



अभ्यासक्रम-सत्र ४

गद्य:-

- |                                  |                    |
|----------------------------------|--------------------|
| ७. मरणादून अपेश वोखटे            | - भाऊसाहेबांची बखर |
| ८. तरुणांनो! निर्भय बना, शूर बना | - स्वामी विवेकानंद |
| ९. अब्राहम लिंकनचा विनोद         | - प्र. के. अत्रे   |
| १०. माझा विरंगुळा                | - यशवंतराव चव्हाण  |
| ११. देवाचं शेत                   | - शांताराम         |
| १२. भिकारी                       | - अनिल अवचट        |

पद्य :-

- |   |                   |
|---|-------------------|
| ७. केवढे हे कौर्य!                      | - ना. वा. टिळक    |
| ८. सागरास                               | - वि.दा. सावरकर   |
| ९. गणपत वाणी                            | - बा. सी. मर्ढेकर |
| १०. पुण्याई                             | - अरुणा ढेरे      |
| ११. जल्म                                | - इंद्रजीत भालेशव |
| १२. गावावर विस्तारलेले<br>डीएसएनएल आकाश | - अजिम नवाज राही  |

उपयोजित मराठी -

जाहिरात मसुदालेखन

संपादक

प्रा. डॉ. श्याम मोहरकर  
प्राचार्य डॉ. पुरुषोत्तम कालभूत

प्रकाशक- राघव पव्लिषर्स अँड  
डिस्ट्रीब्युटर्स, नागपूर.

*S. S. Khatke P.*  
*Dr. (Mrs) S. P. Pillai*

*R. M.*  
*(Dr. Ravi ndra Murnade)*

गोंडवाना विद्यापीठ, गडचिरोली  
बी. कॉम. भाग दोन - सत्र ४  
घटकीकरण आणि गुणविभागणी

घटकीकरण	गद्य ( गुण )	पद्य गुण	अंतर्गत मुल्यांकन
घटक १ व २ - दीर्घोत्तरी प्रश्न	१६	+ १६	२०
घटक ३ व ४ - लघुत्तरी प्रश्न	१६	+ १६	
घटक १,२,३,४ - लघुत्तरी प्रश्न	८	+ ८	
एकूण :-	४०	+ ४०	२० = १००

प्रश्न पत्रिकेचे स्वरूप- सत्र ४

प्र १ कं ७, ८,९,१० या गद्यापाठांवर दीर्घोत्तरी प्रश्न ( दोन पैकी एक - ३०० ते ४०० 'ब्दात )	१६ गुण
प्र २ कं ७, ८,९,१० या पद्यावर दीर्घोत्तरी प्रश्न ( दोन पैकी एक - ३०० ते ४०० 'ब्दात )	१६ गुण
प्र ३ कं ७, ८,९,१०,११,१२ या गद्यापाठांवर लघुत्तरी ४ प्रश्नांचा एक गट ( दोन गटांपैकी एक- प्रत्येकी १०० 'ब्दात )	१६ गुण
प्र ४ कं ७, ८, ९, १०,११,१२ या पद्यांवर लघुत्तरी ४ प्रश्नांचा एक गट ( दोन गटांपैकी एक- प्रत्येकी १०० 'ब्दात )	१६ गुण
प्र ७ - वरील ४ घटकांवर ४ प्रश्न अनिवार्य - ( प्रत्येकी १०० 'ब्दात )	१६ गुण
	एकूण ८० गुण

अंतर्गत मुल्यांकन

१ जाहिरात तयार करणे	७ गुण
२ कार्यालयीन पत्रलेखन	७ गुण
३ परिसंवादाचे आयोजन	७ गुण
४ महाविद्यालयातील नियमीतपणा	७ गुण

एकूण २० गुण

S. S. Sathya P.  
Dr (Mrs) S.P. Pillai

Dr. Ravindra Marmale

## गोंडवाना विश्वविद्यालय, गडचिरोली

बी.कॉम द्वितीय

हिंदी (अनिवार्य)

(चतुर्थ सत्र)

कुल अंक : ८०+२०

पाठ्यपुस्तक: साहित्य मंजरी

### घट्कीकरण, प्रश्नपत्र का प्रारूप एवं अंक विभाजन

इकाई: एक-

पाठ्यपुस्तक के निर्धारित गद्य खंड में से चार-चार लघुत्तरी प्रश्नों के दो समूह होंगे, जिनमें से किसी एक ही समूह के सभी प्रश्नों के उत्तर देने होंगे. प्रत्येक प्रश्न ५ अंकों के होंगे. कुल अंक होंगे (२०)

इकाई: दो -

पाठ्यपुस्तक के निर्धारित कविता खंड में से दो-दो लघुत्तरी प्रश्नों के दो समूह होंगे, जिनमें से किसी एक ही समूह के सभी प्रश्नों के उत्तर देने होंगे. प्रत्येक प्रश्न १० अंकों के होंगे. कुल अंक होंगे (२०)

इकाई: तीन -

व्यावहारिक हिंदी ज्ञान के अंतर्गत विज्ञापन लेखन से दो प्रश्न १० अंकों के होंगे, जिनमें से किसी एक प्रश्न का उत्तर देना अनिवार्य होगा. कुल अंक होंगे (१०)

इकाई: चार -

व्यावहारिक हिंदी ज्ञान के अंतर्गत वाणिज्य, उद्योग एवं कृषि से सम्बंधित दो निबंध होंगे, जिनमें से किसी एक पर निबंध लिखना अनिवार्य होगा. कुल अंक होंगे (१०)

इकाई: पांच -

पाठ्यपुस्तक में निर्धारित सम्पूर्ण पाठ्यक्रम से दस अति-लघुत्तरी प्रश्न होंगे, सभी प्रश्नों का उत्तर अनिवार्य होगा. प्रत्येक प्रश्न २ अंकों के होंगे. कुल अंक होंगे (२०)

*S. P. Pillai*  
(Dr. (Mod) S. P. Pillai)

*R. M. Patil*  
(Dr. R. M. Patil)  
MOD. Hindi  
ACS College Tulam

## सूचना :

१. इकाई एक और दो के अंतर्गत पूछे जाने वाले सभी प्रश्न लघुत्तरीय होंगे. प्रश्नों के उत्तर लगभग २५ पंक्तियों में अपेक्षित हैं.
२. इकाई एक और दो में पूछे गये सभी प्रश्न विकल्प के साथ होंगे.
३. इकाई तीन के अंतर्गत पूछे गए प्रश्नों के उत्तर कम से कम १५० शब्दों के होने चाहिए.
४. इकाई चार के अंतर्गत वाणिज्य, उद्योग एवं कृषि से सम्बंधित दो निबंध होंगे, जिनमें से एक निबंध (१५० शब्दों) में लिखना अनिवार्य होगा.
५. इकाई पांच के अंतर्गत पूछे गए सभी प्रश्न अति-लघुत्तरी होंगे, जिनके उत्तर लगभग ४ से ५ पंक्तियों में अपेक्षित हैं.

