



Progressive Education Society's

Commerce, Ganeshkhind, Pune – 411 016
(Autonomous)

Syllabus for
T. Y. B. Com

NEP Version I

From 2025-26

Introduction:

Commerce education provides a foundation of knowledge, skills, and attitude perspectives required to enter professional world. Commerce education is different from other disciplines. This education stresses on developing the people and making effective use of available resources. It equips students to deal with the complexities of the business environment, make informed decisions, and contribute to the success of organization. So the commerce education needs to be more dynamic, skill based and incorporate all changes at global and local level. The curriculum for Commerce faculty should be adapted and re-structured to meet the future challenges of the economic, manufacturing and service sectors.

Programme Objectives:

- 1 To develop diverse skills of students like critical thinking, problem solving, decision making, communication and leadership.
- 2 To equip students with necessary knowledge and skill to start and run a business.
- 3 To make students aware about global economic trends, international business concepts and cultural understanding.
- 4 To teach students importance of ethical behavior in business world.
- 5 To enhance employability skills of students to pursue careers in finance, marketing, human resources, or any other business-related field.
- 6 To encourage students to stay updated about industry trends, new technologies, and evolving business practices.

Internal Assessment Tools:

The concerned teacher shall announce the units for which internal assessment will take place. A teacher may choose one of the methods given below for the assessment.

1. Students Seminar
2. Short Quizzes / MCQ Test
3. Home Assignments
4. Tutorials/ Practical
5. Oral test
6. Research Project
7. Group Discussion
8. Study Tour
9. Written Test
10. PPT presentation
11. Field Visit
12. Industrial Visit
13. Viva

Teaching Methodology:

1. Classroom Teaching
2. Guest Lectures
3. Group Discussions
4. Surveys
5. Power Point Presentations
6. Visit to Institutions / Industries
7. Research Papers & Projects
8. E-content

Subject : Techniques of Cost Accounting & Pricing Decisions
Subject code : 35102(a)
Total Credits : 4
Total Lectures : 60

Unit	Topic	No.of Lectures
1	Marginal Costing 1.1 Meaning and Definition of Marginal Costing, different concepts: Fixed cost, Variable costs, Contribution, Profit-volume Ratio, Break-Even Point, Margin of Safety. and Angle of Incidence. 1.2 Cost-Profit-Volume Analysis- Assumptions and limitations of Cost Volume and Profit Analysis (C-V-P) analysis 1.3 Application of Marginal Costing Technique: - Make or buy decision, Acceptance of export order & Limiting factors. 1.4 Ethical and Non-Financial Considerations relevant to decision making. (Practical Problems based on marginal cost concepts).	18
2	Pricing Decisions 2.1 Principles of Product Pricing 2.2 Pricing Policy 2.3 Pricing of New Products and Finished Products 2.4 Target Costing. Meaning , Importance in Pricing decision 2.3 Pricing Methods a. Competition based b. Cost-based c. Value-based (Practical Problems)	18
3	Uniform costing and Inter-Firm Comparison 3.1 Meaning, objectives, advantages, and disadvantages of Uniform Costing. 3.2 Uniform Cost Manual 3.3 Meaning, prerequisites, advantages, and disadvantages of Inter-firm comparison. (Theory only).	14
4	MIS and Supply Chain Management 4.1 Management Information System- Introduction, features, and procedure, preparation. 4.2 Supply Chain Management(SCM)- Meaning, features and Models of SCM (Only Theory)	10

Reference Books

- 1) Cost and Management Accounting: by T.S. Reddy
- 2) Cost Accounting: A Managerial Emphasis: by Charles T. Horngren
- 3) Cost Accounting - Principles and Practice: by S.P. Jain

Subject : Techniques of Cost Accounting & Cost Audit
Subject code : 36102(a)
Total Credits : 4
Total Lectures : 60

Unit	Contents	No of Lectures
	Standard Costing 1.1 Definition and meaning of standard cost and Standard Costing. 1.2 Types of standards, setting up of Material, Labour Standards 1.3 Difference between Standard Costing & Budgetary Control. 1.4 Advantages and Limitations of standard Costing.	18
2	Budgetary Control 2.1 Meaning and Definition of Budget & Budgetary control 2.2 Objectives, essentials, and procedure of Budgetary control 2.3 Advantages and Limitations of Budgetary control 2.4 List of Budgets 2.5 Zero Base Budgeting (Practical problems based on cash and flexible Budget).	18
3	Cost Accounting Standards and Cost Management for Specific Sector 3.1 Cost Accounting Standards a. CAS-6 Material Cost b. CAS-7 Employee Cost 3.2 Cost Management for Specific Sector: a. Agricultural Sector b. Information Technology (IT) Sector	12
4	Cost Accounting Record Rules & Cost Audit: 4.1 Introduction of cost accounting record u/s 148 of the companies Act 2013. 4.2 Cost records and Verification of Cost Records 4.3 Cost Audit – History, Meaning, applicability, Scope, objectives & advantages of Cost Audit 4.4 Cost auditor – Qualification, disqualification, rights, and duties.	12

Reference Books

- 1) Cost and Management Accounting: by T.S. Reddy
- 2) Cost Accounting: A Managerial Emphasis: by Charles T. Horngren
- 3) Cost Accounting - Principles and Practice: by S.P. Jain
- 4) Cost Accounting: by R.S.N. Pillai



**Progressive Education Society's
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Faculty of Commerce & Management

TYBCOM NEP VERSION 1 SYLLABUS 2025-26

SEMESTER V

COURSE NAME	COURSE CODE	COURSE TYPE	TOTAL NO OF CREDITS	TOTAL LECTURES
PRACTICES OF MARKETING MANAGEMENT	COM-35101(b)	DSC MAJOR	4	60

Course Objectives

1. To facilitate understanding of the conceptual framework of Advances in marketing
2. To make students understand application of concept and strategies of marketing in business as well as non-business sector

Course Outcome

1. Students will get equipped with conceptual framework of market demand, marketing strategies, marketing organization
2. Students will develop understanding of application of Marketing in social development

Course Curriculum

Unit No.	Topic	No. of Lectures	Teaching Methods
1.	Market Demand and Sales Forecasting Understanding concept of Needs, Wants and Demands in Marketing. Definition Meaning,	15	Conceptual Learning, Power Point Presentation, Library

