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**Governed by Kasturba Gandhi National Memorial Trust**  
**Kasturbagram Rural Institute**  
**Kasturbagram, Indore (M.P.) - 452020**  
**An Autonomous Women's College, Affiliated to Devi Ahilya University, Indore**



**Syllabus – B.Com. Ist Year – Academic Session 2023-24**  
**(Under NEP 2020 & As per Ordinance 14A)**

***Scheme of Examination – (IInd Semester)***

Course Nature	Course Code	Course Name	Course Title	Credit	Total Credit Hours	Maximum Marks		Minimum Marks		Total Marks
						External	Internal	External	Internal	
Major	BCM201ACT	Accounting	Business Regulatory Framework	6	64	60	40	21	14	100
Minor	BCM202MGT	Management	Business Organization & Communication-II	6	64	60	40	21	14	100
Elective (Any One)	GE203ECT	Economics	Business Economics-II	4	48	60	40	21	14	100
	GE203BIT	Banking & Insurance	Banking & Insurance-II							
	GE203ACT	Accounting	Business Mathematics-II							
	GE203PET	Physical Education	Introduction and concept of Physical Education-II	3	36	60	40	21	14	100
	GE203RDT	Rural Development & Extension	Introduction to Extension and Communication-II							
	GE203ECT	Computer Application	Data Processing Software-II							
	GE203PEP	Physical Education	Introduction and concept of Physical Education-II	1	36	60	40	21	14	100
	GE103RDP	Rural Development & Extension	Introduction to Extension and Communication-II							
	GE203ECP	Computer Application	Data Processing Software-II							
Skill Enh. Course	-	-	-	-	-	-	-	-	-	-
Ability Enh. Course	FC102EGT	English	Language & Indian Culture	2	32	30	20	11	7	50
	FC104YOT	Yoga & Meditation	Yoga & Meditation	2	32	30	20	11	7	50
Project/ Internship	-	-	-	-	-	-	-	-	-	-
TOTAL				20						400
OR										
TOTAL				20						500





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Syllabus – B.COM I (Major) Year – Academic Session 2023-24

(Under NEP 2020 & As per Ordinance 14A)

**SEMESTER II**

**SUBJECT – ACCOUNTING**

**COURSE: BCM201ACT – BUSINESS REGULATORY FRAMEWORK**

(व्यावसायिक नियमन रूपरेखा)

**MAXIMUM MARKS: 100 (60+40)**

**TOTAL CREDITS: 06**

**MINIMUM MARKS: (21+14)**

**TOTAL HOURS: 64**

### OBJECTIVES

- Studying this course will provide practical knowledge of general business legal issues.
- Knowledge of essentials of valid contract and knowledge of the subject matter of partnership deed will be acquired by the student.
- Information about various provisions of consumer protection will be available.

### TEACHING METHODOLOGY

- To give information about legal methods in the presented course, study will be done through the prevailing methods.
- Decisions given in legal cases will be explained through case study method.

### COURSE LEARNING OUTCOMES (CLO)

- The study of this course will develop moral values in the students.
- With the help of the course, students will be able to know their consumer rights and duties.
- Students will be able to know the necessary rules related to financial documents and cheques.

Unit	Topic	Hours
Unit 1	Historical background of Business laws in India. Indian Contract Act 1872- General Laws.	14 Hours
	भारत में व्यावसायिक सान्निध्य की ऐतिहासिक पृष्ठभूमि। भारतीय अनुबंध अधिनियम 1872 के विशिष्ट प्रावधान	
Unit 2	Contact relating to indemnity and guarantee	14 Hours
	हानि एवं प्रतिभूति अनुबंध (धारा 124 से 147 तक)	
Unit 3	Negotiable instrument Act 1881 – General introduction	12 Hours
	Negotiable instrument (amendment) Act 2002 परक्राम्य विलेख अधिनियम 1881 का सामान्य परिचय तथा संशोधित परक्राम्य विलेख संशोधन अधिनियम 2002 का परिचय।	
Unit 4	General introduction of consumer protection Act 1986 and 2018, FEMA, General Introduction to Monopolies and Restrictive Trade Practices Act 1969 (MRTP ACT)	12 Hours
	उपभोक्ता संरक्षण अधिनियम 1986 का सामान्य परिचय एवं उपभोक्ता संरक्षण अधिनियम 2018 का परिचय एवं वर्णन फेमा, एकाधिकार एवं अवरोधक व्यापार व्यवहार अधिनियम 1969 का सामान्य परिचय (MRTP ACT)	
Unit 5	Indian partnership Act 1932-General introduction	12 Hours

