



**Criterion 1–Curricular Aspects**  
**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**INDEX OF DOCUMENTS**

- 1. Direction for Choice Based Credit System (CBCS) B.A.**
  - 2. Direction for Choice Based Credit System (CBCS) B.Com.**
  - 3. Direction for Choice Based Credit System (CBCS) BBA**
  - 4. Direction for Choice Based Credit System (CBCS) BCCA**
  - 5. Information brochure Elective Course system B.Sc.**
  - 6. Direction for M.A. CBCS (M.A. Political Sc. & Home Economics. No. 11 &12)**
  - 7. M.Com CBCS Syllabus (No. 13)**
  - 8. M.Sc. Biotech Direction for CBCS (No.14)**
  - 9. M.Sc. Home Science Direction for CBCS 2016 & 2020 (15 & 16)**
  - 10. M.F.D. Home Science Direction for CBCS 2020 ( 16,17,18)**
  - 11. MFD Direction for CBCS (18)**
  - 12. MCT Direction for CBCS (19)**
  - 13. MHM Direction For CBCS (20)**
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**L. A.D & Smt. R.P. College for Women, Nagpur**

**NAAC AQAR 2022 - 2023**

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**Criterion 1–Curricular Aspects**

**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**1. Direction for Choice Based Credit System (CBCS) B.A.**

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## **RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

**Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017)**

### **DIRECTION NO 46 OF 2022**

#### **ADMISSIONS AND EXAMINATIONS LEADING TO THE AWARD OF THE DEGREE OF BACHELOR OF ARTS (CHOICE BASED CREDIT SYSTEM) (THREE YEAR DEGREE COURSE) DIRECTION, 2022.**

**Whereas**, Maharashtra Public Universities Act, 2016 (VI of 2017) (hereinafter the Act) has come into force from 1<sup>st</sup> March 2017;

AND

Whereas, the University has issued Direction No.15 of 2017 dealing with the composition of the four faculties created by the Act, where under the existing different faculties of the University have been merged into the four new faculties created by the Act, by which the erstwhile independent faculties of "Arts" and "Social Sciences" have been merged in the new faculty of "Humanities" under the Act;

AND

**Whereas**, the University Grants Commission, New Delhi vide letter No.D.O.No.F-1-2/2008 (XI Plan) dated 31<sup>st</sup> January 2008 regarding new initiatives under the XI Plan-Academic Reforms in the University has suggested for improving quality of higher education and to initiate the Academic Reforms at the earliest,

AND

**Whereas**, the Special Task Committees under the erstwhile faculties of Arts and Social Sciences in their meetings held during 02<sup>nd</sup> March 2016 to 16<sup>th</sup> May 2016, prepared the syllabi and scheme of examination for the Bachelor of Arts, Semester Pattern (Three Year Degree Course) in the erstwhile Faculties of Arts and Social Science and recommended to the Hon'ble Vice-Chancellor for starting the said course from the academic session 2016-17;

AND

**Whereas**, the Hon'ble Vice Chancellor of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of his powers under 14(7) of the Maharashtra University Act, 1994 (since repealed by the Act VI of 2017) had considered, accepted and recommended to the Academic Council, on behalf of the Board of Studies under the Faculties of Arts and Social Science, the policy decision regarding introduction of Bachelor of Arts, Semester Pattern



, course, it's syllabi along with the draft Direction and the scheme of examination for semesters-I to VI;

AND

**Whereas**, the Academic Council in its meeting held on 08<sup>th</sup> June, 2016 vide item No. 1(B) & 4 (B) has considered, accepted and recommended to Management Council, the syllabus for the Bachelor of Arts (Three Year Degree Course) in the Faculty of Arts & Social Science, (Semester Pattern) with draft direction and the Scheme of examination of Semester-I to VI;

AND

**Whereas**, the Management Council in its meeting held on 14<sup>th</sup> June, 2016 vide item No. 96 (B)& 99(B), had considered and accepted the course of Bachelor of Arts, (semester pattern) (Three Years Degree Course) in the erstwhile Faculties of Arts & Social Science, with draft Direction and scheme of examination of Semester-I to VI;

AND

**Whereas**, Direction No. 12 of 2016, introducing the semester pattern Bachelor of Arts (Three Year Degree Course) from the Academic Session 2016-17 had been issued by the University;

AND

Whereas, the University had issued Direction No. 13 of 2017 prescribing "conditions for conduct of undergraduate and post graduate examinations based on credit based/choice based credit system, in all faculties, Direction, 2017" on 06/06/2017, prescribing certain conditions relating to maximum and minimum passing marks in the theory /practical subjects prescribed in the semester of a course, the maximum theory and practical subjects in a semester, rules of exemption and ATKT, and also the coding pattern for the subjects in each semester of the course;

AND

Whereas, provision for Additional B.A. on the lines prescribed in Ordinance No. 146/1997, since repealed, had been provided vide the decision of the Vice-Chancellor taken under section 12(7) of the Act, on behalf of the faculty of Humanities, on 05-01-2019 and the same were incorporated in the Direction no. 04 of 2019;

AND

Whereas, in the meeting of Board of Deans held on 19.7.2021 certain recommendations were made regarding regrouping of subjects to be opted by the students, Credit allocation and conduct of examination for the B.A. Program, the said recommendations were accepted in the Faculty meetings held on 3<sup>rd</sup> and 7<sup>th</sup> August 2021 and the Academic Council in its meeting held on 9<sup>th</sup> August 2021 approving the said changes recommended the same to the Management Council for its acceptance which were considered and approved by the Management council in its meeting dated 13<sup>th</sup> August 2021.

AND



Whereas, in order to give effect to the provisions of New National Education Policy certain changes in the scheme of examination were accepted and recommended by the Board of Studies in various subjects of Arts/Humanities in their meetings dated 30.8.2022

AND

Whereas, the meetings of Faculty of Humanities and Academic Council are not scheduled in near future and there was exigency to implement the new scheme of examination from the Academic Year 2022-23 for Bachelor of Arts and therefore the scheme of examination was accepted by Vice Chancellor exercising the powers conferred under section 12(7) of the Act;

AND

Whereas, Direction No. 28 of 2021- replacing Direction No. 11 of 2020 was issued by the University but the same has lapsed by virtue of the provision of proviso to section 12(8) of the Act necessitating the issuance of a fresh Direction, incorporating the provisions of the lapsed Direction with changes necessitated by the decisions of various authorities referred above;

Now, therefore, I, Dr. Subhash R. Chaudhari, in exercise of my powers under section 12(8) of the Act, do hereby issue the following Direction;

1. This Direction may be called **"Admissions and Examinations leading to the award of the Degree of Bachelor of Arts (Choice Based Credit System) (Three Year Degree Course) Direction, 2022"**
2. This Direction shall come into force from the date of its issuance.
3. The duration of the B.A. course shall be of three academic years consisting of six semesters with the University examinations at the end of each semester namely:
  - a) B.A. Semester I Exam
  - b) B.A. Semester II Exam
  - c) B.A. Semester III Exam
  - d) B.A. Semester IV Exam
  - e) B.A. Semester V Exam
  - f) B.A. Semester VI Exam
4. The theory examinations of semesters-I, III, and V shall be conducted by the respective colleges where the students have been formally admitted for pursuing the studies in respect of the program govern by this Direction and the theory examinations for semesters II IV and VI and also the practical examinations, wherever prescribed, irrespective of the semesters, shall be conducted by the University at the places and according to the Time table notified by the University.  
The regular examinations for the odd semesters shall be conducted in Winter and the regular examinations for the even semesters shall be conducted in the Summer. The modality and details of semester I, III and V examinations to be conducted by the Colleges shall be notified separately by the University.






## 5. **ELIGIBILITY TO THE COURSE:**

In order to be eligible for admission to the 1<sup>st</sup> semester of Bachelor of Arts, Semester Pattern ( Three Year Degree) course, the applicant should have passed the 12<sup>th</sup> standard examination of the Maharashtra State Board of Secondary and Higher Secondary Education in the Faculty of Arts or Faculty of Commerce or Faculty of Science, Vocational Stream, Professional Courses or any other 10+2 examination with English as one of the compulsory subject. Where, however, the applicant has passed the 12<sup>th</sup> standard examination without English as the compulsory paper such applicant shall have to obtain the eligibility certificate from the University.

## 6. **ELIGIBILITY FOR ADMISSION IN EXAMINATION:-**

Subject to compliance with the provisions of this Direction and of other ordinances in force from time to time, the following persons shall be eligible for admission to the examination:-

- (a) A student who has prosecuted a regular course of study for not less than six months prior to that examination;
- (b) A teacher in an educational institution eligible under the provisions of Ordinance No. 18;
- (c) An external student.

Provided that in the case of the candidates eligible under clause (a) and ( b ) above the candidate shall have attended a course of laboratory instructions by obtaining casual admission in a college for the subject in which laboratory work is prescribed. Such a candidate shall submit a certificate to that effect signed by the Principal of the college.

- (d) For external candidate the internal mark of a subject/paper shall be awarded in proportion to the marks secured by him/her in the University examination in the theory or practical subject/paper.

7. **ATKT Rules:-** Only the students who have taken admission as regular students are eligible for the benefits of the ATKT rules hereunder. Thus the external students and the students appearing in examinations under para 6 (b) above and para 21 hereinafter are not eligible for the benefit of the ATKT rules.

The ATKT rules for admission in higher semesters of the B.A. ( Choice Based Credit System) course shall be as given in following table:

	Admission Semester to	The student should have attended the session satisfactorily and appeared for the examination.	Candidate should have passed in at least 50% of the passing heads of the examinations, fraction, if any, to be ignored (Theory and Practical being separate passing heads.)
A	B.A.I <sup>st</sup> Semester	-----	-----
B	B.A.II <sup>nd</sup> Semester	B.A. Ist semester	-----
C	B.A.III <sup>rd</sup> Semester	B.A. IInd semester	Semester I and Semester II examinations taken together.
D	B.A.IV <sup>th</sup> Semester	B.A. III <sup>rd</sup> semester	-----
E	B.A.V <sup>th</sup> Semester	B.A. IV semester	a) Should have passed the examinations of semester I and semester II, And b) 50% of the total number of heads prescribed for semester III and semester IV examinations.
F	B.A.VI <sup>th</sup> Semester	B.A. V semester	-----

- 8) a) Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5, 8, 10 and 31 of the said ordinance shall apply to every student admitted to this course.
- b) The students admitted to this Degree Course shall be governed by the general Ordinances/ Directions of the University which are applicable to all the regular, external and ex-students. These ordinances include complete as well as relevant provision of Ordinance No. 1, 2, 6, 7-A, 9, 10, 19, 109, ordinance No. 30 of 2006, (Amended Ordinance No. 4 of 2006), Direction 9 of 2008, Direction 5 of 2004, wherever applicable.





- 9) The fee for the course including the tuition, examination, laboratory and other fees shall be as prescribed by the university from time to time.
- 10) Students can opt. following papers for the B.A. Semester I to VI as per the details given below:-

Paper – I Code – 1T1	Compulsory English	Compulsory subject	Compulsory
Paper – II Code – 1T2	Second Language: Marathi, Hindi, Urdu, Supplementary English, Gujrati, Bengali, Telugu, Sanskrit, French, German, Russian, Persian, Arabic, Pali and Prakriti or Latin	Any one of these languages	Compulsory
Elective – I Code – 1T3	Marathi Literature, Hindi Literature, Urdu Literature, Gujarati Literature, Bengali Literature, Telugu Literature, French Literature, German Literature, Russian Literature, Persian Literature, Arabic Literature, Pali and Prakrit Literature, Latin Literature, Sanskrit Literature, Communicative English, Functional English, English Literature, Functional Hindi,	Choose any 03 Electives from these groups and maximum one subject from each elective.	Optional
Elective – II Code – 1T4	Sociology, Ancient Indian History Culture & Archaeology,		
Elective – III Code – 1T5	History, Buddhist Studies, Library and information Science		
Elective – IV Code – 1T6	Political Science, Public Administration Mathematics		

P.P. 

Elective – V Code – 1T7	Economics, Dr. Ambedkar Thoughts, Gandhian Thoughts, Philosophy		
Elective – VI Code – 1T8	Home Economics, Drama, Statistics		
Elective – VII Code – 1T9	Geography, Military Science, Fashion Designing		
Elective – VIII Code – 1T10	Psychology, Music, Fine Arts		
Elective – IX Code – 1 T 11	Internship : Only for VI Semester Students		Optional
Core Audit Course – X Code – 1 T 12	A) Indian Constitution: Semester II B) Environment: Semester IV C) Skill Based Program (Online): One every year Annexure-I		Compulsory



Note: The coding of the subjects in the semester II onward shall be on the lines of the coding in the first semester. Thus the theory papers in semester II shall be coded as 2T1 to 2T12 and so on. In case of the practical subject the same shall be coded as 1P1, 1P2 or 2P1, 2P2 or 3P1, 3P2 and so on depending upon the semester. Also the coding may be changed to convert it in Unique Subject Code.

- 11) The five subject offered by the students at semester I level will remain unchanged till the final semester.
- 12) (a) The scope of the subjects shall be as prescribed in the syllabus.  
(b) The medium of instruction and examination shall be English, Hindi, Marathi, except for the courses in Languages and Literature.
- 13) The maximum marks assigned to each paper and minimum marks, an examinee must obtain in order to pass the examination shall be as per clause 25 herein.
- 14) The practical examination of all semester will be conducted at the end of each semester as indicated in the table given below:



Sr. No.	Name of the examination	Main Examination	Supplementary Examination
1	Semester I, III & V	Winter	Summer
2	Semester II, IV & VI	Summer	Winter

- 15) The scheme of awarding internal marks shall as per clause 26 of this Direction.
- 16) Successful examinees at the B.A. Sem-VI Examination who obtained not less than 60% marks (aggregate of Sem- I, II, III, IV, V and VI Examinations taken together) shall be placed in first division, those obtaining less than 60% but not less than 45% in second Division, and all other successful examinees below 45% in third division.
- 17) There shall be no classification of successful candidates at Sem- I to Sem-V Examination. The division of the successful candidate shall be declared at the end six semester taking in to consideration the score of all six semesters. However at the end of every semester the University shall declare SGPA and CGPA of the candidate.
- 18) An examinee successful in the minimum period prescribed for the examination, obtaining not less than 75% of the maximum marks prescribed in the subject shall be declared to have passed the examination with Distinction at that subject. Distinction shall not be awarded to an examinee availing of the provision of the exemptions and compartments at any of the examination.
- 19) Provisions of Ordinance No, 7-A relating to the condonation of Deficiency of Marks for passing an examination and compartment as amended updated vide ordinance No. 45 of 1983 shall apply to the examinations under this Direction.
- 20) The names of the successful examinee passing the examination as a whole in the minimum prescribed period and securing the grades equivalent to first and second division shall be arranged in order of merit as provided in ordinance 6 relating to examination in general.
- 21) No candidate shall be admitted to an examination under this Direction, if he / she has already passed the same examination of this university or of any other university. However, any person who has passed Final B.A. examination under this Direction or any earlier Ordinances/Direction of this University or any of the First Degree Examination of this University or of any other Statutory University may on payment of the fee prescribed by the University, from time to time, be admitted to subsequent examination in one or more optional subject/s not offered by him/her in earlier examination, without being required to prosecute regular course of studies in the subject/s in a college. Such an examinee will be required to take simultaneously all the examinations of the six semesters leading to the Degree of Bachelor



- of Arts in subject/s and on securing not less than the minimum passing marks prescribed for the subject/s shall be issued a certificate of having passed examination in the Additional subject/s as the case may be.
- 22) Successful examinees at the B.A. Semester I, II, III, IV, V and VI Examinations shall be entitled to receive a Certificate signed by the Director, Board of Examinations & Evaluation of University (DBE&E) and successful examinees at the end of B.A. Semester VI examination shall, on payment of prescribed fees, receive a Degree in the prescribed format, signed by the Vice-Chancellor.
- 23) The provisions of Direction No. 3 of 2007 for the award of grace marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this direction.
- 24) **Absorption scheme** to be notified separately.

### ELIGIBILITY CERTIFICATE

**(For getting admission for Semester III or Semester V of Degree Course)**

Name of the Previous Examination \_\_\_\_\_ Year \_\_\_\_\_

This is to certify that this Shri / Shrimati / Kumari \_\_\_\_\_  
\_\_\_\_\_ is eligible

to get the admission for \_\_\_\_\_ of B.A. Degree Course.

Name and signature of the Principal  
Name of the College

Dated \_\_\_ / \_\_\_ / \_\_\_\_\_

SEAL




**25. Teaching & examination scheme Bachelor of Arts, (Choice Based Credit System)( Three Year Degree Course)**  
**B.A. (Semester I, II, III, IV, V, VI)**

**Total Credit : 120**

Subject	Teaching Scheme				Examination Scheme					No. of Periods
	Th	Tu	Pra c	Tota l	Maximum Theory /Practical and Internal Assessment Marks					No. of Periods  (48 Min. each)
					Exam Time in Hrs	The ory Max Marks	Inter nal Asses smen t/ Prac. Marks	Tot al	Total Passi ng Mark s	
Compulsor y English	04	01*	----	05	3	80	20	100	40	5
Second Languages	04	----	----	04	3	80	20	100	40	4
Optional Except ELT.	05	----	----	05	3	80	20	100	40	5
Practical Subjects like Georgraphy /Home Economics /Psycholog y etc.	04	----	02	06	2(Th)  Pracit cal  (As per the syllab us)	40/  40  (As per the sylla bus)	10/  10  (As per the sylla bus)	50  50  (As per the syll abu s)	20/  20 (As per the syllab us)	6
Music**	02	----	06	08	2(Th)  Pracit cal  (As per the syllab us)	40/  40  (As per the sylla bus)	10/  10  (As per the sylla bus)	50  50  (As per the syll abu s)	20/  20 (As per the syllab us)	8

*[Handwritten signature]*



<b>Fashion Designing</b>	<b>02</b>	<b>----</b>	<b>04</b>	<b>06</b>	<b>2(Th)</b>	<b>40/</b>	<b>10/</b>	<b>50</b>	<b>20/</b>	<b>6</b>
					<b>Pracit cal</b>	<b>40</b>	<b>10</b>	<b>50</b>	<b>20</b>	
					<b>(As per the syllab us)</b>	<b>(As per the sylla bus)</b>	<b>(As per the sylla bus)</b>	<b>(As per the syll abu s)</b>	<b>(As per the syllab us)</b>	

**\*One tutorial period consisting of 20 students per batch for Compulsory English**

**\*\* 07 student per batch for practical (Music)**

**Core Audit Course: a) Indian Constitution : Sem. II**

**b) Environment : Sem. IV**

**c) Online Skill Based Program : One in each year.**

**Table 3**

**Table for Credit Conversion**

<b>Head</b>	<b>No. of Periods</b>	<b>Duration (Minutes)</b>	<b>Credits</b>
<b>Theory</b>	02	96	1.60
	03	144	2.40
	04	192	3.20
	05	240	4.00
	06	288	4.80
<b>Practical</b>	01	48	0.40
	02	96	0.80
	03	144	1.20
	04	192	1.60
	05	240	2.00
	06	288	2.40
<b>Tutorials</b>	01	48	0.80

*[Handwritten signature]*

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**Table of Grades and Grade Points:**

Sr. No.	Latter Grade	Grade Point	Mark Range	Performance
1	O	10	Above 90 upto 100	Outstanding
2	A+	09	Above 80 upto 90	Excellent
3	A	08	Above 70 upto 80	Very Good
4	B+	07	Above 60 upto 70	Good
5	B	06	Above 50 upto 60	Above Average
6	C	05	Above 45 upto 50	Average
7	P	04	40 upto 45	Pass
8	F	00	Below 40	Fail
9	AB	00	Absent	Absent

**Computation of SGPA and CGPA**

The UGC recommends the following procedure to compute the semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \Sigma(\text{Ci} \times \text{Gi}) / \Sigma \text{Ci}$$

Where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \Sigma(\text{Ci} \times \text{Si}) / \Sigma \text{Ci}$$

Where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

## 26. Guidelines for Internal Assessment, Theory Paper and Practical:-

1. The internal assessment marks shall be awarded by the concerned teacher.
2. The internal assessment shall be completed by the College / University at least 15 days prior to the final examination of each semester. The Marks shall be sent to the University immediately after the assessment in the prescribed format.

### 3. **General guidelines for Internal Assessment are:**

- a) The internal assessment marks assigned to each theory paper shall be awarded on the basis of assignments like class test, attendance, home assignments, study tour, visit to educational institutions and research organizations, field work, group discussions or any other innovative practice / activity, as prescribed in the relevant syllabus.
  - b) There shall be no separate / extra allotment of work load to the teacher concerned. He/ She shall conduct the internal assessment activity during the regular teaching days / periods as a part of regular teaching activity.
  - c) The concerned teacher / department / college shall keep the record of all the above activities until six months after the declaration of the results of that semester.
  - d) At the beginning of each semester, every teacher / department / college shall inform his / her students unambiguously the method he / she proposes to adopt and the scheme of marking for internal assessment, wherever the heads for award of internal marks are not specified in the syllabus of the paper.
  - e) The teacher shall announce the schedule of activity for internal assessment in advance in consultation with HOD / Principal.
  - f) Final submission of internal marks to the University shall be before the commencement of the University Theory / Practical examinations whichever is later.
27. The scope of the subjects, paper pattern for theory examination and distribution of marks shall be as prescribed by the Board of Studies of the relevant subject and as given in the syllabus.



However, broad distribution of marks for different subjects in each semester will be as under:

Subject	Theory	Internal Assessment	Practical	Internal Assessment	Total
Compulsory English.	80	20	-----		100
Second Languages.	80	20	-----		100
Optional subjects without practicals.	80	20	-----		100
Optional subjects with practicals. (Optional)	40	10	40	10	100

**28. Practical Examination:-** 1. Practical examinations shall be of 3 to 8 hours duration for one or two days, depending on the subject and the number of students.

2. Each practical shall carry 40 marks. The distribution of the marks shall be as follows:

a. Record / Journal / Internal: 10 marks – Evaluated by  
assessment Internal

10 marks – Evaluated jointly  
by external & internal  
examiners

b. Practical Performance :

20 marks - Evaluated by  
external examiner

c. Viva :

- NOTES:
- Practical performance shall be jointly evaluated by the external and internal examiner. In case of differences, the external examiner's decision shall be final.
  - If the student fails to submit his / her certified Practical Record duly signed by the Teacher-In-Charge and the Head of the Department, he / she shall not be allowed to appear for the Practical Examination and no marks shall be allotted to the student.
  - The practical record of every student shall carry a certificate as shown below, duly signed by the teacher-in-charge and the Head of the Department.



**CERTIFICATE**

Name of the college / institution \_\_\_\_\_

Name of the Department: \_\_\_\_\_

This is to certify that this Practical Record contains the bonafide record of the Practical work of Shri / Shrimati / Kumari \_\_\_\_\_ of B.A. \_\_\_\_\_

\_\_\_\_\_ Semester \_\_\_\_\_ during the academic year \_\_\_\_\_.

The candidate has

satisfactorily completed the experiments prescribed by Rashtrasant Tukadoji Maharaj Nagpur University for the subject \_\_\_\_\_

Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_


Signature of the teacher who taught the examinee

1. \_\_\_\_\_

2. \_\_\_\_\_

Principal of the College

29. Saving :- Notwithstanding the lapse of Direction No 11 of 2020, the students who had taken admission as per the provisions of the said Direction shall continue to be govern by the scheme of the examination and other provisions dealing with A.T.K.T. etc. thereunder, until such students complete their graduation program. On failure to complete the course within the permissible time and attempts such students, at their option, may be absorbed in the new course, under this Direction, as per the absorption scheme. Such student shall be eligible to get exemption in the equivalent subjects/papers which he/she has passed. The decision regarding equivalence of the subject shall be that of the Dean of the Faculty taken in consultation with the Chairman of the relevant Board of studies

  
 (Dr. Subhash R. Chaudhari)  
 Vice-Chancellor

Dated : // / // / 2022.




## Annexure – I

### List of Skill based program (Online) (All Subject)

<b><u>Political Science</u></b>		
<b>Sr. No.</b>	<b>Courses</b>	<b>Link</b>
1.	Human Rights: Indian Perspective	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs79/preview?">https://onlinecourses.swayam2.ac.in/nou22_hs79/preview?</a>
2.	Women, Power and Politics	<a href="https://onlinecourses.swayam2.ac.in/ec22_hsl1/preview?">https://onlinecourses.swayam2.ac.in/ec22_hsl1/preview?</a>
3.	Indian Government & Politics	<a href="https://onlinecourses.swayam2.ac.in/ec22_hs32/preview?">https://onlinecourses.swayam2.ac.in/ec22_hs32/preview?</a>
4.	Introduction to Western Political Thought	<a href="https://onlinecourses.nptel.ac.in/noc22_hsl22/preview">https://onlinecourses.nptel.ac.in/noc22_hsl22/preview</a>
5.	Indian Political Thought	<a href="https://onlinecourses.swayam2.ac.in/ec22_hsl4/preview?">https://onlinecourses.swayam2.ac.in/ec22_hsl4/preview?</a>
6.	Introduction to Political Theory	<a href="https://onlinecourses.swayam2.ac.in/ec21_hs38/preview?">https://onlinecourses.swayam2.ac.in/ec21_hs38/preview?</a>
7.	Society and Media	<a href="https://onlinecourses.swayam2.ac.in/ec22_ge31/preview?">https://onlinecourses.swayam2.ac.in/ec22_ge31/preview?</a>
8.	Tribal Society	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs53/preview?">https://onlinecourses.swayam2.ac.in/nou22_hs53/preview?</a>
9.	Gender Sensitization: Society Culture and Change	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs57/preview?">https://onlinecourses.swayam2.ac.in/nou22_hs57/preview?</a>
10.	Constitutional Government & Democracy in India	<a href="https://onlinecourses.swayam2.ac.in/ec21_hs35/preview?">https://onlinecourses.swayam2.ac.in/ec21_hs35/preview?</a>





<b><u>Sociology</u></b>		
<b>Sr. No.</b>	<b>Courses</b>	<b>Link</b>
1.	Human Rights: Indian Perspective	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs79/p review?">https://onlinecourses.swayam2.ac.in/nou22_hs79/p review?</a>
2.	Women, Power and Politics	<a href="https://onlinecourses.swayam2.ac.in/cec22_hs11/p review?">https://onlinecourses.swayam2.ac.in/cec22_hs11/p review?</a>
3.	Society and Media	<a href="https://onlinecourses.swayam2.ac.in/cec22_ge31/p review?">https://onlinecourses.swayam2.ac.in/cec22_ge31/p review?</a>
4.	Tribal Society	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs53/p review?">https://onlinecourses.swayam2.ac.in/nou22_hs53/p review?</a>
5.	Gender Sensitization: Society Culture and Change	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs57/p review?">https://onlinecourses.swayam2.ac.in/nou22_hs57/p review?</a>
6.	Relevant course on Internshala	<a href="https://internshala.com/">https://internshala.com/</a> .

<b><u>Public Administration</u></b>		
<b>Sr. No.</b>	<b>Courses</b>	<b>Link</b>
1.	Introduction to Public Administration	<a href="https://onlinecourses.swayam2.ac.in/cec22_hs44/preview">https://onlinecourses.swayam2.ac.in/cec22_hs44/preview</a>
2	State and Local Governance: Machinery & Processes	<a href="https://onlinecourses.swayam2.ac.in/arp20_ap45/pre view">https://onlinecourses.swayam2.ac.in/arp20_ap45/pre view</a>
3	Indian Government & Politics	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs32/pre view?">https://onlinecourses.swayam2.ac.in/nou22_hs32/pre view?</a>
4	Leadership and Governance in Higher Education	<a href="https://onlinecourses.swayam2.ac.in/cec22_hs19/pre view">https://onlinecourses.swayam2.ac.in/cec22_hs19/pre view</a>
5	Human Rights : Indian Perspective	<a href="https://onlinecourses.nptel.ac.in/noc22_lw79/pr eview?">https://onlinecourses.nptel.ac.in/noc22_lw79/pr eview?</a>
6	Fundamentals of Citizen Centric Governance	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs46/pre view">https://onlinecourses.swayam2.ac.in/nou22_hs46/pre view</a>
7	Urban governance and Development Management (UGDM)	<a href="https://onlinecourses.swayam2.ac.in/cec21_hs10/prev iew">https://onlinecourses.swayam2.ac.in/cec21_hs10/prev iew</a>
8	Right to Information and good Governance	<a href="https://onlinecourses.swayam2.ac.in/cec22_hs01/p review">https://onlinecourses.swayam2.ac.in/cec22_hs01/p review</a>
9	Gender Sensitization: Society Culture and Change	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs57/p review?">https://onlinecourses.swayam2.ac.in/nou22_hs57/p review?</a>
10	Constitutional Government &	<a href="https://onlinecourses.swayam2.ac.in/cec21_hs3">https://onlinecourses.swayam2.ac.in/cec21_hs3</a>

Democracy in India	5/p review?
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<b><u>Dr. Ambedkar Thought</u></b>		
<b>Sr. No.</b>	<b>Courses</b>	<b>Link</b>
1.	Indian Government & Politics	<a href="https://onlinecourses.swayam2.ac.in/cec22_hs32/prev%20iew?">https://onlinecourses.swayam2.ac.in/cec22_hs32/prev iew?</a>
2	Leadership and Governance in Higher Education	<a href="https://onlinecourses.swayam2.ac.in/arp20_ap19/pre%20view">https://onlinecourses.swayam2.ac.in/arp20_ap19/pre view</a>
3	Human Rights : Indian Perspective	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs79/pre%20view?">https://onlinecourses.swayam2.ac.in/nou22_hs79/pre view?</a>
4	Fundamentals of Citizen Centric Governance	<a href="https://onlinecourses.swayam2.ac.in/cec22_hs46/pre%20view">https://onlinecourses.swayam2.ac.in/cec22_hs46/pre view</a>
5	Right to Information and Good Governance	<a href="https://onlinecourses.nptel.ac.in/noc22_lw01/pr%20ev%20iew">https://onlinecourses.nptel.ac.in/noc22_lw01/pr eview</a>
6	Gender Sensitization : Society Culture and Change	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs57/pre%20view?">https://onlinecourses.swayam2.ac.in/nou22_hs57/pre view?</a>
7	Constitutional Government & Democracy in India	<a href="https://onlinecourses.swayam2.ac.in/cec21_hs35/pre%20iew?">https://onlinecourses.swayam2.ac.in/cec21_hs35/pre iew?</a>
8	Women, Power and Politics	<a href="https://onlinecourses.swayam2.ac.in/cec22_hs11/p%20review?">https://onlinecourses.swayam2.ac.in/cec22_hs11/p review?</a>
9	Indian Government & Politics	<a href="https://onlinecourses.swayam2.ac.in/cec22_hs32/p%20review?">https://onlinecourses.swayam2.ac.in/cec22_hs32/p review?</a>
10	Indian Political Thought	<a href="https://onlinecourses.swayam2.ac.in/cec22_hs14/p%20review?">https://onlinecourses.swayam2.ac.in/cec22_hs14/p review?</a>
11	Society and Media	<a href="https://onlinecourses.swayam2.ac.in/cec22_ge31/p%20review?">https://onlinecourses.swayam2.ac.in/cec22_ge31/p review?</a>
12	Gender Sensitization: Society Culture and Change	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs57/p%20review?">https://onlinecourses.swayam2.ac.in/nou22_hs57/p review?</a>
13	Constitutional Government & Democracy in India	<a href="https://onlinecourses.swayam2.ac.in/cec21_hs35/p%20review?">https://onlinecourses.swayam2.ac.in/cec21_hs35/p review?</a>

<b><u>Hindi</u></b>			
<b>Sr. No.</b>	<b>COURSES</b>	<b>PLACE</b>	<b>LINK</b>
1	SAHITYA SIDHANT AUR SAMALOCHANA	SWAYAM – CEC	<a href="https://www.classcentral.com/course/swayam-mhd-05-sa-ha-ta-ya-sa-tha-thha-na-ta-oura-sama-l-cana-58503">https://www.classcentral.com/course/swayam-mhd-05-sa-ha-ta-ya-sa-tha-thha-na-ta-oura-sama-l-cana-58503</a>
2	BHASHA VIGYAN EVAM HINDI BHASHA	SWAYAM	<a href="https://www.classcentral.com/course/swayam-mhd-07-bha-shha-va-ja-nia-na-oura-ha-na-tha-bha-shha-58505">https://www.classcentral.com/course/swayam-mhd-07-bha-shha-va-ja-nia-na-oura-ha-na-tha-bha-shha-58505</a>

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3	AADIKALIN EVAM MADHYAKALIN KAVYA	SWAYAM	<a href="https://www.classcentral.com/course/swayam-mhd-01-aatha-ka-l-na-eva-mathha-yaka-l-na-ha-na-tha-ka-va-ya-58499">https://www.classcentral.com/course/swayam-mhd-01-aatha-ka-l-na-eva-mathha-yaka-l-na-ha-na-tha-ka-va-ya-58499</a>
4	AADHUNIK HINDI KAVYA	SWAYAM	<a href="https://www.classcentral.com/course/swayam-mhd-02-aathha-na-ka-ha-na-tha-ka-va-ya-58500">https://www.classcentral.com/course/swayam-mhd-02-aathha-na-ka-ha-na-tha-ka-va-ya-58500</a>
5	HINDI UPNYAS -1 (PREMCHAN KA VISHESH ADHYAYAN)	SWAYAM	<a href="https://www.classcentral.com/course/swayam-mhd-14-hindi-upanyas-1-premchand-vishesh-95310">https://www.classcentral.com/course/swayam-mhd-14-hindi-upanyas-1-premchand-vishesh-95310</a>
6	UPANYAS AVAM KAHANIYAN	IGNOU	<a href="https://www.classcentral.com/course/swayam-mhd-03-upana-ya-sa-eva-kaha-na-ya-58501">https://www.classcentral.com/course/swayam-mhd-03-upana-ya-sa-eva-kaha-na-ya-58501</a>
7	NATAK AVAM ANYA GADYA VIDHAYEN	IGNOU	<a href="https://www.classcentral.com/course/swayam-mhd-04-na-taka-oura-ana-ya-gatha-ya-va-thha-e-58502">https://www.classcentral.com/course/swayam-mhd-04-na-taka-oura-ana-ya-gatha-ya-va-thha-e-58502</a>
8	HINDI BHASHA OUR SAHITYA KA ITIHAS	IGNOU	<a href="https://www.classcentral.com/course/swayam-mhd-06-ha-tha-bha-shha-oura-sa-ha-ta-ya-ka-ita-ha-sa-58504">https://www.classcentral.com/course/swayam-mhd-06-ha-tha-bha-shha-oura-sa-ha-ta-ya-ka-ita-ha-sa-58504</a>
9	HINDI GADHYA SAHITYA: KATHA SAHITYA	SWAYAM	<a href="https://www.classcentral.com/course/swayam-ha-na-tha-gatha-ya-sa-ha-ta-ya-katha-sa-ha-ta-ya-hindi-gadya-sahitya-katha-sahitya-14367">https://www.classcentral.com/course/swayam-ha-na-tha-gatha-ya-sa-ha-ta-ya-katha-sa-ha-ta-ya-hindi-gadya-sahitya-katha-sahitya-14367</a>
10	HINDI UPNYAS EVAM KAHANIYAN	SWAYAM	<a href="https://www.classcentral.com/course/swayam-mhd-03-upana-ya-sa-eva-kaha-na-ya-58501">https://www.classcentral.com/course/swayam-mhd-03-upana-ya-sa-eva-kaha-na-ya-58501</a>
11	HINDI BHASHA KA UDBHAV OUR VIKAS	SWAYAM	
12	JAYSHANKAR PRASAD OUR UNKI KAVITAYEN	SWAYAM PRABHA	
13	CREATIVE WRITING AND JOURNALISM	NIRANTAR PRAUD SHIKSHAN AANI VISTAR VIBHAG RTMNU NAGPUR	
14	CONVERSATION AND COMMUNICATION SKILL	NIRANTAR PRAUD SHIKSHAN AANI VISTAR VIBHAG RTMNU NAGPUR	
15	DRAMATICS	NIRANTAR PRAUD SHIKSHAN AANI VISTAR VIBHAG RTMNU NAGPUR	

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16	E-JOURNALISM	NIRANTAR PRAUD SHIKSHAN AANI VISTAR VIBHAG RTMNU NAGPUR	
17	LANGUAGE COMMUNICATION AND BUSINESS	NIRANTAR PRAUD SHIKSHAN AANI VISTAR VIBHAG RTMNU NAGPUR	
18	TRANSLATION STUDIES	NIRANTAR PRAUD SHIKSHAN AANI VISTAR VIBHAG RTMNU NAGPUR	
19	ADVERTISEMENT AND MEDIA	SWAYAM – CEC	
20	GENDER SENSITISATION SOCIAL CULTURE	SWAYAM – NTPEL	

<b><u>History</u></b>		
<b>Sr. No.</b>	<b>Courses</b>	<b>Link</b>
1.	World Religions through their scriptures:	<a href="https://www.edx.org/xseries/harvardx-world-religions-through-scriptures">https://www.edx.org/xseries/harvardx-world-religions-through-scriptures</a>
2	Creating Modern China: The Republican Period to the Present :	<a href="https://www.edx.org/course/creating-modern-china-the-republican-period-to-the">https://www.edx.org/course/creating-modern-china-the-republican-period-to-the</a>
3	Visualizing Japan (1850's to 1930's): Westernization, Protest, Modernity :	<a href="https://www.edx.org/course/visualizing-japan-1850s-1930s-westernization-prote">https://www.edx.org/course/visualizing-japan-1850s-1930s-westernization-prote</a>
4	Globalization: Past and Future:	<a href="https://www.edx.org/course/globalization-past-and-future">https://www.edx.org/course/globalization-past-and-future</a>
5	Pyramids of Giza: Ancient Egyptian Art and Archeology:	<a href="https://www.edx.org/course/pyramids-of-giza-ancient-egyptian-art-and-archaeol">https://www.edx.org/course/pyramids-of-giza-ancient-egyptian-art-and-archaeol</a>

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6	Sr. Secondary: History:	<a href="https://onlinecourses.swayam2.ac.in/nos22_sc34/preview">https://onlinecourses.swayam2.ac.in/nos22_sc34/preview</a>
7	Tribal South and Central India :	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs54/preview">https://onlinecourses.swayam2.ac.in/nou22_hs54/preview</a>
8	Certificate Course in Environmental sustainability:	<a href="https://onlinecourses.swayam2.ac.in/nou22_ag16/preview">https://onlinecourses.swayam2.ac.in/nou22_ag16/preview</a>
9	Cultural Studies:	<a href="https://onlinecourses.swayam2.ac.in/aic19_as04/preview">https://onlinecourses.swayam2.ac.in/aic19_as04/preview</a>
10	Understanding Tribals:	<a href="https://onlinecourses.swayam2.ac.in/nou22_hs52/preview">https://onlinecourses.swayam2.ac.in/nou22_hs52/preview</a>
11	History of English Language:	<a href="https://onlinecourses.nptel.ac.in/noc22_hs102/preview">https://onlinecourses.nptel.ac.in/noc22_hs102/preview</a>
12	Ancient Greek and Medieval Philosophy:	<a href="https://onlinecourses.swayam2.ac.in/cec21_hs15/preview">https://onlinecourses.swayam2.ac.in/cec21_hs15/preview</a>
13	Academic Writing:	<a href="https://onlinecourses.swayam2.ac.in/cec22_ge44/preview">https://onlinecourses.swayam2.ac.in/cec22_ge44/preview</a>
14	Academic and Research Report Writing:	<a href="https://onlinecourses.swayam2.ac.in/ntr22_ed50/preview">https://onlinecourses.swayam2.ac.in/ntr22_ed50/preview</a>

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**L. A.D & Smt. R.P. College for Women, Nagpur**

**AQAR 2022-23**

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**Criterion 1–Curricular Aspects**

**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**2. Direction of CBCS course of B.Com**

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## **RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017).)”

### **DIRECTION NO. 42-OF 2022**

#### **ADMISSIONS AND EXAMINATIONS LEADING TO THE AWARD OF THE CERTIFICATE, DIPLOMA OR DEGREE OF BACHELOR OF COMMERCE (B.Com.) (OUTCOME BASED) (CHOICE BASED CREDIT SYSTEM), DIRECTION, 2022**

Whereas, Maharashtra Public Universities Act 2016(VI of 2017)(hereinafter the Act) has come into force from 1st March, 2017;

AND

Whereas, the University has issued Direction to 27 of 2022 dealing with composition of the four faculties created by the Act, where under the earlier different faculties of the University have been merged into the four new faculties created by the Act, by which the subject of Business Administration has been included in the faculty of Commerce and Management;

AND

WHEREAS Direction No. 17 of 2018 entitled ‘DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF Bachelor of Commerce (B.Com) (CHOICE BASED CREDIT SYSTEM) (FACULTY OF COMMERCE AND MANAGEMENT), was issued by the Vice-Chancellor on 18.9.2018 ;

AND

Whereas, MHRD, New Delhi & UGC issued the guidelines for implementation of NEP 2020 in all universities in UG & PG programs from academic session 2022-23. So it is necessary to restructure the complete scheme of examination incorporating curriculum features as mentioned in NEP 2020;

AND

*[Signature]*

*[Signature]*

Whereas, the Faculty of Commerce and Management in its meeting dated 24.6.22 has recommended to restructure the B.Com programme so as to meet the expectations of new National Education Policy 2020, the said programme is to commence from academic year 2022-23, it was also resolve to empower the Hon'ble Vice Chancellor to accept the scheme once prepared and accepted by the Board of Studies for Commerce, on behalf of the Faculty of Commerce and Management;

AND

Whereas, the Academic Council in its meeting held on 8.7. 2022 vide item No. 24 has considered, accepted the recommendation of Faculty of Commerce and Management whereby authorized the Vice Chancellor to accept the Scheme of Examination and syllabi prepared by the Board of Studies in Commerce for the programme of Bachelor of Commerce in order to give effect to the provisions of National Education Policy 2020;

AND

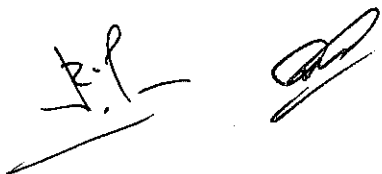
Whereas, the Board of Studies in its meeting dated 13.7.22 has accepted the detailed scheme of examination and syllabus for the Bachelor of Commerce with the option of award of Certificate and Diploma in between if the student so desires, as per the new National education Policy as prepared by the sub-committee with minor changes, the said programme is to commence from academic year 2022-23;

AND

Whereas, the Vice Chancellor has granted approval to the scheme of examination so prepared and accepted by the Board of Studies on behalf of the Faculty of Commerce and Management and the Academic Council as resolved by the Faculty of Commerce and Management and the Academic Council in their meetings dated 24.6.22 and 8.7.22 respectively;

AND

Whereas, Direction No. 17 of 2018 entitled "DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF BACHELOR OF COMMERCE (B.COM.) (CHOICE BASED CREDIT SYSTEM) (FACULTY OF COMMERCE AND MANAGEMENT)", has lapsed by virtue of proviso to subsection (8) of section 12 of the Act as the said Direction could not be converted in to an Ordinance within the prescribed time and since Ordinance making is a time consuming process and there is an urgency to regularized the admissions and examinations of





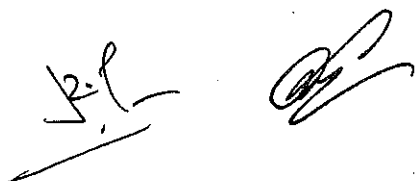
BACHELOR OF COMMERCE (B.Com.) (OUTCOME BASED)(CHOICE BASED CREDIT SYSTEM);

Now, therefore, I, Dr. Subhash R. Chaudhari, Vice-Chancellor Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, in exercise of powers conferred upon me under provision of section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby issue following Directions.

1. This Direction may be called '**ADMISSIONS AND EXAMINATIONS LEADING TO THE AWARD OF THE CERTIFICATE, DIPLOMA OR DEGREE OF BACHELOR OF COMMERCE (B.Com.) (OUTCOME BASED) (CHOICE BASED CREDIT SYSTEM), DIRECTION, 2022.**
2. This Direction shall come into force from academic year 2022-23.
3. **INTERPRETATION CLAUSE:** In this Direction, unless the context requires otherwise the words, phrases and abbreviations used shall have following meaning:-
  - a. "AEC" means the Ability Enhancement Course
  - b. "Academic Council" means Academic Council of R.T.M. Nagpur University.
  - c. "ATKT" refers to allowed to keep term in higher semester.
  - d. "Board of Studies" means Board of Studies for various subjects of commerce in the faculty of Commerce and Management in the University.
  - e. "CC" means Core Course
  - f. "CIE" means Continuous Internal Evaluation which refers to the Internal Assessment done at concerned college
  - g. "Competent Authority" (for admission purpose) means an "Authority" established or assigned the duty to regulate admissions in the course by the Government of Maharashtra or an authority constituted by the University, for this purpose.
  - h. "Credit Points" refer to the product of No. of credits multiplied by the Grade Point for a given course/paper.
  - i. "Credit" (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and a multiplier of half (1/2) for practical (laboratory) hours.
  - j. "Course" means a paper/subject (theory or practical) prescribed for any semester of the programme.




- k. **"Cumulative Grade Point Average (CGPA)"** refers to the Cumulative Grade Point Average weighted across all semesters (6 semesters)
  - l. **"DSE"** means Discipline Specific Elective Course
  - m. **"Degree"** means the Under Graduate Degree awarded after successful completion of the programme governed by this Direction.
  - n. **"Fees"** means the fees prescribed by the University/ Shikshan Shulka Samiti of Government of Maharashtra, for the Under Graduate programme under this Direction, from time to time.
  - o. **"GE"** means Generic Elective Course
  - p. **"Grade letter"** is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. Grade letters are O, A, B, C, P, F and AB.
  - q. **"Grade Point"** is the weightage allotted to each grade letter depending on the range of marks awarded in a course/paper.
  - r. **"Graduate programme"** means Bachelors' degree programme in Commerce.
  - s. **"MOOC"** means Massive Open Online Course offered by SWAYAM/NPTEL or any other recognized University or Institution
  - t. **"SEC"** means Skill Enhancement Course
  - u. **"Semester Grade Point Average (SGPA)"** refers to the performance of the student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.
  - v. **"Student"** means student admitted to Bachelors degree programme in commerce under this direction.
  - w. **"ODL"** means Online and Distance Learning
  - x. **"University"** means Rashtrasant Tukadoji Maharaj Nagpur University.
4. There shall be Six Examinations leading to the degree of Bachelor of Commerce (B.Com.) namely:
- (1) The **Bachelor of Commerce (B.Com.)** – 1<sup>st</sup> Semester Examination,
  - (2) The **Bachelor of Commerce (B.Com.)** – 2<sup>nd</sup> Semester Examination,
  - (3) The **Bachelor of Commerce (B.Com.)** – 3<sup>rd</sup> Semester Examination,
  - (4) The **Bachelor of Commerce (B.Com.)** – 4<sup>th</sup> Semester Examination,





- (5) The **Bachelor of Commerce (B.Com.)** – 5<sup>th</sup> Semester Examination and  
 (6) The **Bachelor of Commerce (B.Com.)** – 6<sup>th</sup> Semester Examination.

5. The duration of the Degree Course under this shall be of three academic years divided into six semesters with the B.Com. 1<sup>st</sup> and 2<sup>nd</sup> Semester Examinations during the first academic year, the B.Com. 3<sup>rd</sup> and 4<sup>th</sup> Semester Examinations during the second year and the B.Com. 5<sup>th</sup> and 6<sup>th</sup> Semester Examinations during the third year.
6. The examinations specified in paragraph 4 above shall be held twice a year at such places and on such dates as may be fixed by the University.
7. The details of eligibility for **B.Com. Sem I** examination:
- (A) For the **B.Com. 1<sup>st</sup> Semester**, Examinee shall have Passed the 12<sup>th</sup> Standard Examination of the Maharashtra State Board of Secondary and Higher Secondary Education, with English at Higher or Lower level and any Modern Indian Language at higher or lower level with any combination of optional subjects.



**OR**

XII Standard Examination of Maharashtra State Board of Secondary and Higher Secondary Education in Vocational Stream with one language only; OR any other examination recognized as equivalent thereto; in such subjects and with such standards of attainments as may be prescribed Minimum Competition vocation course (MCVC).