	Determinants. Types of Demands in Marketing Meaning of Sales Forecast, Sales Budget and Sales Quota, Sales Forecasting Methods		Work, Assignments, Project work
2.	Social Marketing Meaning and Objectives of Social Marketing, Social Responsibility of Marketing Manager, Impact of Marketing on Society and Other Business	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Project work
3.	Marketing Organizations Meaning of Marketing Organization, Types of Marketing Organizations, Factors Affecting on Marketing Organization, Essentials of an effective Marketing Organizations, The changing role of marketing	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Project work
4.	Marketing Strategies Concept of Strategy Characteristics of Strategy Meaning of Marketing Strategy Competitive Strategies in Global Environment, Benchmarking	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Project work

References

Sr.No	Title of the Book Author/s	Author/s	Publication
1	Marketing Management	Philip Kotler	Pearson Publication
2	Marketing Management	Rajan Saxena	McGraw Hill Education
3	Marketing Management	V. S. Ramaswamy & S. Namakumari	Macmillan Publication
4	Marketing Management	Dr.K.Karunakaran	Himalaya Publishing House

5	The New Marketing	Steven M. Bungess	Halfway House, Zebra Press, South Africa
6	Sales Forecasting Management: A Demand Management Approach	John T.Mentzer & Mark A. Moon	Sage Publications

Examination Pattern

1. Theory

CIE (40) + ESE (60) = 100 marks

2. Field Project Marketing (Code -COM- 35601 (b))

Total Credit – 2 , Total Marks- 50, Total Hour- 30

(*there is no separate Field project for Practices of Marketing Management and Principles of Advertising papers of Semester 5)

Method of Examination

1. CIE (Continuous Internal Evaluation) Exam

Out of 40, There will be 20 marks assignment in any form e.g PPT, Tutorial, Poster, Group Discussion, Role Play etc. and for remaining 20 marks there will be mid semester written test conducted by college

2. ESE (End Semester Exam)

The ESE is a written test will be conducted at the end of Semester by College



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TYBCOM NEP (VERSION 1) SYLLABUS 2025-26

SEMESTER V

COURSE NAME	COURSE CODE	COURSE TYPE	TOTAL NO OF CREDITS	TOTAL LECTURES
PRINCIPLES OF ADVERTISING	COM- 35102(b)	DSC MAJOR	4	60

Course Objectives:

1. To provide the students the knowledge about basics of Advertising, Advertising appeals
2. To make the student understand concept of Brand, branding and Brand Management in marketing.

Course Outcome:

1. Students will develop understanding of fundamentals of advertising, advertising media and advertising appeals
2. Students will get introduced with the concept of Brand and Brand management

Course Curriculum

Unit No.	Topic	No. of Lectures	Teaching Methods
1.	Fundamentals of Advertising Advertising –Meaning, Objectives – Types, Benefits and Limitations, Nature, Functions of	15	Conceptual Learning, Power Point Presentation, Library

	Advertising, Role of Advertising in Modern Business 4. Ethics in Advertising		Work, Assignments, Project work
2.	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	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Group discussion
3.	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	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Case study
4.	Brands and Brand Management Meaning & definitions of brand, Characteristics of brands, Types of brands, Advertising and Branding, Brand Extension, Brand identity, Identity Sources – symbols, logos, trademarks, Brand loyalty. Brand Management Process, Challenges in New Branding	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Project work

References

Sr.No	Title of the Book Author/s	Author/s	Publication
1	A framework for marketing management	Philip Kotler	Pearson Publication
2	Marketing Management	Rajan Saxena	McGraw Hill Education

3	Marketing Management	V. S. Ramaswamy & S. Namakumari	Macmillan Publication
4	Marketing Management	Dr.K.Karunakaran	Himalaya Publishing House
5	Advertising Management	Rajiv Batra	Pearson Publication
6.	Brand Management principles and practices	Kirti Dutta	Oxford Press

Examination Pattern

1. Theory

CIE (40) + ESE (60) = 100 marks

Method of Examination

1. CIE (Continuous Internal Evaluation) Exam

Out of 40, There will be 20 marks assignment in any form e.g PPT, Tutorial, Poster, Group Discussion, Role Play etc. and for remaining 20 marks there will be mid semester written test conducted by college

2. ESE (End Semester Exam)

The ESE is a written test will be conducted at the end of Semester by College



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TYBCOM SYLLABUS NEP VERSION 1 (2025-26)

SEMESTER VI

COURSE NAME	COURSE CODE	COURSE TYPE	TOTAL NO OF CREDITS	TOTAL LECTURES
ADVANCE STUDIES OF MARKETING MANAGEMENT	COM- 36101(b)	DSC MAJOR	4	60

Course Objectives

- 1. To provide knowledge about advance concept of regulations in marketing**
- 2. To acquaint students with application of marketing knowledge in agriculture, NPO and in Global scenario**

Course Outcome

- 1. Students will develop understanding of concept of agriculture marketing, various regulations in marketing**
- 2. Students will get insight into application of Marketing theory into Non-Profit Organization and in global Market**

Course Curriculum

Unit No.	Topic	No. of Lectures	Teaching Methods
1.	Agricultural Marketing Meaning of Agricultural Marketing, Types of Agri-Products, Features of Agri-Products, Various Functions in Agricultural Marketing System, Problems of Agriculture Marketing and its Solution	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Project work
2.	Marketing Regulations Importance of Marketing Regulations in Marketing Relevance and importance of following acts in the context of Marketing Regulations: Consumer Protection Act.1986 Trade Mark Acts,1999 Competition Act,2002	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Group discussion
3.	Global Marketing. Meaning and Definition of Global Marketing, Features of Global Market Elements of the Global Marketing, Factors Affecting Global Marketing, Global Marketing Strategies	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Case study
4.	Marketing of Non-Profit Organization Non-Profit Organization-Concept, Characteristics Types, Problems, Need of Marketing of Non-Profit Organization	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Project work

References

Sr.No	Title of the Book Author/s	Author/s	Publication
1	Marketing Management	Philip Kotler	Pearson Publication
2	Marketing Management	Rajan Saxena	McGraw Hill Education
3	Marketing Management	V. S. Ramaswamy & S. Namakumari	Macmillan Publication