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	<p>Limited liability partnership Act 2008 Various provisions and provisions of Competition Act 2002. Copyright and Monopoly Patent Act.</p> <p>भारतीय साझेदारी अधिनियम 1932 सीमित देयता साझेदारी अधिनियम 2008 प्रतिस्पर्धा अधिनियम 2002 के विभिन्न प्रावधान एवं उपबंध। कॉपीराइट एवं एकाधिकार पेटेंट अधिनियम।</p>	
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### Suggested books:

S.No.	Author	Book Title	Publisher
1.	मध्यप्रदेश हिंदी ग्रन्थ अकादमी, भोपाल की पुस्तक		
2.	गंगेले अरुण कुमार एवं अग्रवाल बी. के.	व्यवसायिक सन्नियम	रामप्रसाद एंड संस, भोपाल
3.	Sharma S.P.	Business Law	I.K. International publishing House Pvt. Ltd. Mumbai
4.	Gupta Dr. O.P.	Business Regulatory Framework	SBPD Publication, Agra
5.	Varshney Dr. G.K.	Business Regulatory Framework	Sahity Bhawan Publication, Agra
6.	Shukal Dr. S.M., Sahay Dr. S.P.	व्यवसायिक सन्नियम	Sahity Bhawan Publication, Agra

### Suggestive digital platform, web links:

- [http://sdak24.com/tag/business-law-notes-hindi/#google\\_vignette](http://sdak24.com/tag/business-law-notes-hindi/#google_vignette)
- <https://www.gkpad.com/2020/09/bcom-books>
- <https://www.geektonight.com/business-law-notes/>
- <https://www.researchgate.net/publication/331979132> Text Book on Business law

### GUIDELINES & RULES FOR STUDENTS

- The students are expected to follow the following rules for deriving maximum benefits of the course
- Don't leave the campus without permission. In case of emergency, written permission from the Course Coordinator is required. Be punctual and attend all sessions, Lectures and other activities
- Take responsibility of your own work Follow the timetable, home assignments and projects should be submitted within the stipulated time period.
- A minimum of 75% attendance is compulsory for all the Learners.

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Syllabus – B.COM I (Minor) Year– Academic Session 2023-24  
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**SEMESTER II**

**SUBJECT – MANAGEMENT**

**COURSE: BCM202MGT – BUSINESS ORGANIZATION & COMMUNICATION-II**  
(व्यावसायिक संगठन एवं संचार-II)

**MAXIMUM MARKS: 100 (60+40)**  
**TOTAL CREDITS: 06**

**MINIMUM MARKS: (21+14)**  
**TOTAL HOURS: 64**

### OBJECTIVES

- By studying this course, students will be able to get information about various forms of organization.
- Through the course, students will be able to get help in choosing the importance of communication arts and methods and their applications.
- The curriculum will enhance the knowledge and skills of the students with modern communication techniques.

