

SWAMI RAMANAND TEERTH
MARATHWADA UNIVERSITY, NANDED



**(Structure and Syllabus of Four Years Multidisciplinary UG
Program in Commerce with Multiple entry and Exit Option)**

BACHELOR OF COMMERCE

Under

FACULTY OF COMMERCE AND MANAGEMENT

Effective from academic year 2024-
2025

(As per NEP-2020)

Credit Framework and Syllabus of 4-year Multidisciplinary UG Program in Commerce
(B.Com.) As per NEP 2020

From Dean's Desk:

To meet the challenge of ensuring excellence in Commerce and Management education, the issue of quality needs to be addressed, debated and taken forward in a systematic manner. Accreditation is the principal means of quality assurance in higher education. The major emphasis of accreditation process is to measure the outcomes of the program that is being accredited. In line with this Faculty of Commerce and Management of SRTM University of Nanded has taken a lead in incorporating philosophy of outcome-based education in the process of curriculum development. Faculty of Commerce and Management, SRTM University, Nanded in one of its meetings unanimously resolved that, each Board of Studies shall prepare some Program Objectives (PO's) and give freedom to affiliated Institutes to add few (PO's) and course objectives and course outcomes to be clearly defined for each course, so that all faculty members in affiliated institutes understand the depth and approach of course to be taught, which will enhance learner's learning process. It was also resolved that, maximum senior faculty from colleges and experts from industry to be involved while revising the curriculum. I am happy to state that, each Board of studies has adhered to their solutions passed by Faculty of Commerce and Management, and developed curriculum accordingly. In addition to outcome-based education, semester-based credit and grading system is also introduced to ensure quality of Commerce and Management education.

Semester based Credit and Grading system enables a much-required shift in focus from teacher-centric to learner-centric education since the workload estimated is based on the investment of time in learning and not in teaching. It also focuses on continuous evaluation which will enhance the quality of education. SRTM University, Nanded has taken a lead in implementing the system through its affiliated Colleges and Faculty of Commerce and Management has devised a transparent credit assignment policy an adopted ten points scale to grade learner's performance. Credit assignment for courses is based on 15 weeks teaching learning process, however content of courses is to be taught in 12-13 weeks and remaining 3-2 weeks to be utilized for revision, guest lectures, coverage of content beyond syllabus etc.

Prof. D.M. Khandare, Dean,
Faculty of Commerce and Management,

Prof. H.S. Patange, Associate Dean,
Faculty of Commerce and Management,
Swami Ramanand Teerth Marathwada University, Nanded

Chairman's Desk

Education is the movement which brings the students, people, and the whole society from darkness to light. Education is a natural melodious and enlightened development of man's instinctive supremacies. Education is the dynamic process which activates the inbuilt traits and develops the child according to the needy situation and time. Commerce and Management education is the platform for any common man to conduct the various business activities smoothly and progressively. Commerce and Management education is basically that form of instruction which directly and indirectly prepares the businessman for his work. Commerce and Management education is a living discipline and is totally different from other disciplines. Hence it must charter new routes to service the aspirations of the nation.

A Commerce and Management UG program must therefore have a mission statement which is in conformity with program objectives and program outcomes that are expected of the educational process. The outcomes of a program must be measurable and must be assessed regularly through proper feedback for improvement of the Program. There must be a quality assurance process in place within the Institute to make use of the feedback for improvement of the Program. The curriculum must be constantly refined and updated to ensure that the defined objectives and outcomes are achieved. Students must be encouraged to comment on the objectives and outcomes and the role play individual courses in achieving them. In line with this Faculty of Commerce and Management in Swami Ramanand Teerth Marathwada University - Nanded.