4	Marketing Management	Dr.K.Karunakaran	Himalaya Publishing House
5	Agriculture Marketing	J.W.Barker	Oxford University Press
6.	International Marketing: A Comparative System Approach	David Carson	Wiley, New York Press
7.	Basic Marketing: A Managerial Approach	Jenome McCarthy	Irwin, Homewood, Illinois
8.	Value-based Marketing: Marketing Strategies for Corporate Growth and Shareholder value	Peter Doyle	John Wiley, Crichester, England

Examination Pattern

1. Theory

CIE (40) + ESE (60) = 100 marks

2. On the Job Training Marketing (Code- COM-36601 (b))

Total Credit – 4, Total Marks- 100, Total Hour- 60

(*There is no separate On the Job Training for Advance studies of Marketing Management and Practices of Advertising papers of Semester VI)

Method of Examination

1. CIE (Continuous Internal Evaluation) Exam

Out of 40, There will be 20 marks assignment in any form e.g PPT, Tutorial, Poster, Group Discussion, Role Play etc. and for remaining 20 marks there will be mid semester written test conducted by college

2. ESE (End Semester Exam)

The ESE is a written test will be conducted at the end of Semester by College



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TYBCOM SYLLABUS NEP VERSION 1 (2025-26)

SEMESTER VI

COURSE NAME	COURSE CODE	COURSE TYPE	TOTAL NO OF CREDITS	TOTAL LECTURES
PRACTICES OF ADVERTISING	COM- 36102 (b)	DSC MAJOR	4	60

Course Objectives

1. To develop creative advertising concept among the students
2. To provide knowledge of economic, social and regulatory aspects of advertising
3. To acquaint students with the concept of services marketing and social media marketing

Course Outcome

1. Students will develop conceptual understanding of creative advertising
2. Students will develop knowledge of economic, social and regulatory aspect of advertising
3. Students will get knowledge and application of service marketing and social media marketing

Course Curriculum

Unit No.	Topic	No. of Lectures	Teaching Methods
1.	Advertising Copywriting	15	Power Point Presentation, Library

	Introduction to Typography, Principles of Design, Introduction to copy writing, Message, Making Radio Commercial and Television Advertising copy, Setting Advertising, Developing Advertising Strategy,		Work, Assignments, Project work
2.	Economic, Social and Regulatory Aspects of Advertising Economic Aspects-Effects of Advertising on Production Cost, Effects of Advertising on Distribution Costs, Effects of Advertising on Consumer Prices, Advertising and Monopoly, Wastes in Advertising, Social Aspects - Ethics in Advertising, "Truth" in Advertising, Regulatory Aspects-Role of Advertising Standards Council of India (ASCI).	15	Power Point Presentation, Library Work, Assignments, Group discussion
3.	Service Marketing Introduction - Meaning, Definition, Characteristics, Components, B2B Services and B2C Services, Importance of Services, 7P's concept of Service Marketing, Challenges of Service Marketing.	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Case study
4.	Introduction to Social Media Marketing Introduction -Meaning , Importance , Myths about Social Media Marketing, Brief History, Characteristics of Social Media Marketer, Careers in Social media marketing	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Project work

References

Sr.No	Title of the Book Author/s	Author/s	Publication
1	A framework for marketing management	Philip Kotler	Pearson Publication
2	Marketing Management	Rajan Saxena	McGraw Hill Education
3	Marketing Management	V. S. Ramaswamy & S. Namakumari	Macmillan Publication

4	Marketing Management	Dr.K.Karunakaran	Himalaya Publishing House
5	Advertising Management	Rajiv Batra	Pearson Publication

Examination Pattern

1. Theory

CIE (40) + ESE (60) = 100 marks

Method of Examination

1. CIE (Continuous Internal Evaluation) Exam

Out of 40, There will be 20 marks assignment in any form e.g PPT, Tutorial, Poster, Group Discussion, Role Play etc. and for remaining 20 marks there will be mid semester written test conducted by college

2. ESE (End Semester Exam)

The ESE is a written test will be conducted at the end of Semester by College

Subject -: Exploring Business Opportunities

Subject code -: COM-35101 (c)

Total Credits -: 04

Total Lectures-: 60

Objectives:

- 1) To Develop understanding of MSME and its formation
- 2) To Develop Knowledge and understanding in creating and managing new venture.
- 3) To Equip students with necessary tools and techniques to set up their own business venture

Unit No	Unit Title	Contents	Lectures
1	MICRO SMALL AND MEDIUM ENTERPRISES	Introduction, Definition, Investment and Annual Turnover, Role of MSME and their Problems Key Announcements of Atma Nirbhar Bharat Abhiyan, Covid impact on MSME	12
2	FORMATION OF MSME	Business opportunity, scanning the environment for opportunities, Market Survey, Selection of Location, Registration under MSME, Udyam Registration Portal, Selection of suitable form of organisation.	15
3	BUSINESS PLAN PREPARATION And ITS IMPLEMENTATION	Meaning and Concept of Business plan, Objectives and Importance of Business Plan, Various aspects of business plan, Precautions to be taken while preparing Business plan. Break - Even Analysis and Ratio Analysis : Debt : Service Coverage Ratio - Gross Profit : Net Profit Ratio and Return on Investment.	18
4	PROJECT ASSISTANCE	Financial assistance through State Financial Corporation's (SFC's), District Industries Centre (DIC), Small Industrial Development Bank of India (SIDBI), Industrial Finance Corporation of India (IFCI) Small Industries Service Institute (SISI), Khadi and Village Industries Commission (KVIC) –Venture capital	15

References:

- 1) Pandey G.N. - 'A Complete Guide to Successful Entrepreneurship' Vikas Publishing House Pvt Ltd.
- 2) Maharashtra Centre for Entrepreneurship Development - 'Project Profile', 'Profile for SSI Projects.'
- 4) Dr.Patel V.G. - 'When The Going Gets Tough' - Tata McGraw Hill, New Delhi.
- 5) S.V.S. Sharma, Developing Entrepreneurship, Issues and Problems

Subject -: Small Venture Development

Subject code -: COM-36101 (c)

Total Credits-: 04

Total Lectures -: 60

Objectives:

- 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. 5) To make students aware about business crises and sickness.