### TEACHING METHODOLOGY

- New Education Policy 2020 will be fully included in the course presented. Students will get ample opportunities to get acquainted with both practical and theoretical aspects.
- Practical knowledge of business letters and official forms will be provided on experiment and conclusion.
- Group discussion and online lectures will be used

### COURSE LEARNING OUTCOMES (CLO)

- Through this course, students will be able to gain knowledge of the basics of business.
- Information about the successful operation of the organization will be available.
- Students will be able to use various means of modern communication

Unit	Topic	No. of Lecture
Unit 1	Business communication - definition, nature, importance, objectives, principles and processes.	12 Hours
	व्यावसायिक संचार – परिभाषा, स्वभाव, महत्त्व, उद्देश्य प्रमुख सिद्धांत एवं प्रक्रिया।	
Unit 2	Formal elements of communication process, barriers in communication process.	12 Hours
	संचार प्रक्रिया के औपचारिक तत्व, संचार प्रक्रिया में आने वाली बाधाएं।	
Unit 3	Written communication, method of writing, instructions, basic principles, meaning and types.	12 Hours
	लिखित संचार, लेखनविधि, निर्देश, मूलभूत सिद्धांत, आशय व प्रकार।	
Unit 4	Report Writing and Type Project Report, SWOT Application Analysis, Verbal Communication, Elocution and Interviewing Techniques and Effective Listening.	14 Hours
	रिपोर्ट लेखन एवं प्रकार परियोजना प्रतिवेदन, SWOT अनुप्रयोग विश्लेषण, मौखिक संचार, भाषण एवं साक्षात्कार कला एवं प्रभावी श्रवण की विधियां।	

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Unit	Topic	No. of Lecture
Unit 5	Modern dimensions of communication skills – email, video conferencing, e-commerce – types and its utility.	14 Hours
	Media management and its role in modern business.	
	संचार कौशल के आधुनिक आयाम – ईमेल, वीडियो कॉन्फ्रेंसिंग, ई-कॉमर्स – प्रकार एवं इसकी उपयोगिता । मीडिया प्रबंधन एवं आधुनिक व्यवसाय में इसकी भूमिका ।	

**Suggested books:**

S.No.	Author	Book Title	Publisher
1.	Dr. Ramesh Mangal	Business Communication (व्यावसायिक संचार)	Universal Publications, Agra
2.	Dr. Yogita Chandel, Dr. Sachin Sharma	Business Organization and Communication (व्यावसायिक संगठन एवं संप्रेषण)	Devi Ahilya Prakashan, Indore

**GUIDELINES & RULES FOR STUDENTS**

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**SEMESTER II**

**SUBJECT – ECONOMICS**

**COURSE:GE203ECT – BUSINESS ECONOMICS-II (व्यावसायिक अर्थशास्त्र-II)**

**MAXIMUM MARKS : 100 (60+40)**

**TOTAL CREDITS : 04**

**MINIMUM MARKS : (21+14)**

**TOTAL HOURS : 48**

**AIMS**

The study of economics helps the students to broaden their knowledge. Students can be aware about most of the interesting and logical facts about the behaviour of human beings. The students increase their knowledge through the study of various economic theories, important principles, laws and generalisation.

**OBJECTIVES**

- To obtain knowledge on the nature and scope of Economics.
- To understand the aims and objectives of teaching of Economics.
- To examine the need and significance of teaching of Economics.
- To explore the values of teaching of Economics.

**TEACHING METHODOLOGY**

- The Teaching Methodology shall be based on the scientifically proven methods of demonstration and Modern Strategies.
- The Teaching Methodology for the present course would include Lecture cum Discussion and demonstration. Teaching will be Bilingual.
- Provide visuals. Support student understanding with visual examples, instructions, and explanations. Start with lots of scaffolding, and gradually remove it as students' progress.
- Leverage peer-to-peer support. Assign roles to students working in groups. Individual accountability and group rewards can increase success of students with learning disabilities. Prepare students for collaboration by explicitly teaching strategies and language for asking peers for help and offering support.

