4%B6%E0%A4%BF%E0%A4%B5](https://mr.m.wikipedia.org/wiki/%E0%A4%AD%E0%A4%BE%E0%A4%B8%E0%A5%8D%E0%A4%95%E0%A4%B0_%E0%A4%9A%E0%A4%82%E0%A4%A6%E0%A4%A8%E0%A4%B6%E0%A4%BF%E0%A4%B5)

## दुसरे सत्र

**विषयाचे नाव : मराठी साहित्य : एकांकिका आणि भाषिक कौशल्यविकास [CC-1 A]**

**अभ्यासक्रमाची उद्दिष्टे :**

१. एकांकिका या साहित्यप्रकाराची ओळख करून देणे.
२. एकांकिका या साहित्यप्रकाराचे स्वरूप, घटक आणि प्रकार यांची ओळख करून देणे.
३. मराठी साहित्यातील निवडक एकांकिकांचे अध्ययन करणे.
४. भाषिक कौशल्यविकास करणे.

| घटक | तपशील  | श्रेयांक | तासिका |
|-----|--|----------|--------|
| १   | एकांकिका : स्वरूप<br>एकांकिका : घटक<br>एकांकिका : संहितामूल्य व प्रयोगमूल्य  | १        | १५     |
| २   | अभ्यासपुस्तक : मराठी एकांकिका<br>(विठ्ठल तो आला आला – पु. ल. देशपांडे, हंडाभर चांदण्या – दत्ता पाटील)<br>पद्मगंधा प्रकाशन, पुणे<br>संपादक : प्रा. डॉ. शिरीष लांडगे, प्रा. डॉ. बाळकृष्ण लळीत, प्रा. डॉ. भास्कर ढोके | १        | १५     |
| ३   | भाषा उपयोजनाची विविध आविष्कार रूपे<br>संवादलेखन<br>कल्पनाविस्तार<br>घोषवाक्य लेखन<br>भाषांतर   | १        | १५     |



### संदर्भ ग्रंथ

१. एकांकिका वाटचाल, संपादक श्री. रं. भिडे व इतर, सोमय्या पब्लिकेशन, मुंबई, १९६९.
२. निवडक मराठी एकांकिका, संपादक सुधा जोशी, साहित्य अकादमी, दिल्ली, १९८३.
३. निवडक एकांकिका, वि.भा. देशपांडे, १९७७.
४. सर्वोत्कृष्ट मराठी एकांकिका, प्रभाकर नारायण परांजपे, सुपर्ण प्रकाशन, पुणे, १९४८.
५. मराठी एकांकिका तंत्र व विकास, श्री. रं. भिडे, सुपर्ण प्रकाशन, पुणे.
६. एकांकिका विचार आणि सर्वोत्तम एकांकिका, जयंत पवार व इतर, नेहरू सेंटर प्रकाशन, मुंबई १९९३.
७. टॅक्स फ्री आणि इतर एकांकिका (प्रस्तावना), चंद्रशेखर फणसळकर, कॉन्टिनेन्टल प्रकाशन, पुणे १९९५.
८. समग्र एकांकिका भाग १ व २, विजय तेंडुलकर, पॉप्युलर प्रकाशन, मुंबई, २००४.
९. चतुरंग सवाई एकांकिका, संपादक चतुरंग परिवार, १९८८-२०१२ रौप्यमहोत्सवी वाटचाल विशेषांक.
१०. <https://www.youtube.com/watch?v=0fnZMG8zdpk>

### प्रश्नपत्रिकेचे स्वरूप : पहिले आणि दुसरे सत्र

| विद्यापीठ सत्र परीक्षा   |   |          |
|--|---|----------|
| वेळ : ३ तास  | घटकनिहाय प्रश्न तपशील   | गुण : ७० |
| प्रश्न क्रमांक   |   | गुण      |
| प्रश्न १ ला  | २ पैकी १ प्रश्नाचे उत्तर प्रत्येकी १५० शब्दांपर्यंत (घटक १)   | १०       |
| प्रश्न २ रा  | ४ पैकी २ प्रश्नांची उत्तरे प्रत्येकी १५० शब्दांपर्यंत (घटक २) | २०       |
| प्रश्न ३ रा  | २ पैकी १ प्रश्नाचे उत्तर प्रत्येकी ३०० शब्दांपर्यंत (घटक २)   | २०       |
| प्रश्न ४ था  | ४ पैकी २ प्रश्नांची उत्तरे प्रत्येकी १५० शब्दांपर्यंत (घटक ३) | २०       |
| सत्र परीक्षा एकूण गुण  |   | ७०       |
| अंतर्गत मूल्यमापन  |   |          |
| लेखी परीक्षा (घटक २)   |   | २०       |
| प्रकल्प / गटचर्चा / गृहपाठ / चर्चासत्र / उपक्रम सहभाग / अभ्यासभेट (घटक ३)  |   | १०       |
| अंतर्गत मूल्यमापन एकूण गुण   |   | ३०       |
| सत्र परीक्षा आणि अंतर्गत मूल्यमापन एकूण गुण  |   | १००      |
| अंतर्गत मूल्यमापनाचे नियोजन महाविद्यालयाने करावे. विद्यापीठाच्या निर्देशानुसार विहित मुदतीत गुण विद्यापीठाकडे पाठवावे.                     |   |          |
| विद्यार्थ्यांचे अंतर्गत मूल्यमापनविषयक लेखन / तपशील विद्यापीठाच्या निर्देशानुसार, विहित कालावधीपर्यंत महाविद्यालयाकडे जमा असणे आवश्यक आहे. |   |          |

**F.Y.B.A. (प्रथम वर्ष कला)**

निवड आधारित श्रेयांक पद्धत (Choice Based Credit System)

**पहिले सत्र**

**पर्यायी अभ्यासक्रम**

**विषयाचे नाव : व्यावहारिक व उपयोजित मराठी भाग १ [CC-1 A]**

**अभ्यासक्रमाची उद्दिष्टे :**

१. संज्ञापनातील भाषेची भूमिका, विविध भाषिक आविष्कारांचे स्वरूप समजावून घेणे. भाषिक कौशल्यांची क्षमता विकसित करणे.
२. भाषिक कौशल्यांचे विविध आविष्कार आणि संपर्कमाध्यमे यांचा परस्परसंबंध समजावून घेणे व उपयोजन करणे.
३. मराठीचा कार्यालयीन, व्यावसायिक कामकाजात भाषेचे उपयोजन, गरज व स्वरूप या विशेषांची माहिती करून घेणे.
४. कार्यालयीन, व्यावसायिक भाषाव्यवहारासाठी आवश्यक लेखनकौशल्याचे संपादन व उपयोजन करणे.

| घटक | तपशील  | श्रेयांक | तासिका |
|-----|--|----------|--------|
| १   | १. जीवन व्यवहारातील भाषेचे स्थान :<br>भाषा स्वरूप व व्याख्या, आविष्करणाचे प्रकार, मौखिक व लिखित.जीवनक्षेत्रे व भाषा उपयोजन<br>२. भाषिक कौशल्ये :<br>१. नैसर्गिक - आकलनसह श्रवण,<br>२. अर्जित - संभाषण, वाचन व लेखन | १        | १५     |
| २   | १. अर्जलेखन- विनंती अर्ज, नोकरीसाठी अर्ज, तक्रार अर्ज, माहितीच्या अधिकारातील अर्ज.<br>२. निबंध लेखन - वर्णनात्मक, चर्चात्मक आणि ललित (प्रत्यक्ष निबंधलेखन करणे अपेक्षित )  | १        | १५     |
| ३   | प्रगत भाषिक कौशल्ये :<br>१. सारांश लेखन<br>२. सारग्रहण<br>३. भाषांतर<br>(प्रत्यक्ष लेखन करणे अपेक्षित)   | १        | १५     |

**दुसरे सत्र**  
**पर्यायी अभ्यासक्रम**

**विषयाचे नाव : व्यावहारिक व उपयोजित मराठी भाग १ [CC-1 A]**

| घटक | तपशील  | श्रेयांक | तासिका |
|-----|--|----------|--------|
| १   | संवाद लेखन :<br>१. विविध माध्यमांसाठी होणारे संवाद.<br>२. सुचविलेल्या प्रसंगावर आधारित संवाद लेखन<br>३. ई-संवाद (ई-मेल)  | १        | १५     |
| २   | भाषांतर :<br>१. भाषांतर म्हणजे काय ? भाषांतर शास्त्र की कला ?<br>२. भाषांतराची आवश्यकता, भाषांतर करताना येणाऱ्या अडचणी.<br>३. भाषांतर आणि रूपांतर, लक्ष्यनिष्ठ आणि मूलनिष्ठ भाषांतर.<br>४. इंग्लिश उताऱ्याचे मराठी अथवा हिंदी भाषांतर. | १        | १५     |
| ३   | उपयोजित मराठीची आविष्कार रूपे :<br>१. टिप्पणी लेखन<br>२. इतिवृत्त लेखन<br>३. घोषणा पत्रक<br>४. हस्तपत्रक<br>५. घडीपत्रक<br>६. स्मरणपत्र<br>७. स्मरणिका निर्मितीचा आराखडा<br>८. आशयलेखन (Content Writing)<br>९. जाहिरात लेखन.           | १        | १५     |

**संदर्भ ग्रंथ**

१. व्यावहारिक मराठी, पुणे विद्यापीठ प्रकाशन, पुणे.
२. व्यावहारिक मराठी, डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे, निराली प्रकाशन, पुणे.
३. व्यावहारिक मराठी, डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, स्नेहवर्धन प्रकाशन, पुणे.
४. व्यावहारिक मराठी, डॉ. सयाजीराजे मोकाशी, प्रा. रंजना नेमाडे
५. व्यावहारिक मराठी, डॉ. ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर
६. प्रसारमाध्यमांसाठी लेखन कौशल्ये, य.च.म.मुक्त विद्यापीठ, नाशिक.
७. कहाणी वर्तमानपत्राची, चंचल सरकार अनुवाद, दिनकर गांगल, नॅशनल बुक ट्रस्ट
८. द्विभाषी व्यावहारिक शब्दकोश (इंग्लिश - मराठी) गणेश ओतुरकर
९. प्रसारमाध्यमे आणि मराठी भाषा, संपादक डॉ. भास्कर शेळके.

१०. व्यावहारिक मराठी भाषा, शरदिनी मोहिते
११. भाषांतर मीमांसा, डॉ. कल्याण काळे
१२. व्यावहारिक, उपयोजित मराठी आणि प्रसारमाध्यमे, संपादक डॉ. संदीप सांगळे
१३. व्यावहारिक आणि उपयोजित मराठी, डॉ. मनोहर रोकडे
१४. मराठी भाषा उपयोजन आणि सर्जन, प्रा. सुहासकुमार बोबडे
१५. उपयोजित मराठी, डॉ. केतकी मोडक, प्रा. सुजाता शेणई, संतोष शेणई
१६. व्यावहारिक मराठी, प्रकाश परब
१७. व्यावहारिक मराठी, संपादक डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे.
१८. निबंध : शास्त्र व कला, डॉ. प्र. न. जोशी
१९. निबंध व लेखन, निर्मला किराणे.
२०. भाषांतरमीमांसा, संपादक डॉ. रमेश वरखेडे, य. च. म. मुक्त विद्यापीठ, नाशिक.

**प्रश्नपत्रिकेचे स्वरूप : पहिले आणि दुसरे सत्र**

| <b>विद्यापीठ सत्र परीक्षा</b>  |  |                 |
|--|--|-----------------|
| <b>वेळ : ३ तास</b>   | <b>घटकनिहाय प्रश्न तपशील</b>               | <b>गुण : ७०</b> |
| <b>प्रश्न क्रमांक</b>  |  | <b>गुण</b>      |
| प्रश्न १ ला  | ४ पैकी २ प्रश्नांची उत्तरे लिहिणे. (घटक १) | २०              |
| प्रश्न २ रा  | ४ पैकी २ प्रश्नांची उत्तरे लिहिणे. (घटक २) | २०              |
| प्रश्न ३ रा  | ४ पैकी २ प्रश्नांची उत्तरे लिहिणे. (घटक ३) | ३०              |
| <b>सत्र परीक्षा एकूण गुण</b>   |  | <b>७०</b>       |
| <b>अंतर्गत मूल्यमापन</b>   |  |                 |
| <b>लेखी परीक्षा</b>  |  | <b>२०</b>       |
| प्रकल्प / गटचर्चा / गृहपाठ / चर्चासत्र / उपक्रम सहभाग / अभ्यासभेट  |  | १०              |
| <b>अंतर्गत मूल्यमापन एकूण गुण</b>  |  | <b>३०</b>       |
| <b>सत्र परीक्षा आणि अंतर्गत मूल्यमापन एकूण गुण</b>   |  | <b>१००</b>      |
| अंतर्गत मूल्यमापनाचे नियोजन महाविद्यालयाने करावे. विद्यापीठाच्या निर्देशानुसार विहित मुदतीत गुण विद्यापीठाकडे पाठवावे.                     |  |                 |
| विद्यार्थ्यांचे अंतर्गत मूल्यमापनविषयक लेखन / तपशील विद्यापीठाच्या निर्देशानुसार, विहित कालावधीपर्यंत महाविद्यालयाकडे जमा असणे आवश्यक आहे. |  |                 |



## सावित्रीबाई फुले पुणे विद्यापीठ, पुणे

प्रथम वर्ष वाणिज्य (मराठी)

F. Y. B. Com. (मराठी)

मराठी विषयाचा पुनर्रचित अभ्यासक्रम- जून २०१९ पासून

निवड आधारित श्रेयांक पद्धत

Choice Based Credit System [CBCS]

| सत्र  | विषयाचे नाव   |
|-------|---|
| पहिले | भाषा, साहित्य आणि कौशल्यविकास [११७]<br>(Ability Enhancement Course) |
| दुसरे | भाषा आणि कौशल्यविकास [११७]<br>(Ability Enhancement Course)          |

## पहिले सत्र

### विषयाचे नाव – भाषा, साहित्य आणि कौशल्यविकास [११७] (Ability Enhancement Course)

#### अभ्यासक्रमाची उद्दिष्टे -

१. विविध क्षेत्रातील भाषा व्यवहाराचे स्वरूप व गरज समजावून देणे.
२. या व्यवहार क्षेत्रातील मराठी भाषेचे स्थान स्पष्ट करणे व त्यातील मराठीच्या प्रत्यक्ष वापराचा अभ्यास करणे.
३. विविध क्षेत्रीय मराठी भाषेच्या वापराची कौशल्ये विकसित करणे.
४. विविध लेखनप्रकारांचा अभ्यास व प्रत्यक्ष लेखनाची कौशल्ये वापरण्यास सक्षम करणे.
५. विविध क्षेत्रातील कर्तृत्ववान व्यक्तींच्या कार्याची व विचारांची ओळख करून देणे.
६. विद्यार्थ्यांमध्ये नैतिक, व्यावसायिक व वैचारिक मूल्यांची जोपासना करणे.

| घटक | तपशील   | श्रेयांक | तासिका |
|-----|---|----------|--------|
| १   | निबंध लेखन- वैचारिक, ललित आणि वाणिज्य विषयक   | १        | १५     |
| २   | अभ्यासपुस्तक : उत्कर्षवाटा<br>शब्दालय प्रकाशन, श्रीरामपूर<br>संपादक : प्रा. डॉ. शिरीष लांडगे, प्रा. डॉ. तुकाराम रोंगटे, प्रा. डॉ. राजेंद्र सांगळे | २        | ३०     |

दुसरे सत्र

**विषयाचे नाव – भाषा आणि कौशल्यविकास [११७]**  
(Ability Enhancement Course)

| घटक | तपशील  | श्रेयांक | तासिका |
|-----|--|----------|--------|
| १   | <b>अर्जलेखन व पत्रलेखन :</b><br>१. अर्जलेखन : अर्जाचे विविध नमुने - विनंती अर्ज, नोकरीसाठी अर्ज, माहितीच्या अधिकारातील अर्ज, संगणकीय अर्जलेखन-युनिकोडमधून मायक्रोसॉफ्ट वर्डमध्ये अर्ज.<br>२. पत्रलेखन : खासगी पत्रव्यवहार, प्रशासनिक पत्रव्यवहार, व्यावसायिक पत्रव्यवहार, इ-मेल. | १        | १५     |
| २   | <b>प्रशासनिक मराठी :</b><br>१. इतिवृत्त लेखन<br>२. माहितीपत्रक<br>३. जाहीर निवेदन<br>४. वाणिज्य व माहिती तंत्रज्ञानविषयक पारिभाषिक संज्ञा  | १        | १५     |
| ३   | <b>प्रगत भाषिक कौशल्ये :</b><br>१. सारांशलेखन<br>२. भाषांतर- (इंग्लिश - मराठी )<br><b>जाहिरातलेखन :</b><br>१. आकाशवाणी<br>२. वृत्तपत्र<br>३. दूरचित्रवाणी  | १        | १५     |

### संदर्भ ग्रंथ -

१. व्यावहारिक मराठी - पुणे विद्यापीठ प्रकाशन.
२. व्यावहारिक मराठी - डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे, निराली प्रकाशन, पुणे.
३. व्यावहारिक मराठी - संपा. डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे.
४. व्यावहारिक मराठी - डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, स्नेहवर्धन प्रकाशन
५. व्यावहारिक मराठी - डॉ. सयाजीराजे मोकाशी, प्रा. रंजना नेमाडे
६. व्यावहारिक मराठी - डॉ. ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर
७. प्रसारमाध्यमांसाठी लेखन कौशल्ये - य.च.म.मुक्त विद्यापीठ, नाशिक.
८. कहाणी वर्तमानपत्राची-चंचल सरकार, अनुवाद - दिनकर गांगल, नॅशनल बुक ट्रस्ट.
९. द्विभाषी व्यावहारिक शब्दकोश (इंग्लिश - मराठी ) - गणेश ओतुरकर
१०. प्रसारमाध्यमे आणि मराठी भाषा - संपादक डॉ. भास्कर शेळके.
११. व्यावहारिक मराठी भाषा - शरदिनी मोहिते
१२. भाषांतर मीमांसा - डॉ. कल्याण काळे
१३. भाषांतर चिकित्सा - डॉ. मधुकर मोकाशी
१४. व्यावहारिक , उपयोजित मराठी आणि प्रसारमाध्यमे - संपा. डॉ. संदीप सांगळे
१५. व्यावहारिक आणि उपयोजित मराठी - डॉ. मनोहर रोकडे
१६. मराठी भाषा उपयोजन आणि सर्जन - प्रा. सुहासकुमार बोबडे
१७. पारिभाषिक संज्ञा कोश (इंग्लिश -मराठी )- डॉ. स्नेहल तावरे.
१८. उपयोजित मराठी- डॉ. केतकी मोडक, प्रा. सुजाता शेणई ,संतोष शेणई
१९. व्यावहारिक मराठी - प्रकाश परब
२०. जाहिरातशास्त्र - डॉ. वंदना खेडीकर
२१. निबंध : शास्त्र व कला - डॉ. प्र. न. जोशी
२२. निबंध व लेखन - निर्मला किराणे.