Unit No.	Unit Title	Contents	Lectures
1	MSME MANAGEMENT	Functional v/s Integrated Approach Structured v/s Flexible Approach Logical v/s Creative Approach Start-up phase Management Stability Phase Management, Growth phase Management, Enterprise Risk Management (ERM), Challenges in implementation of Enterprise Risk Management (ERM)	15
2	BUSINESS CRISES AND SICKN	Types of Business Crises, Starting crises, Cash crises, Delegation Crisis, Leadership Crises, Financial Crises, Prosperity Crises, Succession Crises, Sickness : Meaning and Definition, Symptoms, Causes, Turnaround Strategies, Revival Schemes of Sickness,	15
3	INTRODUCTION TO START UP INDIA SCHEME:	Aim of Startup- Significance of Startup- Advantages of Startup-Significance of Startup-Advantages of Startup- Eligibility for Startup India-Do's and Don'ts for Startup – Examples of Startup- Zomoto-Paytm-Dailyhunt- Sharechat-Topper-Urban Ladder	15

4	GOVERNMENT SCHEMES TO PROMOTE ENTREPRENEURSHIP	Pradhan Mantri Mudra Yojana Stand up India SETU(Self Employment and Talent Utilization Scheme) PMEGC	15
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References:

- 1) Pandey G.N. - 'A Complete Guide to Successful Entrepreneurship' Vikas Publishing House Pvt Ltd.
- 2) Rashmi Bansal - 'Stay Hungry Stay Foolish' - CII FIIM, Ahmedabad.
- 3) Dr. Patel V.G. - 'When The Going Gets Tough' - Tata McGraw Hill, New Delhi.
- 4) Mark. J. Dollinger, Entrepreneurship - Strategies and Resources, Pearson Edition.
- 5) S.V.S. Sharma, Developing Entrepreneurship, Issues and Problems

Subject : Banking Law and Practice
Subject code : COM-35102 (d)
Total Credits : 4
Total Lectures : 60

Unit No.	Topic	No. Of lectures
1	Banking Regulation Act, 1949: Introduction the objectives and selective provisions : 1.1 Definition of word Banking (Sec 5B) and Bank (Sec 5C) 1.2 Management (sec 10)- Capital (Sec. 11)- Reserve Fund (Sec. 16) - Bank Licensing (Sec. 22) -Branch Licensing (Sec. 23)- Liquid Assets (Sec. 24) 1.3 Profit and Loss Account and Balance Sheet- (Sec.10 A, 10 B, 29 and 30). 1.4 Powers of Reserve Bank of India- Sec.35and 36 1.5 Voluntary Amalgamation (Sec. 44A) - Compulsory Amalgamation (Sec.45)- Liquidation (Sec.45 R) Banking Regulation Act, 1949 applicable to Co-operative Banks- The Banking 1.6 Regulation(Amendment) Bill, 2020-Features	16
2	Negotiable Instruments Act, 1881: 2.1 Introduction-Definition-Meaning- Features of Negotiable Instruments. 2.2 Types of Negotiable Instruments- Promissory Note,Bill of Exchangeand Cheque 2.3 Parties in Negotiable Instruments 2.4 Negotiation-Presentment-Concepts ofDishonour ofNegotiable Instruments Noting and Protesting	14
3	Insolvency and Bankruptcy Code, 2016 3.1 Objectives and importance of IBC, 2016 3.2 Applicability 3.3 Important definitions: (Sect. 3) Board, Corporate Person, Corporate debtor, Creditor, default, FinancialInformation,Insolvency Professional, Corporate Applicant, Corporate Guarantor, Insolvency and Bankruptcy. 3.4 Corporate InsolvencyResolution Process (Sect.6,7,12,13,14) 3.5 Liquidation Process (Sect. 33. 34, 35) 3.6 Voluntary Liquidation of CorporatePerson (Sect.59)	16
4	Banking Ombudsman Scheme-2006 4.1 Objectives of Banking OmbudsmanScheme-2006 Important Definitions: Banking Ombudsman, Appellate Authority,Authorised Representative, Complaint, Secretariat 4.3 Appointment and Tenure of Ombudsman 4.4 Power and Duties of Ombudsman 4.2 4.5 Procedure for Redressal of Grievance	14

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

Class : T. Y. B. Com. (Semester V)
Subject : Business Administration II
Course Code : COM-35101 (e)
Credits : 4
Total Lectures : 60

Objectives of the Course:

- a. To provide basic knowledge about Human Resource Management
- b. To acquaint the students about Recruitment and Training process.
- c. To make them aware about Performance Appraisal Management.

Unit No.	Topics	No. of lectures
1	INTRODUCTION TO HUMAN RESOURCE DEVELOPMENT 1.1 Meaning, Objectives of Human Resource Function, 1.2 Difference between HRM and HRD 1.3 Scope and Functions of Human Resource Department in Modern Businesses 1.4 Human Resource Planning- Nature and Scope 1.5 Job Analysis- Job Description- Job Specification 1.6 Ethical Issues in HRD	15
2	RECRUITMENT AND TRAINING 2.1 Methods or Sources of Recruitment of manpower 2.2 Role of Recruitment agencies- Selection Process, Types of Interviews, Interview Techniques 2.3 Objectives and Importance of training and Development 2.4 Types and Methods of Training Programs 2.5 Kirk Patrick Model	15
3	EMPLOYEE CAREER DEVELOPMENT AND SUCCESSION PLANNING 3.1 Aims and Objectives of Career Planning 3.2 Career Planning Process- Career Planning Structure, Succession Planning- Meaning and Importance 3.3 Types of Career Opportunities in Public and Private Sector.	15
4	PERFORMANCE APPRAISAL MANAGEMENT 4.1 Concept & Importance Performance Appraisal Process Methods & Techniques	15

	Merits & Limitations of Performance Appraisal 4.2 HR Auditing, Competency Mapping, 5Ps Model of Strategic HRM	
	Total	60

Suggested Reference Material-

1. Personnel and Human Resource Management- A.M.Sharma
2. Personnel Management and Industrial Relations-R.S.Davar
3. Human Resource Development and Management-Biswanath Ghosh
4. Personnel Management-C.B. Mamaria
5. Human Resource Management-Ashwathappa
6. Bare act of Industrial Disputes Act
7. Bare act of the Employees' Provident Fund Act
8. Bare act of Trade Unions Act
9. Bare act of Payment of Bonus Act
10. Bare act of Payment of Gratuity Act
11. Bare act of Contract Labour Regulations

Journals:

1. International Journal of Human Resource Management
2. Harvard Business Review
3. HR Magazine

Class : T. Y. B. Com. (Semester V)
Subject : Business Administration III
Course Code : COM-35102(e)
Credits : 4
Total Lectures : 60

Objectives of the Course:

1. To acquaint the students with basic concepts and nature of Marketing functions of a business.
2. To make students learn the concept of marketing mix and advertising
3. To make students aware of the concept of marketing of services and legal aspects of marketing.