We the chairmen of Board of Studies in 01) Accounts and Applied Statistics 02) Business Economics 03) Business Studies 04) Commercial and Mercantile Law 05) Management Science and Business Administration (Including NGO) Swami Ramanand Teerth Marathwada University - Nanded, happy to state here that, Program Objectives were finalized in a meeting where more than 60 members from different Institutes were attended, who were either Heads or their representatives of all five Board of Studies. The Program Objectives and Program Outcomes finalized listed below:

Programme Objectives:

1. To provide conceptual understanding to the students in different areas of communication, decision making, innovations and problem solving in day-to-day business activities. Demonstrate knowledge and understanding in diverse subjects and apply these to their workplace.
2. To develop rational thinking among the students to Examine the contextual knowledge from different perspectives and compare it with real business scenarios.
3. To develop communication skill among the students to use appropriate media to speak, read, write, and listen effectively with all stakeholders.
4. To develop employability skills among the students to exhibit employability skills like inter-personal skills, teamwork, problem-solving skills, Accounting and ICT & computing skills to be employable citizens of the country. Students will be equipped to join the industry or setup own entities, pursue further professional courses like C.A., C.S., C.M.A and other courses.
5. To develop managerial skills among the students to face upcoming challenges in the industry and business as the specializations offered expose them to practical aspects such as business analysis, decision making, innovations and problem solving in day-to-day business activities.

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| 6. To develop professional ethics and responsible citizenship among the students to understand the impact of the professional ethics and responsibilities and norms of the business practices and apply ethical principles in business and life. Learn to participate in nation building by adhering the professional ethics. |
| 7. To make aware about environment and sustainability to analyse the business issues and actions that have an impact on environment and sustainability. Identify the contemporary social problems, |

Programme Objectives:

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| 4. To develop employability skills among the students to exhibit employability skills like inter-personal skills, teamwork, problem-solving skills, Accounting and ICT & computing skills to be employable citizens of the country. Students will be equipped to join the industry or setup own entities, pursue further professional courses like C.A., C.S., C.M.A and other courses. |
| 5. To develop managerial skills among the students to face upcoming challenges in the industry and business as the specializations offered expose them to practical aspects such as business analysis, decision making, innovations and problem solving in day-to-day business activities. |
| 6. To develop professional ethics and responsible citizenship among the students to understand the impact of the professional ethics and responsibilities and norms of the business practices and apply ethical principles in business and life. Learn to participate in nation building by adhering the professional ethics. |
| 7. To make aware about environment and sustainability to analyse the business issues and actions that have an impact on environment and sustainability. Identify the contemporary social problems, exploring the opportunities for social entrepreneurship, designing business solutions and demonstrate ethical standards in organizational decision making. |
| 8. To provide self-directed and lifelong learning to the students to do their higher education and can make research in the field of Commerce and Management. Acquire the ability to engage in independent and lifelong learning in the changing business scenario. |
| 9. To develop accounting and assessment skill among the students to get the sound knowledge of the important provisions of the Income Tax and Goods and Service Tax Laws with their applications in solving problems on computation of Income Tax and GST Liability. |
| 10. To provide legal compliances to the students relating to business and accounting through important provisions of Auditing, Business Laws, Corporate Laws, Labour and Industrial laws and their applications in practice. |

Programme Outcomes:

<p>1. Conceptual Understanding - The students will acquire the knowledge, skill in different areas of communication, decision making, innovations and problem solving in day-to-day business activities. Demonstrate knowledge and understanding in diverse subjects and apply these to their workplace.</p>
<p>2. Rational Thinking - Examine the contextual knowledge from different perspectives and compare it with real business scenarios.</p>
<p>3. Effective Communication - Use appropriate media to speak, read, write and listen effectively with all stakeholders.</p>
<p>4. Employability Skills - Exhibit employability skills like inter-personal skills, teamwork, problem-solving skills, Accounting and ICT & computing skills to be employable citizens of the country. Students will be equipped to join the industry or setup own entities, pursue further professional courses like C.A., C.S., C.M.A and other courses.</p>
<p>5. Managerial Skills - Prepared to face upcoming challenges in the industry and business as the specializations offered expose them to practical aspects such as business analysis, decision making, innovations and problem solving in day-to-day business activities.</p>
<p>6. Professional Ethics and Responsible Citizenship - Understand the impact of the professional ethics and responsibilities and norms of the business practices and apply ethical principles in business and life. Learn to participate in nation building by adhering the professional ethics.</p>
<p>7. Environment and Sustainability - Analyse the business issues and actions that have an impact on environment and sustainability. Identify the contemporary social problems, exploring the opportunities for social entrepreneurship, designing business solutions and demonstrate ethical standards in organizational decision making.</p>
<p>8. Self-directed and Lifelong Learning - Students will be able to do their higher education and can make research in the field of Commerce and Management. Acquire the ability to engage in independent and lifelong learning in the changing business scenario.</p>
<p>9. Accounting and Assessment Skill - The Students will get the sound knowledge of the important provisions of the Income Tax and Goods and Service Tax Laws with their applications in solving problems on computation of Income Tax and GST Liability.</p>
<p>10. Legal Compliances Related to Business and Accounting - Provides the candidates with sound knowledge of the important provisions of Auditing, Corporate, Labour and Industrial laws and their applications in practice.</p>