६. अंतर्गत मूल्यांकन २० अंक

- गृहपाठ

१० अंक

- परिसंवाद/परिचर्चा

१० अंक

पाठ्यक्रम

गद्य विभाग:- १. सब मिट्टी हो गया-पं. माधवप्रसाद मिश्र २. अपनी-अपनी हैसियत-हरिशंकर परशाई ३. दुलाईवाली -श्रीमती राजेन्द्रबाला घोष ४. सरयू भैया -रामबृक्ष बंजीपुरी ५ में हार गयी - मन्नु भंडारी ६ पंचलाइट -फणीश्वरनाथ रेणु

पद्य विभाग:- १. गीत-फरोश-श्री भवानीप्रसाद मिश्र २. मानव - सुमित्रानन्दन पन्त ३. बढे चलो - पद्मकांत मालवीय ४. बीस साल बाद -सुदामापाण्डेय 'धूमिल' ५. दोनों ओर प्रेम पलता है-मैथिलीशरण गुप्त ६. वंदना के इन स्वरों में- सोहनलाल दिवेदी

व्यावहारिक हिंदी ज्ञान:-

अ) विज्ञापन लेखन : विज्ञापन का अर्थ, परिभाषा, विज्ञापन की विशेषताएँ, विज्ञापन के माध्यम

ब) वाणिज्य, उद्योग एवं कृषि से सम्बंधित निबंध

सन्दर्भ ग्रन्थ: १. प्रयोजनमूलक हिंदी संरचना एवं अनुप्रयोग- डॉ. रामप्रकाश गुप्त, राधाकृष्ण प्रकाशन, दिल्ली २. व्यावहारिक हिंदी ज्ञान - डॉ. शैलेन्द्र कुमार शुक्ल ३. सामान्य हिंदी - पृथ्वी नाथ पाण्डेय- नालंदा पब्लिशिंग हाउस, इलाहाबाद ४. मानक हिंदी व्याकरण-

डॉ. अशोक कुमार उपाध्याय-धनपत रॉय & कं. दिल्ली ५. राजभाषा शब्दकोष - डॉ. हरदेव बाहरी-लोकभारती प्रकाशन, इलाहाबाद

६. सम्प्रेषण मूलक व्यावसायिक हिंदी- डॉ. माधव सोनटक्के, ओरिएण्ट ब्लैकस्वान प्राइवेट लिमिटेड, हैदराबाद, साहित्य कलश-राघव

पब्लिशर्स & डिस्ट्रीब्यूटर

*S. P. Pillai*  
Dr (Mrs) S. P. Pillai

*R. M. Patil*  
(Dr. R. M. Patil)  
HOD Hindi  
ACS College Tumkur

**Gondwana University, Gadchiroli**

**Faculty of Commerce- Other Compulsory Languages**

**Syllabus for S. Y. B. Com.**

**(CBCS)**

**Semester-III**

**Supplementary English**

**Foundation Course-UCA3F01**

**(To be implemented from June 2018)**

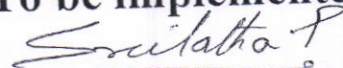
**And**

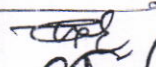
**Semester-IV**

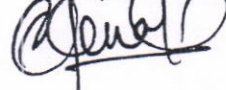
**Supplementary English**

**Foundation Course-UCA4F01**

**(To be implemented from November 2018)**

DR(Mrs) S.P.Pillai 

Dr. G.N. Chamanwar 

Dr. S.G. Kannele 

Bharat. B. Khandekar

**S. Y. B. Com. Sem- III & IV  
Supplementary English  
Foundation Course**

This Syllabus has been designed as per the instructions from the Ministry of  
Human Resource Development and University Grants Commission.

**Objectives**

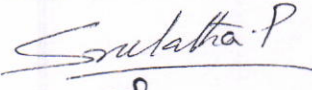
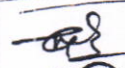
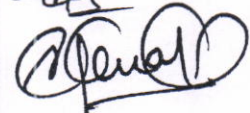
- i) To enable and inspire the students to read and learn various types of texts and enrich vocabulary and understand men and manners.
- ii) To instill poetic sense among students through reading of poetry.
- iii) To upgrade students' grammatical sense and master the basic grammatical aspects of English language.
- iv) To provide an opportunity to students to learn language elements and their application in practice.
- v) To create competency among the students regarding communication skills and to develop among them the ability to communicate effectively in English.
- vi) To inspire students to use various soft skills regarding use of English in business world.

**Books Prescribed for Semester III and IV:**

1. *A Pathway to Success* by Orient BlackSwan.

**Recommended reading for Grammar and Composition:**

- i) *English Grammar and Composition* by R. C. Jain, Macmillan India Limited, Chennai, 2003.
- ii) *A Course in English Grammar* by R. N. Bakshi, Orient Black Swan.
- iii) *Macmillan Foundation English* by R. K. Dwivedi & A. Kumar (Macmillan).
- iv) *The Communicator*, Orient BlackSwan, 2013
- v) *Contemporary English Grammar & Composition* by David Green (Macmillan).

Dr. (Mrs) S. P. Pillai   
Dr. G. N. Chemanlear   
Dr. S. G. Kannelle   
Bhanat. B. Khandekar

# S. Y. B. Com. Semester IV- Supplementary English

## Foundation Course

Course Code- UCA4F01

### Prose Section


1	Indra Nooyi: A Corporate Giant
2	The Need for Excellence- N. R. Narayana Murthy
3	The Woodrose- Abburi Chaya Devi
4	A Devoted Son- Anita Desai

### Poetry Section

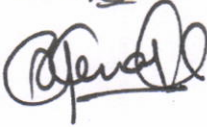
1	The Soul's Prayer- Sarojini Naidu
2	Stopping by Woods on a Snowy Evening- Robert Frost

### Grammar and Communication Skills

Narration
Précis Writing
Resume Writing/E-Mails
Advertisements

Dr (Mrs) S. P. Pillai 

Dr G. N. Khandekar 

Dr. S. G. Kammalle 

Bhanat B. Khandekar



S. Y. B. Com. Supplementary English-

Foundation Course

Course Code- UCA4F01

Semester-IV

Unit Wise Allotment of Marks

Sr. No.	Unit	Portion	Marks Allotted
1	I	Prose	32
2	II	Poetry	12
3	III	Grammar	06
4	IV	Writing Skills and Composition	30

Dr (Mrs) S.P. Pillai

Dr. G.M. Uthamanthar

Dr. S. G. Kannale

Bhanu B. Khandekar

Snehalata P

Dr

Dr

**S. Y. B. Com. Supplementary English**

**Pattern of Question Paper- Sem-IV**

**Time : Three Hours**

**Total Marks :80**

- Que. 1. A) One Long Answer Question out of Two to be answered in about 150 words  
(Based on First Two Prescribed Essays) 10
- B) One Long Answer Question out of Two to be answered in about 150 words  
(Based on Last Two Prescribed Poems) 10
- Que. 2. Two Short Answer Questions out of Four to be answered in about 50 words each  
(Based on Prescribed Poems) 2X5 =10
- B) Two Short Answer Questions out of Four to be answered in about 50 words each  
(Based on Prescribed Essays) 2X5 =10
- Que. 3. A) Change the Narration 3x2 = 6
- B) Précis Writing 10
- C) Identification of Titles of Prose/Poetry and authors/Poets 2X2= 4
- Que. 4. A) Resume Writing 5
- B) E-Mail Writing 5
- B) Advertisement 10