Unit No.	Topics	No. of lectures
1	INTRODUCTION TO MARKETING 1.1 Meaning and Scope of Marketing 1.2 Objectives of Marketing 1.3 Classification of Marketing, Functions of Marketing	15
2	MARKETING MIX 2.1 7Ps of Marketing-Concept and Meaning, Characteristics	15
3	ADVERTISING 3.1 Meaning, Scope, Importance, Role of Advertising, Ethics in Advertising, 3.2 Recent Trends in Advertising-Digital advertising, Social Media, M-Advertising, Embedded Marketing.	15
4	MARKETING OF SERVICES AND LEGAL ASPECTS OF MARKETING 4.1 Meaning of Services, Definitions, Types of Services, Service Quality, GAPS Model 4.2 Emblems and Names (Prevention of Improper Use) Act, 1950 4.3 The Food Safety and Standards Act, 2006 4.4 Consumer Protection Act, 1986	15
	Total	60

Suggested Reference Material-

1. Basics of Marketing-Cannon
2. Principles of Marketing-Sherlekar S.A.
3. International Marketing-P.Saravanavel
4. Modern Marketing Management-R.S.Davar
5. Bare act of Emblems and Names (Prevention of Improper Use) Act, 1950
6. Bare act of The Food Safety and Standards Act, 2006
7. Bare act of Consumer Protection Act, 1986

Class : T. Y. B. Com. (Semester VI)
Subject : Business Administration II
Course Code : COM-36101(e)
Credits : 4
Total Lectures : 60

Objectives of the Course:

1. To acquaint the students with the basic concepts in finance and production functions of a business enterprise.
2. To enable students to learn the concept of capital structure and management of capital

Unit No.	Topics	No. of lectures
1	INTRODUCTION TO FINANCE 1.1 Finance- Nature and Importance. Finance functions, Objectives of Financial Management, Functions of Finance Manager, 1.2 Financial Planning-Meaning, Characteristics, Importance, Limitations, Steps.	15
2	CAPITAL STRUCTURE 2.1 Capitalisation-Concept 2.2 Over-Capitalisation and Under-Capitalisation: Causes and Effects 2.3 Fair Capitalisation. 2.4 Cash Management Model: Baumol-Miller and Orgler	15
3	MANAGEMENT OF CAPITAL 3.1 Types of Capital-Fixed Capital, Working Capital, Owned and Borrowed Capital 3.2 Factors Governing Fixed and Working Capital Requirements 3.3 Sources of Capital-Shares, Debentures, Public Deposits, Ploughing back of profits, Loans from Banks and Financial Institutions, Venture Capital, Merchant Banking.	15
4	REGULATIONS OF FINANCIAL SYSTEMS IN INDIA 4.1 RBI, SEBI, Pension Fund Regulatory & Development Authority (PFRDA), 4.2 Credit Rating Agencies-CRISIL, ICRA	15
	Total	60

Suggested Reference Material-

1. Fundamentals of Business Finance-Dr. R.M.Shrivastav
2. Corporate Finance-S. C. Kuchal
3. Industrial Finance- M.C.Kuchal

4. Corporate Finance-Dr.P.V.Kulkarni
5. Financial Management-Dr.Prasanna Chandra
6. Production, Operations Management-Dr.B.S.Goel
7. Operations Management-Norman Gaither, Greg Frazaiier
8. Production Management-Chunawala
9. Bare act of RBI Act,1949

Class : T. Y. B. Com. (Semester VI)
Subject : Business Administration III
Course Code : COM-36102(e)
Credits : 4
Total Lectures : 60

Objectives of the Course:

1. To acquaint the students with the basic concepts in production functions of a business enterprise
2. To acquaint the students with different techniques of inventory management
3. To acquaint the students with different techniques in supply chain management

Unit No.	Topics	No. of lectures
1	PRODUCTION MANAGEMENT FUNCTIONS 1.1 Meaning, Definition, Functions of Production Management 1.2 Production Planning-Objectives, Importance 1.3 Production Control-Definitions, Meaning, Need, Factors and Techniques of Production Control.	15
2	DESIGN OF ORGANIZATION 2.1 Features of Production Process Design and Human Factor in Production 2.2 Product Life Testing 2.3 Product Designing 2.4 Standardization 2.5 Principles of Diversification and Implementation 2.6 Plant Layout and Location- Concept, Advantages and Disadvantages.	15
3	INVENTORY MANAGEMENT 3.1 Inventory Management-Introduction and Methods 3.2 EOQ, Use of Computers in Inventory Management, Material Requisition Planning (MRP), Just in Time (JIT), ABC Analysis, 3.3 Inventory Cost-Concept, Behavior of Ordering Cost Carrying Cost, Shortage Cost.	15
4	EMERGING CONCEPTS & LEGAL ASPECTS 4.1 Supply Chain Management, Quick Response Manufacturing, E-manufacturing, IT based manufacturing system, Manufacturing Related Soft wares and Their Applications, Flexible Manufacturing System, Agile Manufacturing 4.2 Introduction to Factories Act, 1948	15
	Total	60

Suggested Reference Material-

1. Fundamentals of Business Finance-Dr. R.M.Shrivastav
2. Corporate Finance-S. C. Kuchal
3. Industrial Finance- M.C.Kuchal
4. Corporate Finance-Dr.P.V.Kulkarni
5. Financial Management-Dr.Prasanna Chandra

6. Production, Operations Management-Dr.B.S.Goel
7. Operations Management-Norman Gaither, Greg Frazaiier
8. Production Management-Chunawala
9. Bare act of Factories Act, 1948

Journals:

1. Production and operation management
2. International Journal of Operations & Production Management

Class : T.Y.B.com NEP I
Subject : Mercantile Law (Sem-5)
Subject code : COM -35103 (b)
Total Credits : 2
Total Lectures : 30

Objectives of Program:

1. To understand the concept, process and importance of Mercantile Law.
2. To develop awareness regarding amendments in Mercantile Law.
3. To introduce the concepts and provide knowledge regarding Business Laws.
4. To create awareness among students about law affecting trade and commerce.