**OR**

**Any other Equivalent Examination of any State/Central/International Board in (10+2) pattern with any combination of subjects.**

8. A collegiate candidate shall have pursued a regular course of study for not less than 90 days of the academic session before being examined for any semester examination of **B.Com.** in any recognized institution and or college affiliated to Rashtrasant Tukadoji Maharaj Nagpur University where the course is conducted.
9. An applicant for the Bachelor of Commerce 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> Semester Examination shall have passed an examination specified in Clauses ( A ) of paragraph 7 not less than one academic year prior to his admission to the respective examination.
10. Without prejudice to the other provisions of Ordinance No. 6 relating to the Examinations in General, the provisions of Paragraphs 5, 7, 8, 10, 26 and 31 of the said Ordinance shall apply to every collegiate candidate.
11. The fees for the examination shall be as prescribed by the University from time to time and whenever any change is made in the fees prescribed for any examination that shall be notified through a notification for information of the examinees concerned.
12. Teaching and Examination Scheme for examinees of Bachelor of Commerce 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Semester Examinations shall be as given below:

**Teaching and Examination Scheme**  
**Bachelor of Commerce (B.Com.)**  
**Three Year Degree Course (OB) (CBCS)**  
**With effect from 2022-23**

(A)

**Bachelor of Commerce (B.Com.)**  
**B.Com. – Semester I**

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
				Total Periods per Week	Max. Marks (TH) *	Max. Marks (IM)	Total Marks	Min. Passing Marks		
1	CC 1	Fundamentals of Accounting	1T1	5	80	20	100	40	100	4
2	CC 2	Business Economics - I	1T2	5	80	20	100	40	100	4
3	CC 3	Compulsory English	1T3	5	80	20	100	40	100	4
4	CC 4	Second language Supplementary English/ Marathi/ Hindi/ Other Languages # <b>OR</b> Vocational Course	1T4.1 1T4.2 1T4.3	5	80	20	100	40	100	4
5	AEC 1	Commercial Firms <b>OR</b> Digital Marketing (Any One) <b>OR</b> Vocational Course	1T5-A  1T5-B	5	80	20	100	40	100	4



6	SEC 1	Business Skills <b>OR</b> MS-Office (Any One)	1T6-A  1P6-B	5	80	20	100	40	100	4
		<b>Total</b>		<b>30</b>	<b>480</b>	<b>120</b>	<b>600</b>	<b>240</b>	<b>600</b>	<b>24</b>

\* Semester end examination

**Note:**

1. The duration of each theory class should be a minimum of 48 minutes.
2. TH = Theory, IM = Internal Marks.
3. One credit is equivalent to one hour of Teaching per week, that is to say, for each subject, 48 Minutes \* 5 (weekly periods) = 240 Minutes = 4 Hours per week i.e. 4 Credits.
4. Each semester will consist of at least 15 weeks of Academic Work equivalent to 90 actual teaching days.
5. **In case of practical courses the total periods per week should be 10.**
6. For Semesters I, II, III & IV, students shall opt for one subject from Ability Enhancement Courses (AEC) and one subject from Skill Enhancement Courses (SEC). The Core Courses will remain compulsory
7. The syllabus and question paper pattern of Second Language subject of B. Com. Semester; I, II, III & IV i.e. a) Supplementary English b) Marathi c) Hindi will be as per the Commerce Language Board.
8. # The syllabus and question paper pattern of other second languages like Sanskrit, Urdu, Guajrati, Telegu, Bengali, Persian, Arabic, Pali & Prakrit and Latin will be as per the Boards of the faculty of Arts for B.A. Semester- I, II, III & IV respectively

**Vocational Courses: Semester -I**

Course Code	Subjects	Total Hours	Examination Scheme				Total Marks (TH. +PR +IM)	Credits
			Theory (Uni)	Internal (College)	Practical (Uni)			
			Marks Theory Paper	Max Marks (IM)	Marks Practical (PR)	Min Passing Marks		
1T7	Entrepreneurship Development - I	60	80	20	-	40	100	4

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1T8	1T8.1- Computer Application-I <b>OR</b> 1T8.2- Principles and Practice of Insurance-I <b>OR</b> 1T8.3- Advertising, Sales Promotion & Sales Management-I	60	80	20	-	40	100	4
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**B.Com. – Semester - II**

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
				Total Periods per Week	Max. Marks (TH)*	Max. Marks (IM)	Total Marks	Min. Passing Marks		
1	CC 5	Statistics and Business Mathematics	2T1	5	80	20	100	40	100	4
2	CC 6	Business Economics - II	2T2	5	80	20	100	40	100	4
3	CC 7	Compulsory English	2T3	5	80	20	100	40	100	4
4	CC 8	Second language Supplementary English/ Marathi/ Hindi/ Other Languages # <b>OR</b> Vocational Course	2T4.1 2T4.2 2T4.3	5	80	20	100	40	100	4

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5	AEC 2	Commercial Services <b>OR</b> Fundamentals of Banking (Any One) <b>OR</b> Vocational Course	2T5- A  2T5-B	5	80	20	100	40	100	4
6	SEC 2	Financial Markets Operations <b>OR</b> Skill Development (Any one)	2T6- A  2T6-B	5	80	20	100	40	100	4
		<b>Total</b>		<b>30</b>	<b>480</b>	<b>120</b>	<b>600</b>	<b>240</b>	<b>600</b>	<b>24</b>

\* Semester end examination

**Note:**

1. The duration of each theory class should be a minimum of 48 minutes.
2. TH = Theory, IM = Internal Marks.
3. One credit is equivalent to one hour of Teaching per week, that is to say, for each subject, 48 Minutes \* 5 (weekly periods) = 240 Minutes = 4 Hours per week i.e. 4 Credits.
4. Each semester will consist of at least 15 weeks of Academic Work equivalent to 90 actual teaching days.
5. **. In case of practical courses the total periods per week should be 10.**
6. For Semesters I, II, III & IV, students shall opt for one subject from Ability Enhancement Courses (AEC) and one subject from Skill Enhancement Courses (SEC). The Core Courses will remain compulsory
7. The syllabus and question paper pattern of Second Language subject of B. Com. Semester; I, II, III & IV i.e. a) Supplementary English b) Marathi c) Hindi will be as per the Commerce Language Board.
8. # The syllabus and question paper pattern of other second languages like Sanskrit, Urdu, Guajrati, Telegu, Bengali, Persian, Arabic, Pali & Prakrit and Latin will be as per the Boards of the faculty of Arts for B.A. Semester- I, II, III & IV respectively

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**Vocational Courses: Semester -II**

Course Code	Subjects	Total Hours	Examination Scheme					Total Marks (TH. +PR +IM)	Credits
			Theory (Uni)	Internal (College)	Practical (Uni)				
			Marks Theory Paper	Max Marks (IM)	Marks practical (PR)	Min passing Marks			
2T7	Entrepreneurship Development – II	60	80	20	-	40		100	4
2T8	2T8.1- Computer Application-II OR 2T8.2- Principles and Practice of Insurance-II OR 2T8.3- Advertising, Sales Promotion & Sales Management-II	60	80	20	-	40		100	4



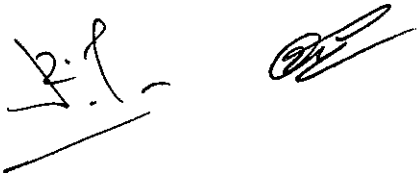



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**B.Com. – Semester - III**

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
				Total Periods per Week	Max. Marks (TH)*	Max. Marks (IM)	Total Marks	Min. Passing Marks		
1	CC 9	Financial Accounting – I	3T1	5	80	20	100	40	100	4
2	CC 10	Monetary Economics - I	3T2	5	80	20	100	40	100	4
3	CC 11	Compulsory English	3T3	5	80	20	100	40	100	4
4	CC 12	Second language Supplementary English/ Marathi/ Hindi/ Other Languages # <b>OR</b> Vocational Course	3T4.1 3T4.2 3T4.3	5	80	20	100	40	100	4
5	AEC 3	Company Law <b>OR</b> Income Tax (Any One) <b>OR</b> Vocational Course	3T5-A  3T4-B	5	80	20	100	40	100	4
6	SEC 3	Holistic Development <b>OR</b> Computerized Accounting (Any One)	3T6-A  3P6-B	5	80	20	100	40	100	4
		<b>Total</b>		<b>30</b>	<b>480</b>	<b>100</b>	<b>600</b>	<b>240</b>	<b>600</b>	<b>24</b>

\* Semester end examination



**Note:**

1. The duration of each theory class should be a minimum of 48 minutes.
2. TH = Theory, IM = Internal Marks.
3. One credit is equivalent to one hour of Teaching per week, that is to say, for each subject, 48 Minutes \* 5 (weekly periods) = 240 Minutes = 4 Hours per week i.e. 4 Credits.
4. Each semester will consist of at least 15 weeks of Academic Work equivalent to 90 actual teaching days.
5. **In case of practical courses the total periods per week should be 10.**
6. For Semesters I, II, III & IV, students shall opt for one subject from Ability Enhancement Courses (AEC) and one subject from Skill Enhancement Courses (SEC). The Core Courses will remain compulsory
7. The syllabus and question paper pattern of Second Language subject of B. Com. Semester; I, II, III & IV i.e. a) Supplementary English b) Marathi c) Hindi will be as per the Commerce Language Board.
8. # The syllabus and question paper pattern of other second languages like Sanskrit, Urdu, Gujarati, Telegu, Bengali, Persian, Arabic, Pali & Prakrit and Latin will be as per the Boards of the faculty of Arts for B.A. Semester- I, II, III & IV respectively

**Vocational Courses: Semester - III**

Course Code	Subjects	Total Hours	Examination Scheme				Total Marks (TH. + PR + IM)	Credits
			Theory (Uni)	Internal (College)	Practical (Uni)			
			Max Marks Theory Paper (TH)	Max Marks (IM)	Max Marks Practical (PR)	Min Passing Marks		
3T7	Entrepreneurship Development- III	60	80	20	-	40	100	4
3T8	3T8.1- Computer Application-III OR 3T8.2- Principles and Practice of Insurance-III OR 3T8.3- Advertising, Sales Promotion & Sales Management-III	60	80	20	-	40	100	4

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B.Com. – Semester – IV

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
				Total Periods per Week	Max. Marks (TH)*	Max. Marks (IM)	Total Marks	Min. Passing Marks		
1	CC 13	Financial Accounting - II	4T1	5	80	20	100	40	100	4
2	CC 14	Monetary Economics – II	4T2	5	80	20	100	40	100	4
3	CC 15	Compulsory English	4T3	5	80	20	100	40	100	4
4	CC 16	Second language Supplementary English/ Marathi/ Hindi/ Other Languages # <b>OR</b> Vocational Course	4T4.1 4T4.2 4T4.3	5	80	20	100	40	100	4
5	AEC 4	Organizational Behaviour <b>OR</b> Banking Procedure & Practice (Any One) <b>OR</b> Vocational Course	4T5-A 4T5-B	5	80	20	100	40	100	4
6	SEC - 4	Secretarial Practice <b>OR</b> Insurance Procedure & Practice (Any One)	4T6-A 4T6-B	5	80	20	100	40	100	4
		<b>Total</b>		<b>30</b>	<b>480</b>	<b>120</b>	<b>600</b>	<b>240</b>	<b>600</b>	<b>24</b>

\* Semester end examination

**Note:**

1. The duration of each theory class should be a minimum of 48 minutes.
2. TH = Theory, IM = Internal Marks.
3. One credit is equivalent to one hour of Teaching per week, that is to say, for each subject, 48 Minutes \* 5 (weekly periods) = 240 Minutes = 4 Hours per week i.e. 4 Credits.
4. Each semester will consist of at least 15 weeks of Academic Work equivalent to 90 actual teaching days.
5. **In case of practical courses the total periods per week should be 10.**
6. For Semesters I, II, III & IV, students shall opt for one subject from Ability Enhancement Courses (AEC) and one subject from Skill Enhancement Courses (SEC). The Core Courses will remain compulsory
7. The syllabus and question paper pattern of Second Language subject of B. Com. Semester; I, II, III & IV i.e. a) Supplementary English b) Marathi c) Hindi will be as per the Commerce Language Board.
8. # The syllabus and question paper pattern of other second languages like Sanskrit, Urdu, Guajrati, Telegu, Bengali, Persian, Arabic, Pali & Prakrit and Latin will be as per the Boards of the faculty of Arts for B.A. Semester- I, II, III & IV respectively

**Vocational Courses :Semester-IV**

Course Code	Subjects	Total Hours	Examination Scheme				Total Marks (TH. + PR + IM)	Credits
			Theory (Uni)	Internal (College)	Practical (Uni)			
			Max Marks Theory Paper (TH)	Max Marks (College)	Max Marks Practical (PR)	Min Passing Marks		
4T7	Entrepreneurship Development-IV	60	80	20	-	40	100	4

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4T8	4T8.1- Computer Application- IV <b>OR</b> 4T8.2- Principles and Practice of Insurance-IV <b>OR</b> 4T8.3- Advertising, Sales Promotion and Sales Management-IV	60	80	20	-	40	100	4
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**B.Com. – Semester - V**

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
				Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks	Min. Passing Marks		
1	CC 17	Financial Accounting - III	5T1	5	80	20	100	40	100	4
2	CC 18	Tax Procedure and Practice	5T2	5	80	20	100	40	100	4
3	CC 19	Human Resource Management	5T3	5	80	20	100	40	100	4
4	CC 20	Agricultural Economics	5T4	5	100	20	100	40	100	4
5	DSE 1	Cost Accounting <b>OR</b> Commercial Psychology <b>OR</b> Mercantile Law I <b>OR</b> Business Entrepreneurship Development <b>OR</b> Vocational Course	5T5-A 5T5-B 5T5-C 5T5-D	5	80	20	100	40	100	4
6	SEC 5	Company Audit <b>OR</b> Internship # <b>OR</b> Vocational Course	5T6-A 5I6-B	5 --	80 --	20 100 #	100 100 #	40 40 #	100 100 #	4 4 #
		<b>Total</b>		<b>30</b>	<b>480</b>	<b>120</b>	<b>600</b>	<b>240</b>	<b>600</b>	<b>24</b>

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\* Semester end examination

**Note:**

1. The duration of each theory class should be a minimum of 48 minutes.
2. TH = Theory, IM = Internal Marks.
3. One credit is equivalent to one hour of Teaching per week, that is to say, for each subject, 48 Minutes \* 5 (weekly periods) = 240 Minutes = 4 Hours per week i.e. 4 Credits.
4. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.
5. **In case of practical courses the total periods per week should be 10.**
6. For Semester V & VI, students have to opt for one subject from Discipline Specific Electives (DSE). The Core Courses will remain compulsory.

**Vocational Courses: Semester-V**

Course Code	Subjects	Total Hours	Examination Scheme				Total Marks (TH. + PR + IM)	Credits
			Theory (Uni)	Internal (College)	Practical (Uni)			
			Max Marks Theory Paper (TH)	Max Marks (IM)	Max Marks Practical (PR)	Min Passing Marks		
5T7	Entrepreneurship Development - V	60	80	20	-	40	100	4
5T8	5T8.1 Computer Application-V <b>OR</b> 5T8.2 Principles and Practice of Insurance-V <b>OR</b> 5T8.3 Advertising, Sales Promotion and Sales Management-V	60	80	20	-	40	100	4

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**B.Com. – Semester - VI**

Sr. No.	Course Type	Course/Subject Name	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
				Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks	Min. Passing Marks		
1	CC 21	Financial Accounting – IV	6T1	5	80	20	100	40	100	4
2	CC 22	International Economics	6T2	5	80	20	100	40	100	4
3	CC 23	Advanced Statistics	6T3	5	80	20	100	40	100	4
4	CC 24	Financial Management	6T4	5	80	20	100	40	100	4
5	DSE 2	Managerial Accounting <b>OR</b> Hospitality and Health Care Management <b>OR</b> Mercantile Law II <b>OR</b> Commercial Geography in Vidarbha Region (Any One) <b>OR</b> Vocational Course	6T5-A  6T5-B  6T5-C  6T5-D	5	80	20	100	40	100	4
6	SEC 6	Marketing Process <b>OR</b> Advertising Skills <b>OR</b> Vocational Course	6T6-A  6T6-B	5	80	20	100	40	100	4



			<b>Total</b>	<b>30</b>	<b>480</b>	<b>120</b>	<b>600</b>	<b>240</b>	<b>600</b>	<b>24</b>
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\* Semester end examination

**Note:**

1. The duration of each theory class should be a minimum of 48 minutes.
2. TH = Theory, IM = Internal Marks.
3. One credit is equivalent to one hour of Teaching per week, that is to say, for each subject, 48 Minutes \* 5 (weekly periods) = 240 Minutes = 4 Hours per week i.e. 4 Credits.
4. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.
5. **In case of practical courses the total periods per week should be 10.**
6. For Semester V & VI, students have to opt for one subject from Discipline Specific Electives (DSE). The Core Courses will remain compulsory.

# A student must compulsorily complete **all the core courses** (CC-1 to CC-24) of first, second year and third year along with total **144** credits by end of Semester VI to be eligible to obtain **Degree** at the end of 3<sup>rd</sup> year.

**Vocational Courses :Semester-VI**

Course Code	Subjects	Total Hours	Examination Scheme				Total Marks (TH. +PR +IM)	Credits
			Theory (Uni)	Internal (College)	Practical (Uni)			
			Max Marks Theory Paper (TH)	Max Marks (IM)	Max Marks Practical (PR)	Min Passing Marks		
6T7	Entrepreneurship Development -VI	60	80	20	-	40	100	4

6T8	6T8.1 Computer Application-VI <b>OR</b> 6T8.2 Principles and Practice of Insurance-VI <b>OR</b> 6T8.3 Advertising, Sales Promotion and Sales Management-VI	60	80	20	-	40	100	4
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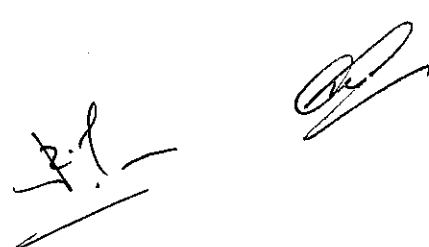
**Course Composition Matrix:**

	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Courses
CC	4	4	4	4	4	4	24
AECC	1	1	1	1	-	-	4
SEC	1	1	1	1	1	1	6
DSE	-	-	-	-	1	1	2
Total Sem Credits	24	24	24	24	24	24	36
Total Credits	144						

**\*Detailed curriculum contents of courses in 1<sup>st</sup> & 2<sup>nd</sup> Semester are mentioned in**

**Appendix – 2****1. Workload**

**Workload Chart (70 periods per week) (Odd Semesters)**



B.Com. Semester I				B.Com. Semester III				B.Com. Semester V			
Sr. No.	Course Type	Course/Subject	No. of Periods	Sr. No.	Course Type	Subjects	No. of Periods	Sr. No.	Course Type	Subjects	No. of Periods
1	CC	Fundamentals of Accounting	5	1	CC	Financial Accounting - I	5	1	CC	Financial Accounting - III	5
2	CC	Business Economics - I	5	2	CC	Monetary Economics - I	5	2	CC	Tax Procedure and Practice	5
3	AEC	Commercial Firms OR Digital Marketing OR Vocational Course	5	3	AEC	Company Law OR Income Tax OR Vocational Course	5	3	CC	Human Resource Management	5
4	SEC	Business Skills OR MS-Office	5	4	SEC	Holistic Development OR Computerized Accounting	5	4	CC	Agricultural Economics	5
								5	DSE	Cost Accounting OR Commercial Psychology OR	5

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										Mercanti le Law I OR Business Entrepre neurship Develop ment OR Vocation al Course	
								6	SEC	Compan y Audit OR Internshi p OR Vocation al Course	5
<b>Total Periods</b>				<b>20</b>							<b>30</b>

**Workload Chart (70 periods per week) (Even Semesters)**

B.Com. Semester II				B.Com. Semester IV				B.Com. Semester VI			
Sr. No.	Course Type	Course/Subject	No. of Periods	Sr. No.	Course Type	Subjects	No. of Periods	Sr. No.	Course Type	Subjects	No. of Periods
1	CC	Statistics and Business Mathematics	5	1	CC	Financial Accounting - II	5	1	CC	Financial Accounting - IV	5
2	CC	Business Economics - II	5	2	CC	Monetary Economics - II	5	2	CC	International Economics	5
3	AEC	Commercial Services  OR	5	3	AEC	Organizational Behaviour  OR	5	3	CC	Advanced Statistics	5

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		Fundamentals of Banking				Banking Procedure & Practice					
4	SEC	Financial Market Operations  OR  Skill Development	5	4	SEC	Secretarial Practice  OR  Insurance Procedure & Practice	5	4	CC	Financial Management	5
								5	DSE	Managerial Accounting OR Hospitality and Health Care OR Management Mercantile Law II OR Commercial Geography in Vidarbha Region OR Vocational Course	5
								6	SEC	Marketing Process OR Advertising Skills OR Vocational Course	5

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Total Periods	20					20					30
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Weekly Workload Chart (Languages) (For Semesters I,II, III & IV)

Sr. No.	Courses/ Subjects	Periods
1	Compulsory English	5 Periods of Theory + 1 Period of Tutorial for a Batch of 20 Students
2	Second language Supplementary English/ Marathi/ Hindi/Other Languages	5 Periods of Theory

13. Assessment

- The final total assessment of the candidates is made in terms of Continuous Internal Evaluation (CIE) and an external assessment for each course/subject taken together.
- For each paper (other than Internship), 20 marks will be Continuous Internal Evaluation and 80 marks for semester end examination (external assessment) to be conducted at college level (Odd semesters examinations) and RTM Nagpur University level (Even semester examinations)
- All subjects shall have a workload of 5 periods per week, including 4 periods of theory and 1 period for classroom activity-based teaching per week. For Compulsory English 1 additional Tutorial period for a batch of 20 students is allotted.
- Expected classroom activities shall consist of the following: (a) Group Discussion (b) Seminars (c) Power Point Presentations (d) Elocution (e) Debate (f) Role Play (g) Case Studies (h) Educational Games. The teacher is expected to undertake a minimum of four of the aforesaid activity.

**Continuous Internal Evaluation**

1a	Attendance of the student during a particular semester	05 marks
1b	An assignment based on curriculum to be assessed by the teacher concerned	05 marks
1c	Activity and Practical based assessment as per activity / practical record document	10 marks
1	<b>Internal assessment Total marks</b>	<b>20</b>
2	<b>Semester wise End Examination marks</b>	<b>80</b>
	<b>Total Marks Per Course</b>	<b>100</b>

- Each subject teacher must circulate the list of minimum 5 activities/practical of fields assignment/mini project/market surveys/research papers & research/live projects etc. (based on 5 COs) at the beginning of course and evaluate the same for 10 marks as per 1c above.



- There shall be no separate / extra allotment of workload to the concerned teacher. He/ She shall conduct the CIE activity during the regular teaching days / periods as a part of regular teaching activity.
  - The internal marks will be communicated to the University at the end of each semester, but before the semester end examinations / as instructed by university. These marks will be considered for the declaration of the results.
  - The record of internal marks, evaluation & result should be maintained for a period of one year by respective institute/college for verification by competent authority.
- The maximum and minimum marks which each subject carries in B.Com. Semester - I, Semester - II, Semester - III, Semester - IV, Semester - V & Semester - VI Examination are as indicated in Paragraph 12. A, B, C, D, E & F respectively

14. (A) The scope of the subjects and pattern of examination shall be as indicated in the Syllabus (Appendix - 2)
- (B) The Medium of instructions and examinations shall be in ENGLISH or HINDI or MARATHI.
- (C) The Maximum/minimum marks which each subject carries & workload in B.Com. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Semester Examination shall be as indicated in Examination & Teaching Scheme (item no 12) "A", "B", "C", "D", "E" and "F" respectively.

#### **Internship and its evaluation**

During the fifth semester, those students who opt for SEC 5 as "Internship" will have to undergo an internship of 6-10 weeks (Minimum 120 hours) with industry, business, service or social organization. Article ship attended during the fifth semester of B.Com. for Professional Courses like CA/CS/ICWA/CMA/CFA, etc. will be considered as "Internship" provided appropriate documentary proofs are submitted by the student. Students should submit an authentic Internship Project Completion Certificate issued by the competent authority of the business/institution under whom the internship is undertaken. The respective college will assess and evaluate the same as per parameters (like PowerPoint Presentation, Brief Report, etc.) laid down by the college from time to time.

#### **15. Standard of Passing**

The scope of the subject, percentage of passing in Theory and Project and CIE will be governed as per following rules:

- (i) In order to pass the Bachelor of Commerce (B.Com.) 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Semester Examinations, an examinee shall obtain not less than 40 % marks in each paper, that is a student must obtain 40 marks in the written Examination conducted by the College/University and in internal assessment (CIE) put together.
- (ii) An examinee who is unsuccessful at the examination shall be eligible for admission to the subsequent examinations on payment of a fresh fee prescribed for the examination together with the conditions of the ordinance in force from time to time.





## 16. Credit and Grade Point System:

**A. Conversion of Marks to Grades and Calculations of SGPA (Grade Point Average) and CGPA (Cumulative Grade Point Average):** In the Credit and Grade Point System, the assessment of individual Courses in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grades by some mechanism wherein the overall performance of the Learners can be reflected after considering the Credit Points for any given course. However, the overall evaluation shall be designated in terms of Grade. There are some abbreviations used here that need an understanding of each and every parameter involved in grade computation and the evaluation mechanism. The abbreviations and formulae used are as follows: -

### Abbreviations and Formulae Used

**G:** Grade

**GP:** Grade Points

**C:** Credits

**CP:** Credit Points

**CG:** Credits X Grades (Product of credits & Grades)

**SGPA =  $\Sigma CG$ :** Sum of Product of Credits & Grades points /  $\Sigma C$ : Sum of Credits points

**SGPA:** Semester Grade Point Average shall be calculated for individual semesters. (It is also designated as GPA)

**CGPA:** Cumulative Grade Point Average shall be calculated for the entire Programme by considering all the semesters taken together.

**CGPA to Percentage (%) conversion formula:  $\text{Percentage (\%)} = (\text{CGPA}) * 10$**

After calculating the SGPA for an individual semester and the CGPA for entire program, the value can be matched with the grade in the Grade Point table as per the ten (10) Points Grading System and expressed as a single designated GRADE such as O, A, B, C, D, P and F

Sr. No.	Letter Grade	Grade Points	Mark Range	Performance
1	O	10	Above 90 upto 100	Outstanding
2	A+	9	Above 80 upto 90	Excellent
3	A	8	Above 70 upto 80	Very Good
4	B+	7	Above 60 upto 70	Good
5	B	6	Above 50 upto 60	Above Average
6	C	5	Above 45 upto 50	Average
7	P	4	40 to 45	Pass
8	F	0	Below 40	Fail
9	AB	0	Absent	Fail

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

- B.** Division at the B.Com. semester VI examination shall be declared on the basis of the aggregate marks at the B.Com. semester I, semester II, semester III, semester IV, semester V and semester VI examinations taken together and the CGPA will be calculated and notified.
- C.** The successful examinees at the B.Com. semester VI examination shall be awarded division based on CGPA
- D.** The percentage of passing marks in each subject shall be as indicated in Examination Scheme (item no 12) "A", "B", "C", "D", "E" and "F" respectively.
- E.** Unsuccessful examinees at the above examinations can be readmitted to the same examination on payment of a fresh fee and such other fees as may be prescribed.
- F.** Provisions of **Ordinance No. 3 of 2007** relating to the award of Grace Marks for passing an examination, securing higher division / class and for securing distinction in subject(s) shall be applicable.
- G.** University guidelines and directions issued from time to time regarding Improvement of Results, Reassessment/Revaluation and Incentive Marks shall be applicable to B. Com. Program covered under this direction.
- H.** Notwithstanding anything to the contrary in this Direction, no person shall be admitted to an examination under this Ordinance, if he/ she has already passed the same examination or an equivalent examination of any other University.
- I.** Examinees passing all the **Bachelor of Commerce (B.Com.)** Examination shall on payment of the prescribed fees shall receive a Degree in the prescribed form signed by the Vice-Chancellor.
- J.** The aforesaid Amendment shall come into force from the date of its issuance and shall remain in force till the relevant Ordinance comes into being in accordance with the provisions of the Maharashtra Public Universities. Act, 2016 (Mah. Act No. VI of 2017).
- K.** The marks for internal assessment should be communicated to the University within the time limit as per university norms. The record of conduct of such examination, evaluation and marks for internal assessment should be maintained for a period of at least **one** year by the respective college / Department for the verification by the competent authority.

**17. Promotion to Higher Semester (A.T.K.T.):**

- A.** The unsuccessful candidate of any semester examination shall be **ALLOWED TO KEEP THE TERM (ATKT)** in accordance with the following table: (Theory and Internal assessment of that theory subject shall be jointly considered as single passing head).

Admission to academic year	Candidate should have passed All courses of the following examination	Candidate should have filled the examination form and appeared for the following examinations	Candidate should have passed in Minimum 50% courses of the following examination
----------------------------	---	---	--

1st Semester	H.S.S.C/equivalent	-----	-----
2nd Semester	-----	1st Semester	-----
3rd Semester	-----	2nd Semester	50% courses of 1st and 2nd Semesters taken together
4th Semester	-----	3rd Semester	As Above
5th Semester	1st and 2nd Semesters	4th Semester	50% courses of 3rd and 4th Semesters taken together
6th Semester*	As Above	5th Semester	As Above

**B. Note: (\*)** A candidate admitted to Final Semester can appear for Final Semester examination however the result of the Final Semester examination will be withheld (NCL – Not Cleared lower semester examinations) unless the candidate clears all the lower examinations of the **B.Com. Program.**

\*Note: For calculating the requirement of fifty percent passing heads fraction if any is to be ignored as per the provisions of Direction no. 10 of 2019.

**C. Pattern of Question Papers of B.Com. year end Examination:**

- The question paper should be set in such a manner to cover the complete syllabus as prescribed by the University.
- The Semester End examination shall be held as per the schedule notified by the University.
- The question paper shall be of 80 marks & the time duration of the Semester End examination would be 3 hours.
- Question Paper Pattern for the courses included in this syllabus will be as per Appendix – 2**
- The paper setters/moderators shall submit the proposed marking scheme (Memorandum of Instructions) along with the question paper so that the students can be given due credit for precise answers.

**18. Absorption Scheme for Examinees of B.Com. CBS Pattern Course (Introduced in 2016):**

- The students of the B.Com. CBS Syllabus (Introduced in 2016) immediately preceding the new course under this direction shall be given a chance to appear for **Five** more consecutive examinations according to the old B.Com. CBS syllabus (Introduced in 2016). The College shall conduct the examinations of odd semesters whereas the University shall conduct the examination of even semester courses for **five** more consecutive examinations after the new scheme of examination is introduced as per following table:

B.Com. Examination	Attempt 1	Attempt 2	Attempt 3	Attempt 4	Attempt 5



B.Com. Sem I	Winter 2021	Summer 2022	Winter 2022	Summer 2023	Winter 2023
B.Com. Sem II	Summer 2022	Winter 2022	Summer 2023	Winter 2023	Summer 2024
B.Com. Sem III	Winter 2022	Summer 2023	Winter 2023	Summer 2024	Winter 2024
B.Com. Sem IV	Summer 2023	Winter 2023	Summer 2024	Winter 2024	Summer 2025
B.Com. Sem V	Winter 2023	Summer 2024	Winter 2024	Summer 2025	Winter 2025
B.Com. Sem VI	Summer 2024	Winter 2024	Summer 2025	Winter 2025	Summer 2026

The students are required to clear all their papers within the stipulated time. The students clearing all the papers of the old scheme of Examination (B.Com. CBS Syllabus Introduced in 2016) shall be awarded a Degree according to the old scheme of Examination. But the students who failed to clear their course/s in 5 consecutive attempts as per this clause, will be absorbed in the scheme of examination under this direction as per following guidelines:

- A. The candidates who have cleared B.Com. 1st year (Semester I and II) of the old course (CBS Pattern - Introduced in 2016) examination shall be eligible for admission to B.Com. 2nd Year of the new course (CBCS) but in such case the student will have to clear all those subjects (B.Com. Sem I and II) which were not included in the previous CBS syllabus (introduced in 2016) but are part of the new syllabus.
- B. The candidates who have cleared B.Com. 2nd year (Semester I to IV) of the old course (CBS Pattern - Introduced in 2016) examination shall be eligible for admission to B.Com. 3rd Year of the new course (CBCS) but in such case the student will have to clear all those subjects (B.Com. Sem I, II, III and IV) which were not included in the previous CBS syllabus (introduced in 2016) but are part of new syllabus.

## II. CLARIFICATION ON ABSORPTION SCHEME

The absorption of students of previous CBS course (Introduced in 2016) referred above shall be made to the new course in the following manner:

**Situation I:** A student had completed 1<sup>st</sup> year of B.Com. as per CBS syllabus (introduced in 2016) but due to some reasons the student is dropped out for subsequent years of the previous syllabus (B.Com. CBS Syllabus)

A student who has passed all courses of B.Com. 1st year CBS Pattern Programme (Introduced in 2016), shall be admitted to B.Com. 2nd Year CBCS Pattern but he/ she must complete those courses which are not considered to be equivalent with the previous CBS pattern examination. In such a case a student will be required to take nominal admission to B.Com. 1<sup>st</sup> year under this new direction by paying Rs. 500 and will fill and submit the exam form of B.Com. 1<sup>st</sup> and/or 2<sup>nd</sup> Semester of the new

syllabus (as per this direction) for those courses only which are not considered to be equivalent courses with old syllabus (B.Com. CBS syllabus). The student will also be allowed to fill and submit the regular exam form semester III.

**Situation II:** A students has not completed 1<sup>st</sup> year of B.Com. as per CBS syllabus (introduced in 2016) but have cleared few of the courses of 1<sup>st</sup> year and is dropped out for subsequent years of the previous syllabus (B.Com. CBS Syllabus)

A student who has cleared 6 or more courses of B.Com. CBS syllabus (introduced in 2016) and has backlogs in remaining courses will be allowed to take admission into 2<sup>nd</sup> year of B.Com. CBCS Pattern under this direction, but he/she must complete those courses which are not considered to be equivalent with the previous CBS pattern examination. In such a case a student will be required to take nominal admission to B.Com. 1<sup>st</sup> year under this new direction by paying Rs. 500 and will fill and submit the exam form of B.Com. 1<sup>st</sup> and/or 2<sup>nd</sup> Semester of the new syllabus (as per this direction) for those courses only which are not considered to be equivalent courses with old syllabus (B.Com. CBS syllabus). The student will also be allowed to fill and submit the regular exam form semester III.

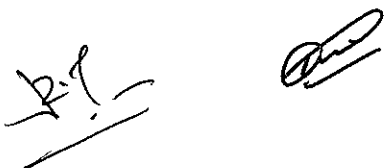
A student who has backlog in 7 or more courses of B.Com. CBS syllabus (introduced in 2016). In such a case a student will not be eligible for admission to B.Com. 2<sup>nd</sup> year CBCS Pattern and will be required to take nominal admission to B.Com. 1<sup>st</sup> year under this new direction by paying Rs. 500 and will fill and submit the exam form of B.Com. 1<sup>st</sup> and/or 2<sup>nd</sup> Semester of the new syllabus (as per this direction) for those courses only which are not considered to be equivalent courses with old syllabus (B.Com. CBS syllabus). The student will be able to take admission in 2<sup>nd</sup> year after successful completion of B.Com. 1<sup>st</sup> year under this new syllabus.

**Situation III:** A students has completed 2<sup>nd</sup> year of B.Com. as per CBS syllabus (introduced in 2016) and have cleared all the courses of 2<sup>nd</sup> Year and is drop out for subsequent years of the previous syllabus (B.Com. CBS Syllabus)

A student who has passed all courses of B.Com. 1<sup>st</sup> year and 2<sup>nd</sup> year under CBS Pattern Syllabus (Introduced in 2016), shall be admitted to B.Com 3<sup>rd</sup> Year CBCS Pattern but he/she must complete those courses which are not considered to be equivalent with the previous CBS pattern examination. In such a case a student will be required to take nominal admission to B.Com. 1<sup>st</sup> and 2<sup>nd</sup> year under this new direction by paying Rs. 500 for each year and will fill and submit the exam form of B.Com. 1<sup>st</sup> to 4<sup>th</sup> semester of the new syllabus (as per this direction) for those courses only which are not considered to be equivalent courses with old syllabus (B.Com. CBS syllabus). The student will also be allowed to fill and submit the regular exam form semester V.

**Situation IV:** A students has not completed 2<sup>nd</sup> year of B.Com. as per CBS syllabus (introduced in 2016) but have cleared few of the courses of 2<sup>nd</sup> Year and is drop out for subsequent years of the previous syllabus (B.Com. CBS Syllabus)

A student who has passed 6 or more courses of B.Com. 2<sup>nd</sup> year under CBS Pattern Syllabus (Introduced in 2016) and has backlogs for remaining courses, shall be



admitted to B.Com. 3<sup>rd</sup> Year CBCS Pattern but he/she must complete those courses which are not considered to be equivalent with the previous CBS pattern examination. In such a case a student will be required to take nominal admission to B.Com. 1<sup>st</sup> and 2<sup>nd</sup> year under this new direction by paying Rs. 500 for each year and will fill and submit the exam form of B.Com. 1<sup>st</sup> to 4<sup>th</sup> semester of the new syllabus (as per this direction) for those courses only which are not considered to be equivalent courses with old syllabus (B.Com. CBS syllabus). The student will also be allowed to fill and submit the regular exam form semester V.

A student has backlogs in 7 or more courses of B.Com. 2<sup>nd</sup> year under CBS Pattern Syllabus (Introduced in 2016) and has cleared the remaining courses. In such a case a student will be required to take nominal admission to B.Com. 1<sup>st</sup> and 2<sup>nd</sup> year under this new direction by paying Rs. 500 for each year and will fill and submit the exam form of B.Com. 1<sup>st</sup> to 4<sup>th</sup> semester of the new syllabus (as per this direction) for those courses only which are not considered to be equivalent courses with old syllabus (B.Com. CBS syllabus). Such student shall be admitted to B.Com. 3<sup>rd</sup> Year only after successful completion of those courses which are not considered to be equivalent with the previous CBS pattern examination.

### III. Equivalence of Subjects

The equivalence & eligibility for exemption of subjects for the students absorbed in the new course shall be as follows:

Name of Course in New Scheme (CBCS)	Semester Examination	Name of Equivalent Course in Old Scheme (2016)	Semester Examination
Fundamentals of Accounting	I	Financial Accounting - I	I
Business Economics - I	I	Business Economics - I	I
Compulsory English	I	Compulsory English	I
Second language Supplementary English/ Marathi Hindi Other Languages #	I	Second language Supplementary English/ Marathi Hindi Other Languages #	I
Commercial Firms	I	Company Law	I
Digital Marketing	I	NO	
Business Skills	I	Business Organization	I
MS Office	I	NO	
Statistics and Business Mathematics	II	Statistics and Business Mathematics	II
Business Economics - II	II	Business Economics - II	II
Compulsory English	II	Compulsory English	II
Second language	II	Second language	II

*[Signature]*

*[Signature]*

Supplementary English/ Marathi Hindi Other Languages #		Supplementary English/ Marathi Hindi Other Languages #	
Commercial Services	II	Secretarial Practice	II
Fundamentals of Banking	II	NO	
Financial Markets Operations	II	Business Management	II
Skill Development	II	NO	
Financial Accounting - I	III	Financial Accounting - II	III
Monetary Economics - I	III	Monetary Economics - I	III
Compulsory English	III	Compulsory English	III
Second language Supplementary English/ Marathi Hindi Other Languages #	III	Second language Supplementary English/ Marathi Hindi Other Languages #	III
Company Law	III	Business Law	III
Income Tax	III	Income Tax	IV
Holistic Development	III	Business Communication and Management	III
Computerized Accounting	III	NO	
Financial Accounting - II	IV	Financial Accounting - III	IV
Monetary Economics - II	IV	Monetary Economics - II	IV
Compulsory English	IV	Compulsory English	IV
Second language Supplementary English/ Marathi Hindi Other Languages #	IV	Second language Supplementary English/ Marathi Hindi Other Languages #	IV
Organizational Behaviour	IV	Skill Development	IV
Banking Procedure & Practice	IV	NO	
Secretarial Practice	IV	NO	
Insurance Procedure & Practice	IV	NO	
Financial Accounting - III	V	Financial Accounting - IV	V
Tax Procedure and Practice	V	Business Finance I OR Management Process	V V
Human Resource Management	V	Marketing Management OR Computerized Accounting	V V
Agricultural Economics	V	Indian Economy I	V



Cost Accounting	V	Cost Accounting	V
Commercial Psychology	V	NO	
Mercantile Law I	V	NO	
Business Entrepreneurship Development	V	NO	
Company Audit	V	Auditing	V
Internship	V	NO	
Financial Accounting – IV	VI	Financial Accounting – V	VI
International Economics	VI	Indian Economy II	VI
Advanced Statistics	VI	Advanced Statistics	VI
Financial Management	VI	Business Finance II OR Industrial Law	VI VI
Managerial Accounting	VI	Management Accounting	VI
Hospitality and Health Care Management	VI	NO	
Mercantile Law II	VI	NO	
Commercial Geography in Vidarbha Region	VI	NO	
Marketing Process	VI	Human Resource Management OR Indirect Tax	VI VI
Advertising Skills	VI	NO	

*(\*) All these subjects have no equivalent subjects in the B.Com. Previous Course (CBS Pattern) Examination (introduced in 2016). Hence, students desiring for absorption in New Course (CBCS Pattern) under this Direction are mandatorily required to appear for these subjects in respective semesters.*

The above absorption scheme of B.Com. shall be effective till the introduction of new Syllabus.

### 19. Provision for Multiple Exit

The B.Com. program offered under this direction provides an opportunity to students for multiple exits from the program as per following conditions:

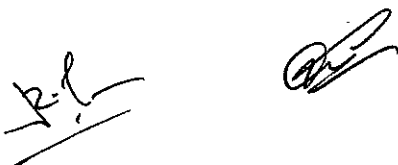
- A student can exit the program after successful completion of 1<sup>st</sup> and 2<sup>nd</sup> Semester courses and obtaining 48 credits. Such a student is eligible to be awarded 'Certificate in Commerce' by the University.
- A student can exit the program after successful completion of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Semester courses and obtaining 96 credits. Such a student is eligible to be awarded 'Diploma in Commerce' by the University.
- A student who has completed the 3 years program and earned 144 credits will be considered eligible for award of 'Bachelor of Commerce' degree by the University.

- d. A student who wishes to exit the program before completion of 3 years is required to apply to the university through Principal.
- e. A student who opted for exit from the program before completion of 3 years (a & b) above shall be eligible for admission to next year of the program in any subsequent academic session. However, if at the time of admission, if this scheme of examination is not in force, the student will have to complete the program according to the provisions made under the direction prevailing at the time of such admission.

## 20. Provision for Transfer of Credits

B.Com. program offered under this direction provides enhanced academic flexibility to students in terms of selecting the courses they want to learn. A student can opt for any course from any statutory/recognized University or any recognized online learning platform such as SWAYAM/NPTEL in lieu of a course (except Core Course and Discipline Specific Electives) mentioned in this scheme of examination. Similarly, a student can opt for transfer of credits by successfully completing the course recognized by the 'Adult and Continuing Education Centre' of Rashtrasant Tukadoji Maharaj Nagpur University. The mechanism for transfer of credits earned through these courses to be adhered is mentioned here:

1. A student seeking for facility for transfer of credits earned from any other platform will have to mandatorily open an account with 'Academic Bank of Credits' and upload the credits so earned therein.
2. Any Core Course or Discipline Specific Elective mentioned in this scheme of examination cannot be opted out by a student.
3. A student can opt out any course other than Core Course/Discipline Specific Elective and earn equal number of credits by completing any ODL or Online course/s from any statutory/recognized University or any recognized online learning platform such as SWAYAM/NPTEL.
4. A student can opt out any course other than Core Course/ Discipline Specific Elective and earn equal number of credits by successfully completing the course recognized by the 'Adult and Continuing Education Centre' of Rashtrasant Tukadoji Maharaj Nagpur University.
5. If a student is willing to opt out any such course, he/she will have to mention this while submitting the examination form to the University for respective semester.
6. A certificate of completion of such an ODL/Online course shall be submitted by the student to the University through college before end term evaluation.



7. Such a certificate shall mandatorily have the number of credits, duration of the course and grades obtained by the student and shall preferably have a QR code for verification.
8. The college shall submit the grades and marks obtained by the student to the University along with Internal Assessment marks for the concerned examination.
9. If a student has opted for an ODL/Online course in a particular semester and failed to submit the certificate within prescribed time, the student will be marked for 'Absent' for a particular course in that examination. Such a student will be required to fill in the examination form in the consecutive attempt and submit the passing certificate to get his/her corrected result.
10. The procedure for transfer of credits mentioned under this direction is subject to the guidelines issued by the University in this regard and a separate direction for the said purpose shall be issued by the University.

**21. Eligibility for award of Degree:**

In order to become eligible for award of 'Bachelor of Commerce (B.Com.)' degree, a student must fulfil the following conditions:

- a. A student must earn minimum 144 credits in not less than 3 years.
- b. A student must successfully complete (pass) all Core Courses and Discipline Specific Electives mentioned in this direction.

**22. This direction shall come into force phase wise from the academic session 2022-23.**

23. If any question of interpretation of any clause arises for this Direction & Appendix I & II the same shall be referred to the Dean, Faculty of Commerce and Management, whose decision shall be final and binding on all concerned.



**(Dr. Subhash R. Chaudhari)**  
**Vice-Chancellor**

Nagpur

Date: 20-10-22



## Appendix 1

### List of Core Courses, Ability Enhancement Compulsory Courses, Skill Enhancement Courses and Discipline Specific Elective

#### A) List of Core Courses (CC)

SN	Semester	Paper / Subjects
1	Sem I	Fundamentals of Accounting
2		Business Economics – I
3		Compulsory English
4		Second language Supplementary English/ Marathi/ Hindi/Other Languages/Vocational Course
5	Sem II	Statistics and Business Mathematics
6		Business Economics - II
7		Compulsory English
8		Second language Supplementary English/ Marathi/ Hindi/Other Languages/Vocational Course
9	Sem III	Financial Accounting - I
10		Monetary Economics - I
11		Compulsory English
12		Second language Supplementary English/ Marathi/ Hindi/Other Languages/Vocational Course
13	Sem IV	Financial Accounting - II
14		Monetary Economics - II
15		Compulsory English
16		Second language Supplementary English/ Marathi/ Hindi/Other Languages/Vocational Course
17	Sem V	Financial Accounting - III
18		Tax Procedure and Practice
19		Human Resource Management
20		Agricultural Economics
21	Sem VI	Financial Accounting - IV
22		International Economics
23		Advanced Statistics
24		Financial Management

#### B) List of Ability Enhancement Courses (AEC)

Semester	Paper / Subjects
Sem I (Any One)	Commercial Firms
	Digital Marketing

	Vocational Course
Sem II (Any One)	Commercial Services
	Fundamentals of Banking
	Vocational Course
Sem III (Any One)	Company Law
	Income Tax
	Vocational Course
Sem IV (Any One)	Organizational Behaviour
	Banking Procedure & Practice
	Vocational Course

C) List of Skill Enhancement Courses (SEC)

Semester	Paper / Subjects
Sem I (Any One)	Business Skills
	MS-Office
Sem II (Any One)	Financial Market Operations
	Skill Development
Sem III (Any One)	Holistic Development
	Computerized Accounting
Sem IV (Any One)	Secretarial Practice
	Insurance Procedure & Practice
Sem V (Any One)	Company Audit
	Internship
	Vocational Course
Sem VI (Any One)	Marketing Process
	Advertising Skills
	Vocational Course

D) List of DSE (Discipline Specific Electives):

Semester	Paper / Subjects
Sem V (Any One)	Cost Accounting
	Commercial Psychology
	Mercantile Law I
	Business Entrepreneurship Development
	Vocational Course
Sem VI (Any One)	Managerial Accounting
	Hospitality and Health Care Management
	Mercantile Law II
	Commercial Geography in Vidarbha Region
	Vocational Course

If the student wishes to opt for any course, other than offered by the University, He / she can register for any other equivalent credit ODL (Open and Distance Learning) courses and submit the passing certificate.



## Appendix – 2

### Detailed Syllabus and Question Paper Pattern

Bachelor of Commerce  
B.Com. (CBCS) – Sem I  
B.Com. - First Year Semester-I  
Course Type: Core Course  
Course Name: Fundamentals of Accounting  
Course Code: 1T1

Course Outcomes:

<b>CO1</b>	Given the information about the business transactions/ each student will be able to identify the nature of transaction/ events and will be able to record the financial transaction in the books of accounts i.e. Journal, Ledger, personal, Real, Nominal Account and Subsidiary Books etc. by applying double entry book system of accounting.
<b>CO2</b>	Given the Trial Balance of a Sole Trading concern along with the accompanied adjustments the students will be able to prepare the financial statement of a Sole Trader at the end of a financial year.
<b>CO3</b>	Given the detail business transactions between the Head office and Branches, students will be able to prepare Branch Account, cash and Credit sales, debtors & stock and debtor method of accounting.
<b>CO4</b>	Given the Trial Balance along with the adjustment of a Co-operative society a student would be able to prepare Trading Account, Profit & Loss Account, Profit & Appropriation Accounts and Balance Sheet of Co-operative Society As per State Co-operative Societies Act, 1960.
<b>CO5</b>	Given the information of business Receipts and Payments, student will be able to a simple cash book.

#### Unit - I Basic of Financial Accounting

An overview of basic of books keeping and accountancy. Objective, Importance, Advantages, Limitations and Functions of Accounting. Double Entry System, Branches of Accounting. Capital and Revenue Receipt & Expenditure. Preparation of Journal, Ledger's, Simple Cash book, Trial Balance. (Theory & Numerical)

**Unit - II Accounting Concepts:**

Meaning, objectives and principles of Accounting, Accounting Concepts & Conventions, Indian Accounting Standards- AS 1 to AS 10. Basic concept of Profit & Loss A/c and Balance Sheet. Preparation Final accounts of Sole Traders (Excluding Manufacturing A/c) (Theory & Numerical)

**Unit - III Branch Accounting ( Excluding Foreign Branch)**

Meaning of Branch Objective of Branch Accounting, Type of Branches, Mentioned of Accounting Records, Transactions relating to Branch, Accounting procedure of Branch. (Theory & Numerical)

**Unit - IV Final Accounts of Co - Operative Societies:**

(As per Maharashtra Co-Operative Societies Act 1960)

Introduction, Types of Co-operative societies. Preparation of Trading A/c, Profit and Loss A/c, P & L Appropriation A/c and Balance Sheet. (Theory & Numerical)

Note: Activities for subject/Chapter related (Workshop, Seminar, Guest Lecture, Group Discussion, Visit to Business organisation)

**The Financial year ends on 31st March.**

**Reference Books :**

1. Dr. S. M. Shukla : Financial Accounting, Sahitya Bhawan Publication
2. Gupta R. L. - Advanced Financial Accounting - S. Chand & Sons
3. Kumar, Anil S. - Advanced Financial Accounting - Himalaya Publication House
4. Shukla and Grewal : Advanced Accounts (S. Chand & Ltd. New Delhi)
5. Jain and Narang : Advanced Accounts (Kalyani Publishers, Ludhiana)
6. Dr.S. K. Singh: Financial Accounting, S.B.P.D Publication, Agra
7. Dr. Vijay Bagde, Dr. Pramod Fating, Dr. Prashant Gulhane: Financial Accounting-I; Sir Sahitya Kendra, Nagpur.
8. Dr. P. Wath, Dr. R. Jadhao, Dr. R. Selukar :- Financial Accounting- Sai Jyoti Prakashan

Question Paper Pattern  
B.Com. (CBCS) Semester I  
Course Type: Core Course  
Fundamentals of Accounting  
Course Code: 1T1

Time – 3 Hours]

[Full Marks: 80

- N.B. 1] All questions are compulsory  
2] All questions carry equal marks

Q.1

- |     |                    |          |
|-----|--------------------|----------|
| (a) | UNIT – I (Theory)  | 08 Marks |
| (b) | UNIT – I (Problem) | 08 Marks |
| OR  |                    |          |
| (c) | UNIT – I (Problem) | 16 Marks |

Q.2

- |     |                     |          |
|-----|---------------------|----------|
| (a) | UNIT – II (Theory)  | 08 Marks |
| (b) | UNIT – II (Problem) | 08 Marks |
| OR  |                     |          |
| (c) | UNIT – II (Problem) | 16 Marks |

Q.3

- |     |                      |          |
|-----|----------------------|----------|
| (a) | UNIT – III (Theory)  | 08 Marks |
| (b) | UNIT – III (Problem) | 08 Marks |
| OR  |                      |          |
| (c) | UNIT – III (Problem) | 16 Marks |

Q.4

- |     |                     |          |
|-----|---------------------|----------|
| (a) | UNIT – IV (Theory)  | 08 Marks |
| (b) | UNIT – IV (Problem) | 08 Marks |
| OR  |                     |          |
| (c) | UNIT – IV (Problem) | 16 Marks |

Q.5

- |     |                      |          |
|-----|----------------------|----------|
| (a) | UNIT – I (Problem)   | 04 Marks |
| (b) | UNIT – II (Problem)  | 04 Marks |
| (c) | UNIT – III (Problem) | 04 Marks |
| (d) | UNIT – IV (Problem)  | 04 Marks |

Bachelor of Commerce  
B.Com. (CBCS) – Sem I  
B.Com. - First Year Semester-I  
Course Type: Core Course  
Course Name: Business Economics -I  
Course Code: 1T2

Course outcomes

CO1	Students will be able to classify fundamental problems of an economy
CO2	Students will be able to use demand analysis & Indifference curves analysis in given situation
CO3	Students will be able to apply various demand forecasting techniques
CO 4	Students will be able to identify key elements in supply and isoquant curves
CO 5	Students will be able to measure and comment on elasticity of demand for given data

Unit I:

Introduction to economics: Contents of economics, stages of economic evolution, essential processes of economy, fundamental problems of an economy, basic terms and concepts – goods, utility, value, price, wealth, income and equilibrium

Unit II:

Demand Analysis: defining demand & Law of demand & Exceptions, utility analysis, indifference curves analysis, Types of demand – direct & Indirect demand, derived & Autonomous demand, durable and non-durable goods demand, firm & industry demand, total market and segment demand, , Determinants of Demand; Elasticity of Demand: Changes in demand, demand function, concept of elasticity, measurement of elasticity

Unit III:

Demand Forecasting: forecasts and forecasting techniques, Qualitative techniques – expert opinion survey , consumers complete enumeration survey, sales force opinion survey, consumers end use survey , Quantitative techniques – trend projection technique, barometric method , Econometric techniques – regression method

#### Unit IV:

Supply- Meaning, Criticism, factors influencing factors of supply. Law of supply, movements and shifts in supply curve. Elasticity of supply, determinants of supply.

Production Analysis: Production function, returns to factor and returns to scale, Output elasticity Isoquant Curves definition, General Properties

#### **References**

1. Business Economics , V.G. Mankar, Himalaya Publication House
2. Modern Economics, H.L.Ahuja, S.Chand & Co Ltd.
3. Micro Economics P.N.Chopra, Kalyani Publishers.
4. Micro Economics, D.D.Chaturvedi, Galgotia Publishing Company.
5. Modern Economic Theory, K.K.Dewett, S.Chand & Co Ltd.