**प्रश्नपत्रिकेचे स्वरूप : पहिले आणि दुसरे सत्र**

| <b>पहिले सत्र</b>                                  |  |                 |
|--|--|-----------------|
| <b>विद्यापीठ सत्र परीक्षा</b>                      |  |                 |
| <b>वेळ : ३ तास</b>                                 |  | <b>गुण : ७०</b> |
| <b>प्रश्न क्रमांक</b>                              | <b>घटकनिहाय प्रश्न तपशील</b>   | <b>गुण</b>      |
| प्रश्न १ ला  | निबंध लेखन- वैचारिक, ललित आणि वाणिज्य विषयक (३०० शब्दांपर्यंत) (घटक १) | १५              |
| प्रश्न २ रा  | ४ पैकी २ प्रश्नांची उत्तरे प्रत्येकी ५० शब्दांपर्यंत (घटक २)           | १५              |
| प्रश्न ३ रा  | ४ पैकी २ प्रश्नांची उत्तरे प्रत्येकी १५० शब्दांपर्यंत (घटक २)          | २०              |
| प्रश्न ४ था  | २ पैकी १ प्रश्नाचे उत्तर प्रत्येकी ३०० शब्दांपर्यंत (घटक २)            | २०              |
| सत्र परीक्षा एकूण गुण                              |  | <b>७०</b>       |
| <b>अंतर्गत मूल्यमापन</b>                           |  |                 |
| लेखी परीक्षा (घटक २)                               |  | १५              |
| प्रश्नमंजुषा / सादरीकरण / प्रकल्प / गृहपाठ (घटक २) |  | १५              |
| <b>सत्र परीक्षा आणि अंतर्गत मूल्यमापन एकूण गुण</b> |  | <b>१००</b>      |
| <b>दुसरे सत्र</b>                                  |  |                 |
| <b>विद्यापीठ सत्र परीक्षा</b>                      |  |                 |
| <b>वेळ : ३ तास</b>                                 |  | <b>गुण : ७०</b> |
| <b>प्रश्न क्रमांक</b>                              | <b>घटकनिहाय प्रश्न तपशील</b>   | <b>गुण</b>      |
| प्रश्न १ ला  | अ. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक १)                            | २०              |
|  | ब. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक १)                            |                 |
| प्रश्न २ रा  | अ. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक २)                            | २०              |
|  | ब. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक २)                            |                 |
| प्रश्न ३ रा  | अ. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक ३)                            | ३०              |
|  | ब. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक ३)                            |                 |
| सत्र परीक्षा एकूण गुण                              |  | <b>७०</b>       |
| <b>अंतर्गत मूल्यमापन</b>                           |  |                 |
| प्रश्नमंजुषा / सादरीकरण / प्रकल्प / गृहपाठ (घटक १) |  | १५              |
| लेखी परीक्षा (घटक २ आणि ३)                         |  | १५              |
| <b>सत्र परीक्षा आणि अंतर्गत मूल्यमापन एकूण गुण</b> |  | <b>१००</b>      |



# **Savitribai Phule Pune University**

*(Formerly University of Pune)*

**Three Year B.Sc. Degree Program in Geography**

**(Faculty of Science & Technology)**

**F.Y.B.A. (Geography)**

**Choice Based Credit System Syllabus**

**To be implemented from Academic Year 2019-2020**

## **Title of the Course: B.A. (Geography)**

### **Preamble for the Syllabus:**

Savitribai Phule Pune University has decided to change the syllabi of various faculties from June, 2019. Taking into consideration the rapid changes in arts & Humanities across different areas of Geography and related subjects board of studies in Geography with concern of teachers of Geography from different colleges affiliated to Savitribai Phule Pune University has prepared the syllabus of F.Y.B.A. Geography. To develop the syllabus the U.G.C. Model curriculum is followed.

Preamble: This paper intends to acquaint the students with various dimensions of Physical Geography, and its challenges. The students of Geography, F.Y.B. A. should understand the current issues in Physical geography. Specifically Physical geography focused on Lithosphere, Fluvial Cycle, Atmosphere, Hydrosphere.

### **Objectives:**

- I. To introduce the students to the basic concepts in Physical geography.
- II. To introduce latest concept in Physical geography
- III. To acquaint the students with the utility and application of Physical geography in different regions and environment.
- IV. IV. To make the students aware about Earth system (Lithosphere, Atmosphere, Biosphere and Hydrosphere)

**Course Structure****F. Y. B. A. GEOGRAPHY**

| Sr. No. | Semester      | Course No    | Name of the Course | Category          |
|---------|---------------|--------------|--------------------|-------------------|
| 1       | Semester I    | Gg- 110 (A)  | Physical Geography | Geography DSE - 1 |
| 2       | Semester – II | Gg- 110 (B ) | Human Geography    | Geography DSE - 2 |

**S. Y. B. A. GEOGRAPHY**

| Paper Code | Semester | Paper | Subject   |
|------------|----------|-------|---|
| Gg: 210(A) | III      | G2    | Environmental Geography I<br>OR<br>Economic Geography -I  |
| Gg: 220(A) | III      | S1    | Geography of Maharashtra - I<br>OR<br>Population Geography – I  |
| Gg: 201(A) | III      | S2    | Practical Geography – I (Scale and Map Projections)   |
| Gg: 210(B) | IV       | G2    | Environmental Geography II<br>OR<br>Economic Geography -II  |
| Gg: 220(B) | IV       | S1    | Geography of Maharashtra - II<br>OR<br>Population Geography – II  |
| Gg: 201(B) | IV       | S2    | Practical Geography – II<br>(Cartographic Techniques, Surveying and Excursion / Village / Project Report) |

**T. Y. B. A. GEOGRAPHY**

| Paper Code | Semester | Paper | Subject   |
|------------|----------|-------|---|
| Gg: 310(A) | V        | G3    | Geography of Disaster Management-I<br>OR<br>Geography of Tourism- I   |
| Gg: 320(A) | V        | S3    | Geography of India -I<br>OR<br>Geography of rural development -I  |
| Gg: 301(A) | V        | S4    | Practical Geography – I<br>(Techniques of Spatial Analysis)   |
| Gg: 310(B) | VI       | G3    | Geography of Disaster Management-II<br>OR<br>Geography of Tourism -II   |
| Gg: 320(B) | VI       | S3    | Geography of India -II<br>OR<br>Geography of rural development -II  |
| Gg: 301(B) | VI       | S4    | Practical Geography – II<br>(Techniques of Spatial Analysis, Surveying and<br>Excursion / Village / Project Report) |

**Equivalence of Previous syllabus along with new syllabus:**

|                 | Old course                       | New Course                   |
|-----------------|----------------------------------|------------------------------|
| <b>Paper I</b>  | Gg-110 Elements of Geomorphology | Gg-110(A) Physical Geography |
| <b>Paper II</b> |                                  | Gg-110(B) Human Geography    |

## Semester I Physical Geography

### Course Outcome:

1. To recognize the basic concepts in Physical geography.
2. To discuss the utility and application of Physical geography in different regions and environment.
3. To acquaint with Earth system (Lithosphere, Atmosphere, Biosphere and Hydrosphere).
4. To identify the principles and applications of Hydrology and Oceanography to address water resource and environment related problems.

### Details of Syllabus:

| Sr. No | Topic                              | Sub Topics  | Teaching Hours | Total Credits |
|--------|------------------------------------|---|----------------|---------------|
| 1.     | Introduction to Physical Geography | 1) Definitions of Physical Geography<br>2) Nature and scope of Physical Geography<br>3) Branches of Physical Geography<br>4) Introduction about the Earth system (Lithosphere, Atmosphere, Hydrosphere and Biosphere) | 12             | 03            |
| 2      | Lithosphere                        | 1) Interior of the earth<br>2) Wegner's Continental Drift Theory<br>3) Davis Concept of Cycle of erosion  | 12             |               |
| 3      | Atmosphere                         | 1) Structure of the atmosphere<br>2) Heat Balance<br>3) Pressure belts and wind system<br>4) Forms and types of Precipitation   | 12             |               |
| 4      | Hydrosphere                        | 1) Hydrological cycle<br>2) General structure of ocean floor<br>3) Waves and Tides<br>4) Field Visit (Not more than one day) for observations geographical places and landforms.                                      | 12             |               |

### Reference Books

- 1) Clynton K., (1986), Earth Crust, AdusBook, London.
- 2) Davis W. M., (1909), Geographical Essay, Ginnia Co.
- 3) Dayal P., (1996), Text Book of Geomorphology, Shukla Book Depot, Patna.
- 4) Kale V.S. and Gupta A., (2015), Introduction of Geomorphology, University Press, PVT Kolkata.
- 5) Kale V.S. and Gupta A., (2001), Elements of Geomorphology, Oxford Univ. Press.
- Monkhhouse, (1951), Principle of Physical Geography, McGraw Hill Pub – New York.
- 6) Pitty A. F., (1974), Introduction to Geomorphology, Methuen London.
- 7) Singh Savindra, (2000), Physical Geography, PrayagPustakBhavan, 20-A, University Road, Allahabad – 211002.
- 8) Steers J. A., (1964), The Unstable Earth Some Recent Views in Geography, Kalyani Publishers, New Delhi.
- 9) Swaroop Shanti, (2006), Physical Geography, King Books, NaiSarak, Delhi – 110006.
- 10) Wooldridge S. W. and Morgan R. S., (1959), The Physical Basis of Geography and Outline of Geomorphology, Longman Green and Co. London.

- 11) More, Pagar & Thorat, (2014), Elements of Climatology & Oceanography, (Marathi), Atharv Publication, Pune
- 12) S MUKHERJEE, UNDERSTANDING PHYSICAL GEOGRAPHY, ORIENT BLACKSWAN (PVT)LTD
- 13) More & Devne : 2019, **Physical Geography (English)**, Nirali Publication, Pune
- 14) मोरे, पगार व थोरात : 2019, **प्राकृतिक भूगोल** Nirali Publication, Pune

**Semester II****DSE (Discipline Specific Elective) - II Geography**  
**Human Geography****Course Outcome:**

1. To describe the basic and latest concepts in Human Geography
2. To demonstrate applications of Human Geography in different regions of environment.
3. To define the Settlement pattern and rural and urban settlement.
4. To describe the Agriculture types and pattern.

| Sr. No | Topic                           | Sub Topics   | Teaching Hours | Credits |
|--------|---------------------------------|--|----------------|---------|
| 1.     | Introduction to Human Geography | 1) Definitions of Human Geography<br>2) Nature and scope of Human Geography<br>3) Branches and importance of Human Geography                             | 12             | 03      |
| 2      | Population                      | 1) Factors affecting on distribution of population<br>2) Theory of demographic transition<br>3) Composition of Indian population ( Gender and literacy ) | 12             |         |
| 3      | Settlements                     | 1) Types and pattern of rural Settlements<br>2) Urbanisation in India<br>3) Urbanisation in Maharashtra  | 12             |         |
| 4      | Agriculture                     | 1) Types of Agriculture<br>2) Factors affecting on Agriculture activity<br>3) Problems of Indian agriculture   | 12             |         |

**Reference Books**

1. Chandna, R.C. (2010) Population Geography, Kalyani Publisher.
2. Hassan, M.I. (2005) Population Geography, Rawat Publications, Jaipur
3. Daniel, P.A. and Hopkinson, M.F. (1989) The Geography of Settlement, Oliver & Boyd, London.
4. Musmade Arjun, Sonawane Amit and Jyotiram More, Population & Settlement Geography, (2015), Diamond Publication Pune.
5. Jyotiram More and Musmade Arjun (2015) Regional Geography of India .Diamond Publication Pune.
6. Johnston R; Gregory D, Pratt G. et al. (2008) The Dictionary of Human Geography, Blackwell Publication.
7. Jordan-Bychkov et al. (2006) The Human Mosaic: A Thematic Introduction to Cultural Geography. W. H. Freeman and Company, New York.
8. Kaushik, S.D. (2010) Manavi Bhugol, Rastogi Publication, Meerut.
9. Maurya, S.D. (2012) Manav Bhugol, Sharda Pustak Bhawan. Allahabad.
10. Sudepta Adhikari (2016) Orient Blackswan PVT, New Delhi.



12. Sumitra Ghosh (2015), Introduction of Settlement Geography. Orient Blackswan PVT Kolkaqa.
13. Ghosh B.N. : Fundamentals of Population Geography
14. Hussin M. : Human Geography 1994
15. Money D.S. : Human Geography
16. Robinson H. : Human Geography, 1976
17. Mishra & Puri : Indian Economy 2004
18. India- 2008 : Govt. of India
19. Hassan Mohammed I. : Population Geography, 2005
20. Bhende Asha & Kanitkar Tara : Principles of Population studies
21. Perillou A.V. : Human Geography, 1986
22. Singh, R.Y. : Geography of Settlement, 1998
23. Singh, Gopal : Mapwork & Practical Geography, 1999
24. Sawant S.B. Athavale A.S. and Musmade A H, Population Geography, Mehata publishing house, Pune
25. Chandana R.C. : Geography of Population, Kalyani Pub. Ludhiana 1988
26. S MUKHERJEE, UNDERSTANDING PHYSICAL GEOGRAPHY, ORIENT BLACKSWAN (PVT) LTD More & Devne: 2020, Introduction To Human Geography - Nirali Publication, Pune
27. Perpillou A.V. : Human Geography, Longman, London- 1986



# **SAVITRIBAI PHULE PUNE UNIVERSITY**

(formerly University of Pune)

**F.Y.B.A. in Economics**

**SYLLABUS**

**(Credit and Semester System)**

**(To be implemented from the Academic Year, 2019-20)**

## **F.Y.B.A. Economics**

### **G-1 Indian Economic Environment**

## **Annexure –II**

1) Title of the course:

**Class:** F.Y.B.A.

**Subject:** Economics.

**Title: Year of Implementation:** From June - 2019

2) Preamble of the syllabus:

The proposed curriculum is with an objective to enhance the existing syllabus, make it contextual as well as applicable and to incorporate all the latest changes in the national economy. The board examined the short comings of the existing syllabus and expressed the need to change it. While doing so the board analyzed other curricula of existing universities in respective subjects in terms of content, relevance, quality and pattern of teaching that has been synthesized in the present proposal. While framing the draft of syllabus, guidance from industrial experts and professionals was sought.

The present era is that of structural transformation especially within the country.

Moreover fast changing international scenario and approach of other countries towards our human resource makes it mandatory for the educational system to impart latest knowledge to our students, so that they are prepared to merge themselves in the challenging economic and corporate environment.

Hence, a change in the paper and restructuring of syllabus becomes imperative. The syllabus needs to be holistic in nature. It should be contextual and clear the basics of economics but at the same time it should teach application of the theories in day to day life.

In the modern world, competition is an inseparable part of our lives. To inculcate a competitive spirit among the students, the syllabus should include all the recent advancement with in and out of the country with its pros and cons.

3) Objectives of the paper

- To familiarize the students with the recent developments in the Indian Economy
- To provide the students with the background of the Indian Economy with focus on contemporary issues like economic environment.
- To help the students to prepare for varied competitive examinations
- To enable students to understand and comprehend the current business scenario, agricultural scenario and other sectorial growth in the Indian context. To make the student aware of the developments such as MSMEs, Digital Economy, E-Banking, BPO & KPO, etc.

Programme Outcome:

- Ability to develop an understanding of the economic environment and the factors affecting economic environment.
- Ability to develop awareness on the various new developments in the different sectors of an economy – agriculture, industry, services, banking, etc.
- Ability to compare and contrast Indian Economy with other world economies.
- At the end of the course, the student should be able discuss and debate on the various issues and challenges facing the Indian Economic Environment.

#### 4) Introduction:

Semester system with the pattern of 70:30

#### 5) Eligibility:

Students who have passed 12<sup>th</sup> standard from any stream with minimum 35% of marks in all the subjects. (as per the rule of affiliating SPPU)

#### 6) Examination:

A) Pattern of examination: 70:30

i) Internal university examination of 70 marks with internals of 30 marks

ii) Pattern of question paper: pattern for 70 marks

- Question Number 1: 8 questions to be answered out of 10 with total marks 16
- Question Number 2: 4 questions to be answered out of 6 with total marks of 16
- Question Number 3: 3 questions to be answered out of 4 with total marks of 18
- Question Number 4: 2 questions to be answered out of 3 with total marks of 20

iii) Duration for 70 marks: 3 Hrs

iv) Pattern for 30 marks:

- Internal exam (20 marks)
- PPT (oral or poster)/ Project work/Assignments/visits (10 marks)

v) Unit wise classification of marks

| Unit              | Name of the Chapter        | Distribution of marks |
|-------------------|----------------------------|-----------------------|
| <b>Semester 1</b> |                            |                       |
| Unit 1            | Introduction               | 23                    |
| Unit 2            | Agricultural Environment   | 23                    |
| Unit 3            | Industrial Environment     | 24                    |
| <b>Total</b>      |                            | <b>70</b>             |
| <b>Semester 2</b> |                            |                       |
| Unit 1            | Service Sector Environment | 20                    |
| Unit 2            | Banking Environment        | 25                    |
| Unit 3            | Overview of Indian economy | 25                    |
| <b>Total</b>      |                            | <b>70</b>             |

B) Standard of Passing:

To pass, the candidate must obtain at least 40% in individual subjects, in internal assessment and in university examination each in all the papers.

C) ATKT rules

As per the rules of SPPU, a student can have maximum two papers as backlog and go to second year.

D) Award of Class:

- Those successful candidates who obtained 40 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in Pass Class.
- Those successful candidates who obtained 50 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in Second Class.
- Those successful candidates who obtained 55 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in Higher Second Class.

- iv. Those successful candidates who obtained 60 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in First Class.
- v. Those successful candidates who obtained 70 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in First Class with

E) External students:

The students who appear for the examinations without attending any college and take admission in the university as external students will be considered as external students.

F) Setting of question paper/pattern of question paper

Question papers will be set by the panel of paper setters appointed by Savitribai Phule Pune University.

G) Verification/ revaluation

Verification and or revaluation will be done by panel appointed by Savitribai Phule Pune University.

7) Structure of the course

a) Compulsory paper:

Only one paper will be given without and optional subject

b) Optional paper

No subjects are optional.

c) Medium of instructions:

Medium of instruction for the paper will be both Marathi and English.

**Structure of the entire course**

| BA Economics |    |                             |         |
|--------------|----|-----------------------------|---------|
| FY           | G1 | Indian Economic Environment | 2019-20 |
| SY           | G2 | Financial System            | 2020-21 |
| SY           | S1 | Micro Economics             | 2020-21 |
| SY           | S2 | Macro Economics             | 2020-21 |
| TY           | G3 | Public Finance              | 2021-22 |
| TY           | S3 | International Economics     | 2021-22 |
| TY           | S4 | Economics of Development    | 2021-22 |

8) Equivalence of previous syllabus with the proposed syllabus

The revised syllabus has changes in the name of the paper, topics and sub topics offered as compared to the old syllabus. The paper will make the syllabus more comprehensive and modified to suitably align with the changing Indian scenario. The paper will set an apt background for students to comprehend knowledge of economics in their academic career and apply the knowledge in their life.

9) University terms

Academic calendar of the affiliating university will be followed.