Unit No.	Topic	No. of Lectures
1	The Indian Contract Act,: Introduction of Law of Contract <ul style="list-style-type: none">• Essential Elements of Valid Contract• Types of Contract• Offer and Acceptance• Consideration• Lawful Consideration and Lawful Object• Capacity of Parties• Consent and Free consent• Void Agreements• Discharge of Contract• Breach of Contract and Legal Remedies for Breach of Contract	10
2	The Sale of Goods Act, 1930: <ul style="list-style-type: none">• Definition of Contract of Sale• Essentials of Contract of Sale• Concept of Sale and Agreement of Sale• Conditions and Warranties• Caveat –Emptor• Transfer by Non-owners• Auction-Sale	10
3	The Indian Partnership Act, 1932: <ul style="list-style-type: none">• Nature of Partnership• Rights and Duties of Partners• Types of Partners	10

	<ul style="list-style-type: none"> • Registration of Partnership • Dissolution of Partnership <p>Limited Liability Partnership:</p> <ul style="list-style-type: none"> • Concept of LLP • Nature and Advantages of LLP • Difference Between LLP and Partnership Firm • Difference Between LLP and Company • Incorporation of LLP • Partners and their Relations • Liability of LLP and Partners • Financial Disclosure by LLP Contributions • Assignments and Transfer of Partnership Rights • Conversion of LLP • Winding-up & Dissolution 	
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References:

Sr. No.	Title of the Book	Author/s	Publication
1	Business Law: Principles of Mercantile Law	Avtar Singh	Eastern Book Company, Lucknow.
2	Business and Commercial Laws	Sen and Mitra	The World Press Pvt. Ltd.
3	Business Laws	Kuchhal M.C & Vivek Kuchhal	Vikas Publishing House
4	Business Regulatory Law	Chudhari, Zalte, Bhawari, Dagade	Prashant Publication
5	An Introduction to Mercantile Law	N.D. Kapoor	
6	Business & Corporate Law	Dr. Kaur Harpreet	Lexis Nexis

Class : T.Y.B.com NEP I
Subject : Business Regulatory Framework (Sem-6)
Subject code : COM -36103 (b)
Total Credits : 2
Total Lectures : 30

Objectives of Program:

1. To provide conceptual knowledge about the provisions of the Negotiable Instrument Act, 1881 with amendments.
2. To Develop awareness regarding new amendments in Intellectual property rights.
3. To create awareness among the students about the important provisions of Consumer Protection Act, 2019.
4. To create awareness among the students about laws affecting trade and commerce.

Unit	Topic	No. of Lectures
1	The Negotiable Instrument Act, 1881 <ul style="list-style-type: none">• Introduction of Negotiable Instrument: Meaning & Definition• Characteristics of Negotiable Instrument• Endorsement & Types• Holder and Holder in Due Course & Privileges• Promissory Note & its elements• Bill of Exchange & its elements• Cheque & Types of Cheque• Difference between Promissory Note, Bill of Exchange & Cheque• Liabilities of Parties to Negotiable Instrument• Noting and Protest• Dishonour of Cheque: Objects, Punishment, Procedure,	10
2	Intellectual Property Rights: <ul style="list-style-type: none">• Introduction, Meaning & Types of IPR• WIPO: Summary of objectives, organs & programs of WIPO• TRIPS: Introduction, Objectives & Categories of IPR covered by TRIPS• Patents: Introduction, Definition, Concept, Patentable & Non-patentable Invention, Rights of Patentee, Obligations & Term of Patent• Copyright: Meaning, Characteristics, Subject matter, Author & owner of copyright, Rights of Author & Term of Copyright• Trademark: Introduction, Meaning, Characteristics, Functions, Various Marks, Term of Trademark, Internet Domain Name & Rights of Trademark Holder• Designs: Introduction, Meaning, Importance, Characteristics & Rights of Design Holder• Geographical Indications: Meaning, GI in Indian Context & Scope	12

	<ul style="list-style-type: none"> • Confidential Information & Trade Secrets: Meaning, Scope of CI at International Level & National Level • Traditional Knowledge: Meaning, Scope & TK in Indian Context 	
3	The Consumer Protection Act, 2019 <ul style="list-style-type: none"> • Introduction, Salient Features & Objects • Definitions: Consumer, Complaint, Services, Defects & Deficiency, unfair trade practice, restrictive trade practice • Consumer Protection Councils • Consumer Disputes Redressal Agencies (Composition, Jurisdiction, Powers & Functions) 	8

References:

Sr. No.	Title of the Book	Author/s	Publication
1	Negotiable Instrument Act	Khergamwala	Lexis Nexis
2	The Consumer Protection Act, 2019	Bare Act with Amendments	Government of India
3	Consumer Protection Act in India	Niraj Kumar	
4	Consumer Grievance Redressal Under CPA	Deepa Sharma	
3	Intellectual Property Rights	P. Narayan	Eastern Law House
4	Law relating to Intellectual; Property Right	V.K.Singh	Lexis Nexis
5	Introduction to Intellectual Property Rights	H.S.Chawala	Oxford & IBH Publishing
6	Business & Corporate Law	Dr. Kaur Harpreet	Lexis Nexis
7	Law of Business	M.M.& Basheer	PHI Learning Pvt. Ltd, Delhi
8	Business and Commercial Laws	Sen & Mitra	



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Faculty of Commerce & Management

TYBCOM SYLLABUS NEP VERSION 1 (2025-26)

SEMESTER V

COURSE NAME	COURSE CODE	COURSE TYPE	TOTAL NO OF CREDITS	TOTAL LECTURES
PRINCIPLES OF AUDITING	COM- 35104 & COM- 35104 P	MAJOR DSE	4 (Theory 03+ Practical 1)	60

Course Objectives

1. To acquaint students with conceptual framework of basics of Auditing
2. To acquaint students with the knowledge of Vouching, Verification and Valuation and Audit Report
3. To understand the provision related to Company Auditor, Tax Audit as per Income Tax Act 1961 (Section 44 AA to 44AE) and concepts in computerized system of Auditing

Course Outcome

1. Students will understand the basic concepts of Auditing, Audit programme and internal control
2. Students will get knowledge about vouching, verification and valuation
3. Students will develop understanding of Audit report writing, provisions of Tax Audit, Company Auditors and computerized auditing