Question Paper Pattern  
B.Com. (CBCS) Semester I  
Course Type: Core Course  
Business Economics I  
Course Code: 1T2

Time – 3 Hours]

[Full Marks: 80

- N.B. 1] All questions are compulsory  
2] All questions carry equal marks

Q.1

- |     |          |          |
|-----|----------|----------|
| (a) | UNIT – I | 08 Marks |
| (b) | UNIT – I | 08 Marks |
|     | OR       |          |
| (c) | UNIT – I | 16 Marks |

Q.2

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – II | 08 Marks |
| (b) | UNIT – II | 08 Marks |
|     | OR        |          |
| (c) | UNIT – II | 16 Marks |

Q.3

- |     |            |          |
|-----|------------|----------|
| (a) | UNIT – III | 08 Marks |
| (b) | UNIT – III | 08 Marks |



- OR
- (c) UNIT – III 16 Marks
- Q.4
- (a) UNIT – IV 08 Marks
- (b) UNIT – IV 08 Marks
- OR
- (c) UNIT – IV 16 Marks
- Q.5
- (a) UNIT – I 04 Marks
- (b) UNIT – II 04 Marks
- (c) UNIT – III 04 Marks
- (d) UNIT – IV 04 Marks

Bachelor of Commerce  
B.Com. (CBCS) – Sem I  
B.Com. - First Year Semester-I  
Course Type: Ability Enhancement Course  
Course Name: Commercial Firms  
Course Code: 1T5 - A

Course Outcomes:

CO1	Students will be able to relate the concepts of commercial firms
CO2	Students will be able to interpret the concept of sole trader into practice
CO3	Students will be able to analyse partnership firm and will gain knowledge about starting a partnership firm.
CO4	Students will be gain knowledge about comp and it's various concept and will be able to gain knowledge about starting a company.
CO5	Students will relate to the concept of start ups and will be aware about starting a start ups and will be able to prepare project report

UNIT I: Commercial firms: Concept and importance. It's contribution in economic growth

UNIT II: Sole trader: meaning, definition, salient features, procedure to start a sole trade business.  
Activities included in sole trading, Partnership: concept, meaning, characteristics importance , procedure to be adopted for starting partnership. Activities involved in partnership business

UNIT III: Company: concept, meaning, characteristics, procedure to start a company, activities involved in company business

UNIT IV: Start ups: concept and meaning, role in economic development, various Government schemes for start ups. Preparation of project report for start ups

Question Paper Pattern  
B.Com. (CBCS) Semester I  
Course Type: Ability Enhancement Course  
Commercial Firms  
Course Code: 1T5 - A

Time – 3 Hours]

[Full Marks: 80

N.B. 1] All questions are compulsory  
2] All questions carry equal marks

Q.1

- |     |          |          |
|-----|----------|----------|
| (a) | UNIT – I | 08 Marks |
| (b) | UNIT – I | 08 Marks |
| OR  |          |          |
| (c) | UNIT – I | 16 Marks |

Q.2

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – II | 08 Marks |
| (b) | UNIT – II | 08 Marks |
| OR  |           |          |
| (c) | UNIT – II | 16 Marks |

Q.3

- |     |            |          |
|-----|------------|----------|
| (a) | UNIT – III | 08 Marks |
| (b) | UNIT – III | 08 Marks |
| OR  |            |          |
| (c) | UNIT – III | 16 Marks |

Q.4

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – IV | 08 Marks |
| (b) | UNIT – IV | 08 Marks |
| OR  |           |          |
| (c) | UNIT – IV | 16 Marks |

Q.5

- |     |            |          |
|-----|------------|----------|
| (a) | UNIT – I   | 04 Marks |
| (b) | UNIT – II  | 04 Marks |
| (c) | UNIT – III | 04 Marks |
| (d) | UNIT – IV  | 04 Marks |

Bachelor of Commerce  
B.Com. (CBCS) – Sem I  
B.Com. - First Year Semester-I  
Course Type: Ability Enhancement Course  
Course Name: Digital Marketing  
Course Code: 1T5 - B

**Course Outcomes**

CO1	The students will be able to understand the concept and develop the knowledge of Digital Marketing, E-Commerce and M-Commerce.
CO2	The students will be able to understand the concept & will be equipped with the practical knowledge of creating Electronic mail (Email), Websites, Brochure / Flyers.
CO3	The students will be able to develop the knowledge about usage and Procedures for handling various important Digital Marketing Platforms for Earning Income.
CO4	The students will be able to develop the knowledge about Recent Trends for Earning Income through Digital Marketing.
CO5	The students will be equipped with the practical knowledge of various important Digital Marketing Platforms.

**Unit I: Digital Marketing:** Introduction, meaning, significance and benefits. Myths in Digital Marketing, Digital marketing process, Introduction to E-Commerce, M-Commerce, Traditional marketing Vs Digital Marketing.

**Unit II: Electronic mail (Email) and Websites:** Meaning & Features of Email, Procedure for sign-up and sing-in in Email. Usage of BCC & CC in Email, procedure to send the attachment through email. Meaning & Features of Websites, Procedure for Creating Website, Domain name, uses of hyperlink. Procedure for Creating Brochure / Flyers.

**Unit III:. Usage of Digital Marketing Platforms for Earning Income:** Procedures for handling- Search Engine Optimisation (SEO), Search Engine Marketing (SEM), Social Media Optimisation (SMO), Social Media Marketing (SMM), Email Marketing, Mobile marketing, Pay Per Click (PPC) Advertising, Google AdSense, Content Marketing, Affiliate Marketing, Influencer Marketing.

**Unit IV:. Recent Trends for Earning Income through Digital Marketing:** Procedures for - Creating Blog, Creating YouTube Channel, Setting up Facebook Advertising Account, Starting Freelancing Service, using Podcast for Selling Products. Procedure for Selling products on Instagram, Procedure for Creating seller account on various Digital Marketing Platforms- Amazon, Flipkart, etc.

#### References Books:

- *Fundamentals of Digital Marketing, Puneet Bhatia, Pearson Education; second edition (June 2019)*
- *Digital Marketing, Seema Gupta, McGraw Hill Education; Second edition (August 2020)*
- *Digital Marketing: Complete Digital Marketing Tutorial, Kailash Chandra Upadhyay, Notion Press (June 2021)*
- *Digital Marketing, Moutusy Maity, Oxford University Press (June 2022)*
- *Recent Trends in Digital Commerce, Dr. Medha Kanetkar, Dr. Manish Vyas, Mrs. Mrunmayee Khati, Sainath Prakashan (June 2021)*
- *The Essential Social Media Marketing Handbook, Gail Z. Martin, Rupa Publications India (20 June 2018)*
- *Social Media Marketing 2021, by Michael Branding, Notion Press; 1st edition (June 2021)*

Question Paper Pattern  
B.Com. (CBCS) Semester I  
Course Type: Ability Enhancement Course  
Digital Marketing  
Course Code: 1T5 - B

Time – 3 Hours]

[Full Marks: 80

- N.B.      1] All questions are compulsory  
              2] All questions carry equal marks

Q.1

- |     |          |    |          |
|-----|----------|----|----------|
| (a) | UNIT – I |    | 08 Marks |
| (b) | UNIT – I |    | 08 Marks |
|     |          | OR |          |
| (c) | UNIT – I |    | 16 Marks |

Q.2

- |     |           |    |          |
|-----|-----------|----|----------|
| (a) | UNIT – II |    | 08 Marks |
| (b) | UNIT – II |    | 08 Marks |
|     |           | OR |          |
| (c) | UNIT – II |    | 16 Marks |

Q.3

- |     |            |    |          |
|-----|------------|----|----------|
| (a) | UNIT – III |    | 08 Marks |
| (b) | UNIT – III |    | 08 Marks |
|     |            | OR |          |
| (c) | UNIT – III |    | 16 Marks |

Q.4

- |     |           |    |          |
|-----|-----------|----|----------|
| (a) | UNIT – IV |    | 08 Marks |
| (b) | UNIT – IV |    | 08 Marks |
|     |           | OR |          |
| (c) | UNIT – IV |    | 16 Marks |

Q.5

- |     |            |  |          |
|-----|------------|--|----------|
| (a) | UNIT – I   |  | 04 Marks |
| (b) | UNIT – II  |  | 04 Marks |
| (c) | UNIT – III |  | 04 Marks |
| (d) | UNIT – IV  |  | 04 Marks |



Bachelor of Commerce  
B.Com. (CBCS) – Sem I  
B.Com. - First Year Semester-I  
Course Type: Skill Enhance Course  
Course Name: Business Skills  
Course Code: 1T6 - A

Course Outcomes:

CO1	The student will be able to <b>classify</b> different forms of business and business activities
CO2	The student will be able to <b>differentiate</b> between management and administration and also will be able to <b>formulate</b> a plan for a given activity
CO3	The student will be able to <b>distinguish</b> types of organisations and will also able to <b>decide</b> actions for a given situation
CO4	The student will be able to <b>select</b> leadership skills in a group and <b>demonstrate</b> direction skills to achieve objectives
CO5	The student will be able to <b>demonstrate</b> the roles, skills and functions of management required for a business activity

**Unit-I:** Nature and Scope of Business: Meaning and Definition of Business, Characteristics, Objectives of Business, Classification of Business Activities, Industry, Commerce & Trade, Social Responsibility of Business Towards Different Groups. Forms of Business Units: Sole Trader, Partnership, Joint Stock Company and Co-Operative Society – Meaning, Characteristics, Advantages & Disadvantages.

**Unit-II:** Management and Administration: Meaning and Definition of Management, Characteristics, Scope, Importance, Management and Administration, Management – A Science or Art. Planning: Meaning, Nature and Characteristics, Process, Importance, Types, Components.

**Unit-III:** Decision Making: Concept, Characteristics – Importance, Process, Types of Decisions. Organizing: Concept, Principles, Types – Line, Functional, Line and Staff, modern types of organizations-Projects, Matrix, Formal and Informal Organization, Advantages and Disadvantages.

**Unit-IV:** Direction: Meaning, Nature, Importance and Techniques. Co-Ordination: Meaning, Principles, Internal and External Co-Ordination, Methods of Achieving Effective Co-Ordination. Leadership: Leadership – Concept, Characteristics, Types and Qualities. Concept of Morale.

Control: Meaning, Characteristics, Need, Procedure, Types, Essentials of Good Control System, Control Devices.

### Reference Books

1. Ramaswamy, I. (2011). Principles of Business Management, (8th ed.), Himalaya Publishing House, New Delhi.
2. Principles of Management and Administration. Author, D. Chandra Bose. Publisher, PHI Learning, 2009
3. Robbins, S. (2017). Management, (13th ed.), Pearson Education, New Delhi
4. "The Practice of Management", Peter Drucker, Om Books India
5. Ghuman, K & Aswathapa, K, (2017). Management concepts and cases (10th ed.), Tata McGraw Hills, New Delhi
6. Koontz, H, & Weihrich, H (2016). Essentials of Management: An International Perspective (8<sup>th</sup> ed.), Tata McGraw Hills, New Delhi

Question Paper Pattern  
B.Com. (CBCS) Semester I  
Course Type: Skill Enhancement Course  
Business Skills  
Course Code: 1T6 - A

Time – 3 Hours]

[Full Marks: 80

- N.B. 1] All questions are compulsory  
2] All questions carry equal marks

Q.1

- |     |          |          |
|-----|----------|----------|
| (a) | UNIT – I | 08 Marks |
| (b) | UNIT – I | 08 Marks |
|     | OR       |          |
| (c) | UNIT – I | 16 Marks |

Q.2

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – II | 08 Marks |
| (b) | UNIT – II | 08 Marks |
|     | OR        |          |
| (c) | UNIT – II | 16 Marks |

Q.3

- |     |            |          |
|-----|------------|----------|
| (a) | UNIT – III | 08 Marks |
| (b) | UNIT – III | 08 Marks |

- OR
- (c) UNIT – III 16 Marks
- Q.4
- (a) UNIT – IV 08 Marks
- (b) UNIT – IV 08 Marks
- OR
- (c) UNIT – IV 16 Marks
- Q.5
- (a) UNIT – I 04 Marks
- (b) UNIT – II 04 Marks
- (c) UNIT – III 04 Marks
- (d) UNIT – IV 04 Marks

Bachelor of Commerce  
B.Com. (CBCS) – Sem I  
B.Com. - First Year Semester-I  
Course Type: Skill Enhance Course  
Course Name: MS-Office  
Course Code: 1T6 - B

	Course Outcome
<b>CO1</b>	Student will be able to create and manage word documents with required formatting. Students will be able to compose word documents and operate relevant features and tools of MS Words.
<b>CO2</b>	Student will be able to perform operations like creating, storing, and formatting data using different Excel formatting tools and features.
<b>CO3</b>	Students will able to perform calculations using functions, and present the data visually using charts and graphs.
<b>CO4</b>	Student will be able to create and design professional presentation using different features & tools of PowerPoint.

<b>CO5</b>	Students will be able to prepare and appraise professional business data, document and presentation.
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## **Unit I**

### **Microsoft Word**

Introduction ; Getting familiar with the interface of Word; Backstage View(File); Creating, Saving, Opening, Closing of document; Editing text Documents; Inserting & Deleting text, Toolbars; Inserting Tables, Pictures, Shapes, Icons, Smart Art, Drop Cap, Date and time, Object, Word Art, Special Symbols, Hyperlinks, Header and footer, Page Numbering, Charts; Use columns and breaks; Using step-by-step mail merge wizard; Review documents using - Spelling and Grammar check, word count; Different views of word document, Change the view of document ; Using format painter ;Creating styles; Using Page Setup Settings , Printing of the document; Sharing the document ;Exporting of word document

## **Unit II**

### **Microsoft Excel – I**

Introduction ; Getting familiar with the interface of Excel; Backstage View(File); Excel Toolbars; References-Absolute and Relative; Working with worksheet/workbook; Data Entry in Excel; Formatting of data –Formatting Cell, Rows, Columns , Sheet ; Different formatting - Number Formatting ,Text formatting ,Date Formatting ,Alignment Settings, Font Formatting, Border ,Shading , Format as Table; Changing Row /Height ,Using Hide /unhide options; Moving or copying sheet; Renaming Sheet; Flash Fill ;Using find and select options-Go to, Go To Special ; Sharing the excel workbook; Exporting of worksheet

## **Unit III**

### **Microsoft Excel – II**

Outline -Group, Ungroup, Subtotal; Conditional Formatting; Performing Calculations with Functions and formulas, Function Library-Date and Time Functions, Mathematical Functions, Logical Functions, Text Functions, Statistical Functions, hlookup, vlookup; Converting data from text to columns, removing duplicates; Creating Effective Tables & Charts; Data analysis using Sort ,Filter and data validation feature in excel; Pivot table & Pivot charts; Page Setting & Printing

## **Unit IV**

### **Microsoft PowerPoint**

Introduction ; Getting familiar with the interface of PowerPoint; Backstage View (File); Slide Layout; Formatting in PowerPoint; Different Toolbars; Inserting Clip Art, Picture, Slide, Organization Chart, Smart art ,Table, Hyperlink; Presentation Views ; Master Slide; Working With Movies and Sounds; Using different design themes; Changing Slide Size and background ; Applying Animation and Slide Transition; Slideshow ; recording slide show; Page Setting & printing; Sharing the presentation ;Exporting the presentation to Video

## **Text Books**

1. MS Office 2016 Quintessential Course –Vishnu P Singh, Asian Computer Books
2. Microsoft Office 2016 Step by Step, Joan Lambert, Curtis Frye, Microsoft Press
3. Information Technology, Vikrant Malviya, Himalaya Publishing House

### Reference Books

1. Introduction to Information Technology, Renu Vashishth & Dr. Neeru Mudra, Himalaya Publishing House
2. Computer course –Prof. Satish Jain, Shashi Singh, M. Geetha, BPB Publication
3. Office 16 in easy steps, Michael Price Mike Mc Grath, BPB Publications
4. Office 2016 for beginners- Steven Weikler, Alpha Lifestyle Productions
5. Microsoft office 2016 Word, Excel, One Note Book - Vol 1-Lalit Mali, Notion Press

Question Paper Pattern  
B.Com. (CBCS) Semester I  
Course Type: Skill Enhancement Course  
MS-Office  
Course Code: 1T6 - B

The end semester examination of Basics of MS-Office Course shall have following question pattern.

**Part I – MCQ Test:** 40 Multiple Choice Questions of 1 mark each. 40 questions would be prepared covering all four units of the course. The MCQ based test can be taken in offline mode or online mode as per the available resources with the colleges. **Duration for solving 40 questions would be 1.5 Hours.**

**Part II – Workbook Submission:** A workbook will have to be submitted by the students. This workbook will carry 40 marks. There will be 8-10 practical questions to be performed using MS –Office and the output will be printed and attached in the workbook.



## Vocational Course Semester I

(Same syllabus for all vocational group subjects in B. Com. – I)

### 1T7 - Entrepreneurial Development-I

Time : 3 Hours

Full Marks: 80

Internal Assessment: 20

**Level of knowledge: Basic knowledge**

**Objective:** To provide introductory knowledge about entrepreneurship and its development process.

#### Unit-I

Entrepreneurship – Evolution of the concept of entrepreneur, Definitions of Entrepreneurship & Entrepreneur, Types of Entrepreneurship, Function of Entrepreneur, Characteristics of Entrepreneur, Socio-economic origins of Entrepreneurship.

#### Unit-II

Stages in the Entrepreneurial process, Barriers to Entrepreneurship, Environmental factors affecting Entrepreneurship, Entrepreneurial Structures.

#### Unit-III

Qualities of a successful Entrepreneur. Distinction between an Entrepreneur and a Manager, role of Entrepreneurship in Economic development. Theories of Entrepreneurship- Theory of Achievement Motivation, Conceptual Model of Entrepreneurship.

#### Unit-IV

Women Entrepreneurship- Concept of Women Entrepreneurs, Functions of Women Entrepreneurs, Growth of women Entrepreneurship and problems of women Entrepreneurs, Development of women Entrepreneurship, Recent Trends.

#### Books Recommended:

- ✓ Dynamics of entrepreneurial development and management, Vasant Desai
- ✓ Entrepreneurial development, Vasant Desai.
- ✓ Entrepreneurial Development, S. S. Khanka, S. Chand Publishers.
- ✓ M.V. Deshpande : Entrepreneurship of small scale industries.
- ✓ Entrepreneurship Development and Business Communication, Vasant Desai and Urmila Rai, Himalaya Publishing House.
- ✓ Entrepreneurship Development in India, Dr. C. B. Gupta and Dr. N.P. Srinivasan, Sultan Chand & Sons.
- ✓ Entrepreneurial Development, Vasant Desai, Appannaiah, Reddy and Gopal Krishna, Himalaya Publishing House.

## **Computer Application I**

### **1T8.1 : Fundamental of Information Technology (FIT)**

**Unit-I:** Definition of Computer, Block diagram of computer, generations of computer, classification of computers, characteristics, advantages & limitations of computer. Computer organization: Central processing Unit - speed of processor, computer memory: primary & secondary, Storage devices: floppy disk, Hard disk, magnetic tapes, optical disk (CD/ DVD), pen drive. Input devices: keyboard, mouse, joystick, light pen, scanners, OCR, MICR, Touch Screen, Bar code reader. Output devices: monitor, printers, classification of printers, impact & non- impact printers, dot matrix, ink jet, laser, thermal printers, plotters.

**Unit-II :** Hardware & software, Software and programming languages.

Computer networks – LAN, WAN, MAN

Internet, WWW, E-Mail, education, financial service, e-Commerce, banking, shopping, advertising, e-governance. Virus, Types of Viruses, Anti-Virus, Firewall and Anti-Spy ware Utilities

#### **UNIT – III :**

##### **Introduction to Disk Operating System (DOS) :**

File types, Directory Structure, Booting - Warm and Cold Booting, Types of DOS commands (Internal and External)

Directory commands: DIR, MD, RD, TREE, PATH, SUBST ETC., Wild card Definitions, Commands related to file management: COPY, DEL, ERASE, REN, ATTRIB, XCOPY, BACKUP and RESTORE, General commands: TYPE DATE, TIME, PROMPT etc., batch commands, wild card characters & its use.

#### **UNIT – IV :**

##### **Introduction to Windows Operating System :**

Advantages of windows operating system, operating with windows, GUI, use of help features, starting an application, essential accessories, windows explorer, control panel, my computer, my documents, recycle bin, finding folders and files, system tools, new features in windows-7/8/10 versions.

**Practical : Practical will be based on Unit-III & IV i.e. MS-DOS and Windows**

#### **BOOKS RECOMMENDED:**

1. I.T. Today (Encyclopedia) By S. Jaiswal (Test Book)
2. Computer Today By Donald Senders
3. Computer Applications In Management – Ushadahiya, Sapnanagpal (Taxmann's)
4. Information Technology - Dr. Sushilamadan (Taxmann's)
5. Understanding Computer By Dineshkumar
6. Computer Fundamentals By P. K. Sinha
7. Office Automation By K.K. Bajaj (Macmilan)
8. Business On The Net An Introduction To The Whats And Hows Of E-Commerce By K. N. Agarwala & Others (Macmilan)
9. Dos/Unix & Windows: I.T. Today (Encyclopedia) By S. Jaiswal
10. Msdos; Manual

## Principles & Practice of Insurance I

### 1T8.2-Life Insurance – Paper I

Time : 3 Hours]

Theory : 80 Marks

Internal Assessment: 20 Marks

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#### Level of knowledge - Basic knowledge.

**Objective** - To create awareness regarding basic knowledge about Life Insurance.

#### Unit – I

Concept of Risk, Meaning ,Definition, Classification of Risk, Risk Management : Meaning and Definition, Objectives, Importance, Classification of Risk, Methods of Handling Risk, factors affecting Risk Management, Principles of Insurance Management, Process of Risk Insurance Management

#### Unit – II

Concept of Insurance: Meaning, Definition, Need, Importance and Scope of Insurance, Benefits of Insurance. History of Insurance, Meanings of Terms used - Premium, Compensation, Cover note, Claim, Peril, actor affecting premium calculation  
Reinsurance : Important concepts, characteristics, types of reinsurance, double cover, external and internal insurance.

#### Unit – III

Life Insurance: Meaning and definition of Life Insurance, Organization , Management , regulation , role and functions of life insurance  
Insurance Contract, Essentials of Insurance Contract  
Principles of Life Insurance, Classification of Life Insurance Policies.

#### Unit – IV

Policy conditions of Life Insurance ,  
Insurance document – Proposal form, policy form, cover note, certificate of Insurance, endorsement, co-insurance and renewal receipt, procedure of taking Life Insurance Policy.  
Settlement of Claim on Maturity of Policy, Death of Policy holder,

#### Recommended books:

- Fundamental Of Insurance, R.K. Gupta, Himalaya Publishing House.
- Principles & Practice of Insurance, Dr. P. Periasamy, Himalaya Publishing House
- Insurance Principle and Practice, M.M. Mishra and Dr. S.B. Mishra, S. Chand Publication
- Principles of Insurance, Dr. Shakti Pratchbal and Dr. N.P. Dwivedi, Himalaya Publishing House

✓ बीमा के सिद्धांत एवं व्यवहार – भगवती प्रकाश अर्मा, राजीव जैन, पुरुषोत्तम दयाल— हिमालया पब्लिशिंग हाऊस

## **Advertising, Sales Promotion and Sales Management**

### **Semester I**

#### **1T8.3 -Advertising, Sale Promotion and Sales Management – I**

**Full Marks : 80**

**Time : 3 Hours**

#### **Internal Assessment : 20**

**Objectives:** The aim of the paper is to acquaint the students with concepts, techniques and give experience in the application of concepts for developing an effective advertising programme.

#### **Unit I:**

- Advertising Role in the Marketing Process: Legal Ethical and social Aspects of Advertising. Functions and types of advertising.

#### **Unit II:**

Integrated Marketing communication .Brand management , Brand Image, Brand Equityand Brand Building. Ethics of advertising

#### **Unit III:**

The major players in advertising, Advertising agency, Brand manager, market researchfirms, Media, Type of agencies. Structure of an agency and its functions. The process ofdeveloping an ad.

#### **Unit IV:**

Objective Setting and market Positioning; Dagmar Approach in Determination of Target Audience and understanding them. Assumptions about consumer behavior.

**Recommended books:**

Luick, John F and Siegler, William Lee, Sales Promotion and Modern Merchandising (McGraw Hill Book Co., New York, 1968)

Still, Richard, Edward W & Govoni Norman AP, Sales Management Decisions, Strategies and Cases (Prentice Hall India Pvt. Ltd., New Delhi, 1981)

David Aaker, Advertising Management (Prentice Hall India Pvt. Ltd., New Delhi)

Kazmi &Batra, Advertising & Sales Promotion (Excel Books)

Belch & Belch, Advertising & Promotion (Tata McGraw Hill)

Jethwaney & Jain, Advertising Management, (Oxford University Press)

**SEMESTER I*****QUESTION PAPER PATTERN FOR All Vocational Subjects*****Computer Application, Insurance & Entrepreneurial Development**

Time – 3 Hours]

[Full Marks: 80

- N.B. 1] All questions are compulsory  
2] All questions carry equal marks

Q.1

- |     |          |          |
|-----|----------|----------|
| (a) | UNIT – I | 08 Marks |
| (b) | UNIT – I | 08 Marks |
|     | OR       |          |
| (c) | UNIT – I | 16 Marks |

Q.2

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – II | 08 Marks |
| (b) | UNIT – II | 08 Marks |
|     | OR        |          |
| (c) | UNIT – II | 16 Marks |

Q.3

- |     |            |          |
|-----|------------|----------|
| (a) | UNIT – III | 08 Marks |
| (b) | UNIT – III | 08 Marks |
|     | OR         |          |
| (c) | UNIT – III | 16 Marks |

Q.4

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – IV | 08 Marks |
|-----|-----------|----------|

(b) UNIT – IV 08 Marks

OR

(c) UNIT – IV 16 Marks

Q.5

(a) UNIT – I 04 Marks

(b) UNIT – II 04 Marks

(c) UNIT – III 04 Marks

(d) UNIT – IV 04 Marks

Bachelor of Commerce  
B.Com. (CBCS) – Sem II  
B.Com. - First Year Semester-II  
Course Type: Core Course  
Course Name: Statistics and Business Mathematics  
Course Code: 2T1

CO1	Given the information about a particular variables, Student will be demonstrate an understanding of statistics by creating frequency distribution as per the Statistical Series.
CO2	From the given data set student will be able to compute Mean, Median, Mode and other measure of central tendency as required.
CO3	From the given data, Students will be able to know dispersion and to calculate Standard Deviation, Quartiles, Quartile Deviation & Co-efficient of Variation.
CO4	From the given data set the student will be able to compute the Skewness & it's coefficient by using Karl Pearson's and Bowley's method.
CO5	From the given information student will able to calculate Percentage, Simple Interest, Compound Interest and also able to calculate Profit or Loss arising out a business transactions.



## **B.Com. - First Year Semester-II**

### **2T1: Statistics and Business Mathematics**

#### **Unit - I Statistics & Measures of Central Tendency**

Meaning, Scope, Importance, Functions and Limitations of Statistics. Collection of data, Tabulation and Classification, Frequency distribution. Mean, Median, Mode, Geometric Mean and Harmonic Mean (Theory & Numericals)

#### **Unit -II Dispersion-**

Meaning and significance of dispersion, Methods of measuring dispersion, Standard Deviation, Quartiles, Quartile Deviation, Co-efficient of variation (Theory & Numericals)

#### **Unit - III Skewness-**

Absolute Measures of Skewness, Relative Measures of Skewness, Karl Pearson's Coefficient of Skewness, Bowley's Coefficient of Skewness. (Numericals)

#### **Unit - IV Business Mathematics:-**

Percentages, Simple Interest, Compound Interest, Profit/ Loss. (Numericals)

Note: Activity for subject/Chapter related (Workshop, Seminar, Guest Lecture, Group Discussion)

#### **Reference Books:**

1. Fundamentals of statistics : D. V. Elhance & Veena Elhance.
2. Statistics : V. K. Kapoor : S. Chand & Sons.
3. Statistics : B. New Gupta: Sahitya Bhavan Agra.
4. Fundamental of Statistics : S. C. Gupta - Himalaya Publishing House.
5. Business Mathematics & Statistics : NEWK Nag & S.C. Chanda - Kalyani Publishers
6. Statistics and Business Mathematics: Dr. Pramod Fating, Dr. Milind Gulhane, Dr. Vijay Bagde, Sir Sahitya Kendra, Nagpur
7. Problem in Statistics : Y. R. Mahajan: Pimplapure Publisher Nagpur
8. Statistics and Business Mathematics: Dr. Gulhane, Dr. Chopde

Question Paper Pattern  
B.Com. (CBCS) Semester II  
Course Type: Core Course  
Statistics and Business Mathematics  
Course Code: 2T1

Time – 3 Hours]

[Full Marks: 80

N.B. 1] All questions are compulsory

2] All questions carry equal marks

Q.1

- |     |                    |          |
|-----|--------------------|----------|
| (a) | UNIT – I (Theory)  | 08 Marks |
| (b) | UNIT – I (Problem) | 08 Marks |
| OR  |                    |          |
| (c) | UNIT – I (Problem) | 16 Marks |

Q.2

- |     |                     |          |
|-----|---------------------|----------|
| (a) | UNIT – II (Theory)  | 08 Marks |
| (b) | UNIT – II (Problem) | 08 Marks |
| OR  |                     |          |
| (c) | UNIT – II (Problem) | 16 Marks |

Q.3

- |     |                      |          |
|-----|----------------------|----------|
| (a) | UNIT – III (Theory)  | 08 Marks |
| (b) | UNIT – III (Problem) | 08 Marks |
| OR  |                      |          |
| (c) | UNIT – III (Problem) | 16 Marks |

Q.4

- |     |                     |          |
|-----|---------------------|----------|
| (a) | UNIT – IV (Theory)  | 08 Marks |
| (b) | UNIT – IV (Problem) | 08 Marks |
| OR  |                     |          |
| (c) | UNIT – IV (Problem) | 16 Marks |

Q.5

- |     |                      |          |
|-----|----------------------|----------|
| (a) | UNIT – I (Problem)   | 04 Marks |
| (b) | UNIT – II (Problem)  | 04 Marks |
| (c) | UNIT – III (Problem) | 04 Marks |
| (d) | UNIT – IV (Problem)  | 04 Marks |

Bachelor of Commerce  
B.Com. (CBCS) – Sem II  
B.Com. - First Year Semester-II  
Course Type: Core Course  
Course Name: Business Economics II  
Course Code: 2T2

Course outcomes

CO1	Students will be able to establish relationship between cost and Output in short / long run
CO2	Students will be able to differentiate between various Market structures
CO3	Students will be able to determine prices under different market structures
CO4	Students will be able to explain basic concepts of macroeconomics
CO5	Students will be measure national income using given data.

Unit I:

Cost Analysis: Cost Concepts – Actual & Opportunity cost, fixed costs and Variable costs, explicit and implicit costs, total, average and marginal costs, historical costs and replacement costs, short run costs and long run costs, accounting costs and economic costs. Determinants of costs; Short run cost-output relationship; long run cost-output relationship; Economies and diseconomies of scale – factors causing, economies & diseconomies; estimating cost output relationship – accounting method, engineering method, econometric method

Unit II:

Market Structures – Concept, meaning, Definition, Classification of market structures, Perfect Competition, Monopolistic Competition. Product Differentiation. Oligopoly: Homogeneous and Heterogeneous Oligopoly, Price Rigidity in Oligopoly. Kinked Demand Curve. Monopoly Features, Equilibrium. Difference between Perfect Competition and Monopoly.

Unit III:

Pricing Concepts– demand, cost of production, objective of firm, government policy, nature of competition, Cournot's Model, Collusion Model, Leader- Follower Model; Price determination under perfect competition, Price determination under Monopolistic competition; price determination under monopoly

#### Unit IV:

Introductory Macroeconomics: Concept of inflation, employment, money supply, monetary policy, fiscal policy, Balance of payments, National income, consumption function. Savings and Investment – equality between savings and investments; Determinants of National income, Measurement of national income.

#### References:

1. Business Economics, H.L.Ahuja, S.Chand Publishing
2. Micro Economics, P.N.Chopra, Kalyani Publishers.
3. Micro Economics, D.D.Chaturvedi, Galgotia Publishing Company.
4. Principles of Economics, D.M.Mithani, Himalaya Publishing House.

Question Paper Pattern  
B.Com. (CBCS) Semester II  
Course Type: Core Course  
Business Economics II  
Course Code: 2T2

Time – 3 Hours]

[Full Marks: 80

- N.B. 1] All questions are compulsory  
2] All questions carry equal marks

Q.1

- |     |          |          |
|-----|----------|----------|
| (a) | UNIT – I | 08 Marks |
| (b) | UNIT – I | 08 Marks |
| OR  |          |          |
| (c) | UNIT – I | 16 Marks |

Q.2

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – II | 08 Marks |
| (b) | UNIT – II | 08 Marks |
| OR  |           |          |
| (c) | UNIT – II | 16 Marks |

Q.3

- |     |            |          |
|-----|------------|----------|
| (a) | UNIT – III | 08 Marks |
| (b) | UNIT – III | 08 Marks |

OR  
(c) UNIT – III 16 Marks

Q.4

(a) UNIT – IV 08 Marks  
(b) UNIT – IV 08 Marks

OR  
(c) UNIT – IV 16 Marks

Q.5

(a) UNIT – I 04 Marks  
(b) UNIT – II 04 Marks  
(c) UNIT – III 04 Marks  
(d) UNIT – IV 04 Marks

Bachelor of Commerce  
B.Com. (CBCS) – Sem II  
B.Com. - First Year Semester-II  
Course Type: Ability Enhance Course  
Course Name: Commercial Services  
Course Code: 2T5 - A

Course Outcomes:

CO1	The Students will be able <b>to understand</b> the concept of commercial services and their practical importance
CO2	The students will be able <b>to evaluate</b> the current and emerging trends in Aviation and Hospitality services.
CO3	The students will be able <b>to interpret</b> the trends, role and importance of Information Technology Enabled Services (ITES).
CO4	The student will be able <b>to analyse</b> the effect of the new innovative services on the banking and insurance sector.
CO5	The students will be able <b>to apply</b> the concepts, functions and techniques of the Marketing Mix of Services.

## **Syllabus:**

### **UNIT I**

**Commercial Services:** Meaning, Characteristics, Scope and Classification of Services, Emerging Trends and Importance of the service sector in India.

**Marketing Mix of Services:** Product, Place, Price, Promotion, People, Process of Services delivery and Physical evidence.

**Career Opportunities:** Factors for growth of Service Sector in India and Career Opportunities in Commercial Services.

### **UNIT II**

**Aviation Services:** Role and Importance, Current Trends, Challenges and Future Opportunities in India, Government initiatives towards the aviation industry.

**Hospitality Services:** Diversity of Hospitality Industry, Role and Importance, Emerging Trends, Challenges and Future Opportunities in the Indian Hospitality Industry

### **UNIT III**

**Information Technology Enabled Services (ITES):** Overview and Current Trends of ITES, Role and Importance of ITES.

Concept and Scope of Business Process Outsourcing (BPO), Knowledge Process Outsourcing (KPO), Legal Process Outsourcing (LPO) and Enterprise Resource Planning (ERP).

Challenges and Future Opportunities for ITES in India.

### **UNIT IV**

**Banking Services:** Overview and Importance of Banking Services with respect to recent developments in India. Concept of Credit Cards and its usage and No Cost EMI system. Effects of Privatization on Banking Services in India.

**General Insurance Services:** Concept and Role of General Insurance Services. Growth and development due to the emergence of Online platforms in Insurance services. Impact of the opening of the Insurance sector for private players.



### Reference Books:

1. Service Sector in Indian Economy: Talluru Sreenivas, Discovery Publishing House
2. The Service Sector in India's Development: Gaurav Nayyar, Cambridge University Press
3. Service Marketing: S.M. Jha, Himalaya Publishing House
4. Service Sector Management: C. Bhattacharjee, Jaico Books
5. Service Sector Management: Sanjay Patankar, Himalaya Publishing House

### Question Paper Pattern

B.Com. (CBCS) Semester II

Course Type: Ability Enhancement Course

Commercial Services

Course Code: 2T5 - A

Time – 3 Hours]

[Full Marks: 80

- N.B. 1] All questions are compulsory  
2] All questions carry equal marks

Q.1

- |     |          |          |
|-----|----------|----------|
| (a) | UNIT – I | 08 Marks |
| (b) | UNIT – I | 08 Marks |
| OR  |          |          |
| (c) | UNIT – I | 16 Marks |

Q.2

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – II | 08 Marks |
| (b) | UNIT – II | 08 Marks |
| OR  |           |          |
| (c) | UNIT – II | 16 Marks |

Q.3

- |     |            |          |
|-----|------------|----------|
| (a) | UNIT – III | 08 Marks |
| (b) | UNIT – III | 08 Marks |
| OR  |            |          |
| (c) | UNIT – III | 16 Marks |

Q.4

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – IV | 08 Marks |
| (b) | UNIT – IV | 08 Marks |
| OR  |           |          |

(c) UNIT – IV 16 Marks

Q.5

(a) UNIT – I 04 Marks  
(b) UNIT – II 04 Marks  
(c) UNIT – III 04 Marks  
(d) UNIT – IV 04 Marks

Bachelor of Commerce  
B.Com. (CBCS) – Sem II  
B.Com. – First Year Semester-II  
Course Type: Ability Enhancement Course  
Course Name: Fundamentals of Banking  
Course Code: 2T5 - B

**Course Outcomes:**

<b>CO1</b>	The students will be able to Classify Banking Functions
<b>CO2</b>	The students will be aware of Types of Bank Accounts and its Eligibility.
<b>CO3</b>	The students will be aware of Bank Account Procedure for Opening, operating, Transfer and Closing
<b>CO4</b>	The students will be Know of Types of Bank services for the Customers .
<b>CO5</b>	The students will be enlightened regarding the new concepts introduced in the banking system.

**Unit I: Evolution of Bank**

- 1) **Evolution of Bank** , Nature, Meaning, Definition of Bank,
- 2) **Types of Bank** – Public Bank, Private Bank, Commercial Bank, Co-operative Bank, Postal Bank, Agricultural Bank,
- 3) **Functions of Banks** – Primary, Secondary
- 4) **Role of Banking in Economic Development of India.**

**Unit II: Bank Accounts Types and Handling Procedure**

- 1) **Saving Bank Account** – Meaning and Importance of SB Account , Eligibility for open SB Account

- 2) **Current Account**- Meaning and Importance of Current Account , Eligibility for open Current Account
- 3) **Fixed Deposit Account**- Meaning and Importance of FD Account , Eligibility for open FD Account
- 4) **Recurring Deposit Account** - Meaning and Importance of RD Account , Eligibility for open RD Account

### **Unit III: Procedure for opening and Operating transfer and closing of Accounts**

- 1) **Procedure for opening of account**- Know your customers Norms (KYC Norms), Application forms, Introduction, Proof of residence, Specimen signature and Nomination.
- 2) **Procedure for operating accounts**- Pay-in-slips, Withdrawal Slips, Issue of Pass book, Issue of cheque book, Issue of fixed deposit receipt, premature encashment of fixed deposits . Procedure of F.D., Repayment of Term Deposit (F.D) on Due date with interest.
- 3) **Transfer of accounts** – Transfer of accounts to other branches, Other Person
- 4) **Closing of Accounts** - Dormant accounts, Zero Balance, Bounced cheque or overdrafts, Suspected Identity Theft, Criminal Conviction, Change at the bank, Death of account Holder.

### **Unit IV: Customer Services**

- 1) **Fund Transfer**- Bank Draft, Meaning, Procedure of Issue and Encashment of Demand Draft.
- 2) **Online Banking**- Meaning, Procedure of IFSC systems, RTGS/NEFT
- 3) **Safe Custody and Safe Deposit Lockers** – Importance and Need, Procedure of Opening ,Operating, Closing . Documentation
- 4) **Handling Foreign Exchange Transaction** – Meaning and Importance of Foreign Trade, Banks role in foreign Trade, Foreign Exchange and Exchange Rates.

### **Recommended books**

- Practice and Law of Banking, G. S. Gill
- Banking: Law and Practice, P. N. Varshney
- Banking: Law and Practice in India, Tannan
- Banking: Law and Practice in India, Maheshwari
- Banking: Law and Practice, Prof. Mugle
- Banking and Financial System, Vasant Desai.
- Fundamentals of Banking, DR. R. S. S. Swami
- Report on trends and progress of banking in India- RBI Bulletin.
- बैंकिंग प्रणाली – डॉ. मेधा कानेटकर , श्री साईनाथ प्रकाशन, नागपूर

Question Paper Pattern  
B.Com. (CBCS) Semester II  
Course Type: Ability Enhancement Course  
Fundamentals of Banking  
Course Code: 2T5 - B

Time – 3 Hours]

[Full Marks: 80

N.B. 1] All questions are compulsory

2] All questions carry equal marks

Q.1

- |     |          |          |
|-----|----------|----------|
| (a) | UNIT – I | 08 Marks |
| (b) | UNIT – I | 08 Marks |
| OR  |          |          |
| (c) | UNIT – I | 16 Marks |

Q.2

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – II | 08 Marks |
| (b) | UNIT – II | 08 Marks |
| OR  |           |          |
| (c) | UNIT – II | 16 Marks |

Q.3

- |     |            |          |
|-----|------------|----------|
| (a) | UNIT – III | 08 Marks |
| (b) | UNIT – III | 08 Marks |
| OR  |            |          |
| (c) | UNIT – III | 16 Marks |

Q.4

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – IV | 08 Marks |
| (b) | UNIT – IV | 08 Marks |
| OR  |           |          |
| (c) | UNIT – IV | 16 Marks |

Q.5

- |     |            |          |
|-----|------------|----------|
| (a) | UNIT – I   | 04 Marks |
| (b) | UNIT – II  | 04 Marks |
| (c) | UNIT – III | 04 Marks |
| (d) | UNIT – IV  | 04 Marks |

Bachelor of Commerce  
B.Com. (CBCS) – Sem II  
B.Com. - First Year Semester-II  
Course Type: Skill Enhance Course  
Course Name: Financial Markets Operations  
Course Code: 2T6 - A

**Course Outcomes**

CO1	The student will be able to explain the importance of financial Institutions
CO2	The student will be able to interpret the structure of Financial Regulations in India
CO3	The student will be able to explain the importance of Financial Markets
CO4	The student will be able to distinguish between primary and secondary capital markets
CO5	The student will be able to Identify the Components of money markets

**UNIT I: Financial institutions and regulatory bodies:**

**Institutions:** (Meaning and functions) Merchant Banks, Investment companies, Management Investment companies, Development banks, Mutual Funds. **Regulators: (functions, scope, roles and responsibilities)** RBI, SEBI, IRDA, PFRDA (Functions, Scope, Roles and responsibilities)

**UNIT II: Capital Markets- Primary Markets**

Meaning, Role and importance, Composition, instruments, New Issue Market: Features, objectives and functions, Constituents or players, Modes of procuring long term funds: Public issue, Rights issue, Bonus issue, Private placement.

**UNIT III: Capital Markets - Secondary Markets.:**

Meaning, Role and Importance. Functions of the stock exchange, Listing of securities and its benefits, Stock market indices, Types of dealings, types of securities traded on the Indian stock exchanges, Comparison of the three exchanges (BSE, NSE, OTCEI)

**UNIT IV: Money Markets:**

Meaning, features of organized and unorganised money markets Instruments: Treasury Bills, Certificate of Deposits, Commercial Paper, Call money Commercial bills, Inter-corporate deposits, Inter-bank participation certificates. **Credit Rating Agencies:** Meaning and role of such agencies. A brief idea about: CRISIL, ICRA.

**Suggested Books**

1. Financial Market Operations by Alok Goyal, Mridula Goyal; VK Global Publications
2. Financial Market Operation by Dr. I.M. Sahai; SBPD Publishing House.
3. Financial Institutions and Markets: Structure, Growth and Innovations by L M Bhole and Jitendra Mahakud; McGraw Hill Education

Question Paper Pattern  
B.Com. (CBCS) Semester II  
Course Type: Skill Enhancement Course  
Financial Markets Operations  
Course Code: 2T6 - A

Time – 3 Hours]

[Full Marks: 80

N.B. 1] All questions are compulsory

2] All questions carry equal marks

Q.1

(a) UNIT – I 08 Marks

(b) UNIT – I 08 Marks

OR

(c) UNIT – I 16 Marks

Q.2

(a) UNIT – II 08 Marks

(b) UNIT – II 08 Marks

OR

(c) UNIT – II 16 Marks

Q.3

(a) UNIT – III 08 Marks

(b) UNIT – III 08 Marks

OR

(c) UNIT – III 16 Marks

Q.4

(a) UNIT – IV 08 Marks

(b) UNIT – IV 08 Marks

OR

(c) UNIT – IV 16 Marks

Q.5

(a) UNIT – I 04 Marks

(b) UNIT – II 04 Marks

(c) UNIT – III 04 Marks

(d) UNIT – IV 04 Marks



Bachelor of Commerce  
B.Com. (CBCS) – Sem II  
B.Com. - First Year Semester-II  
Course Type: Skill Enhance Course  
Course Name: Skill Development  
Course Code: 2T6 - B

Course Outcomes

CO1	The Students will be able <b>to relate</b> the concept of skill development and its importance
CO2	The students will be able <b>to interpret</b> the problem solving technique and multiple approaches to creativity.
CO3	The students will be able <b>to relate</b> importance of communication skills for interpersonal communication
CO4	The student will be able <b>to analyse</b> team behavior and impact of empowerment and delegation
CO5	The students will be able to explore various skill development avenues.

Unit I:

Introduction to skills & personal skills, developing self awareness on the issues of emotional intelligence, self learning styles, values, attitude towards change, learning of skills and applications of skills.

UNIT – II:

Problem solving and building relationship: Problem solving, creativity, innovation, steps of analytical problem solving, limitations of analytical problem solving, impediments of creativity, multiple approaches to creativity, conceptual blocks, conceptual block bursting. Skills development and application for above areas.

UNIT – III:

Building relationship Skills for developing positive interpersonal communication, importance of supportive communication, coaching and counseling, defensiveness and disconfirmation, principles of supportive communications. Personal interview management. Skill analysis and application on above areas.

UNIT – IV:

Team building: Developing teams and team work, advantages of team, leading team, team membership. Empowering and delegating: Meaning of empowerment, dimensions of empowerment, how to develop

empowerment, inhibitors of empowerment, delegating works. Skills development and skill application on above areas.

Suggested Books:

1. V.S.P. Rao Managerial Skills Excel Books,2010, New Delhi
2. David A Whetten, Cameron Developing Management skills, PHI 2008
3. Ramnik Kapoor Managerial Skills Path Makers, Bangalore
4. Kevin Gallagher, Skills development for Business and Management Students,Oxford,2010
5. Monipally,Muttthukutty Business Communication Strategies Tata McGraw Hill.
6. McGrath E.H. (9th Ed., 2011), Basic Managerial Skills, Prentice Hall India Learning Private Limited
7. Whetten D. (8th Ed., 2011), Developing Management Skills, Prentice Hall India Learning Private Limited
8. Gulati S. (2001), Corporate Softskills, Rupa Publication Pvt Ltd
9. Gallagher (2010), Skills Development for Business & Management Students, Oxford University Press

Question Paper Pattern  
B.Com. (CBCS) Semester II  
Course Type: Skill Enhancement Course  
Skill Development  
Course Code: 2T6 - B

Time – 3 Hours]

[Full Marks: 80

N.B. 1] All questions are compulsory

2] All questions carry equal marks

Q.1

- |     |          |          |
|-----|----------|----------|
| (a) | UNIT – I | 08 Marks |
| (b) | UNIT – I | 08 Marks |
| OR  |          |          |
| (c) | UNIT – I | 16 Marks |

Q.2

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – II | 08 Marks |
| (b) | UNIT – II | 08 Marks |
| OR  |           |          |
| (c) | UNIT – II | 16 Marks |

Q.3

- |     |            |          |
|-----|------------|----------|
| (a) | UNIT – III | 08 Marks |
| (b) | UNIT – III | 08 Marks |
| OR  |            |          |
| (c) | UNIT – III | 16 Marks |

Q.4

- |     |           |          |
|-----|-----------|----------|
| (a) | UNIT – IV | 08 Marks |
| (b) | UNIT – IV | 08 Marks |
| OR  |           |          |
| (c) | UNIT – IV | 16 Marks |

Q.5

- |     |            |          |
|-----|------------|----------|
| (a) | UNIT – I   | 04 Marks |
| (b) | UNIT – II  | 04 Marks |
| (c) | UNIT – III | 04 Marks |
| (d) | UNIT – IV  | 04 Marks |

**Vocational Course**  
**Semester II**  
**(Same syllabus for all vocational group subjects in B.Com – I)**

**2T7: Entrepreneurial Development-II**

**Full Marks: 80**

**Time: 3 Hours**

**Internal Assessment: 20**

**Level of knowledge: Basic knowledge**

**Objective:** To provide an introductory knowledge about rural entrepreneurship and its development process.

**Unit I**

Rural entrepreneurship-meaning and need of Rural entrepreneurship, problems of Rural entrepreneurship and how to develop Rural entrepreneurship?, rural marketing potential marketing of agricultural inputs-warehousing, cold storage-importance and problems, **Unit II**

NGO's and Rural entrepreneurship, entrepreneurship in agriculture, organization and management of agro-based industries, development strategy for Rural entrepreneurs, entrepreneurial development in backward areas.

**Unit III**

Entrepreneurial growth before and after independence, Factors determining the growth of entrepreneurs, Source of entrepreneurship in India, Causes of slow growth

**Unit IV**

The concept and need of Entrepreneurial development programmes in India, Phases and contents of Entrepreneurial development programmes in India, the target group, special agencies and schemes for Entrepreneurial Development Institutions conducting Entrepreneurship development programmes.

**Books Recommended:**

- ✓ Dynamics of entrepreneurial development and management, Vasant Desai
- ✓ Entrepreneurial development, Vasant Desai.
- ✓ Entrepreneurial Development, S. S. Khanka, S. Chand Publishers.
- ✓ M.V. Deshpande : Entrepreneurship of small scale industries.
- ✓ Entrepreneurship Development and Business Communication, Vasant Desai and Urmila Rai, Himalaya Publishing House.
- ✓ Entrepreneurship Development in India, Dr. C. B. Gupta and Dr. N.P. Srinivasan, Sultan Chand & Sons.
- ✓ Entrepreneurial Development, Vasant Desai, Appannaiah, Reddy and Gopal Krishna, Himalaya Publishing House.

**Computer Applications**  
**2T8.1 : Software Packages (SP) II**

Time : 3 Hours  
Marks

Theory : 80

Practical : 20 Marks

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**Unit –I : Introduction to Word Processing**

Introduction, Starting word, Creating document, Structure of Ms-word window and its application, Mouse & keyboard operations, designing a document; formatting-selection, cut, copy, paste, Toolbars, operating on text;

**Unit –II : Word Processing Tools**

Printing, Saving, Opening, Closing of document; creating a template; Tables, borders, textbox operations; Spelling and Grammar check,

Mail Merge, Envelope and Label, Protection of document, Change the view of document.

**Unit-III : Introduction to Excel**

Introduction To Ms-Excel, Navigating, Excel Toolbars and Operations, Formatting Features- Copying Data Between Worksheets; Entering and Editing Cell Entries,

**Unit-IV : Advance Features of Excel**

Creation of Charts, Editing and Formatting Charts, Goal Seek, Auditing, Linking, Workbook, Database in Excel (Auto Filter, Advanced Filter, Sort, Form), Mathematical, Statistical and Financial Functions in MS-Excel.

**Practical : Practical will be based on MS-Word and MS-Excel**

**Books Recommended:**

1. Microsoft Office –2000 – Gini Courter , Annelte Marquis BPB
2. IT Today (Encyclopaedia) – S.Jaiswal
3. A First Course In Computers – Sanjay Saxena
4. First Text Book On Information Technology – Srikant Patnaik

**Group –: Principles & Practice of Insurance**  
**2T8.2-Life Insurance – Paper II (Semester – II)**

Time : 3 Hours]

Theory : 80 Marks

Internal Assessment: 20 Marks

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**Level of knowledge - Basic knowledge.**

**Objective** - To create awareness regarding basic knowledge about Life Insurance.

**Unit – I**

**Insurance Agent** – Meaning and Definition of agent as per Insurance Act, Qualification and Disqualification for Appointment of Life Insurance Agent Training, duties, rights, code of conduct for agents, essential qualities for a successful agent.