10) Subject wise detail syllabus

| <b>Semester 1</b> |  |                       |
|-------------------|--|-----------------------|
| <b>Units</b>      | <b>Name and sub titles of the Chapter</b>  | <b>No of lectures</b> |
| <b>Unit 1</b>     | <b>Introduction</b>  | <b>16</b>             |
|                   | 1.1 Meaning, Factors affecting Economic Environment- Economic, Political, Technological, Social & Cultural         | 08                    |
|                   | 1.2 Challenges to Indian Economy: Natural Resources, Energy Resources, Education, Health, Environment              | 04                    |
|                   | 1.3 Comparison of Indian Economy with the World Economy- Population, Agriculture, Industry and Service Sector      | 04                    |
| <b>Unit 2</b>     | <b>Agricultural Environment</b>  | <b>16</b>             |
|                   | 2.1 Role of Agriculture in Indian Economy  | 04                    |
|                   | 2.2 Challenges to Indian Agriculture-Productivity, Rural Credit, Marketing, Rural Entrepreneurship                 | 08                    |
|                   | Recent Trends in Indian Agriculture: Cropping pattern, Technology, Crop Insurance, Water Management, Agri-Business | 04                    |
| <b>Unit 3</b>     | <b>Industrial Environment</b>  | <b>16</b>             |
|                   | 3.1 Role of Industry in Indian Economic Development  | 04                    |
|                   | 3.2 Industrial Policy Resolution, 1991- Liberalization, Privatization and Globalization (LPG)                      | 03                    |
|                   | 3.3 Challenges to Indian Industry-Labour & Employment, Regional Imbalance, Finance, Technology                     | 03                    |
|                   | 3.4 Micro, Small and Medium Enterprises (MSME)- Definition & Role  | 03                    |
|                   | 3.5 Recent trends in Indian Industry- Indian Multinationals & New Policies   | 03                    |
| <b>Semester 2</b> |  |                       |
| <b>Unit 1</b>     | <b>Service Sector Environment</b>  | <b>12</b>             |
|                   | 1.1 Role and Growth of Service Sector in Indian Economy  | 02                    |

|               |   |           |
|---------------|---|-----------|
|               | 1.2 Challenges to Indian Service sector- Business-based & Knowledge-based Sector, Education sector, Health sector, Insurance, Tourism, Banking  | 06        |
|               | 1.3 Recent Trends in Indian Service Sector- Digital Economy, E-Commerce, E- Finance   | 04        |
| <b>Unit 2</b> | <b>Banking Environment</b>  | <b>18</b> |
|               | 2.1 Banking- Definition, Functions, Changing Structure of Banking in India- New Private Banks, Small Banks, Payment Banks   | 08        |
|               | 2.2 Bank Accounts- Types, Procedure and Operation of Accounts   | 05        |
|               | 2.3 Recent Trends in Indian Banking Environment- E-Banking, E- Wallets, Bank Mergers and Amalgamations  | 05        |
| <b>Unit 3</b> | <b>Overview of Indian economy</b>   | <b>18</b> |
|               | 3.1 Challenges of Indian Economy- Poverty, Employment, Inequality, Informal Sector  | 09        |
|               | 3.2 Policy Measures (Two-Three recent Programmes)- Poverty Alleviation Programmes; Employment Generation Programmes; Agriculture Development Programmes, Skill Development Programmes ..... | 09        |

## 11) Recommended books

### Semester I: Basic Reading List

- Agrawal A.N., Problems of Development & Planning, (Latest Edition)
- Ashwani Mahajan, 'Indian Economy' S. Chand & Company Ltd., New Delhi.
- Cherunilam Francis, 'Business Environment-Text and Cases' Himalaya Publishing House(Latest Edition)
- Faisal Ahmed 'Business Environment: Indian and Global Perspective' PHL Learning Pvt. Ltd. (Latest Edition)
- Fernando A.C. (2014) 'Business Environment' Pearson Education,
- Misra & Puri, 'Business Environment', Himalaya Publication House, Mumbai. (Latest Edition)
- Misra & Puri, 'Indian Economy', Himalaya Publication House, Mumbai. (Latest Edition)

### Recommended Reading

- Asian Development Bank (2009) 'Urban Poverty in India' BS Books



- Amit Kumar (2013) 'SMEs in India in post-1990s Era: Challenges and Opportunities, LAP Lambert Academic Publishing
- Das Keshab (2011) 'Micro and Small Enterprises in India: The Era of Reforms' Routledge India
- Gopal and Suman Banhri (2013) Indian Economy Performance and Policies. Pearson Publication Delhi.
- C.S.Prasad(2006) 'Sixtyyears of IndianAgriculture'New Century Publication, NewDelhi
- Indian Institute of Banking and Finance (2011) 'Small and Medium Enterprises in India' Taxmann
- Jaya PrakashPradhan (2008) 'Indian Multinational in the World Economy: Implications for Development', Bookwell Publications
- JagdishBhagwati, ArvindPangariay (2013) 'Reforms and Economic Transformation in India' OUP
- MohantyPrasanna (2014) 'Cities and Public Policy' Sage Publications
- Prakesh B.A. (2011) The Indian Economy Since 1991 Economic Reforms and performance, Pearson Publication Delhi.
- Thorat S. K (2008) 'Reservation in Private Sectors' Rawat Publications, ND

## **Semester II: Basic Reading List**

- Agrawal A.N., Problems of Development & Planning, (Latest Edition)
- Ashwani Mahajan, 'Indian Economy' S. Chand & Company Ltd., New Delhi.
- Cherunilam Francis, 'Business Environment-Text and Cases' Himalaya Publishing House(Latest Edition)
- Faisal Ahmed, 'Business Environment: Indian and Global Perspective' PHL Learning Pvt. Ltd. (Latest Edition)
- Fernando A.C. (2014) 'Business Environment' Pearson Education,
- Misra& Puri, 'Business Environment', Himalaya Publication House, Mumbai. (Latest Edition)
- Pathak, Bharati [2009] 'The Indian Financial System', 'Pearson Education Publication, New Delhi.

### **Recommended Reading**

- Bhasin, Niti (2006) “Banking Developments in India 1947 to 2007” New Century Publications.
- Bhadane Jaywant R. (2018) ‘Cashless India and Digital Economy’ International Publications, Kanpur
- Dasgupta Sukti, Sher Singh Verick (2016) ‘Transformation of Women at Work in Asia: An Unfinished Development Agenda, Sage
- Paul Justin (2010) ‘Business Environment-Text and Cases’ Tata McGraw Hill
- Khanna Tarun (2008) ‘Billions of Entrepreneurs: How India and China are Reshaping their Future and Yours’ Penguin India
- Kapila Uma (ed) Indian Economy Since Independence, Academic Foundation(2003)
- Panagariya Arvind (2010) ‘India: The Emerging Giant’ Oxford University Press
- Sobhan Rehman (2010) ‘Challenging the Injustice of Poverty: Agendas for inclusive Development in South Asia’ Sage
- Samanta R.K. (2000) “New Vista in Rural Development Strategies and Approaches” B.R. Publishing Corporation New Delhi
- Spana Newar, Tanvi Gaur (2015) ‘Economic Environment in India, Think Tank Publications, Jaipur

### **12) Qualification of teachers:**

Qualification of teachers as per norms of SPPU will be masters in Economics and SET/NET/Ph.D.



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

## **F. Y. B. A. Political Science**

### **Syllabus**

(Semester & Choice Based Credit System)

**(To be implemented from the Academic Year, 2019-20)**

**Savitribai Phule Pune University**  
**F. Y. B. A. Political Science**  
**(CBCS pattern to be implemented from 2019-2020)**  
**G-1 General Paper**  
**INTRODUCTION TO INDIAN CONSTITUTION**  
**Total Credits : 03**

**Objectives**

The contents of this course are designed with the following objectives:

1. To acquaint students with the important features of the Constitution of India and with the basic framework of Indian government.
2. To familiarize students with the working of the Constitution of India.

| <b>Semester-I</b>  | <b>Period</b> |
|--|---------------|
| <b>Unit 1: Making of the Indian Constitution</b>   | <b>12</b>     |
| <ul style="list-style-type: none"> <li>a) Historical Background</li> <li>b) Constituent Assembly</li> <li>c) Preamble</li> <li>d) Salient Features</li> </ul>  |               |
| <b>Unit 2: Fundamental Rights, Duties and Directive Principles</b>   | <b>12</b>     |
| <ul style="list-style-type: none"> <li>a) Fundamental Rights</li> <li>b) Fundamental Duties</li> <li>c) Directive Principles of State Policy</li> </ul>  |               |
| <b>Unit 3: Federalism</b>  | <b>12</b>     |
| <ul style="list-style-type: none"> <li>a) Salient Features of Indian Federalism</li> <li>b) Centre –State Relations</li> <li>c) Issues of Conflict (Water and Border Issues)</li> </ul>  |               |
| <b>Unit 4: Constitutional Amendments: Scope and Limitations</b>  | <b>12</b>     |
| <ul style="list-style-type: none"> <li>a) Constitutional Provisions</li> <li>b) Major Constitutional Amendments (42, 44 &amp; 86)</li> <li>c) Basic Structure of the Indian Constitution</li> </ul>  |               |
| <b>Semester- II</b>  |               |
| <b>Unit 5: Legislature</b>   | <b>12</b>     |
| <ul style="list-style-type: none"> <li>a) Union Legislature – Structure, Powers and Role</li> <li>b) State Legislature – Structure, Powers and Role</li> </ul>   |               |
| <b>Unit 6: Executive</b>   | <b>12</b>     |
| <ul style="list-style-type: none"> <li>a) Union Executive – i) President and Vice President– Powers, Functions and Role</li> <li>ii) Prime Minister - Powers, Functions and Role</li> <li>iii) Council of Minister – Powers and Functions and Role</li> <li>b) State Executive- i) Governor - Powers, Functions and Role</li> <li>ii) Chief Minister – Powers, Functions and Role</li> <li>iii) Council of Minister – Powers and Functions and Role</li> </ul> |               |

**Unit7: Judiciary****12**

- a) Supreme Court : Powers and Functions
- b) High Court : Powers and Functions
- c) Judicial Review and Judicial Activism

**Unit8: Electoral System****12**

- a) Election Commission:Composition, Functions and Role
- b) Chief Election Commissioner
- c) Electoral reforms

**References:**

- 1) Austin Granville, 1999, *The Indian Constitution: Cornerstone of a Nation*, Oxford, Oxford University Press.
- 2) Austin Granville, 2003, *Working a Democratic Constitution: The Indian Experience*, Delhi, Oxford University Press.
- 3) आवटे श्रीरंजन राही श्रुती गणेश, 2019, *आपलं आयकार्ड*, पुणे, द युनिक अॅकॅडमी पब्लिकेशन,
- 4) Basu D.D., 2018, *Introduction to the Constitution of India*, New York, LexisNexis.
- 5) Brass Paul., 1994, *The Politics of Indian Since Independence*, Cambridge, Cambridge University Press,
- 6) बाचल वि. म., 2004, *भारतीय राज्यघटना आणि राजकीय व्यवहार*, पुणे, के सागर पब्लिकेशन.
- 7) भोळे भा.ल., 2015, *भारतीय गणराज्याचे शासन आणि राजकारण*, नागपूर, पिंपळापुरे प्रकाशन,.
- 8) चपळगावकर नरेंद्र, 2002, *राज्यघटनेचे अर्धशतक*, मुंबई, मौज प्रकाशन.
- 9) जाधव तुकाराम वशिरापूरकर महेश, 2012, *भारतीय राज्यघटना व घटनात्मक प्रक्रिया*, पुणे, द युनिक अॅकॅडमी पब्लिकेशन
- 10) घांग्रेकरचिं. ग . 1997, *भारतीयराज्यघटना*, नागपूर, मंगेश प्रकाशन.
- 11) Jha Rajesh, 2012, *Fundamentals of Indian Political System*. Delhi, Dorling Kindersley (India) Pvt Ltd, Pearson Education Society.
- 12) कांबळे बाळ, वकील अलिम वदेवरे पी. डी., 2012, *भारताची राज्यघटना, राजकारण व कायदा*, पुणे, डायमंड प्रकाशन.
- 13) कश्यप सुभाष, (अनुवाद न. ब. पाटील) , 2001, *आपली संसद , नॅशनल बुक ट्रस्ट इंडिया*.
- 14) नांदेडकर व. गो., 2011, *भारतीय राज्यघटना आणि राज्यव्यवहार*, पुणे, डायमंड प्रकाशन.
- 15) पाटील बी.बी., 2016, *भारतीय शासन आणि राजकारण*, कोल्हापूर, फडके प्रकाशन.
- 16) साठे सत्यरंजन, 1998, *भारताच्या राज्यघटनेची ५० वर्षे*, पुणे, कॉन्टिनेन्टल प्रकाशन.
- 17) व्होरा राजेंद्र व पळशीकर सुहास, 2010, *भारतीय लोकशाही: अर्थ आणि व्यवहार*, पुणे, डायमंड प्रकाशन.

**Savitribai Phule Pune University**  
**F. Y. B. A. Political Science**  
**(CBCS pattern to be implemented from 2019-2020)**  
**G-1 General Paper (Optional)**  
**AN INTRODUCTION TO THE CONSTITUTION OF UNITED STATES OF**  
**AMERICA**  
**Total Credits : 03**

**Objectives**

To acquaint students with the important features of the Constitution of the United States of America and the basic framework of government of the USA

| <b>Semester – I</b>  | <b>Period</b> |
|--|---------------|
| <b>Unit: 1 Making of the U.S. Constitution</b>             | <b>12</b>     |
| a) Historical Background                                   |               |
| b) Preamble  |               |
| c) Salient Features  |               |
| <b>Unit: 2 Federal System</b>                              | <b>12</b>     |
| a) Features  |               |
| b) State Autonomy  |               |
| c) Relations between the Federal Government and the States |               |
| <b>Unit: 3 Fundamental Rights</b>                          | <b>12</b>     |
| a) Nature of Fundamental Rights                            |               |
| b) Development of Fundamental Rights                       |               |
| <b>Unit: 4 Constitutional Amendments</b>                   | <b>12</b>     |
| a) Constitutional Provisions                               |               |
| b) Important Amendments (15& 22)                           |               |

## Semester - II

### Unit: 5 Legislature 12

- a) Structure
- b) Powers
- c) Role

### Unit: 6 Executive 12

- a) President: Powers and Functions
- b) Vice President: Powers and Functions
- c) Secretary: Powers and Functions

### Unit: 7 Judiciary 12

- a) Structure i) Federal Court ii) State Court
- b) Powers and Functions
- c) Judicial Review

### Unit: 8 Federal Election Commission 12

- a) Structure
- b) Functions
- c) Role

### Readings

1. काळे अशोक, 1984, अमेरिकेची राज्यव्यवस्था, नागपूर विश्वभारती प्रकाशन.
2. पळशीकर सुहास व सुमंतयशवंत, 1988, अमेरिकेचे शासन, पुणे, निराली प्रकाशन
3. Wheare.K.C, 1980, Federal Government, 4th edn., Oxford and New York, Oxford University Press.
4. Wilson. James., 2014, *American Government*, 14th edn., Wadsworth Publishing Boston Massachusetts, USA.
5. घांग्रेकर चिं. ग. व धनवटे अरुण, 1996, आधुनिक राजकीय व्यवस्था, (इंग्लंड-अमेरिका-स्विट्झर्लंड) नागपूर, मंगेश प्रकाशन

# **Revised Syllabi for Three - Year Integrated B.Com. Degree course (From June 2013)**

## **1) INTRODUCTION**

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

- |      |                    |           |
|------|--------------------|-----------|
| i)   | First Year B.Com.  | 2013-2014 |
| ii)  | Second Year B.Com. | 2014-2015 |
| iii) | Third Year B.Com.  | 2015-2016 |

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

## **2) ELIGIBILITY**

1. No Candidates shall be admitted to enter the First Year of the B.Com. Degree Course (Revised Structure) unless he/she has passed the Higher Secondary School Certificate Examination of the Maharashtra State Board of Higher Secondary Education Board or equivalent or University with English as a passing subject.
2. No candidate shall be admitted to the annual examination of the First year B.Com. (Revised Structure) unless he/ she has satisfactorily kept two terms for the course at the college at the college affiliated to this University.
3. No candidate shall be admitted to the annual examination of the Second Year unless he/she has kept two terms satisfactorily for the course at the college affiliated to this University.
4. No candidate shall be admitted to the Third year of the B.Com. Degree Course (Revised Structure) unless he/she has passed in all the papers at the First Year B.Com. Examination and has passed in all the papers at the first Year B.Com. Examination and has satisfactorily kept terms for the second year and also two terms for the third year of B.Com. satisfactorily in a college affiliated to this University.

## **3) A.T.K.T. Rules :**

As far as A.T.K.T. is concerned, a student who fails in two theories and one practical head of passing at F.Y.B.Com may be admitted to S.Y.B.Com. likewise a student who fails in the two theory and one practical head of passing at S.Y.B.Com may be admitted to T.Y.B.Com. But a student passing S.Y.B.Com but fails in any subject at F.Y.B.Com cannot be admitted to T.Y.B.Com.



**4) (A) Revised Structure of B.Com. Course.**

| <b>F.Y.B.Com. w.e.f. 2013-14</b> |  |
|----------------------------------|--|
| <b>Sr. No.</b>                   | <b>Compulsory / Main Subjects</b>  |
| <b>101</b>                       | Compulsory English   |
| <b>102</b>                       | Financial Accounting   |
| <b>103</b>                       | Business Economics (Micro)   |
| <b>104 (A)</b>                   | Business Mathematics and Statistics  |
|                                  | or   |
| <b>104 (B)</b>                   | Computer Concepts and Applications   |
| <b>105</b>                       | <b>Optional Group (Any one of the following)</b> <ul style="list-style-type: none"> <li>a) Organizational Skill Development.</li> <li>b) Banking &amp; Finance</li> <li>c) Commercial Geography</li> <li>d) Defense Organization and Management in India</li> <li>e) Co-Operation.</li> <li>f) Managerial Economics</li> </ul>   |
| <b>106</b>                       | <b>Optional Group (Any one of the following)</b> <ul style="list-style-type: none"> <li>a) Essentials of E-Commerce</li> <li>b) Insurance &amp; Transport</li> <li>c) Marketing &amp; Salesmanship</li> <li>d) Consumer Protection &amp; Business Ethics.</li> <li>e) Business Environment &amp; Entrepreneurship</li> <li>f) Foundation Course in Commerce</li> </ul> |
| <b>107</b>                       | <b>(Any one of the language from the following groups)</b><br><b>Modern Indian Languages (M.I.L.) -:</b> Compulsory English / Marathi / Hindi / Gujarathi / Sindhi / Urdu / Persian.<br><br><b>Modern European Languages (M.E.L.) -:</b> French / German.<br><br><b>Ancient Indian Languages (A.I.L.) -:</b> Sanskrit.<br><br><b>Arabic.</b>                           |

| <b>S.Y.B.Com. w.e.f. 2014-15</b> |  |
|----------------------------------|--|
| <b>Sr. No.</b>                   | <b>Compulsory / Main Subjects</b>  |
| <b>201</b>                       | Business Communication.  |
| <b>202</b>                       | Corporate Accounting.  |
| <b>203</b>                       | Business Economics (Macro)   |
| <b>204</b>                       | Business Management  |
| <b>205</b>                       | Elements of Company Law  |
| <b>206</b>                       | <b>Special Subject – Paper I</b><br><b>(Any one of the following)</b> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking &amp; Finance.</li> <li>c) Business Laws &amp; Practices.</li> </ul> |

|  |  |
|--|--|
|  | d) Co-operation & Rural Development.<br>e) Cost & Works Accounting.<br>f) Business Statistics.<br>g) Business Entrepreneurship.<br>h) Marketing Management.<br>i) Agricultural & Industrial Economics.<br>j) Defense Budgeting, Finance & Management.<br>k) Insurance, Transport & Tourism.<br>l) Computer Programming and Applications. |
|--|--|

| <b>T.Y. B.Com. w.e.f. 2015-16</b> |   |
|-----------------------------------|---|
| <b>Sr. No.</b>                    | <b>Compulsory / Main Subjects</b>   |
| <b>301</b>                        | Business Regulatory Framework (Mercantile Law)  |
| <b>302</b>                        | Advanced Accounting.  |
| <b>303 (A)</b>                    | Indian & Global Economic Development  |
|                                   | Or  |
| <b>303 (B)</b>                    | International Economics   |
| <b>304</b>                        | Auditing & Taxation   |
| <b>305</b>                        | <b>Special Subject – Paper II</b><br><b>(Same special subject offered at S.Y. B.Com.)</b> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking &amp; Finance.</li> <li>c) Business Laws &amp; Practices.</li> <li>d) Co-operation &amp; Rural Development.</li> <li>e) Cost &amp; Works Accounting.</li> <li>f) Business Statistics.</li> <li>g) Business Entrepreneurship.</li> <li>h) Marketing Management.</li> <li>i) Agricultural &amp; Industrial Economics.</li> <li>j) Defense Budgeting, Finance &amp; Management.</li> <li>k) Insurance, Transport &amp; Tourism.</li> <li>l) Computer Programming and Applications.</li> </ul>  |
| <b>306</b>                        | <b>Special Subject – Paper III</b><br><b>(Same special subject offered at S.Y. B.Com.)</b> <ul style="list-style-type: none"> <li>a) Business Administration</li> <li>b) Banking &amp; Finance.</li> <li>c) Business Laws &amp; Practices.</li> <li>d) Co-operation &amp; Rural Development.</li> <li>e) Cost &amp; Works Accounting.</li> <li>f) Business Statistics.</li> <li>g) Business Entrepreneurship.</li> <li>h) Marketing Management.</li> <li>i) Agricultural &amp; Industrial Economics.</li> <li>j) Defense Budgeting, Finance &amp; Management.</li> <li>k) Insurance, Transport &amp; Tourism.</li> <li>l) Computer Programming and Applications.</li> </ul> |

**B) Subjects Carrying Practical's**

There will be practical examination for the F.Y.B.Com. for the subject Financial Accounting. There will be practical and practical examinations for the special subjects at S.Y.B.Com. and T.Y.B.Com. levels. There will be Practical for the S.Y.B.Com level Compulsory subject Business Communication & for T.Y.B.Com Auditing & Taxation.