Course Curriculum

Unit No.	Topic	No. of Lectures	Teaching Methods
1.	Introduction to Auditing	15	Conceptual Learning, Power Point Presentation, Library

	Origin , Meaning, Definition, Objectives, Advantages & limitations of Auditing, Types of Audit Meaning & Types of errors and frauds, Audit programme, Audit Note Book, Working Papers, Internal Control-Internal Check-Internal Audit		Work, Assignments, Project work
2.	Vouching and Audit Report Vouching of Cash Book-Verification and Valuation of Assets and Liabilities. Types of Audit Report-Audit Certificate-Difference between Audit Report and Audit Certificate.	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Group discussion
3.	Company Auditor Qualification, Disqualifications, Appointment, Removal, Rights, Duties and liabilities of Company Auditor	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Case study
4.	Trends in Auditing Tax Audit- Meaning , Provisions under Income Tax Act 1961 (Sec 44AA, 44AB, 44AD, 44ADA,44AE) EDP Auditing- Meaning, difference between manual and computerized auditing , CAAT (Computer Assisted Audit techniques) Forensic Auditing- Meaning, Importance, Process	15	Conceptual Learning, Power Point Presentation, Library Work, Assignments, Project work

Reference books:

Sr.No	Title of the Book Author/s	Author/s	Publication
1	Practical Auditing	Spicer and Peglar	Allied, 1975, H.F.L., 1978
2	A Handbook of Practical Auditing	B.N. Tondon	S Chand & Co Ltd
3	Auditing assurance standards	The Institute of Chartered Accountants of India	ICAI
4	Company Accounts & Audit	The Institute of Cost Accountants of India	ICMAI
5	Fundamentals of Accounting and Auditing	The Institute of Company Secretaries of India	ICSI

Examination Pattern**1. Theory + Practical (3+1 = 4 credits)**

CIE (40) + Practical (20) + ESE (40) = 100 marks

Method of Examination**1. CIE (Continuous Internal Evaluation) Exam**

Out of 40, There will be 20 marks assignment in any form e.g PPT, Tutorial, Poster, Group Discussion, Role Play etc. and for remaining 20 marks there will be mid semester written test conducted by college.

2. ESE (End Semester Exam)

The ESE is a written test of theory will be conducted at the end of Semester by College

3. Practical Exam

The practical exam will be conducted at the end of Semester in the form of Viva Voce on the basis of Practical Journal prepared.



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Faculty of Commerce & Management

TYBCOM SYLLABUS NEP VERSION 1 (2025-26)

SEMESTER VI

COURSE NAME	COURSE CODE	COURSE TYPE	TOTAL NO OF CREDITS	TOTAL LECTURES
TAXATION	COM- 36104 & COM- 36104 P	MAJOR DSE	4 (Theory 03+ Practical 1)	60

Course Objectives:

1. To understand the basic concepts of Income Tax Act, 1961.
2. To have a comprehensive knowledge of calculation under various heads of income.
3. To know the recent changes made by the finance bill (Act) every year and its impact on taxation of an individual assesses.

Course Outcome

1. Students will be able to understand the basic terms related to incometax
2. Students will be able to compute income from Salary, House property and Income from Business or profession
3. Students will be able to compute the total taxable income and the tax liability of an individual assesses

Course Curriculum

Unit No.	Topic	No. of Lectures	Teaching Methods
1.	Introduction to Income Tax Act-1961- Introduction- Features of Income Tax, Scope of Income Tax Act, and Importance of Income Tax payment for development of country.	10	You Tube clips Conceptual Learning, Power Point Presentation, Library

	Definitions -Income, Person, Assessee, Deemed Assessee, Assessment year, Pervious year, Agricultural Income, Exempted Income, Gross Total Income (GTI), Total Taxable Income (TTI), Residential Status of an Assessee, PAN, TAN.		Work, Assignments, Lectures of experts
2.	Sources and Computation of Taxable Income under the various Heads of Income 1. Income from Salary – Meaning of salary, Salient features of salary Allowances and tax Liability-fund, Deductions from salary. (Theory and Problems) 2. Income from House Property -Basis of Chargeability, Types of property, Annual Value of Self occupied and let out/deemed let out property, Deductions from House Property (Theory and Problems) 3. Income from Profits and Gains of Business and Professions –Definition of Business, Profession & Vocation, speculative business, Methods of accounting, Deductions expressly allowed and disallowed (Theory and Problems) 4. Income from Capital Gains – Meaning, Chargeability-definitions- Capital assets, transfer, cost of acquisition, Cost of Improvement, Short term and long- term capital assets and Capital gains, cost inflation Index, Deductions allowed. (Theory only) 5. Income from other sources - Meaning, Chargeability, Method of Accounting deductions, Amounts not deductible. (Theory only)	30	You Tube clips Conceptual Learning, Power Point Presentation, Library Work, Assignments, Lectures of experts, problem solving
3.	Computation of Total Taxable Income (TTI) and tax liability Gross total Income -Deductions u/s-80C to 80 U – Total Taxable Income, Income Tax calculation of Individual -(Rates applicable for respective Assessment year), Education	10	You Tube clips Conceptual Learning, Power Point Presentation, Library Work, Assignments,

	cess and higher education cess, surcharge, etc		Lectures of experts, problem solving
4.	Miscellaneous Filing of return, E-filing of income tax return and forms used, advance tax, TDS (Tax deducted at source)	10	You Tube clips Conceptual Learning, Power Point Presentation, Library Work, Assignments, Lectures of experts

Reference books:

Sr. No	Title of Book	Author/s	Publication	Place
1	Indian Income Tax	Dr. Vinod Singhania	Taxmann Publication. www.Taxmann.com	New Delhi
2	Income Tax	Dr. Girish Ahuja and Dr. Ravi Gupta	Wolters kluwer	New Delhi
3	Income Tax Act	Shri. R.N. Lakhotia	Vision books	New Delhi
4	Indian Income Tax Act	Dr. H.C. Melhrotra, Dr. S.P. Goyal	Sahitya Bhavan publication	Agra
5	Income Tax	T.N. Manoharn and G R. Hari	Snow white	New Delhi
6	Student guide to Income Tax	Dr. Vinod Singhania	Taxmann Publication www.Taxmann.com	New Delhi

Examination Pattern

1. Theory + Practical (3+1 = 4 credits)

CIE (40) + Practical (20) + ESE (40) = 100 marks

Method of Examination

1. CIE (Continuous Internal Evaluation) Exam

Out of 40, There will be 20 marks assignment in any form e.g PPT, Tutorial, Poster, Group Discussion, Role Play etc. and for remaining 20 marks there will be mid semester written test conducted by college.