Dr (Mrs) S. P. Pillai

Dr. G. N. Khandekar

Dr. S. G. Kannale

Bhanat. B. Khandekar

*S. Kulkarni*

*[Signature]*

**S. Y. B. Com. Supplementary English- Sem- IV**

**Internal Assessment (20 Marks)**

The criteria for the award of Internal Assessment Marks will be as given below:

- |     |  |   |          |
|-----|--|---|----------|
| iv) | Unit Test Performance and Assignment Submission          | : | 10 Marks |
| v)  | Oral Test  | : | 05 Marks |
| vi) | Attendance/Overall Performance and Responsible Behaviour | : | 05 Marks |

Dr (Mrs) S. P. Pillai

Dr. G. M. Khamanbar

S. S. Khatke

~~SS~~

Dr. S. G. Karmale

S. G. Karmale

Bharat. B. Khandekar

**B.COM.PART TWO**  
**SEMESTER-IV**  
**MANAGEMENT ACCOUNTING**

**Theory: 80 Marks**

**Internal Assessment: 20 Marks**

**Objectives-** To Provide Basic Knowledge and Understanding of important Management Accounting to Business and Industry

**Periods Allotment**

**UNIT I** **15**  
Meaning, Object, Nature, Advantages, Limitations of Management Accounting, Tools and Techniques of Management Accounting, Distinguish between Cost, Management and Financial Accounting. **Business Budgeting-** Meaning, Types of Budget, Flexible Budget and Problems related to Flexible Budget, Cash Budget.

**UNIT II** **15**  
**Break Even Analysis** – Meaning, Need, Importance and Limitation, Computation of Profit-Volume Ratio, Break –Even-Point, Fixed Cost, Margin of Safety, Contribution, Estimated Sales for required Profit and Estimated Profit for given Sales, Changes in Sales, Variable Cost and Fixed Cost.

**UNIT III** **15**  
**Ratio Analysis-** Meaning, Nature, Significance and Limitation of Ratio Analysis. Preparation of Income and Expenditure Statement, Computation of Ratios relating to Trading and Profit and Loss Account and Balance-Sheet Ratios such as Current Ratio, Liquid Ratio, Stock to Working Capital Ratio, Debtor Turnover Ratio, Creditor Turnover Ratio, Fixed Assets Turnover Ratio.

**UNIT IV** **15**  
**Fund Flow Statement-** Meaning, Concepts, Importance and Limitation, Preparation of Schedule of Changes in Working Capital and Fund Flow Statement.

## BOOKS RECOMMENDED

1. Advance Management Accounting – Dr. Pradeep Navghare, and Dr. R. P. Ingole, Seth Publication.
2. Management Accounting – R. S. N. Pillia and V. Bhagavati, S. Chand and Company, New Delhi
3. Cost and Management Accounting - Dr. Rahul Sawlikar, Dr. K.B. Moharir and Dr. Pradip Ghorpade, Rajani Prakashan, Nagpur ISBN-978-93-82683-00-1
4. Cost and Management Accounting- Y.R.Mahajan, Pimplapure Prakashan, Nagpur
5. Management Accounting- Dr. R.K.Sawlikar and Dr. R.P.Ingole, Das Ganu Prakashan, Nagpur. ISBN-978-93-81660-41-6
6. Cost and Management Accounting(Marathi) Dr.Kishor Moharir, Sunita Moharir, Dr. Pradip Ghorpade, Dr. Vinod Waghale, Das Ganu Prakashan, Nagpur
7. Cost and Management Accounting(Marathi)- Dr.Sudhir Bobhankar, Dr. Megha Kanetkar, Shri. Sainath Prakashan, Nagpur
8. Cost and Management Accounting- Shashi K. Gupta, Kalyani Publisher, New Delhi
9. Management Accounting- Dr. K.L. Gupta, Sahitya Bhawan Publication, Agra
10. Essential of Management Accounting- P.N.Reddy and H.R.Appannaiah, Himalaya Publishing House, New Delhi.

~~Dr. M.T. Lombat~~  
(Dr. M.T. Lombat)  
~~Dr. S.S. Kamode~~  
(Dr. S.S. Kamode)  
~~Dr. S. S. Meheram~~  
(Dr. S. S. Meheram)  
~~Dr. S. B. Mohitkar~~  
(Dr. S. B. Mohitkar)  
~~Dr. S. P. Umant~~  
(Dr. S. P. Umant)

~~Dr. U.T. Kamde~~  
(Dr. U.T. Kamde)  
~~Dr. V.V. Tonge~~  
(Dr. V.V. Tonge)  
~~R.M. Jadhav~~  
(R.M. Jadhav)  
M.S.

**PAPER-PATTERN OF  
B. COM PART TWO  
SEMESTER IV  
MANAGEMENT ACCOUNTING**

**Time = 3.00 Hours**

**Marks =80**

Que No. 1 on Unit 1<sup>st</sup>

- |            |      |       |
|------------|------|-------|
| a) Theory  |      | (8M)  |
| b) Problem |      | (8M)  |
|            | (OR) |       |
| c) Problem |      | (16M) |

Que No. 2 on Unit 2<sup>nd</sup>

- |            |      |       |
|------------|------|-------|
| a) Problem |      | (8M)  |
| b) Problem |      | (8M)  |
|            | (OR) |       |
| c) Problem |      | (16M) |

Que No. 3 on Unit 3<sup>rd</sup>

- |            |      |       |
|------------|------|-------|
| a) Problem |      | (8M)  |
| b) Problem |      | (8M)  |
|            | (OR) |       |
| c) Problem |      | (16M) |

Que No. 4 on Unit 4<sup>th</sup>

- |            |      |       |
|------------|------|-------|
| a) Problem |      | (8M)  |
| b) Problem |      | (8M)  |
|            | (OR) |       |
| c) Problem |      | (16M) |

Que No. 5 Write Short Answers

- |                                   |      |
|-----------------------------------|------|
| a) Theory on Unit 1 <sup>st</sup> | (4M) |
| b) Theory on Unit 2 <sup>nd</sup> | (4M) |
| c) Theory on Unit 3 <sup>rd</sup> | (4M) |
| d) Theory on Unit 4 <sup>th</sup> | (4M) |

# GONDWANA UNIVERSITY GADCHIROLI

## SYLLABUS

### **B.Com. – II**

### **Core Course**

### **Secretarial Practice**

### **Semester - IV**

**Theory : 80**

**Internal Assessment : 20**

- **Level of knowledge :** Basic Knowledge
- **Objectives :** To develop conceptual understanding of the fundamentals of secretarial practice and procedure requirements. To impart skill skills in drafting notices, resolutions, minutes, reports, etc.

### **COURSE INPUTS**

#### **Unit – I : Managing and Whole Time Directors**

Meaning, Qualification, Disqualified Persons, Appointment, Remuneration, Powers and Duties, Whole time Director Appointment, Remuneration manager Appointment Disqualifications Remuneration power and Duties.

#### **Company Secretary**

Meaning, Qualification, Appointment, Qualities, Duties, Powers, Liabilities of Company Secretary, Legal Position of a Company Secretary.