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

(D) In an exceptional cases, a student may change the subject chosen by him at second year during the first term of the third year provided he keeps the additional terms of the new subject at S.Y.B.Com.

**4. EXTERNAL CANDIDATES**

- 1) The student who has registered his name as the external student will appear at the annual examination.
- 2) The result of external student will be declared on the basis of Annual Examination of 80 marks for practical subjects by converting the same out of 100.
- 3) No foreign student shall be allowed to register as an External Student.

**5. MEDIUM OF INSTRUCTION.**

Medium of instruction for B.Com. degree course shall be either Marathi or English except languages.

The Medium of instructions for Business Communication (S.Y.B.Com) shall be English only.

**6. WORKLOAD**

The present norms of workload of lectures, tutorials and practicals per subject in respect of B.Com. Course shall continue.

**7. UNIVERSITY TERMS**

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

**8. VERIFICATION AND REVALUATION**

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

**9. EQUIVALENCE AND TRANSITORY PROVISION**

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

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

## **10. RESTRUCTURING OF COURSES**

This new revised structure shall be made applicable to the colleges implementing 'Restructured Programme' at the undergraduate level from June, 2004. The existing pattern of 'C', 'D', and 'E' Components shall be continued.

The Colleges under the Restructured Programme which has revised their structure in the light of the "2008 Pattern" shall be introduced with effect from academic year 2010-11.

## **11. SETTING OF QUESTION PAPERS**

1. A candidate shall have the option of answering the question in any of the subjects either in Marathi or English except in languages.
2. The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.
3. The question paper shall be balanced in respect of various topics outlined in the syllabus.
4. The question papers shall have combination of long and short answer type question. As far as possible short answer type questions should not exceed 15 to 20 percent.
5. There shall be no overall option in the question paper, instead, there shall be internal options (such as either/ or and three short answers out of five etc.).
6. In case of question paper under the Special Subject (Paper No. III) one question carrying 10 marks will be set on current knowledge in relating subject in the academic year.

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**F.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name -: Financial Accounting.**  
**Course Code -: 102**

**Objectives :-**

1. To impart the knowledge of various accounting concepts
2. To instill the knowledge about accounting procedures, methods and techniques.
3. To acquaint them with practical approach to accounts writing by using software package.

**Term I**

| <b>Unit No.</b> | <b>Topic</b>   | <b>No. of Lectures</b> |
|-----------------|--|------------------------|
| <b>1.</b>       | <b>Piecemeal Distribution of Cash</b><br>Meaning and Introduction, Surplus Capital Method and Maximum Loss Method  | 12                     |
| <b>2.</b>       | <b>Amalgamation of Partnership Firms:-</b><br>Meaning and Introduction, Objectives, Methods of accounting  | 12                     |
| <b>3.</b>       | <b>Conversion of a partnership firm into a limited company</b><br>Meaning and introduction, objectives, effects, methods of calculation of purchase consideration (Net Asset and Net Payment method), accounting procedure in the books of the firm and balance sheet of new company | 12                     |
| <b>4.</b>       | <b>Computerized Accounting Environment</b><br>Meaning and Introduction, application of accounting software package, Voucher entry through software package.  | 12                     |
| <b>Total</b>    |  | <b>48</b>              |

**Term II**

| <b>Unit No.</b> | <b>Topic</b>   | <b>No. of Lectures</b> |
|-----------------|--|------------------------|
| <b>5.</b>       | <b>Introduction and Relevance of Accounting Standards</b><br>Overview of Accounting Standards in India-Concept, Need, Scope and Importance. Study of AS- 1, AS- 2, AS- 4 and AS- 9   | 10                     |
| <b>6.</b>       | <b>Royalty Accounts [excluding sub-lease]:</b><br>Royalty, Minimum Rent, Short Workings, Recoupment of Short Working, Lapse of Short Working. Journal Entries and Ledger Accounts in the Books of Landlord and Lessee.     | 12                     |
| <b>7.</b>       | <b>Hire Purchase and Installment System:[Excluding H. P. Trading]</b><br>Basic Concepts and Distinction, Calculation of Interest and Cash Price, Journal Entries And Ledger Accounts in The Books of Purchaser and Seller. | 16                     |
| <b>8.</b>       | <b>Departmental Accounts</b><br>Meaning and Introduction, Methods and Techniques, Allocation of expenses, Inter Departmental Transfers, Provision for unrealized profits   | 10                     |
| <b>Total</b>    |  | <b>48</b>              |

**Notes:-**

1. Question Paper for Term and Annual Examination should consist of :  
     Theory Questions: -30%  
     Problems:- 70%
2. There will be minimum two practicals.
3. Accounting practical be conducted in Computer or Commerce Laboratory only.
4. Students are expected to study and practice the application of accounting software packages.
5. Colleges are expected to use only licensed copy of software.
6. Practical examination need to be conducted in the computer laboratory.
7. Each student should be given separate set of transactions for practical examination.
8. For practical examination, internal and external examiner shall be appointed by the college.

| Recommended Books |   |
|-------------------|---|
| 1.                | Financial Accounting: By P. C. Tulsian (Tata McGraw-Hill Publishing Co. Ltd. New Delhi)                 |
| 2.                | Financial Accounting: By A. Mukharji & M. Hanif (Tata McGraw-Hill Publishing Co. Ltd. New Delhi)        |
| 3.                | Financial Accounting: By S.N. Maheshwari & S.K. Maheshwari (Vikas Publishing House Pvt. Ltd)            |
| 4.                | Financial Accounting: By Dr. K.N. Jagtap, Dr. S. Zagade & Dr. A.H. Gaikwad (Success Publications, Pune) |
| 5.                | Advanced Accounts: By M.C. Shukla & S.P. Grewal (S.Chand & Co. Ltd. New Delhi)                          |
| 6.                | Advanced Accountancy: By S.P. Jain & K.N. Narang ( Kalyani Publishers, New Delhi)                       |
| 7.                | Advanced Accountancy: By R.L.Gupta & M. Radhaswamy (Sultan Chand & Sons, New Delhi)                     |

#### **Journals:-**

1. The Chartered Accountant: Journal of the Institute of Chartered Accountants of India.
2. The Accounting World : ICFAI Hyderabad

**F.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name -: Business Economics (Micro)**  
**Course Code -: 103**

**Objectives -:**

1. To expose Students of Commerce to basic micro economic concepts and inculcate an analytical approach to the subject matter.
2. To stimulate the student interest by showing the relevance and use of various economic theories.
3. To apply economic reasoning to problems of business.

**Term I**

| <b>Unit No.</b> | <b>Topic</b>  | <b>No. of Lectures</b> |
|-----------------|---|------------------------|
| <b>1.</b>       | <b>INTRODUCTION.</b><br>1.1 Meaning, Nature and Scope of Business Economics- (Micro)<br>1.2 Difference between Micro and Macro Economics.<br>1.3 Tools for Analysis <ol style="list-style-type: none"> <li>a. Functional Relationships</li> <li>b. Schedules</li> <li>c. Graphs</li> <li>d. Equations</li> </ol> 1.4 Goals of firms <ol style="list-style-type: none"> <li>a) Economic Goals of Firms               <ol style="list-style-type: none"> <li>1. Profit Maximization</li> <li>2. Shareholders Wealth Maximization</li> <li>3. Management Reward Maximization</li> <li>4. Growth of the firm</li> <li>5. Sales maximization</li> <li>6. Long run survival</li> </ol> </li> <li>b) Non-Economic goals               <ol style="list-style-type: none"> <li>1. Political power, Prestige</li> <li>2. Social responsibility and welfare</li> <li>3. Goodwill of employees</li> </ol> </li> </ol> | <b>12</b>              |
| <b>2.</b>       | <b>DEMAND ANALYSIS</b><br>2.1 Elasticity of Demand, Types of Elasticity, Price Elasticity, Income Elasticity and Cross Elasticity.<br>2.2 Consumer Behaviour <ol style="list-style-type: none"> <li>a) Marginal Utility Approach               <ul style="list-style-type: none"> <li>- Limitations</li> </ul> </li> <li>b) Indifference Curve Analysis               <ul style="list-style-type: none"> <li>- Concept</li> <li>- Characteristics</li> <li>- Consumer Equilibrium</li> </ul> </li> </ol> 2.3 Demand Forecasting and Estimation <ol style="list-style-type: none"> <li>a) Meaning and objectives of Demand Forecasting</li> <li>b) Methods of Demand Forecasting</li> <li>c) Descriptive Analysis of</li> </ol>  | <b>20</b>              |

|              |   |           |
|--------------|---|-----------|
|              | i) Direct Methods<br>1) Consumer Survey<br>2) Expert opinion<br>3) Simulating market situation<br>4) Controlled Market Experiments<br>ii) Indirect Methods<br>1) Simple correlation<br>2) Trend Projections   |           |
| <b>3.</b>    | <b>PRODUCTION AND COST ANALYSIS</b><br>3.1 Production Function – Meaning<br>3.2 Law of Variable Proportions - The Three Stages<br>3.3 Law of Returns to Scale - The Three Stages<br>3.4 Economies and Diseconomies of Scale – Internal and External<br>3.5 Cost Analysis – Types of Costs<br>a) Types of Costs<br>1) Total cost<br>2) Average Cost<br>3) Marginal Cost<br>4) Opportunity cost<br>b) Behaviour of Cost Curves<br>1) In the Short Run<br>2) In the Long Run | <b>16</b> |
| <b>Total</b> |   | <b>48</b> |

### Term II

| <b>Unit No.</b> | <b>Topic</b>   | <b>No. of Lectures</b> |
|-----------------|--|------------------------|
| <b>4.</b>       | <b>REVENUE BEHAVIOUR</b><br>4.1 Meaning and Importance of Revenue Concepts<br>4.2 Total Revenue (TR), Average Revenue (AR)<br>Marginal Revenue (MR).<br>4.3 Relationship between Total Revenue, Average Revenue and Marginal Revenue                         | <b>8</b>               |
| <b>5.</b>       | <b>PRICING UNDER VARIOUS MARKET CONDITIONS</b><br>5.1 Perfect Competition – Features and equilibrium<br>5.2 Monopoly – Features and equilibrium, Price Discrimination<br>5.3 Monopolistic competition - Features and equilibrium<br>5.4 Oligopoly – Features | <b>20</b>              |
| <b>6.</b>       | <b>FACTOR PRICING</b><br>6.1 Marginal Productivity theory of Distribution.<br>6.2 Rent<br>a) Theories of Rent<br>i) Ricardian Theory of Rent<br>ii) Modern Theory of Rent  | <b>20</b>              |



|              |   |           |
|--------------|---|-----------|
|              | <p>6.3 WAGES -</p> <p>i) Backward sloping Supply curve of Labour.</p> <p>ii) Collective Bargaining &amp; Trade Unions</p> <p>6.4 INTEREST -</p> <p>a) Theories of Interest –</p> <p>i) Loanable Fund Theory of Interest</p> <p>ii) Keynes Liquidity Preference Theory of Interest</p> <p>6.5 PROFIT -</p> <p>a) Theories of Profit –</p> <p>i) Dynamic Theory of Profits</p> <p>ii) Innovation Theory of Profit</p> <p>iii) Risk and Uncertainty Theory of Profit</p> |           |
| <b>Total</b> |   | <b>48</b> |

| <b>Recommended Books</b> |  |
|--------------------------|--|
| 1.                       | Economics – Samuelson P. A. and Nordhaus W. D. TataMcGraw Hill Publishing Co. Ltd. N.Delhi.  |
| 2.                       | A text Book of Economic Theory – Stonier A. W. and Hague D. C. Longman Green and Co. London  |
| 3.                       | Business Economics – V. G. Mankar, Macmillan India Ltd. N. Delhi.  |
| 4.                       | Vyavasaik Arth Shastra (Sukshm) Dr. T. G. Gite, Atharv Publication. Pune   |
| 5.                       | Modern Micro Economics – Theory and Applications H.L. Ahujna S. Chand and Co Ltd. N Delhi.   |
| 6.                       | Business Economics – Dr. Girija Shankar – Atharv Publication, Pune.  |
| 7.                       | Principals of Economics – N.Gregory Mankiw 6 <sup>th</sup> edition 2012 Cengage learning india pvt ltd Delhi                         |
| 8.                       | Understanding Microeconomics- Robert L. Helibroner and Lester C. Thurow. Prentice Hall International Inc. London.                    |
| 9.                       | Micro Economic Theory An Analytical Approach – J M Joshi and R. Joshi Wishwa Prakashan (Division of Wiley Eastern Limited) N. Delhi. |
| 10.                      | Business & Managerial Economics (in the global Context) Sampat Mukherjee. New Central Book Agency, Calcutta.                         |
| 11.                      | Micro Economics Theory and Application D.N.Dwivedi Second Edition PEARSON.   |

**F.Y. B.Com.**  
**Optional Paper**  
**Subject Name -: Business Mathematics and Statistics**  
**Course Code -: 104 (A)**

**Objectives :-**

1. To prepare for competitive examinations
2. To understand the concept of Simple interest, compound interest and the concept of EMI.
3. To understand the concept of shares and to calculate Dividend
4. To understand the concept of population and sample.
5. To use frequency distribution to make decision.
6. To understand and to calculate various types of averages and variations.
7. To understand the concept and application of profit and loss in business.
8. To solve LPP to maximize the profit and to minimize the cost.
9. To use correlation and regression analysis to estimate the relationship between two variables.
10. To understand the concept and techniques of different types of index numbers.

**FIRST TRM**

*Medium for this subject shall be ENGLISH only*

|                |   |                   |
|----------------|---|-------------------|
| <b>Unit 1.</b> | <b>Pre-requisites ( For objective type questions only)</b>  | <b>(10)</b>       |
|                | <ol style="list-style-type: none"><li>1. Natural Numbers and Integers</li><li>2. H.C.F and L.C.M.</li><li>3. Fractions- addition, subtraction multiplication and division of two or more fractions</li><li>4. Laws of Indices</li><li>5. Ratio and Percentage</li><li>6. Proportion and partnership</li></ol> |                   |
| <b>Unit 2.</b> | <b>Interest</b>   | <b>(08)</b>       |
|                | <ol style="list-style-type: none"><li>1. Simple Interest</li><li>2. Compound interest (nominal and effective rate of interest )</li><li>3. Equated Monthly Installments (EMI)<br/>(Reducing and flat rate of interest)</li><li>4. Examples</li></ol>  |                   |
| <b>Unit 3.</b> | <b>Shares and dividends</b>   | <b>(06)</b>       |
|                | <ol style="list-style-type: none"><li>1. Concept of Shares, face value, market value, Net Asset Value</li><li>2. Equity Shares and Preference shares</li><li>3. Dividend</li><li>4. Bonus Shares</li><li>5. Examples</li></ol>  |                   |
| -----          |   | <b>Total [24]</b> |

|                |  |                   |
|----------------|--|-------------------|
| <b>Unit 4.</b> | <b>Population and Sample</b>   | <b>(08)</b>       |
|                | 1. Definition and concept of Statistics  |                   |
|                | 2. Scope of Statistics in Economics, Management Science and Industry   |                   |
|                | 3. Concept of Population and Sample  |                   |
|                | 4. Methods of Sampling: Simple Random Sampling and Stratified Random Sampling (Description of procedures only) |                   |
| <b>Unit 5.</b> | <b>Measures of central tendency</b>  | <b>(16)</b>       |
|                | 1. Variables Qualitative and Quantitative, Raw data, Classification of data,                                   |                   |
|                | 2. Frequency distribution, cumulative frequency distribution,  |                   |
|                | 3. Histogram (finding mode graphically) Ogive curves and its uses.   |                   |
|                | 4. Measures of central tendency: Mean, Median for ungrouped and Grouped data.                                  |                   |
|                | 5. Examples  |                   |
| -----          |  | <b>Total [48]</b> |

## SECOND TERM

|                |  |                   |
|----------------|--|-------------------|
| <b>Unit 6.</b> | <b>Profit and Loss</b>   | <b>(12)</b>       |
|                | 1. Concept of Cost Price, Marked Price and Selling Price   |                   |
|                | 2. Trade Discount and Cash Discount  |                   |
|                | 3. Commission and Brokerage  |                   |
|                | 4. Examples  |                   |
| <b>Unit 7.</b> | <b>Linear Programming Problems ( For two Variables only)</b>   | <b>(12)</b>       |
|                | 1. Definition and terms in a L.L.P.  |                   |
|                | 2. Formulation of L.L.P.   |                   |
|                | 3. Solution by Graphical Method  |                   |
|                | 4. Examples  |                   |
| -----          |  | <b>Total [24]</b> |
| <b>Unit 8.</b> | <b>Measures of dispersion</b>  | <b>(08)</b>       |
|                | 1. Concept of Dispersion   |                   |
|                | 2. Measures of Dispersion – Range, Variance and Standard Deviation (S.D.) for Grouped and ungrouped data |                   |
|                | 3. Measures of relative dispersion- Coefficient of range and coefficient of Variation                    |                   |
|                | 4. Examples  |                   |
| <b>Unit 9.</b> | <b>Correlation and Regression</b>  | <b>(08)</b>       |
|                | 1. Concept of Bivariate data, correlation using scatter diagram  |                   |
|                | 2. Karl Pearson's Coefficient correlation for ungrouped data   |                   |
|                | 3. Spearman's Rank correlation coefficient   |                   |
|                | 4. Concept of regression, lines of regression  |                   |
|                | 5. Regression as prediction Model  |                   |
|                | 6. Examples  |                   |

|                 |                            |             |
|-----------------|----------------------------|-------------|
| <b>Unit 10.</b> | <b>Index number</b>        | <b>(08)</b> |
|                 | 1. Concept of Index Number |             |

2. Construction of Price Index Number
3. Laspeyre's, Paasche's and Fisher's Method
4. Family Budget and Aggregate Expenditure Method
5. Concept of – Cost of Living /Consumer Price Index Number, SENSEX and NIFTY
6. Examples

----- **Total [24]**

**Grand Total [48]**

**Recommended Books:**

1. Practical Business Mathematics by S.A.Bari (New Literature Publishing Company)
2. Business Mathematics by V.K.Kapoor (Sultan Chand And Sons)
3. Fundamentals of Statistics by S.C.Gupta (Himalaya Publishing House)
4. Basic Statistics by B.L.Agrawal (New Age International Publishers)
5. Statistical Methods by S.P.Gupta (Sultan Chand And Sons)

**F.Y. B.Com.**  
**Optional Paper**  
**Subject Name -: Computer Fundamentals**  
**Course Code -: 104 (B)**

**Objective:**

1. To make the students familiar with Computer environment.
2. To make the students familiar with the basics of Operating System and business communication tools.
3. To make the students familiar with basics of Network, Internet and related concepts.
4. To make awareness among students about applications of Internet in Commerce.
5. To enable students to develop their own web site.