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The ESE is a written test of theory will be conducted at the end of Semester by College

3. Practical Exam

The practical exam will be conducted at the end of Semester in the form of Viva Voce on the basis of Practical Journal prepared.

Subject : Advanced Accounting-I
Subject code : COM 35201
Total Credits : 4
Total Lectures : 60

Unit	Topic	No. of lectures
1	Accounting Standards Brief Review of Indian Accounting Standards – Introduction to AS- 12, AS-19 and AS-20 with simple numerical.	12
2	Final Accounts of Banking Companies <ul style="list-style-type: none"> ● Introduction of Banking Company, Legal Provisions regarding Non-Performing Assets (NPA) - ● Provision for Bad and Doubtful Debts - Vertical form of Final Accounts as per Banking Regulation Act 1949. - Simple Numerical on Preparation of Profit & Loss A/c and Balance Sheet in vertical form 	16
3	Accounting for Capital Restructuring (Internal Reconstruction) <ul style="list-style-type: none"> ● Meaning and Concept of Capital Restructuring, ● Types of Capital Restructuring, ● Meaning & of Internal Reconstruction – ● Accounting Entries: Alteration of Share Capital, Reduction of Share Capital, Reduction in Liabilities, Cancellation of Expenses, Losses etc. – Preparation of Balance Sheet after Internal Reconstructions 	16
4	Investment Account <ul style="list-style-type: none"> ● Meaning & Introduction Classification of Investments, ● Meaning & Calculation of the Concept of Acquisition Cost & Carrying Cost of Investment Calculation of Profit/loss on disposal of investment 	16

References Books:

1. Advanced Accounts: By M.C. Shukla & S.P. Grewal (S.Chand & Co. Ltd.)
2. Advanced Accountancy: By S. P. Jain & K.N. Narang (Kalyani Publishers)
3. Advanced Accountancy: By R. L. Gupta & M. Radhaswamy (Sultan Chand & Sons)
4. Company Accounts: By S.P. Jain & K.L. Narang

Subject : Application of Advanced Accounting-II
Subject code : COM 36201
Total Credits : 4
Total Lectures : 60

Unit No.	Topic	No of lectures
1	Final Accounts of Co-operative Societies <ul style="list-style-type: none"> • Introduction and Meaning. • Allocation of Profit as per Maharashtra State Co- Operative Societies Act. • Preparation of Final Accounts of Credit Co-op. Societies & Consumer Co-op. Societies 	16
2	Recent Trends in Accounting Forensic Accounting - Accounting for Corporate Social Responsibility - Accounting for Derivative Contracts - Artificial Intelligence in Accounting	12
3	Branch Accounting Concept of Branches & their Classification from accounting point of view. - Accounting treatment of dependent branches & independent branches. - Methods of charging goods to Branches	16
4	Analysis of Financial Statements Ratio Analysis: Meaning - Objectives - Nature of Ratio analysis, Types of Ratios – Profitability, Activity (Efficiency Ratio), Liquidity, Leverage etc. - Simple Problems on following Ratios: - Gross Profit, - Net Profit, - Operating, - Stock Turnover, - Debtors Turnover, - Creditors Turnover, - Current Ratio, Liquid Ratio, - Debt Equity Ratio, - Working Capital to Net worth, Assets Turnover Ratio Application of Ratio analysis-Case Study	16

Reference Books:

1. Advanced Accounts: By M.C. Shukla & S.P. Grewal (S.Chand & Co. Ltd.)
2. Advanced Accountancy: By S. P. Jain & K.N. Narang (Kalyani Publishers)
3. Advanced Accountancy: By R. L. Gupta & M. Radhaswamy (Sultan Chand & Sons)
4. Company Accounts: By S.P. Jain & K.L. Narang

Subject : Research Methodology

Subject Code : COM-35401

Total Credit : 2

Total Lectures : 30

Objectives

- a. To acquaint the students with the areas of Business Research Activities
- b. To enhance capabilities of students to conduct the research in the field of business and social sciences
- c. To make research applicable in various fields of commerce

Unit No.	Topic	No of Lectures
1	Conceptual Framework of Business Research 1.1 Introduction. Definition, Objectives, Significance 1.2 Types of Research 1.3 Features of a Good Research 1.4 Steps in Scientific Research Process	10
2	Formulation of the Research Problem & Sampling 2.1 Research Problem: Defining the Research Problem, Review of Literature 2.2 Types of Data Collection 2.3 Sources of Data Collection 2.4 Sampling: Meaning & Definition of Sampling, Key terms in Sampling, Types of Sampling 2.5 Introduction of Hypothesis 2.6 Measuring & Scaling	10
3	Ethics and Modern Practices in Research 3.1 Ethics and Modern Practices in Research: Ethical Issues in Research 3.2 Plagiarism, Role of Computer in Research 3.3 Application of Statistical software	10

References:

Sr. No	Title of Book	Author/s	Publication	Place
1	Research Methodology-Methods & Techniques	C. R. Kothari	New Age International Publishers	New Delhi
2	Research Methodology	Dipak Kumar Bhattacharyya	Excel Books	New Delhi

3	Research Methodology-Methods & Techniques	Anil Kumar Gupta	Value Education of India	New Delhi
4	Research Methodology-Concepts and Cases	Deepak Chawla & Neena Sondhi	Vikas Publishing House Pvt. Ltd	New Delhi
5	Research Methods	Ram Ahuja	Rawat Publications,	Jaipur
6	Methodology & Techniques of Social Research,	P. L. Bhandarkar, T. S. Wilkison & D. K. Laldas	Himalaya Publishing House	Mumbai
7	Legal Research and Writing Methods	Anwarul Yaqin	LexisNexis Butterworths	Nagpur
8	Business Research Methods,	Donald R. Cooper & Pamela S. Schindler	Tata McGraw- Hill Edition	New Delhi
9	Investigating the Social World-The Process and Practice of Research	Russell K. Schutt	Sage Publication	New Delhi
10	Business Research Methods	Alan Bryman & Emma Bell	Oxford University Press	New York