**COURSE LEARNING OUTCOMES (CLO)**

On the completion of this course student will be able-

- Students will be able to understand and identify the economic variables in general business atmosphere.
- Students will perceive the knowledge about Economics at Micro level and various economic concepts such as Opportunity cost, Marginal Concepts, Demand Function and Law of Variable Proportion.
- Learners will comprehend the relationship between various policies of business.
- Student will accomplish the identical Short Run and Long Run Equilibrium of a firm and industry and also about different market structure and various pricing techniques

UNIT	CONTENTS	DURATION
UNIT I	Production function and law of return, Return of scale, Equal product curve analysis, Market and their classification, Theory of cost and concept of revenue.	08 Hours
	उत्पादन फलन व प्रतिफलन के नियम, पैमाने का प्रतिफल। समोत्पाद वक्र विश्लेषण, बाजार एवं उसका वर्गीकरण, लागत का सिद्धांत व आगम की अवधारणा।	

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UNIT	CONTENTS	DURATION
UNIT II	Price determination under perfect competition and equilibrium of the firm, Monopoly- price and output determination and monopoly control. Price determination under output monopoly, Imperfect and monopolistic competition- price determination. पूर्ण प्रतियोगिता में कीमत निर्धारण व फर्म का साम, एकाधिकार कीमत व उत्पादन निर्धारण एवं एकाधिकार नियंत्रण, एकाधिकार के अंतर्गत कीमत विभेद, अपूर्ण एवं एकाधिकार प्रतियोगी, कीमत निर्धारण।	10 Hours
UNIT III	Major Theories of Economic Development - Analysis of the theory of Adam Smith, Ricardo, Prof. Mill. आर्थिक विकास के प्रमुख सिद्धांत – एडम स्मिथ, रेकार्डो, प्रो मिल के सिद्धांत का विश्लेषण।	10 Hours
UNIT IV	Rent-concept, Ricardian and modern theories of rent, Quasi rent, Wages concept, nominal and real wages, Theories of wage determination लगान अवधारणा, रिकार्डो का लगान सिद्धांत, लगान का आधुनिक सिद्धांत, आभास लगान।	10 Hours
UNIT V	Wage concept, cash and real wages, principles of wage determination, interest concept and principle of interest, profit nature concept and principle of profit. मजदूरी अवधारणा, नगद व असल मजदूरी, मजदूरी निर्धारण के सिद्धांत, ब्याज अवधारणा एवं ब्याज के सिद्धांत, लाभ प्रकृति अवधारणा व लाभ के सिद्धांत।	10 Hours

**Suggested Readings:**

S.No.	Author	Books Title	Publication
1.	मध्यप्रदेश हिंदी ग्रन्थ अकादमी, भोपाल की पुस्तक		
2.	Kennedy John	Fundamentals of Business Economics	Himalaya Pub., Nagpur
3.	Singh Dr. S.K.	Business Economics	Sahitya Bhawan Publication, Agra
4.	Sinha Dr. V.C. & Dr. Pushpa	Business Economics	SBPD Publication, Agra
5.	Bhatiya H.L.	Micro Economics	Modern Publisher, New Delhi

**Suggested Digital Platforms, Weblinks:**

- [https://www.icsi.edu/media/website/Business%20Economics%20\(FndProg\).pdf](https://www.icsi.edu/media/website/Business%20Economics%20(FndProg).pdf)
- <http://www.ddegjust.ac.in/studymaterial/bba/bba-103.pdf>
- <https://old.mu.ac.in/wp-content/upload/2020/01/FYBCOM-BUSSINES-ECO-I-ENg.pdf>
- <http://elibrary.vssdcollege.ac.in/web/data/books-com-sc/bcom1/BUSINESS%20ECONOMICS.pdf>

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SEMESTER II

SUBJECT – BANKING & INSURANCE

COURSE:GE203BIT – BANKING & INSURANCE-II (अधिकोषण एवं बीमा-II)

MAXIMUM MARKS : 100 (60+40)

TOTAL CREDITS : 04

MINIMUM MARKS : (21+14)

TOTAL HOURS : 48

## AIMS

The main objective is to provide an understanding of company accounts. Students understand the objective of preparation of financial statements to the users of financial statements. It includes accounting of Banking, Insurance companies.