**Unit –II**

**Life Insurance Corporation of India(LIC)** – History and Development and Establishment, Objectives, Organization structure , working of LIC

Accounting procedure in life insurance business, analysis and interpretation of financial statement of life insurance organization

**Unit –III**

Role of IRDA – Insurance regulatory and development authority – Constitution, objectives, duties and powers, Role of IRDA in appointing agents.  
Progress of Life Insurance Business, Privatisation of Life Insurance Business, effect of globalization on insurance sector

**Unit – IV**

Silent features of Insurance Act 1938  
Silent features of Life Insurance Corporation Act 1956  
Marketing strategies of Life Insurance Products, insurance funds, investment of life, insurance funds

**Recommended books:**

- Fundamental Of Insurance, R.K. Gupta, Himalaya Publishing House.
- Principles & Practice of Insurance, Dr. P. Periasamy, Himalaya Publishing House
- Insurance Principle and Practice, M.M. Mishra and Dr. S.B. Mishra, S.Chand Publication
- Principles of Insurance, Dr. Shakti Pratchbal and Dr. N.P. Dwivedi, Himalaya Publishing House
- ✓ बीमा के सिद्धांत एवं व्यवहार – भगवती प्रकाश अर्मा, राजीव जैन, पुरुषोत्तम दयाल— हिमालया पब्लिशिंग हाऊस
- ✓ Entrepreneurial Development, Vasant Desai, Appannaiah, Reddy and Gopal Krishna, Himalaya Publishing House.



**Semester - II**  
**2T8.3-Advertising, Sales Promotion and Sales Management –II**

**Full Marks : 80**

**Time : 3 Hours**

**Internal Assessment : 20**

**Unit I**

Building of Advertising Programme-Message, Headlines, Copy, Logo, Illustration, Appeal, layout Campaign Planning. Creative Strategies. Production and execution of TVCs and print ads.

**Unit II**

Sales Promotion – Introduction to Sales Promotion; Role and growth of Sales Promotion; its Features and Purpose; Tools and Techniques of Sales promotion, Sales promotion campaign, Developing a logic for sales promotion programmes.

**Unit III**

Role of selling in planed economy, selling as a career, Acquiring skills and developing new qualities for salesmen and to improve growth chances,

**Unit IV**

Tips and suggestions to improve personal ability, skills for salesmen, product knowledge, planned selling system.

**Recommended books:**

Luick, John F and Siegler, William Lee, Sales promotion and Modern Merchandising (McGraw Hill Book Co., New York, 1968)

Still, Richard, Edward W & Govoni Norman AP, Sales management Decisions, Strategies and cases (Prentice Hall India Pvt. Ltd., New Delhi, 1981)

Stanton, William J & Buskrit, management of Sales Force ( Richard D, Irwin, Inc. Homewood, 1987)

Russell, Frederic A. Beach, Frank H & Buskrit, Richard H, Selling principles and Practices (Mcgraw Hill, International Book Co. 1982)

David Aaker, Advertising management (Prentice Hall India Pvt. Ltd., New Delhi)  
Kazmi & Batra, Advertising & Sales Promotion – Excel Books.

Belch & Belch, Advertising & Promotion – Tata McGraw Hill.

Jethwaney & Jain – Advertising Management, Oxford Univ. Press

## SEMESTER II

### QUESTION PAPER PATTERN FOR All Vocational Subjects

#### Entrepreneurial Development , Computer Application, Insurance & ASM

TIME:- 3 Hours]

[Full Marks:- 80

N.B.

1] All questions are compulsory

2] All questions carry equal marks

Q.1

(a) UNIT – I 08 Marks

(b) UNIT – I 08 Marks

OR

(c) UNIT – I 16 Marks

Q.2

(a) UNIT – II 08 Marks

(b) UNIT – II 08 Marks

OR

(c) UNIT – II 16 Marks

Q.3

(a) UNIT – III 08 Marks

(b) UNIT – III 08 Marks

OR

(c) UNIT – III 16 Marks

Q.4

(a) UNIT – IV 08 Marks

(b) UNIT – IV 08 Marks

OR

(c) UNIT – IV 16 Marks

Q.5

(a) UNIT – I 04 Marks

(b) UNIT – II 04 Marks

(c) UNIT – III 04 Marks

(d) UNIT – IV 04 Marks





**L. A.D & Smt. R.P. College for Women, Nagpur**

**AQAR 2022-23**

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**Criterion 1–Curricular Aspects**

**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**3. Direction of CBCS course of BBA**

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**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

**"(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017).)"**

**DIRECTION NO. 41 OF 2022**

**ADMISSIONS AND EXAMINATIONS LEADING TO THE AWARD OF THE CERTIFICATE, DIPLOMA OR DEGREE OF BACHELOR OF BUSINESS ADMINISTRATION (BBA) (OUTCOME BASED) (CHOICE BASED CREDIT SYSTEM), DIRECTION, 2022**

Whereas, Maharashtra Public Universities Act 2016(VI of 2017)(hereinafter the Act) has come into force from 1<sup>st</sup> March, 2017;

AND

Whereas, the University has issued Direction to 27 of 2022 dealing with composition of the four faculties created by the Act, where under the earlier different faculties of the University have been merged into the four new faculties created by the Act, by which the subject of Business Administration has been included in the faculty of Commerce and Management;

AND

WHEREAS Direction No. 23 of 2017 entitled 'DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF Bachelor of Business Administration (BBA) (CHOICE BASED CREDIT SYSTEM) (FACULTY OF COMMERCE AND MANAGEMENT)', was issued by the Vice-Chancellor on on 29th August 2017

AND

Whereas, MHRD, New Delhi & UGC issued the guidelines for implementation of NEP 2020 in all universities in UG & PG programs from academic session 2022-23. So it is necessary to restructure the complete scheme of examination incorporating curriculum features as mentioned in NEP 2020.

AND

Whereas, the Faculty of Commerce and Management in its meeting dated 24.6.22 has recommended to restructure the BBA programme so as to meet the expectations of new National Education Policy 2020, the said programme is to commence from academic year

2022-23, it was also resolve to empower the Hon'ble Vice Chancellor to accept the scheme once prepared and accepted by the Board of Studies for Business Management, on behalf of the Faculty of Commerce and Management;

AND

Whereas, the Academic Council in its meeting held on 8.7. 2022 vide item No. 22 has considered, accepted the recommendation of Faculty of Commerece and Management whereby authorized the Vice Chancellor to accept the Scheme of Examination and syllabi prepared by the Board of Studies in Business Management for the programme of Bachelor of Business Management in order to give effect to the provisions of National Education Policy 2020;

AND

Whereas, the Board of Studies in its meeting dated 13.7.22 has accepted the detailed scheme of examination and syllabus for the Bachelor of Business management with the option of award of Certificate and Diploma in between if the student so desires, as per the new National education Policy as prepared by the sub-committee with minor changes, the said programme is to commence from academic year 2022-23;

AND

Whereas, the Vice Chancellor has granted approval to the scheme of examination so prepared and accepted by the Board of Studies on behalf of the Faculty of Commerece and Management and the Academic Council as resolved by the Faculty of Commerce and Management and the Academic Council in their meetings dated 24.6.22 and 8.7.22 respectively;

AND

Whereas, Direction No. 23 of 2017 entitled "DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF BACHELOR OF BUSINESS ADMINISTRATION (BBA) (CHOICE BASED CREDIT SYSTEM) (FACULTY OF COMMERCE AND MANAGEMENT)," has lapsed by virtue of proviso to subsection (8) of section 12 of the Act as the said Direction could not be converted in to an Ordinance within the prescribed time and since Ordinance making is a time consuming process and there is an urgency to regularized the admissions and examinations of BACHELOR OF BUSINESS ADMINISTRATION (BBA) (OUTCOME BASED)(CHOICE BASED CREDIT SYSTEM)

Now, therefore, I, **Dr. Subhash R. Chaudhari**, Vice-Chancellor Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, in exercise of powers conferred upon me under provision of section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby issue following Directions.

1. This Direction may be called '**ADMISSIONS AND EXAMINATIONS LEADING TO THE AWARD OF THE CERTIFICATE, DIPLOMA OR DEGREE OF BACHELOR OF BUSSINESS ADMINISTARTION (BBA) (OUTCOME BASED) (CHOICE BASED CREDIT SYSTEM), DIRECTION, 2022**
2. This Direction shall come into force from the academic year 2022-23.



### 3. INTERPRETATION CLAUSE:

In this Direction, unless the context requires otherwise the words, phrases and abbreviations shall have following meaning:-

- a. **"AEC"** means the Ability Enhancement Course
- b. **"Academic Council"** means Academic Council of R.T.M. Nagpur University.
- c. **"ATKT"** refers to allowed to keep term in higher semester.
- d. **"Board of Studies"** means Board of Studies for various subjects of commerce in the faculty of Commerce and Management in the University.
- e. **"CC"** means Core Course.
- f. **"CIE"** means Continuous Internal Evaluation which refers to the Internal Assessment done at concerned college.
- g. **"Competent Authority"** (for admission purpose) means an "Authority" established or assigned the duty to regulate admissions in the course by the Government of Maharashtra or an authority constituted by the University, for this purpose.
- h. **"Credit Points"** refer to the product of No. of credits multiplied by the Grade Point for a given course/paper.
- i. **"Credit"** (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and a multiplier of half (1/2) for practical (laboratory) hours.
- j. **"Course"** means a paper/subject (theory or practical) prescribed for any semester of the programme.
- k. **"Cumulative Grade Point Average (CGPA)"** refers to the Cumulative Grade Point Average weighted across all semesters (6 semesters)
- l. **"DSE"** means Discipline Specific Elective Course
- m. **"Degree"** means the Under Graduate Degree awarded after successful completion of the programme governed by this Direction.
- n. **"Fees"** means the fees prescribed by the University/ Shikshan Shulka Samiti of Government of Maharashtra, for the Under Graduate programme under this Direction, from time to time.
- o. **"GE"** means Generic Elective Course
- p. **"Grade letter"** is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. Grade letters are O, A, B, C, P, F and AB.





- q. **"Grade Point"** is the weightage allotted to each grade letter depending on the range of marks awarded in a course/paper.
- r. **"Graduate programme"** means Bachelors' degree programme in Commerce (Computer Application).
- s. **"MOOC"** means Massive Open Online Course offered by SWAYAM/NPTEL or any other recognized University or Institution
- t. **"SEC"** means Skill Enhancement Course
- u. **"Semester Grade Point Average (SGPA)"** refers to the performance of the student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.
- v. **"Student"** means student admitted to Bachelors degree programme in commerce under this direction.
- w. **"ODL"** means Online and Distance Learning
- x. **"University"** means Rashtrasant Tukadoji Maharaj Nagpur University.
4. There shall be Six Examinations leading to the degree of Bachelor of Business Administration (BBA) namely:
- (1) The **Bachelor of Business Administration (BBA)** – 1<sup>st</sup> Semester Examination,
  - (2) The **Bachelor of Business Administration (BBA)** – 2<sup>nd</sup> Semester Examination,
  - (3) The **Bachelor of Business Administration (BBA)** – 3<sup>rd</sup> Semester Examination,
  - (4) The **Bachelor of Business Administration (BBA)** – 4<sup>th</sup> Semester Examination,
  - (5) The **Bachelor of Business Administration (BBA)** – 5<sup>th</sup> Semester Examination and
  - (6) The **Bachelor of Business Administration (BBA)** – 6<sup>th</sup> Semester Examination.
5. The duration of the Degree Course under this shall be of three academic years divided into six semesters with the BBA 1<sup>st</sup> and 2<sup>nd</sup> Semester Examinations during the first academic year, the BBA 3<sup>rd</sup> and 4<sup>th</sup> Semester Examinations during the second year and the BBA 5<sup>th</sup> and 6<sup>th</sup> Semester Examinations during the third year.
6. The examinations specified in paragraph 3 above shall be held twice a year at such places and on such dates as may be fixed by the University.
7. The details of eligibility for **BBA Sem I** examination and admission:
- (A) For the **BBA 1<sup>st</sup> Semester**, Examinee shall have Passed the 12<sup>th</sup> Standard Examination of the Maharashtra State Board of Secondary and Higher Secondary Education, with English at Higher or Lower level and any Modern Indian Language at higher or lower level with any combination of optional subjects.
- OR**
- XII Standard Examination of Maharashtra State Board of Secondary and Higher Secondary Education in Vocational Stream with one language only; OR any other



examination recognized as equivalent thereto; in such subjects and with such standards of attainments as may be prescribed Minimum Competition vocation course (MCVC).

**OR**

**Any other Equivalent Examination of any State / Central/ International Board in (10+2) pattern with any combination of subjects.**



8. A collegiate candidate shall have pursued a regular course of study for not less than 90 days of the academic session before being examined for any semester examination of **BBA** in any recognized institution and or college affiliated to Rashtrasant Tukadoji Maharaj Nagpur University where the course is conducted.
9. An applicant for the Bachelor of Business Administration 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> Semester Examination shall have passed an examination specified in Clauses ( A ) of paragraph 6 not less than one academic year prior to his admission to the respective examination.
10. Without prejudice to the other provisions of Ordinance No. 6 relating to the Examinations in General, the provisions of Paragraphs 5, 7, 8, 10, 26 and 31 of the said Ordinance shall apply to every collegiate candidate.
11. The fees for the examination shall be as prescribed by the University from time to time and whenever any change is made in the fees prescribed for any examination that shall be notified through a notification for information of the examinees concerned.
12. Teaching and Examination Scheme for examinees of Bachelor of Business Administration 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Semester Examinations shall be as given below:

**Teaching and Examination Scheme  
Bachelor of Business Administration (BBA)  
Three Year Degree Course (Outcome Based) (CBCS)  
With effect from 2022-23**

(A)

**Bachelor of Business Administration (BBA)  
BBA – Semester I**

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
				Total Periods per Week	Max. Marks (TH)*	Max. Marks (IM)	Total Marks	Min. Passing Marks		
1	CC 1	English 1	1T1	5	80	20	100	40	100	4
2	CC 2	Evolution of Business	1T2	5	80	20	100	40	100	4

3	SEC 1	Foreign Language (French / German / Japanese) <b>OR</b> Aptitude Development -1 (Anyone)	1T3-A  1T3-B  1T3-C  1T3-D	5	100	00	100	40	100	4
4	SEC - 2	Basics of MS – Excel <b>OR</b> Financial Accounting using Tally (Anyone)	1P4-A   1P4-B	5	100	00	100	40	100	4
5	AEC 1	Foundations of Managerial Effectiveness	1T5	5	80	20	100	40	100	4
		<b>Total</b>		<b>25</b>	<b>400</b>	<b>100</b>	<b>500</b>	<b>200</b>	<b>500</b>	<b>20</b>

\* Semester end examination

Note : 1. Duration of each theory class should be a minimum 48 minutes.

2. TH = Theory, IM = Internal Marks.

3. Minimum marks for passing the subject will be 40.



4. There would be combined passing for theory and internal assessment taken together.

**5. In case of practical courses the total periods per week should be 10.**

6. One credit is equivalent to one hour of Teaching, that is to say,

For each subject, 48 Minutes \* 5 = 240 Minutes = 4 Hours per week i.e. 4 Credits.

7. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.

(B)

**BBA – Semester - II**

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
				Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks	Min. Passing Marks		
1	CC 3	English 2	2T1	5	80	20	100	40	100	4
2	CC 4	Fundamentals of Business Management	2T2	5	80	20	100	40	100	4
3	CC 5	Cost & Management Accounting	2T3	5	80	20	100	40	100	4
4	AEC 2	Environmental Studies	2T4	5	80	20	100	40	100	4
5	GE 1	Sociology OR Hospitality and Tourism (Anyone)	2T5-A 2T5-B	5	80	20	100	40	100	4
		<b>Total</b>		<b>25</b>	<b>400</b>	<b>100</b>	<b>500</b>	<b>200</b>	<b>500</b>	<b>20</b>

**Note :** 1. Duration of each theory class should be a minimum 48 minutes.

2. TH = Theory, IM = Internal Marks.

3. Minimum marks for passing the subject will be 40.

4. There would be combined passing for theory and internal assessment taken together.

5. In case of practical courses the total periods per week should be 10.

6. One credit is equivalent to one hour of Teaching, that is to say,

For each subject, 48 Minutes \* 5 = 240 Minutes = 4 Hours per week i.e. 4 Credits.

7. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.

# A student must compulsorily complete **all the core courses** (CC-1 to CC-5) of first year and **total 40 credits** by end of 2<sup>nd</sup> semester to be eligible to obtain **Certificate** at the end of 1<sup>st</sup> year, in case he/she desires to exit the program.



(C)

**BBA – Semester - III**

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
					Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks	Min. Passing Marks	
1	CC 6	Organizational Behavior	3T1	5	80	20	100	40	100	4
2	CC 7	Managerial Economics	3T2	5	80	20	100	40	100	4
3	SEC 3	Aptitude Development -2 <b>OR</b> MS- Word and PowerPoint (Anyone)	3T3-A  3P3-B	5	100	00	100	40	100	4
4	SEC 4	Advance Excel <b>OR</b> Business Analytics (Anyone)	3P4-A  3T4-B	5	100	00	100	40	100	4
5	GE 2	Content Writing <b>OR</b> Healthy Living (Anyone)	3T5-A  3T5-B	5	80	20	100	400	100	4
		<b>Total</b>		<b>25</b>	<b>400</b>	<b>100</b>	<b>500</b>	<b>200</b>	<b>500</b>	<b>20</b>

**Note :** 1. Duration of each theory class should be a minimum 48 minutes.

2. TH = Theory, IM = Internal Marks.

3. Minimum marks for passing the subject will be 40.

4. There would be combined passing for theory and internal assessment taken together.

**5. In case of practical courses the total periods per week should be 10.**

6. One credit is equivalent to one hour of Teaching, that is to say,

For each subject, 48 Minutes \* 5 = 240 Minutes = 4 Hours per week i.e. 4 Credits.

7. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.

(D)

**BBA – Semester – IV**

Sr. No	Course Type	Subjects	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
				Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks	Min. Passing Marks		
1	CC 8	Fundamentals of Marketing Management	4T1	5	80	20	100	40	100	4
2	CC 9	Fundamentals of Human Resource Management	4T2	5	80	20	100	40	100	4
3	CC 10	Fundamentals of Financial Management	4T3	5	80	20	100	40	100	4
4	GE 3	Financial Wellbeing <b>OR</b> Business Startup skills (Anyone)	4T4-A  4T4-B	5	80	20	100	40	100	4
5	GE 4	Business Psychology <b>OR</b> Indian Social Values and Business Ethics (Anyone)	4T5-A  4T5-B	5	80	20	100	400	100	4
		Total		25	400	100	500	200	500	20

Note : 1. Duration of each theory class should be a minimum 48 minutes.

2. TH = Theory, IM = Internal Marks.

3. Minimum marks for passing the subject will be 40.

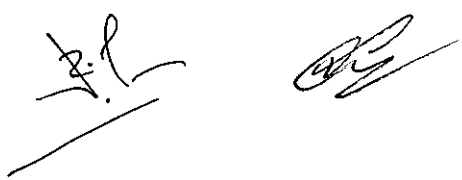
4. There would be combined passing for theory and internal assessment taken together.

**5. In case of practical courses the total periods per week should be 10.**

6. One credit is equivalent to one hour of Teaching, that is to say,

For each subject, 48 Minutes \* 5 = 240 Minutes = 4 Hours per week i.e. 4 Credits.

7. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.



# A student must compulsorily complete **all the core courses** (CC-1 to CC-10) of first and second year and total 80 credits by end of 4<sup>th</sup> Semester to be eligible to obtain **Diploma** at the end of 2<sup>nd</sup> year, if he/she desires to exit the program.

(E)

BBA – Semester - V										
Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
				Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks	Min. Passing Marks		
1	CC 11	Business Research Methods	5T1	5	80	20	100	40	100	4
2	DSE 1	Discipline Specific Elective (Specialization Paper 1)	5T2	5	80	20	100	40	100	4
3	DSE 2	Discipline Specific Elective (Specialization Paper 2)	5T3	5	80	20	100	40	100	4
4	CC 12	Internship	5P1	5	100	0	100	40	100	4
5	GE 5	Holistic Development	5T4-A	5	80	20	100	40	100	4
		OR International Business Management (Anyone)	5T4-B							
		<b>Total</b>		<b>25</b>	<b>420</b>	<b>80</b>	<b>500</b>	<b>200</b>	<b>500</b>	<b>20</b>

**Note :** 1. Duration of each theory class should be a minimum 48 minutes.

2. TH = Theory, IM = Internal Marks.

3. Minimum marks for passing the subject will be 40.

4. There would be combined passing for theory and internal assessment taken together.

**5. In case of practical courses the total periods per week should be 10.**

6. One credit is equivalent to one hour of Teaching, that is to say,

For each subject, 48 Minutes \* 5 = 240 Minutes = 4 Hours per week i.e. 4 Credits.

7. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.

*[Handwritten signatures]*



(F)

**BBA – Semester - VI**

Sr. No.	Course Type	Subjects	Course Code	Teaching Scheme	Examination Scheme				Total Marks	Credits
				Total Periods per Week	Max. Marks (TH)	Max. Marks (IM)	Total Marks	Min. Passing Marks		
1	CC 13	Business Legislation	6T1	5	80	20	100	40	100	4
2	CC 14	Corporate Social Responsibility	6T2	5	80	20	100	40	100	4
3	DSE 3	Discipline Specific Elective (Specialization Paper 3)	6T3	5	80	20	100	40	100	4
4	CC 15	Project Work	6P1	10	150	50	200	80	200	8
			<b>Total</b>	<b>25</b>	<b>390</b>	<b>110</b>	<b>400</b>	<b>200</b>	<b>500</b>	<b>20</b>

**Note :** 1. Duration of each theory class should be a minimum 48 minutes.

2. TH = Theory, IM = Internal Marks.

3. Minimum marks for passing the subject will be 40.

4. There would be combined passing for theory and internal assessment taken together.

**5. In case of practical courses the total periods per week should be 10.**

6. One credit is equivalent to one hour of Teaching, that is to say,



For each subject, 48 Minutes \* 5 = 240 Minutes = 4 Hours per week i.e. 4 Credits.

7. Each semester will consist of 15 to 18 weeks of Academic Work equivalent to 90 actual teaching days.

# A student must compulsorily complete **all the core courses** (CC-1 to CC-15) of first, second year and third year along with total 120 credits by end of Semester VI to be eligible to obtain **Degree** at the end of 3<sup>rd</sup> year.

**Course Composition Matrix:**

	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Courses
CC	2	3	2	3	1	2	13
AEC	1	1	-	-	-	-	2

SEC	2	-	2	-	-	-	4
DSE	-	-	-	-	2	1	3
GE	-	1	1	2	1	-	5
Internship	-	-	-	-	1	-	1
Project Work	-	-	-	-	-	1 (8 Credits)	1
Total Sem Credits	20	20	20	20	20	20	30
Total Credits	120						

### 13. Assessment

- The final total assessment of the candidates is made in terms of an Continuous Internal Evaluation (CIE) and an external assessment for each course/subject taken together.
- For each paper (other than Practical, Internship and Project), 20 marks will be Continuous Internal Evaluation and 80 marks for semester end examination (external assessment) to be conducted at college level (Odd semesters examinations) and RTM Nagpur University level (Even semester examinations)

#### o Continuous Internal Evaluation

1a	Attendance of the student during a particular semester	05 marks
1b	An assignment based on curriculum to be assessed by the teacher concerned	05 marks
1c	Activity and Practical based assessment as per activity / practical record document	10 marks
<b>1</b>	<b>Internal assessment Total marks</b>	<b>20</b>
<b>2</b>	<b>Semester wise End Examination marks</b>	<b>80</b>
<b>Total Marks Per Course</b>		<b>100</b>

- Each subject teacher must circulate the list of minimum 5 activities/practical of fields assignment/mini project/market surveys/research papers & research/live projects etc. to be done in group of maximum 4 students (based on 5 COs) at the beginning of course and evaluate the same for 10 marks as per 1c above.
- There shall be no separate / extra allotment of workload to the concerned teacher. He/ She shall conduct the CIE activity during the regular teaching days / periods as a part of regular teaching activity.
- The internal marks will be communicated to the University at the end of each semester, but before the semester end examinations / as instructed by university. These marks will be considered for the declaration of the results.
- The record of internal marks, evaluation & result should be maintained for a period of one year by respective institute/college for verification by competent authority.

*[Handwritten signatures]*

14. (A) The scope of the subjects and pattern of examination shall be as indicated in the Syllabus (Appendix – II )

(B) The Medium of instructions and examinations shall be in ENGLISH only.

(C) The Maximum/minimum marks which each subject carries & workload in BBA 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Semester Examination shall be as indicated in Examination & Teaching Scheme (item no 12) “A”, “B”, “C”, “D”, “E” and “F” respectively.

#### **Internship and its evaluation (CC 12)**

At the end of fourth semester, all students will have to undergo internship which may be a Field Survey/ Research Projects of 4-6 weeks (Minimum 120 hours) with an industrial, business, service, or social organization by taking a project study. The condition of successfully completing the program shall not be deemed to have been satisfied unless a student undergoes summer training under the supervision of the department in organizations as approved by the Director/ Principal/ Head / Faculty from time to time. Alternatively, the Director/ Principal/ Head / Faculty of the Department/ College/ Institute may allocate the sector/ industry/ company specific project to the individual student. Each student will be required to submit a **Internship** project report to the Department/ College/ Institute for the work undertaken during this period within three weeks of commencement of the **Fifth** semester for the purpose of evaluation in the **Fifth** semester. The evaluation will be of 100 marks. The evaluation will be internal at college level. The detailed parameters for evaluation of Internship will be provided by the colleges at the time of its assessment and evaluation.

#### **Project and Evaluation of Project**

Project Work shall carry 200 marks

Evaluation Pattern

<b>Evaluation Type</b>	<b>Max. Marks</b>
Project Report and Documentation Evaluation by External Examiner appointed by the University	100
Presentation and Open Defense Seminar (External Examiner)	50
Presentation and Open Defense Seminar (Internal Examiner)	50
<b>Total</b>	<b>200</b>

- For Project work, **Maximum 10 groups (each group comprising maximum 4 students) per guide /supervisor** must be allotted by the Institute. The Guide/ Supervisor shall act as an internal examiner for project Examination **and award marks to individual students in these groups at the time of Presentation and Open Defense Seminar.**
- The guide or the supervisor shall be appointed by the institute and should be full time approved faculty to BBA / MBA Programme or PhD supervisor in Business Management and Administration.
- The External examiner shall be appointed from the list of full-time approved teaching faculty of the BBA / MBA program or PhD supervisor in Business Management and Administration by the University.**

- d. Each such External examiner shall examine a **maximum of 20 groups (Projects) of final SEMESTER students and award marks to individual students in these groups.**
- e. One copy of Project work (Printed & Binded) shall be submitted to the College/Department, at least **One Month** prior to the date of commencement of Semester-VI Examination for evaluation purpose. The College/Department shall retain the copy of Project Work and the list of 'Project Work Titles' shall be submitted to the University.
- f. A Candidate shall submit with his/her/their project work, a certificate from the Supervisor to the effect.
- g. That the candidate has satisfactorily completed the Project work for not less than one session and
- h. That the Project work is the result of the candidates own work and is of sufficiently high standard to warrant its presentation for examination.
- i. Candidate shall submit his declaration that the Project is the result of his own research work and the same has not been previously submitted to any examination of this University or any other University. The Project shall be liable to be rejected and /or cancelled if found otherwise.
- j. The Project work shall be evaluated through seminar and open defense and Viva-voce at the College/ Department by internal and external examiners appointed by university before Semester VI examination.
- k. A student appearing for BBA Semester VI Examination will have to pay additional fees for evaluation of project as prescribed by the University from time to time.

#### 15. **Standard of Passing**

The scope of the subject, percentage of passing in Theory and Project and CIE will be governed as per following rules:

(i) In order to pass the Bachelor of Business Administration (B.B.A.) 1st, 2nd, 3rd, 4th, 5th and 6th Semester Examinations, and an examinee shall obtain not less than 40 % marks in each paper, that is a student must obtain 40 marks in the written Examination conducted by the College/University and in internal assessment (CIE) put together.

(ii) An examinee who is unsuccessful at the examination shall be eligible for admission to the subsequent examinations on payment of a fresh fee prescribed for the examination together with the conditions of the ordinance in force from time to time.

#### 16. **Credit and Grade Point System:**

**A. Conversion of Marks to Grades and Calculations of SGPA (Grade Point Average) and CGPA (Cumulative Grade Point Average):** In the Credit and Grade Point System, the assessment of individual Courses in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grades by some mechanism wherein the overall performance of the Learners can be reflected after considering the Credit Points for any given course. However, the overall evaluation shall be designated in terms of Grade. There are some abbreviations used here that need understanding of each and every parameter involved in grade computation and the evaluation mechanism. The abbreviations and formulae used are as follows: -

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shall be designated in terms of Grade. There are some abbreviations used here that need understanding of each and every parameter involved in grade computation and the evaluation mechanism. The abbreviations and formulae used are as follows: -

Abbreviations and Formulae Used

**G:** Grade

**GP:** Grade Points

**C:** Credits

**CP:** Credit Points

**CG:** Credits X Grades (Product of credits & Grades)

**SGPA =  $\Sigma CG$ :** Sum of Product of Credits & Grades points /  $\Sigma C$ : Sum of Credits points

**SGPA:** Semester Grade Point Average shall be calculated for individual semesters. (It is also designated as GPA)

**CGPA:** Cumulative Grade Point Average shall be calculated for the entire Programme by considering all the semesters taken together.

**CGPA to Percentage (%) conversion formula: Percentage (%) = (CGPA) \* 10**

After calculating the SGPA for an individual semester and the CGPA for entire program, the value can be matched with the grade in the Grade Point table as per the ten (10) Points Grading System and expressed as a single designated GRADE such as O, A, B, C, D, P and F

Sr. No.	Letter Grade	Grade Points	Mark Range	Performance
1	O	10	Above 90 upto 100	Outstanding
2	A+	9	Above 80 upto 90	Excellent
3	A	8	Above 70 upto 80	Very Good
4	B+	7	Above 60 upto 70	Good
5	B	6	Above 50 upto 60	Above Average
6	C	5	Above 45 upto 50	Average
7	P	4	40 to 45	Pass
8	F	0	Below 40	Fail
9	AB	0	Absent	Fail

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

- B.** Division at the BBA semester VI examination shall be declared on the basis of the aggregate marks at the BBA semester I, semester II, semester III, semester IV, semester V and semester VI examination taken together and the CGPA will be calculated and notified.
- C.** The successful examinees at the BBA semester VI examination shall be awarded division based on CGPA
- D.** The percentage of passing marks in each subject shall be as indicated in Examination Scheme (item no 12) "A", "B", "C", "D", "E" and "F" respectively.
- E.** Unsuccessful examinees at the above examinations can be readmitted to the same examination on payment of a fresh fee and such other fees as may be prescribed.



- F.** Provisions of **Ordinance No. 3 of 2007** relating to the award of Grace Marks for passing an examination, securing higher division / class and for securing distinction in subject(s) shall be applicable.
- G.** University guidelines & direction updated from time to time regarding Improvement of results, Revaluation/Reassessment and Incentive Marks shall be applicable to BBA program governed by this direction.
- H.** Notwithstanding anything to the contrary in this Direction, no person shall be admitted to an examination under this Ordinance, if he/ she has already passed the same examination or an equivalent examination of any other University.
- I.** Examinees passing all the **Bachelor of Business Administration (BBA)** Examination shall on payment of the prescribed fees shall receive a Degree in the prescribed form signed by the Vice-Chancellor.
- J.** The aforesaid Amendment shall come into force from the date of its issuance and shall remain in force till the relevant Ordinance comes into being in accordance with the provisions of the Maharashtra Public Universities. Act, 2016(Mah. Act No. VI of 2017).
- K.** The marks for internal assessment should be communicated to the University within the time limit as per university norms. The record of conduct of such examination, evaluation and marks for internal assessment should be maintained for a period of at least **one** year by the respective college / Department for the verification by the competent authority.

**17. Promotion to Higher Semester (A.T.K.T.):**

- A.** The unsuccessful candidate of any semester examination shall be **ALLOWED TO KEEP THE TERM (ATKT)** in accordance with the following table: (Theory and Internal assessment of that theory subject shall be jointly considered as single passing head).

Admission to academic year	Candidate should have passed All courses of the following examination	Candidate should have filled the examination form and appeared for the following examinations	Candidate should have passed in Minimum 50% courses of the following examination
1st Semester	H.S.S.C/equivalent	-----	-----
2nd Semester	-----	1st Semester	-----
3rd Semester	-----	2nd Semester	50% courses of 1st and 2nd Semesters taken together
4th Semester	-----	3rd Semester	As Above



**B. Note: (\*)** A candidate admitted to Final Semester can appear for Final Semester examination however the result of the Final Semester examination will be withheld (NCL) (not completed lower semester examinations) unless the candidate clears all the lower examinations of the **BBA Program**.

\*Note: For calculating the requirement of fifty percent passing heads fraction if any is to be ignored as per the provisions of Direction no. 10 of 2019.

**C. Pattern of Question Papers of BBA year end Examination:**

- a. The question paper should be set in such a manner to cover the complete syllabus as prescribed by the University.
- b. The Semester End examination shall be held as per the schedule notified by the University.
- c. The question paper shall be of 80 marks & the time duration of the Semester End examination would be 3 hours.
- d. **Question Paper Pattern for the courses included in this syllabus will be as per Appendix – II**
- e. The paper setters /moderators shall submit the proposed marking scheme (Memorandum of Instructions) along with the question paper so that the students can be given due credit for precise answers.

**18. Absorption Scheme for Examinees of BBA CBS Pattern Course (Introduced in 2016):**

- I. The students of the BBA CBS Syllabus (Introduced in 2016) immediately preceding the new course under this direction shall be given a chance to appear for **Five** more consecutive examinations according to old BBA CBS syllabus (Introduced in 2016). The College shall conduct the examinations of odd semesters whereas the University shall conduct the examination of even semester courses for **five** more consecutive examinations after the new scheme of examination is introduced as per following table:

BBA Examinat ion	Attempt 1	Attempt 2	Attempt 3	Attempt 4	Attempt 5
BBA Sem I	Winter 2021	Summer 2022	Winter 2022	Summer 2023	Winter 2023
BBA Sem II	Summer 2022	Winter 2022	Summer 2023	Winter 2023	Summer 2024
BBA Sem III	Winter 2022	Summer 2023	Winter 2023	Summer 2024	Winter 2024
BBA Sem IV	Summer 2023	Winter 2023	Summer 2024	Winter 2024	Summer 2025



BBA Sem V	Winter 2023	Summer 2024	Winter 2024	Summer 2025	Winter 2025
BBA Sem VI	Summer 2024	Winter 2024	Summer 2025	Winter 2025	Summer 2026

The students are required to clear all their papers within the stipulated time. The students clearing all the papers of the old scheme of Examination (BBA CBS Syllabus Introduced in 2016) shall be awarded a Degree according to the old scheme of Examination. But the students who failed to clear their course/s in 5 consecutive attempts as per this clause, will be absorbed in the scheme of examination under this direction as per following guidelines:

- A.** The candidates who have cleared BBA 1st year (Semester I and II) of the old course (CBS Pattern - Introduced in 2016) examination shall be eligible for admission to BBA 2nd Year of the new course (CBCS) but in such case the student will have to clear all those subjects (BBA Sem I and II) which were not included in the previous CBS syllabus (introduced in 2016) but are part of new syllabus.
- B.** The candidates who have cleared BBA 2nd year (Semester I to IV) of the old course (CBS Pattern - Introduced in 2016) examination shall be eligible for admission to BBA 3rd Year of the new course (CBCS) but in such case the student will have to clear all those subjects (BBA Sem I, II, III and IV) which were not included in the previous CBS syllabus (introduced in 2016) but are part of new syllabus.

## **II. CLARIFICATION ON ABSORPTION SCHEME**

The absorption of students of previous CBS course (Introduced in 2016) referred above shall be made to the new course in the following manner:

**Situation I:** A student had completed 1<sup>st</sup> year of BBA as per CBS syllabus (introduced in 2016) but due to some reasons the student is dropped out for subsequent years of the previous syllabus (BBA CBS Syllabus)

A student who has passed all courses of BBA 1st year CBS Pattern Programme (Introduced in 2016), shall be admitted to BBA 2nd Year but he/ she must complete those courses which are not considered to be equivalent with the previous CBS pattern examination. In such a case a student will be required to take nominal admission to BBA 1<sup>st</sup> year under this new direction by paying Rs. 500 and will fill and submit the exam form of BBA 1<sup>st</sup> and/or 2<sup>nd</sup> Semester of the new syllabus (as per this direction) for those courses only which are not considered to be equivalent courses with old syllabus (BBA CBS syllabus). The student will also be allowed to fill and submit the regular exam form semester III.

**Situation II:** A students has not completed 1<sup>st</sup> year of BBA as per CBS syllabus (introduced in 2016) but have cleared few of the courses of 1<sup>st</sup> year and is dropped out for subsequent years of the previous syllabus (BBA CBS Syllabus)

A student who has cleared 4 or more courses of BBA CBS syllabus (introduced in 2016) and has backlogs in remaining courses will be allowed to take admission into 2<sup>nd</sup> year of BBA under this direction, but he/she must complete those courses which are not considered to be equivalent with the previous CBS pattern examination. In such a case a student will be required to take nominal admission to BBA 1<sup>st</sup> year under this new direction by paying Rs. 500 and will fill and submit the exam form of BBA 1<sup>st</sup> and/or 2<sup>nd</sup> Semester of the new syllabus (as per this direction) for those courses only which are not considered to be equivalent courses with old syllabus (BBA CBS syllabus). The student will also be allowed to fill and submit the regular exam form semester III.

A student who has backlog in 5 or more courses of BBA CBS syllabus (introduced in 2016). In such a case a student will not be eligible for admission to BBA 2<sup>nd</sup> year and will be required to take nominal admission to BBA 1<sup>st</sup> year under this new direction by paying Rs. 500 and will fill and submit the exam form of BBA 1<sup>st</sup> and/or 2<sup>nd</sup> Semester of the new syllabus (as per this direction) for those courses only which are not considered to be equivalent courses with old syllabus (BBA CBS syllabus). The student will be able to take admission in 2<sup>nd</sup> year after successful completion of BBA 1<sup>st</sup> year under this new syllabus.

**Situation III:** A students has completed 2nd year of BBA as per CBS syllabus (introduced in 2016) and have cleared all the courses of 2<sup>nd</sup> Year and is drop out for subsequent years of the previous syllabus (BBA CBS Syllabus)

A student who has passed all courses of BBA 1<sup>st</sup> year and 2<sup>nd</sup> year under CBS Pattern Syllabus (Introduced in 2016), shall be admitted to BBA 3<sup>rd</sup> Year but he/she must complete those courses which are not considered to be equivalent with the previous CBS pattern examination. In such a case a student will be required to take nominal admission to BBA 1<sup>st</sup> and 2<sup>nd</sup> year under this new direction by paying Rs. 500 for each year and will fill and submit the exam form of BBA 1<sup>st</sup> to 4<sup>th</sup> semester of the new syllabus (as per this direction) for those courses only which are not considered to be equivalent courses with old syllabus (BBA CBS syllabus). The student will also be allowed to fill and submit the regular exam form semester V.

**Situation IV:** A students has not completed 2nd year of BBA as per CBS syllabus (introduced in 2016) but have cleared few of the courses of 2<sup>nd</sup> Year and is drop out for subsequent years of the previous syllabus (BBA CBS Syllabus)

A student who has passed 4 or more courses of BBA 2<sup>nd</sup> year under CBS Pattern Syllabus (Introduced in 2016) and has backlogs for remaining courses, shall be admitted to BBA 3<sup>rd</sup> Year but he/she must complete those courses which are not considered to be equivalent with the previous CBS pattern examination. In such a case a student will be required to take nominal admission to BBA 1<sup>st</sup> and 2<sup>nd</sup> year under this new direction by paying Rs. 500 for each year and will fill and submit the exam form of BBA 1<sup>st</sup> to 4<sup>th</sup> semester of the new syllabus (as per this direction) for those courses only which are not considered to be equivalent courses with old syllabus (BBA CBS syllabus). The student will also be allowed to fill and submit the regular exam form semester V.

A student has backlogs in 5 or more courses of BBA 2<sup>nd</sup> year under CBS Pattern Syllabus (Introduced in 2016) and has cleared the remaining courses. In such a




case a student will be required to take nominal admission to BBA 1<sup>st</sup> and 2<sup>nd</sup> year under this new direction by paying Rs. 500 for each year and will fill and submit the exam form of BBA 1<sup>st</sup> to 4<sup>th</sup> semester of the new syllabus (as per this direction) for those courses only which are not considered to be equivalent courses with old syllabus (BBA CBS syllabus). Such student shall be admitted to BBA 3<sup>rd</sup> Year only after successful completion of those courses which are not considered to be equivalent with the previous CBS pattern examination.

### III. Equivalence of Subjects

The equivalence & eligibility for exemption of subjects for the students absorbed in the new course shall be as follows:

Name of Course in New Scheme (CBCS)	Examination	Name of Equivalent Course in Old Scheme (2016)	Examination
English – I	I	English	I
Evolution of Business	I	Evolution of Business and Commercial Geography	III
Foundation of Managerial Effectiveness*	I	NO	
MS Excel	I	Computer Applications for Business	I
Financial Accounting using Tally*	I	NO	
Foreign Language*	I	NO	
Aptitude Development I*	I	NO	
English – II	II	English	II
Fundamentals of Business Management	II	Fundamentals of Business Management	I
Cost and Management Accounting	II	Cost Accounting	I
Environmental Studies	II	Environment Management	III





Sociology*	II	NO	
Hospitality and Tourism*	II	NO	
Organizational Behaviour*	III	NO	
Managerial Economics	III	Micro-Economic Fundamentals	II
Business Analytics	III	Basic Statistical Techniques	III
Advanced Excel*	III	NO	
MS Word and Powerpoint*	III	NO	
Aptitude Development II*	III	NO	
Content Writing*	III	NO	
Healthy Living*	III	NO	
Fundamentals of Marketing Management	IV	Principles of Marketing Management	II
Fundamentals of Financial Management	IV	Principles of Financial Management	III
Fundamentals of HRM	IV	Principles of HRM	IV
Financial Wellbeing*	IV	NO	
Business Startup Skills	IV	Entrepreneurship Development	V
Business Psychology	IV	Introduction to Sociology and Psychology	IV
Indian Social Values and Business Ethics*	IV	NO	
Business Research Methods	V	Research Methodology	V
Holistic Development*	V	NO	

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*Q*

International Business Management	V	International Business Environment	V
Business Legislations	VI	Business Legislations	IV
Corporate Social Responsibility*	VI	NO	
Sales and Distribution Management	V	Fundamentals of Marketing Management	VI
Consumer Buying Behavior	V	Advanced Marketing Management	VI
IMC and Branding*	VI	NO	
Financial Mathematics	V	Fundamentals of Business Finance	VI
Financial Services Management	V	Advanced Financial Management	VI
Corporate Finance*	VI	NO	
Recruitment, Training and Development	V	Fundamentals of HRM	VI
Compensation and Benefit Management	V	Advanced HRM	VI
Job Analysis and PMS*	VI	NO	
Statistical Application and Analytics*	V	NO	
Data Visualization Techniques*	V	NO	
Data Warehousing and Mining*	VI	NO	

***(\*) All these subjects have no equivalent subjects in the BBA Previous Course (CBS Pattern) Examination (introduced in 2016). Hence, students desiring for absorption in New Course (CBCS Pattern) under this Direction are mandatorily required to appear for these subjects in respective semesters.***

The above absorption scheme of B.B.A. shall be effective till the introduction of new Syllabus.




## 19. Guidelines for Project Work:

### A. Objective

A Batch of maximum 4 students will be assigned a project in the 6th Semester of BBA and it will be pursued by them under the supervision of an internal supervisor. The objective of the Project Work is to help the students to develop their ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical framework.

### B. Type of Project

The Project may take any one of the following forms:

- i) Comprehensive case study (covering single organization/multifunctional area problem, formulation, analysis, and recommendations)
- ii) Inter-organizational study aimed at inter-organizational comparison/ validation of theory/survey of management services.
- iii) Evolution of any new conceptual / theoretical framework.
- iv) Field study (Empirical study).
- v) Software analysis, Design, and solutions for organizational achievement (Applicable to IT)

### C. Selection of Project Topic:

- Project topic must be selected with respect to the programme of study and area selected by the student.
- Title of the project should clearly specify the objective and scope of the study. It should be specific and neither too vague nor centralistic. The topics should be designed meticulously. It can be designed like "Employee Welfare Measures" – A case study of XYZ Ltd.
- Project selection must be made in consultation with the supervisor who will act as a Project guide for the student.

### D. Scope of Work

The student is expected to carry out following activities in the project:

1. Prepare a synopsis and get it approved by the supervisor as assigned by the respective Institutes.
2. Undertake a detailed literature survey on the subject matter.
3. Make relevant data collection/observation.
4. Consult experts in the field.
5. Visit related organizations/institutions/industries.
6. Compile data in proper format.
7. Make proper conclusions/recommendations.
8. Prepare a Project Report.
9. The volume of the project-report should be ranging from 60-80 pages.
10. Obtain approval of Project Report by project supervisor.
11. Submit ONE hard bound copies of the Project Report at the Institute.
12. Submission of the Project Report shall be one month prior to the date of the commencement of the 6<sup>th</sup> Semester Examinations for BBA.

### E. General Format of the Report

The project report should preferably be written in the following format:

- a) Executive Summary
- b) Introduction to topic



- c) Research Methodology
- d) Analysis and Findings of the study
- e) Conclusions and Recommendations of the study
- f) Bibliography
- g) Appendices – to include questionnaire if any

#### **F. Examination and Evaluation**

The Project is to be treated as a paper of study of the BBA-6<sup>th</sup> Semester comprising 200 marks. The external assessment shall be done based on the project report and Viva Voce. The Project shall be evaluated by an External examiner for 150 marks and of which 100 marks will be allocated to the Written Report Content and Presentation and 50 marks for Viva Voce. The Project work shall be evaluated by internal and external examiners for 100 marks (as mentioned above) at the respective institute / college as per the schedule fixed by the university. One such External Examiner shall not examine more than 20 Projects (groups) in one academic year.

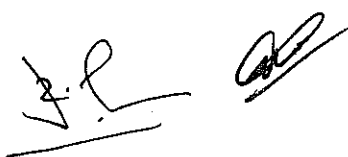
#### **20. Provision for Multiple Exit**

The BBA program offered under this direction provides an opportunity to students for multiple exits from the program as per following conditions:

- a. A student can exit the program after successful completion of 1<sup>st</sup> and 2<sup>nd</sup> Semester courses and obtaining 40 credits. Such a student is eligible to be awarded 'Certificate in Business Administration' by the University.
- b. A student can exit the program after successful completion of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Semester courses and obtaining 80 credits. Such a student is eligible to be awarded 'Diploma in Business Administration' by the University.
- c. A student who has completed the 3 years program and earned 120 credits will be considered eligible for award of 'Bachelor of Business Administration' degree by the University.
- d. A student who wishes to exit the program before completion of 3 years is required to apply to the university through Principal.
- e. A student who opted for exit from the program before completion of 3 years (a & b) above shall be eligible for admission to next year of the program in any subsequent academic session. However, if at the time of admission, if this scheme of examination is not in force, the student will have to complete the program according to the provisions made under the direction prevailing at the time of such admission.

#### **21. Provision for Transfer of Credits**

BBA program offered under this direction provides enhanced academic flexibility to students in terms of selecting the courses they want to learn. A student can opt for any course from any statutory/recognized University or any recognized online learning platform such as SWAYAM/NPTEL in lieu of a course (except Core Course and Discipline Specific Electives) mentioned in this scheme of examination. Similarly, a student can opt for transfer of credits by successfully completing the course recognized by the 'Department of Lifelong learning & Extension' of Rashtrasant Tukadoji Maharaj Nagpur University. The mechanism for transfer of credits earned through these courses to be adhered is mentioned here:





- i. A student seeking for facility for transfer of credits earned from any other platform will have to mandatorily open an account with 'Academic Bank of Credits' and upload the credits so earned therein.
- ii. Any Core Course or Discipline Specific Elective mentioned in this scheme of examination cannot be opted out by a student.
- iii. A student can opt out any course other than Core Course/Discipline Specific Elective and earn equal number of credits by completing any ODL or Online course/s from any statutory/recognized University or any recognized online learning platform such as SWAYAM/NPTEL.
- iv. A student can opt out any course other than Core Course/Discipline Specific Elective and earn equal number of credits by successfully completing the course recognized by the 'Department of Lifelong learning & Extension' of Rashtrasant Tukadoji Maharaj Nagpur University.
- v. If a student is willing to opt out any such course, he/she will have to mention this while submitting the examination form to the University for respective semester.
- vi. A certificate of completion of such an ODL/Online course shall be submitted by the student to the University through college before end term evaluation.
- vii. Such a certificate shall mandatorily have the number of credits, duration of the course and grades/marks obtained by the student and shall preferably have a QR code for verification.
- viii. The college shall submit the grades / marks obtained by the student to the University along with Internal Assessment marks for the concerned examination.
- ix. If a student has opted for an ODL/Online course in a particular semester and failed to submit the certificate within prescribed time, the student will be marked for 'Absent' for a particular course in that examination. Such a student will be required to fill in the examination form in the consecutive attempt and submit the passing certificate to get his/her corrected result.
- x. The procedure for transfer of credits mentioned under this direction is subject to the guidelines issued by the University in this regard and a separate direction for the same shall be issued by the University.



**22. Eligibility for award of Degree:**

To become eligible for award of 'Bachelor of Business Administration (BBA)' degree, a student must fulfil the following conditions:

- a. A student must earn minimum 120 credits in not less than 3 years.
- b. A student must successfully complete (pass) all Core Courses and Discipline Specific Electives mentioned in this direction.

**23. This direction shall come into force phase wise from the academic session 2022-23**

- 24. If any question of interpretation of any clause arises for this Direction & Appendix I & II the same shall be referred to the Dean, Faculty of Commerce and Management, whose decision shall be final and binding on all concerned.**

Nagpur

Date: 20-10-22



(Dr. Subhash R. Chaudhari)  
Vice-Chancellor



## APPENDIX – 1

### List of Core Courses, Ability Enhancement compulsory Courses, Skill Enhancement Courses, Discipline Specific Elective and Generic Electives

#### A) List of Core Courses

SN	Semester	Paper / Subjects
1	Sem I	English – 1
2		Evolution of Business
3	Sem II	English – 2
4		Fundamentals of Business Management
5		Cost & Management Accounting
6	Sem III	Organisational Behaviour
7		Managerial Economics
8	Sem IV	Fundamentals of Financial Management
9		Fundamentals of Marketing Management
10		Fundamentals of Human Resource Management
11	Sem V	Business Research Methods
12		Internship
13	Sem VI	Business Legislation
14		Corporate Social Responsibility
15		Project Work

#### B) List of Ability Enhancement Compulsory Courses and Skill Enhancement Courses:

AECC Ability Enhancement Compulsory Courses (Sem I)	Foundations of Managerial Effectiveness
AECC Ability Enhancement Compulsory Courses (Sem II)	Environmental Studies

#### C) List of Skill Enhancement Courses

SEC – Skill Enhancement Courses Any Two (Sem I)	Foreign Language – French, German, Japanese
	Basics of MS Excel
	Aptitude Development – 1
	Financial Accounting using Tally
SEC – Skill Enhancement Courses Any Two (Sem III)	Data Analytics
	MS Word and PowerPoint
	Aptitude Development -2
	Advanced MS Excel

D) List of DSE (Discipline Specific Electives) / Specializations: The student shall select **any one group** out of the four DSE

Group 1 – Marketing Management	Group 2- Financial Management	Group 3 – HRM	Group 4- Business Analytics
Sales & distribution Management	Financial Mathematics	Recruitment, Training & Development	Statistical Applications & Analytics
Consumer Buying Behaviour	Financial Services Management	Compensation & Benefit Management	Data Visualization Techniques
IMC & Branding	Corporate Finance	Job analysis & PMS	Data Warehousing & Mining

E) List of Generic Electives (GE):

SN	Semester	Courses
1	Sem I	-
2		-
3	Sem II (Anyone)	Sociology <b>OR</b>
4		Hospitality and Tourism
5	Sem III (Anyone)	Content Writing <b>OR</b>
6		Healthy Living
7	Sem IV (Anyone)	Financial Wellbeing <b>OR</b>
8		Business Start-up skills
9	Sem IV (Anyone)	Business Psychology <b>OR</b>
10		Indian Social Values and Business Ethics
11	Sem V (Anyone)	Holistic Development <b>OR</b>
12		International Business Management
13	Sem VI	-
14		-

The Generic Elective Courses shall be offered as per table above. The student shall have an option to select any one course out of two courses offered by the university as mentioned in above table. While Semester I and Semester VI do not have any Generic Electives, Semester IV has 2 groups of Generic Electives on offer.