**Term - I**

| Unit No. | Topic   | Lectures |
|----------|---|----------|
| 1.       | <b>Introduction to Computer Fundamentals</b>  | [10]     |
|          | Introduction to Computer<br>Computer System Hardware<br>Computer Memory<br>Input and Output Devices<br>Interaction between User and Computer<br>Introduction to Free and Open Source Software<br>Definition of Computer Virus, Types of Viruses, Use of Antivirus software  |          |
| 2.       | <b>Basics of Operating System</b>   | [12]     |
|          | Definition of Operating System<br>Objectives, types, and functions of Operating Systems<br>Working with Windows Operating System: Introduction, The Desktop, Structure of Windows, Windows Explorer, File and Folder Operations, The Search, The Recycle Bin, Configuring the Screen, Adding or Removing New Programs using Control Panel, Applications in windows (Paint, Notepad, WordPad, Calculator)                                |          |
| 3.       | <b>Introduction to Business Communication Tools</b>   | [12]     |
|          | <b>MS-Word:</b> Introduction, Starting MS-Word, MS-Word Screen and its Components, Elementary Working with MS-Word<br><b>MS-Excel:</b> Introduction, Starting MS-Excel, Basics of Spreadsheet, MS-Excel Screen and Its Components, Elementary Working with MS-Excel<br><b>MS-Powerpoint:</b> Introduction, Starting MS-PowerPoint, Basics of PowerPoint, MS-PowerPoint Screen and Its Components, Elementary Working with MS-PowerPoint |          |
| 4.       | <b>Introduction to Computer Network</b>   | [06]     |
|          | Introduction<br>Importance of Networking<br>Computer Network (LAN, WAN, MAN)<br>Network Components (Hub, Switch, Bridge, Gateway, Router, Modem)<br>Network Topology, Wireless Networks   |          |
| 5.       | <b>Use of Computer in Commerce</b>  | [08]     |

|  |  |  |
|--|--|--|
|  | <p>Data Processing, Files and Records, File Organization (Sequential, Direct/Random, Index )</p> <p>Computer Applications in Business – Need and Scope</p> <p>Computer Applications in various fields of Commerce: Personnel Administration, Accounting, Cost and Budgetary Management, Purchasing, Banking, Insurance and Stock-broking, e-governance</p> <p>Introduction to E-Commerce, Evolution of E-Commerce, Role of E-Commerce, E-Commerce Framework, E-Commerce Categories</p> |  |
|--|--|--|

### Term - II

| Unit No. | Topic   | Lectures |
|----------|---|----------|
| 1.       | <p><b>Internet and Internet application</b></p> <p>Introduction, Internet evolution</p> <p>Working of Internet, Use of Internet</p> <p>Overview of World Wide Web (Web Server and Client)</p> <p>Introduction to Search engine and Searching the Web</p> <p>Downloading files</p> <p>Introduction to Web Browsers</p> <p>Working with E-mail (creation and use of the same)</p>                                   | [08]     |
| 2.       | <p><b>Electronic Data Interchange</b></p> <p>Introduction to EDI</p> <p>EDI Architecture</p> <p>Financial EDI</p> <p>Overview of the technology involved in EDI</p>   | [04]     |
| 3.       | <p><b>Electronic Payment System</b></p> <p>Introduction to EPS</p> <p>Introduction to EFT (Electronic Fund Transfer)</p> <p>Introduction to SET (Secure Electronic Transaction)</p> <p>Business requirement addressed by SET</p> <p>Introduction to Digital Signature and Digital Certificates , Stages of SET</p> <p>Types of Payment System: Digital Cash, Electronic Cheque, Smart Card, Credit/Debit Card</p> | [08]     |
| 4        | <p><b>Introduction to HTML.</b></p> <p>Introduction to HTML. Working of HTML</p> <p>Creating and loading HTML page, tags</p> <p>Structure of on HTML, Document, Stand Alone Tags</p> <p>Formatting text, Adding Images</p> <p>Creating hyper Links, Tables</p> <p>Sending E-mails through Web Page</p> <p>Sample web pages</p>  | [10]     |
| 5.       | <p><b>Introduction To Web page Design</b></p> <p>Introduction to Web design, Types of Web Pages</p> <p>Web design Pyramid</p> <p>Building web sites</p>   | [07]     |

|           |  |             |
|-----------|--|-------------|
|           | Web development process model  |             |
| <b>6.</b> | <b>Designing The web pages</b><br>Page size, Page type, Page margin, Entrance page<br>Exit page, Graphics in Webpage design<br>Animation Effect, Sound Effect<br>Color Effect<br>Uploading the web site (Web space, Domain Name, Hosting the web site) | <b>[08]</b> |
| <b>7.</b> | <b>Internet Security</b><br>Security, Privacy<br>Ethical Issues & Cyber Law  | <b>[03]</b> |

### Reference Books

1. Computer Fundamentals by: Anita Goel, Pearson Education India ISBN: 9788131742136
2. Connecting with Computer Science, by Greg Anderson, David Ferro, Robert Hilton, Course Technology, Cengage Learning, ISBN: 9781439080351
3. Fundamentals of Computer : For undergraduate courses in commerce and management, ITL Education Solutions Limited, Pearson Education, ISBN: 9788131733349
4. Introduction to Computer Science, 2/e, ITL Education Solutions Limited, Pearson Education, ISBN: 9788131760307
5. Frontiers of Electronic Commerce, Ravi Kalakota, Andrew B. Whinston, Pearson Education, ISBN: 9788177583922
6. Internet: The Complete Reference, Margaret Levine Young, Tata McGraw Hill Education Private Limited, ISBN: 9780070486997
7. Murach's HTML, XHTML and CSS: Training & Reference, Anne Boehm, Shroff/Murachs Publication, ISBN-9789350230954
8. On the Way to the Web: The Secret History of the Internet and Its Founders, A. Banks, Apress Publication, ISBN: 9781430208693
9. Computers and Commerce: A Study of Technology and Management at Eckert-Mauchly Computer Company, Engineering Research Associates, and Remington, Arthur L. Norberg, MIT Press (MA), ISBN: 9780262140904

### Guidelines for Examination:

1. Term End Exam (20 Marks):  
To be conducted by college as per rules provided by University of Pune.
2. Annual Exam (80 Marks):  
To be conducted by University of Pune at the end of the academic year.  
Passing marks for the course are 40 (Out of which **minimum 32** marks are compulsory in Annual Examination).

**F.Y. B.Com.**  
**Optional Paper**  
**Subject Name -: Organizational Skill Development.**  
**Course Code -: 105 – a.**

**Objective:**

1. To orient the students towards the concept of Organization and Modern Office.
2. To acquaint the students with the role of and Functions of Office Manager.
3. To develop the insights regarding Organizational Skills for Office Managers.
4. To know the functioning of Modern office appliances equipments and e- format records

**Term I**

| <b>Unit No.</b> | <b>Topic</b>   | <b>No. of Lectures</b> |
|-----------------|--|------------------------|
| <b>1.</b>       | <b>Modern Office</b> <ol style="list-style-type: none"> <li>1.1 Introduction, Definition, Characteristics, Importance and Functions</li> <li>1.2 Traditional and Modern Concepts of Office</li> <li>1.3 Office Location<br/>Meaning, Objectives , Principles of Office Location<br/>Office Layout – Meaning , Objectives , Principles and Layout ,Modular and Structured Furniture</li> <li>1.4 Factors of Good Ambience<br/>Office Lighting, ventilation. Temperature, Sanitation, Interior Decoration, Noise and Cleanliness.</li> </ol> | <b>12</b>              |
| <b>2.</b>       | <b>Office Organization</b> <ol style="list-style-type: none"> <li>1.1 Definition, Importance of office organization,</li> <li>1.2 Principles, Steps.</li> <li>1.3 Types of Organization</li> <li>1.4 Concept and Functions of Office Administrator.</li> </ol>   | <b>12</b>              |
| <b>3.</b>       | <b>Office Manager and Organizational Skills</b> <ol style="list-style-type: none"> <li>3.1 Office Manager – Role, duties and responsibilities</li> <li>3.2 Qualification, Qualities and skills of an office manager</li> <li>3.3 Time Management –Definition, Need, Principles, advantages and Disadvantages, Time Management techniques.</li> <li>3.4 Goal Setting-Concept of goal-setting - Importance of goals, SMART(Specific, Measurable, Achievable, Realistic, Time-bound) goals , Do's and Don'ts about goals.</li> </ol>          | <b>12</b>              |
| <b>4.</b>       | <b>Office services</b> <ol style="list-style-type: none"> <li>4.1 Mail Routine , Courier Services its need and Importance</li> <li>4.2 Office Forms - objectives, advantages and types of office forms<br/>E-forms – advantages.</li> <li>4.3 Organizational Web Page – Contents, advantages, Internet/Web basedapplications of office activities.</li> <li>4.4 Office Stationary and Supplies - Importance of stationary, Essentials of</li> </ol>  | <b>12</b>              |



|              |   |           |
|--------------|---|-----------|
|              | a good system of regulating stationary, purchases, storage, Record of stationary, |           |
| <b>Total</b> |   | <b>48</b> |

### Term II

| <b>Unit No.</b> | <b>Topic</b>   | <b>No. of Lectures</b> |
|-----------------|--|------------------------|
| <b>5.</b>       | <b>Office Records Management</b><br>5.1 Introduction - Need - Objectives - Kinds of Records.<br>5.2 Organization of records department.<br>5.3 Classifying and Indexing of Records and Files. Principles - Retention and disposition of records.<br>5.4 Digitalization of Records: Meaning, advantages, process, utility and feasibility.  | <b>12</b>              |
| <b>6.</b>       | <b>Office Communications</b><br>6.1 Meaning and Elements of Office Communications,<br>6.2 Channels of Communication – Internal and External<br>6.3 Significance and barriers to effective communications<br>6.4 Recent trends in modern communications such as Fax - E-Mail, Internet, Intranet, www(World Wide Web ),Tele conferencing, Video Conferencing as means of Communication  | <b>12</b>              |
| <b>7.</b>       | <b>Public Relations :</b><br>7.1 Definition, nature, Scope of PR with customers, investors , employees, government offices and others<br>7.2 Objectives, importance and functions<br>7.3 Role of Public Relation Officer in Modern Office<br>7.4 – Modern methods of Public Relations  | <b>12</b>              |
| <b>8</b>        | <b>Office Automation</b><br>8.1 Office Automation – meaning, scope, feasibility, and advantages<br>8.2 Different types of modern appliances and machines used in Offices.<br>8.3 Computerization of office activities - LAN – WAN<br>8.4 Accounting Packages, Payroll Accounting, Inventory statements, - Vouchers –Invoices - Salary - Maintenance of records and Accounting Books and preparation of financial Report, Leave accounting, Attendance. | <b>12</b>              |
| <b>Total</b>    |  | <b>48</b>              |

| Recommended Books   |
|---|
| <ol style="list-style-type: none"><li>1. Office Organization and Management – By S. P. Arora</li><li>2. Office Methods - By M. L. Basu</li><li>3. Office Automation – By G. R. Terry</li><li>4. Office Management &amp; Control – By G. R. Terry</li><li>5. Office Management – By P. K. Ghosh</li><li>6. Files and Record Management By Pophan</li><li>7. A text book of Office Management By William II &amp;Leffingwell&amp; Robinson</li><li>8. Office Administration and Management – by Dr. KhorshedMadon. and Dr.Homai M. Dowell, Vikas Publishing House , Delhi</li></ol> |

**F.Y. B.Com.**  
**Optional Paper**  
**Subject Name -: Banking and Finance**  
**[Fundamentals of Banking]**  
**Course Code -: 105 – b.**

**Objective:**

1. To acquaint the students with the fundamentals of banking.
2. To develop the capability of students for knowing banking concepts and operations.
3. To make the students aware of banking business and practices.
4. To give thorough knowledge of banking operations.
5. To enlighten the students regarding the new concepts introduced in the banking system.

**Term I**

| <b>Unit No.</b> | <b>Topic</b>  | <b>No. of Lectures</b> |
|-----------------|---|------------------------|
| <b>1.</b>       | <b>Evolution of banking</b><br>1.1 Origin, Meaning and Definition of 'Bank'<br>1.2 Evolution of banking- Europe, USA & Asia<br>1.3 Evolution of banking in India.<br>1.4 Structure of Indian Banking System   | <b>06</b>              |
| <b>2.</b>       | <b>Functions of Bank</b><br><b>2.1 Primary functions:</b><br>A) Accepting deposits: Demand deposits: Current and Savings; No Frills Account, Time deposits-Recurring and Fixed deposits, Flexi Deposits (Auto Sweep)<br>B) Granting Loans and Advances- Term Loan, Short term credit, Overdraft, Cash Credit, Purchasing, Discounting of bills,<br><b>2.2 Secondary functions:</b><br>A) Agency Functions- Payment and Collection of Cheques, Bills and Promissory notes, Execution of standing instructions, Acting as a Trustee, Executor.<br>B) General Utility Functions: Safe Custody, Safe deposit vaults, Remittances of funds, Pension Payments, Acting as a dealer in foreign exchange.  | <b>14</b>              |
| <b>3.</b>       | <b>Procedure for opening and operating of deposit account</b><br>3.1 Procedure for Opening of Deposit Account: Know Your Customer- Needs and Norms (KYC Norms), Application form, Introduction, Proof of residence, Specimen signature and Nomination: Their Importance<br>3.2 Procedure for Operating Deposit Account: Pay-in-slips, Withdrawal slips, Issue of pass book, (Current Savings or Recurring deposits), Issue of Cheque book, Issue of fixed deposit receipt, Premature encashment of fixed deposits and loan against fixed deposit. Recurring deposits: Premature encashment and loan against recurring deposit.<br>3.3 a) Closure of accounts<br>b) Transfer of accounts to other branches/Banks<br>3.4 Types of account holders<br>a) Individual account holders- Single or joint, Illiterate, Minor, Married | <b>14</b>              |

|              |   |           |
|--------------|---|-----------|
|              | woman, Pardahnashin woman, Non resident accounts<br>b) Institutional account holders- Sole proprietorship, Partnership firm, Joint stock company, Hindu undivided family, Clubs, Associations and Societies and Trusts. |           |
| <b>4.</b>    | <b>Methods of Remittances</b><br>4.1 Demand drafts, bankers' Cheques and Truncated Cheques<br>4.2 Mail transfer, Telegraphic transfer,<br>4.3 Electronic Funds Transfer- RTGS, NEFT and SWIFT                           | <b>14</b> |
| <b>Total</b> |   | <b>48</b> |

## Term II

| <b>Unit No.</b> | <b>Topic</b>   | <b>No. of Lectures</b> |
|-----------------|--|------------------------|
| <b>5.</b>       | <b>Lending principles, Credit Creation and Balance Sheet of a bank</b><br>5.1 Safety, Liquidity, Profitability, Diversification of risks<br>Conflict between liquidity and profitability<br>5.2 Multiple Credit Creation: Process and Limitations<br>5.3 Balance sheet of a commercial bank.           | <b>16</b>              |
| <b>6.</b>       | <b>Negotiable Instruments</b><br>6.1 Definition, meaning and characteristics of Promissory note, Bill of Exchange and Cheque<br>6.2 Types of Cheques- Bearer, Order and Crossed<br>6.3 Types of Crossing- General and Special.   | <b>16</b>              |
| <b>7.</b>       | <b>Endorsement</b><br>7.1 Definition and meaning of endorsement<br>7.2 Types of endorsement- Blank, Full or Special, Restrictive, Partial, Conditional, Sans Recourse, Facultative.  | <b>08</b>              |
| <b>8</b>        | <b>Technology in Banking</b><br>8.1 Need and importance of technology in banking<br>8.2 E-Banking: ATM, Credit card, Debit card, Tele Banking, Mobile Banking, Net Banking, SWIFT (Society for Worldwide Inter-bank Financial Telecommunication)<br>8.3 Concept and benefits of Core Banking Solution. | <b>08</b>              |
| <b>Total</b>    |  | <b>48</b>              |

| Recommended Books  |
|--|
| <ol style="list-style-type: none"><li>1. Practice and Law of Banking- G.S.Gill</li><li>2. Banking: Law and Practice- P.N. Varshney</li><li>3. Banking: Theory and practice- E.Gordon, K. Talraj</li><li>4. Banking: Law and practice in India- Tannan</li><li>5. Banking: Law and practice in India- Maheshwari</li><li>6. Fundamentals of Banking- Dr. G.V.Kayandepatil, Prof. B.R.Sangle, Dr. G.T.Sangle, Prof. N.C.Pawar</li><li>8. Banking: Law and Practice- Prof. Mugle</li><li>9. Banking and financial system - Vasant Desai</li><li>10. Banking theory and practice- K.C.Shekhar</li><li>11. Fundamentals of banking'- Dr. R.S.S.Swami</li><li>12. Annual Report on trends and progress of banking in India- R.B.I.</li><li>13. Toor N. S., Handbook of Banking Information</li></ol> |

**F.Y. B.Com.**  
**Optional Paper**  
**Subject Name -: Defense Organization and Management in India**  
**Course Code -: 105 – d.**

**Objective:**

1. To understand the role of Armed Forces for maintaining national security of the country.
2. To understand Higher Defense Mechanism, Role of Intelligence and Management Technique in Decision making at Strategic & Tactical Level