Dr. R.S. Pawar – Chairman, BOS in Accounts and Applied Statistics

Dr. C.K. Harnawale - Chairman, BOS in Business Economics

Dr. P.T. Pawar - Chairman, BOS in Business Studies

Dr. D.S. Yadav - Chairman, BOS in Commercial and Mercantile Law

Dr. M.S. Rode - Chairman, BOS in Management Science & Business Administration (Incl. NGO)



Swami Ramanand Teerth Marathwada University, Nanded

Faculty of Commerce and Management

Structure for Four Year Multidisciplinary UG Programs in Commerce with Multiple Entry and Exit

Bachelor of Commerce

Subject: Commerce

Year & Level	Sem	Major		Minor (DSM)	Generic/Open Elective (Select any one course from the basket of other disciplines or faculty)	VSC, SEC (VSEC) (Choose any one from pool of Major)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum.Cr. per Sem.	Cum. Cr. per Degree
		(DSC) Mandatory	(DSE) Elective (Choose any one from Pool of Courses)							
1	2	3	4	5	6	7	8	9	10	
I 4.5	I	DSC101: 3Cr DSC102: 3Cr	--	DSM101: 3Cr DSM102: 3Cr	GE101: 2Cr	SEC101: 2Cr	AECEN101: 2Cr VEC101: 2Cr (Indian Constitution.)	CC101: 2Cr (NSS/NCC/Sports/ Culture/Health Wellness/ Fitness/ Yoga Edu)	22	UG Certificate44
	II	DSC151: 3Cr DSC152: 3Cr	--	DSM151: 3Cr DSM152: 3Cr	GE151: 2Cr	SEC151: 2Cr	AECXX151: 2Cr (XX=MR/HN/PL /SK/KN)MIL IKS151: 2Cr	CC151: 2Cr (NSS/NCC/Sports/ Culture /Health Wellness/ Fitness/ Yoga Edu)	22	
	Cum. Cr.	12	--	12	4	4	2+2+2+2=8	4	44	
Exit Option: Award of UG Certificate in Major with 44 Credits and an additional 4 credits core NSQF course/Internship OR Continue with Major and Minor										
II 5.0	III	DSC201: 4Cr DSC202: 4Cr	--	DSM201: 2Cr	GE201: 2Cr	VSC201: 2Cr	AECEN201: 2Cr Eng. VEC201: 2Cr (Env. Studies)	FP201: 2Cr CC201: 2Cr (NSS/NCC/Sports/ Culture /Health Wellness /Fitness/ Yoga Edu)	22	UG Diploma88
	IV	DSC251: 4Cr DSC252: 4Cr	--	DSM251: 2Cr	GE251:2Cr	VSC251: 2Cr SEC251: 2Cr	AECXX251: 2Cr (XX=MR/HN/PL /SK/KN) MIL	CEP251: 2CrCC251: 2Cr (NSS/NCC/Sports/ Culture /Health Wellness /Fitness/ Yoga Edu)	22	
	Cum. Cr.	28	--	16	8	6+4=10	8+4+2=14	8+4=12	88	
Exit Option: Award of UG Diploma in Major with 88 Credits and an additional 4 credits core NSQF course/Internship OR Continue with Major and Minor										