If the student wishes to opt for any course, other than offered by the University, He / she can register for any other equivalent credit ODL (Open and Distance Learning) courses and submit the passing certificate.

## Appendix – 2

### Detailed Syllabus and Question Paper Pattern

#### BBA – Semester – I

Course Type: Core Course

Course Name: Evolution of Business

Course Code: 1T2

#### Course Outcomes

CO1	The Students will be able to <b>relate</b> the reasons of World War and its effect on global business environment.
CO2	The Student will be able to <b>describe</b> Cold war and OPEC crises on International Business
CO3	The student will be able to <b>differentiate</b> the Indian Business structure between Pre and Post Independence
CO4	The student will be able to <b>analyse</b> the contribution of various sectors in Indian Business
CO5	The student will be able to <b>summarise</b> Global Business and Indian Business Scenarios

Unit I– Evolution of Business & Economy: Industrial revolution (1820-1850); Rise of European business (1850-1900); Impact of First World War on International Business; The Great Depression and its effect on International Business; Impact of Second World War on International Business.

Unit II – Evolution of Business in post WWII Scenario: Cold War and its impact on International Business; OPEC Crises and its impact on International Business; Gulf War and its impact on International Business; Dawn of IT era and its impact on business & economy

Unit – III – Evolution of Indian Business: Indian Business: Changes and Styles, East India Company's early ventures in India, Development of Banking and Railways in India, Indian Economy and Business during WW I and WW II, Independence & Industrial Planning, 1947-1960: Origin and evolution of PSUs, Liberalisation of the Indian Economy, 1990s

Unit IV –Industries : Role of industries in Economic development; Factors of industrial location - Raw material, power, market, transport and communication, land capital, technology; Webers theory of industrial location, Iron & steel industry - India & USA, Cotton textile industry - India & USA. Engineering industry in India - Major industrial regions of the world and India.

#### Reference Books:

1. Order and Disorder after the Cold War – Brad Roberts, MIT Press
2. Medha Kudaisya (ed) The Oxford India anthology of business history (Oxford University Press: 2011)
3. Atul Kohli, Democracy and development in India: from socialism to pro–business (OUP: 2010)
4. Claude Markovits, Merchants, traders, entrepreneurs: Indian business in the colonial era (Palgrave Macmillan: 2008)

#### Question Paper Pattern for Semester End Examination

**Q1.** Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

**Q2.** Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 3 Marks
- B – 3 Marks
- C – 3 Marks
- D – 3 Marks
- E – 3 Marks
- F – 3 Marks
- G – 3 Marks
- H – 3 Marks

**Q3.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

**Q4.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

**Q5.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

**Q6.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

Course Type: Skill Enhancement Course

Course Name: Foreign Language-French  
Course Code: 1T3-A

**Unit I:** The alphabets, accents, numbers, articles- definite / indefinite

**Unit II:** Days of the week, months, date; Nouns and Prepositions; glossary of general communication, auxiliary verbs; Adjectives of professions/ nationality; time

**Unit III:** 1<sup>st</sup> group verbs –Feminine and Phralisation of nouns; Feminine and Pluralisation of Adjectives; 2<sup>nd</sup> group verb, Formules de politesse

**Unit IV:** Future and past tense; currency / weight and measures; Negation and interrogation; Adverbs and Pronouns; Basic French conversation with business delegates; IIIrd group verbs; Translation

**Recommended books:**

1. Le Nouveau Sans Frontiers 1 PB Paperback – 1 January 2012, by Francais M D (Author), Goyal Saab-delhi; 1992nd edition (1 January 2012)
2. Larousse Pocket Dictionary: Pocket French Dictionary Paperback – 1 September 2011, Packer : Goyal Publisher & Distributor Pvt Ltd

**Question Paper Pattern**

- Q1. 16 questions of 1 mark each (4 questions per unit)  $1 \times 16 = 16$   
Q2. 16 questions of 2 marks each (4 questions per unit)  $2 \times 16 = 32$   
Q3. 8 questions out of 12 questions (internal choice) of 4 marks each (3 questions per unit)
- |                                 |   |                      |
|---------------------------------|---|----------------------|
| A. 4 marks question from unit 1 | } | <b>Solve Any Two</b> |
| B. 4 marks question from unit 1 |   |                      |
| C. 4 marks question from unit 1 |   |                      |
| D. 4 marks question from unit 2 | } | <b>Solve Any Two</b> |
| E. 4 marks question from unit 2 |   |                      |
| F. 4 marks question from unit 2 |   |                      |
| G. 4 marks question from unit 3 | } | <b>Solve Any Two</b> |
| H. 4 marks question from unit 3 |   |                      |
| I. 4 marks question from unit 3 |   |                      |
| J. 4 marks question from unit 4 | } | <b>Solve Any Two</b> |
| K. 4 marks question from unit 4 |   |                      |
| L. 4 marks question from unit 4 |   |                      |



Course Type: Skill Enhancement Course  
Course Name: Foreign Language-German  
Course Code: 1T3-B

**Unit I:** The alphabets, accents, numbers, articles- definite / indefinite, Days of the week, months, date; glossary of general communication, Grammar: articles, plural, the verbs to have and to be

**Unit II:** Everyday life, making appointments / Grammar: Nouns and Prepositions am, um, von...bis; modal verbs, possessive articles

**Unit III:** Auxiliary verbs; Adjectives of professions/ nationality; time; Grammar: separable verbs, the accusative, past tense of to have and to be

**Unit IV:** Comprehension of simple texts and précis writing including simple translation from German to English and vice-versa

**Recommended books:**

1. Sprachkurs Deutsch I, Verlag Moritz Diesterweg, Frankfurt am Main 1989 (available with Goyal Saab Publishers, New Delhi)
2. Lernziel Deutsch I, Max Hueber Verlag, 1991
3. NETZWERK Deutsch als Fremdsprache A1(Goyal, New Delhi, 2015)
4. Schulz-Griesbach: Deutsch als Fremdsprache. Grundstufe in einem Band (for Grammar)

**Question Paper Pattern**

- Q1. 16 questions of 1 mark each (4 questions per unit)  $1 \times 16 = 16$   
Q2. 16 questions of 2 marks each (4 questions per unit)  $2 \times 16 = 32$   
Q3. 8 questions out of 12 questions (internal choice) of 4 marks each (3 questions per unit)
- |                                 |   |                      |
|---------------------------------|---|----------------------|
| A. 4 marks question from unit 1 | } | <b>Solve Any Two</b> |
| B. 4 marks question from unit 1 |   |                      |
| C. 4 marks question from unit 1 |   |                      |
| D. 4 marks question from unit 2 | } | <b>Solve Any Two</b> |
| E. 4 marks question from unit 2 |   |                      |
| F. 4 marks question from unit 2 |   |                      |
| G. 4 marks question from unit 3 | } | <b>Solve Any Two</b> |
| H. 4 marks question from unit 3 |   |                      |
| I. 4 marks question from unit 3 |   |                      |
| J. 4 marks question from unit 4 | } | <b>Solve Any Two</b> |
| K. 4 marks question from unit 4 |   |                      |
| L. 4 marks question from unit 4 |   |                      |

Course Type: Skill Enhancement Course

Course Name: Foreign Language-Japanese  
Course Code: 1T3-C

**Unit I:**

- Basic self-introduction, talking about one's family
- Daily greetings and expressions; Basic vocabulary for day-to-day use
- Simple sentences: Basic Q and A about everyday situations

**Unit II:**

- Numbers (till 5 digits)
- Days of the week, months, dates, clock time
- Simple sentences: Talking about one's likes and dislikes, phrases for shopping

**Unit III:**

- Introduction to the scripts of Japanese Language
- Reading and writing Hiragana script
- Reading and writing basic words using Hiragana

**Unit IV:**

- Basic introduction about Japan and its history, geography, culture and traditions

**Recommended books:**

1. Marugoto Starter (A1) Rikai - Course Book for Communicative Language Competences, by TheJapan Foundation, Goyal Publishers & Distributors Pvt. Ltd (ISBN: 9788183078047)
2. Japanese Kana Script Practice Book – Vol. 1 Hiragana, by Ameya Patki, Daiichi JapaneseLanguage Solutions (ISBN: 9788194562900)

**Question Paper Pattern**

- Q1. 16 questions of 1 mark each (4 questions per unit)  $1 \times 16 = 16$   
Q2. 16 questions of 2 marks each (4 questions per unit)  $2 \times 16 = 32$   
Q3. 8 questions out of 12 questions (internal choice) of 4 marks each (3 questions per unit)
- |                                 |   |                      |
|---------------------------------|---|----------------------|
| A. 4 marks question from unit 1 | } | <b>Solve Any Two</b> |
| B. 4 marks question from unit 1 |   |                      |
| C. 4 marks question from unit 1 |   |                      |
| D. 4 marks question from unit 2 | } | <b>Solve Any Two</b> |
| E. 4 marks question from unit 2 |   |                      |
| F. 4 marks question from unit 2 |   |                      |
| G. 4 marks question from unit 3 | } | <b>Solve Any Two</b> |
| H. 4 marks question from unit 3 |   |                      |
| I. 4 marks question from unit 3 |   |                      |
| J. 4 marks question from unit 4 | } | <b>Solve Any Two</b> |
| K. 4 marks question from unit 4 |   |                      |
| L. 4 marks question from unit 4 |   |                      |

Course Type: Skill Enhancement Course

## Course Name: Aptitude Development – 1

Course Code: 1T3 – D

### Course Outcomes

CO1	The Students will be able <b>to practice</b> effective communication in real life situations
CO2	The students will be able <b>to recognize</b> problem solving skills
CO3	The students will be able <b>to infer</b> logical reasoning techniques
CO4	The students will be able <b>to explain and infer</b> data analytical techniques
CO5	The Students will be able <b>to prepare themselves</b> for various competitive exams and different placement aptitude test as well.

Unit 1: Verbal Ability: Introduction of Parts of speech, What is noun, Kinds of Noun, Rules & Application, Definition of Pronoun, Examples, Rules & Application, Definition of Verb, Kinds of Verb, Rules & Application, Definition of Tense, Different types of Tenses, Examples, Rules & Application, Definition of Adjective, Kinds of Adjective, Rules & Application, Definition of Adverb, Kinds of Adverb, Rules & Application, Definition of Preposition, Examples , Rules & Application, Definition of Interjection, Examples, Rules & Its Application, Definition of Conjunction, Examples, Rules & Application, Different types of Articles, Examples, Rules & Application English Grammar. News paper reading (Economic Times).

Unit 2: Quantitative Aptitude I: Average- Concept on average, different missing numbers in average estimation, shortcuts & their application. Mixture & Allegation – Proportion & mixtures in percentages, populations & liquids, shortcuts & their application. Time & Work- Basic concept, Chain rule, formulae & their application. Pipes & cistern. Time and distance - Basic concept, Different problems & their shortcut tricks. Time & Speed & Tides- concept of speed, time & Distance, relative speed, Upstream & Downstream, formulae & their application, Non Verbal Reasoning, Image Formation, Water –Images, Mirror Image, Image completion, Paper Cutting And Folding

Unit 3: Logical reasoning: Coding & Decoding, series missing numbers, odd one out, cause effect, Direction & Ranking, Blood relations, Syllogism, Assumptions, Premise, and Conclusion, Assertions and Reasoning, Resume writing and LinkedIn Profiles.

Unit 4: Data Interpretation: Table Charts, Line Charts, Pie Charts, Bar Charts, Tabular Form, Missing Data Interpretation, Radar/Web.

### Reference Books:

- Objective English- Arihant Publications
- Data Interpretation - R.S Agarwal
- Objective English Grammar- Kiran Publications
- Verbal & non-verbal reasoning- R.S Agarwal
- Quantitative Aptitude- R.S Agarwal
- Analytical Reasoning –Peeyush Bhardwaj

### Question Paper Pattern

The end semester examination of Aptitude Development-I course shall have following question pattern.

**MCQ Test:** 40 Multiple Choice Questions of 2 mark each. 40 questions would be prepared covering all four units of the course with equal weightage. The MCQ based test can be taken either offline mode or online mode as per the available resources with the colleges. **Duration of the examination will be of 2 Hours.**

Course Type: Skill Enhancement Course

Course Name: Basics of MS Excel

Course Code : 1T4-A

Course Outcomes	
<b>CO1</b>	Student will be able to perform operations using Excel tabs and tools effectively.
<b>CO2</b>	Student will be able to reorganize the data with the help of Excel and compute various statistical parameters using Formulas and Functions
<b>CO3</b>	Student will demonstrate ability to work effectively on data sheet with the knowledge of Excel
<b>CO4</b>	Student will demonstrate the ability to construct Pivot Tables and perform operations on given data
<b>CO5</b>	Student will demonstrate the ability to present data in charts and graphs using Excel skills

### UNIT-I

**Introduction to Excel** - About Excel, Features of Ms-Excel, **The Excel Environment**; Quick Access Toolbar, Title Bar, Ribbon Tabs, Name Box, Formula Bar, Scroll bars, Status bar, Page views, Zoom Tool. Ribbon Display Options button, Excel Workspace, Cells. **Creating Worksheets and Workbooks** –Creating and Renaming Worksheets, saving workbook, Copying and moving a worksheet. Inserting and deleting rows and columns, Inserting header and footer in a worksheet.

**Formatting Cells**; Selecting cells, entering text and numeric data into the cells, applying fonts and background colour, aligning data, merging cells, text wrapping, Number Formatting-Text, Percentage, Currency, Dates. Creating series, resizing columns width and rows height. **Excel Shortcuts** – Using Keyboard Shortcuts.

## UNIT-II

**Excel Formulas and Functions-** Performing basic mathematical operations using formula, applying formulas using cell names and range, Formatting text using different text functions, Performing calculation using Numerical and Mathematical functions. If function, Logical functions-AND, OR, NOT.

**Tables-**Creating a Table, Applying styles to tables, Adding and Editing Records, Inserting Records and Fields, Deleting Records and Fields.

## UNIT-III

**Filters, Grouping and Charts in Excel-** Filtering records, Sorting data by single and multiple columns, Custom sort, Changing sort order, Eliminating duplicate records.

**Chart Preparation** - Creating Charts, Selecting Charts and Chart Elements, Moving and Resizing Charts, Changing the Chart Type. **Apply Custom Data Formats and Layouts-** Changing the Data Range, Switching Column and Row Data, Choosing a Chart Layout, Choosing a Chart Style, Printing Charts, Deleting Charts, Applying Word art Styles to Chart Elements.

## UNIT-IV

**Introduction to Pivot Tables-** Creating Pivot Tables and Pivot Charts, manipulating a PivotTable, Changing Calculated Value Fields, Applying PivotTable Styles, creating a PivotChart, Setting PivotTable Options.

### Text Books

1. Excel 2019 All in one By Lokesh Lalwani, BPB Publications ISBN 9789388511582

### References:

2. Microsoft® Excel® 2016 Bible Published by John Wiley & Sons, Inc., ISBN: 978-1-119-06751-1
3. Microsoft Official Academic Course Microsoft excel 2013, 2014 by John Wiley & Sons, ISBN 978-0-470-13308-8
4. Statistics for Managers: Using Microsoft Excel, Fifth Edition by David M. Levine, David F. Stephan, Timothy C. Krehbiel, and Mark L. Berenson, ISBN 0-536-04080 X
5. Microsoft Excel 2016 Step by Step - Curtis Frye, Microsoft Press, ISBN: 978-0-7356-9880-2

6. Student Guide 40571A Microsoft Excel Expert 2019:  
[https://www.sos.wa.gov/assets/library/libraries/projects/ita/40571a\\_microsoft\\_excel\\_expert\\_2019\\_ebook.pdf](https://www.sos.wa.gov/assets/library/libraries/projects/ita/40571a_microsoft_excel_expert_2019_ebook.pdf)

### Question Paper Pattern

The end semester examination of Basics of MS Excel Course shall have following question pattern.

**Part I – MCQ Test:** 40 Multiple Choice Questions of 1 mark each. 40 questions would be prepared covering all four units of the course. The MCQ based test can be taken in offline mode or online mode as per the available resources with the colleges. **Duration for solving 40 questions would be 1.5 Hours.**

**Part II – Workbook Submission:** A workbook will have to be submitted by the students. This workbook will carry 40 marks. There will be 8-10 practical questions to be performed using MS Excel and the output will be printed and attached in the workbook.

Course Type: Skill Enhancement Course  
Course Name: Financial Accounting using Tally  
Course Code : 1T4-B

Course Outcomes	
<b>CO1</b>	Student will acquire knowledge and understanding of Basics of Financial accounting and computerised Accounting
<b>CO2</b>	Given the day-wise transactions of firm, the students will be able to prepare ledger and group and will be able to create various vouchers, using Tally software
<b>CO3</b>	Given the details about the day-wise transactions of a firm, the student will be able to create bill wise detail based on stock.
<b>CO4</b>	Given the details about transactions, students will be able to prepare profit & Loss A/C report and balance sheet
<b>CO5</b>	Given the situation and data students will be able to perform operations in Tally

**UNIT I** Introduction to Accounting, Advantages of Accounting, Books of accounts, Classification of Accounts, Financial Statements, Inventory management, Computerized Accounting, Advantages of Computerized Accounting, Manual Vs Computerized Accounting, Need of Computerized Accounting, Accounts Organization.

**UNIT II** Introduction to Tally.ERP 9, Features of Tally, Tally ERP9 Components, Tally ERP 9 Window, Gateway of Tally, Creation, alteration and deletion of company, Ledger, Group, Voucher-Types of Voucher, Purchase Orders, Sales order, Budget.

**UNIT III** Inventory in Tally, Stock Groups, Stock Categories, Stock Items, Units of Measure, Godowns, Cost Centre, Cost Category., Stock Summery Report.

**UNIT IV** Working with Balance Sheet, working with Day Book Report, working with Profit & Loss A/c Report, working with Trial Balance Report, Ratio Analysis, Bank reconciliation, Tally Audit, Backup & Restore Data in tally.

Text Book

1. Accounting with Tally: K.K. Nadhani, BPB Publication.
2. Tally Tutorial:K.K. Nadhani and A.K. Nadhani, BPB Publication.

Reference Books:

- 1) Peter Norton's Computer fundamentals, fourth Edition – McGraw Hill
- 2) Computer fundamentals – Ravichandran D.
- 3) Tally Financial Accounting Program – Current Volume – Tally Press
- 4) Tally for Beginners – Tally Press

### Question Paper Pattern

The end semester examination of Basics of Financial Accounting using Tally course shall have following question pattern.

**Part I – MCQ Test:** 40 Multiple Choice Questions of 1 mark each. 40 questions would be prepared covering all four units of the course. The MCQ based test can be taken offline or online as per the available resources with the colleges. **Duration for solving 40 questions would be 1.5 Hours.**

**Part II – Workbook Submission:** A workbook will have to be submitted by the students. This workbook will carry 40 marks. There will be 8-10 practical questions to be performed using Tally 9.0 package and the output will be printed and attached in the workbook.

Course Type: Ability Enhancement Compulsory Course  
Course Name: Foundation of Managerial Effectiveness  
Course Code: 1T5

### Course Outcomes

CO1	The Students will be able <b>to relate</b> the concept of skill development with managerial skills
CO2	The students will be able <b>to interpret</b> the problem solving technique with the help of Johari Window

CO3	The students will be able <b>to analyse</b> group behaviour and explain of SWOT Analysis
CO4	The student will be able <b>to differentiate</b> between different structures of organisation and classify between empowerment and delegation
CO5	The students will be able <b>to point out</b> the effective managerial traits and ways to improve them

#### Unit 1:

Importance of competent managers, Introduction to skills & personal skills, skills of effective managers, developing self awareness on the issues of emotional intelligence, self learning styles, values, Change – Definition, advantages, and disadvantages of change, attitude towards change.

#### Unit 2:

Problem solving and building relationship: Problem solving, creativity, innovation, steps of analytical problem solving (Johari Window), limitations of analytical problem solving. Learning - learning of skills and applications of skills, Skills development and application.

#### Unit 3:

Group and Group Behaviour: Nature of group, group membership, stages of group development, characteristics of the group, types of groups. Team building: Developing teams and team work, advantages of team, leading team, team membership. Swot analysis – definition, basic elements, advantage, limitations, tips for conducting swot.

#### Unit 4:

Structure and Nature of organization. Matrix organization. Formal and informal organizations. Organization effectiveness- Criteria for evaluating effectiveness. Organizational life cycles. Empowering and delegating: Meaning of empowerment, dimensions of empowerment, how to develop empowerment, inhibitors of empowerment, delegating works.

#### Reference Books:

1. Essential of Business Administration - K.Aswathapa Himalaya Publishing House
  2. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
  3. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
  4. Principles of Management By Ramasamy T, Himalaya Publishing House
  5. Principles of Management, Dr.Neeru Vashisht & Dr.Namita Rajput, Taxmann
- V.S.P. Rao Managerial Skills Excel Books,2010, New Delhi

#### Question Paper Pattern for Semester End Examination



**Q1.** Very Short Answer type questions (2-3 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

**Q2.** Short Answer type questions (6-8 lines/ up to 60 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

**Q3.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

**Q4.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 2 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

**Q5.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

**Q6.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

## BBA (CBCS)– Semester – II

Course Type: Core Course

Course Name: Fundamentals of Business Management

Course Code: 2T2

### Course Outcomes

CO1	The student will be able to <b>identify</b> different functions of management and management thoughts.
CO2	The student will be able to <b>differentiate</b> between Management and Administration as well as <b>identify</b> the skills required for a manager.
CO3	The student will be able to <b>Outline and illustrate</b> plans for various activities.
CO4	The Student will be able to <b>develop</b> competency of decision making while working in a group.
CO5	The student will be able to <b>apply</b> various management principles in his/ her day-to-day life

Unit I: Introduction -Nature, function, definition and importance of management, Definition, nature, purpose and scope of management, Functions of a manager, is management a science or art? Development of Management Thought -Scientific management; Contribution of Taylor, Fayol, Mary Follet, Elton Mayo; Hawthorne experiments, Contingency approach.

Unit II: Management and Administration-Management and administration, Management as a profession, Professionalism of management in India, Management ethics and management culture, Skills required of manager, Classification of skills, Methods of skills development.

Unit III: Management Planning-Concept of planning, objectives, Nature, Types of plan, Stages involved in planning, Characteristics of a good plan, Importance, Limitations of planning, Making planning effective, Strategic planning in Indian Industry.

Unit VI: Decision Making-Concept, characteristics of decisions, Types of decisions, Steps Involved in decision making, Importance of decision making, Methods of decision making, Committee Decision Making. Organisation -Concepts, Principle of organization, Importance, Features of good organization structure, Types of Organisation structure.

### Reference Books:

1. Essential of Business Administration - K.Aswathapa Himalaya Publishing House
2. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
3. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
4. Principles of Management By Ramasamy T, Himalaya Publishing House
5. Principles of Management, Dr.Neeru Vashisht & Dr.Namita Rajput, Taxmann

### **Question Paper Pattern for Semester End Examination**

**Q1.** Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

**Q2.** Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 3 Marks
- B – 3 Marks
- C – 3 Marks
- D – 3 Marks
- E – 3 Marks
- F – 3 Marks
- G – 3 Marks
- H – 3 Marks

**Q3.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

**Q4.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

**Q5.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

**Q6.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

A – 5 Marks  
B – 5 Marks  
**OR**  
C – 10 Marks

Course Type: Core Course

Course Name: Cost and Management Accounting

Course Code: 2T3

**Course Outcomes:**

<b>CO-1</b>	Given the data about the various cost student will be able to classify the elements of cost and also able to prepare cost sheet, tender/Quotation for various business proposals. Given the data of profit as per cost book and profit as per financial book the student will be able to prepare reconciliation statement from the same.
<b>CO-2</b>	Given the information about the each process through which a product has to pass, a student will able to compute the cost of each process, total cost of product and also able to compute the Value of abnormal loss and abnormal gain. Given the cost data about the transport vehicle (Goods and Passenger) the students will be able to <b>compute</b> the cost & profit of an operating service.
<b>CO-3</b>	Given the information about Cost, Volume & Profit student will be able Compute of Break Even Point, Profit Volume Ratio, Margin of Safety etc and also able use marginal costing for decision making purpose which includes a range of decisions such as Closing down a plant, dropping a product line, make or buy decisions, selection of suitable product mix, desired level of profits etc.
<b>CO-4</b>	Given the data about the various cost/Receipt and payments the students will be able to <b>prepare</b> budgets for forecasting cost structure at various production capacities and cash positions for a specific duration
<b>CO-5</b>	The students will be able to <b>apply</b> the concept of costing in ascertainment of cost, computation of profit and business forecasting.

**Unit 1: Introduction to cost accounting** - Meaning of Cost, Costing and Cost Accounting, Features, Scope and Functions of Cost Accounting, Advantages and Limitations of Cost Accounting; Concept of Cost; Analysis and Classification of Costs; Elements of Cost; Preparation of Cost Sheet (Statement of Cost); Quotations and tender. Introduction and need for reconciliation between financial accounts and cost account, reasons for disagreement in Profit; Preparation of Reconciliation Statement.

**Unit 2: Process Costing** - Meaning, features and applicability, difference between process and job costing, wastage and by-products, normal and abnormal loss. Preparation of process accounts (up to abnormal loss and abnormal gain only). **Operating Costing**- Classification of costs, features of operating costing: Preparation of log sheet for Transport (Goods and Passenger) costing only.

**Unit 3: Marginal Costing and decision making** - Introduction, Application of Marginal costing in terms of cost control, level of activity planning- Break-even-analysis: Application of BEP for various business problems in terms of profit planning, closing down a plant, dropping a product line, make or buy decisions, selection of suitable product mix, desired level of profits, closing down or suspending activities.

**Unit 4: Budget and Budgetary Control**- Concepts, Types of Budgets, Budgetary Control, Types of budgets, Advantage and limitations of budgets, Simple problems based on Flexible and Cash Budget, Basic concept of zero-base budgeting.

**Reference Books:**

1. Cost Accounting, Text and Problems, M.C Shukla, TS Grewal and MP Gupta, S Chand Publications
2. Cost Accounting, RSN Pillai and V. Bhagwathi, S. Chand Publication
3. Management Accounting, Bhagwati & Pillai, Second Edition, S. Chand & Company Ltd.
4. Taxman's Cost & Management Accounting – A student-oriented book with illustrations Ravi M Kishore, 6<sup>th</sup> Edition, Taxmann publication
5. Cost and Management Accounting- Theory, Problems and Solutions, M N Arora, 2019 Edition, Himalaya Publication.

**Question Paper Pattern for Semester End Examination**

**Q1.** Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

**Q2.** Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 3 Marks
- B – 3 Marks
- C – 3 Marks
- D – 3 Marks
- E – 3 Marks
- F – 3 Marks
- G – 3 Marks
- H – 3 Marks

**Q3.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

**Q4.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

**Q5.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

**Q6.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

Course Type: Ability Enhancement Compulsory Course

Course Name: Environmental Studies (AECC)

Course Code: 2T4

#### Course Outcomes

CO1	The Students will be able <b>to recognise</b> the importance of environmental studies and various natural resources
CO2	The students will be able <b>to illustrate</b> various types of pollution and its causes and their control measures
CO3	The students will be able <b>to point out</b> the reasons of population growth and its impact on environment.
CO4	The students will be able <b>to identify and explain</b> the Social issues affecting environment
CO5	The students will be able <b>to relate</b> the environmental issues and act on their own level to protect it.

Unit I: Introduction to Environment Studies: Definition, Scope importance, Need for public awareness, sustainable development, Natural Resources- renewable and non- renewable resources, role of individual in conservation of natural resources( Forest, water, land, energy, mineral)

Unit II: Environment Pollution: Types of pollution- air, water, soil, noise, thermal and Nuclear, causes effects and control measures, Global warming, green house effect, Ozone layer depletion, Acid rains

Unit III: Human Population: Global population growth, variations among nations, Population explosion- causes and impact, Family welfare Programs-methods of sterilization; Infectious diseases, water related diseases, risk due to chemicals in food, Cancer and environment

Unit IV: Social Issues in Environment: Construction of dams: problems and concerns of resettlement, rehabilitation of affected people; Environmental ethics– issues and possible solutions, resource consumption patterns and need for equitable utilization; Equity disparity in western and eastern countries; Urban and rural equity issues; Need for gender equity.

**Reference Books:**

1. A text book of environmental by K M Agrawal, P K Sikdar, S C Deb”, published by Macmillan
2. Environment management by N K Uberoi”, published by Excel Books
3. Environment management by Dr. Swapan Deb”, published by Jaico Publishing House.
4. Environmental Management by S K Agrawal”, published by A.P.H. publishing Corporation.

**Question Paper Pattern for Semester End Examination**

**Q1.** Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

**Q2.** Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 3 Marks
- B – 3 Marks
- C – 3 Marks
- D – 3 Marks
- E – 3 Marks
- F – 3 Marks
- G – 3 Marks
- H – 3 Marks

**Q3.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

- A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

**Q4.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

**Q5.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

**Q6.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

Course Type: Generic Elective

Course Name: Sociology

Course Code: 2T5 – A

**Course Outcomes:**

CO1	The student will be able to identify the subject matter of sociology as a science
CO2	The students will be able to relate various domains of social sciences with sociology
CO3	The students will be able to interpret elements of culture and society in development of value system
CO4	The Students will be able to explain contribution of social institutions in social development
CO5	The student will be able to examine his / her role in community in terms of society, religion, caste, region, gender and polity.

**Unit 1:**

Characteristics of sociology as a science, Relationship of sociology with other social sciences – Anthropology, History, Economics, Political Science, Psychology.

**Unit 2:**

Focus of Studies in Sociology – Group: - Primary and secondary groups, their characteristics and importance in individual's life, In-groups, out groups and reference groups.



### Unit 3:

Culture and Society – Definition and meaning and characteristics of culture, Material and non material culture, cultural lag, Elements of culture – Cognitive elements, beliefs, values, and norms and signs

### Unit 4

Socialisation – Definition, meaning, and process of socialisation, Agents of Socialisation, Family, peer group and School, Stages of Socialisation.

### Reference Books:

1. Bottomore, T. B., Sociology: A guide to problems and literature, George Allen and Unwin (India) Bombay, 1972
2. Inkeles, Alex, What is Sociology? Prentice Hall India, New Delhi 1987
3. Jayaram N. Introductory Sociology – Macmillan India, Madras, 1988

### Question Paper Pattern for Semester End Examination

**Q1.** Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

**Q2.** Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 3 Marks
- B – 3 Marks
- C – 3 Marks
- D – 3 Marks
- E – 3 Marks
- F – 3 Marks
- G – 3 Marks
- H – 3 Marks

**Q3.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

**Q4.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

**Q5.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

**Q6.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

Course Type: Generic Elective  
Course Name: Hospitality and Tourism  
Course Code: 2T5 - B

### Course Outcomes

CO1	The students will be able <b>to classify</b> different types of hotels and hotel rooms
CO2	The students will be able <b>to identify</b> different departments in hospitality industry and their functions
CO3	The student will be able <b>to formulate</b> various travel plans
CO4	The student will be able <b>to analyse</b> role of tourism development corporations
CO5	The students will be able <b>to plan</b> his / her career as a tour operator or travel agent

Unit 1: Structure of Hospitality Industry, Customer care in Hospitality Industry, Departmentalisation in Hotels, Classifications of Hotels & Hotel Rooms, Basis for Classification of Hotels, Distribution Channel in Hospitality.

Unit 2: Departments in Hospitality Industry, Food & Beverage Service department – Menu, Beverages; Housekeeping department – Roles and Procedures, Front Office Department- Organisation and Functions, Quality Control Department - Environmental and Food safety standards.

Unit 3: Constituents of Tourism Industry and tourism organizations, Tourism Regulations, Tourism Services and Operations, Modes of Transport, Tourism Accommodation, Informal and Subsidiary Services Categories and Roles, Travel Agency, Tour Operator, Tourism Information: Sources

Unit 4: Tourism Marketing - Advertising, Publicity, Selling, Tourism Policy and Planning, Infrastructure Development, Local Bodies, Officials and Tourism, ITDC and other state tourism development corporations. Manila Declaration on world tourism.

Reference Books:

### **Question Paper Pattern for Semester End Examination**

**Q1.** Very Short Answer type questions (4-5 lines/ up to 30 words). 8 Questions of 2 marks each. 2 questions from each unit

- A – 2 Marks
- B – 2 Marks
- C – 2 Marks
- D – 2 Marks
- E – 2 Marks
- F – 2 Marks
- G – 2 Marks
- H – 2 Marks

**Q2.** Short Answer type questions (6-8 lines/ up to 50 words). 8 Questions of 3 marks each. 2 questions from each unit

- A – 3 Marks
- B – 3 Marks
- C – 3 Marks
- D – 3 Marks
- E – 3 Marks
- F – 3 Marks
- G – 3 Marks
- H – 3 Marks

**Q3.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 1 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

**Q4.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

- A – 5 Marks
- B – 5 Marks
- OR**
- C – 10 Marks

**Q5.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 3 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks

**Q6.** Long Answer type question (up to 300 words for 5 marks question and up to 500 words for 10 marks question) from Unit 4 with internal Choice

A – 5 Marks

B – 5 Marks

**OR**

C – 10 Marks



**L. A.D & Smt. R.P. College for Women, Nagpur**

**AQAR 2022-23**

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**Criterion 1–Curricular Aspects**

**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**4.Direction of CBCS course of BCCA**

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**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017).)”

**DIRECTION NO. 43..OF 2022**

**ADMISSIONS AND EXAMINATIONS LEADING TO THE AWARD OF THE  
CERTIFICATE, DIPLOMA OR DEGREE OF BACHELOR OF COMMERCE  
(COMPUTER APPLICATION) (B.C.C.A.) (OUTCOME BASED) (CHOICE BASED  
CREDIT SYSTEM), DIRECTION, 2022**

Whereas, Maharashtra Public Universities Act 2016(VI of 2017)(hereinafter the Act) has come into force from 1<sup>st</sup> March, 2017;

AND

Whereas, the University has issued Direction to 27 of 2022 dealing with composition of the four faculties created by the Act, where under the earlier different faculties of the University have been merged into the four new faculties created by the Act, by which the subject of Business Administration has been included in the faculty of Commerce and Management;

AND

Whereas, the Direction No. 5 of 2020 entitled ‘DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA) (CHOICE BASED CREDIT SYSTEM) (FACULTY OF COMMERCE AND MANAGEMENT), was issued by the Vice-Chancellor on .....

AND

Whereas, MHRD, New Delhi & UGC issued the guidelines for implementation of NEP 2020 in all universities in UG & PG programs from academic session 2022-23. So it is necessary to restructure the complete scheme of examination incorporating curriculum features as mentioned in NEP 2020.

AND

Whereas, the Faculty of Commerce and Management in its meeting dated 24.6.22 has recommended to restructure the BCCA programme so as to meet the expectations of new National Education Policy 2020, certain changes were also suggested by the Faculty, it was also resolve to empower the Hon'ble Vice Chancellor to accept the scheme once prepared and accepted by the Board of Studies for Business Management, on behalf of the Faculty of Commerce and Management;

AND

Whereas, the Academic Council in its meeting held on 8.7. 2022 vide item No. 23 has considered, accepted the recommendation of Faculty of Commerce and Management whereby authorized the Vice Chancellor to accept the Scheme of Examination and syllabi prepared by the Board of Studies in Business Management for the programme of Bachelor of Business Management in order to give effect to the provisions of National Education Policy 2020;

AND

Whereas, the Board of Studies in its meeting dated 19.7.22 has accepted the detailed scheme of examination and syllabus for the Bachelor of Business management with the option of award of Certificate and Diploma in between if the student so desires, as per the new National education Policy as prepared by the sub-committee with minor changes, the said programme is to commence from academic year 2022-23;

AND

Whereas, the Vice Chancellor has granted approval to the scheme of examination so prepared and accepted by the Board of Studies on behalf of the Faculty of Commerce and Management and the Academic Council as resolved by the Faculty of Commerce and Management and the Academic Council in their meetings dated 24.6.22 and 8.7.22 respectively;

AND

Whereas, the Direction No. 5 of 2020 entitled "DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA) (CHOICE BASED CREDIT SYSTEM) (FACULTY OF COMMERCE AND MANAGEMENT)" has lapsed by virtue of proviso to subsection (8) of section 12 of the Act as the said Direction could not be converted in to an Ordinance within the prescribed time and since Ordinance making is a time consuming process and there is an urgency

to regularized the admissions and examinations of BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA) (OUTCOME BASED)(CHOICE BASED CREDIT SYSTEM);

Now, therefore, I, **Dr. Subhash R. Chaudhari, Vice-Chancellor** Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, in exercise of powers conferred upon me under provision of section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby issue following Directions;


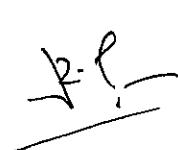
1. This Direction may be called 'ADMISSIONS AND EXAMINATIONS LEADING TO THE AWARD OF THE CERTIFICATE, DIPLOMA OR DEGREE OF BACHELOR OF COMMERCE (COMPUTER APPLICATION) (BCCA) (OUTCOME BASED) (CHOICE BASED CREDIT SYSTEM), DIRECTION, 2022
2. This Direction shall be made applicable from academic session 2022-23.
3. **INTERPRETATION CLAUSE:** In this Direction, unless the context requires otherwise the words, phrases and abbreviations shall have following meaning :-
  - a. **"Academic Council"** means Academic Council of R.T.M. Nagpur University.
  - b. **"ATKT"** refers to allowed to keep term in higher semester.
  - c. **"Board of Studies"** means Board of Studies for various subjects of commerce in the faculty of Commerce and Management in the University.
  - d. **"Competent Authority"** (for admission purpose) means an "Authority" established or assigned the duty to regulate admissions in the course by the Government of Maharashtra or an authority constituted by the University, for this purpose.
  - e. **"Credit Points"** refer to the product of No. of credits multiplied by the Grade Point for a given course/paper.
  - f. **"Credit" (C)** for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and a multiplier of half (1/2) for practical (laboratory) hours.
  - g. **"Course"** means a paper/subject (theory or practical) prescribed for any semester of the programme.



- h. **“Cumulative Grade Point Average (CGPA)”** refers to the Cumulative Grade Point Average weighted across all semesters (4 semesters)
- i. **“Degree”** means the Under Graduate Degree awarded after successful completion of the programme governed by this Direction.
- j. **“Fees”** means the fees prescribed by the University/ Shikshan Shulka Samiti of Government of Maharashtra, for the Under Graduate programme under this Direction, from time to time.
- k. **“Grade letter”** is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. Grade letters are O, A, B, C, P, F and AB.
- l. **“Grade Point”** is the weightage allotted to each grade letter depending on the range of marks awarded in a course/paper.
- m. **“Graduate programme”** means Bachelors' degree programme in Commerce (Computer Application).
- n. **“Semester Grade Point Average (SGPA)”** refers to the performance of the student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.
- o. **“Student”** means student admitted to Bachelor's degree programme in commerce under this direction.
- p. **“University”** means Rashtrasant Tukadoji Maharaj Nagpur University.

**4. THE DURATION OF THE PROGRAMME:** - There shall be Six Examinations leading to the degree of Bachelor of Commerce (Computer Application) (BCCA) namely:

- The Bachelor of Commerce (Computer Application) (BCCA) – 1<sup>st</sup> Semester Examination,
- The Bachelor of Commerce (Computer Application) (BCCA) – 2<sup>ND</sup> Semester Examination,
- The Bachelor of Commerce (Computer Application) (BCCA) – 3<sup>RD</sup> Semester Examination,
- The Bachelor of Commerce (Computer Application) (BCCA) – 4<sup>th</sup> Semester Examination,
- The Bachelor of Commerce (Computer Application) (BCCA) – 5<sup>th</sup> Semester Examination,
- The Bachelor of Commerce (Computer Application) (BCCA) – 6<sup>th</sup> Semester Examination,



5. The duration of the Degree Course under this shall be of three academic years divided into six semesters with the BCCA 1<sup>st</sup> and 2<sup>nd</sup> Semester Examinations during the first academic year, the BCCA 3<sup>rd</sup> and 4<sup>th</sup> Semester Examinations during the second year and the BCCA 5<sup>th</sup> and 6<sup>th</sup> Semester Examinations during the third year.
6. The examinations specified in paragraph 4 above shall be held twice a year at such places and on such dates as may be fixed by the University.

**7. ELIGIBILITY FOR ADMISSION:**

a. Subject to the provisions of general ordinances of the university regarding admissions in various courses of the university, including reservation of seats, an applicant for admission to this programme, governed by this Direction, shall have passed-

- i. XII Standard Examination of the Maharashtra State Board of Secondary and Higher Secondary Education, with English at Higher or Lower level and any Modern Indian Language at higher or lower level with any combination of optional subjects;

**OR**

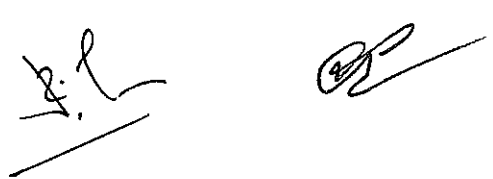
- ii. XII Standard Examination of Maharashtra State Board of Secondary and Higher Secondary Education in Vocational Stream with one language only, or any other examination recognized as equivalent thereto; in such subjects and with such standards of attainments as may be prescribed to be Minimum Competency Vocation Course(MCVC) by the competent authority.

**OR**

- iii. Any other Equivalent Examination of any other State Board, Central Board or International Board in 10+2 pattern and any combination of other subjects.

**OR**

- iv. Any equivalent Qualification from any foreign country recognized by the university.



b. No person shall be admitted to this Program, if he has already passed the same Program or a Program of any other statutory University, which has been recognized as equivalent to this program.


c. A student admitted to the program under this Direction shall not be allowed to join any other program in this University or any other University simultaneously. Any violation of this condition will amount to an unfair practice and shall be actionable as per the relevant rules of the university.

#### 8. THE STRUCTURE OF THE PROGRAMME:

The BACHELOR OF COMMERCE (COMPUTER APPLICATION) (B.C.C.A.) OUTCOME BASED & CHOICE BASED CREDIT SYSTEM (OB & CBCS) programme shall consist of Six Semesters. The number of courses in each semester, the maximum marks and the credits for each course and the minimum passing marks for each course as mentioned in teaching and Examination Scheme, absorption scheme in respective semesters shall be as detailed in APPENDIX- I appended to this Direction. Detail syllabus & paper pattern is enclosed in APPENDIX-II.

- ✓ For all Theory Papers there shall be FIVE Periods Per week per Subject of 48 Minutes duration each. Each Theory Paper must cover minimum 60 Clock Hours (\*60 LECTURES OF 48 MINS EACH) of Teaching in each semester.
- ✓ The college shall offer the subjects of any particular optional subject only if 40 or more students are opting for the particular subject.
- ✓ The fees for the programme and the University examinations shall be as prescribed by the University from time to time.

Teaching and Examination Scheme for examinees of Bachelor of Commerce (Computer Application) (BCCA) 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Semester Examinations shall be as mentioned below;



**Teaching and Examination Scheme**  
**B.Com. (Computer Application) (BCCA) (OB & CBCS)**

Teaching Scheme per week

**(A) BCCA Part –I**

**Semester – I**

Course Code	Subjects	Paper	Teaching Scheme per weeks			Examination Scheme						Total Marks	Credits	
			Theory (Periods)	Practical (Periods)	Total (Periods)	Theory				Practical				
						Max Marks-Theory Paper (TH)	Max Marks – Internal Assessment	Total	Min Passing Marks	Max Mark - Practical (PR)	Min Passing Marks			
Theory														
1AE1	English and Business Communication - I	I	5	-	5	80	20	100	40	-	-	100	4	
1CC2	MS Office (IT)	II	5	-	5	80	20	100	40	-	-	100	4	
1CC3	Fundamentals of Computers	III	5	-	5	80	20	100	40	-	-	100	4	
1GE4	Professional Ethics & Human Values <u>OR</u> Personal Wellbeing	IV	5	-	5	80	20	100	40	-	-	100	4	
Practical														
1CC5	Practical of Tally I & MS Office	P- I	-	10	10	-	-	-	-	100	40	100	4	
	Total		20	10	30							500	20	

## Semester – II

Course Code	Subjects	Paper	Teaching Scheme per weeks			Examination Scheme						Total Marks	Credits
			Theory (Periods)	Practical (Periods)	Total (Periods)	Theory			Practical				
						Max Marks – Theory Paper (TH)	Max Marks – Internal Assessment Total	Min Passing Marks	Max Marks - Practical	Min Passing Marks			
Theory													
2AE1	English and Business Communication - II	I	5	-	5	80	20	100	40	-	-	100	4
2CC2	Principles of Business Management	II	5	-	5	80	20	100	40	-	-	100	4
2CC3	Database management system	III	5	-	5	80	20	100	40	-	-	100	4
2SE4	E-Commerce and Web Designing	IV	5	-	5	80	20	100	40	-	-	100	4
Practical													
2CC5	Practical of Tally II	P- I	-	10	10	-	-	-	-	100	40	100	4
	Total		20	10	30							500	20

**(B)BCCA Part –II****Semester – III**

Course Code	Subjects	Paper	Teaching Scheme per weeks			Examination Scheme						Total Marks	Credits
			Theory (Periods)	Practical (Periods)	Total (Periods)	Max Marks – Theory Paper (TH)	Max Marks – Internal Assessment	Theory		Practical			
								Total	Min Passing Marks	Max Marks –Practical (PR)	Min Passing Marks		
Theory													
3AE1	Environmental Studies & Community Engagement	I	5	-	5	80	20	100	40	-	-	100	4
3CC2	Business Studies	II	5	-	5	80	20	100	40	-	-	100	4
3AE3	CSS & Java Script	III	5	-	5	80	20	100	40	-	-	100	4
3GE4	Ethical Hacking <u>OR</u> Computer Network <u>OR</u> Content Writing & Analysis	IV	5	-	5	80	20	100	40	-	-	100	4
Practical													
3CC 5	CSS & Java Script & Statistical Techniques using MS Excel	P- I	-	10	10	-	-	-	-	100	40	100	4
	Total		20	10	30							500	20

### Semester - IV

Course Code	Subjects	Paper	Teaching Scheme per weeks			Examination Scheme						Total Marks	Credits
						Theory				Practical			
			Theory (Periods)	Practical (Periods)	Total (Periods)	Max Marks – Theory Paper (TH)	Max Marks – Internal Assessment	Total	Min Passing Marks	Max Marks – Practical (PR)	Min Passing Marks		
Theory													
4CC1	Business Economics	I	5	-	5	80	20	100	40	-	-	100	4
4GE2	Business Law & Cyber Security <u>OR</u> Research Methodology	II	5	-	5	80	20	100	40	-	-	100	4
4DSE3	Cloud Computing <u>OR</u> Artificial Intelligence & Machine Learning <u>OR</u> Management Information System	III	5	-	5	80	20	100	40	-	-	100	4
4SE4	PHP & MySQL	IV	5	-	5	80	20	100	40	-	-	100	4
Practical													
4CC5	Practical PHP & My SQL	P- I	-	10	10	-	-	-	-	100	40	100	4
	Total		20	10	30							500	20

## (C) BCCA Part –III

## Semester – V

Course Code	Subjects	Paper	Teaching Scheme per weeks			Examination Scheme						Total Marks	Credits	
			Theory (Periods)	Practical (Periods)	Total (Periods)	Max Marks – Theory Paper (TH)	Max Marks – Internal Assessment	Total	Min Passing Marks	Practical				
										Max Marks – Practical (PR)	Min Passing Marks			
Theory														
5CC1	Python	I	5	-	5	80	20	100	40	-	-	100	4	
5AE2	Internet of Things	II	5	-	5	80	20	100	40	-	-	100	4	
5DSE 3	Big Data <u>OR</u> Block chain Technology <u>OR</u> Software Project Management	III	5	-	5	80	20	100	40	-	-	100	4	
5CC4	Internship of 120 Hrs  (Internal Evaluation)	IV	5	-	5	80	20	100	40	-	-	100	4	
Practical														
5CC5	Practical of Python & Data Visualization	P- I	-	10	10	-	-	-	-	100	40	100	4	
	Total		20	10	30							500	20	



### Semester - VI

Course Code	Subjects	Paper	Teaching Scheme per weeks		Examination Scheme								Total Marks	Credits
					Theory				Practical					
			Theory (Periods)	Practical (Periods)	Total (Periods)	Max Marks – Theory Paper (TH)	Max Marks - Internal Assessment Total	Min Passing Marks	Max Marks – Practical (PR)	Min Passing Marks				
Theory														
6SE 1	Web Technology and Multimedia	I	5	-	5	80	20	100	40	-	-	100	4	
6SE 2	Entrepreneurship Skill Development	II	5	-	5	80	20	100	40	-	-	100	4	
6GE 3	Digital Marketing <u>OR</u>	III	5	-	5	80	20	100	40	-	-	100	4	
	Company law & Secretarial practices													
6CC4	Project	Project	-	10	10	-	-	-	-	200	80	200	8	
	Total		15	10	25							500	20	

- TH = Theory, IA = Internal Assessment, SE = Skill Enhancement, DSE = Discipline Specific Elective, CC = Core Course, AE = Ability Enhancement, GE = Generic Elective
- The practical shall be treated as a separate passing head.
- Practical Record File should be prepared for Practical Subjects. Both components (if applicable) should be included in Practical Record File.
- The Practical batch size shall be of **60 (Sixty)** students per batch with Two students sharing one computer terminal.
- The candidate has to pass theory papers and Practical separately.
- For all semesters, end semester theory examination will be of 80 marks and 20 marks shall be

internal assessment. Internal Assessment shall comprise of 5 Marks Attendance, 5 marks continuous evaluation & 10 Marks of fields assignment/mini project/market surveys/research papers, research/live projects etc. to be done in group of maximum 4 students.

- Above instructions are applicable for all semesters.

#### Credit Summary (Course Composition Matrix)

	Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI	Total Courses
CC	3	3	2	2	3	2	15
AE	1	1	2	0	1	0	5
SE	0	1	0	1	0	2	4
DSE	0	0	0	1	1	0	2
GE	1	0	1	1	0	1	4
<b>Total Semester Credits</b>	20	20	20	20	20	20	
<b>Total Credits</b>	120						30

#### 9. RULES OF EXAMINATION:

- The Examinations for Semesters I, II, III, IV, V and VI shall be held twice a year. The university examinations shall be held at such places and on such dates as may be notified by the University. The I, III & V Semester examinations shall be conducted at college level as per University directives & schedule.
- The passing heads in respect of all the courses, including languages, shall consist of the university theory examination and internal assessment marks taken together.
- In order to pass any subject (course) a student must secure not less than 40 % of the maximum marks prescribed for that course, i.e. to say, out of total 100 marks (80 for university examination and 20 for internal assessment), the student must have obtained minimum 40 marks together in the university examination and internal assessment.
- The results of successful candidates at the end of semester-VI shall be classified on the basis of aggregate marks obtained in all the six semesters.

- e) The candidates who pass all the semester examinations in the first attempt and have completed program in minimum prescribed period for the program, shall only be eligible for ranks.
- f) The results of the candidates who have passed the Semester-VI examination but not passed the lower semester examinations shall be declared as NCL (not completed lower semester examinations). Such candidates shall be eligible for the Degree only after successful completion of all the lower semester examinations.
- g) An unsuccessful examinee at any end semester examination shall be eligible for re-examination on the payment of a fresh Examination fees prescribed by the University.
- h) As examinee who has successfully passed the examination of all the semesters shall, on payment of the prescribed fees be entitled to receive a Degree of Bachelor of Commerce (Computer Application) in the prescribed format signed by the Vice-Chancellor.
- i) The provisions of Ordinance No. 3 of 2007 for the award of grace marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this Direction.
- j) University guidelines & direction updated from time to time regarding Improvement of results, Reassessment/Revaluation and Incentive Marks shall be applicable to BCCA program governed by this direction.