## OBJECTIVES

- To make the students understand the various services offered and various risks faced by banks.
- To make them aware of various banking innovations after nationalization.
- To give them an overview about insurance industry.
- To make the students understand various principles, provisions that govern the Life General Insurance Contracts.

## TEACHING METHODOLOGY

- The Teaching Methodology shall be based on the scientifically proven methods of demonstration and Modern Strategies.
- The Teaching Methodology for the present course would include Lecture cum Discussion and demonstration. Teaching will be Bilingual.
- Provide visuals. Support student understanding with visual examples, instructions, and explanations. Start with lots of scaffolding, and gradually remove it as students' progress.
- Leverage peer-to-peer support. Assign roles to students working in groups. Individual accountability and group rewards can increase success of students with learning disabilities. Prepare students for collaboration by explicitly teaching strategies and language for asking peers for help and offering support.

## COURSE LEARNING OUTCOMES (CLO)

On the completion of this course student will be able-

- To understand Banking and insurance services for the economic growth of a country and importance for the entire business procedure.
- To understand the banking system, banking procedure, practical banking etc.
- To understand the insurance system, insurance procedure, regulation of banking and insurance.
- They also shall be capable to earn employment in the field of banking and insurance.





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UNIT	CONTENTS	DURATION
UNIT I	<b>IRDA:</b> Functions and role to regulate insurance in India. आई. आर. डी. ए.:– कार्य तथा भारत में बीमा नियमन में भूमिका	08 Hours
UNIT II	<b>Life Insurance:</b> Historical background, Meaning, Objectives, Importance, Essential elements. Life insurance policy and its types. Insurance proposal to policy procedure. Conditions of life insurance policies. Claim filing procedure and settlement of claim. जीवन बीमा: – ऐतिहासिक पृष्ठभूमि, उद्देश्य, महत्व आवश्यक तत्व, जीवन बीमा पत्र तथा उसके प्रकार, 'बीमा प्रस्ताव से बीमा पत्र'– प्रक्रिया। जीवन बीमा पत्रों की शर्तें, दावा प्रस्तुत करने की प्रक्रिया तथा दावों का निपटारा।	10 Hours
UNIT III	<b>Life Insurance Corporation of India:</b> Functions, Progress and Evaluation. भारतीय जीवन बीमा निगम: –प्रगति तथा मूल्यांकन	10 Hours
UNIT IV	<b>General Insurance:</b> Meaning, Objectives & Importance. Kinds of general insurance and its features. Basic principles of general insurance. Procedure to apply general insurance policies. Claim filing procedure and settlement of claims. सामान्य बीमा: – अर्थ, उद्देश्य, तथा महत्व, सामान्य बीमा के प्रकार तथा उनकी विशेषताएँ, सामान्य बीमा के आधारभूत सिद्धांत, सामान्य बीमा पत्रों की आवेदन प्रक्रिया, दावा प्रस्तुत करने की प्रक्रिया तथा दावों का निपटारा।	10 Hours
UNIT V	<b>General Insurance Corporation of India:</b> Functions, progress, and structure. Performance of private sector companies in general insurance sector. भारतीय सामान्य बीमा निगम: – कार्य, प्रगति एवं संरचना, सामान्य बीमा क्षेत्र में निजी क्षेत्र की कंपनियों का प्रदर्शन।	10 Hours

## Suggested Readings:

S.No.	Author	Books Title	Publication
1.	मध्यप्रदेश हिंदी ग्रन्थ अकादमी, भोपाल की पुस्तक		
2.	Dr. O.P. Gupta & Dr. Sudhir Kumar Sharma	Banking & Insurance	Sahitya Bhawan Publication, Agra
3.	Dr. R.L. Nolakha	Principles of Insurance	R.B.D. Publication, Jaipur
4.	Dr. K.P.M. Sundaram & Dr. P.N. Varshney	Banking Theory, Law & Practice	S.Chand & Sons, New Delhi