III 5.5	V	DSC301: 4Cr DSC302: 4Cr DSC303: 2Cr	DSE301: 4Cr	DSM301: 2Cr	GE301: 2Cr	VSC301: 2Cr	--	FP301/CEP301: 2Cr	22	UG Degree 132
	VI	DSC351: 4Cr DSC352: 4Cr DSC353: 2Cr	DSE351: 4Cr	--	GE351: 2Cr	VSC351: 2Cr	--	OJT351: 4Cr	22	
	Cum. Cr.	48	8	18	12	6+8=14	8+4+2=14	8+6+4=18	132	
Exit Option: Award of UG Degree in Major with 132 Credits OR Continue with Major and Minor										
IV 6.0	VII	DSC401: 4Cr DSC402: 4Cr DSC403: 4Cr DSC404: 2Cr	DSE401:4Cr	RM401: 4Cr	--	--	--	--	22	UG Honours Degree 176
	VIII	DSC451: 4Cr DSC452: 4Cr DSC453: 4Cr DSC454: 2Cr	DSE451:4Cr	--	--	--	--	OJT451: 4Cr	22	
	Cum Cr.	76	16	18+4=22	12	6+8=14	8+4+2=14	8+6+8=22	176	
Four Year UG Honours Degree in Major and Minor with 176 Credits										
IV 6.0	VII	DSC401: 4Cr DSC402: 4Cr DSC404: 2Cr	DSE401: 4Cr	RM401: 4Cr	--	--	--	RP401: 4Cr	22	UG Honours with Research Degree 176
	VIII	DSC451: 4Cr DSC452: 4Cr DSC454: 2Cr	DSE451: 4Cr	--	--	--	--	RP451: 8Cr	22	
	Cum. Cr.	66	16	18+4=22	12	6+8=14	8+4+2=14	8+6+4+12=30	176	
Four Year UG Honours with Research Degree in Major and Minor with 176 Credits										

Abbreviations:

1. **DSC:** Department/Discipline Specific Core (Major)
2. **DSE:** Department/Discipline Specific Elective (Major)
3. **DSM:** Discipline Specific Minor
4. **GE/OE:** Generic/Open Elective
5. **VSEC:** Vocational Skill and Skill Enhancement Course
6. **VSC:** Vocational Skill Course
7. **SEC:** Skill Enhancement Course
8. **AEC:** Ability Enhancement course
9. **MIL:** Modern Indian languages
10. **IKS:** Indian Knowledge System
11. **VEC:** Value Education Course
12. **OJT:** On Job Training: (Internship/Apprenticeship)
13. **FP:** Field Projects
14. **CEP:** Community Engagement and Service
15. **CC:** Co-Curricular Courses
16. **RM:** Research Methodology
17. **RP:** Research Project/ Dissertation

**B.Com. (1st Year): Semester I
(Level 4.5) Teaching
Scheme**

Course Type	Course code	Course Title	Teaching Hours/Week		Credits Assigned		Total Credits
			Theory	Practical	Theory	Practical	
Discipline Specific Core (DSC) Major	CCOMC1101	Financial Accounting-I	03	--	03	--	03
	CCOMC1102	Business Economics-I	03	--	03	--	03
Discipline Specific Minor (DSM)	CCOMM1101	Business Statistics	03	--	03	--	03
	CCOMM1102	Business Communication-I	03	--	03	--	03
Skill Enhancement Course (Any one)	CCOMS1101	Application of IT in Business					
	CCOMS1102	Advertising Skills					
	CCOMS1103	UGC-Vocational Course/Foreign Trade-I	02	--	02	--	02
	--	SWAYAM/NPTEL					
Ability Enhancement Course	--	English	02	--	02	--	02
Value Education Course	--	Indian Constitution	02	--	02	--	02
Co-Curricular Courses	--	(NSS/NCC/Sports/Culture /Health Wellness/ Fitness/ Yoga Edu)	--	04	--	02	02
Generic Elective 1 (Only Students of other Disciplines can opt anyone)	CCOMG1101	Business Ethics					
	CCOMG1102	Accounting for Everyone					
	CCOMG1103	Principles of Management	02	--	02	--	02
	--	SWAYAM/NPTEL					
Total			20	04	20	02	22

