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Governed by Kasturba Gandhi National Memorial Trust
Kasturbagram Rural Institute



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Kasturbagram, Indore (M.P.) - 452020
 An Autonomous Women's College, Affiliated to Devi Ahilya University, Indore

Syllabus – B.COM I (Minor) Year– Academic Session 2024-25

(Under NEP 2020 & As per Ordinance 14A)

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. व्यावसायिक संचार-परिभाषा, स्वभाव, महत्त्व, उद्देश्य प्रमुख सिद्धांत एवं प्रक्रिया।	12 Hours
Unit 2	Formal elements of communication process, barriers in communication process. संचार प्रक्रिया के औपचारिक तत्व, संचार प्रक्रिया में आने वाली बाधाएं।	12 Hours
Unit 3	Written communication, method of writing, instructions, basic principles, meaning and types. लिखित संचार, लेखनविधि, निर्देश, मूलभूत सिद्धांत, आशय व प्रकार।	12 Hours
Unit 4	Report Writing and Type Project Report, SWOT Application Analysis, Verbal Communication, Elocution and Interviewing Techniques and Effective Listening. रिपोर्ट लेखन एवं प्रकार परियोजना प्रतिवेदन, SWOT अनुप्रयोग विश्लेषण, मौखिक संचार, भाषण एवं साक्षात्कार कला एवं प्रभावी श्रवण की विधियां।	14 Hours
Unit	Topic	No. of Lecture
Unit 5	Modern dimensions of communication skills – email, video conferencing, e-commerce – types and its utility. 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।	14 Hours

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Suggested books:

S.No.	Author	Book Title	Publisher
1.	Dr. Ramesh Mangal	Business Communication(ब्यावसायिक संचार)	Universal Publications, Agra
2.	Dr. Yogita Chandel, Dr. Sachin Sharma	Business Organization and Communication(ब्यावसायिकसंगठन एवंसंप्रेषण)	Devi AhilyaPrakashan, Indore

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 II(Major) Year– Academic Session 2024-25
(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 – सामान्य उपबंध।	
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 Negotiable instrument (amendment) Act 2002	12 Hours
	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 Limited liability partnership Act 2008 Various provisions and provisions of Competition Act 2002. Copyright and Monopoly Patent Act.	12 Hours
	भारतीय साझेदारी अधिनियम 1932 सीमित देयता साझेदारी अधिनियम 2008 प्रतिस्पर्धा अधिनियम 2002 के विभिन्न प्रावधान एवं उपबंध। कॉपीराइट एवं एकाधिकार पेटेंट अधिनियम।	

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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:

1. http://sdak24.com/tag/business-law-notes-hindi/#google_vignette
2. <https://www.gkpad.com/2020/09/bcom-books>
3. <https://www.geektonight.com/business-law-notes/>
4. https://www.researchgate.net/publication/331979132_Text_Book_on_Business_law

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Dr. Jyoti Chitambar
Principal

Syllabus – B.COM I(Open Elective) Year– Academic Session 2024-25
(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	Creating Excel worksheets: 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	Advanced Techniques in Excel: 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	MS Access: 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	Database: 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	MS Access Forms: Form wizard, saving & modifying forms Entering & editing data, finding, sorting & displaying data creating queries, using select queries and wild cards. MS Reports: 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. Google Workspace: 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-a9a81538-b0e9-4019-a8e9-199134456576>

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