#### **Unit – II : Company Meetings**

Meaning, Kinds of Company Meetings, Objectives of Statutory Meeting, Statutory Report, Annual General Meeting, Objects, Statutory Provisions, Regarding Annual General Meeting, Secretarial Functions Regarding Annual General Meeting, Extra Ordinary General Meeting, Objects, functions.

#### **Unit – III : Law and Practice of Company Meetings**

Notice of Meeting, Recording and signing Minutes, Agenda Meeting, Roll of Chairman, quorum, Voting methods, Qualities, Duties and Power of Chairman, Amendment proxy, Adjournment of Meeting and Postponement of Meeting.

#### **Profit and Dividend**

As certainment of divisible Profits, Payment of Dividend, Rules regarding payment of Dividend, Dividend Warrant, Electric Clearing System, Interim Dividend, Investor Education and Protection Fund.

#### **Unit – IV Report of Company**

Meaning, Characteristics, Types of Report, Statutory Report, Chairmans Speech, Essential Report, Progress Report, Certificate for Commencement of Business, Responsibility of Directors report, corporate Governance Statement.

**Note :-** Application of secretarial procedure and practices, drafting of notices, resolutions, minutes, reports wherever applicable.

#### **List of recommended books :-**

1. B.N. Tandon, Secretarial practice, S. Chand & Co.
2. Dr. V. K. Jain, Company law and practice
3. M. C. Kuchal company law & secretarial proactice, Vikash publishing house, New Delhi.
4. K. Mujumdar, Dr. D. K. Kapoor, Company law & Practice, (Taxmann's New Delhi.)
5. Avatar Singh, Company law (Eastern Book Co. Lucknow)

## QUESTION PAPER PATTERN

Total Marks = 80

Q.1	A) Unit - I	8
	B) Unit - I	8
	OR	
	C) Unit - I	16
Q.2	A) Unit - II	8
	B) Unit - II	8
	OR	
	C) Unit - II	16
Q.3	A) Unit - III	8
	B) Unit - III	8
	OR	
	C) Unit - III	16
Q.4	A) Unit - IV	8
	B) Unit - IV	8
	OR	
	C) Unit - IV	16
Q.5	A) Unit - I	4
	B) Unit - II	4
	C) Unit - III	4
	D) Unit - IV	4



**Gondwana University, Gadchiroli**

**Faculty of Commerce- Other Compulsory Languages**

**Syllabus for S. Y. B. Com.**

**(CBCS)**

**Semester-III**

**Compulsory English**

**Core Course-UCA3C03**

**(To be implemented from June 2018)**

**And**

**Semester-IV**

**Compulsory English**

**Core Course-UCA4C04**

**(To be implemented from November 2018)**

Dr (Mrs) S.P. Pillai

Dr. B. B. Khandekar

Dr. S. G. Kannekar

Dr. V. Vaidy

Dr. G. N. Khamankar

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# **Gondwana University Gadchiroli**

## **Syllabus for**

### **B. Com Compulsory English - Semester III & IV**

**80 Marks Theory (University Examination) + 20 Marks Internal Assessment**

#### **B. Com Semester IV - Compulsory English**

##### **Core Course**

**Course Code – UCA4C043**

##### **Prose Section –**

1.	Values in Life – Rudyard Kipling
2.	Education Provides a Solid Foundation – Dr. A. P. J. Abdul Kalam
3.	My Lost Dollar – Stephen Leacock
4.	Introduction to Right to Information Act 2005 – Pralhad Kachre

##### **Communication Skills and Personality Development Skills –**

1.	Introducing Yourself
2.	Business Letters – Enquiry, Order and Complaint
3.	Presentation Skills
4.	Essay Writing

##### **Grammar –**

1.	Synthesis of Sentences
2.	Common Errors
3.	Idioms and Phrases

**S. Y. B. Com**  
**Compulsory English**  
**Core Course**  
**Course Code – UCA4C04**  
**Semester – IV**

**Unit Wise Allotment of Marks**

<b>Sr. No.</b>	<b>Unit</b>	<b>Portion</b>	<b>Marks Allotted</b>
<b>1</b>	<b>I</b>	<b>Prose</b>	<b>30</b>
<b>2</b>	<b>II</b>	<b>Communication Skills and Personality Development Skills</b>	<b>40</b>
<b>3</b>	<b>III</b>	<b>Grammar</b>	<b>10</b>

**S. Y. B. Com - Compulsory English**  
**Pattern of Question Paper - Semester - IV**

**Time: 3Hours**

**Total Marks: 80**

- Q.1. A. One** Long Answer Question out of **Two** to be answered in about 150 words (Based on First Two prescribed Prose Lessons) **10**
- B. One** Long Answer Question out of **Two** to be answered in about 150 words (Based on Last Two prescribed Prose Lessons) **10**
- Q.2. A. One** Short Answer Question out of **Two** to be answered in about 75 words (Based on First Two prescribed Prose Lessons) **05**
- B. One** Short Answer Question out of **Two** to be answered in about 75 words (Based on Last Two prescribed Prose Lessons) **05**
- Q.3. A. One** Long Answer Question to be answered in about 100 Words on Introducing Yourself (One out of Two) **10**
- Q.3. B. Business Letters (One out of Three)** **10**
- Q.4. A. One** Long Question out of **Two** on Presentation Skill **10**
- B. Essay Writing – (One out of Three based on**
- i- Social/Cultural **10**
  - ii. Educational/Skill Development
  - iii. Values/Moral/Ethics
- Q.5. A. Synthesis of Sentences (Joining two Sentences to form One Sentence) 4x1= 04**
- B. Common Errors** **4x1 = 04**
- C. Idioms and Phrases** **2x1 = 02**

**S. Y. B. Com - Compulsory English – Semester – IV**

**Internal Assessment (20 Marks)**

The criteria for the award of Internal Assessment marks will be as given below:

- |      |   |            |
|------|---|------------|
| i)   | Unit Test Performance and Assignment/Project Submission | : 10 Marks |
| ii)  | Oral Test   | : 05 Marks |
| iii) | Attendance/Overall Performance and Responsible Behavior | : 05 Marks |

**Gondwana University**  
B.Com Part II  
(Semester IV)  
**(UCA4C05) Monetary Economics II**  
(Finance and Modern Trade)

Unit No.	Topics
1	Financial System
	1.1 Role of finance in economy, Type of finance according to time, command, and security national objective. 1.2 Role and importance of Mutual Funds in economic development of India
2	Public Finance
	2.1 Public finance: Definition, Department of Public Revenue & Expenditure, Difference between Individual and Public Revenue and Expenditure, Sources of Public Revenue, Tax 2.2 Principles of Public Finance. The Principle of Maximum Social Advantage.
3	Modern trade and Commerce
	3.1 Commodity exchanges. History & overview, terms used, working and procedure followed in commodity exchanges, nature of commodity exchanges. 3.2 Stock exchanges, Introduction of Stock exchanges in India, Online trading.
4	Capital Market
	4.1 SEBI (Security & Exchange Board of India): Role of SEBI in Primary Capital Market of New Issue Market, Money and Capital Market, functions of SEBI. 4.2 NSE(National Stock Exchange): NSE in Capital Market. Education, Regulation & Protection of Investors, Advantage of the NSE. 4.3 B.S.E. (Bombay Stock Exchange) Role and Importance of B.S.E.