**B.Com. (1st Year): Semester I
(Level 4.5)
Examination Scheme**

Course Type	Course code	Course Title	Theory Marks		Practical Marks		Total Marks
			CA (Continuous Assessment)	ESE (End of Semester Examination)	CA (Continuous Assessment)	ESE (End of Semester Examination)	
Discipline Specific Core (DSC) Major	CCOMC1101	Financial Accounting-I	15	60	--	--	75
	CCOMC1102	Business Economics-I	15	60	--	--	75
Discipline Specific Minor (DSM)	CCOMM1101	Business Statistics	15	60	--	--	75
	CCOMM1102	Business Communication-I	15	60	--	--	75
Skill Enhancement Course (Any one)	CCOMS1101	Application of IT in Business	10	40	--	--	50
	CCOMS1102	Advertising Skills					
	CCOMS1103	UGC-Vocational Course/ Foreign Trade-I					
	--	SWAYAM/NPTEL					
Ability Enhancement Course	--	English	10	40	--	--	50
Value Education Course	--	Indian Constitution	10	40	--	--	50
Co-Curricular Courses	--	(NSS/NCC/Sports/Culture /Health Wellness/ Fitness/ Yoga Edu)	--	--	20	30	50
Generic Elective 1 (Only Students of other Disciplines can opt anyone)	CCOMG1101	Business Ethics	10	40	--	--	50
	CCOMG1102	Accounting for Everyone					
	CCOMG1103	Principles of Management					
	--	SWAYAM/NPTEL					
Total			100	400	20	30	550

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Learner/student must pass (with minimum 40%marks) separately in CA and ESE
1 Credit = 25 Marks, Weekly 1 hour (60 min.) for Theory & 2 hours (120 min.) for practical.

**B.Com. (1st Year): Semester II
(Level 4.5) Teaching
Scheme**

Course Type	Course code	Course Title	Teaching Hours/Week		Credits Assigned		Total Credits
			Theory	Practical	Theory	Practical	
Discipline Specific Core (DSC) Major	CCOMC1151	Financial Accounting-II	03	--	03	--	03
	CCOMC1152	Business Economics-II	03	--	03	--	03
Discipline Specific Minor (DSM)	CCOMM1151	Business Mathematics and Statistics	03	--	03	--	03
	CCOMM1152	Business Communication-II	03	--	03	--	03
Skill Enhancement Course (Any one)	CCOMS1151	Computerized Accounting-Tally	02	--	02	--	02
	CCOMS1152	Salesmanship Skills					
	CCOMS1153	UGC-Vocational Course/ Foreign Trade-II					
	--	SWAYAM/NPTEL					
Ability Enhancement Course	--	Modern Indian Language (MIL)/ Foreign Trade-III	02	--	02	--	02
Value Education Course	--	Indian Knowledge System (IKS)	02	--	02	--	02
Co-Curricular Courses	--	(NSS/NCC/Sports/Culture /Health Wellness/ Fitness/Yoga Edu)	--	04	--	02	02
Generic Elective 2 (Only Students of other Disciplines can opt anyone)	CCOMG1151	Fundamentals of Entrepreneurship	02	--	02	--	02
	CCOMG1152	Principles of Banking					
	CCOMG1153	Fundamentals of GST					
	--	SWAYAM/NPTEL					
Total			20	04	20	02	22