**Term I**

| <b>Unit No.</b> | <b>Topic</b>   | <b>No. of Lectures</b> |
|-----------------|--|------------------------|
| <b>1.</b>       | <b>Principles of Defense Organization</b><br>1.1 Reconstruction of Indian Armed Forces since 1947<br>1.1.1 Development of the Army after Independence<br>1.1.2 Development of the Navy after Independence<br>1.1.3 Development of the Air Force after Independence | <b>12</b>              |
| <b>2.</b>       | <b>Higher Defense Organization in India</b><br>2.1. Powers of the President in relation to the Armed Forces<br>2.2. Defense Committee of the Cabinet.<br>2.3. Ministry of Defense – its organization & function<br>2.4. National Security Council                  | <b>12</b>              |
| <b>3.</b>       | <b>Defense Mechanism of the Indian Armed Forces</b><br>3.1 Chief of Staff Committee<br>3.2 Organization of Army, Naval & Air Headquarters.<br>3.3 Organization of Army, Naval & Air Commands.  | <b>12</b>              |
| <b>4.</b>       | <b>Second Line of Defense</b><br>4.1. Border Security Force<br>4.2. Coast Guard<br>4.3. Territorial Army<br>4.4. Home Guard<br>4.5. Civil Defense<br>4.6. National Cadet Corps (N.C.C)<br>4.7. Central Reserve Police Force<br>4.8. State Reserve Police Force     | <b>12</b>              |
| <b>Total</b>    |  | <b>48</b>              |

**Term II**

| <b>Unit No.</b> | <b>Topic</b>  | <b>No. of Lectures</b> |
|-----------------|---|------------------------|
| <b>5.</b>       | <b>Intelligence</b><br>5.1. History & Types of Intelligence<br>5.2. Process & Principles of Intelligence<br>5.3. Devices for Collecting Intelligence<br>5.4. Role of Intelligence<br>5.5. Counter Intelligence<br>5.6. Indian Intelligence Organization | <b>12</b>              |

|              |  |           |
|--------------|--|-----------|
| <b>6.</b>    | The Combat Branches<br>6.1. Infantry<br>6.1.1. Characteristic, Role & Limitations.<br>6.1.2. Division & Battalion Organization.<br>6.2. Armoured Crops<br>6.2.1. Characteristics, Role & Limitations<br>6.3. Supporting Arms<br>6.3.1. Artillery – Characteristics, Role & Limitations<br>6.3.2. Engineers - Characteristics, Role & Limitations<br>6.3.3. Signal Corps - Characteristics, Role & Limitations means of signals | <b>12</b> |
| <b>7.</b>    | The Administrative Services<br>7.1 Army Service Crops<br>7.2 Army Ordnance Crops<br>7.3 Electrical & Medical Engineers.<br>7.4 Army Medical Crops – its role in Peace & War time   | <b>12</b> |
| <b>8</b>     | Indian Navy & Indian Air Force<br>8.1. Characteristic, Role & Limitations Navy & Air Force<br>8.2. Various Types of Battle Ships in Indian Navy<br>8.3. Various Types of Aircrafts in Indian Air Force   | <b>12</b> |
| <b>Total</b> |  | <b>48</b> |

| <b>Recommended Books</b>   |  |
|--|--|
| 1. Ron Mathews – “Defence Production in India” ABC – New Delhi<br>2. Raju G. C. Thomas – “The Defence of India – A Budgetary perspective of strategy & politics”, Mac Millan Publication, New Delhi – 1978<br>3. Sam-C-Sarkesian – “The Military Industrial Complex – A Reassessment”, Sage Publication, 1972<br>4. Maj. Gen. Pratap Narain (Retd.) “India’s Arms Bazaar” Shilpa Publication, New Delhi – 1998<br>5. Y. Lakshmi, “Trends in India’s Defence Expenditure” ABC, New Delhi 1998.<br>6. Lt. Gen. R.K. Jasbir Singh, “India’s Defence Year Books”, Natraj Publication, Dehradun 1999<br>7. Annual Report, Ministry of Defence, Government of India<br>8. Venkateshwaram A.L. – “Defence organisation in India”<br>9. Nagendra Singh – “Defence Mechanism of Modern State”.<br>10. Lt. Col. Abhyankar M. G. – “Defence Principle & Organisation”.<br>11. U. C. Jain, Jeevan Nair – “Indian Defence & Security”, Pointer Publishers, Jaipur, 2000<br>12. D.C.Pathak, “Intelligence: A Security Weapon”, Manas Publication, New Delhi, 2003<br>13. Stephen Peter Rosen, “Societies & Military Power – India & its Armies”, Oxford University Press, New Delhi, 1996<br>14. Maj. K.C. Praval, “Indian Army after Independence”, Lancer International, New Delhi, 1990<br>15. H. B. Mishra, “Defence Programmes of India” – Author Press – New Delhi – 2000<br>16. Maj. Udaya Chandar, “The Art of Military Leadership”, Jaico Publishing House, Mumbai - 1979 |  |

**F.Y. B.Com.**  
**Optional Paper**

**Subject Name -: Co-operation**

**Course Code -: 105 – e.**

**Objectives:**

1. To acquaint the students with the concept of co-operation and its movement.
2. To introduce the scope of Co-operation.
3. To make students build their career in the field of Co-operation and Rural Development.

**Term I**

| <b>Unit No.</b> | <b>Topic</b>  | <b>No. of Lectures</b> |
|-----------------|---|------------------------|
| <b>1</b>        | <b>Concept of Co-operation-</b> <ul style="list-style-type: none"><li>➤ Meaning &amp; Definitions</li><li>➤ Objectives</li><li>➤ Nature and Scope of Co-operation.</li></ul>  | <b>12</b>              |
| <b>2</b>        | <b>Principles of Co-operation- Evaluation of Co-operative principles and modifications there in from time to time.</b> <ul style="list-style-type: none"><li>➤ International Co-operative Alliance (I.C.A) Committee-1937</li><li>➤ International Co-operative Alliance (I.C.A.) Commission-1966</li><li>➤ International Co-operative Alliance (I.C.A.) Commission-1995</li></ul> | <b>12</b>              |
| <b>3</b>        | <b>History of Indian Co-operative Movement – Origin of Co-operative movement in India.</b> <ul style="list-style-type: none"><li>➤ Sir Fedrick Nicholson Report 1904</li><li>➤ Maclagen Committee Report 1912</li><li>➤ Gorewala Committee Report 1954</li><li>➤ Vaidyanathan Committee Report 2005</li></ul>   | <b>12</b>              |
| <b>4</b>        | <b>Contribution to the development of Co-operative Movement in India of:</b> <ul style="list-style-type: none"><li>➤ Dr. Dhananjay Gadgil</li><li>➤ Padmashri. Vaikuntbhai Mehta</li><li>➤ Padmashri. Vitthalrao Vikhe Patil</li><li>➤ Dr. Verghese Kurien</li><li>➤ Karmaveer Bhausaheb Hiray</li></ul>  | <b>12</b>              |
| <b>Total</b>    |   | <b>48</b>              |

**Term II**

| <b>Unit No.</b> | <b>Topic</b>  | <b>No. of Lectures</b> |
|-----------------|---|------------------------|
| <b>5</b>        | <b>Different Types of Co-operative:</b> <ul style="list-style-type: none"><li>➤ Rural Co-operative and Urban Co-operative</li><li>➤ Agriculture Co-operative and Non Agriculture Co-operative.</li><li>➤ Credit Co-operative and Non Credit Co-operative.</li></ul> | <b>12</b>              |



|              |   |           |
|--------------|---|-----------|
|              | <ul style="list-style-type: none"> <li>➤ Weaker Sections Co-operatives.</li> <li>➤ Federation of Co-operatives.</li> </ul>  |           |
| <b>6</b>     | <b>Government and Co-operative movement:</b> <ul style="list-style-type: none"> <li>➤ Role of Central Government</li> <li>➤ Role of State Government</li> </ul>   | <b>12</b> |
| <b>7</b>     | <b>Achievement of Co-operative movement:</b> <ul style="list-style-type: none"> <li>➤ Strength and Weakness</li> <li>➤ Future Trends of Co-operative Movement in India.</li> </ul>  | <b>12</b> |
| <b>8</b>     | <b>Co-operative Education and Training:</b> <ul style="list-style-type: none"> <li>➤ Objectives of Co-operative Education and Training.</li> <li>➤ Training arrangement in India.</li> <li>➤ Evaluation of education and training programmes.</li> <li>➤ Problems and suggestions.</li> </ul> | <b>12</b> |
| <b>Total</b> |   | <b>48</b> |

| <b>Recommended Books</b>  |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Co-operation- Principles and Practice- Dr. D.G. Karve</li> <li>2. Co-operation in India- Dr. B.S. Mathur</li> <li>3. Theory, History and Practice of Co-operation- Dr. R.D. Beddy</li> <li>4. Co-operation in India- Dr. C. B. Memoriya and R.D. Saxena</li> <li>5. Theory and Practice of Co-operation in India and Abroad- Prof. R.K. Kulkarni</li> <li>6. Bhartiya Sahkari Chadvad- Tatve va Vyavhar ( Marathi )- Prof. Jagdish Killol; Prof. Arvind Bondre; Prof. A. C. Bhavsar</li> <li>7. Sahkari Chalval 1904-2004 (Marathi) – Prof. K. L. Fale</li> </ol> |  |

**F.Y. B.Com.**  
**Optional Paper**  
**Subject Name -: Managerial Economics**  
**Course Code -: 105 – f.**

**Objectives:**

1. To enable students of Commerce to apply economic theory and analysis, practices of business firms.
2. To use tools and techniques of economic analysis to develop managerial decision making
3. To apply economic analysis in the formulation of business policies.

**Term I**

| <b>Unit No.</b> | <b>Topic</b>  | <b>No. of Lectures</b> |
|-----------------|---|------------------------|
| <b>1</b>        | <b>INTRODUCTION</b><br>1.1 Definition, Nature & Scope and Characteristics of Managerial Economics.<br>1.2 Theories of the Firm<br>1.3 Objectives of the Firm –<br>a. Profit Maximization<br>b. Security Objective<br>c. Profit Satisfying Objective<br>d. Sales maximization<br>e. Utility Maximization<br>f. Growth Maximization   | <b>13</b>              |
| <b>2</b>        | <b>DEMAND ANALYSIS</b><br>2.1 Law of Demand<br>2.2 Determinants of Demand<br>2.3 Elasticity of Demand – Concept and Measurement of –<br>2.3.1 Price Elasticity of Demand<br>2.3.2 Income Elasticity of Demand<br>2.3.3 Cross Elasticity of Demand<br>2.4 Importance of Elasticity of Demand in business decision making.<br>2.5 Business or Economic Forecasting -<br>2.5.1 Objectives<br>2.5.2 Methods of Business Forecasting<br>2.6 Theory of Supply | <b>20</b>              |
| <b>3</b>        | <b>PRODUCTION AND COST ANALYSIS</b><br>3.1 Production Function –Meaning & Nature<br>3.2 Law of Variable-the three stages.<br>3.3 Law of Returns to scale - the three stages.<br>3.4 Cost Analysis –<br>3.4.1 In the short run<br>3.4.3 In the long run  | <b>15</b>              |
| <b>Total</b>    |   | <b>48</b>              |

## Term II

| Unit No.     | Topic  | No. of Lectures |
|--------------|--|-----------------|
| <b>4</b>     | <b>PRICING AND INVESTMENT DECISIONS</b><br>4.1 Pricing Practices -Objectives<br>4.2 Investment Decisions –<br>4.2.1 Concept and Types –<br>a. For Expansion<br>b. For Replacement<br>c. For Modernization<br>d. For Diversification<br>e. For Research and Development.<br>4.2.2 Aids to Investment Decisions –<br>a. Capital Budgeting – Meaning and Usefulness.<br>4.2.3 Methods of Investment Decision – Concept and Descriptive analysis of –<br>a. Payback period.<br>b. Average Rate of Return | <b>20</b>       |
| <b>5</b>     | <b>COST – BENEFIT ANALYSIS</b><br>5.1 Meaning<br>5.2 Use<br>5.3 Limitations  | <b>13</b>       |
| <b>6</b>     | <b>MACRO ECONOMIC ENVIRONMENT</b><br>6.1 Business Trends in India –<br>6.2 Overview of Economic Reforms and Business.<br>6.3 Role of Multinational Corporations (MNCs)<br>6.4 Acquisitions and Mergers   | <b>15</b>       |
| <b>Total</b> |  | <b>48</b>       |

| Recommended Books   |
|---|
| 1. Dean Joel – managerial Economics. Prentice Hill India Pvt. Ltd. New Delhi.<br>2. Gupta G.S. –Managerial Economics. Tata Mcgrew Hill, New Delhi.<br>3. Mithani D.M. – Managerial Economics Theory and Applications. Himalaya Publishing House, N. Delhi.<br>4. Mmankar V.G. –Business Economics, Macmillan India Ltd. N. Delhi.<br>5. Varshney and Maheshwari – Managerial Economics.Sultan Chand and sons, N. Delhi.<br>6. Dr. T. G. Gite - Vyavasaik Arthshstra (Sukshma) Atharve Publication, Pune.<br>7. Salvatore Dominick – Managerial Economics in a Global Economy. Mcgraw Hill N. York.<br>8. Dr.Girija Shankar: Micro Economics – Atharva Publication.<br>9. H. Craig Peterson, W. Cris Lewis – Managerial Economics. Prentice Hill of India Ltd. New Delhi.<br>10. Dwivedi D. N. Managerial Economics; Tata Mcgrew Hill, New Delhi |

**F.Y. B.Com.**  
**Optional Paper**  
**Subject Name -: Essentials of E-Commerce**  
**Course Code -: 106 – a.**

**Objective:**

To make a student familiar with the mechanism of conducting business transactions through electronic media. Learning Outcomes: After completing this course, a student is expected to be able to

- explain various components of e-commerce,
- understand the dynamics of e-commerce,
- appreciate the Internet technology and its utility in commercial activities,
- understand the methodology of online business dealings using e-commerce infrastructure.

**Term I**

| Unit No.     | Topic   | No. of Lectures |
|--------------|---|-----------------|
| 1.           | <b>Overview of Electronic Commerce (EC):</b><br>Concept, features, and functions of e-commerce, e-commerce practices v/s traditional practices, scope and limitations of e-commerce.  | 10              |
| 2.           | <b>Fundamental of e-commerce:</b><br>Definition and types of e-commerce: B2B, B2C, C2C, and P2P, B2B service provider, e-distributor, procurement and just-in-time delivery.  | 12              |
| 3.           | <b>Infrastructure:</b><br>Internet and its role in e-commerce, procedure of registering Internet domain, establishing connectivity to Internet, tools and services of Internet.   | 10              |
| 4.           | <b>E-Payment:</b><br>Transactions through Internet, requirements of e-payment systems, functioning of debit and credit cards, pre and post payment services.  | 06              |
| 5.           | <b>Electronic Data Interchange:</b><br>Evolution, uses, Benefits, Working of EDI, EDI Standards (includes variable length EDI standards), Cost Benefit Analysis of EDI, Electronic Trading Networks, EDI Components, File Types, EDI Services, EDI Software | 10              |
| <b>Total</b> |   | <b>48</b>       |

**Term II**

| Unit No. | Topic  | No. of Lectures |
|----------|--|-----------------|
| 6.       | <b>Digital economy:</b><br>Major characteristics, economic rules, impact on trading and intermediaries, impact on business processes and functional areas in banking, financial and insurance organizations. | 08              |

|              |   |           |
|--------------|---|-----------|
| <b>7.</b>    | <b>E-Marketing:</b><br>Market place v/s Market space, impact of e-commerce on market, marketing issues in e-marketing, direct marketing, one-to-one marketing.                                  | 08        |
| <b>8.</b>    | <b>E-Finance:</b><br>Areas of e-finance, e-banking, traditional v/s e-banking, trading v/s e-trading, importance and advantages of e-trading, operational aspects of e-trading.                 | 08        |
| <b>9.</b>    | <b>E-Ticketing:</b><br>Online booking systems, online booking procedure of railways, airlines, tourist and religious places, hotels and entertainment industry.                                 | 08        |
| <b>10</b>    | <b>E-Commerce in India:</b><br>State of e-commerce in India, problems and opportunities in e-commerce in India, legal issues, Social and Ethical Issues, future of e-commerce, Mobile Commerce. | 08        |
| <b>11</b>    | <b>Security in e-commerce:</b><br>Setting up Internet security, maintaining secure in Formation, encryption, digital signature and other security measures.                                     | 08        |
| <b>Total</b> |   | <b>48</b> |

| <b>Recommended Books</b>  |
|---|
| <p>Reference Books:</p> <ol style="list-style-type: none"> <li>1. Daniel Amor, E Business R(Evolution), Pearson Edude.</li> <li>2. Krishnamurthy, E-Commerce Management, Vikas Publishing House.</li> <li>3. David Whiteley, E-Commerce: Strategy, Technologies and Applications, Tata McGraw Hill.</li> <li>4. P. T. Joseph, E-Commerce: A managerial Perspectives, Tata McGraw Hill.</li> <li>5. Doing Business on the Internet E-COMMERCE (Electronic Commerce for Business): S. Jaiswal, Galgotia Publications.</li> <li>6. C.S.V.Murthy: E-Commerce-Concepts, Models &amp; Strategies, Himalaya Publishing.</li> <li>7. Kamallesh K Bajaj &amp; Debjani Nag: E-Commerce, the Cutting Edge of Business- Tata McGraw-Hill, New Delhi.</li> </ol> |

**F.Y. B.Com.**  
**Optional Paper**  
**Subject Name :- Insurance and Transport**  
**Course Code :- 106 – b.**

**Objectives :-**

1. To acquaint students with the concept of Insurance and Transport.
2. To introduce the scope of Insurance including Life & General Insurance and Transport including Travel & Tourism.
3. To make the students aware of carrier opportunities in the field of Insurance & Transport and impart appropriate skills.