**Books Recommended**

1. Monetary Economics: Dr. DevenderKawday, DiniMenon. PayalPrakashan Nagpur.
2. Macro Economics: Errol D'Souza. PEARSON Delhi.
३. मौद्रिक अर्थशास्त्र : डॉ. प्रभाकर देशमुख पिंपळापूरे प्रकाशन नागपूर
४. अधिकोषण आणि वित्तिय प्रणाली डॉ. जी एन. झामरे, डॉ. ज्योत्सना देशपांडे पिंपळापूरे प्रकाशन नागपूर
५. मौद्रिक अर्थशास्त्र: टी. टी .सेठी लक्ष्मीनारायण अग्रवाल आग्रा-३
६. मद्रा बँकिंग एवं आंतरराष्ट्रीय व्यापार :टी. टी सेठी लक्ष्मीनारायण अग्रवाल आग्रा-३

**B. COM PART II**  
**SEMESTER – IV**  
**QUESTION PAPER PATTERN**  
**MONETARY ECONOMICS - II**

Time : 3 Hours

Total Marks: 60

Internal Assessment- 15 marks

Que. No. 1-Unit I	A) Theory	6
	B) Theory	6
	OR	
	C) Theory	12
Que. No. 2-Unit II	A) Theory	6
	B) Theory	6
	OR	
	C) Theory	12
Que. No. 3-Unit III	A) Theory	6
	B) Theory	6
	OR	
	C) Theory	12
Que. No. 4-Unit IV	A) Theory	6
	B) Theory	6
	OR	
	C) Theory	12
Que. No. 5		
	A) Theory(Unit I)	3
	B) Theory(Unit II)	3
	C) Theory (Unit III)	3
	D) Theory (Unit IV)	3

**B. com. Part II**  
**Semester – IV**  
**CORPORATE ACCOUNTING- PAPER II**

**Theory - 60 Marks**  
**Internal Assessment - 15 Marks**

**Unit 1**

1. Final Accounts of Banking Companies: Preparation of Profit & Loss Account and Balance Sheet in the current latest form, preparation of schedules as per legal requirements.

**Unit II**

1. Final Accounts of General Insurance Companies in the latest prescribed form:
  - Revenue Accounts of fire, Marine and Accident insurance business.
  - Profit & Loss Account
  - Profit & Loss Appropriation Account
  - Balance Sheet

**Unit III**

1. Profit Prior to Incorporation of Joint stock company.

**Unit IV**

1. Winding up of Companies –Types of winding up, preparation of liquidators final statement of accounts

(Kamdekar)  
(Dr. M.T. Kamdekar)

(Dr. S.S. Kanode)  
(Dr. S.S. Kanode)  
(Dr. V.V. Tonge)

(Dr. P. Umare)  
(Dr. P. Umare)  
(Dr. S.R. Mohitkar)

(Dr. S.R. Weginwar)

(Dr. S.R. Weginwar)  
(Dr. M.J. Meshram)

(Dr. U.T. Kamble)

(Dr. M. Jadhav)

(Dr. P. V. Meshram)

(Dr. P. V. Meshram)



## Books Recommended

1. Advanced Accounts- M.C.Shukla, T.S.Grewal; M.P.Gupta; S. Chand & Co.
2. Corporate Accounting - प्रा. अब्दुल बारी, डॉ. अरविंद शेडे, प्रा. माधव हाते, डॉ.सुभाष जाधव  
अनुराधा प्रकाशन नागपूर
3. Corporate Accounting – Dr. S. M. Shukla, Dr. S. P. Gupta, Sahitya Bhawan  
Publication.
4. Company Accounts – प्रा. ए. एस. उखळकर, विद्या प्रकाशन, नागपूर.
5. Corporate Accounting – S. Anil Kumar, V. Rajesh Kumar, B. Mariyappa,  
Himalaya Publication  
House.
6. Financial Accounting – डॉ. एस. एम. शुक्ल, साहित्य भवन, आग्रा.
7. Financial Accounting – S. M. Somani, J. M. Ranade, Sheth Publication.
8. Financial Accounting – S. P. Jain, K. L. Narang, Kalyani Publication.
9. Financial Accounting – N. Vinayakam, B. Charumati, S. Chand and  
Company.
10. Financial Accounting -2- प्रा. प्रदीप वाठ, पायल प्रकाशन, नागपूर
11. Financial Accounting – Dr. K. B. Moharir, Dr. Pradip Ghorpade, Dr Jaydev  
Lanjewar, Prof.

Kedar, Payal Prakashan Nagpur.

12. Corporate Accounting – Dr H. M. Kamdi, Das Gany Prakashan, Nagpur  
Rueshinwan ~~Prakashan~~

~~Kamde~~  
(Dr. M. T. Kamde)

~~Kamode~~ (Dr. S. S. Kamode) (Dr. S. R. Weginwan) (Dr. P. V. Prakashan)

~~Kamode~~ (Dr. S. S. Kamode) (Dr. S. R. Weginwan) (Dr. P. V. Prakashan)

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**B.com-Part II  
Semester – IV  
CORPORATE ACCOUNTING- PAPER II**

**Theory - 60 Marks**

**Internal Assessment - 15 Marks**

Que.1	On unit I		
	A)	Practical problem	6 marks
	B)	Practical problem	6 marks
	OR		
	C)	Practical problem	12 marks
Que 2	On unit II		
	A)	Practical problem	6 marks
	B)	Practical problem	6 marks
	OR		
	C)	Practical problem	12 marks
Que 3	On unit III		
	A)	Practical problem	6 marks
	B)	Practical problem	6 marks
	OR		
	C)	Practical problem	12 marks
Que 4	On unit IV		
	A)	Practical problem	6 marks
	B)	Practical problem	6 marks
	OR		
	C)	Practical problem	12 marks
Que 5	A)	Theory on unit I	3 marks
	B)	Theory on unit II	3 marks
	C)	Theory on unit III	3 marks
	D)	Theory on unit IV	3 marks

*Kamode*  
(Dr. M.T. Kamode)

*Kamode* (Dr. S.B. Kamode)  
*Khye* (Dr. V.V. Tonge)

*Thy*  
(Dr. S.P. Vman)

*Dr. S. Banohitew*

*Rwesinwan*  
(Dr. S.R. Wesinwan)

*P.V. Meshram*  
(Dr. P.V. Meshram)

*M.J. Meshram*  
(Dr. M.J. Meshram)

*Kamode*  
(Dr. U.T. Kamode)

*R.M. Jadhav*  
(Dr. R.M. Jadhav)

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## Sales and Distribution Management

### Unit I

#### Sales management :

- 1) Concepts of sales, sales management ,meaning and functions, selling process,
- 2) Sales planning :- importance, types, process, costumers & products in selling process ,
- 3) Personal selling:- meaning, merit and limitation

### Unit II

#### Sales force management:

- 1) Rate of sales force turnover:- Estimating Man power, requirement sources of sales force recruits, selection of salesman.
- 2) Sales man training :- objectives , contents of training program, organization of training, remuneration of training
- 3) Remuneration of sales man :- requirements of ideal compensation plan, methods of Remuneration, salesman expenses & allowances. Motivation for sales man,

### Unit III

#### Organization ~~meaning~~ of sales department

- 1) Sales organization : concepts, meaning, characteristics, objectives, important setting of sales organization planning process , limitations of sales organization.
- 2) Sales Department : organization of sales department, relation of sales organization win other department, sales manager quality & qualification of sales manager, selling policy of sales manager function and responsibility of sales departmental manager.