**B.Com. (1st Year): Semester II
(Level 4.5)
Examination Scheme**

Course Type	Course code	Course Title	Theory Marks		Practical Marks		Total Marks
			CA (Continuous Assessment)	ESE (End of Semester Examination)	CA (Continuous Assessment)	ESE (End of Semester Examination)	
Discipline Specific Core (DSC) Major	CCOMC1151	Financial Accounting-II	15	60	--	--	75
	CCOMC1152	Business Economics-II	15	60	--	--	75
Discipline Specific Minor (DSM)	CCOMM1151	Business Mathematics and Statistics	15	60	--	--	75
	CCOMM1152	Business Communication-II	15	60	--	--	75
Skill Enhancement Course (Any one)	CCOMS1151	Computerized Accounting-Tally	10	40	--	--	50
	CCOMS1152	Salesmanship Skills					
	CCOMS1153	UGC-Vocational Course/ Foreign Trade-II					
	--	SWAYAM/NPTEL					
Ability Enhancement Course	--	Modern Indian Language (MIL)/ Foreign Trade-III	10	40	--	--	50
Value Education Course	--	Indian Knowledge System (IKS)	10	40	--	--	50
Co-Curricular Courses	--	(NSS/NCC/Sports/Culture /Health Wellness/ Fitness/ Yoga Edu)	--	--	20	30	50
Generic Elective 2 (Only Students of other Disciplines can opt anyone)	CCOMG1151	Fundamentals of Entrepreneurship	10	40	--	--	50
	CCOMG1152	Principles of Banking					
	CCOMG1153	Fundamentals of GST					
	--	SWAYAM/NPTEL					
Total			100	400	20	30	550

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Learner / student must pass (with minimum 40%marks) separately in CA and ESE
1 Credit = 25 Marks, Weekly 1 hour (60 min.) for Theory&2 hours (120 min.) for practical.



**Swami Ramanand Teerth Marathwada
University, Nanded**

**(Syllabus of Four Years Multidisciplinary
UG Program in Commerce with Multiple
Entry and Exit Option)**

**B.Com. (1st Year): Semester I
(Level 4.5)
Subject: Commerce**



Swami Ramanand Teerth Marathwada University, Nanded
(Syllabus of Four Years Multidisciplinary UG Program in Commerce with Multiple Entry and Exit Option)

B.Com. (1st Year): Semester I (Level 4.5)

Subject: Commerce

Under Faculty of Commerce and Management Effective from Academic Year 2024 – 2025 (As per NEP-2020) **Course Title: Basics of Foreign Trade (Foreign Trade-I)**
(Skill Enhancement Course)

(Note: This course title is applicable to the college where UGC Vocational Course- B.Com with Foreign Trade is approved by the UGC)

Course Code: CCOMS1103

Course Prerequisites:	Basic knowledge of Foreign Trade, Classroom, Blackboard, E-materials, Books etc.
Course Objectives:	1. To make the students be acquainted with Meaning of Foreign Trade.
	2. To make the students be acquainted to various nature foreign trade
	3. To make students able to compare difference between domestic & international trade
	4. To make students able to understand the importance of Tariff & Non-Tariff barriers
	5. To make able the students to apply Trade policies
Course Outcomes:	1. The students will be acquainted with meaning of Trade
	2. The students will be acquainted with various types of Trade
	3. The students will able to get knowledge of foreign exchange
	4. The students will be able to understand the Components of Balance of Payment
	5. The students will able to get knowledge of MNC's

Course Teaching and Evaluation Scheme

<u>Teaching Scheme</u>				<u>Evaluation Scheme</u>					
Credits Assigned		Teaching Hours		Continuous Assessment			End of Semester Exam Marks	Practical/ Oral Exam Marks	Total Marks
Theory	Practical	Theory	Practical	Test I Marks	Test II Marks	Average Marks of Two Tests			
02	--	30	--	10	10	10	40	--	50

Course Content

Module No.	Unit No.	Topic	Teaching Hours
1.0		Introduction to Foreign Trade	07
	1.1	Introduction and Meaning of Trade	
	1.2	Nature of Foreign Trade	
	1.3	Difference Between Domestic & International Trade	
2.0		Trade Policies and Balance of Payment	08
	2.1	New Foreign Trade Policy & Its Objectives	
	2.2	Major Problems of India's Export Sector	
	2.3	Meaning & Components of Balance of Payment	

3.0		Tariff and Non-Tariff Barrier	
	3.1	Types of Tariff and Non-tariff Barrier	08
	3.2	Quotas- Its Classifications	
	3.3	Foreign Exchange Management	
4.0		Multinational Corporations	
	4.1	Meaning & Features of MNC's	07
	4.2	Advantages & Disadvantages of MNC's	
	4.3	Meaning & Features of LDC's	
		Total	30 Hours

Reference Books:

- International Economics by D.M. Mithani, Himalaya Publishing House Mumbai.
- International Trade & Export Management by Francis Cherunilam, Himalaya Publishing House
- International Marketing Management by R.L. Varshney and B.Bhattacharyya, Sultan Chand & Sons
- International Business by P.Subba Rao, Himalaya Publishing House, Mumbai.