**Marks : 100**

**No. of Lectures 48**

**Term I - INSURANCE**

| Unit No.     | Topic  | Lectures  |
|--------------|--|-----------|
| 1.           | <b>Concept of Insurance</b><br>Risk : Meaning, Definition & Scope ---Types: Human & Business ---Types of Business Risk.<br>Insurance : Meaning, Definition, Need & Scope -Insurance Contract: Meaning, Components. | 12        |
| 2.           | <b>Life Insurance</b><br>Meaning, Definition, Need, Scope & Principles of Life Insurance.<br>Types of Life Insurance Policies---Carrier Options in Life insurance Business.  | 12        |
| 3.           | <b>General Insurance</b><br>Meaning, Definition, Need, Scope & Principles of General Insurance.<br>Types of General Insurance --- Carrier Options in General Insurance Business.                                   | 12        |
| 4.           | <b>Role of Insurance in Logistics</b><br>Meaning and significance of logistics – Need for social security – Procedure for claim settlement – Role of Insurance in Logistics in the Global age and challenges.      | 12        |
| <b>Total</b> |  | <b>48</b> |

**Term II - TRANSPORT**

| Unit No.     | Topic   | Lectures  |
|--------------|---|-----------|
| 5.           | <b>Concept &amp; Role of Transport</b><br>Meaning, Need & Scope of Transport. ---- Transport being a primary mode of Service Trade--Role of Transport in Indian economy --- Existing problems & suggestions.        | 12        |
| 6.           | <b>Modes of Transport</b><br>Types of Transportations in India --- Meaning, Need, Scope & Advantages.<br>Road Transport & Rail Transport in India – Their Suitability and Limitations.                              | 12        |
| 7.           | <b>Other means of Transports</b><br>Water Transport : Meaning, Scope, Advantages & Limitations. Air Transport : Meaning, Scope, Advantages and Limitations -- Choice of Transport Mode : Cost, Speed & Flexibility. | 12        |
| 8.           | <b>Travel &amp; Tourism</b><br>Meaning & Scope - Role and contribution to Economic Development -- Means of Travel & Tourism in India. – Career Options in Travel, Tourism and Hospitality Management.               | 12        |
| <b>Total</b> |   | <b>48</b> |

### **Recommended List of Reference Books**

#### **Insurance**

1. Insurance -- Principles & Practices of Insurance – By : G.S. Pande
2. Theory & Practice of Life Insurance – By : Mitra
3. Insurance Principles & Practice  
– By : M.N.Mishra & S.B. Mishra (S. Chand Publication)
4. Insurance & Risk Management – By : P.K.Gupta (Himalaya Publication)

#### **Transport**

1. Economics of Transport – By : S.K. Shrivastava
2. Transport in Modern India – By : P.P. Bhatnagar
3. Rail & Road Transport in India – By : M.D. Mathur
4. Transportation System & Policy Analysis  
– By : S. Sriraman (Himalaya Publication)
5. Challenges To Transportation – By : Rupenthal Karl M. (ASRC Hyderabad)

#### **Tourism**

1. Introduction to Tourism – By : M.A. Khan
2. Tourism Management – By Seth P.N. (Sterling Publishers, Delhi)
3. Tourism & Travel : Concepts & Principles  
– By : Negi Jagmohan (Gitanjalee Publishers, Delhi)
4. Tourism in India : Trends & Issues – By : Dharmarajan S & Seth Rabindra (Har-Anand Publishers, Delhi)

**F.Y. B.Com.**  
**Optional Paper**  
**Subject Name :- Marketing and Salesmanship**  
**[Fundamentals of Marketing]**  
**Course Code :- 106 – c.**

**Objectives :-**

**1) General Objective of the Paper.**

- a) To create awareness about market and marketing.
- b) To establish link between commerce/Business and marketing.

**2) Core Objectives of the paper.**

- a) To understand the basic concept of marketing.
- b) To understand marketing philosophy and generating ideas for marketing research.
- c) To know the relevance of marketing in modern competitive world.
- d) To develop an analytical ability to plan for various marketing strategy.

**Term I**

| Unit No.     | Topic   | No. of Lectures |
|--------------|---|-----------------|
| <b>1</b>     | <b><u>Basics of marketing</u></b><br>1.1) Market – Marketing – Introduction, Meaning, Definition, Scope, Types and Significance.<br>1.2) Marketing Management – Introduction, Meaning, Definition, Scope, and Significance.<br>1.3) Functions of Marketing – Basic Functions, Functions of Exchanges, and Subsidiary Functions.<br>1.4) Marketing Mix - Introduction, Meaning, Definition, Scope, and Significance. |                 |
| <b>2</b>     | <b><u>Marketing Environment</u></b><br>2.1) Introduction – Definition and Nature.<br>2.2) Factors Constituting Marketing Environment.<br>2.3) Micro and Macro Environment.<br>2.4) Impact of Marketing Environment on Marketing Decisions.  |                 |
| <b>3</b>     | <b><u>Buyer Behaviour and Market Segmentation</u></b><br>3.1) Introduction – Meaning, Definition, Scope and Significance of Buyer Behavior.<br>3.2) Determinants of Buyer Behaviour, Stages of Buyer Behaviour – Buying Process..<br>3.3) Introduction, Meaning, Importance of Market Segmentation.<br>3.4) Bases for Segmentation – Qualities of Good Segmentation.  |                 |
| <b>4</b>     | <b><u>Product and Pricing Decision</u></b><br>4.1) Concept of Product – Product Classification.<br>4.2) Factors Considered For Product Management – Role of Product Manager.<br>4.3) Factors Affecting Pricing Decisions – Pricing Objectives.<br>4.4) Pricing and Product Life Cycle – Pricing Methods.  |                 |
| <b>Total</b> |   | <b>48</b>       |



## Term II

| Unit No.     | Topic  | No. of Lectures |
|--------------|--|-----------------|
| 5            | <b><u>Logistics and Supply Chain Management</u></b> –<br>5.1) Introduction – Definition – Objectives – Scope and Significance<br>5.2) Market Logistics Decisions – Channel Structure.<br>5.3) Designing Distribution Channels.<br>5.4) Types of Marketing Channels.  |                 |
| 6            | <b><u>Market Promotion Mix</u></b> –<br>6.1) Promotion Mix – Meaning, Scope and Significance.<br>6.2) Factors Affecting Market Promotion Mix<br>6.3) Advertisement and sales Promotion – Meaning and Definition. Means and Methods of Sales Promotion.<br>6.4) Advertising Meaning and Goals – Advertising Media– Meaning, Types, Advantages and Limitations.  |                 |
| 7            | <b><u>Rural Marketing</u></b> –<br>7.1) Introduction – Meaning – Definition – Features – Importance –<br>7.2) Rural Marketing Mix – Importance, Elements, Scope<br>7.3) Present Scenario of Rural Market –<br>7.4) Problems And Challenges of Rural Market –   |                 |
| 8            | <b><u>Services Marketing</u></b> –<br>8.1) Introduction – Meaning – Definition – Features – Importance of Services – Significance of Services in Marketing.<br>8.2) Classification of Services – Marketing of Industrial Goods Services, Marketing of Consumer Goods Services.<br>8.3) Marketing Mix for Services<br>8.4) Services Marketing And Economy – Scope of Services Marketing in Generation of Job Opportunity, Role of Services in Economy, Services Quality |                 |
| <b>Total</b> |  | <b>48</b>       |

### Recommended Books

| Sr. No. | Name of the Book               | Publisher                                  | Author                           |
|---------|--------------------------------|--|----------------------------------|
| 1       | Marketing Management           | Macmillan Publication                      | V.S.Ramaswamy S. Namakumari      |
| 2       | Principals of Marketing        | Prentice- Hall of India Pvt. Ltd.          | Philip Kotler<br>Gary Aramstrong |
| 3       | Rural Marketing                | Dorling Kindersley (India) Pvt.Ltd.Pearson | Pradeep Kashyap                  |
| 4       | Marketing Management           | Himalaya Publishing House                  | Dr.K.Karuna Karan                |
| 5       | Marketing in India             | Vikas Publishing House                     | S. Neelamegham                   |
| 6       | Basics of Marketing Management | S. Chand                                   | Dr.R.B.Rudani                    |
| 7       | Services Marketing             | Himalaya Publishing House                  | V. Venugopal<br>Raghu V.N.       |

**F.Y. B.Com.**  
**Optional Paper**

**Subject Name -: Consumer Protection and Business Ethics**

**Course Code -: 106 – d.**

**Objectives:**

- 1) To acquaint the students with consumer and consumer movement.
- 2) To make the students aware about consumer rights, duties and mechanism for resolving their disputes.
- 3) To make students aware about role of united nations and consumers' associations in protection of consumers.
- 4) To make the students aware about laws relating to consumers.
- 5) To acquaint the students with role of Business Ethics in various functional areas.

| <b>First Term</b> |   | <b>Periods</b> |
|-------------------|---|----------------|
| <b>Unit – I</b>   | <b>Consumer and Consumerism:</b>  | <b>[18]</b>    |
|                   | 1. 1. Consumer: Concept, Meaning, Definition and Features<br>1. 2. Problems of consumers: Rural and urban, Its Nature and Types<br>1. 3. Consumerism – Meaning, objectives, Benefits-Consumerism in India<br>1. 4. Rights, Duties and Responsibilities of Consumers.<br>1. 5. Consumer Movement-Meaning-Definition-Importance, Scope and Features<br>1. 6. Development of Consumer Movement in India- Problems and Prospects. |                |
| <b>Unit – II</b>  | <b>Voluntary Consumer Organizations (VCO) and Consumer Protection:</b>  | <b>[06]</b>    |
|                   | 2. 1. VCO: Origin, Importance, Functions and Limitations<br>2. 2. Challenges before VCOs<br>2. 3. Role of Voluntary Consumer Organization in Consumer Protection in the area of marketing & Advertisements.<br>2. 4. Consumer Education-Meaning-Definition-Objectives   |                |
| <b>Unit - III</b> | <b>United Nations Guidelines for Consumer Protection:</b>   | <b>[06]</b>    |
|                   | 3. 1. United Nations and Consumer Protection<br>3. 2. United Nations Guidelines for Consumer protection, 1985.<br>3.2.1. Objectives.<br>3.2.2. General principles.<br>3.2.3. Guidelines<br>a) Physical Safety<br>b) Promotion and protection of consumers' economic interests<br>c) Standards for the safety and quality of consumer  |                |

|                    |  |             |
|--------------------|--|-------------|
|                    | <p>goods and services</p> <p>d) Education and Information Programme</p> <p>e) Promotion of Sustainable Consumption</p>   |             |
| <b>Unit - IV</b>   | <b>Consumer Protection Act, 1986:</b>  | <b>[18]</b> |
|                    | <p>4. 1. Background – Need-Scope and Features</p> <p>4. 2. Definitions- Consumer-Goods-Services- Complaints, Complainant- Defect in Goods- Deficiency in Services, Unfair Trade Practices, Restricted Trade Practices.</p> <p>4. 3. Consumer Protection Councils-Composition-Working-and Objectives of:</p> <p>a) District Consumer Protection Council</p> <p>b) State Consumer Protection Council</p> <p>c) National Consumer Protection Council</p> <p>4. 4. Mechanism for Redressal-Composition and working of- Consumer Disputes Redressal Agencies:</p> <p>a) District Consumer Disputes Redressal Forum</p> <p>b) State Consumer Disputes Redressal Commission</p> <p>c) National Consumer Disputes Redressal Commission</p> <p>4. 5. Procedure of filing complaints</p> |             |
| <b>Second Term</b> |  |             |
| <b>Unit - V</b>    | <b>An overview of various Laws for the Protection of Consumers:</b>  | <b>[18]</b> |
|                    | <p>5. 1. The Bureau of Indian Standards Act, 1986 (Sections - 1,10,11,14,33)</p> <p>5. 2. The Competition Act, 2002 (Sections – 1, 3 to 6)</p> <p>5. 3. Right to Information Act, 2005 (Sections – 1 to 11, 18, 19 and 20)</p> <p>5. 4. Food Safety and Standards Act, 2006 (Sections– 1to 3, 18 to 28)</p>  |             |
| <b>Unit - VI</b>   | <b>Protection of Consumer against Standard Form of Contract:</b>   | <b>[04]</b> |
|                    | <p>6. 1. Nature and Relevance of Standard Form of Contract</p> <p>6. 2. Judicial Response to Standard Form of Contract in India and abroad</p> <p>6. 3. Legislative Reforms</p>  |             |
| <b>Unit - VII</b>  | <b>Conceptual Framework of Business Ethics:</b>  | <b>[08]</b> |
|                    | <p>7. 1. Concept of Ethics: Its Meaning and Nature</p> <p>7. 2. Definition importance and Scope of Business Ethics</p> <p>7. 3. Types of Business Ethics; viz:-</p> <p>i. Professional business ethics</p>   |             |

|                    |   |             |
|--------------------|---|-------------|
|                    | ii. Ethics of accounting information<br>iii. Ethics of Production<br>iv. Ethics of intellectual property skill, knowledge etc.  |             |
| <b>Unit - VIII</b> | <b>Business Ethics in Modern Times:</b>   | <b>[10]</b> |
|                    | 8. 1. Social Responsibilities of Business<br>8. 2. Business Ethics and Environmental Issues: Indian and International level - Green initiatives<br>8. 3. Management and Ethics<br>i. Ethical Issues in Marketing<br>ii. Ethical Issues in Human Resource Management |             |

***Recommended Books:***

1. Law of Consumer Protection in India- P.K. Majumdar (2011), Orient Publishing Co. New Delhi.
2. Practical Guide to Consumer Protection Law, Anup K. Kaushal (2006), Universal Law Publishing Co, New Delhi.
3. Consumer Protection Laws, Prof. RakeshKhanna, (2005) Central Law Agency, Alahabad.
4. Business Ethics and Corporate Governance, S.K. Bhatia 92005),
5. Consumer Protection Law, Dr. S. R. Myneni,(2010), Asia Law House, Hyderabad.
6. Law of Consumer Protection, Dr. Gurbax Singh, Bharat Law Publication, Jaipur.

**F.Y. B.Com.**  
**Optional Paper**  
**Subject Name -: Business Environment & Entrepreneurship**  
**Course Code -: 106 – e.**

**Objectives :**

1. To make the students aware about the Business Environment.
2. To create entrepreneurial awareness among students,
3. To motivate students to make their mind set for taking up entrepreneurship as career.

**FIRST TERM**

| Unit No. | Name of the Topic  | Periods |
|----------|--|---------|
| 1        | Business Environment - Concept- Importance - Inter relationship between environment and entrepreneur, Types of Environment- Natural, Economic - Political - Social - Technical - Cultural - Educational - Legal - Cross-cultural – Geographical etc. | 12      |
| 2        | Environment Issues<br>Protecting the Natural Environment – prevention of pollution and depletion of natural resources; conservation of natural resources, Opportunities in Environment.  | 12      |
| 3        | Problems of growth Relevance to entrepreneurship -Unemployment- Poverty-Regional imbalance- Social injustice-Inflation - Parallel Economy- Lack of Technical knowledge and information.  | 12      |
| 4        | The Entrepreneur- Evolution of the term entrepreneur-" Competencies of an entrepreneur - Distinction between entrepreneur and manager- Entrepreneur and enterprise -Entrepreneur and Intrapreneur. Entrepreneur and Entrepreneurship.                | 12      |

**SECOND TERM**

| Unit No. | Name of the Topic   | Periods |
|----------|---|---------|
| 1        | Entrepreneurial Behaviour - Comparison between entrepreneurial and non-entrepreneurial Personality-Habits of Entrepreneurs - Dynamics of Motivation   | 12      |
| 2        | Entrepreneurship<br>Importance of Entrepreneurship - Economic Development and Industrialization, Entrepreneurship in Economic Theory- Role of Entrepreneurship ~ Entrepreneur as a catalyst.  | 12      |
| 3        | <u>National Level</u> Training Organizations in promoting entrepreneurship (1)<br>Entrepreneurship Development Institute of India (EDII)<br><u>State Level</u> Training Organizations in promoting entrepreneurship<br>(1) MCED<br>(2) DIC<br>(3) Maratha Chamber of Commerce and their role.<br>(4) Local NGO's and their roles. | 12      |
| 4        | Biographical study of entrepreneurs<br>i) Narayan R. Murthy<br>ii) Cyrus Poonawala<br>iii) Any successful Entrepreneur from your area (Milind Kamble)   | 12      |

## **Recommended Books & Journals**

### **Recommended Books**

1. Dynamics of Entrepreneurship Development and Management - Desai Vasant – Himalaya Publishing House
2. Crusade - Shirke B.G. - Ameya Prakashan
3. Entrepreneurship - Robert D. Histrith - Tata McGraw Hill Publishing Co.
4. Entrepreneurial Development – Khanka - S. Chand.
5. Entrepreneurial Development – Gupta, Shrinivasan - S. Chand.
6. Essentials of Business Environment - K. Aswathappa - Himalaya Publishing House
7. Indian Economy - Dutta Sundaram –
8. A complete guide to successful Entrepreneurship – Pandya G. N. – Vikas Publishing House
9. Trainers Manuals - NIESBUD, New Delhi.
10. Trainers Manuals - NIMID, Mumbai,
11. Business Environment - Francis Cherunilam – Himalaya Publishing House.
12. Business Environment - Tandon B C.
13. Udyog - Udyog Sanchalaya, Mumbai.
14. Environmental Studies basic concepts – U. K. Ahluwalia
15. Environmental Pollution & Health – U. K. Ahluwalia

### **Recommended Journal**

1. The Journal of Entrepreneurship EDI Ahmedabad.
2. Udyojak – M.C.E.D.
3. Government of Maharashtra Website
4. Government of India Website

**F.Y. B.Com.**  
**Optional Paper**  
**Subject Name -: Foundation Course in Commerce.**  
**Course Code -: 106 – f.**

**Objective :**

1. To Study the forms of Business Organization.
2. To understand the basic concepts and recent trends in Commerce & Business Practices.
3. To Understand the functioning of Stock Exchange, Commodity exchange, Trade. Associations and Chamber of Commerce.