### Unit IV

#### Physical distribution

- 1) Methods of distributions :- major contents of distribution methods, nature of physical distribution, function limitations of physical distributions, physical distributions & limitations of physical distributions
- 2) Chanel of distributions :- definition, objectives, function & types various intermediates of distribution channel, factors affecting distribution channel.
- 3) Selection process of distribution channel :- steps of selection process sales, distributors, wholesalers and retailers.

#### Reference Book:

- 1) Dr.P.N. Somalkar , sales & distribution management publisher Nagpur
- 2) Principle of marketing, Dr.Fudke.

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## REFERENCE BOOKS

1. R.Still, W.Cundiff,A.P.Govoni, Sales Management Decisions Strategies and Cases,5th Edition, P.H.I, New Delhi 2001.
2. M.Johnson, L.Kurtz, E.Scheuing, Sales Management Concepts Practice and Cases,2nd Edition, McGraw Hill International, New York 1994.
3. W.Stern, EI-Ansary, T.Coughlan, Marketing Channels, 5th Edition, P.H.I., New Delhi 2001
4. Guptha.S.L.,Sales and Distribution Management 1st Edition,ExcellBooks,New Delhi 1999
- 5.Luick,John F. and Siegler William lee, Sales Promotion and Modern Merchandising, McGraw Hill Book Company, New York 1968.
6. Stanton William, J. and Buskrik, Management of the Sales Force, Richard D.Irwin, Inc.Homewood 1987
7. Rusell Frederic, A. Beach, Frank H. and Buskrik Richard H.,Selling Principles and Practice, McGraw Hill, International Book Company, 1982.

R  
M. Thane

## B.Com Part Two

### Semester IV

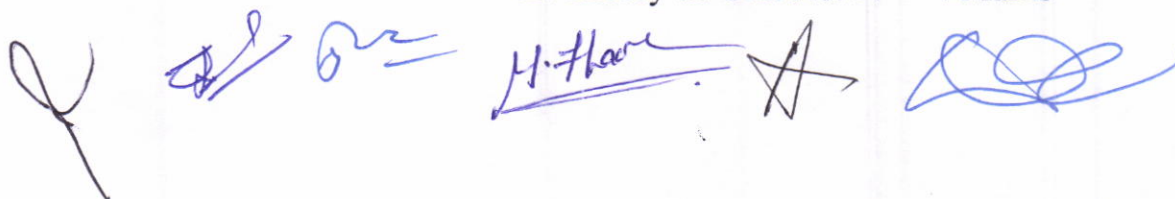
#### Sales and Distribution Management

Theory: 80 Marks

Internal Assessment: 20 Marks

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<b>Ques. No. 1 - Unit I</b>	A. Theory	08Marks
	B. Theory	08 Marks
	<b>OR</b>	
<b>Ques. No. 2 - Unit II</b>	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
<b>Ques. No. 3 - Unit III</b>	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
<b>Ques. No. 4 - Unit IV</b>	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
<b>Ques. No. 5</b>	C. Theory	16Marks
	A. Theory on Unit No. I	4 Marks
	B. Theory on Unit No. II	4 Marks
	C.Theory on Unit No. III	4 Marks
	D. Theory on Unit No. IV	4 Marks

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**B.Com Part Two**  
**Semester IV**  
**Organisation Behaviour (Paper – II)**

Theory : 80 Marks

Internal Assessment :20 Marks

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Level of Knowledge : Basic Knowledge

**Objective:** To understand the conceptual framework of organizational behaviour

**UNIT I**

**Group Behaviour and Leadership: Foundation of Group Behaviour :** Causes for creation of Groups in the organization, Process of creation of Group Behaviour in the organization. **Leadership :** Meaning & concept of Leadership, Characteristics, Types and Qualities of Leadership

**UNIT II**

**Power and Politics : Power –** Meaning and Basis of Power, **Politics –** Meaning of Politics, Ethics of Power and Politics. **Communication :** Meaning, Role and Importance of Communication, Scope and Types of Communication, Communication media, Essentials of Effective Communication.

**UNIT III**

**Management of Organisational Conflicts :** Meaning and Characteristics of the organizational conflicts. Approaches Regarding Conflicts, Constructive and Destructive Conflicts, Conflicts Management. **Organisational Culture –** Meaning, Concept and Characteristics of Organizational Culture, Types of Organisation Culture, Function of Culture.

**UNIT IV**

**Human Resources - Policies and Practices :** Job Analysis, Job Description, Job specification, Importance of job analysis, **Training and Development :** Meaning, Need, Objectives and Characteristics of Training, Methods of Training and its merits and demerits. **Work Stress –** Meaning, Factors and Consequences of Work Stress, Executive Stress, Measures of Reducing the Stress,

**REFERENCE BOOKS :**

1. K. Aswathappa, Organizational Behaviour, Himalaya Publishing House
2. L.M. Prasad, Organizational Behaviour, Sultan Chand and Sons, New Delhi
3. Shukla, Madhukar, Understand Organizations : Organization Theory and Practice in India, Prentice Hall, New Delhi.
4. S.S. Khanna, Human Resources, S. Chand & Co.
5. A. M. Shaikh, Human Resource Management, S.Chand & Co.

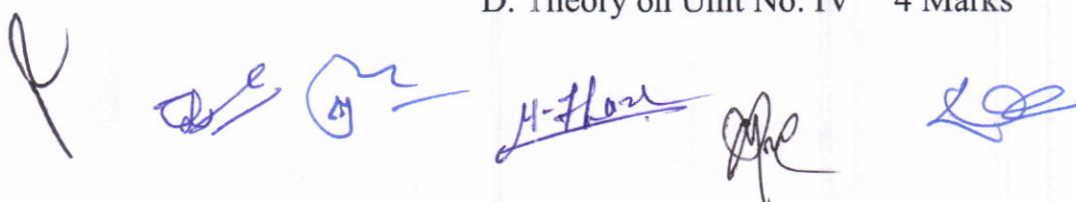
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**B.Com Part Two**  
**Semester IV**  
**Organisation Behaviour (Paper – II)**

Theory: 80 Marks  
Internal Assessment: 20 Marks

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<b>Ques. No. 1 - Unit I</b>	A. Theory	08Marks
	B. Theory	08 Marks
	<b>OR</b>	
<b>Ques. No. 2 - Unit II</b>	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
<b>Ques. No. 3 - Unit III</b>	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
<b>Ques. No. 4 - Unit IV</b>	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
<b>Ques. No. 5</b>	C. Theory	16Marks
	A. Theory on Unit No. I	4 Marks
	B. Theory on Unit No. II	4 Marks
	C. Theory on Unit No. III	4 Marks
	D. Theory on Unit No. IV	4 Marks



**Gondwana University Gadchiroli**  
**B.Com. – Part - II**  
**Semester IV**  
**Elective Course**  
**Banking and Insurance – law and Practices**  
**Paper II**

**Theory : 80**  
**Internal Assessment : 20**

**Objective**

- 1) The objective of this subject is to provide in depth knowledge on Various aspect of Banking system and Insurance.
- 2) To make the students aware about the careers in the Field of Banking and Insurance.