Continuous Assessment (CA):

Two tests must be conducted which should cover at least 80% of syllabus. The marks of the average of two tests will be considered for final Internal Assessment.

End Semester Examination (ESE for 2 Credit Course):

1. Question paper will comprise of 6 questions, each carrying 10 marks.
2. Question No.1 will be compulsory and based on any module of entire syllabus.
3. Attempt any 3 questions (from Q.2 to Q.6) covering all the modules of the syllabus.
4. The students need to solve total 4 questions.



**Swami Ramanand Teerth
Marathwada University, Nanded**

**(Syllabus of Four Years Multidisciplinary
UG Program in Commerce with Multiple
Entry and Exit Option)**

**B.Com. (1st Year): Semester II
(Level 4.5)
Subject: Commerce**



Swami Ramanand Teerth Marathwada University, Nanded
(Syllabus of Four Years Multidisciplinary UG Program in Commerce with Multiple Entry and Exit Option)

B.Com. (1st Year): Semester II (Level 4.5)

Subject: Commerce

Under Faculty of Commerce and Management

Effective from Academic Year 2024 – 2025 (As per NEP-2020) **Course Title:**

International Human Resource Development (Foreign Trade-II)
(Skill Enhancement Course)

(Note: This course title is applicable to the college where UGC Vocational Course- B.Com. with Foreign Trade is approved by the UGC)

Course Code: CCOMS1153

Course Prerequisites:	Basic knowledge of Human Resource, Classroom, Blackboard, E-materials, Books etc.
Course Objectives:	1. To understand the basic and important terms related to Human Resource
	2. To acquire understanding oriented knowledge of various Trainings
	3. To attain the ability to understand problem solving in training
	4. To gather the knowledge of employee training methods
	5. To acquire application-oriented Leadership Skills
Course Outcomes:	1. Student will be able to apply various aspects of HR Development
	2. Student will be able to ensure the concept of Management development
	3. Student will be skilled to team building
	4. Student will attain the Qualities of Leadership Skills
	5. Student will be practically able to handle the Employees

Course Teaching and Evaluation Scheme

<u>Teaching Scheme</u>				<u>Evaluation Scheme</u>					
Credits Assigned		Teaching Hours		Continuous Assessment			End of Semester Exam Marks	Practical/ Oral Exam Marks	Total Marks
Theory	Practical	Theory	Practical	Test I Marks	Test II Marks	Average Marks of Two Tests			
02	--	30	--	10	10	10	40	--	50

Course Content

Module No.	Unit No.	Topic	Teaching Hours
1.0		Development of Human Resource-I	07
	1.1	Basic Concept & Meaning of Human Resource	
	1.2	Concept of Training, Importance and Benefits	
	1.3	Types of Training Methods	

2.0		Development of Human Resource-II	
	2.1	Evaluation of Training Programs	06
	2.2	Steps in Evaluation of Training Programs	
	2.3	Learning and its importance	
3.0		Training and Development	
	3.1	Concept and Need of Management Development	10
	3.2	Updating Employee Skill	
	3.3	Retaining and motivating employees	
4.0		Transmitting learning into action	
	4.1	Transaction analysis	07
	4.2	Team building and its features	
	4.3	Concept of Leader and its Qualities	
		Total	30 Hours

Reference Books:

- Performance and Reward Management, YCMOU University, Nashik
- Introduction to HRM, ICFAI, Hyderabad
- Daily newspapers like Business Standard & Business Line
- Periodicals like MBA Review & HRM Review

Continuous Assessment (CA):

Two tests must be conducted which should cover at least 80% of syllabus. The marks of the average of two tests will be considered for final Internal Assessment.