**NOTE:**

- I. A student has to compulsorily complete all core courses (15) of 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> year with total 60 credits to be eligible to obtain the degree. Students also will have to compulsorily complete DSE (Discipline Specific Elective) of 8 credits.**
- II. Students may opt for ODL (Online Distance Learning) in place of AE/SE/GE courses across semesters accumulating equal number of credits in order to substitute any course. (ODL certificate specifying credits is mandatorily to be submitted)**
- III. Students opting for ODL in place of AE/SE/GE courses across semesters will have to bear expenses incurred for ODL course fee & Examination fee if any.**
- IV. Provision for Multiple Exit:**

The BCCA program offered under this direction provides an opportunity to students for multiple exits from the program as per following conditions:

- a. A student can exit the program after successful completion of 1<sup>st</sup> and 2<sup>nd</sup> Semester courses and obtaining 40 credits. Such a student is eligible to be awarded **‘Certificate in Commercial Computer Application’** by the University.
- b. A student can exit the program after successful completion of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Semester courses and obtaining 80 credits. Such a student is eligible to be awarded **‘Diploma in Commercial Computer Application’** by the University.
- c. A student who has completed the 3 years’ program and earned 120 credits will be considered eligible for award of **‘Bachelor of Commerce (Computer Application)’** degree by the University.
- d. A student who wishes to exit the program before completion of 3 years is required to apply to the university through Principal.
- e. A student who opted for exit from the program before completion of 3 years (a & b) above shall be eligible for admission to next year of the program in any subsequent academic session. However, if at the time of admission, if this scheme of examination is not in force, the student will have to complete the program according to the provisions made under the direction prevailing at the time of such admission.

#### V. Provision for Transfer of Credits

BCCA program offered under this direction provides enhanced academic flexibility to students in terms of selecting the courses they want to learn. A student can opt for any course from any statutory/recognized University or any recognized online learning platform such as SWAYAM/NPTEL in lieu of a course (except Core Course and Discipline Specific Electives) mentioned in this scheme of examination. Similarly, a student can opt for transfer of credits by successfully completing the course recognized by the **‘Department of Lifelong learning & Extension’** of Rashtrasant Tukadoji Maharaj Nagpur University. The mechanism for transfer of credits earned through these courses to be adhered is mentioned here:



- ✓ A student seeking for facility for transfer of credits earned from any other platform will have to mandatorily open an account with '**Academic Bank of Credits**' and upload the credits so earned therein.
- ✓ Any **Core Course or Discipline Specific Elective** mentioned in this scheme of examination cannot be opted out by a student.
- ✓ A student can opt out any course other than Core Course/Discipline Specific Elective and earn equal number of credits by completing any **ODL or Online course/s from any statutory/recognized University or any recognized online learning platform such as SWAYAM/NPTEL.**
- ✓ A student can opt out any course other than Core Course/Discipline Specific Elective and earn equal number of credits by successfully completing the course recognized by the '**Department of Lifelong learning & Extension**' of **Rashtrasant Tukadoji Maharaj Nagpur University.**
- ✓ If a student is willing to opt out any such course, he/she will have to mention this while submitting the examination form to the University for respective semester.
- ✓ A certificate of completion of such an ODL/Online course shall be submitted by the student to the University through college before end term evaluation.
- ✓ Such a certificate shall mandatorily have the number of credits, duration of the course and grades/marks obtained by the student and shall preferably have a QR code for verification.
- ✓ The college shall submit the grades and marks obtained by the student to the University along with Internal Assessment marks for the concerned examination.
- ✓ If a student has opted for an ODL/Online course in a particular semester and failed to submit the certificate within prescribed time, the student will be marked for 'Absent' for a particular course in that examination. Such a student will be required to fill in the examination form in the consecutive attempt and submit the passing certificate to get his/her corrected result.

## 9. ASSESSMENT

- The final total assessment of the candidates is made in terms of a Continuous Internal Evaluation (CIE) and an external assessment for each course/subject taken together.
- For each paper (other than Practical, Internship and Project), 20 marks will be Continuous Internal Evaluation and 80 marks for semester end examination to be conducted at college level (Odd semesters examinations) and RTM Nagpur University level (Even semester examinations)

### (A) Continuous Internal Evaluation

1a	Attendance of the student during a particular semester	05 marks
1b	Continues assessment (Unit Test) based on curriculum to be assessed by the teacher concerned.	05 marks
1c	Activity assignment based assessment as per activity record document	10 marks
<b>1</b>	<b>Internal assessment Total marks</b>	<b>20</b>
<b>2</b>	<b>Semester wise End Examination marks</b>	<b>80</b>
<b>Total Marks Per Course</b>		<b>100</b>

- Each subject teacher must circulate the list of minimum 5 activities/practicals of field assignment/mini project/market surveys/research papers & research/live projects etc (May be executed in group of 4 students maximum) at the beginning of course and evaluate the same for 10 marks as per 1c above.
- There shall be no separate / extra allotment of workload to the concerned teacher. He/ She shall conduct the CIE activity during the regular teaching days / periods as a part of regular teaching activity.



- The internal marks will be communicated to the University at the end of each semester, but before the semester end examinations / as instructed by university. These marks will be considered for the declaration of the results.
- The record of internal marks, evaluation & result should be maintained for a period of one year by respective institute/college for verification by competent authority.

**(B) Assessment of Semester VI Project –**

- ✓ **Project Work may include CSS/JAVA Script, Website/Web page, Mobile app, Advance Excel & Dashboard, PHP My SQL, Python, Data Visualization, Java, Android Programing, WordPress & .NET technologies etc.**
- ✓ **\*Project based on any application development platform/programing language which a student might have learnt in ODL is also allowed.**
- ✓ **\*Project to be executed in group of Maximum 4 students.**

For Project work, guide /supervisor must be allotted by the Institute. The Guide/ Supervisor shall act as an internal examiner for project Examination and award marks to individual students in these groups at the time of demonstration/ Presentation and Viva-voce.

- a. The guide or the supervisor shall be appointed by the Principal of college and should be full time approved faculty to BCCA/ MCM Programme.
- b. The External examiner shall be appointed from the list of full-time approved teaching faculty of the BCCA/ MCM program by the University.
- c. Each such External examiner shall examine and award marks to individual students in these groups.
- d. One copy of Project work report (Printed & Hard Bound) shall be submitted to the College/Department, at least One Month prior to the date of commencement of Semester-VI Examination for evaluation purpose. The College shall retain the copy of Project Work.
- e. A Candidate shall submit with his/her/their project work, a certificate from the Supervisor to the effect:

That the candidate has satisfactorily completed the Project work for not less than one session and

That the Project work is the result of the candidates own work and is of sufficiently high standard to warrant its presentation for examination (As per Format in Appendix – I).

Candidate shall submit his/her/their declaration that the Project is the result of his own research work and the same has not been previously submitted to any examination of this University or any other University. (As per Format in Appendix – I). The Project shall be liable to be rejected and /or cancelled if found otherwise.

- f. The Project work shall be evaluated through demonstration and Viva-voce at the College/ Department center before Semester VI examination.
- g. A student appearing for BCCA Semester VI Examination will have to pay additional fees for evaluation of project as prescribed by the University from time to time.

**Classification of Project Marks: -**

Report & Documentation (Internal)	100
Demonstration & Viva-voce (External)	100

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<b>Total Marks</b>	<b>200</b>
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The marks of Project shall be notified as a whole out of 200 in University Portal Foil/C-Foil.

**(C) Assessment of Practical -**

- i. Practical exam shall be of 4 hours' duration.
- ii. A Student is expected to complete the Practical Assignments based on Syllabus of Practical (As per practical list given in Appendix II) and submit the same in the form of a files (Practical assignment Record) at the end of Academic Session for the evaluation purpose.
- iii. The Practical Record of every student shall carry a certificate as shown in Appendix -I, duly signed by the teacher-in-charge and the Head of the



Department.

- iv. If the student fails to submit his / her certified Practical Record duly signed by the Teacher-In-Charge and the Head of the Department, he / she shall not be allowed to appear for the Practical Examination and no Marks shall be allotted to the student.
- v. After Viva-Voice and evaluation of practical records of a student by the Internal & External Examiner, both examiners should sign on the certificate of practical records.
- vi. The Internal Examiner shall be appointed by the Principal of college/institute and should be full time approved faculty to BCCA/ MCM Programme.

The External examiner shall be appointed from the list of full-time approved teaching faculty of the BCCA/ MCM program by the University.

For practical examination of **odd semesters** to be conducted at college level, the internal & external examiners shall be appointed by Principal at college level.

For practical examination of **Even semesters** to be conducted at university level, the external examiners shall be appointed by university.

**Classification of Practical Marks: -**

	<b>C1 Marks</b>	<b>C2 Marks</b>	<b>Total</b>
1. Writing a Program or Problem solution (Algorithm & Flow diagram if applicable) Execute on a computer Print Hard Copy Output/ Report	20	20	40
2. Writing a Program or Problem solution (Algorithm & Flow diagram if applicable)	10	10	20
<b>External Viva Voce</b>			20
<b>Practical Record</b>			20
<hr/>			
<b>Total Marks</b>			<b>100</b>

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**Note:**

1. Since some practical contains two components (i.e. two subjects), so each component have to be evaluated as above. In case of single component of practical subject, student has to write allotted 2 practical questions & execute 2 practical questions separately.
2. Whereas, the marks of Practical shall be notified as a whole out of 100 in University Portal Foil / C-Foil.

**(D) Internships and its evaluation**

At the end of fourth semester, all students will have to undergo internship which may be a Field Survey/ Research Projects of 4-6 weeks (Minimum 120 hours) with an industrial, business, service, or social organization by taking a project study. The condition of successfully completing the program shall not be deemed to have been satisfied unless a student undergoes **Internship** training under the supervision of the department in organizations as approved by the Director/ Principal/ Head / Faculty from time to time. Alternatively, the Director/ Principal/ Head / Faculty of the Department/ College/ Institute may allocate the sector/ industry/ company specific project to the individual student. Each student will be required to submit an **Internship** project report to the Department/ College/ Institute for the work undertaken during this period within three weeks of commencement of the **FIFTH** semester for the purpose of evaluation in the Fifth semester. The evaluation will be of 100 marks. The evaluation will be internal at college level. The detailed parameters for evaluation of Internship will be provided by the colleges at the time of its assessment and evaluation.

The scope of the subjects, pattern of examination & list of Practical Programs / Problems / questions shall be as indicated in the Appendix – II.

The Medium of instructions and examinations shall be in ENGLISH only.

The Maximum/minimum marks which each subject carries & workload in BCCA 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Semester Examination shall be as indicated in Examination & Teaching Scheme (item no 7).

## 10. CREDIT AND GRADE POINT SYSTEM

The overall evaluation of a student shall be designated in terms of Grade. The abbreviations used in grade computation and the evaluation mechanism and formulae used are as follows:-

CONVERSION OF MARKS INTO GRADES AND CALCULATIONS OF GPA (GRADE POINT AVERAGE) AND CGPA (CUMULATIVE GRADE POINT AVERAGE):

Abbreviations and Formulae:

**G : Grade**

**GP : Grade Points**

**C : Credits**

**CP : Credit Points**

**CG : Credits X Grades (Product of credits & Grades)**


**SGPA =  $\Sigma CG$ : Sum of Product of Credits & Grades points /  $\Sigma C$ : Sum of Credits points**

**SGPA : Semester Grade Point Average shall be calculated for individual semesters. (It is also designated as GPA)**

**CGPA : Cumulative Grade Point Average shall be calculated for the entire Programme by considering all the semesters taken together.**

While calculating the CG the value of Grade Point shall be considered Zero (0) in case of learners who failed in the concerned course/s i.e. obtained the marks below 40. After calculating the SGPA for an individual semester and the CGPA for entire programme, the value can be matched with the grade in the Grade Point table as per the 10 Points Grading System and expressed as a single designated GRADE such as O, A, B, C, P, & F.

Sr. No.	Letter Grade	Grade Points	Mark Range	Performance
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1	O	10	Above 90 upto 100	Outstanding
2	A+	9	Above 80 upto 90	Excellent
3	A	8	Above 70 upto 80	Very Good
4	B+	7	Above 60 upto 70	Good
5	B	6	Above 50 upto 60	Above Average
6	C	5	Above 45 upto 50	Average
7	P	4	40 to 45	Pass
8	F	0	Below 40	Fail
9	AB	0	Absent	Fail

**Note: -Consider Grade Points equal to Zero for (C x G) calculations of failed Learner/s in the concerned course/s.**

**Conversion formula from CGPA to Percentage: % = (CGPA)\* 10**

**11. ATKT Rules:** Rules of ATKT shall be as given in the following table:

Admission to academic year	Candidate should have passed All courses of the following examination	Candidate should have filled the examination form	Candidate should have passed in Minimum 50% courses of the following examination
1st Semester	H.S.S.C/equivalent	-----	-----
2nd Semester	-----	1st Semester	-----
3rd Semester	-----	2nd Semester	50% courses of 1st and 2nd Semesters taken together
4th Semester	-----	3rd Semester	As Above
5th Semester	1st and 2nd Semesters	4th Semester	50% courses of 3rd and 4th Semesters taken together
6th Semester*	As Above	5th Semester	As Above

*[Signature]*

*[Signature]*

**\*Note:** For calculating the requirement of fifty percent passing heads, fraction if any is to be ignored as per the provisions of Direction no. 10 of 2019.

a. This Direction shall be made applicable to the students who shall be admitted as regular students in Semester –I of BCCA Part –I from the academic year 2022-2023, and shall be applied to succeeding examinations in phased manner.

b. All the students who had taken admission in BCCA programme under earlier Direction, i.e. 5 of 2020 (Old Course) shall continue to be governed by the said Direction till the New Programme reach the respective semester in natural progression, thereafter students of the old course shall be given FIVE additional chances to clear the backlog, if any, thereafter they shall be absorbed in the New Programme under this Direction as per the absorption scheme Appendix I appended to this Direction.

c. If any question of interpretation of any clause arises for this Direction & Appendix I & II, the same shall be referred to the Dean, Faculty of Commerce and Management whose decision shall be final and binding on all concerned.

Nagpur

Date: 20-10-22



(Dr. Subhash R. Chaudhari)  
Vice-Chancellor

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## APPENDIX – I

### List of CC (Core Courses)

SN	Semester	Paper / Subjects
1	Sem I	MS Office (IT)
2		Fundamentals of Computers
3		Practical of tally I & MS Office (IT)
4	Sem II	Principles of Business Management
5		Data Base Management System
6		Practical Tally II
7	Sem III	Business Studies
8		Practical of CSS & Java Script & Practical of Statistical Techniques using MS Excel
9	Sem IV	Business Economics
10		Practical (PHP & My SQL)
11	Sem V	Python
12		Internship of 120 Hrs.
13		Practical of Python & Data Visualization
14	Sem VI	Project
15		

### List of AE (Ability Enhancement Courses)

SN		
1	AE Ability Enhancement Courses ( Sem-I)	English and Business Communication - I
2	AE Ability Enhancement Courses ( Sem-II)	English and Business Communication - II
3	AE Ability Enhancement Courses ( Sem-III)	Environment Studies and Community Engagement
4		CSS & Java Script
5	AE Ability Enhancement Courses ( Sem-V)	Internet of Things

### List of SE (Skill Enhancement Courses)

SN		
1	Skill Enhancement Courses Sem-II	E Commerce & Web Designing

2	Skill Enhancement Courses Sem-IV	PHP & My SQL
3	Skill Enhancement Courses Sem-VI	Entrepreneurship Skill Development
4	Skill Enhancement Courses Sem-VI	Web Technology & Multimedia

#### **List of DSE (Discipline Specific Electives)**

SN		
1	Discipline specific Elective Sem-IV	Cloud computing OR Artificial Intelligence & Machine Learning OR Management Information System
2	Discipline specific Elective Sem-V	Big Data OR Block chain Technology OR Software Project Management

#### **List of GE (Generic Elective Courses)**

SN		
1	Generic Elective Courses Semester-I	Professional Ethics and Human Values <b>OR</b> Personal Wellbeing
2	Generic Elective Courses Semester-III	Ethical Hacking <b>OR</b> Computer Network <b>OR</b> Content Writing & Analysis
3	Generic Elective Courses Semester-IV	Business Law & Cyber Security <b>OR</b> Research Methodology
4	Generic Elective Courses Semester-VI	Digital Marketing <b>OR</b> Company law & secretarial Practices

### **ABSORPTION SCHEME**

#### **B. Com (COMPUTER APPLICATION) (BCCA) NEW**

#### **Outcome Based & Choice Based Credit System (OB & CBCS)**

**From CBS Semester Pattern introduced in Session 2019-20 (referred as Old Course hereafter) To B.Com. (Computer Application) (BCCA) New (OB & CBCS) introduced from 2022-23.**

The failure students of **BCCA (old)** introduced in 2019-20 will have **five attempts** to clear their **Backlog** as below:

<b>BCCA Examination</b>	<b>Attempt – 1</b>	<b>Attempt -2</b>	<b>Attempt -3</b>	<b>Attempt -4</b>	<b>Attempt -5</b>
<b>BCCA – Sem – I</b>	<b>Winter-2021</b>	<b>Summer-2022</b>	<b>Winter-2022</b>	<b>Summer-2023</b>	<b>Winter-2023</b>
<b>BCCA – Sem – II</b>	<b>Summer-2022</b>	<b>Winter-2022</b>	<b>Summer-2023</b>	<b>Winter-2023</b>	<b>Summer-2024</b>
<b>BCCA- Sem – III</b>	<b>Winter-2022</b>	<b>Summer-2023</b>	<b>Winter-2023</b>	<b>Summer-2024</b>	<b>Winter-2024</b>
<b>BCCA- Sem – IV</b>	<b>Summer-2023</b>	<b>Winter-2023</b>	<b>Summer-2024</b>	<b>Winter-2024</b>	<b>Summer-2025</b>
<b>BCCA – Sem – V</b>	<b>Winter-2023</b>	<b>Summer-2024</b>	<b>Winter-2024</b>	<b>Summer-2025</b>	<b>Winter-2025</b>
<b>BCCA -Sem – VI</b>	<b>Summer-2024</b>	<b>Winter-2024</b>	<b>Summer-2025</b>	<b>Winter-2025</b>	<b>Summer-2026</b>

Beyond that they will be absorbed as per scheme mentioned below:

It is notified for general information of all concerned that the failure students of **2019-20 (old Course)** shall be absorbed in the **NEW Course OB & CBCS Semester Pattern introduced from the session 2022-23 examination with the following scheme.**

1. Those who have completed & passed **B.Com. (Computer Application) (BCCA) Part-I** as per old course introduced in **2019-20** are eligible for admission in the **B.Com. (Computer Application) (BCCA) SEM - III (OB & CBCS) Pattern introduced from the session 2022-23 (NEW Course).**
2. Failure students of **B.Com. (Computer Application) (BCCA) Part – I** having **ATKT** as per rules mention in direction No. 12 of 2014, are eligible to take admission in **B.Com. (Computer Application) (BCCA) New SEM - III (OB & CBCS) Pattern introduced from the session 202-23 (NEW Course).**

**Such students will have to compulsorily fill Semester-I and Semester-II exam form and appear for the equivalent papers as mentioned below-**

#### **BCCA Part –I**

<b>Absorption Scheme B.Com.(Computer Application) BCCA</b>					
<b>OB &amp; CBCS Semester Pattern Introduced in 2022-2023 (New course) with CBS semester pattern Introduced in 2019-2020 (Old course)</b>					
<b>BCCA - PART - I - SEMESTER – I</b>					
<b>Sr. No</b>	<b>OB &amp; CBCS Semester Pattern - (New Course) introduced in 2022-2023</b>	<b>Max Marks</b>	<b>Sr. No</b>	<b>CBS Semester Pattern - (Old Course) introduced in 2019-20</b>	<b>Max Marks</b>
<b>Theory</b>			<b>Theory</b>		



1AE1	English and Business Communication - I	80	1T1	English and Business Communication - I	80
1CC2	MS Office (IT)	80	1T2	Programming in C‘	80
1CC3	Fundamentals of Computers	80	1T3	Fundamentals of Computer	80
1GE4	Professional Ethics and Human values <b>OR</b> Personal Wellbeing	80	1T4	Financial Accounting	80
<b>Practical</b>			<b>Practical</b>		
1CC5	Practical of Tally 1 & MS Office	100	1P1	Practical - I :(Semester - I) - Fundamentals of Computer & Programming in ‘C’	100
<b>All the students absorbed in OB &amp; CBCS pattern course will have to compulsorily fill Semester I and Semester II exam forms and appear for equivalent papers of (New course) as shown above. The student will get updated marksheet as per New scheme.</b>					

<b>Absorption Scheme B.Com.(Computer Application) BCCA</b>					
<b>OB &amp; CBCS Semester Pattern Introduced in 2022-2023 (New course) with CBS semester pattern Introduced in 2019-2020 (Old Course)</b>					
<b>BCCA - PART - I - SEMESTER – II</b>					
<b>Sr. No</b>	<b>OB &amp; CBCS Semester Pattern - (New Course) introduced in 2022-2023</b>	<b>Max Marks</b>	<b>Sr. No</b>	<b>CBS Semester Pattern - (Old Course) introduced in 2019-20</b>	<b>Max Marks</b>
<b>Theory</b>			<b>Theory</b>		
2AE1	English and Business Communication - II	80	2T1	English and Business Communication - II (Sem - II)	80
2CC2	Principles of Business Management	80	2T2	Principles of Business Management	80
2CC3	Database Management System	80	2T3	Programming in C++ (Sem - II)	80
2SE4	E-Commerce and Web Designing	80	2T4	E-Commerce and Web Designing	80
<b>Practical</b>			<b>Practical</b>		

2CC5	Practical of Tally-II	100	1P1	Practical - I : C++ and E Commerce & Web Designing	100
<b>All the students absorbed in OB &amp; CBCS pattern course will have to compulsorily fill Semester I and Semester II exam forms and appear for equivalent papers of New course as shown above. The student will get updated marksheet as per New scheme.</b>					

- Those who have completed & passed **B.Com. (Computer Application) (BCCA) Part-I & B.Com. (Computer Application) (BCCA) Part - II** as per (OLD Course) **CBS scheme 2019-20** are eligible for admission in the (New course) **(Part – III) Sem – V (OB & CBCS) Introduced in 2022-2023**
- Failure students **B.Com. (Computer Application) (BCCA) Part - II** as per (OLD Course) **CBS scheme 2019-20** and having ATKT as per rules are eligible to take admission in **OB & CBCS Semester Pattern Introduced in 2022-2023 (New course) (Part – III) Sem – V**. Such students will have to compulsorily fill Semester-III and Semester-IV exam form and appear for the equivalent papers as mentioned below:

**(A) BCCA Part –II**

<b>Absorption Scheme B.Com.(Computer Application) BCCA</b>					
<b>OB &amp; CBCS Semester Pattern Introduced in 2022-2023 (New course) with CBS semester pattern Introduced in 2019-2020 (Old course)</b>					
<b>BCCA - PART - II - SEMESTER – III</b>					
<b>Sr. No</b>	<b>OB &amp; CBCS Semester Pattern - (New Course) introduced in 2022-2023</b>	<b>Max Marks</b>	<b>Sr. No</b>	<b>CBS Semester Pattern - (Old Course) introduced in 2019-20</b>	<b>Max Marks</b>
<b>Theory</b>			<b>Theory</b>		
3AE1	Environmental studies & Community Engagement	80	3T1	Environmental Studies	80
3CC2	Business Studies	80	3T2	Business Economics	80
3AE3	CSS & Java Script	80	3T3	Visual Basic Programming	80
3GE4	Ethical Hacking <b>OR</b> Computer Network <b>OR</b> Content Writing & Analysis	80	3T4	Database Management System	80
<b>Practical</b>			<b>Practical</b>		
3CC5	Practical 1- of CSS & Java Script Practical 2- Statistical Techniques using Excel	100	1P1	Practical - I : Visual Basic Programming- Database Management System	100
<b>All the students absorbed in OB &amp; CBCS pattern course will have to compulsorily fill Semester III and Semester IV exam forms and appear for equivalent papers of (New course) as shown above. The student will get updated marksheet as per New scheme.</b>					

<b>OB &amp; CBCS Semester Pattern Introduced in 2022-2023 (New course) with CBS semester pattern Introduced in 2019-2020 (Old course)</b>					
<b>BCCA - PART - II - SEMESTER – IV</b>					
<b>Sr. No</b>	<b>OB &amp; CBCS Semester Pattern - (New Course) introduced in 2022-2023</b>	<b>Max Marks</b>	<b>Sr. No</b>	<b>CBS Semester Pattern - (Old Course) introduced in 2019-20</b>	<b>Max Marks</b>
<b>Theory</b>			<b>Theory</b>		
4CC1	Business Economics	80	4T1	Statistical Techniques	80
4GE2	Business Law & Cyber Security <b>OR</b> Research Methodology	80	4T2	Business Law	80
4DSE3	Cloud Computing <b>OR</b> AI & ML <b>OR</b> MIS	80	4T3	Core Java	80
4SE4	PHP & MySQL	80	4T4	PHP & MySQL	80
<b>Practical</b>			<b>Practical</b>		
4CC5	Practical (PHP & My SQL)	100	1P1	Practical 1- PHP MYSQL + Core Java	100
<b>All the students absorbed in OB &amp; CBCS pattern course will have to compulsorily fill Semester III and Semester IV exam forms and appear for equivalent papers of (New course) as shown above. The student will get updated marksheet as per New scheme.</b>					

Failure students of **B.Com. (Computer Application) (BCCA) SEM V (old course)** are having chances upto **Winter 2025** examination (**Last Chance**). So they should appear **B.Com. (Computer Application) (BCCA) SEM V (old course) examination & is required to clear their backlog**. After that those who will have backlog, will have to compulsorily fill Semester-V and Semester-VI exam form of **BCCA (New course)** and appear for equivalent papers as mention below –

#### **(B) BCCA Part –III**

<b>Absorption Scheme B.Com.(Computer Application) BCCA</b>					
<b>OB &amp; CBCS Semester Pattern Introduced in 2022-2023 (New course) with CBS semester pattern Introduced in 2019-2020 (Old course)</b>					
<b>BCCA - PART - III - SEMESTER – V</b>					
<b>Sr. No</b>	<b>OB &amp; CBCS Semester Pattern - (New Course) introduced in 2022-2023</b>	<b>Max Marks</b>	<b>Sr. No</b>	<b>CBS Semester Pattern - (Old Course) introduced in 2019-20</b>	<b>Max Marks</b>
<b>Theory</b>			<b>Theory</b>		
5CC1	Python	80	5T1	VB .Net	80
5AE2	Internet of Things	80	5T2	Tally	80
5DSE3	Big Data <b>OR</b> Block Chain Technology <b>OR</b> Software Project Management	80	5T3	Management Information System/System Analysis and Design	80
5CC4	Internship of 120 hours	80	5T4	Cost & Management Accounting / Corporate Accounting	80
<b>Practical</b>			<b>Practical</b>		
5CC5	Practical of Python & Data Visualization	100	1P1	Practical 1-VB .Net and Tally	100
<b>All the students absorbed in OB &amp; CBCS pattern course will have to compulsorily fill Semester V and Semester VI exam forms and appear for equivalent papers of (New course) as shown above. The student will get updated marksheets as per New scheme.</b>					

<b>Absorption Scheme B.Com.(Computer Application) BCCA</b>
<b>OB &amp; CBCS Semester Pattern Introduced in 2022-2023 (New course) with CBS</b>

semester pattern Introduced in 2019-2020 (Old course)					
BCCA - PART - III - SEMESTER – VI					
Sr. No	OB & CBCS Semester Pattern - (New Course) introduced in 2022-2023	Max Marks	Sr. No	CBS Semester Pattern - (Old Course) introduced in 2019-20	Max Marks
<b>Theory</b>			<b>Theory</b>		
6SE1	Web Technology and Multimedia	80	6T1	C#.Net	80
6SE2	Entrepreneurship Skill Development	80	6T2	Entrepreneurship Development / Company Law and Secretarial Practice	80
6GE3	Digital Marketing <b>OR</b> Company Law & Secretarial Practices	80	6T3	Python/ Ruby on Rail	80
<b>Practical</b>			<b>Practical</b>		
6CC4	Project	200		Practical - C#.Net + (Python/ Ruby on Rail) <b>Project</b>	100  100
<p><b>All the students absorbed in OB &amp; CBCS pattern course will have to compulsorily fill Semester V and Semester VI exam forms and appear for equivalent papers of (New course) as shown above. The student will get updated mark sheet as per New scheme.</b></p> <p><b>Case I - If only project (old) is back – Old practical marks credited twice (Double) as (new) project marks in new scheme marksheet.</b></p> <p><b>Case II - If Only Practical (old) is back – Old project marks credited twice (Double) as New Project marks in new scheme marksheet.</b></p> <p><b>Case III - If both practical (old) &amp; project (old) is back - Student will appear for Project (New) examination only &amp; will get updated project marks in new scheme marksheet .</b></p>					

### Types of Project & Formats:

As majority of the students are expected to work out a project in some industry / research and development laboratories / educational institutions / software/ web companies etc. It

is suggested that the project is to be chosen which should have some direct relevance in day-to-day activities of the society. The Applications Areas of project may be Financial / Marketing / Database Management System / Relational Database Management System / E-Commerce / Internet / Manufacturing / web Designing / Scientific / ERP etc. using **CSS/JAVA Script, Website/Web page, Mobile app, Advance Excel & Dashboard PHP My SQL, Python, Data Visualization, Java, Android Programing, WordPress & .NET technologies as tools.**

**\*Project based on any application development platform/programing language which a student might have learnt in ODL is also allowed.**

**\*Project to be executed in group of Maximum 4 students.**

### **Project Proposal (Synopsis)**

The project proposal should be prepared in consultation with the guide. The project guide must be a RTM Nagpur university approved teacher. The project proposal should clearly state the objectives and environment of the proposed project to be undertaken. It should have full details in the following form:

#### **Format of Synopsis for Desktop Application**

1. Title of the Project.
2. Objectives of the Project.
3. Project Category (DBMS / RDBMS / OOPS etc.)
4. Tools / Platform and Languages to be used.
5. Complete Structure of the System:
  - i. Numbers of Modules and its Description.
  - ii. Modular Chart / System Chart.
  - iii. Data Structures or Tables.
  - iv. Process Logic of each Module.
  - v. Types of Report Generation.
6. References.

**Note:** Synopsis should not be more than 3 pages.

#### **Format of Synopsis for Web Application**

1. Title of the Project.
2. Objectives of the Project.
3. Project Category (DBMS / RDBMS / OOPS etc.).
4. Tools / Platform and Languages to be used.

5. Complete Structure of the System:

- I. Number of pages and links their short description.
- II. Use / Information of Pages.
- III. Feedback Form (if any).

6. References.

**Note:** Synopsis should not be more than 3 pages.

### **Project Report Formulation**

Front Page.

College Certificate Page.

Declaration Page.

Acknowledgment Page.

Project Profile.

Index or Content Page.

- I. Appendices
  - I. List Figures, Tables & Charts.
  - II. Approved copy of Synopsis. Glossary
- II. Contents.
  - I. Introduction.
  - II. Objectives.
  - III. Preliminary System Analysis.
    - Preliminary Investigation.
    - Present System in Use.
    - Flaws in Present System.
    - Need of New System.
    - Feasibility Study.
    - Project Category.
- IV. Software Engineering Paradigm Applied
  - Modules
  - System / Modular Chart.
- V. Software & Hardware Requirement Specification.
- VI. Detailed System Analysis.
  - Data Flow Diagram.
  - Numbers of Modules and Process Logic.



- Data Structures and Tables.
- Entity-Relationship Diagram.
- VII. System Design.
  - Form Design.
  - Source Code.
  - Input screen & Output Screen.
- VIII. Testing & Validation Checks.
- IX. System Security Measures.
- X. Implementation, Evaluation and Maintenance.
- XI. Future Scope of the project.
- XII. Suggestion & Conclusion
- XIII. Bibliography & References.

**The Project certificate template shall be as follows:**

**Name of the college/ Institution**

**Name of the department**

**CERTIFICATE**

This is to certify that Mr./Mrs./Ms. \_\_\_\_\_ of class BCCA III<sup>rd</sup> Year Semester-VI, has satisfactorily completed the Project prescribed by The Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur for the subject Project ( **Project Title** - \_\_\_\_\_ during the academic year **20** - **20** .

Signature

Signature

**Project Guide**

**Head of the Department**

Signature

Signature

**Internal Examiner**

**External Examiner**

**Date -**

**The Practical certificate template shall be as follows:**

**Name of the college/ Institution**

**Name of the department**

### **CERTIFICATE**

This is to certify that Mr./Mrs./Ms. \_\_\_\_\_ of class BCCA Semester -----, has satisfactorily completed the practical assignments prescribed by The Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur for the **Practical Subject** -

\_\_\_\_\_ during the academic year 20 -  
20 .

Signature

Signature

**Practical In-charge**

**Head of the Department**

Signature

Signature

**Internal Examiner**

**External Examiner**

**Date -**

## **APPENDIX – II**

### **DETAILED SYLLABUS AND QUESTION PAPER PATTERN**

**First / Second / Third / Fourth / Fifth / Sixth Semester**

**Bachelor of Commerce (Computer Application)- (BCCA)NEW OB & CBCS**

**Examination**

**Semester – I – Fundamentals of Computers**

**Semester – II - Principles of Business Management, Database Management system, E-Commerce and Web Designing,**

**Semester – III – Business Studies, CSS & Java Script**

**Semester – IV- Business Economics, Business Law & Cyber Security, Research Methodology, Cloud Computing, AI & ML, MIS, PHP & MySQL**

**Semester – V – Python**

**Semester – VI – Web Technology and Multimedia, Entrepreneurship Skill  
Development, Digital Marketing, Company Law and Secretarial Practice**

**Time: 3 Hours**

**Total Marks: 80**

N. B. - a) Draw well labeled diagram wherever necessary.

b) All questions are compulsory.

**Q1.**

**8 x 2 = 16**

**N. B. – 1. Each question carries two marks.**

**2. Answers should not more than five lines.**

- A. Unit I
- B. Unit I
- C. Unit II
- D. Unit II
- E. Unit III
- F. Unit III
- G. Unit IV
- H. Unit IV

**Q2.**

**8 x 3 = 24**

**N. B. – 1. Each question carries three marks.**

**2. Answers should not more than ten lines.**

- A. Unit I
- B. Unit I
- C. Unit II
- D. Unit II
- E. Unit III
- F. Unit III
- G. Unit IV
- H. Unit IV

**N. B. – 1. Each question carries five or ten marks.**

**2. Answers should not more than 250 words for 5 marks questions and 600 words for 10 Marks questions respectively.**

**Q3.** **Either**

(A) 5 Unit I

(B) 5 Unit I

**OR**

(C) 10      Unit I

**Q4.** **Either**  
(A) 5 Unit II

(B) 5 Unit II

**OR**

(C) 10 Unit II

**Q5. Either**

(A) 5 Unit III

(B) 5 Unit III

**OR**

(C) 10 Unit III

**Q6.** **Either**  
(A) 5 Unit IV

(B) 5 Unit IV

**OR**

(C) 10 Unit IV

## QUESTION PAPER PATTERN

**First // Third // Fifth / Semester**

**Bachelor of Commerce (Computer Application)- (BCCA) OB & CBCS Examination**

## BCCA NEW SEMESTER – I

<b>1CC2</b>	<b>MS Office (IT)</b>	<b>Total 40 MCQ of 2 marks each. (10 MCQ on each Unit) (Total marks : 80)</b>
<b>1GE4</b>	<b>Professional Ethics and Human values ÓR Personal Wellbeing</b>	

**BCCA NEW SEMESTER – III**

<b>3AE1</b>	<b>Environmental studies &amp; Community Engagement</b>	<b>Total 40 MCQ of 2 marks each. (10 MCQ on each Unit) (Total marks : 80)</b>
<b>1GE4</b>	<b>Ethical Hacking OR Computer Network OR Content Writing &amp; Analysis</b>	

**BCCA NEW SEMESTER – V**

<b>5AE2</b>	<b>Internet of Things</b>	<b>Total 40 MCQ of 2 marks each. (10 MCQ on each Unit) (Total marks : 80)</b>
<b>5DSE3</b>	<b>Big Data OR Block chain technology OR Software Project Management</b>	

Chapter 1

**Chapter 2**

**COURSE CODE:1AE1**

**COURSE NAME: ENGLISH AND BUSINESS COMMUNICATION – I**

**COURSE CODE:1CC2**

**COURSE NAME: MS-OFFICE (IT)**

**Unit I - Microsoft Word**

Introduction; Getting familiar with the interface of Word; Backstage View(File); Creating, Saving, Opening, Closing of document; Editing text Documents; Inserting & Deleting text, Toolbars; Inserting Tables, Pictures, Shapes, Icons, Smart Art, Drop Cap, Date and time, Object, Word Art, Special Symbols, Hyperlinks, Header and footer, Page Numbering, Charts; Use columns and breaks; Using step-by-step mail merge wizard; Review documents using - Spelling and Grammar check, word count; Different views of word document, Change the view of document; Using format painter; Creating styles; Using Page Setup Settings, Printing of the document; Sharing the document; Exporting of word document

## **Unit II - Microsoft Excel – I**

Introduction ; Getting familiar with the interface of Excel; Backstage View(File); Excel Toolbars; References-Absolute and Relative; Working with worksheet/workbook; Data Entry in Excel; Formatting of data –Formatting Cell, Rows, Columns , Sheet ; Different formatting - Number Formatting ,Text formatting ,Date Formatting ,Alignment Settings, Font Formatting, Border ,Shading , Format as Table; Changing Row /Height ,Using Hide /unhide options; Moving or copying sheet; Renaming Sheet; Flash Fill ;Using find and select options-Go to, Go To Special ; Sharing the excel workbook; Exporting of worksheet

## **Unit III - Microsoft Excel – II**

Outline -Group, Ungroup, Subtotal; Conditional Formatting; Performing Calculations with Functions and formulas, Function Library-Date and Time Functions, Mathematical Functions, Logical Functions, Text Functions, Statistical Functions, hlookup, vlookup; Converting data from text to columns, removing duplicates; Creating Effective Tables & Charts; Data analysis using Sort, Filter and data validation feature in excel; Pivot table & Pivot charts; Page Setting & Printing

## **Unit IV - Microsoft PowerPoint**

Introduction ; Getting familiar with the interface of PowerPoint; Backstage View (File); Slide Layout; Formatting in PowerPoint; Different Toolbars; Inserting Clip Art, Picture, Slide, Organization Chart, Smart art ,Table, Hyperlink; Presentation Views ; Master Slide; Working With Movies and Sounds; Using different design themes; Changing Slide Size and background; Applying Animation and Slide Transition; Slideshow ; recording slide show; Page Setting & printing; Sharing the presentation ;Exporting the presentation to Video

	<b>Course Outcome</b>
<b>CO1</b>	Student will be able to create and manage word documents with required formatting. Students will be able to compose word documents and operate relevant features and tools of MS Words.
<b>CO2</b>	Student will be able to perform operations like creating, storing, and formatting data using different Excel formatting tools and features.
<b>CO3</b>	Students will able to perform calculations using functions, and present the data visually using charts and graphs.
<b>C04</b>	Student will be able to create and design professional presentation using different features & tools of PowerPoint.

<b>CO5</b>	Students will be able to prepare and appraise professional business data, document and presentation.
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### **Text Books**

1. Dr. Liladhar Rewatkar, Dr. Ujwal Lanjewar– Sheth Publishers Pvt Ltd.
2. MS Office 2016 Quintessential Course –Vishnu P Singh, Asian Computer Books
3. Microsoft Office 2016 Step by Step, Joan Lambert, Curtis Frye, Microsoft Press
4. Information Technology, Vikrant Malviya, Himalaya Publishing House

### **Reference Books**

1. Introduction to Information Technology, Renu Vashishth & Dr. Neeru Mudra, Himalaya Publishing House
2. Computer course –Prof. Satish Jain, Shashi Singh, M. Geetha, BPB Publication
3. Office 16 in easy steps, **Michael Price Mike Mc Grath**, BPB Publications
4. Office 2016 for beginners- Steven Weikler, Alpha Lifestyle Productions
5. Microsoft office 2016 Word, Excel, One Note Book - Vol 1-Lalit Mali, Notion Press

**COURSE CODE:1CC5**  
**COURSE NAME: MS-OFFICE (IT)**

### **PRACTICAL LIST**

1. Microsoft Word 2016 is one of the most reliable, powerful, and feature rich word processors around, and while it's since been replaced by Word 2019, it still offers most of the functionality modern professionals need. Word has always worked best as part of the largest Microsoft Office ecosystem, but Word 2016 brings this to a whole new level. Integration with the various components of the Office suite are tighter than everything before, and a major shift towards cloud based sharing has changed the way that professionals can use Word in some pretty major ways. Through the use of OneDrive, users can quickly share their Word documents with anyone they've given the proper privileges. But that's not the only way you can share files. Through integration with Outlook, you can attach a document via email and allow your recipients to go in and edit it at their discretion. An additional commenting feature allows you to mark up documents without changing their basic content. In short, Microsoft has paired Word with the sorts of functionality available through their Google cloud suite. Combine that with the polished and refined features at the heart of Word, and you have one of the finest word processing applications around.

#### **Perform the following given operations:**

- a. Type the above given paragraph as it is using “Calibri font”, font size-12
- b. Divide 4 paragraph for the above text and justify alignment.
- c. Change font size on 18 points for the first paragraph.
- d. Make 1.5 line spacing for the second paragraph.
- e. Make Drop Cap the first letter of the third paragraph.
- f. Apply header and footer in the document. In header section -Type the chapter name as MS -word 2016 and in footer section →insert page number.



## 2. Prepare a table in MS-Word

Emp_id	First Name	Last Name	Department	Location
101	Ram	Sharma	Finance	Bangalore
102	Karan	Kapoor	Marketing	Hyderabad
104	Kiran	Varma	IT	Pune
105	Sarvashrestha	Gupta	HR	Raipur

- c.
  - a. Apply Grid table style to the above given table.
  - b. Create landscape orientation and select A4 paper size.
  - c. Insert 'State' column after the 'Location' column.
  - d. Insert one row below 2<sup>nd</sup> Row.
  - e. Apply font "Cambria" and font size -13 on table.
  - f. Insert watermark "Employee Details".
  - g. Select the first row of the table and make it centrally aligned.
  - h. Apply light grey colour shading to your table
  - i. Right align the first column data.
- 
3. Create word document of 5 pages on "Generations of computers". Apply Styles and create a hyperlink on word document.
    - a. "Heading 1" style for all headings on First Page.
    - b. Modify the "Heading 1" Style containing red colour with Arial font
    - c. Paragraph with Normal styles having "Arial Narrow font", 11 size and 1.15-line spacing
    - d. "Heading 2" style for all headings on Second Page.
    - e. Create a "Heading 3" Style for third page having font colour-green, font size-16
    - f. Create a hyperlink -When student click on "First generation of computers Heading" then a new word document containing the details of "First Generation" should get opened.
  4. Prepare a list showing bullets and numbering feature. The list should be displayed as follows:

### Example of Bulleted List

- ❖ Information Technology
  - ✓ Web technologies
  - ✓ Tally
  - ✓ MS-office 2016
    - Word
    - Excel
    - Powerpoint

### Example of Numbered List

1. Website Development
  - 1.1 HTML
  - 1.2 CSS
    - 1.2.1 Internal Style Sheet
    - 1.2.2 External Style Sheet
  - 1.3 JAVASCRIPT

5. Using Mail merge, write a letter to 5 candidates for their final interview on 20th Sep 2022 at Teztech Ltd., Dharampeth, Nagpur at 11:00 am along with necessary documents, resume and 2 Passport size photographs.

6. Prepare “Table of Content” in word document as given below:

Table of Contents	
1. Introduction to Computers.....	2
1.1. Introduction.....	2
1.2. Features.....	2
1.3. History.....	3
1.4. Generations of Computers.....	5
1.4.1. First Generation.....	5
1.4.2. Second Generation.....	7
1.4.3. Third Generation.....	9
1.4.4. Fourth Generation.....	10
1.4.5. Fifth Generation.....	12
1.5 Types of Computers.....	14
2. Software.....	16
2.1 System Software.....	16
2.2 Application Software.....	18
2.2.1 MS-office.....	18

7. Draft a resume covering the following sections in chronological order:

- Sections in resume : Basic Details: Name ,E-mail,Contact details ;Career Objective ;Work Experience ;Education; Certifications;Extra Curricular Activities & Achievements;Awards and Honors;Key Skills;Interests;Languages known.
- Keep font size between 10 and 12 points.
- Set the margins for one inch on all four sides.
- Align your content to the left.
- Make section headings larger than the rest of the text; type them in bold.

8. Prepare billing report for M/s. Total Synergy Consultancy Private Limited (TSCPL) in MS Excel

Consultant	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Yearly Total
R.Bhatnagar	Rs 9,752.00	Rs 10,129.00	Rs 8,212.00	Rs 7,032.00	
M.Lath	Rs 5,755.00	Rs 6,477.00	Rs 5,447.00	Rs 4,584.00	
P.Sharma	Rs 6,769.00	Rs 6,758.00	Rs 6,378.00	Rs 1,644.00	
K.Pandey	Rs 3,708.00	Rs 5,795.00	Rs 6,188.00	Rs 1,636.00	
M.Swamy	Rs 5,009.00	Rs 2,009.00	Rs 7,643.00	Rs 7,323.00	
<b>Total</b>					

- Calculate Yearly total vertically and Total horizontally using SUM function.
- Prepare columnar chart for Consultant and Qtr3 having chart title –Billing Report.
- Highlight the cell which has highest total.
- Use fill series option to fill the remaining cells for calculating total.

9. Prepare following table in excel for “DOTCOM SOLUTIONS LIMITED”  
INVENTORY DATABASE

INV.CODE	DESC	QTY	RATE	PRICE
P1002	TV-COLOUR 21"	35	11000	
P1001	TV-COLOUR 29"	15	18000	
P1003	DVD	20	12000	
P1007	STERIO	53	6000	
P1008	WASHING MACHINE	21	18000	
P1005	REFRIGERATOR	40	8000	
P0004	DISH WASHER	5	20000	
P1009	MIXER	35	3000	
P1010	GRINDER	20	5000	
P1020	MIXER	30	3000	

1. Calculate Price of the above given data.
  2. Sort the records in the table using ascending order of Invoice code.
  3. Filter the data having quantity greater than 20 and rate less than 20000.
  4. Highlight duplicate values in column DESC and RATE.
10. Using conditional formatting on the below given table, perform the following:

INV.CODE	DESC	QTY	RATE	PRICE
P1002	TV-COLOUR 21"	35	11000	
P1001	TV-COLOUR 29"	15	28000	
P1003	DVD	20	12000	
P1007	STERIO	53	6000	
P1008	WASHING MACHINE	21	18000	
P1005	REFRIGERATOR	40	8000	
P0004	DISH WASHER	5	20000	
P1009	MIXER	35	3000	
P1010	GRINDER	20	5000	

1. Highlight those INV.CODE values where INV.CODE is greater than P1005.
  2. Highlight those quantity values where Qty is between 30 and 50.
  3. Highlight (Single Underline) the rate values where rate is less than 10000 and (Bold) greater than or equal to 20000.
  4. Highlight (Strikethrough) the price value where price is equal to 3, 20,000 and (Bold-Italic) not equal to 1, 00,000.
11. From the following given data ,Calculate Total and Percentage .Using if function in excel calculate the Grade of student using the given grade criteria. Calculate the max,min and average marks of all three subjects individually.Count the number of students who got grade as distinction,First,Second,third,fail.

Roll No.	Name of Student	Sub1	Sub 2	Sub 3	Total	Percentage	Grade	Result
BA01	Am Sharma							
BA02	Ran Kapoor							
BA03	Neela Varma							
BA04	Shish Sahani							
	<b>Minimum</b>							
	<b>Maximum</b>							
	<b>Average</b>							

**The criteria to calculate grade:**

Percentage >75	Distinction
Percentage >=60	First
Percentage >=50	Second
Percentage >=40	Third
Percentage below 40	Fail

12. Prepare the following given table in Ms-Excel. Calculate Gross Pay, PF, Net Pay using formulas and functions. Also apply the formatting as per given specifications:

Name	Basic	DA	HRA	Gross Pay	PF	Net Pay
Ram Gupta	10000	2000	2780			
Shyam Sharma	20000	1050	1500			
Sita Prajapati	35000	2100	1900			
Priya Sharma	25000	2500	2100			
Hariprasad Sahu	20000	1000	1500			

- Perform the following calculations:
  - Gross Pay=Basic Pay +DA+HRA
  - PF=12% of DA
  - Net Pay=Gross Pay- PF
- Apply the following formatting:
  - Set column width=10
  - Set row height=15
  - Text Alignment:
  - Horizontal : Center & Vertical : Center
  -
- Count the number of employees whose Gross Pay is greater than 25000.
- Sum the PF of employees whose basic salary is 20,000.

13. Demonstrate the data in excel sheet using Advance Filter.  
Apply advance filter option showing the region -North and Sales >5000

Date	Sales Representative	Region	Sales
03-12-2018	Ram Sharma	North	5086
04-12-2019	Shyam Varma	East	2000
05-11-2019	Sita DakshPrajapati	West	3000
08-12-2019	Gita Kewalramani	North	8900
09-11-2019	Bharat Kulkarni	South	3200
15-11-2020	Krishna Desai	East	2100
16-11-2020	Arjun Kapoor	North	1200
18-12-2021	Shankar Wadhwani	West	1600
20-12-2021	Narayan Das	South	1750

14. Perform the text functions -Upper( ),Lower( ) Also apply flash fill option to the Full Name column

Demo table:

First Name	Last Name	Full Name (Use Flash Fill)	Upper (First Name)
Ram	Sharma	Ram Sharma	RAM
Prachi	Varma		
Priya	Desai		

15. Find out the Price of Mobile using vlookup( ) function on the following given data:

Products	Product Code	Quantity	Price
Washing Machine	00-125-W123	20	44,000
AC	00-126-A125	25	80,000
Mobile	01-128-M140	30	15,000

16. Find out the Price of AC using hlookup( ) function on the following given data:

Products	Washing Machine	AC	Mobile
Product Code	000-125-W123	1000-126-A125	1001-128-M140
Quantity	20	25	30
Price	44,000	80,000	15,000

17. Prepare Pivot table and Pivot chart on the basis of following given data:

Name	Position	Department	Salary
Kashish	Accountant	Accounting	55,000
Karan	Manager	HR	89,000
Neetu	Editor	Press	25,000
Sheela	Account Manager	Accounting	85,000
Pushpa	Accounting Clerk	Accounting	25,000
Raja	VP Marketing	Marketing	35,000

Mandira	Head	Housekeeping	20,000
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**18.** Make a presentation within 5 slides about Student's SWOT analysis .Your slide presentation should fulfill the following details:

**Title slide should contain Topic Name,Your name ,College Name,Course Name**

Slide 1 contents –Strength

Slide 2 contents -Weakness

Slide 3 contents –Opportunities

Slide 4 contents –Threats

**Apply below given formatting options using master slide:**

- Background of each slide should be your college logo.
- The font size of title slide -32 ,font type-Cambria.
- Insert footer in the presentation showingyour name.

19. Create a presentation with 3 slides describing about the student studying in a college.
- The first slide will contain the title and subtitle covering the details of your name and your career objective.
  - The second slide should contain a title – Educational Qualifications. Second slide should have 2 columnar layout; column 1 contains student's image and column 2 contains student's educational qualifications.
  - The last slide should contain co-curricular activities and hobbies. Slide design applied on entire presentation should be same.

20. Prepare 8 slides covering the details of different UPI apps ,Payment Wallets .

The slide containing UPI apps classification should be created by using organization chart.

**Slides should contain the following features:**

- Insert one image on each slide
- Apply font formatting : Font type-Times New Roman ,Font – Size:24,Alignment –Justified
- Title of each slide should be centrally aligned
- Apply Animation and Transition
- Insert Header and footer
- Insert date and slide number
- Apply any light colour slide design

### **COURSE CODE - 1CC3**

### **COURSE NAME – FUNDAMENTALS OF COMPUTERS**

#### **Chapter 3 UNIT - I**

**Chapter 4 Understanding the Computer:** - Introduction, Evolution, Generation, Classification and Application of computers. **Memory and Storage Systems:** Introduction, Memory representation, Random Access Memory, Read Only Memory, Storage systems, Magnetic storage systems, Optical storage systems, Magneto optical system, Solid-state storage devices.