**Unit – I**

**A) Money Market**

Meaning and importance

- Role of Money Market in the economy
- Structure of money market : Instrument and participant

**B) Capital Market**

- Meaning, importance and feature
- Constitutions of primary and secondary market

**Unit – II**

**A) Bank – Customer Relationship**

General Relationship  
Special Relationship

- B) Negotiable instruments – meaning features types**  
Bill of exchange & Promissory notes.

**Unit – III**

Life Insurance Product Whole life policy, Endowment Policy, Term Assurance Amounts ULIP  
Concept of fund investment Compression of ULIP with traditional insurance Riders.

**Unit – IV**

**Risk & Insurance**

1. Definitions & Meaning, Classification
2. Source of Risk, Identification & evaluation
3. Principles of Risk
4. Risk Retention, Risk Transfer & Risk Control

**Books Recommended :-**

- 1) Indian Banking system ( Ramesh Book depo jaipur, New Delhi) Trivedi, Choudhary, Kumar
- 2) Banking and Financial Market in India 1947-2007 ( New Century Publication, New Delhi) Niti Bhasin
- 3) Banking Theory and Practice ( Vikas Publication) K.C. Shekhar and Lakmi Shekhar.
- 4) Banking Theory Law and Practice ( S. Chand) K.P.M. Sundaram, DN. Varshney
- 5) Insurance Principle & Practice ( S. Chand and Company New Delhi) M.N. Mishra
- 6) Insurance Principle & Practice ( S. Chand and Company New Delhi) Vinayakam N. Radhaswamy & Vasu devan S.V.
- 7) Insurance Theory & Practice ( Pearls Book Delhi) Bhargava B.D.



**B. Com. - Part - II**  
**Semester IV**  
**Banking and Insurance law and Practices**  
**Paper- II**

Theory: 80 Marks

Internal Assessment: 20 Marks

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<b>Ques. No. 1 - Unit I</b>	A. Theory	08Marks
	B. Theory	08 Marks
	<b>OR</b>	
<b>Ques. No. 2 - Unit II</b>	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
<b>Ques. No. 3 - Unit III</b>	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
<b>Ques. No. 4 - Unit IV</b>	C. Theory	16Marks
	A. Theory	08 Marks
	B. Theory	08Marks
	<b>OR</b>	
<b>Ques. No. 5</b>	C. Theory	16Marks
	A. Theory on Unit No. I	4 Marks
	B. Theory on Unit No. II	4 Marks
	C. Theory on Unit No. III	4 Marks
	D. Theory on Unit No. IV	4 Marks

**B.Com.II Year (Sem -IV) (CBCS)**  
**(Information Technology)**  
**SEMESTER-IV**  
**PAPER-7: E-COMMERCE & WEB DESIGNING**

[ Marks 60

**UNIT-I : Introduction to E-Commerce**

Introduction, Definition, E-Commerce and Thread Cycle, Benefits, Applications, E-Commerce Implementation, Electronics Market, Usage of E-Market, Advantages and Disadvantages of E-Market, Future of E-Market, Introduction to M-Commerce.

**UNIT-II: Basic of HTML and Tag**

**Introduction to HTML** - Introduction, Features of HTML, Advantages & Disadvantages of HTML, HTML Editors, Step to Create and View HTML Document, Basic Structure of HTML Program

**Tags & Attributes**-Nesting of Tags, Classification of HTML Tags, Block Formatting Tags.

**UNIT-III: Working with HTML**

**List** - Introduction to Lists, Unordered List, Ordered List, Definition List, Nested List, Difference Between Ordered and Unordered List.

**Linking** - Introduction, Type of Hyperlink Creation, Working with Links, Pathname and Types, Types of Linking or Anchors.

**Graphics in Web Page** - Image Tag, Align Images, Embedding Inline Images and External Images

**UNIT-IV:Advanced HTML**

**Tables** - Basic table tags and their related attribute

**Frames**- Frames, <Frame> and <Frameset> tags and related attributes

**Form designs**, Form Controls, Text controls, Password fields, Radio buttons, and Check Boxes. Reset and Submit buttons, Option processing and Text area.

**Books:**

- 1) David Whitely, " e-Commerce- Strategy, Technology and Applications" , McGraw Hill Education, ISVBN-13: 976-0-07-044532-1
- 2) Dr. S.B. Kishor, Dr. RajaniSignh, "E-Commerce & Web Designing", Das GanuPrakashan, ISBN-978-93-81660-52-2
- 3) Thomas Powel, "HTML & CSS: The Complete Reference, Fifth Edition",Mcgraw-Hill, ISBN-978-0-07-174170-5

**References:**

- 1) Complete HTML, BPB, 2010, ISBN-13:978-0-07-070194-6.
- 2) Jon Duckett,"HTML and CSS: Design and Build Websites",John Wiley & Sons Inc. , ISBN-978-1-118-00818-8

## **Practical: Web Designing**

- 1) Demonstrate of Logical and physical (Formatting) style tags
- 2) Demonstration of Level of Headings and Block Alignment
- 3) Demonstrate the Font Face, Color and Size. And address tag
- 4) Demonstrate the HR Tag and Alignment
- 5) Demonstrate Ordered and unordered list
- 6) Demonstrate for internal linking
- 7) Demonstrate the use of table
- 8) Demonstration of browsing by category
- 9) Program for designing a simple form
- 10) Demonstrate the Master page to link another page
- 11) Demonstration of Link to Web Page
- 12) Demonstration of Compose Mail
- 13) Demonstrate to show or load inline image say waterfall.JPG
- 14) Demonstrate of Image Hyperlink
- 15) Demonstration of cell padding attributes

### **Practical Books:**

1. **Dr. S. B. Kishor, PRACTICAL GUIDE FOR WEB DESIGNING WITH HTML**, published by RAJANI Prakashan in Feb. 2015 (ISBN- 978-93-83619-38-2)

**B.Com Part. II  
SEMESTER-IV**

**Information Technology  
( E- Commerce & Web Designing )**

Theory : 60 Marks  
Internal Assessment : 15 Marks

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<b>Ques. No.1 – Unit I</b>	A. Theory	06 Marks
	B. Theory	06 Marks
	<b>OR</b>	
	C. Theory	12 Marks
<b>Ques. No.2 – Unit II</b>	A. Theory	06 Marks
	B. Theory	06 Marks
	<b>OR</b>	
	C. Theory	12 Marks
<b>Ques. No.3 – Unit III</b>	A. Theory	06 Marks
	B. Theory	06 Marks
	<b>OR</b>	
	C. Theory	12 Marks
<b>Ques. No.4 – Unit IV</b>	A. Theory	06 Marks
	B. Theory	06 Marks
	<b>OR</b>	
	C. Theory	12 Marks
<b>Ques. No.5</b>	A. Theory on Unit No. I	03 Marks
	B. Theory on Unit No. II	03 Marks
	C. Theory on Unit No. III	03 Marks
	D. Theory on Unit No. IV	03Marks

12/11



## GONDWANA UNIVERSITY, GADCHIROLI.

### Ordinance No. 58 of 2017

#### **Incorporating a Compulsory Course on Environmental Studies in the Under Graduate Courses offered under all the Faculties, ordinance, 2017.**