End Semester Examination (ESE for 2 Credit Course):

1. Question paper will comprise of 6 questions, each carrying 10 marks.
2. Question No.1 will be compulsory and based on any module of entire syllabus.
3. Attempt any 3 questions (from Q.2 to Q.6) covering all the modules of the syllabus.
4. The students need to solve total 4 questions.



Swami Ramanand Teerth Marathwada University, Nanded
(Syllabus of Four Years Multidisciplinary UG Program in Commerce with Multiple Entry and Exit Option)

B.Com. (1st Year): Semester II (Level 4.5)

Subject: Commerce

Under Faculty of Commerce and Management

Effective from Academic Year 2024 – 2025 (As per NEP-2020) Course Title: Soft Skills (Foreign Trade-III)
(Ability Enhancement Course)

(Note: This course title is applicable to the college where UGC Vocational Course-B.Com with Foreign Trade is approved by the UGC)

Course Code: CCOMA1154

Course Prerequisites:	Basic knowledge of Communication, Classroom, Blackboard, E-materials, Books etc.
Course Objectives:	1. To understand the basic and important terms related to Soft Skills
	2. To acquire understanding oriented knowledge of Soft Skills
	3. To attain the ability to solve the problems in Business with the help of Soft Skills
	4. To gather the knowledge of Soft Skill related to Communicate with persons
	5. To acquire application-oriented Soft skill for the business development
Course Outcomes:	1. Student will be able to apply various provisions to perform business activities
	2. Student will be able to ensure the Soft skill for Personality Development
	3. Student will be skilled to Develop the Business with Soft Skills
	4. Student will attain the set of skills in performing the best in organization
	5. Student will be practically able to handle the circumstances in business effectively

Course Teaching and Evaluation Scheme

<u>Teaching Scheme</u>				<u>Evaluation Scheme</u>					
Credits Assigned		Teaching Hours		Continuous Assessment			End of Semester Exam Marks	Practical/ Oral Exam Marks	Total Marks
Theory	Practical	Theory	Practical	Test I Marks	Test II Marks	Average Marks of Two Tests			
02	--	30	--	10	10	10	40	--	50

Course Content

Module No.	Unit No.	Topic	Teaching Hours
1.0		Introduction and Aspects of Soft Skill	07
	1.1	Introduction and Aspects of Soft Skills	
	1.2	Effective Communication Skills	
	1.3	Classification of Communication	

2.0		Business Communication Skills	
	2.1	Meaning and Types of Listening Skills	06
	2.2	Principles of Business Writing	
	2.3	Types of Business Writing	
3.0		Business Reporting Skills	
	3.1	Meaning of Business Letters- Format and Style, Types of Business Letters	10
	3.2	Meaning of Business Reports, Types of Business Reports, Strategies for Business Report Writing	
	3.3	Evaluation and Organization of Data, Structure of Report & Report Style, Group Communication Skills	
4.0		Planning for Presentation	
	4.1	Leadership Skills, Group Discussion, Meeting Management	07
	4.2	Adaptability & Work Ethics, Advanced Speaking Skills, Oral Presentation	
	4.3	Speeches & Debates, Patterns & Methods of Presentation	
		Total	30 Hours

Reference Books:

- Butterfield, Jeff. Soft Skills for Everyone. New Delhi:- Cengage Learning.2010
- Chauhan, G.S. and Sangeeta Sharma. Soft Skills. New Delhi: Wiley.2016
- Holtz, Shel. Corporate Conversations. New Delhi: PHI.2007
- Kumar, Sanajy and Pusp Lata. Communication Skills. New Delhi

Continuous Assessment (CA):

Two tests must be conducted which should cover at least 80% of syllabus. The marks of the average of two tests will be considered for final Internal Assessment.

End Semester Examination (ESE for 2 Credit Course):

1. Question paper will comprise of 6 questions, each carrying 10 marks.
2. Question No.1 will be compulsory and based on any module of entire syllabus.
3. Attempt any 3 questions (from Q.2 to Q.6) covering all the modules of the syllabus.
4. The students need to solve total 4 questions.