#### **Chapter 5 UNIT – II**

**Input Devices:** Introduction, Keyboard, pointing devices, scanning devices, Optical recognition devices, Digital camera, Voice recognition system, Data acquisition sensors, Media input devices. **Output Devices:** Introduction, Display monitors, Printers, Impact printers, non-impact printers, Plotters, Voice output systems, Projectors, Terminals. **Computer Codes:** Introduction, Decimal system, Binary system, Hexadecimal system, octal system, Conversion of numbers

#### **Chapter 6 UNIT – III**

**Computer Software:** Introduction, Types of computer software, System management programs, System development programs, standard application programs. **Programming Languages:** Introduction, History of programming languages, Generations of programming languages, and Characteristics of good programming languages.

**Data Communication and Networks:** Introduction, Data communication using modem, Computer network, Network topologies, Network protocol and

software, Application of network.

#### **Chapter 7 UNIT – IV**

**Operating Systems:** Introduction, History of operating systems, Functions of operating systems, Process management, Memory management, File management, Device management, Security management, Types of operating systems, Providing user interface, Introduction to MS-DOS and Windows, Popular operating systems.

<b>Course Outcome</b>	
<b>CO1</b>	Student will be able to understand and use information of various components of Computer
<b>CO2</b>	Student will be able to use the knowledge of peripheral devices for effective working. Student will be able to perform calculations based on various number systems
<b>CO3</b>	The student will be able to analyse and differentiate various modes of data transmission and will also be able to decide the choice of communication channel for given situation.
<b>CO4</b>	Student will be able to apply the knowledge of system software and application software in effective manner
<b>CO5</b>	Student will be able to understand and use information of various functions & features of operating system.

#### **Text Book:**

1. Fundamentals of Computers – Dr. Liladhar Rewatkar, Dr. Ujwal Lanjewar– Sheth Publishers Pvt Ltd
2. Fundamentals of Computer, CSV Murthy, Himalayan Publishing House
3. Computer Fundamentals, Pradeep K Sinha, Preeti Sinha, BPB Publications
4. Information Technology Concepts, Dr. Madhulika Jain, Satish Jain, BPB Publications

#### **Reference Books:**

1. Fundamentals of Computers, E Balagurusamy, Mc Graw Hill Education.
2. Basics of Computer Applications in Business, HemChand, H.N. Tiwari
3. Fundamental of Information Technology, Dr. Rajiv Midha, S. Brinda, Taxmann.
4. Introduction to Information Technology, Sanjay Saxsena, Vikash Publishing House Pvt.Ltd.
5. Information Technology, Dr. Sushila Madan, Taxmann.



**COURSE CODE - 1CC5**  
**COURSE NAME – PRACTICAL OF TALLY I (ERP 9)**

**UNIT I**

Introduction to Tally ERP 9, Features of Tally, Tally ERP 9 Components, Tally ERP 9 Window, Gateway of Tally, Creation, alteration and deletion of company. Features and configuration. Working with multiple companies

**UNIT II**

Account Info Menu, Ledger-creation deletion and alteration of ledger, Group-creation deletion and alteration of Group, Voucher-Creation of voucher, Voucher Entry, Purchase Orders, Sales order

**UNIT III**

Inventory Info Menu, Stock Groups, Stock Categories, Stock Items, Units of Measure, Godowns, Cost Centre, Cost Category., Stock Summery Report.

**UNIT IV**

Working with Balance Sheet, working with Day Book Report, working with Profit & Loss A/c Report, working with Trial Balance Report, Ratio Analysis, Bank reconciliation, Tally Audit, Backup & Restore Data in tally.

Course Outcome	
<b>CO1</b>	Given the details about the company student will be able to <b>Create</b> company and also able to do some alteration according to the requirement.
<b>CO2</b>	Given the day-wise transactions of firm, the students will be able to <b>prepare</b> ledger and group and will be able to create various vouchers, using Tally software.
<b>CO3</b>	Given the details about the day-wise transactions of a firm, the student will be able to <b>create</b> bill wise detail based on stock.
<b>CO4</b>	Given the details about transactions, students will be able to <b>prepare</b> profit & Loss A/C report and balance sheet
<b>CO5</b>	Given the details about cash and bank transactions for a specific period, students will be able to prepare bank reconciliation statement.

**Text Book**

1. Accounting with Tally: K.K. Nadhani, BPB Publication.
2. Tally Tutorial: K.K. Nadhani and A.K. Nadhani, BPB Publication.

**Reference Books:**

1. Tally.ERP 9 with GST in Simple Steps, DT Editorial Services, Dreamtech Press
2. Learn Tally ERP 9, Soumya Ranjan Behera, B.K. Publications Pvt. Ltd.
3. Basics of Tally: Tally for Beginners, Vijaya Dasu
4. Tally ERP 9 GST Book A Complete Tally GST, Pushpendra Singh Jadon, Vihu Publication

**COURSE CODE - 1CC5**  
**COURSE NAME – PRACTICAL OF TALLY (ERP 9)**

**Practical List Tally I**

1. Create Creating a company M/s Rajratan private limited, Pratap Nagar, Nagpur. The following ledgers in the books of M/s Rajratan private limited.

Name of ledger	Under (group)	Bill wise details set to	Opening balance
Share capital	Capital account	No	15,00,000
Purchase account	Purchase account	No	Nil
Sales accounts	Sales accounts	No	Nil
Ultra tech cement ltd	Sundry creditors	yes	270000
Building	Fixed assets	No	1200000
Computers	Fixed assets	No	50000
Office furniture	Fixed assets	no	175000
Cash in Hand	Cash account	No	20000
Civic centre association	Sundry debtors	no	290000
Petty Cash	Cash in hand	No	50000

2. Create the following ledger with appropriate Group and put the opening balance in above created company.

Name of Ledger	Account Groups	Amount
Equity Share Capital	Capital Account	2,65,80,000
General Reserve	Reserve and Surplus	25,60,000
Capital Reserve	Reserve and Surplus	5,98,500
Loan from HDFC	Secured Loan	50,00,000
Ranbir Ltd	Sundry Creditors	2.54.100
Goswami Pvt Ltd	Sundry Creditors	2,25,000
Provision for doubtful debts	Provisions	15,000
Outstanding Rent	Outstanding Expenses	16,500
Outstanding Telephone bill	Outstanding Expenses	35,000
Outstanding A M C	Outstanding Expenses	17,514
Profit and Loss Account**	Primary	6,75,420
Land & Building	Fixed Assets	50,85,410
Plant & Machinery	Fixed Assets	60,85,011
Furniture & Fixture	Fixed Assets	4,58,700
Computer & Peripherals	Fixed Assets	10,45,210
Investment in Shares	Investments	22,54,500
Abir Pvt Ltd	Sundry Debtors	2,50,000
Suraj Ltd	Sundry Debtors	3,50,000
Closing Stock*	Stock – in- Hand	25,45,800
Prepaid Insurance	Current Assets	45,120
Loan to Employee	Loans and Advances (Assets)	1,58,400

Cash**	Cash in Hand	1,85,200
I C I C I Bank	Bank Accounts	1,75,13,683

3. Create a company Sunder furniture and Enter the following transactions and prepare a trail balance.

Started business with cash Rs. 20,000/-
Purchased goods worth Rs. 5,000/- on credit from 'X'
Sold goods worth Rs. 3,000/- to 'Y' on credit.
Opened a bank account with State Bank of India by depositing Rs. 2,000/-.
Paid salary Rs. 1,000/- in cash to Ramesh.
Received a cheque of Rs. 3,000/- from 'Y'.
Received commission from Ankit Rs. 2,000/-.
Paid Rent Rs. 500/-
Withdrew from bank Rs. 1,000/-
Issued a cheque of Rs. 4,000/- to 'X'.

4. Create a company name Krishna traders and Record the following transactions in Tally.

Robert commenced a transport business with a capital of 1,00,000
An account was opened with State Bank of India and deposited ₹ 30,000
Purchased furniture by paying cash ₹ 10,000
Goods purchased on credit from Mohaideen for ₹ 20,000
Cash sales made for ₹ 8,000
Goods purchased from Rathinam for ₹ 5,000 and money deposited in CDM
Goods sold to Rony on credit for ₹ 60,000
Money withdrawn from bank for office use ₹ 9,000
Part payment of ₹ 10,000 made to Mohaideen by cheque
Rony made part payment of ₹ 5,000 by cash
Salaries paid to staff through ECS ₹ 6,000
Wages of ₹ 3,000 paid by cash
Purchased stationery from Pandian Ltd. on credit ₹ 4,000

5. Create a company of Royal Pvt. Ltd. and Journalise the following transactions and prepare trading and profit and loss account, balance sheet using Tally.

Wages paid by cash ₹ 2,000
Rent paid by cheque ₹ 5,000
Cash purchases made for ₹ 3,000
Good purchased on credit from Senthamarai ₹ 15,000
Goods sold on credit to Pushparaj ₹ 25,000
Payment made to Senthamarai by cheque ₹ 5,000
Cash received from Shankar ₹ 30,000
Cash sales made for ₹ 6,000

Depreciate machinery at 10%
Closing stock on 31.03.2019 ₹ 15,000

6. Create a Company M/S Birla Pvt Ltd., and enter the following details and prepare profit and loss account.

Started business with cash Rs. 50,000/-
Deposited cash in State Bank of India Rs. 15,000/-
Paid Salary Rs. 5,000/- to Mrs. Asmita
Purchase Goods worth Rs. 45,000/- on credit from Swan Enterprises.
Credit Sales of goods worth Rs. 75,000/- to 'Y' Company
Returned goods to 'Swan Enterprise' Rs. 5,000/-
Received goods returned by 'Y' Company.
Purchased Machinery on Credit Rs. 40,000/- from Manish Enterprises Hint ' F7 ' Journal
Received commission in cash Rs. 2,000/-
Withdrawn from State Bank of India Rs. 5,000/-

7. Record the following transactions in the books of Divya Pvt. Ltd. And prepare balance sheet.

Devi commenced a business with a capital of 4,00,000
An account was opened with Indian Bank and deposited ₹ 60,000
Purchased furniture by paying cash ₹ 15,000
Goods purchased on credit from Sumathy for ₹ 50,000
Cash sales made for ₹ 10,000
Goods purchased from Raja for ₹ 5,000 and paid by cheque
Goods sold to Aran on credit for ₹ 70,000
Money is withdrawn from bank for office use ₹ 25,000
Part payment of ₹ 30,000 made to Sumathy by cheque
Aran made part payment of ₹ 10,000 by cash
Salaries paid to staff through ECS ₹ 36,000
Carriage on purchases of ₹ 6,000 paid by cash
Purchased computer from Muthu Ltd. on credit ₹ 44,000

8. Record the following transactions in the books of KMS Private limited using tally.

Kumar commenced a business with a capital of Rs. 5,00,000
Opened an account with SBI and deposited Rs. 80,000
Purchased furniture by paying cash Rs. 20,000
Goods purchased on credit from Kalpana for Rs. 60,000
Cash sales for Rs. 20,000
Goods purchased from Ramu for Rs. 7,000 paid by cheque
Goods sold to Venu on credit for Rs. 80,000
Money is withdrawn from bank for office use Rs. 35,000

Part payment of Rs. 40,000 made by Kalpana by cheque.
Aran made part payment of Rs. 20,000 by Cash
Salaries paid to staff through ECS Rs. 45,000
Carriage on purchase of Rs. 8,000 paid by cash
Purchased computer from Maria Ltd on Credit Rs. 50,000

9. Journalize the following transaction in the books of M/S Prashant for April 2011 prepare Balance sheet.

Start business with capital borrowed from his friend Satish 1,10,000
Bought Machinery 40,000
Sold goods for cash to Satish 25000
Purchase goods from Somesh 30000
Bought goods for cash from Nitin 26000
Cash sales 10000
sold goods to Manish 8000

10. Journalize the following transaction in the books of Rahul Thakur for the month of March 2018 and prepare profit and loss account.

Start Business with Furniture 15000 and machinery 40000
Borrowed from central Bank 45000
Bought goods 30000 8 Sold goods to Manoj on credit 12000
Paid Electricity Bill 1500
Bought Stationary from Vikas 8500

11. Journalize the following transaction in the books of M/s Rupesh for the year ended March 2018 and prepare Profit and loss account.

Rupesh commenced business with cash 80000
Bought goods on credit from Ramesh 15000
Paid into Bank 8000
Bough from Sanket on credit 15000
Bought goods for cash 12000
Received goods from Sukesh 7500
Goods sold on credit to Chanda 9000

12. Create Inventory Entry in Rajshekhar Electronics Mart.

- Cash Balance: - 2, 00,000
- Bank Balance: - 2, 00,000
- Creditor: - Sun Electronics
- Debtors: - Moon Electronics

	Opening Stock	Purchase	Sales	Closing Stock
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	QTY	Price	QTY	QTY	Price	
Samsung Galaxy F41	10	11499	15	20	14449	5
Realme 7i (up to 128 GB)	10	8999	15	20	10799	5
Poco c3	10	4749	15	20	6749	5
Oppo A52 (4 GB 128 GB)	10	10990	15	20	12990	5
Poco X3	10	14999	15	20	16999	5
Realme 7Pro	10	16999	15	20	19999	5
Realme C15 (up to 4 GB)	10	6499	15	20	8499	5
Realmenarzo 20A	10	6499	15	20	8499	5
Infinix Note 7 (4 GB)	10	7990	15	20	9999	5
OPPO Reno2 F (6 GB 256 GB)	10	14990	15	20	16990	5

**13. Create Inventory Entry in Disha Electronics Mart.**

- Cash Balance: - 2, 00,000
- Bank Balance: - 2, 00,000
- Creditor: - Satyam Electronics
- Debtors: - Akash Electronics

Stock Item	Opening Stock		Purchase	Sales		Closing Stock
	QTY	Price	QTY	QTY	Price	
LG 6.5 kg Washing Machine	5	10550	10	8	15690	?
Bosch 7.0 kg Washing Machine	5	8550	10	7	10990	?
Samsung 8.5 kg Washing Machine	5	12550	10	12	14950	?
Panasonic 7 kg Washing Machine	5	7500	10	11	9490	?
Whirlpool 7 kg Washing Machine	5	7250	10	15	9250	?
Samsung 6.2 kg Washing Machine	5	10290	10	6	13290	?
Panasonic 8 kg Washing Machine	5	10850	10	3	12290	?
Onida 6.2 kg Washing Machine	5	8290	10	4	10490	?
Panasonic 6 kg Washing Machine	5	10299	10	6	12990	?
Samsung 7 kg Washing Machine	5	12690	10	9	16690	?

**14. Create a Company M/s Sure Tech Ltd. IT Park VRC Nagpur, Enter the following sales order by using unit of measures; the order is completely based on Cash 31<sup>st</sup> August 2010.**

Items	Rate	Number
Keyboard	@ 950	2
Mouse	@250	5
Mouse p ad	@175	6
2 GB pen drive	@350	3

Enter the above transaction in Tally and write down the procedure in detail.

**15. Create company M/S Computerized Software Ltd. Sadar, Nagpur. Enter the following sales order in the name of M/s Hack take Comp. Ltd. On 25<sup>th</sup> September 2008.**

Items	Rate	Number
20" Monitor	@ 4500	5

CPU	@11250	4
Laser printer	@5250	3
Scanner	@8750	2

Enter the above transaction and write down the procedure.

16. Create a company name Ratan Pvt. Ltd. and prepare purchase invoice bill from the following details

Bill No	Party Names	Ledgers	Item Names	Quantity	Rate	Amount
1	Ali Computer	Purchase	Mouse	10 Pcs	75 Rs	
			Keyboard	10 Pcs	150 Rs	
			Usb Hub	15 Pcs	25 Rs	
			Monitor	8 Pcs	4500 Rs	
2	Sharma Pvt Ltd	Purchase	Sugar	50-500 kg	40 Rs	
			Oil	80 Ltr	90 Rs	
			Rice	12-800	45 Rs	
			Namkeen	5 Kg	90 Rs	
3	XYZ Electronics	Purchase	Fan	65 Pcs	120 Rs	
			LED Bulb	70 Pcs	85 Rs	
			Table Fan	14 Pcs	250 Rs	
			Cooler	5 Pcs	2500 Rs	
4	Jain Stationary	Purchase	Note Book	100 Pcs	25 Rs	
			Pencils	150 Pkt	4 Rs	
			Writing Pads	20 Box	25 Rs	
			Markers	25 Pcs	30 Rs	
5	Bansal Pvt Ltd	Purchase	Wireless	18 Pcs	75 Rs	
			Switch	100 Pcs	150 Rs	
			Logitech Mouse	15 Pcs	250 Rs	
			Wireless Keyboard	15 Pcs	350 Rs	

17. Create a company name Shyama traders and enter sales invoice bill from the following details

Bill No	Party Names	Ledgers	Item Names	Quantity	Rate	Amount
			Mouse	2 Pcs	100 Rs	

1	Shyam Lal Singh	Sales	Keyboard	5 Pcs	190 Rs	
			Usb Hub	5 Pcs	200 Rs	
			Monitor	2 Pcs	5000 Rs	
2	Praveen Kumar Singh	Sales	Sugar	2-500 Kg	45 Rs	
			Oil	2 Ltr	95 Rs	
			Rice	1 Kg	50 Rs	
			Namkeen	2 Kg	95 Rs	
3	Ali Abbas Zaidi	Sales	Fan	5 Pcs	150 Rs	
			LED Bulb	2 Pcs	100 Rs	
			Table Fan	2 Pcs	300 Rs	
			Cooler	1 Pcs	4000 Rs	
4	Hari Kumar Singh	Sales	Note Book	2 Pcs	30 Rs	
			Pencils	5 Pkt	5 Rs	
			Writing Pads	2 Box	30 Rs	
			Markers	5 Pcs	35 Rs	
5	Mohd Khan	Sales	Wireless	2 Pcs	150 Rs	
			Switch	6 Pcs	150 Rs	
			Logitech Mouse	2 Pcs	300 Rs	
			Wireless Keyboard	2 Pcs	450 Rs	

**18.** Record the following transactions in the books of M/s ABC Limited and prepare Bank Reconciliation Statement for the month of January 2020:

SL No	Date	Transactions for the month	Bank Date
1	01-01-2020	Started business with cash Rs 5,00,000.	-
2	01-01-2020	Cash deposit into SBI Rs. 1,00,000	01-01-2020
3	01-01-2020	Cash withdrawn from SBI for office use Rs 70,000	01-01-2020
4	01-01-2020	Transfer Rs 20,000 from SBI to HDFC Bank.	01-01-2020
5	01-01-2020	Cash withdraw by the owner Rs 2,500 for personal use.	01-01-2020
6	01-01-2020	Purchase goods from Kailash Hardware	-
		Parryware Steel Pedestal 200 pes @ Rs 1500 each	
7	01-01-2020	Parryware Indus Basin 150 pcs @ 1200 each	
		Sold goods to R.K.Enterprise	-
		Parryware Steel Pedestal 200 pcs @ Rs 1950 each	



8	01-01-2020	Parryware Indus Basin 150 pes @ 1650 each	02-01-2020
		Received cheque from R.K Enterprise against Invoice No. 19-	
		20/001 of Rs 752,250 and deposited in HDFC Bank.	
9	02-01-2020	Commission received in HDFC Bank of Rs 25000	31-01-2020
10	02-01-2020	Purchase Furniture of Rs 15000 by cheque (SBI).	31-01-2020
11	02-01-2020	Paid cheque to Kailash Hardware, against Invoice No. 19-20/363	31-01-2020
12	02-01-2020	of Rs 250,000 from HDFC Bank	02-01-2020
		Bank deducted as Ledger Folio Charges from SBI Current	
13	02-01-2020	Account Rs 90.	
14	31-01-2020	Paid Salary to Ram in cash Rs 9,500 in cash.	-
		Electricity Charges paid Rs 650 in cash	-
15	31-01-2020	Paid Audit Fee of Rs 3000 in cash.	-
16	31-01-2020	Received Interest from SBI of Rs 600.	31-01-2020
17	31-01-2020	Depreciation charged @10% on furniture.	-

**19.** Create a Company as “Sagar Industries Ltd.” in Tally with inventory management. Pass the following Entries and Show the Trial Balance and Balance Sheet of “Sagar Industries Ltd.”, Show the Cash Book & Bank Book of the company, Show the Day Book.

Sagar started “Sagar Industries Ltd.” by bringing Capital Rs.3,00,000/- Cash.
He deposited Rs.1,00,000/- cash at ICICI bank.
He paid electricity bill for Rs. 1,200/- by cash.
He withdrawn Rs. 10,000/- cash for his personal use.
He purchased the following item from Computer Lab. Ltd. on credit - Computer - 10 Nos. - @20000/- each
He sold the following item to Somnath Traders in cash - Computer - 5 Nos. - @27500/- each
He received Rs. 6,000/- as commission from Rohit by cash.
He paid House Rent for Rs. 5,000/- by cash.
He withdrawn Rs. 25,000/- cash from ICICI Bank.
He purchased furniture for Rs. 25,000/- by cash for office use.

**20.** Record the following transactions in the books of 'M's Albert & Brothers

Aasim starts business with Rs. 50,000
He opens a SBP saving bank account and deposits Rs. 20,000
Bought furniture for Rs. 5,000, machinery for Rs 10,000
Purchased goods for Rs. 14,000.
Sold goods for Rs.8, 000.
Purchased goods from AK & Company for Rs. 11,000.
Paid telephone rent for the year by Cheque Rs. 500
Bought one typewriter for Rs. 2,100 from Universal Typewriter Co. on credit
Sold goods to Junaid for Rs. 12,000.
Sold goods to Hussain for Rs. 2000 cash.
Amount withdrawn from bank for personal use Rs. 1,500.
Received cash from Junaid Rs. 11,900 and discount allowed Rs. 100
Paid into bank Rs. 5,800.
Bought 50 shares in XY & Co. Ltd. At Rs.60 per share, brokerage paid Rs. 20.
Goods worth Rs. 1,000 found defective were returned to AK & Co. and balance of the amount due to them settled by issuing a cheque in their favour.
Sold 20 shares of XY & Co, Ltd, at Rs. 65 per share, brokerage paid Rs. 20.
Bought goods worth Rs. 2,100 from Usman and supplied them to Awas at Rs 3,000
Awas returned goods worth Rs. 100, which in turn were sent to Usman
Issued a cheque for as, 1,000 in favour of landlord for rent for April
Paid salaries to staff Rs. 1,500.
Received from travelling salesman Rs 2000 for goods sold by him, travelling expenses Rs. 100. Journal entries

**COURSE CODE:1GE4**  
**COURSE NAME: PROFESSIONAL ETHICS & HUMAN VALES**

**Unit I: Introduction to Value Education & Harmony in the Human Being:**

Value Education, Definition, Concept, Need; Content and Process of Value Education; Self-Exploration; Harmony of the Self (I) with the Body; Understanding Needs of the Self and the Needs of the Body

**Unit II: Harmony in the Family, Society and Nature:**

Family as a basic unit of Human Interaction and Values in Relationships; Basics for Trust, Respect, Affection, Care, Guidance, Reverence, Glory, Gratitude and Love; Comprehensive Human Goal: The Five dimensions of Human Endeavour

**Unit III: Ethics:**

Values, Morals & Ethics; Normative Theories: Gandhian Approach, Friedman's Economic theory, Kant's Deontological theory, Mill & Bentham's Utilitarianism theory.

**Unit IV: Professional Ethics**

Introduction; Need; Importance; Principles of Ethics; Code of conduct; Advantages of Corporate code of ethics; Issues in Professional Ethics

**Course Outcome**

<b>CO1</b>	Students will be able to <b>outline</b> the importance of Values in life & <b>explain</b> the concept of Co-existence of the Self and the Body
<b>CO2</b>	Students will be able to <b>discuss</b> the basics of values in human- human interaction
<b>CO3</b>	Students will be able to <b>critically evaluate</b> the different theories of Ethics
<b>CO4</b>	Students will be able to <b>highlight</b> the role of Code of Conduct in ethical behaviour in Professional life
<b>CO5</b>	Students will be able to <b>analyse</b> the issues in Professional ethics

**Reference Books:**

1. B L Bajpai, 2004, Indian Ethos and Modern Management, New Royal Book Co., Lucknow. Reprinted 2008
2. Business Ethics, C S V Murthy, Himalaya Publishing House
3. Corliss Lamont, Philosophy of Humanism
4. R R Gaur, R Sangal, G P Bagaria, 2009, A Foundation Course in Value Education
5. A.N. Tripathy, 2003, Human Values, New Age International Publishers
6. B P Banerjee, 2005, Foundations of Ethics and Management, Excel Books

**NPTEL Course:** [https://onlinecourses.swayam2.ac.in/nou22\\_ge53](https://onlinecourses.swayam2.ac.in/nou22_ge53)

**COURSE CODE:1GE4**  
**COURSE NAME: PERSONAL WELLBEING**

**Unit 1:**

**Introduction to Food and Nutrition:** Basic terms used in Food and Nutrition. Definitions- Foods, Nutrition, Optimum nutrition, Nutritional status, Nutrients and Health. Functions of Food-Physiological, psychological and social Characteristics of basic food groups and their contribution to the diet. Nutrients and their type (Macronutrient /Micronutrient) Scope of Nutrition, Balanced Diet: Definition, Concept of balanced diet, Factors affecting balanced diet, Nutrients, Recommended Dietary Allowances (RDAs) of the ICMR for the different food groups for various life stages.

**Unit 2:**

**Stress, health and well-being:** Overview; Nature and physiology of stress, Mind-body connections; Stress and non-infectious diseases; Stress and infectious diseases; Stress and psychological disorder, Positive aspects of stress and trauma: Stress, trauma and posttraumatic growth; Factors influencing stress tolerance

**Unit 3:**

**Yoga and wellbeing:** Yoga-Meaning, History and Streams, Brief introduction to Yogic texts, Yogic concepts of Health, Yoga and Mental Health, Yogic Life Style, Meditation (Dhyana): Loosening Exercises for all postures and Yogic Kriyas (Sandhichalana); Shat Karma (Cleansing techniques) Aasana I - Suryanamaskara, Pranayama (Regulation of Breath).

**Unit 4:**

**Financial Wellbeing:** Need and importance of financial planning, Determination of investment objectives, Investment options – FD, RD, NPS, Post office saving schemes, EPF, Mutual Funds, Equity investments, understanding risk and return associated with investment options.

**Course Outcome**

CO1	The students will be able to identify importance of food and nutrition for personal health.
CO2	The students will be able to relate stress factors affecting personal health
CO3	The students will be able to demonstrate various exercises related to yoga
CO4	The students will be able to prepare financial plan for their future.
CO5	The students will be able to combine various elements of personal wellbeing in their life.

**Reference books:**

1. Nutritive Value of Indian Foods: Gopalan C, Rama Shastri & Balasubramanian S.C., National Institute of Nutrition, 1993
2. Food Science, Chemistry and Experimental Foods: Dr.M.Swaminathan, The Bangalore Printing and Publishing Co. Ltd. 1995.
3. Applied Nutrition: R. Rajlakshami Oxford & IBH Pub. Co.Pvt Ltd, 3rd edition, 1981.
4. Stress Management – From basic science to better practice – Sage Publication Inc (2005)
5. Investment analysis and portfolio management – Prasanna Chandra VI Edition – McGraw Hill Publication

**SEM II****COURSE CODE:2AE1****COURSE NAME: ENGLISH AND BUSINESS COMMUNICATION – II****COURSE CODE:2CC2****COURSE NAME: PRINCIPLES OF BUSINESS MANAGEMENT****Unit I:**

Introduction -Nature, function, definition and importance of management, Definition, nature, purpose and scope of management, Functions of a manager, is management a science or art? Development of Management Thought -Scientific management; Contribution of Taylor, Fayol, Mary Follet, Elton Mayo; Hawthorne experiments, Contingency approach.

**Unit II:**

Management and Administration-Management and administration, Management as a profession, Professionalism of management in India, Management ethics and management culture, Skills required of manager, Classification of skills, Methods of skills development.

**Unit III:**

Management Planning-Concept of planning, objectives, Nature, Types of plan, Stages involved in planning, Characteristics of a good plan, Importance, Limitations of planning, Making planning effective, Strategic planning in Indian Industry.

**Unit VI:**

Decision Making-Concept, characteristics of decisions, Types of decisions, Steps Involved in decision making, Importance of decision making, Methods of decision making, Committee Decision Making. Organisation -Concepts, Principle of organization, Importance, Features of good organization structure, Types of Organisation structure.

**Course Outcome**

CO1	The student will be able to <b>identify</b> different functions of management and management thoughts.
CO2	The student will be able to <b>differentiate</b> between Management and Administration as well as <b>identify</b> the skills required for a manager.
CO3	The student will be able to <b>Outline and illustrate</b> plans for various activities.

CO4	The Student will be able to <b>develop</b> competency of decision making while working in a group.
CO5	The student will be able to <b>apply</b> various management principles in his/ her day-to-day life

### Reference Books:

1. Essential of Business Administration - K.Aswathapa Himalaya Publishing House
2. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
3. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
4. Principles of Management By Ramasamy T, Himalaya Publishing House
5. Principles of Management, Dr. Neeru Vashisht & Dr. Namita Rajput, Taxmann

### COURSE CODE:2CC3

### COURSE NAME: DATABASE MANAGEMENT SYSTEM (DBMS)

#### UNIT-I

**Introduction to database:** Data, Information, Metadata, Data dictionary, Database, Components of a database, DBMS, Components of DBMS, Traditional File System Versus Database Systems, Disadvantages of traditional file system, Database systems, Advantages and Disadvantages of database systems, DBMS Users, Schemas, Subschema and Instances, Three Level Architecture of Database Systems (DBMS), Data independence.

**File Organization,** Basic Concepts of Files, Records and record types, Types of files, File Organization Techniques

#### UNIT-II

**Data Model:** Types of data models, Codd's rules, Comparison of various data models, Types of Database Systems, Comparison between Client/Server and Distributed Database System, comparison between DBMS and RDBMS.

**E-R Models,** Basic concepts, Types of Attributes, Relationship Sets, Degree of relationship sets, Mapping cardinalities, Keys, Types of keys, Entity—Relationship Diagram, Advantages and Limitation of E-R model, Types of Entity Sets. Enhanced Entity-Relationship (EER), Superclass and subclass entity types, Specialization, Generalization, Attribute inheritance, Aggregation.

#### UNIT-III

**Normalization:** Benefits of normalization, First, Second and Third normal forms. Denormalization, advantages and disadvantages of denormalization.

**Parallel databases:** Parallel Database Architectures, Advantages and Disadvantages of Parallel Databases.

**Distributed Database:** Basic Concepts, Distributed Database Management System (DDBMS), Advantages and Disadvantages of Distributed Databases. DDBMS Architectures, Comparison of DBMS and DDBMS, Comparison of Parallel and Distributed Databases.

#### UNIT-IV

**Structured Query Language,** Characteristics of SQL, Advantages of SQL, Components of SQL Language: DDL, DML, DCL, DQL. Basic data types,

**Table fundamentals:** creating and modifying table, Data Constraints, Types of data constraints, Operators in SQL.

**ORACLE functions:** Text, Numeric, Date functions.

Course Outcomes	
<b>CO1</b>	Student will be able to understand and compare database management system with conventional file system and suggest suitable database system for a given situation.
<b>CO2</b>	Student will be able to design database by analysing different database models for real life situations.
<b>CO3</b>	Student will be able to reduce redundancy and inconsistency for the given table using normalization.
<b>CO4</b>	Student will be able to apply various SQL commands and operators to manage database operations.
<b>CO5</b>	Students will be able to evaluate different data constraints for maintaining integrity of the given database.

**Text Books:**

1. Introduction to Database Management System (Second Edition) by Satinder Bal Gupta and Aditya-Mittal, Laxmi Publications Pvt. Ltd.
2. SQL, PL/SQL by Ivan Bayross, BPB Publications.

**Reference Books:**

1. Database System Concepts, 7th Edition by Abraham Silberschatz, Henry F. Korth, S. Sudarshan, McGraw Hill Education.
2. Database Management Systems (Third Edition) by Johannes Gehrke and Raghu Ramakrishnan, McGraw Hill Education.
3. Fundamentals of Database Systems (Sixth Edition) by R Elmasri and S Navathe, Pearson Publication.
4. An Introduction to Database Systems by Bipin C. Desai, Galgotia Publication.
5. Teach Yourself SQL in 10 Minutes (Fourth Edition) by Forta Ben, Sams Publication.

**COURSE CODE:2SE4**

**COURSE NAME: E-COMMERCE AND WEB DESIGNING (EWD)**

### **Unit I**

#### **Introduction to E-Commerce and Business Strategy**

**Internet:** Evolution, Concept, Growth of Internet, Emergence of World Wide Web,  
**Introduction to E-Commerce:** Meaning, Definition, Concept, History of E-commerce, Features, Scope, Function of E-Commerce, Size, limitations, growth and future projection of E-commerce market Worldwide and in India; E-commerce Framework (People, Public Policy, Marketing and Advertisement, Support Services, Business Partnerships); E-Commerce v/s Traditional Commerce; E-Commerce opportunities for Industries  
**Classification by Application Type:** Electronic market, EDI, Internet Commerce, **EDI Electronic Data Interchange (EDI):** Meaning, standards, application ,benefits, factors influencing the choice of EDI ; Ecommerce trade cycles

### **Unit II**

#### **Models of E-Commerce and Inter-Organizational E-Commerce**

**Models of E-Commerce:** Business-to-Business(B2B),Business-to-Consumer (B2C); Business-to-Consumer-to-Business(C2B), Consumer-to-Consumer (C2C) E-Commerce, Business-to-Government (B2G) - Meaning, Advantages ,Importance, examples, Major Business-to-Consumer(B2C) Business Models, Major Business-to-Business(B2B) Business Models, Eight Key Elements of a E-Commerce Business Model , Business Models in Emerging E-Commerce Areas ,impact of e-commerce on business models, **Electronic markets:** advantages , disadvantages, usage & Future of E-Markets, **Inter-Organizational E-Commerce transactions:** Advantages and Disadvantages of Inter-Organizational E-Commerce

### **Unit III**

#### **Online Business Transactions, E-Payment System & Security in E-Commerce**

**Online Business Transactions:** Meaning, purpose, advantages and disadvantages of transacting online; E-commerce applications in various industries like banking, insurance, payment of utility bills, online marketing; e-tailing online services, auctions ; Secure Online Shopping Guidelines **E-payment System:** Meaning, factors considered in designing e-commerce payment; methods of e-payments; digital signature; payment gateways; online banking ; risks involved in e-payments **E-Commerce Security:** E-Commerce Security Issues, Security Threats, Security Procedure : Firewall, Encryption, Password, Access Control List, Digital Certificate

### **Unit IV**

#### **Introduction to Web Designing and HTML**



Role of website in e-commerce; website strategies & web-site design principles **HTML** - Concept, meaning ,History of HTML, HTML tags and attributes; Tags v/s elements; Structure of HTML , Working with HTML elements –Paragraphs, Headings, fonts, comments, physical style, logical style , Horizontal Rule, Adding Images ;Use of Hyperlinks in html –Linking to same page ,linking to other pages in html; List tags in html-Ordered, Unordered and Nested ; Creating and designing tables in HTML; Creating Simple forms using -Textbox, Password, Checkbox, Radio button ,button, dropdown, etc. Creating free websites using Google Sites.

<b>Course Outcome</b>	
<b>CO1</b>	Student will be able to illustrate understanding of E-commerce & EDI concepts
<b>CO2</b>	Student will be able to select right E-Commerce Business Model in the given business environment.
<b>CO3</b>	Student will be able to deploy Online Business Transactions and E-Payment System in E-Commerce
<b>CO4</b>	Student will be able to create the web pages using HTML.
<b>CO5</b>	Student will be able to plan online business models using E-commerce concepts.

### **Text Books**

1. E-Commerce & Web Designing, Dr. S.B. Kishore, Rajani Singh, Nikhilesh A. Vaidya, Das Ganu Publications
2. Fundamentals of E-Commerce, Shivani Arora, Taxmann's Publications
3. E-Commerce by Shivani Arora, Taxmann's Publications
4. World Wide Web design with HTML, C Xavier, McGraw Hill Education.

### **Reference Books:**

1. Information Technology by Dr. Sushila Madan, Taxmann's Publications
2. Advance E-Commerce and Mobile Commerce by Suman M., Divakara Reddy N., Himalaya Publishing House Pvt. Ltd.
3. E-Commerce for Entrepreneurs-8<sup>th</sup> Edition by Dr. Sudeshna Chakraborty, Priyanka Tyagi, BPB Publications
4. Web Designing and Publishing by Prof. Satish Jain, M. Geetha Iyer, BPB Publications
5. Web Designing & Publishing Module-2 by P K Pandey, V Mishra, T Balaji Publications

**COURSE CODE:2CC5**  
**COURSE NAME: PRACTICAL OF TALLY II (ERP 9)**

**UNIT I**

**Payroll & Compliances**

Configuration Payroll in Tally.ERP9, Creating Payroll Masters, Processing Payroll in, Tally.ERP9, Accounting for Employer PF Contribution, Accounting for Employer ESI Contribution, Payment of Professional Tax

**UNIT II**

**Reports**

Financial Statements, Trading Account, Profit & Loss Account, Balance Sheet, Accounts Books and Reports, Inventory Books and Reports, Exception Reports, Statutory Reports, Payroll Reports, Trail balance, Day Book, List of Accounts, Stock Summary, Outstanding Statement

**UNIT III**

**Fundamentals of Taxation**

Basic Concepts of TDS, Configuring TDS in Tally.ERP9, Creation Masters, Processing Transaction, TDS Reports

**UNIT IV**

**Advanced Taxation**

Basics of GST, Configuring GST Features, Creating Masters, Entering Transactions, GST Report, GST Filing

Course Outcome	
<b>CO1</b>	Given the details about pay scale, various allowances and deductions applicable to the employee the student will be able to compute Gross and taxable salary using Tally Erp9
<b>CO2</b>	Given the details about the financial transactions students will be able to prepare applicable and report related to financial transactions.
<b>CO3</b>	Given the details about that the various Payment transaction student will be able to prepare TDS report for a specific period.
<b>CO4</b>	Given the information about the taxable transaction under GST, the student will be able to prepare GST report.

**Text Books**

1. Learn Tally.ERP 9 In 30 Days Soumya Ranjan Behera B.K. Publications Pvt. Ltd.
2. Tally ERP 9 Advanced Usages, Sanjay Kumar Satapathy, Notion Press Media Pvt. Ltd.

**Reference Books:**

1. Implementing Tally-ERP 9.0, Asok K. Nadhani, BPB Publications
  2. Tally ERP 9, Shraddha Singh, V&S Publishers
  3. Tally ERP 9 Training Guide - 4th Revised & Updated Edition, Asok K. Nadhani, BPB Publications
  4. Tally ERP 9 Book - Learning Tally ERP 9 With GST, Sajee Kurian, Blessings Inc.
- PRACTICAL OF TALLY II (ERP 9)**

**1. Prepare GST sales invoice**

Bill No,	Party Names	Item Names	GST Rate	Quantity	Rate	Remarks
1	Raghu Raj - State - UP	Usb Hub	18%	12 Pcs	30 Rs	CGST 50%
		Monitor	18%	7 Pcs	5000 Rs	SGST 50%
2	Raju Shopkeeper State: UP	Sugar	5%	40-500 Kg	50 Rs	CGST 50% SGST 50%
		Oil	5%	80 Ltr	90 Rs	
		Rice	5%	12-800 Kg	45 Rs	
		Namkeen	5%	5 Kgs	90 Rs	
3	Jony Store - State: UP	Fan	18%	60 Pcs	145 Rs	CGST 50% SGST 50%
		LED Bulb	18%	70 Pcs	95 Rs	
		Table Fan	18%	12 Pcs	450 Rs	
		Cooler	18%	4 Pcs	3000 Rs	
	Gupta Shop - State - UP	Note Book	18%	90 Pcs	30 Rs	CGST 50% SGST 50%
		Pencils	12%	150 Pkt	6 Rs	
		Writing Pads	18%	20 Box	30 Rs	
		Markers	12%	25 Pcs	40 Rs	
5	Salman Corner - State - UP	Wireless Mouse	18%	18 Pcs	85 Rs	CGST 50% SGST 50%
		Switch	18%	100 Pcs	190 Rs	
		Logitech Mouse	18%	15 Pcs	300 Rs	
		Wireless Keyboard	18%	15 Pcs	350 Rs	

**2. Prepare GST sales invoice**

Bill No	Party Names	Item Names	GST Rate	Quantity	Rate	Remarks
1	Raju Shopkeeper - State - UP	Sugar	5%	Kg	50 Rs	
		Oil	5%	20 Ltr	100 Rs	
		Rice	5%	10-500 Kg	50 Rs	
		Namkeen	5%	10 Kg	100 Rs	

2	Naaz Computer State : UP	Windows Xp	18%	100 Cd	1,400 Rs	CGST 50% SGST 50%
		Windows 7	18%	120 Cd	1,500 Rs	
		Windows 8	18%	110 Cd	1,500 Rs	
		Windows 10	18%	120 Cd	1,700 Rs	
		Office Software	18%	200 Cd	1,000 Rs	
3	Jeevan Kirana State: UP	Coffee	5%	500 Gm	180 Rs	CGST 50% SGST 50%
		Salt	0%	22-900 Kg	20 Rs	
		Jeera	5%	500 Gm	140 Rs	
		Red Chilli	5%	10-500 Kg	100 Rs	
4	Salman Corner State: UP	Oppo	12%	6 Box	13,000 Rs	CGST 50% SGST 50%
		Intex	12%	8 Box	9,500 Rs	
		Asus	12%	7 Box	12,000 Rs.	
		Lenovo	12%	3 Box	14,000 Rs.	
		Oneplus	12%	4 Box	24,000 Rs	
5	Naaz Computer State : UP	Usb Hub	18%	12 Pcs	30 Rs	CGST 50% SGST 50%
		Wire	18%	10 Box	45 Rs	
		Monitor	18%	12 Pcs	1,500 Rs	
		C.P.U	18%	12 Pcs	4,000 Rs	
		Hard Disk	18%	10 Pcs	3,000 Rs	
6	Naaz Computer State : UP	Mouse	18%	10 Pcs	85 Rs	CGST 50% SGST 50%
		Keyboard	18%	10 Pcs	170 Rs	
		Usb Hub	18%	15 Pcs	30 Rs	
		Monitor	18%	8 Pcs	5,000 Rs	
7	A to Z Shop State: Haryana	Wireless	18%	18 Pcs	90 Rs	IGST 100%
		Switch	18%	100 Pcs	160 Rs	
		Logitech Mouse	18%	15 Pcs	300 Rs	
		Wireless Keyboard	18%	15 Pcs	400 Rs	

### 3. Prepare GST sales invoice

Bills No	Party Names	Item Names	GST Rate	Quantity	Rate	Remarks
1	Gupta Shop – State UP	Note Book	18%	100 Pcs	30 Rs	CGST 50% SGST 50%
		Pencils	12%	150 Pkt	5 Rs	
		Writing Pads	18%	20 Box	30 Rs	
		Markers	12%	25 Pcs	35 Rs	
2	Raju Shopkeeper	Coffee	5%	500 Gm	160 Rs	CGST 50%
		Biscuit	5%	45 Pcs	12 Rs	

	State: UP	Jeera	5%	500 Gm	120 Rs	SGST 50%
		Shakkar	5%	10-500 Kg	90 Rs	
3	Super Computer State :UP	Windows Xp	18%	100 Cd	1200 Rs	CGST 50% SGST 50%
		Windows 7	18%	120 Cd	1400 Rs	
		Windows 8	18%	110 Cd	1500 Rs	
		Windows 10	18%	120 Cd	1700 Rs	
		Office Software	18%	200 Cd	1200 Rs	
4	Radh Provision State: UP	Sugar	5%	50-500 Kg	50 Rs	CGST 50% SGST 50%
		Oil	5%	80 Ltr	100 Rs	
		Rice	5%	12-800 Kg	50 Rs	
		Namkeen	5%	5 Kg	100 Rs	
5	Tammaana Tech State : Punjab	Solid State Drive	18%	25 Pcs	3000 Rs	IGST 100%
		Optical Drive	18%	20 Pcs	200 Rs	
		SMPS	18%	10 Pcs	600 Rs	
		Video Card	18%	30 Pcs	140 Rs	
		Wireless Card	18%	15 Pcs	130 Rs	
6	Raju Shopkeeper State: UP	Sugar	5%	30-500 Kg	45 Rs	CGST 50% SGST 50%
		Oil	5%	20 Ltr	98 Rs	
		Rice	5%	10-500 Kg	50 Rs	
		Namkeen	5%	10 Kg	100 Rs	

#### 4. Prepare GST sales invoice

Bills No	Party Names	Item Names	GST Rate	Quantity	Rate	Remarks
1	Electronics Mall State: UP	Fan	18%	65 Pcs	140 Rs	CGST 50% SGST 50%
		LED Bulb	18%	70 Pcs	95 Rs	
		Table Fan	18%	14 Pcs	300 Rs	
		Cooler	18%	5 Pcs	3000 Rs	
2	Beauty Queen Store - State - UP	Perfume	28%	60 Pcs	140 Rs	CGST 50% SGST 50%
		Lipstick	28%	70 Pcs	95 Rs	
		Body Spray	28%	14 Pcs	300 Rs	
		Nail Polish	28%	25 Pcs	30 Rs	
3	Maharaj Mistri State: UP	Brick Hammer	12%	10 Pcs	145 Rs	CGST 50% SGST 50%
		Chisel	12%	70 Pcs	80 Rs	
		Hand Dill Machine	12%	2 Pcs	1800 Rs	
		Wier Brush	12%	10 Pcs	40 Rs	
4	Ragh Pan Bhar State: UP	Sugar	5%	50-500 Kg	45 Rs	CGST 50% SGST 50%
		Oil	5%	80 Ltr	120 Rs	
		Rice	5%	12-800 Kg	55 Rs	

		Namkeen	5%	5 Kg	100 Rs	
5	New Clothes State: Bihar	Jacket	12%	4 Pcs	2600 Rs	IGST 100%
		Jeans	12%	7 Pcs	1000 Rs	
		Track Suit	12%	2 Pcs	3000 Rs	
		T-Shirt	12%	8 Pcs	550 Rs	

5. Prepare sales invoice and credit note with the following transactions.

Bills No	Party Names	Item Names	GST Rate	Quantity	Rate	Remarks
1	Super Computer State :UP	Solid State Drive	18%	22 Pcs	3,000 Rs	CGST 50% SGST 50%
		Optical Drive	18%	20 Pcs	200 Rs	
		SMPS	18%	10 Pcs	600 Rs	
		Video Card	18%	28 Pcs	140 Rs	
		Wireless Card	18%	15 Pcs	150 Rs	
2	Bharat Trader State: Haryana	Monitor	18%	8 Pcs	5,000 Rs	IGST 100%
		Keyboard	18%	8 Pcs	200 Rs	
		Usb Hub	18%	10 Pcs	30 Rs	
		Hard Disk	18%	5 Pcs	4,800 Rs	

Sales Returned	Credit Note	
Super Computer	Optical Mouse	2 Pcs
	Video Card	4 Pcs
Bharat Traders	USB Hub	5 Pcs

6. Create purchase invoice from the following transaction

Bills No	Party Names	Group	Item Names	GST Rate	Quantity	Rate	Remarks
1	Raj Computer State: UP	Computer Parts	Mouse	18%	10 Pcs	75 Rs	CGST 50% SGST 50%
			Keyboard	18%	10 Pcs	150 Rs	
			Usb Hub	18%	15 Pcs	25 Rs	
			Monitor	18%	8 Pcs	4500 Rs	

2	Sharma Pvt Ltd - State - UP	Edible Items	Sugar	5%	50-500 Kg	40 Rs	CGST 50% SGST 50%
			Oil	5%	80 Ltr	90 Rs	
			Rice	5%	12-800 Kg	45 Rs	
			Namkeen	5%	5 Kg	90 Rs	
3	XYZ Electronics State: UP	Electrical Items	Fan	18%	65 Pcs	120 Rs	CGST 50% SGST 50%
			LED Bulb	18%	70 Pcs	85 Rs	
			Table Fan	18%	14 Pcs	250 Rs	
			Cooler	18%	5 Pcs	2500 Rs	
4	Jain Stationary State: UP	Stationary	Note Book	18%	100 Pcs	25 Rs	CGST 50% SGST 50%
			Pencils	12%	150 Pkt	4 Rs	
			Writing Pads	18%	20 Box	25 Rs	
			Markers	12%	25 Pcs	30 Rs	
5	Bansal Pvt Ltd - State - UP	Computer Parts	Wireless	18%	18 Pcs	75 Rs	CGST 50% SGST 50%
			Switch	18%	100 Pcs	150 Rs	
			Logitech Mouse	18%	15 Pcs	250 Rs	
			Wireless Keyboard	18%	15 Pcs	350 Rs	
6	Sharma Pvt Ltd - State - UP	Edible Items	Sugar	5%	30-500 Kg	40 Rs	CGST 50% SGST 50%
			Oil	5%	20 Ltr	90 Rs	
			Rice	5%	10-500 Kg	45 Rs	
			Namkeen	5%	10 Kg	90 Rs	

7. Create a purchase invoice with following transactions

Bills No	Party Names	Group	Item Names	GST Rate	Quantity	Rate	Remarks
1	Microsoft Corporation State: Delhi	Software	Windows Xp	18%	100 Cd	1,200 Rs	IGST 100%
			Windows 7	18%	120 Cd	1,200 Rs	
			Windows 8	18%	110 Cd	1,400 Rs	
			Windows 10	18%	120 Cd	1,400 Rs	

			Office Software	18%	200 Cd	1,000 Rs	
2	Rakshit Kirana State: UP	Edible Items	Coffee	5%	500 Gm	150 Rs	CGST 50% SGST 50%
			Salt	0%	22-900 Kg	15 Rs	
			Jeera	5%	500 Gm	120 Rs	
			Red Chilli	5%	10-500 Kg	80 Rs	
3	Sonu Mobile State: UP	Mobile phone	Oppo	12%	6 Box	12,000 Rs	CGST 50% SGST 50%
			Intex	12%	8 Box	9,000 Rs	
			Asus	12%	7 Box	11,000 Rs	
			Lenovo	12%	3 Box	12,000 Rs	
			Oneplus	12%	4 Box	21,000 Rs	
4	Royal Computers State: UP	Computer Parts	Usb Hub	18%	12 Pcs	25 Rs	CGST 50% SGST 50%
			Wire	18%	10 Box	42 Rs	
			Monitor	18%	12 Pcs	1,400 Rs	
			C.P.U	18%	12 Pcs	3,000 Rs	
			Hard Disk	18%	10 Pcs	2,500 Rs	
5	Big Computer State: UP	Computer Parts	Mouse	18%	10 Pcs	75 Rs	CGST 50% SGST 50%
			Keyboard	18%	10 Pcs	150 Rs	
			Usb Hub	18%	15 Pcs	25 Rs	
			Monitor	18%	8 Pcs	4,500 Rs	
6	Al-Haider Pvt Ltd State: Bihar	Computer Parts	Wireless	18%	18 Pcs	75 Rs	IGST 100%
			Switch	18%	100 Pcs	150 Rs	
			Logitech Mouse	18%	15 Pcs	250 Rs	
			Wireless Keyboard	18%	15 Pcs	350 Rs	

**8. Create purchase invoice from the following transactions**

Bill No	Party Names	Group	Item Names	GST Rate	Quantity	Rate	Remarks
1	Rajshaan	Stationary	Note	18%	100 Pcs	25 Rs	IGST 100%



	Store State: Raj		Book				
			Pencils	12%	150 Pkt	4 Rs	
			Writing Pads	18%	20 Box	25 Rs	
			Markers	12%	25 Pcs	30 Rs	
2	Rakshit Kirana State: UP	Edible Items	Coffee	5%	500 Gm	150 Rs	CGST 50% SGST 50%
			Biscuit	5%	45 Pcs	10 Rs	
			Jeera	5%	500 Gm	120 Rs	
			Shakkar	5%	10-500 Kg	80 Rs	
3	Microsoft Corporation State: Delhi	Software	Windows Xp	18%	100 Cd	1200 Rs	IGST 100%
			Windows 7	18%	120 Cd	1200 Rs	
			Windows 8	18%	110 Cd	1400 Rs	
			Windows 10	18%	120 Cd	1400 Rs	
			Office Software	18%	200 Cd	1000 Rs	
4	Arshi Provision State: UP	Edible Items	Sugar	5%	50-500 Kg	40 Rs	CGST 50% SGST 50%
			Oil	5%	80 Ltr	90 Rs	
			Rice	5%	12-800 Kg	45 Rs	
			Namkeen	5%	5 Kg	90 Rs	
5	A to Z Computer State: UP	Computer Parts	Solid State Drive	18%	25 Pcs	2500 Rs	CGST 50% SGST 50%
			Optical Drive	18%	20 Pcs	150 Rs	
			SMPS	18%	10 Pcs	550 Rs	
			Video Card	18%	30 Pcs	120 Rs	
			Wireless Card	18%	15 Pcs	120 Rs	
6	Singh Provision Store State: UP	Edible Items	Sugar	5%	30-500 Kg	40 Rs	CGST 50% SGST 50%
			Oil	5%	20 Ltr	90 Rs	
			Rice	5%	10-500 Kg	45 Rs	
			Namkeen	5%	10 Kg	90 Rs	

9. Create purchase invoice from the following transactions

Bills No	Party Names	Group	Item Names	GST Rate	Quantity	Rate	Remarks
1	Vinod Electronics State: UP	Electrical Items	Fan	18%	65 Pcs	120 Rs	CGST 50% SGST 50%
			LED Bulb	18%	70 Pcs	85 Rs	
			Table Fan	18%	14 Pcs	250 Rs	
			Cooler	18%	5 Pcs	2,500 Rs	
2	Horvath Construction State: UP	Tools	Brick Hammer	12%	10 Pcs	135 Rs	CGST 50% SGST 50%
			Chisel	12%	70 Pcs	75 Rs	
			Hand Dill Machine	12%	2 Pcs	1,500 Rs	
			Wier Brush	12%	10 Pcs	35 Rs	
3	Arshi Provision Store State: UP	Edible items	Sugar	5%	50-500 Kg	40 Rs	CGST 50% SGST 50%
			Oil	5%	80 Ltr	90 Rs	
			Rice	5%	12-800 Kg	45 Rs	
			Namkeen	5%	5 Kg	90 Rs	
4	Fashion Clothes House State: UP	Cloths	Jacket	12%	4 Pcs	2,599 Rs	CGST 50% SGST 50%
			Jeans	12%	8 Pcs	850 Rs	
			Track Suit	12%	2 Pcs	2,500 Rs	
			T-Shirt	12%	8 Pcs	450 Rs	
5	A to Z Computer State: UP	Computer Parts	Solid State Drive	18%	25 Pcs	2,500 Rs	CGST 50% SGST 50%
			Optical Drive	18%	20 Pcs	150 Rs	
			SMPS	18%	10 Pcs	550 Rs	
			Video Card	18%	30 Pcs	120 Rs	
			Wireless Card	18%	15 Pcs	120 Rs	

10. Prepare purchase invoice and debit note with the following transactions.

Bills No	Party Names	Group	Item Names	GST Rate	Quantity	Rate	Remarks
1	Dennis Dell Computer State: UP	Computer Parts	Monitor	18%	8 Pcs	4,500 Rs	CGST 50% SGST 50%
			Keyboard	18%	10 Pcs	150 Rs	
			Usb Hub	18%	15 Pcs	25 Rs	
			Hard Disk	18%	8 Pcs	4,500 Rs	
2	Delhi	Cosmetic	Perfume	28%	65 Pcs	120 Rs	IGST

	Cosmetic Store	items					100%
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**L. A.D & Smt. R.P. College for Women, Nagpur**

**AQAR 2022-23**

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**Criterion 1–Curricular Aspects**

**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**5. Information Brochure for Elective Course of B.Sc.**

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## I FACULTY OF HUMANITIES

### **Bachelor of Arts (B.A.) (Three Year Degree Course)**

(English/Hindi/Marathi Medium)

(Semester Pattern As per Direction No. 12 of 2016 of RTMNU, Nagpur from the Academic session 2016-17 )

- Compulsory English.
- Any one of the following compulsory languages  
Marathi / Hindi / Sanskrit / Supplementary English / Urdu
- Any three subjects —

One or two subjects from any of the following groups.