Whereas, it is expedient to provide an ordinance in respect of Incorporating a Compulsory Course on Environmental Studies in the Under Graduate Courses offered under all the Faculties, for the purposes hereinafter appearing, the Management council is hereby pleased to make the following ordinance :

1. This ordinance may be called "Incorporating a Compulsory Course on Environmental Studies in the Under Graduate Courses offered under all the Faculties, ordinance, 2017".
2. This ordinance shall come into force with effect from the date of its making by the Management council.
3. This course will be referred to as compulsory course of Six months duration in Environmental Studies at the under-graduate level of all streams and faculties of higher education under this University and will be taught in second year with course of study and can be cleared in the third year with course of study in case the student/s remain absent on the scheduled day of the examination or fails to pass the course in its first attempt.
4. However excepting the Faculty of Engineering and Technology wherein the aforesaid course shall be taken up during First Year of course of study and that it can be cleared in the second year of course of study in case the student/s remain absent on the scheduled day of the examination or fails to pass the course in its first attempt. student taking direct admission to the second year B.E. course shall be exempted from the fees for the course of environmental studies.
5. Provision of this ordinance will not be applicable to those courses in which the subject on Environmental Sciences has been incorporated as subject of study and examinations such as B.Sc. (Environmental Science) and all other similar cases at the U.G. level."
6. The Principal would appoint Coordinator and Assistant Coordinator as per the need to coordinate the teaching of the course, appoint contributory teachers, if necessary. At the end of the course, the college would conduct the examination. It will appoint paper setters and examiners. The final grades of candidates should be informed to the University in the prescribed format. The expenditure incurred for all the required manpower and necessary support services shall be recovered from the remaining amount of fees.
7. Qualifications of a Teacher: A teacher in any subject possessing relevant knowledge to teach the "Course on Environmental Studies" shall be eligible.
8. This course is also compulsory for external students. In case of external students, they can enroll themselves in any college for the aforesaid course and can complete the same.
9. The admitted undergraduate student/s has to pass in the examination of this course in order to obtain degree from the Affiliating University or alternatively in lieu of the entire course, the given students in the batches of 20 may be assigned a project work consisting of People's/Community Bio-diversity Registers (PBR/CBRs) of any Gram Panchayat as per format prescribed by Bio-diversity Authority of India under the guidance of a teacher which shall be evaluated for 100 marks.

10. The concerned Faculty can adopt this mandatory course as per the suggested guidelines without or with minor modifications that are deemed to be desirable considering the curricular structure of the given under-graduate course.
11. The syllabus, relevant guidelines regarding the scheme of examination and fees structure are appended with this ordinance as Annexure-A, Annexure-B and Annexure-C respectively.

#### Annexure– A: Syllabus

**Course Code:** ES (Compulsory Course)  
**Title of the Course:** Environmental Studies

Unit	Contents	Hrs.
I	<b>The Multidisciplinary nature of environment</b> . Definition, scope and importance. . Need for public awareness – Institutions in environment, people in environment	01
II	<b>Social Issues and the Environment</b> . From Unsustainable to Sustainable development, Urban problems related to energy; Water conservation, rain water harvesting, watershed management . Resettlement and rehabilitation of people; its problems and concerns. Case studies. . Environmental ethics: Issues and possible solutions, resource consumption pattern and need for equitable utilisation, Urban and rural equity issues, need for gender equity . Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies. . Wasteland reclamation - Consumerism and waste products. . Environment Protection Act. . Air (Prevention and Control of Pollution) Act. . Water (Prevention and Control of Pollution) Act. . Wildlife Protection Act. . Forest Conservation Act. . Issues involved in enforcement of environmental legislation. . Public awareness- environmental calendar of activities, self initiation	04
III	<b>Human Population and the Environment</b> . Global population growth, variation among nations, Population explosion - Family Welfare Programmes, methods of sterilization; Urbanization . Environment and human health – climate and health, infectious diseases, water-related diseases, risk due to chemicals in food, cancer and environment . Human Rights – equity, nutrition and health rights, IPRs, community biodiversity registers (CBRs) . Value Education – environmental values, valuing nature, cultures, social justice, human heritage, equitable use of resources, common property resources, ecological degradation . HIV / AIDS; Women and Child Welfare. . Role of Information Technology in Environment and human health. . Case Studies.	03
IV	<b>Natural resources: Renewable and non-renewable resources</b> . Natural resources and associated problems. - Forest resources: Use and over exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people. - Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems. - Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies. - Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer – pesticide problems, water logging, salinity, case studies. - Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources, Case studies. - Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification. . Role of an individual in conservation of natural resources. . Equitable use of resources for sustainable lifestyles	04
V	<b>Ecosystems</b> . Concept of an ecosystem- ecosystem degradation, resource utilisation . Structure and function of an ecosystem - Producers, consumers and decomposers. . Energy flow in the ecosystem – water, carbon, oxygen, nitrogen and energy cycles, integration of cycles in nature . Ecological succession - Food chains, food webs and ecological pyramids. . Ecosystem types, characteristic features, structure and functions of the following ecosystem- - Forest ecosystem	03

	- Grassland ecosystem - Desert ecosystem - Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)	
VI	<b>Biodiversity and its conservation</b> . Introduction - Definition: genetic, species and ecosystem diversity. . Bio-geographical classification of India. . Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and optional values. . Biodiversity at global, National and local levels. . India as a mega-diversity nation; Hot-spots of biodiversity. Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts. . Endangered and endemic plant and animal species of India. . Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.	04
VII	<b>Environmental Pollution</b> . Definition . Causes, effects and control measures of:- - Air pollution - Water pollution - Soil pollution - Marine pollution - Noise pollution - Thermal pollution - Nuclear hazards . Solid Waste Management: Causes, effects and control measures of urban and industrial waste. . Role of an individual and institutions in prevention of pollution. . Disaster management: floods, earthquake, cyclone and landslides. . Pollution case studies.	04
VIII	<b>Field work</b> . Visit to a local area to document environmental assets like river / forest / grass land / hill / mountain etc . Visit to a local polluted site - Urban / Rural / Industrial / Agricultural etc . Study of common plants, insects, birds. . Study of simple ecosystems - pond, river, hill slopes, etc.	02
<b>Total</b>		<b>25</b>

### Annexure– B: Scheme of Examination

Course Scheme					Examination Scheme		
Lectures	Tutorial(s)	Practical	Periods/week	Credits	MSE	IE	Total
2	0	0	2	0	75	25	100

1. Contents of the syllabi as per Appendix A mentioned under unit I to VII shall be for teaching and for the examination to be conducted at the end of the semester i.e. MSE for 75 marks. The examination paper shall be having MCQs, Short answer type questions and an Essay. The IE consisting of 25 marks will be in the form of Report to be submitted based on field work done as per Unit No VIII.
2. The result would be declared in the form of Grades as shown below:  
Grade 'O' for score above 75; A:61-75; B:51-60; C:40-50

## **Annexure– C: Fee Structure**

A fee of Rs 150/- per student shall be charged and its utilization is as Rs 25/- to be deposited with the Affiliate University and Rs 125/- to the concerned college for providing human resource, supporting infrastructure and the administrative expenses pertinent to the course as approved by the Affiliate University.