## Suggested Digital Platforms, Weblinks:

- [http://www.universityofcalicut.info/SDE/Banking\\_on19May2016.pdf](http://www.universityofcalicut.info/SDE/Banking_on19May2016.pdf)
- <http://www.gdcboysang.ac.in/About/droid/uploads/BI5thSemBcom.pdf>
- [https://ebooks.lpude.in/management/bba/term\\_5/DMGT303\\_BANKING\\_AND\\_INSURANCE.pdf](https://ebooks.lpude.in/management/bba/term_5/DMGT303_BANKING_AND_INSURANCE.pdf)
- <https://www.subhshiv.in/2021/03/Bima-avm-bank-ke-prakar-notes-PDF.html>

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- Take responsibility of your own work Follow the timetable, home assignments and projects should be submitted within the stipulated time period.
- A minimum of 75% attendance is compulsory for all the Learners.





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**Kasturbagram Rural Institute**

**Kasturbagram, Indore (M.P.) - 452020**

**An Autonomous Women's College, Affiliated to Devi Ahilya University, Indore**



Syllabus – B.COM I (Open Elective) Year– Academic Session 2023-24  
(Under NEP 2020 & As per Ordinance 14A)

**SEMESTER II**

**SUBJECT – ACCOUNTING**

**COURSE:GE203ACT – BUSINESS MATHEMATICS-II (व्यावसायिक गणित-II)**

**MAXIMUM MARKS : 100 (60+40)**

**TOTAL CREDITS : 04**

**MINIMUM MARKS : (21+14)**

**TOTAL HOURS : 48**

**AIMS**

This course provides complete skill to understand basic knowledge of Business mathematics and applications of Vedic mathematics and their use in Business and Finance.

**OBJECTIVES**

- After completing the course, student will be able to solve business and finance problems.
- To Connect acquired knowledge and skills with practical problems based on addition, multiplication, division square and square root applied in business and in economic practices.
- To discuss and practice of (BODMAS).
- To Understand and use methods of quick verification of answers and mathematical expressions and relationships in a variety of contexts.
- Demonstrate understanding of basic mathematics rules for sign in Algebra and solving equations and practice.

**TEACHING METHODOLOGY**

- The Teaching Methodology shall be based on the scientifically proven methods of demonstration and Modern Strategies.
- The Teaching Methodology for the present course would include Lecture cum Discussion and demonstration. Teaching will be Bilingual.
- Provide visuals. Support student understanding with visual examples, instructions, and explanations. Start with lots of scaffolding, and gradually remove it as students' progress.
- Leverage peer-to-peer support. Assign roles to students working in groups. Individual accountability and group rewards can increase success of students with learning disabilities. Prepare students for collaboration by explicitly teaching strategies and language for asking peers for help and offering support.

**COURSE LEARNING OUTCOMES (CLO)**

On the completion of this course student will be able-

- To apply basic terms of integration in solving practical problems field of as of business.
- To explain basic methods of business calculus, types and methods of interest account and their basic applications in practice.
- To solve problems in the areas of business calculus, simple and compound interest account, use of compound interest account, loan and consumer credit.
- To discuss effects of various types and methods of interest account.
- Connect acquired knowledge and skills with practice problems in economic practice.

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(Under NEP 2020 & As per Ordinance 14A)

UNIT	CONTENTS	DURATION
UNIT I	Theory of indices (preliminary knowledge only formulae).	08 Hours
	घातांक के सिद्धांत (प्रारंभिक ज्ञान केवल सूत्र)।	
UNIT II	Logarithms and Antilogarithms-principles and calculations, percentage.	10 Hours
	लघुगणक एवं प्रतिलघुगणक सिद्धांत एवं गणनाएँ, प्रतिशत	
UNIT III	Ratio, Proportion, Discount, Brokerage.	10 Hours
	अनुपात, अनुपात, बट, दलाली।	
UNIT IV	Commission, Average, Profit and loss	10 Hours
	कमीशन, औसत, लाभ और हानि	
UNIT V	Simple interest, Compound interest.	10 Hours
	साधारण ब्याज, चक्रवृद्धि ब्याज।	