**FIRST TERM**

| Unit No. | Name of the Topic   | Periods |
|----------|---|---------|
| 1        | Organization - Meaning, Importance<br>Forms of business organizations; Proprietary - Partnership firms- Limited Liability<br>Partnership (LLP) -Joint Ventures and Business Alliances, Organizational structures,<br>Functional areas of business and their operations, Formal & informal organizations: principles of organizations, Criteria for grouping | 12      |
| 2        | Economic Sector - Role and challenges of Public sector, Co operative Sector, Joint Sector (Public and Private). Corporate Sector and Non Government organizations.<br>Industrial Policy, Foreign Investment Policy, Current Foreign Policy, Joint ventures, drafting of agreement   | 12      |
| 3        | Business Practices and Government Policies - Importance - Role of Trade. Commerce & Industry, Outsourcing - franchising -Turn key Management - Important Features of current labour policy.<br>Indian joint ventures abroad & Indian experiences.   | 12      |
| 4        | Recent Trends in Service Sector, Banking Sector - ATM Debit & Credit Cards<br>Internet Banking etc.<br>Insurance Sector - Malhotra Committee Report - Opening of insurance sector for private players.<br>Logistics - Net working – Importance - Challenges.  | 12      |

**SECOND TERM**

| Unit No. | Name of the Topic  | Periods |
|----------|--|---------|
| 1        | Security Market<br>Stock Exchange –Introduction of stock exchanges in India, Online Trading, Working of Stock Exchange, Trading through NSDL, Role of SEBI, Protection & Education of Investors.<br>SEBI & Its Guidelines. | 12      |
| 2        | Commodity Exchange & its working - History & overview, terms used of Commodity Market - working & procedure followed in commodity exchanges, future of commodity exchanges. Study of regional / local commodity market.    | 12      |
| 3        | Business Ethics  | 12      |

|   |  |    |
|---|--|----|
|   | Nature, purpose of ethics and morals for organizational interests; ethics and conflicts of interests; ethical and social implications of business policies and decisions; Corporate Social Responsibility; ethical issues in Corporate Governance.<br>Ethics in Accounting and Finance |    |
| 4 | Basic Concepts in Commerce<br>Study of following terms & concepts used in recent field of commerce   | 12 |

| Sr. No. | Terms / Concepts         | Meaning   |
|---------|--------------------------|---|
| 1       | Affidavit                | A declaration in writing made on oath.  |
| 2       | Automation               | Use of automatic machinery in industries / organizations.   |
| 3       | Assimilation             | Joining the culture of two or more activities / organizations.  |
| 4       | Agmark                   | A mark showing standard / quality of agriculture produce.   |
| 5       | B P O                    | Business Process Outsourcing  |
| 6       | Benchmarking             | A level or standard in a scale against which performance can be evaluated. It is a method of job evaluation   |
| 7       | Body Shopping            | A consultancy supplying people at work contract basis.  |
| 8       | Brand Equity             | Goodwill attached to name   |
| 9       | Bank rate                | It is the rate at which the central bank of a country grants credit to the other banks.   |
| 10      | Capital Intensive        | Those industrial activities where the preparation of fixed capital is more than the other factors of production like land, labour, etc.   |
| 11      | Consortium               | A combination of large number of bidder to fulfill the contract deal.   |
| 12      | Consumer Delight         | Consumer's complete satisfaction.   |
| 13      | Credit rating            | Assessment of credit worthiness of an organization by external agency.  |
| 14      | Credit squeeze           | It is state's interference to regulate the level of economic activity by reducing the money supply. In other words, it is an effort of making credit more expensive through controls on bank. |
| 15      | Corporate Governance     | Accountability of the managers / directors of a company. The recent provision about the listed companies required them to comply with the through annual accounts & reports.                  |
| 16      | Consumerism              | A materialistic attitude of consumers of consuming maximum without any consideration of future.   |
| 17      | Dis-Investment           | A policy of the government of gradually withdrawing the investments of public funds from a public sector unit.  |
| 18      | Distributive negotiation | A term used in personal management of a trade unions approach for solving disputes.   |
| 19      | Dumping & antidumping    | A policy of capturing slice of market by pouring a huge stock a policy of the government of prohibiting the capturing of market by way of dumping.  |
| 20      | Depository               | A system whereby the shares can be lodged physically & need not be handled in the course of each transaction.   |
| 21      | EXIM                     | Policy regarding import & exports.  |
| 22      | E-Commerce               | Commercial activities with help of electronic devices.  |
| 23      | Factoring                | Taking responsibility of collecting accounts receivable.  |



|    |                            |   |
|----|----------------------------|---|
| 24 | Franchise                  | An agency given for distribution of manufactured products.  |
| 25 | Fringe benefit             | A reward beyond the basic pay for the job.  |
| 26 | Globalization              | A process of world market open to local markets.  |
| 27 | Grapevine                  | The informal communication of an organization many times more effective than the formal one.  |
| 28 | Hacking                    | The unauthorized breaking into data base of a computer.   |
| 29 | Hedging                    | Protecting oneself against the financial loss.  |
| 30 | Internal customer          | One department within an organization becoming customer of another.   |
| 31 | Entrepreneurship           | Entrepreneurship is developed from a particular organization.   |
| 32 | ISO                        | International Organization of Standard's.   |
| 33 | ISI                        | Indian Standard Institute.  |
| 34 | Internet Banking           | Banking activities with the help of internet service.   |
| 35 | Just in Time               | A system of procuring inventory as & when required.   |
| 36 | Knowledge worker           | A worker working in modern society with lot of areas of knowledge.  |
| 37 | Kaizen                     | The Japanese concept of continuous improvement.   |
| 38 | Labour intensive           | An organization or an activity mainly relying on labour force as it's investment / capital.   |
| 39 | Learning organization      | An organization where the worker's are always wanting to learn.   |
| 40 | Liberalization             | An economic policy of allowing foreign players to enter the local markets in competition with the indigenous ones.  |
| 41 | Logistics                  | A term originally used in military organizations, for moving of troops & equipments, it refers to the detailed planning of the process of distribution or redistribution.   |
| 42 | Mutual Funds               | A method of raising finance for investing in some other capital issues.   |
| 43 | Mission                    | An organization goal / objective behind its establishment.  |
| 44 | Market niche               | A unique place or gap in the market for a given product.  |
| 45 | Mergers & Acquisitions     | Mergers is a combination of two or more business to share risk & rewards no one party to obtain control over the other. Acquisition is the acquiring of share of a company by another by paying purchase consideration as a fair value. |
| 46 | Non performing assets      | An asset created but not showing any results (a banking asset created by way of loans / advances now becoming unrecoverable).   |
| 47 | Niche strategy             | A marketing strategy adopted for a small segment.   |
| 48 | Negotiable Instrument      | An instrument in commercial transactions recognized by the Negotiable Instrument Act.   |
| 49 | Organizational Behaviour   | A branch of personal management considering interperson & behavioral aspects.   |
| 50 | Outsourcing                | A policy of an organization of depending on external agency for a functional area.  |
| 51 | Organizational Development | Efforts made for the development of human factor in an organization.  |
| 52 | Patent                     | A right on a product or invention claiming its originality or know-how.   |
| 53 | Primary Market             | The Market where the first sale of securities is made by way of an offer from the corporate body to the investors.  |
| 54 | Portfolio                  | A branch of financial management dealing with the investment of an  |

|    |                      |   |
|----|----------------------|---|
|    | Management           | organization.   |
| 55 | Public Relations     | Efforts made by an organization of establishing report with the stake holders & the general public.   |
| 56 | Privatization        | A policy of the state of disinvestments in the public sector organization by offering its shares to the public at large.  |
| 57 | Quality circle       | A small group of individuals of an organization, trying to solve their practical problems.  |
| 58 | Recession            | A phase in an economy when there is sharp decline of demand for goods & services.   |
| 59 | Sensex               | Sensitive index number of a stock market.   |
| 60 | Subsidy              | A financial support provided by the government.   |
| 61 | Security market      | A market where the corporate securities i.e. shares are bought & sold.  |
| 62 | Surrender value      | It is the left over value that the insurance company is expected to pay.  |
| 63 | Speed capital        | It is the initial amount of capital required for any business to be invested by the owner.  |
| 64 | Service Organization | An organization established for rendering service in support of trade.  |
| 65 | SWOT analysis        | An analysis of an individual or organization about the strength, weaknesses, opportunities & Threats.   |
| 66 | TQM                  | Total Quality Management.   |
| 67 | Trade Cycle          | A recurring sequence of changes in business activity, indicating period of prosperity, decline, depression etc.   |
| 68 | Trade mark           | A mark / logo of an organization treated as official seal.  |
| 69 | Technology transfer  | The transfer of a technology from an area in which it had been successfully applied to an area, which it has not yet been tried.  |
| 70 | Tele Conferencing    | A discussion of participants, geographically scattered  |
| 71 | Underwrite           | To ensure or guarantee to purchase the stock of shares.   |
| 72 | Value Addition       | Increase in the value of an item by adding inputs to it.  |
| 73 | WTO                  | World Trade Organization established in 1995.   |
| 74 | Yellow page          | A page reserved for commercial advertisers.   |
| 75 | Zero based budgeting | The use of budgets which starts from a present base of zero and regard all items as being new rather than in continuation of existing ones. In practice, this means a budget has to justify each of expenditure every year. |

| Recommended Books   |  |
|---|--|
| <b>RECOMMENDED BOOKS AND PERIODICALS.</b> <ol style="list-style-type: none"> <li>1. Financial Management – I. M. Pandey.</li> <li>2. Financial Management – Theory &amp; practical – Prasanna Chandra</li> <li>3. Financial Management – S. C. Kuchhal</li> <li>4. Public Sector in India – Laxmi Narayan</li> <li>5. Indian Economy – Rudder Datt</li> <li>6. Indian Economy – KPM Sundaram</li> <li>7. Law &amp; practice of banking – S. R. Davar</li> <li>8. Chamber of Commerce and Trade Association in India – Dr. B. R. Sabade &amp; M. V. Namjoshi</li> <li>9. The Indian Financial System – Vasant Desai</li> <li>10. Business Administration – Dr. Y. K. Bhushan</li> <li>11. Stock exchange Official Directory – The Bombay Stock exchange Publication</li> </ol> |  |

**Journals & Periodicals**

1. World of Business and –The Maharashtra Chamber Of Commerce, Industries & Agriculture, Pune
2. Sampada Chamber patrika – The Maharashtra Chamber of Commerce & Industries, Mumbai
3. Vanijya Vishwa – Pune Merchants Chamber, Pune



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

## F.Y.B.A. HISTORY

### Syllabus

(Semester & Choice Based Credit System)

**(To be implemented from the Academic Year, 2019-20)**

# **F.Y.B.A. HISTORY**

**Under the Faculty of Humanities**

**Total Credits: 03**

## **Semester-I Early India: From Prehistory to the Age of the Mauryas**

### **Objectives:**

The history of Early India is a crucial part of Indian history. It is a base for understanding the entire Indian history. The course is aimed at helping the student to understand the history of early India from the prehistoric times to the age of the Mauryas. It attempts to highlight the factors and forces behind the rise, growth and spread of civilization and culture of India along with the dynastic history. It also attempts to help the students to understand the contribution of Early Indians to polity, art, literature, philosophy, religion and science and technology. It also aims to foster the spirit of enquiry among the students by studying the major developments in early Indian history.

### **Unit I: Early India: Sources and Prehistory**

**[12]**

- (a) Importance of Early History
- (b) Sources and Tools of historical reconstruction – Archaeology (Material remains), Epigraphy (Inscriptions), Numismatics (Coins), Literary Sources, Foreign Accounts
- (c) Palaeolithic, Mesolithic, Neolithic and Chalcolithic Cultures: A Brief Review

### **Unit II: Harappan Culture: Bronze Age Civilization**

**[12]**

- (a) Geographical Extent, Town Planning, Trade, Religious Practices
- (b) Art, Crafts and Technology: Pottery, Seals, Beads, Images, Terracotta Figurines  
Metallurgy, Script and Decline

### **Unit III: Vedic Culture, Religious Protest: Jainism and Buddhism**

**[12]**

- (a) Vedic and Later Vedic Culture: Original home, Tribal Polity, Social Divisions, Rituals and Philosophy
- (b) Jainism and Buddhism: Causes of Origin, Doctrines, Contributions and Importance

**Unit IV: Emergence of the Mahajanpadas and the Age of the Mauryas**

**[12]**

- (a) The Mahajanpadas, Rise and Growth of the Magadhan Empire
- (b) The Age of the Mauryas: Chandragupta, Ashoka and his policy of Dhamma
- (c) The Mauryan Administration, Economy, Decline and Significance

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## **Semester-II**

### **Early India: Post Mauryan Age to the Rashtrakutas**

#### **Objectives:**

The history of India after the Mauryas is very important to understand the developments in early India after the Mauryas, which finally led to the transition to medieval India. The course is aimed at introducing the students to the developments in different parts of India through a brief study of regional kingdoms up to the tenth century C.E. It attempts to highlight the consequences of the foreign invasions, particularly on the polity, economy, society and art and architecture. The attempt is also to instill the spirit of enquiry among the students.

#### **Unit I: Central Asian Contacts and the Age of the Shung-Satvahanas [12]**

- (a) The Indo-Greeks, The Shakas, The Parthians, The Kushanas: Economy, Society, Religion and Culture
- (b) The Age of Shung-Satvahanas: Polity and Administration, Society, Economy, Culture

#### **Unit II: Early History of South India [12]**

- (a) Period of Sangam Literature –Society and Culture, early polities
- (b) Economy: Towns, Trade and Crafts

#### **Unit III: North India: Gupta and Harshvardhan [12]**

- (a) The Gupta Empire – Brief Political History, Administration, Society, Trade, Science and Technology
- (b) Harshvardhan: Administration, Religion, Education

#### **Unit IV: Regional Kingdoms: A Brief History [12]**

- (a) The Chalukyas, Pallavas, Pandya - Struggle for Supremacy over Peninsular India
- (b) Rashtrakutas, Palas, Parmaras- Tripartite Struggle
- (c) Literature, Religion, Art and Architecture

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# Savitribai Phule Pune University Pune

Syllabus in History for FYBA under CBCS from the Academic Year 2019-20

Under the Faculty of Humanities

Total Credits: 03

## Semester-I Early India: From Prehistory to the Age of the Mauryas

### प्रारंभिक भारत: प्रागैतिहासिक काळ ते मौर्यकाळ

#### उद्दिष्टे:

प्रारंभिक भारताचा इतिहास हा एकूणच भारतीय इतिहासाचा अतिशय महत्वाचा भाग आहे. कारण तो संपूर्ण भारतीय इतिहासाचे योग्य आकलन करण्यासाठी मूलाधार आहे. हा पेपर विद्यार्थ्यांना प्रागैतिहासिक काळ ते मौर्य काळापर्यंतच्या इतिहासाचे आकलन होण्याच्या उद्देशाने तयार केलेला आहे. भारतीय सभ्यता आणि संस्कृती तसेच राजकीय घराणी यांच्या उदय आणि विकासाला कारणीभूत असणाऱ्या घटकांवर प्रकाश टाकण्याचा प्रयत्न केलेला आहे. विद्यार्थ्यांना राजकीय व्यवस्था, कला, साहित्य, तत्वज्ञान, धर्म, विज्ञान आणि तंत्रज्ञान या विविध महत्वाच्या बाबींसाठी प्रारंभिक काळातील भारतीयांनी दिलेल्या योगदानाचा परिचय करून देण्याचा उद्देश आहे. प्रारंभिक भारतीय इतिहासाच्या अभ्यासाद्वारे विद्यार्थ्यांमधील जिज्ञासू वृत्तीला चालना देण्याचा प्रयत्न केलेला आहे.

#### घटक I: प्रारंभिक भारत: साधने आणि प्रागैतिहासिक काळ

[12]

(अ) प्रारंभिक इतिहासाचे महत्व

(ब) इतिहासाची साधने – पुरातत्वीय (भौतिक अवशेष), आलेख (शिलालेख, गुफालेख इ.), नाणकशास्त्र (नाणी), वाङ्मयीन साधने, परकीय प्रवासवर्णने

(क) पुरापाषाण युग, मध्यपाषाण युग, नवाश्म युग आणि ताम्रपाषाणयुगीन संस्कृती : संक्षिप्त आढावा

#### घटक II: हडप्पा संस्कृती : कांस्ययुगीन सभ्यता

[12]

(अ) भौगोलिक विस्तार, नगररचना, व्यापार आणि धार्मिक रीतीरिवाज

(ब) कला, हस्तकला आणि तांत्रिक ज्ञान : मृदभांडी, मुद्रा, मणी, प्रतिमा,

मातीच्या शोभेच्या मूर्ती, धातुकाम, लिपी आणि ज्ञान



**घटक III: वैदिक संस्कृती, धार्मिक विद्रोह : जैन आणि बौद्ध धर्म**

[12]

- (अ) वैदिक उत्तर-वैदिक काळातील संस्कृती: मूळ स्थान, जमातींची राज्यव्यवस्था, सामाजिक विभागणी, धार्मिक विधी आणि तत्वज्ञान
- (ब) जैन आणि बौद्ध धर्म: उदयाची कारणे, शिकवण, योगदान आणि महत्व

**घटक IV: महाजनपदांचा उदय आणि मौर्यकाळ**

[12]

- (अ) महाजनपदे, मगधच्या साम्राज्याचा उदय आणि विकास
- (ब) मौर्य काळ : चंद्रगुप्त मौर्य, सम्राट अशोक आणि त्याचे धर्मविषयक धोरण
- (क) मौर्यांचे प्रशासन, अर्थव्यवस्था, ङ्हास आणि महत्व

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२. थापर रोमिला, 'अर्ली इंडिया', अनुवाद, प्रा. र. ना. गायधनी व वासंती फडके, केसागर प्रकाशन, पुणे, २००६.
३. झा डी. एन. 'प्राचीन भारत: एक ऐतिहासिक रूपरेखा', अनुवाद, पारधी मा. कृ. केसागर प्रकाशन, पुणे, २००५.
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६. रायचौधरी हेमचंद्र, 'प्राचीन भारताचा राजकीय इतिहास', अनुवाद, प्राचार्य सदाशिव आठवले, मधुसूदन बोपडीकर, डायमंड पब्लिकेशन्स, पुणे, २००६.
७. शर्मा आर. एस., 'एन्शंट इंडिया' अनुवाद वासंती फडके, केसागर प्रकाशन, पुणे, २००९.

८. तांबे- काटदरे, 'प्राचीन भारत' केसागर प्रकाशन, पुणे, २००४.

९. गायधनी र. ना. 'प्राचीन भारताचा इतिहास' अनिरुद्ध पब्लिशिंग हाउस, पुणे, १९९७.

१०. कोलारकर एस. जी. 'प्राचीन भारताचा राजकीय सामाजिक सांस्कृतिक इतिहास- आरम्भापासुन १२०५ पर्यंत'  
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११. कुलकर्णी ए. आर. 'प्राचीन भारत: संस्कृती आणि इतिहास', स्नेहवर्धन प्रकाशन पुणे.

१२. गॅझेट्डीअर ऑफ महाराष्ट्र

१३. शिरगावकर शरावती, 'अशोक आणि मौर्यांचा इतिहास', महाराष्ट्र ग्रंथनिर्मिती मंडळ.

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## Semester-II

### Early India: Post Mauryan Age to the Rashtrakutas

#### प्रारंभिक भारत : उत्तर- मौर्यकाळ ते राष्ट्रकुट काळ

##### उद्दिष्टे:

मौर्येत्तर भारताचा इतिहास हा मौर्य काळानंतरच्या घडामोडी आणि त्यामुळे भारताची मध्ययुगीन काळाकडे झालेली वाटचाल समजावून घेण्यासाठी महत्वाचा आहे. हा पेपर विद्यार्थ्यांना मौर्य काळानंतरच्या प्रादेशिक राज्यांच्या इतिहासाची थोडक्यात ओळख करून देण्याच्या उद्देशाने तयार केलेला आहे. राजकीय व्यवस्था, अर्थव्यवस्था, समाज, कला आणि स्थापत्य यावरील परकीय आक्रमणामुळे झालेले परिणाम यावर प्रकाश टाकण्याचा प्रयत्न यामध्ये केलेला आहे. विद्यार्थ्यांमधील जिज्ञासा वृत्तीला चालना देण्याचाही प्रयत्न याद्वारे करण्यात आला आहे.

##### घटक I: मध्य आशियाशी संबंध आणि शुंग-सातवाहन काळ

[12]

- (अ) भारतीय ग्रीक, शक, पार्थियन, कुषाण: अर्थव्यवस्था, समाज, धर्म आणि संस्कृती
- (क) शुंग-सातवाहन काळ: राजकीय व्यवस्था आणि प्रशासन, समाज, अर्थव्यवस्था, संस्कृती

##### घटक II: दक्षिण भारताचा प्रारंभिक इतिहास

[12]

- (अ) संगम साहित्याचा कालखंड : समाज, संस्कृती आणि प्रारंभिक राजकीय व्यवस्था
- (ब) अर्थव्यवस्था, शहरे, व्यापार आणि हस्तकला

##### घटक III: उत्तर भारत: गुप्तसाम्राज्य आणि हर्षवर्धन

[12]

- (अ) गुप्त साम्राज्य: संक्षिप्त राजकीय इतिहास, प्रशासन, समाज, व्यापार, विज्ञान आणि तंत्रज्ञान
- (ब) हर्षवर्धन: प्रशासन, धर्म आणि शिक्षण

##### घटक IV: प्रादेशिक राज्ये: संक्षिप्त इतिहास

[12]

- (अ) चालुक्य, पल्लव, पंड्या – द्वीपकल्पीय भारतावरील प्रभुत्वाचा संघर्ष
- (ब) राष्ट्रकुट, पाल, परमार – त्रिपक्षीय संघर्ष
- (क) साहित्य, धर्म, कला आणि स्थापत्य

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१४. गॅझेट्डीअर ऑफ महाराष्ट्र

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