### Suggested Readings:

S.No.	Author	Books Title	Publication
1.	Gupta Dwalok	Business Mathematics	SBPD Publication, Agra
2.	Mangal Dr. Ramesh	Business Mathematics	Universal Publications, Indore
3.	Magar Dr. Abhilasha	Business Mathematics	Himalaya Publication, Mumbai
4.	Sharma J.K.	Business Mathematics	IK International Pvt. Ltd. New Delhi

### Suggested Digital Platforms, Weblinks:

1. <https://www.gkpad.com/2020/09/bcom-books/>
2. <http://www.ignouhelp.in/ignou-bcoc-134-study-material/>
3. [https://icmai.in/upload/Students/Syllabus-2012/Study\\_Material\\_New/Foundation-Paper4-Revised.pdf](https://icmai.in/upload/Students/Syllabus-2012/Study_Material_New/Foundation-Paper4-Revised.pdf)
4. [https://www.youtube.com/watch?v=eyLsbv8E4Kg&list=PLVLoWQFkZbhUFSIAjbWPVv\\_mIAAX8BBD1](https://www.youtube.com/watch?v=eyLsbv8E4Kg&list=PLVLoWQFkZbhUFSIAjbWPVv_mIAAX8BBD1)

### GUIDELINES & RULES FOR STUDENTS:

- The students are expected to follow the following rules for deriving maximum benefits of the course.
- Don't leave the campus without permission. In case of emergency, written permission from the Course Coordinator is required. Be punctual and attend all sessions, Lectures and other activities.
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Syllabus – B.COM I (Open Elective) Year– Academic Session 2023-24  
(Under NEP 2020 & As per Ordinance 14A)

**SEMESTER II**

**SUBJECT – COMPUTER APPLICATION**

**COURSE : GE203ECT – DATA PROCESSING SOFTWARE-II**

**MAXIMUM MARKS : 100 (60+40)**

**TOTAL CREDITS : 03**

**MINIMUM MARKS : (21+14)**

**TOTAL HOURS : 36**

**AIMS**

It focuses on such computer literacy that prepares students for life-long learning of computer concepts and skills. Student discovers why computers are essential component in education, business and society in this course.

**OBJECTIVES**

- To understand basics of computer and working with OS.
- To develop working skills with office tools.
- To acquire basic programming skills.
- To understand the basic concept of various Application of software.

**TEACHING METHODOLOGY**

- The Teaching Methodology shall be based on the scientifically proven methods of demonstration and Modern Strategies.
- The Teaching Methodology for the present course would include Lecture cum Discussion and demonstration. Teaching will be Bilingual.
- Provide visuals. Support student understanding with visual examples, instructions, and explanations. Start with lots of scaffolding, and gradually remove it as students' progress.
- Leverage peer-to-peer support. Assign roles to students working in groups. Individual accountability and group rewards can increase success of students with learning disabilities. Prepare students for collaboration by explicitly teaching strategies and language for asking peers for help and offering support.

**COURSE LEARNING OUTCOMES (CLO)**

On the completion of this course student will be able-

- To understand the basic concept of various Application of software.
- To gain knowledge of MS Word, Excel, Access and Power point.
- To apply acquired knowledge in office automation tasks.
- To study various methods of formatting of documentation and use of spreadsheets.
- To develop and enhance presentation skills using power point.

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UNIT	CONTENTS	DURATION
UNIT I	<b>Creating Excel worksheets:</b> Entering and Editing cell entries: Excel Application windows workbooks and worksheets, Moving the cell pointer, Entering Text and numbers, revising text and numbers. working with numbers. Creating formulae, Formatting numbers. Changing worksheet Layout, adjusting column width and row height inserting and deleting rows and columns, Inserting and Deleting cells, moving and copying cell contents, naming worksheets, selecting worksheets, copying and moving worksheets, inserting and Deleting worksheets, other formatting options, Aligning Text, border and colure, Printing in Excel, print preview, changing page setup, checking worksheet spelling.	09 Hours
UNIT II	<b>Advanced Techniques in Excel:</b> Using functions and reference: use of functions, Entering functions, relative and absolute cell reference. Create Named ranges, creating easy to understand charts, pie charts, series charts, creating charts, moving, sizing and printing chart objects, Editing and formatting charts, adding a data series, deleting a data series, modifying and formatting charts, macros. creation of pivot table to analyses worksheet data.	09 Hours
UNIT III	<b>MS Access:</b> Concepts & terms: database tables relational database, records, fields. controls & objects, queries, forms, reports, properties wizards, macros, MS Access requirements, starting & quitting MS Access, MS Access workspace, tool & views.	04 Hours
UNIT IV	<b>Database:</b> Creating database & table with & without wizard, field name, data types & properties, adding & deleting fields, renaming fields & their caption, resizing fields, freezing columns, primary key field & indexing fields.	05 Hours
UNIT V	<b>MS Access Forms:</b> Form wizard, saving & modifying forms Entering & editing data, finding, sorting & displaying data creating queries, using select queries and wild cards. <b>MS Reports:</b> Creating reports, previewing reports, printing reports, modifying & saving reports relational databases. definition. purpose, creation, viewing deleting Expressions, create pivot Table or pivot chart views in an Access desktop database. <b>Google Workspace:</b> Google Drive, Google Meet & Chat, Docs, Sheets, Slides.	09 Hours

**Suggested Readings:**

- Writers Guide to Microsoft word Kari Holloway
- PC Software, Gaurav Agrawal & Prof. Priyanka Singla, Shiva Prakashan, Indore
- Access 2016 Bible. Michael Alexander, Richard Kusieika
- Excel 2019 Greg. Harvey
- Microsoft Power point Made Easy: Chris Smith.

**Suggested Digital Platforms, Weblinks:**

1. <https://www.webucator.com/how-to/how-use-mail-merge-microsoft-word.cfm>
2. <https://tutorialpandit.com/category/microsoft-office/>
3. <https://www.youtube.com/watch?v=xM5XZAZyYs0>
4. <https://www.youtube.com/watch?v=Zv3XMBb3V6A>
5. <http://www.digimat.in/nptel/courses/video/121106007/L12.html>
6. <https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576>





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**SEMESTER II**

**SUBJECT – COMPUTER APPLICATION**

**COURSE : GE203ECP – DATA PROCESSING SOFTWARE-II**

**MAXIMUM MARKS : 100 (60+40)**

**TOTAL CREDITS : 01**

**MINIMUM MARKS : (21+14)**

**TOTAL HOURS : 36**

TOPIC	DURATION
<ul style="list-style-type: none"> <li>- Creating editing saving printing, securing &amp; protecting operations of an excel spreadsheets.</li> <li>- To prepare different types of charts in Excel.</li> <li>- To create students data for identity card along with photo. sign, etc. and print it.</li> <li>- To create bar chart &amp; pie chart in Excel for analysis of five years results of your institute.</li> <li>- To prepare an attendance sheet of 10 students for any 6 subjects of your syllabi. To calculate their total attendance, total percentage of attendance of each student &amp; average of attendance.</li> <li>- To create pivot table using multiple sources of data in Excel.</li> <li>- To design a table, form and report in Access.</li> <li>- To design queries and macro in Access.</li> <li>- To get external data from elsewhere and move to access.</li> <li>- Access data base, generate report and label.</li> <li>- To encrypt data base with pass word in Access.</li> <li>- Work on Google Drive, Meet &amp; Chat, Docs, Sheets, Slides.</li> </ul>	36 Hours

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