#### **Group-I Literature**

- English Literature -  
इंग्रजी वाङ्मय  
or - किंवा  
Marathi Literature -  
मराठी वाङ्मय  
or - किंवा  
Hindi Literature -  
हिंदी वाङ्मय  
or - किंवा  
Urdu Literature -  
उर्दू वाङ्मय

#### **Group-II Practical Subjects**

- Psychology -  
मानसशास्त्र  
or - किंवा  
Home Economics -  
गृहअर्थशास्त्र
- Geography -  
भूगोल  
or - किंवा  
Music -  
संगीत

#### **Group-III Other Subjects**

- History -  
इतिहास  
or - किंवा  
Sociology -  
समाजशास्त्र
- Political Science -  
राज्यशास्त्र  
or - किंवा  
Economics -  
अर्थशास्त्र  
or - किंवा  
Philosophy -  
तत्त्वज्ञान

## II FACULTY OF SCIENCE AND TECHNOLOGY

### **B.Sc. (English Medium) (Three Year Degree Course)**

(Semester Pattern As per Direction No. 9 of 2016 of RTMNU Nagpur )

#### **Semester I/II**

- Compulsory English
- Any one of the following languages : Marathi/Hindi/Urdu/  
Supplementary English/Sanskrit.

#### **Group A : Physics, Chemistry and Mathematics**

- Can pursue M.Sc. in any of the three subjects/Ph.D.\
- MBA, MCA, MCM, PG Diplomas in the field of their choice
- B.Ed., Law, Computers and Information Technology
- Appear for IAS, Bank PO exam, LIC exam  
Recruitment as Software Engineer in leading companies like WIPRO, TCS with good academic record.

#### **Group B : Chemistry, Botany and Zoology**

- Can pursue PG courses in any of the subjects of their choice, such as – **Botany, Zoology, Biotechnology, Chemistry, P.G. Dip. in Sericulture**
- Can appear for Indian Forest Services (IFS), for which Botany and Zoology are compulsory.
- Pursue professional courses such as LLB (3 years), MBA, P.G. Diploma in Sericulture, Apiculture, Entomology, Fisheries, Mushroom Cultivation, Vermiculture, DMLT (Microbiology/ Zoology or Microbiology/ Botany).

- After Post Graduation one can join **Research Institutes, Industries, Pharmaceutical Companies, Cosmetic Companies, Forestry, Environmental Science, DRDO, NEERI, Agriculture Institutes, CICR, Citrus Research, Ecology-Community Services, Bioagent Production Technology or take up Teaching in schools/colleges or private tuitions.**

**Group C : Microbiology, Chemistry and Zoology/ Botany/ Biochemistry**

- Teaching :-** Teaching at I PG/UG after completing Ph.D. in any of the three subjects ii) Junior College and School level after completing B.Ed.
- Research:-** In different substreams like environmental, molecular, medical, biotechnological etc. in institutes like NEERI, CICR, ACTRECT, NIV, AGAGAR (in India and abroad).
- Food & Pharmaceutical Industries :-** Industries for Vaccines, Sera, Antibiotics, Vitamins, Enzyme Production, eg. Biocon, National Serum Institute.
- Self Finance generation:-** Biofertilizer, Biopesticides, Dairy products, Baked products and Clinical laboratories, Water analysis etc.

Since the subjects Biochemistry and Microbiology are complementary to each other the combination of these subjects enhances the performance of the students in all the endeavours listed in Group C.

**Group D : Biochemistry, Chemistry, Zoology/Botany**

- M.Sc. in any of the three subjects, clinical subjects and dietetics in India and foreign countries.

- Job opportunities in Biotech and other life science industries, Scientific Research Institutes, Pathology Laboratory, Hospitals and teaching positions in Universities / Colleges / Medical Colleges or in schools (with B.Ed.)
- Can start their own pathology laboratory.

**Option for the subject Zoology/ Botany for group 'C' & 'D' will be decided by the Principal/ admission committee.**

**Group E : Physics, Electronics and Mathematics**

- Further studies leading to M.Sc.(Tech.), M.C.A., M.C.M., M.Sc. in any of the three subjects, B.Ed., M.BA.
- Placement services available through Campus interviews at reputed IT, BPO, KPO companies.

**Group F : (Non Grant) : Any one Combination**

- Chemistry, Botany, Biotechnology
- Chemistry, Zoology, Biotechnology

**Semester III/IV & V/VI**

<b>Group A:</b> Physics Chemistry Mathematics	<b>Group B:</b> Chemistry Zoology Botany	<b>Group C:</b> Microbiology Chemistry Zoology/Botany/Bio-Chemistry
<b>Group D:</b> Bio-Chemistry Chemistry Zoology/Botany	<b>Group E:</b> Physics Electronics Mathematics	<b>Group F:</b> (Non-Grant) Biotechnology (Refer Pg. 46 : Self Financing Courses)

**Note :**

- 1) The optional subject offered for B.Sc.(Final) PEM Group students, is “Programming in C”. Learning through educational C.D’s is encouraged.
- 2) The optional paper for B.Sc. Final i.e. Zoology paper III CBZ group is ‘PATHOBIOLOGY AND CLINICAL LABORATORY TECHNIQUES’.
- 3) The optional paper for B.Sc. Final (Mathematics) is “Special theory of Relativity”.

**Career Oriented Certificate Course ‘Enhancement of Computer Skills’**

The departments of Physics, Electronics and Mathematics conduct add-on Certificate Course covering Windows, MS Office, Photoshop, Corel Draw, HTML and Web Page Designing for B.Sc. students of PCM (Group A) and PEM (Group E). The course is of 3 yrs duration of 4 months each year along with regular B.Sc.-I, B.Sc.-II and B.Sc.-III classes. The course is helpful for acquiring computer skills and self employment.

**Career Oriented Certificate Course in Zoology**

The Department of Zoology is offering a UGC sponsored career oriented Certificate Course in **BIOAGENT PRODUCTION TECHNOLOGY** for students, who have passed 12th standard examination with biology as one of the subjects.

The student may join this course at B.Sc.-I, II or III level. The course will be completed in about four and a half months, parallel to the degree classes and train the degree students in

production of Biological control agents useful for agriculture. This will help the students to set up their own Bioagent Production Unit for commercial purpose. This course has been approved by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

**Note :** Transfer of admission from one group to another shall not be permitted after 4<sup>th</sup> August. (First Friday of August)

**II B.Sc. Home Science (English Medium) (Three Year Degree Course)**

**(Semester Pattern As per Direction No. 80 of 2016 of RTMNU, Nagpur from the Academic session 2016-17)**

All the B.Sc. Home Science classes will be held at Seminary Hills Campus.

Home Science is a multipurpose programme of study highlighting the dual role of enriching personal and professional fronts in today’s dynamic society.

**ELIGIBILITY for Part I admission**

- (i) Students should have passed XII standard Examination of Maharashtra State Board of Secondary & Higher Secondary Education or an examination recognized as equivalent thereto under the following faculties-Science/Home Science / Commerce /Arts with English (Higher or Lower)

OR

- (ii) Students should have passed the XII standard Examination of Maharashtra State Board of Secondary & Higher Secondary Education with i) English ii) any other language & iii) Vocational Subject (Paper I, II & III)



**L. A.D & Smt. R.P. College for Women, Nagpur**

**NAAC AQAR 2022 - 2023**

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**Criterion 1–Curricular Aspects**  
**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**6. Direction for M.A. CBCS (M.A. Political Sc. & Home Economics.**

**No.11 &12)**

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# RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

Established by Government of Central Provinces Education Department by No. Notification No. 511 dated the 1<sup>st</sup> of August 1923 & promulgated as State University governed by M.P.U. Act 2016 (Mah. Act No. 51 of 2016)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Reaccreditation by NAAC 'A' Grade

Mahatma Jyotiba Phule Education University Campus, Jyotiba Road, NAGPUR-440003 (INDIA)

Director, Dr. Sneha Deshpande (M) 9121401291

mail: iqacrtmnu@gmail.com

IQAC/66/...

Date: 29<sup>th</sup> June 2016

### Translated Version

### NOTIFICATION

This is to inform all the concerned that the Choice Based Credit System (Semester Pattern Examination) shall be implemented for the Master of Arts (M.A.), Master of Fine Arts (M.F.A) and Bachelor of Fine Arts Course from the Academic session 2016-17. The Hon'ble Vice Chancellor has approved the said course on behalf of the Academic Council and Management Council of the University, in exercise of his powers under Section 14 (7) of Maharashtra Universities Act, 1994 on 14<sup>th</sup> June 2016 and has issued the necessary Direction No. 50, 51, 52 of 2016 under section 14 (8) of the Act.

- ✓ • Master of Arts - Direction No. 50/2016
- Bachelor of Fine Arts - Direction No. 51/2016
- Master of Fine Arts - Direction No. 52/2016

For the above graduate & Post graduate courses, the information regarding syllabus and scheme of examination is available at [www.nagpuruniversity.org](http://www.nagpuruniversity.org) (now [www.rtmuniversity.ac.in](http://www.rtmuniversity.ac.in))


All the concerned are hereby informed to take a note of it.

Registrar


RTM Nagpur University, Nagpur


Copy to:

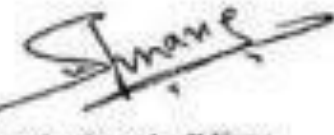
1. Principals of Affiliated colleges/Directors/Head of the Department

  
**Dr. Sneha Deshpande**  
Director, IQAC  
&  
Co-ordinator, RTMNU  
RTMNU, Nagpur

2. Members, Special Task Force.
3. Co-coordinator, Faculty of Humanities.
4. Controller of Examination
5. Dy. Registrar (Exam Section)
6. Asst. Registrar (General Administration)
7. Asst. Registrar (Confidential Section)
8. Asst. Registrar (Professional Examination)
9. Superintendent (Result Section)
10. In-Charge officer (Publication Section)
11. P.S. (Office of Hon'ble Vice Chancellor)
12. P.S. (Office of Hon'ble Pro Vice Chancellor)
13. P.S. (Office of Registrar)
14. Dr. Veena Prkash (Information Scientist)

  
 Translated by Dr Payal Tharey  
 Assistant Professor  
 Department of Law  
 RTM Nagpur University

  
 Dr Sucha Deshpande  
 IQAC Director  
 RTM Nagpur University

  
 Dr Siddharth Vinayaka P Kute  
 Vice Chancellor  
 RTM Nagpur University



### राष्ट्रसंत तुकडोजी महाराज नागपुर विद्यापीठ

विज्ञान संशोधन मंडळ शिक्षण विभागचे अधिसूचना क्र. ५३ दिनांक १५ नोव्हेंबर २०१७  
१३/२०१७ निर्दिष्ट करण्यात आलेल्या आहे. सदर निर्देशान्वये मातृविज्ञान व आंतर विद्याशाखीय अभ्यास  
विद्याशाखे अंतर्गत येणाऱ्या Master of Arts (MA.) पाण १ व २ (1 to 4 semester) HISTORY,  
ECONOMICS, POLITICAL SCIENCE, SOCIOLOGY, PHILOSOPHY, PSYCHOLOGY, GEOGRAPHY,  
HOME ECONOMICS, WOMEN'S STUDIES & DEVELOPMENT, DRAMABEDKAR THOUGHT, PUBLIC  
ADMINISTRATION, BUDDHIST STUDIES, ANCIENT INDIAN HISTORY CULTURE & ARCHAEOLOGY,  
GANDHIAN THOUGHT, TRAVEL & TOURISM, RASHTRASANT TUKADOMI MAHARAJ THOUGHT,  
ENGLISH, MARATHI, HINDI, SANSKRIT, URDU, PARSIAN, PALI & PAKHIT, MUSIC, ARABIC, OTHER  
INDIAN LANGUAGES AND LINGUISTICS या परव्युत्तर अभ्यासक्रमातील निव्वड आधारित प्रयोग (CBCS)  
पध्दतीकरीता विद्यापत्रकाच्या आरूप निर्देश संपिनी दिनांक १४/११/२०१७ रोजी आरूप निर्देश तयार करून दिले  
असून पुढील कार्यवाहीसाठी संपिनी कोडे होते. त्यानुषंगाने मा. कुलपुत्र महोदयांनी महाराष्ट्र सर्वजनिक  
विद्यापीठ अधिनियम, २०१६ च्या कलम १२(७) अंतर्गत सर्वजनिक अभ्यासमंडळ, मान्यविज्ञान व आंतर विद्याशाखीय  
अभ्यास विद्याशाखा, विद्वत परिषद व व्यवस्थापन परिषदेच्या सतिने मान्यता प्रदान केलेली आहे.

उपरोक्त मान्यतेनुसार Master of Arts (MA.) पाण १ व २ (1 to 4 semester) या परव्युत्तर  
अभ्यासक्रमातील निव्वड आधारित प्रयोग (CBCS) पध्दतीकरीता निर्देश क्रमांक १४/२०१७ मध २०१७-२०१८  
पासून पुढे लागू करण्यात येत आहे. सदर निर्देशात मा. कुलपुत्र महोदयांनी सर्वजनिक करण्याकरीता महाराष्ट्र  
सर्वजनिक विद्यापीठ अधिनियम २०१६ च्या कलम १२(८) अंतर्गत दिनांक १६ नोव्हेंबर, २०१७ रोजी विद्वत परिषद  
व व्यवस्थापन परिषदेच्या सतिने मान्यता प्रदान केलेली आहे. अतः हा निर्देश निरनिवत करण्यात येत असून या  
प्रमाणे सर्वजनांनी कार्यवाही करावी ही विनंती.

क्र. अनुसंधान/विद्या/१७/३२७

दिनांक १६ नोव्हेंबर, २०१७

### : अधिसूचना :

सर्व संशोधन सुक्ति करण्यात येत की, महाराष्ट्र सर्वजनिक विद्यापीठ अधिनियम २०१६ अंतर्गत  
विद्यापीठसत सर्वजनिक येणाऱ्या याही विद्याशाखेतील पविषेच्या क्रमात एकसुगत सध्दतीकरीता निर्देश क्रमांक  
१३/२०१७ निर्दिष्ट करण्यात आलेल्या आहे. सदर निर्देशान्वये मातृविज्ञान व आंतर विद्याशाखीय अभ्यास  
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ADMINISTRATION, BUDDHIST STUDIES, ANCIENT INDIAN HISTORY CULTURE & ARCHAEOLOGY,  
GANDHIAN THOUGHT, TRAVEL & TOURISM, RASHTRASANT TUKADOMI MAHARAJ THOUGHT,  
ENGLISH, MARATHI, HINDI, SANSKRIT, URDU, PARSIAN, PALI & PAKHIT, MUSIC, ARABIC, OTHER  
INDIAN LANGUAGES AND LINGUISTICS या परव्युत्तर अभ्यासक्रमातील निव्वड आधारित प्रयोग (CBCS)  
पध्दतीकरीता विद्यापत्रकाच्या आरूप निर्देश संपिनी दिनांक १४/११/२०१७ रोजी आरूप निर्देश तयार करून दिले  
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अभ्यास विद्याशाखा, विद्वत परिषद व व्यवस्थापन परिषदेच्या सतिने मान्यता प्रदान केलेली आहे.

उपरोक्त मान्यतेनुसार Master of Arts (MA.) पाण १ व २ (1 to 4 semester) या परव्युत्तर  
अभ्यासक्रमातील निव्वड आधारित प्रयोग (CBCS) पध्दतीकरीता निर्देश क्रमांक १४/२०१७ मध २०१७-२०१८  
पासून पुढे लागू करण्यात येत आहे. सदर निर्देशात मा. कुलपुत्र महोदयांनी सर्वजनिक करण्याकरीता महाराष्ट्र  
सर्वजनिक विद्यापीठ अधिनियम २०१६ च्या कलम १२(८) अंतर्गत दिनांक १६ नोव्हेंबर, २०१७ रोजी विद्वत परिषद  
व व्यवस्थापन परिषदेच्या सतिने मान्यता प्रदान केलेली आहे. अतः हा निर्देश निरनिवत करण्यात येत असून या  
प्रमाणे सर्वजनांनी कार्यवाही करावी ही विनंती.

टीप:- उपरोक्त निर्देश विद्यापीठच्या [www.nagpuruniversity.org](http://www.nagpuruniversity.org) या संकेत व्यक्तीवर उपलब्ध करण्यात आला आहे.)

मा. कुलपुत्र महोदयांनी  
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**L. A.D & Smt. R.P. College for Women, Nagpur**

**NAAC AQAR 2022 - 2023**

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**Criterion 1–Curricular Aspects**  
**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**7. M.Com CBCS Syllabus (No. 13)**

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**RASHTRASANT TUKDOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR**

**Direction No. 40 of 2016**

**DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF  
MASTER OF COMMERCE (CREDIT BASE SEMESTER PATTERN) FACULTY OF  
COMMERCE**

(Issued under section 14(8) of the Maharashtra University Act 1994)

WHEREAS, Maharashtra University act No. xxxv of 1994 has come into force with effect from 22<sup>nd</sup> July 1994 and has been amended from time to time,

AND

WHEREAS, the University Grants Commission, New Delhi vide letter no. D.O. No. F-2/2008/(XI Plan), Dated 31<sup>st</sup> January 2008 regarding new initiatives under the XI Plan-Academic reforms in the University has suggested for improving quality of higher education and to initiate the Academic reform at the earliest.

AND

WHEREAS, faculty of commerce act its meeting held on 14.2.2012 has decided to update the existing syllabus for award of the degree of Master of Commerce commensurate with the curricula existing in the various universities in India and with a view to include the latest trends in the commerce stream as well as to design it to suit to the needs of the industries and corporate houses,

AND

WHEREAS, University Grants Commission, New Delhi has prescribed the Model Curriculum for award of the Postgraduate degree in the Faculty of commerce and directed to implement the same from the academic session 2012-2013,

AND

WHEREAS, Chairman of all the Board of Studies in the Faculty of Commerce in their meeting held on 24.2.2016 prepared the Scheme of Credit Based Semester pattern for conduct of the M.Com. Examination,

AND

WHEREAS, Board of Studies viz. (1) Business Administration and Business Management, (2) Commerce, a. Accounts and Statistics, (4) Business Economics and (5) Ad-hoc Board in Computer Application in its meetings held on 24.2.2016 respectively updated the existing syllabi and recommended some modifications in the scheme of examination for post graduate

courses,

AND

WHEREAS, Dean of Commerce has consented to the changes in the syllabus and the scheme of examination for the award of M.Com Degree,

AND

WHEREAS the Vice-Chancellor, Nagpur University, Nagpur approved the recommendations so made by the Special Task Committee in the Faculty of Commerce duly concurred by the Coordinator, Faculty of Commerce as required under Section 38 (a) of the Act on

AND

WHEREAS As per the Advice of the Vice Chancellor, Coordinator, Faculty of Commerce & Coordinator, Special Task Committee in the meeting held on 4.1.2016 constituted sub-committee for syllabus restructuring of M.Com with CBCS pattern.

The Sub-committee submitted the Draft Syllabus of M.Com with CBCS pattern in meeting held on 24.02.2016.

AND

WHEREAS, ordinance making involve a time consuming process, Now, therefore, I, Dr. S. P. Kane, Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of the powers vested in me under Section 14(8) of the Maharashtra University Act of 1994 do hereby issue the following direction:

- This direction shall be called “DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF MASTER OF COMMERCE (CREDIT BASED CHOICE SYSTEM) FACULTY OF COMMERCE RASHTRASANT TUKDOJI MAHARAJ NAGPUR UNIVERSITY NAGPUR”.
- The Direction shall come in to force with effect from the date of its issuance by Honourable Vice-Chancellor.
- The duration of the course shall be of two academic years consisting of the four semesters with university examination at the end of each semester namely
  - M.ComSemesterI Examination
  - M.ComSemesterIIExamination
  - M.ComSemesterIIIExamination
  - M.ComSemesterIVExamination

The examination shall be held at such places and on such dates which are notified by the University.

### **i. ELIGIBILITY TO THE COURSE**

- The duration of M.Com. Course shall be of Two years consisting Semester-I & II in first year and Semester-III & IV in second year.
- Subject to compliance with the provisions of this direction and of other ordinances in force from time to time, an applicant for admission to this course shall have passed B.Com., B.Com.(Computer Application) or B.B.A .Degree examination of Rashtrasant Tukdoji Maharaj Nagpur University or equivalent of any other recognized University.
- The Examinations for Semesters I, II, III and IV shall be held twice a year at such places and on such dates as notified by the University.
- The fees for examination shall be as prescribed by the Rashtrasant Tukdoji Maharaj Nagpur University from time to time.
- Applicant for the examination pursuing a regular course of study leading to the Master Degree in Commerce shall not be permitted to join any other course in this University or any other University simultaneously.
- **ATKT Rules** for Admission for the M.Com Course – An unsuccessful examinee at the any semester examination shall be **ALLOWED TO KEEP TERM in accordance to**

**The following table:**

Admission to Semester	Candidate should have passed in all the subjects of the following examinations of R.T.M. Nagpur University	Candidate should have passed at least two third of the passing heads of following examinations
I Semester	As provided in Para 5 of the direction.	-----
II Semester	-----	-----
III Semester	-----	Semester I and II taken together i.e. 5 heads
IV Semester	-----	Semester I, II and III taken together i.e. 8 heads

**For providing teaching facility in the subjects of Foundation and Elective Groups minimum requirement of student is 5.**

### **ii. CREDIT SYSTEM OF EVALUATION**

- The M.COM. programme shall consist of **Fifteen** Papers or Subjects in old terminology and a project in any of are related to commerce as opted by the student.

With the issuance of this Direction, The Direction No 1 of 2014 (Credit based Semester Pattern) shall stand repealed.

Nagpur  
Date : 21.6.2016

Sd/-  
**Dr. S. P. Kane**  
Vice-Chancellor



**Subjects offered, contact hours, credits attached and allocation of marks shall be as follows:**

### **APPENDIX-I**

**Scheme of teaching and examination under credit based semester system for M.Com Course.**

#### **Semester-I**

CourseCode		Internal /University Exam.	Total Hours	Marks			Credits
				Semester End Exam.	InternalAssessment	Total	
C11	Advanced Financial Accounting	Uni.	60	80	20	100	4
C12	Indian Financial System	Uni.	60	80	20	100	4
C13	Managerial Economics	Uni.	60	80	20	100	4
C14	Marketing Management	Uni.	60	80	20	100	4
	<b>Total</b>		<b>240</b>	<b>320</b>	<b>80</b>	<b>400</b>	<b>16</b>

#### **Semester-II**

Course Code		Internal /University Exam.	Total Hours	Marks			Credits
				Semester End Exam.	Internal Assessment	Total	
C21	Research Methodology	Uni.	60	80	20	100	4
C22	Advanced Cost Accounting	Uni.	60	80	20	100	4
C23	Co-operation	Uni.	60	80	20	100	4
C24	Human Resource Management	Uni.	60	80	20	100	4
	<b>Total</b>		<b>240</b>	<b>320</b>	<b>80</b>	<b>400</b>	<b>16</b>

### **Semester-III**

Course Code		Internal /University Examination	Total Hours	Marks			Credits
				Semester End Exam.	Internal Assessment	Total	
C31	<b>Core Group</b>						
	1. Advanced Management Accounting	Uni.	60	80	20	100	4
C 32	2. Statistical Techniques	Uni.	60	80	20	100	4
F 33	<b>Foundation Group- I</b> Direct Taxes <b>OR</b> Computer Application in Business	Uni.	60	80	20	100	4
E34	<b>Elective Group-I</b> Entrepreneurship Development <b>OR</b> Service Sector Management	Uni.	60	80	20	100	4
	<b>Total</b>		<b>240</b>	<b>320</b>	<b>80</b>	<b>400</b>	<b>16</b>

**Semester-IV**

Course Code		Instruction Hours	Marks			Credits
			Semester EndExam	Internal Assessment	Total	
C41	<b>Core Group</b> International Business Environment	60	80	20	100	4
C42	Project	60	100	-	100	4
F43	<b>Foundation Group- II</b> Indirect Taxes <b>OR</b> Operations Research	60	80	20	100	4
E44	<b>Elective Group-II</b> E-Commerce <b>OR</b> Company Law	60	80	20	100	4
	<b>Total</b>	<b>240</b>	<b>340</b>	<b>60</b>	<b>400</b>	<b>16</b>

**Summary of the Total Marks and Credits**

<b><u>Sr. No.</u></b>		<b><u>Instruction Hours</u></b>	<b><u>Marks</u></b>			<b><u>Credits</u></b>
			<b>Semester End Exam.</b>	<b>Internal Assessment</b>	<b>Total</b>	
1	Semester-I	240	320	80	400	16
2	Semester-II	240	320	80	400	16
3	Semester-III	240	320	80	400	16
4	Semester-IV	240	340	60	400	16
<b>Total</b>		<b>960</b>	<b>1300</b>	<b>300</b>	<b>1600</b>	<b>64</b>

- The Semester End written examination of all subjects shall be conducted by the University.
- The performance of the learners will be evaluated in two components ,One component will be the continuous assessment by the College/Department (**Internal assessment**) carrying 20% marks and the second component will be the **Semester wise end Examination** carrying 80% marks. The allocation of marks for the Internal Assessment and Semester end Examination for all subjects except Project will be as shown below:

1a	Two periodical class tests	08 marks
1b	An assignment/ Viva/ Group Discussion /Seminar based on curriculum to be assessed by the teacher concerned	08 marks
1c	Over all conduct as a responsible learner	04 marks
<b>1</b>	<b>Internal assessment Total marks</b>	<b>20</b>
<b>2</b>	<b>Semester wise End Examination marks</b>	<b>80</b>
<b>Total marks per subject</b>		<b>100</b>

**M.COM. Examination Semester–I**

Subject	Paper	Maximum Marks	Minimum Passing Marks
<b>1. Advanced Financial Accounting</b>	University Paper	80	
	Internal Assessment	20	
	Total	100	40
<b>2. Indian Financial System</b>	University Paper	80	
	Internal Assessment	20	
	Total	100	40
<b>3. Managerial Economics</b>	University Paper	80	
	Internal Assessment	20	
	Total	100	40
<b>4. Marketing Management</b>	University Paper	80	
	Internal Assessment	20	
	Total	100	40

**M.COM. Examination Semester–II**

Subject	Paper	Maximum Marks	Minimum Passing Marks
<b>1. Research Methodology</b>	University Paper	80	
	Internal Assessment	20	
	Total	100	40
<b>2. Advanced Cost Accounting</b>	University Paper	80	
	Internal Assessment	20	
	Total	100	40
<b>3.Co-operation</b>	University Paper	80	
	Internal Assessment	20	
	Total	100	40
<b>4. Human Resource Management</b>	University Paper	80	
	Internal Assessment	20	
	Total	100	40

**M.COM. Examination Semester–III**

Subject	Paper	Maximum Marks	Minimum Passing Marks
<b>Core Group</b>  <b>1. Advanced Management Accounting</b>	University Paper	80	
	Internal Assessment	20	
	Total	100	40
<b>2 Statistical Techniques</b>	University Paper	80	
	Internal Assessment	20	
	Total	100	40
<b>Foundation Group</b>  <b>3. Direct Taxes OR Computer Application in Commerce</b>	University Paper	80	
	Internal Assessment	20	
	Total	100	40
<b>4. Entrepreneurship Development OR Service Sector Management</b>	University Paper	80	
	Internal Assessment	20	
	Total	100	40

**M.COM. Examination Semester–IV**

Subject	Paper	Maximum Marks	Minimum Passing Marks
<b>1. International Business Environment</b>	University Paper	80	40
	Internal Assessment	20	
	Total	100	
<b>2. Project</b>	Project work (Evaluation by External Examiner)	50	20
	Project work (Evaluation by Internal Examiner)	50	20
<b>3. Indirect Taxes OR Operations Research</b>	University Paper	80	40
	Internal Assessment	20	
	Total	100	
<b>3. Entrepreneurship Development OR Company Law</b>	University Paper	80	40
	Internal Assessment	20	
	Total	100	

- Marks of internal assessment awarded on the basis of tests, assignment etc as determined by the teacher in the respective subject and moderated by the Head of the University Department/Principal and shall be communicated to the University before the commencement of the Semester End examinations.
- Project Work will be compulsory for each student appearing at the semester-IV(M.Com.) Examination.



Project shall carry 100 marks as follows:

	Marks
Project work	50
Viva-voce	50
<b>TOTAL</b>	<b>100</b>

- For Project work a batch of **TWENTY** students per guide /supervisor has to be allotted by the respective College/ University Department.
- A copy of Project work (Printed) shall be submitted to College/ University Department. Fifteen Days prior to the date of commencement of Semester-IV Examination, which will be retained by the college/Department for internal evaluation purpose.
- A Candidate shall submit with his/her project work, a certificate from the Guide to the effect that the candidate has satisfactorily completed the Project work and that the Project work is the result of the candidate's own work.
- Candidate shall submit his declaration that the Project is the result of his own research work and the same has not been previously submitted to any examination of this University or any other University. The Project shall be liable to be rejected and /or cancelled if found otherwise.
- The Project work shall be evaluated through seminar and Viva-voce at the College/ Department by one internal examiner appointed by the Principal/Head of the Department and one external examiner appointed by University.

<b>Project shall carry 100 marks</b>	<b>Marks</b>	
	<b>Maximum</b>	<b>Minimum Passing Marks</b>
Project work (Evaluation by External Examiner)	50	20
Project work (Evaluation by Internal Examiner)	50	20
<b>Total</b>	<b>100</b>	<b>40</b>

## APPENDIX-II

### I. GENERAL RULES AND REGULATIONS

The scope of the subject, percentage of passing in theory and project will be governed as per following rules:

- In order to pass at the Semester I, II, III & IV examinations an examinee shall obtain not less than 40% marks in each paper. This is to say that out of total 100 marks student should score 40 marks jointly in university examination (80 Marks) and internal examination (20 marks) except in project of IV Semester. The examinee shall have to obtain minimum 40 marks out of 100 in evaluation of project and 50% (200 out of 400 Marks) aggregate in each Semester wise End Examination.
- The results of successful candidates at the end of semester-IV shall be classified on the basis of aggregate marks obtained in all the four semesters.
- The candidates who pass all the semester examinations in the first attempt are eligible for ranks.
- The results of the candidates who have passed the Semester-IV examination but not passed the lower semester examinations shall be declared as NCL (not completed lower semester examinations). Such candidates shall be eligible for the Degree only after successful completion of all the lower semester examinations.
- Percentage of marks for declaring class:  
Distinction- 75% ( and above.  
First Class- 60% and above but less than 75%.Second  
Class- 50% and above but less than 60%.
- An unsuccessful examinee at the any semester wise end examination shall be eligible for re-examination on payment of a fresh Examination fee prescribed by the University.

### II.TEACHING NORMS FOR THEORY PAPERS AND PROJECT:

- .For all Theory Papers there shall be **FOUR Periods Per week per Subject of One Hour duration** each. Each Theory Paper must cover minimum 60 Clock Hours of Teaching and 240 Clock Hours per Semester for all the 4 Papers. One Credit subject of Theory will be of 1 Clock Hour per week of 25 marks running for 15 weeks and 4 Credit Course of Theory will be of 4 Clock Hours per week of 100 Marks running for 15 weeks.
- For Project work/Research work a batch of Maximum 20 students per guide /supervisor has to be allotted by the College/ University Department. FOUR periods per week of one hour duration shall be the work load allotted for project guidance for 20 students.
- The Project guide /supervisor must possess M.Phil. or Ph.D. degree of Faculty of Commerce or should be a Full time approved Teacher
- No person shall be admitted to this Programme, if he has already passed the same Programme or an Programme of any other statutory University (which has been recognized as equivalent to this programme.)
- A candidate who fails in any of the semester examinations may be permitted to take the examinations again at a subsequent appearance as per the syllabus and scheme of examination in vogue at the time the candidate took the examination for the first time. This facility shall be limited to the following two years.
- Examinee successful at the Semester I, II, III and IV examinations shall, on payment of the prescribed fee, receive a Degree in the prescribed form signed by the Vice-Chancellor.
- Qualification of Teacher shall be as per U.G.C. and State Government norms.

### APPENDIX- III

## Rashtrasant Tukdoji Maharaj Nagpur University

### I. SYLLABUS FORM.COM.EXAMINATION

#### Semester-I

Advanced Financial Accounting
Indian Financial System
Managerial Economics
Marketing Management

#### Semester-II

Research Methodology
Advanced Cost Accounting
Co-operation
Human Resource Management

#### Semester-III

<b>Core Group</b>	1. Advanced Management Accounting
	2. Statistical Techniques
<b>Foundation Group I</b>	3. Direct Taxes <b>OR</b> Computer Application in Commerce
<b>Elective Group</b>	4. Entrepreneurship Development <b>OR</b> Service Sector Management

#### Semester-IV

<b>Core Group</b>	1. International Business Environment
	2. Project
<b>Foundation Group II</b>	3. Indirect Taxes <b>OR</b> Operations Research
<b>Elective Group</b>	4. E - Commerce <b>OR</b> Company Law

## II. CONVERSION OF MARKS TO GRADES AND CALCULATIONS OF GPA (GRADE POINT AVERAGE) AND CGPA (CUMULATIVE GRADE POINT AVERAGE) :

In the Credit and Grade Point System, the assessment of individual Subjects in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grades by some mechanism wherein the overall performance of the Learners can be reflected after considering the Credit Points for any given course. However, the overall evaluation shall be designated in terms of Grade. There are some abbreviations used here that need understanding of each and every parameter involved in grade computation and the evaluation mechanism. The abbreviations and formulae used are as follows:-

### Abbreviations and Formulae Used

G : Grade

GP : Grade Points

C : Credits

CP : Credit Points

CG : Credits X Grades (Product of credits & Grades)

SGPA =  $\Sigma CG$ : Sum of Product of Credits & Grades points /  $\Sigma C$ : Sum of Credits points

SGPA : Semester Grade Point Average shall be calculated for individual semesters. (It is also designated as GPA)

CGPA : Cumulative Grade Point Average shall be calculated for the entire Programme by considering all the semesters taken together.

While calculating the CG the value of Grade Point 1 shall be consider Zero (0) in case of learners who failed in the concerned course/s i.e. obtained the marks below 40. After calculating the SGPA for an individual semester and the CGPA for entire programme, the value can be matched with the grade in the Grade Point table as per the Five (05) Points Grading System and expressed as a single designated GRADE such as O,A,B,C,, F.(Fail).

Marks	Grade	Grade Points
75& above	O (Outstanding)	10
65-74	A (Very Good)	09
55-64	B (Good)	08
50-54	C (Average)	07
49 & Below	F (Fail)	0Failed

**Note: -**

- Consider Grade Points equal to Zero for (C x G) calculations of failed Learner/s in the concerned course/s.
- If the learner fails to score 200 out of 400 marks in aggregate then the subjects in which he/she has scored 50 or more marks shall be exempted. He/she shall have to appear for all subjects in which he/she has failed to score 50 or more marks. In such case his/her internal evaluation marks out of 20 shall be retained and he/she shall have to appear for Semester End examination of 80 marks and shall have to score-
  - More than 40% marks including internal marks scored in each of the subject in which he/she has failed to score 50 or more marks.

AND

- He /she shall have to score a total of 200 marks out of 400 in aggregate after adding up of the marks scored in exempted subject/subjects.
- Total marks (Internal + Semester End Examination) obtained by the student shall be converted into Grades and Five Point Grade points as above.

**The illustration for the conversion of marks into grades in a course and semester**  
**Illustrations of Calculation:- Pass**

Subjects	Max.MarksSemester EndExam	Max.MarksInternal	TotalMaximumMarks	Total Minimum Marks	Marks Obtained Internal	TotalMarks Obtained	Grade(G)	Gradepoints(GP)	Credit oftheCourse(C)	(Credit) X (Grade points)( CX GP)	SGPA= $\Sigma CG/\Sigma C$
C-11	80	20	100	40	20	60	B	8	4	32	<b>SGPA</b> =136/16 =8.5 <b>GradeA</b> <b>RESULT</b> =PASS
C-12	80	20	100	40	17	50	C	7	4	28	
C-13	80	20	100	40	15	75	O	10	4	40	
C-14	80	20	100	40	18	70	A	9	4	36	
<b>Total</b>	<b>320</b>	<b>80</b>	<b>400</b>	<b>160</b>	<b>70</b>	<b>255</b>	<b>--</b>	<b>34</b>	<b>16</b>	<b>136</b>	

**Illustrations of Calculation:- Fail**

Subjects	Max.MarksSemester EndExam	Max.MarksInternal	TotalMaximumMarks	Marks ObtainedSemesterE	MarksObtained Internal	TotalMarks Obtained	Grade(G)	Gradepoints(GP)	Credit oftheCourse(C)	(Credit) X (Grade points)( CX GP)	SGPA= $\Sigma CG/\Sigma C$
C-31	80	20	100	28	12	40	F	0	4	00	<b>SGPA</b> =72/16 =4.5 <b>GradeF</b> <b>RESULT</b> =FAIL
C-32	80	20	100	31	10	41	F	0	4	00	
C-33	80	20	100	40	20	60	B	8	4	32	
C-34	80	20	100	60	15	75	O	10	4	40	
<b>Total</b>	<b>320</b>	<b>80</b>	<b>400</b>	<b>159</b>	<b>57</b>	<b>216</b>	<b>--</b>	<b>18</b>	<b>16</b>	<b>72</b>	

### Illustration for calculating CGPA

		Maximum Semester End Exam.	Obtained at Semester End Exam.	Maximum Internal/ Assessment	Obtained at Internal Assessment	Total	Obtained Total	SGPA	Total Credit Points	SGPA X Total Credit Points	CGPA
1	Semester-I	320	185	80	70	400	255	9.12	16	146	<b>CGPA=596/64=9.3125</b> <b>GRADE=O</b>
2	Semester-II	320	233	80	60	400	293	9.5	16	152	
3	Semester-III	320	185	80	70	400	255	9.12	16	146	
4	Semester-IV	320	233	80	60	400	293	9.5	16	152	
<b>Total</b>		1280	836	320	260	1600	1096	--	64	596	

#### Note:

According to traditional method the percentage would be =  $(1096/1600) \times 100 = 68.5$ , and according to CGPA calculation Grade is O which is equivalent to 75-100 percent.

Provision of Direction No.44 of 2001 governing the award of grace marks for passing an examination, securing higher Grades shall apply to the examination

### III. REJECTION OF RESULT:

- The candidate shall have an option of being NOT DECLARED SUCCESSFUL in either of the semester end examination if he/she fails to secure minimum 55% aggregate marks in that semester. This option can be opted only through prescribed format forming a part of Examination application form for semester end examination. It shall be applicable only to 80 marks Semester end examination and the internal evaluation marks out of 20 shall not be changed/ altered in any case. If the candidate opts for this option then it shall be irrevocable.
- The candidate who fails in one or more subjects of a semester may be permitted to reject the result of the whole examination of that semester. Rejection of result subject-wise shall not be permitted. A candidate who rejects the results shall appear in the examination of that semester in the subsequent examination.
- Rejection shall be exercised only once in each semester and the rejection once exercised cannot be revoked.
- Application for rejection along with payment of the prescribed fee shall be submitted to the University through the college along with the original statement of marks within 30 days from the date of publication of the result.
- The candidate who rejects the result is eligible for only class and not for ranking.

#### **IV. IMPROVEMENT OF RESULT::**

- The candidate who has passed in all the papers of a semester may be permitted to improve the result by reappearing for the whole examination of that semester.
- The reappearance shall be permitted only once in each semester.
- The reappearance for the examination of any semester is permitted during the subsequent examination of that semester.
- Application for reappearance along with payment of prescribed fee shall be submitted to the University through the college along with the original statement of marks within 30 days from the date of publication of the result.
- The candidate passes in all the subjects in the reappearance, higher of the two aggregate marks secured by the candidate shall be awarded to the candidate for that semester. In case the candidate fails in the reappearance, candidate shall retain the first appearance result.
- A candidate who has appeared for improvement is eligible for class only and not for ranking.
- Internal assessment marks shall be shown separately in the marks card. A candidate who has rejected the result or who, having failed, takes the examination again or who has appeared for improvement shall retain the internal assessment marks already obtained.

#### **V. GUIDELINES FOR SETTING QUESTION PAPERS:**

- .The question paper should be set in such a manner so as to cover the complete syllabus as prescribed by the University.
- .The numerical questions in any of the subjects shall be set in ENGLISH only and the candidate shall have to answer such questions in ENGLISH only. The candidate may answer non-numerical questions in ENGLISH, MARATHI or HINDI.
- The duration of the Semester wise End Examination shall be 3.00 Hours per course.
- The Question paper for all subjects of all semesters except Project of semester IV shall comprise of 5 Questions of 16 marks each.
- The internal evaluation of all subjects shall be done at College/ Department by the respective subject teacher.



## APPENDIX IV

### I. SUBJECTS FOR M.Com. EXAMINATION

#### Semester –I

Advanced Financial Accounting
Indian Financial System
Managerial Economics
Marketing Management

#### Semester –II

Research Methodology
Advanced Cost Accounting
Co-operation
Human Resource Management

#### Semester–III

<b>Core Group</b>	1. Advanced Management Accounting
	2. Statistical Techniques
<b>Foundation Group</b>	3. Direct Taxes <b>OR</b> Computer Application in Commerce
<b>Elective Group</b>	4. Entrepreneurship Development <b>OR</b> Service Sector Management

#### Semester–IV

<b>Core Group</b>	1. International Business Environment
	2. Project
<b>Foundation Group</b>	3. Indirect Taxes <b>OR</b> Operations Research
<b>Elective Group</b>	4.E - Commerce <b>OR</b> Company Law

## II.ABSORPTION SCHEME

<b><u>Sr. No.</u></b>	<b><u>SUBJECT OF OLD COURSE BEFORE 2012-13</u></b>	<b><u>ALTERNATIVE SUBJECT OF NEW COURSE 2012-13</u></b>
1.	Management Concepts and Organizational Behavior	Human Resource Management
2	Advanced Financial Accounting	Advanced Financial Accounting
3.	Managerial Economics	Managerial Economics
4.	Business Tax And Tax Planning	Tax Procedure And Practice
5.	E-Commerce	Computer Application In Commerce
6.	Marketing Management	Marketing Management
7.	Industrial Economics	Managerial Economics
8.	Agriculture Economics And Co-Operation	Co-Operation And Rural Development
9.	Public Finance	Managerial Economics
10.	Advanced Cost Accounting	Advanced Cost Accounting
11.	Financial Institutions and Markets	Indian Financial System
12	Securities Analysis And Portfolio Management	Indian Financial System
13.	Advertising And Sales Management	Marketing Management and
14.	International Marketing	International Business Environment
15.	International Business Environment And Marketing	International Business Environment
16.	Foreign Trade Policy, Procedure	International Business Environment And Documentation
17.	Business Environment Domestic And International	International Business Environment
18.	Banking And Insurance Law And Practice	Service Sector Management
19.	Advanced Management Accounting	Advanced Management Accounting
20.	Computer Application In Business	Computer Application In Commerce
21.	Financial Management	Advanced Management Accounting
22.	Statistical Analysis	Statistical Techniques
23.	Applied Operations Research	Statistical Techniques
24.	Dissertation	Project
25.	Economics of Labor	Managerial Economics
26.	Advanced Banking	Service Sector Management

The students of old course shall be given 05 attempts to pass their examination with old course starting from implementation of New Course.

#### **I. ABSORPTION SCHEME FOR COURSE AFTER 2012-13**

<b><u>Sr. No.</u></b>	<b><u>SUBJECT OF OLD COURSE AFTER 2012-13</u></b>	<b><u>ALTERNATIVE SUBJECT OF NEW COURSE OF 2016-17</u></b>
1.	Advanced Financial Accounting	Advanced Financial Accounting
2.	Indian Financial System	Indian Financial System
3.	Managerial Economics	Managerial Economics
4.	Marketing Management	Marketing Management
5.	Research Methodology	Research Methodology
6.	Advanced Cost Accounting	Advanced Cost Accounting
7.	Co-operation and Rural Development	Co-operation
8.	Human Resource Management	Human Resource Management
9.	Advanced Management Accounting	Advanced Management Accounting
10.	Tax Procedures & Practice	Direct Taxes
11.	Computer Application in Commerce	Computer Application in Commerce
12.	Service Sector Management	Service Sector Management
13.	Statistical Techniques	Statistical Techniques
14.	International Business Environment	International Business Environment
15.	Entrepreneurship Development	Entrepreneurship Development
16.	Project	Project

The students of old course shall be given 05 attempts to pass their examination with old course starting from implementation of New Course.



**Criterion 1–Curricular Aspects**  
**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**8. M.Sc. Biotech Direction forCBCS (No.14)**

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**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY,  
NAGPUR**

**NOTIFICATION**

No. Acad/215,

Date: 15th June, 2015

To,

The Principal  
of all the affiliated Science Colleges  
of Rashtrasant Tukadoji Maharaj  
Nagpur University, Nagpur

Sir/Madam,

Subject:- Direction No. 10 of 2015.

I am forwarding herewith a copy of the Direction No. 10 of 2015 issued by the Hon'ble Vice-Chancellor under Section 14(8) of Maharashtra Universities Act, 1994 "DIRECTION RELATING TO THE EXAMINATION LEADING TO THE DEGREE OF MASTER OF SCIENCE, SEMESTER PATTERN (CHOICE BASED CREDIT SYSTEM) AND DEGREE OF MASTER OF SCIENCE AND TECHNOLOGY (APPLIED GEOLOGY). SEMESTER PATTERN, (CHOICE BASED CREDIT SYSTEM) "along with the examination scheme and Syllabi to be implemented from Academic Session 2015-2016.

You are requested to kindly bring it to the notice of all teachers and students of your college.

Thanking you,

Direction and Syllabi available on the Rashtrasant Tukadoji Maharaj Nagpur University.

( [www.nagpuruniversity.org](http://www.nagpuruniversity.org) )

Yours faithfully,

Sd/-  
(Puran Meshram)

Registrar,  
Rashtrasant Tukadoji Maharaj  
Nagpur University, Nagpur.

Encl: As above.

No. Acad:-

Nagpur dated the 15th June, 2015

Copy for information and necessary action along with the Direction, Examination Scheme and Syllabi as mentioned above to :-

- 1) The Dean Faculty of Science, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
- 2) The Controller of Examinations, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
- 3) The Director, B.C.U.D., Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
- 4) The Deputy Registrar (Examinations) Rashtrasant Tukadoji Maharaj Nagpur University,
- 5) The Deputy Registrar (Col. Sec.) Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
- 6) The Asstt. Registrar (Prof. Exam.), Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
- 7) The Asstt. Registrar (Conf.), Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

- 8) The Asstt. Registrar (Exams & Enquiry), Rashtrasant Tukadoji Maharaj Nagpur University.
- 9) The Officer-in-Charge, Publication Section, R.T.M. Nagpur University, Nagpur.
- 10) The Asstt. Registrar, Ordinance Section, R.T.M. Nagpur University, Nagpur.
- 11) The P. A. to the Hon'ble Vice-Chancellor, R.T.M. Nagpur University, Nagpur.
- 12) The P. A. to the Hon'ble Pro-Vice-Chancellor, R.T.M. Nagpur University, Nagpur.
- 13) The P. A. to the Registrar, R.T.M. Nagpur University, Nagpur.
- 14) Mrs. Veena Prakash, Information Scientist, R.T.M. Nagpur University, Nagpur.

Sd/-  
 (Manish Zolpey)  
 Deputy Registrar(Acad.  
 Rashtrasant Tukadoji Maharaj  
 Nagpur University, Nagpur.



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR**  
**FACULTY OF SCIENCE**  
**DIRECTION NO. 10 OF 2015**

**DIRECTION RELATING TO THE EXAMINATION LEADING TO THE DEGREE OF  
 MASTER OF SCIENCE, SEMESTER PATTERN (CHOICE BASED CREDIT SYSTEM)  
 AND DEGREE OF MASTER OF SCIENCE AND TECHNOLOGY (APPLIED  
 GEOLOGY), SEMESTER PATTERN, (CHOICE BASED CREDIT SYSTEM)  
 (FACULTY OF SCIENCE)**

**(Issued under Section 14(8) of the Maharashtra Universities Act, 1994)**

**Whereas**, Maharashtra Universities Act, 1994 (hereinafter referred to as Act) has come into force from 22<sup>nd</sup> July, 1994 and was amended from time to time,

**AND**

**Whereas**, the University Grants Commission, New Delhi vide letter No.D.O.No.F-1-1/2015 (CM) dated 8<sup>th</sup> January 2015 regarding reforms pertaining to the introduction of Choice Based Credit System at the earliest from the academic session 2015-16 to provide option to students and also seamless mobility across the institutions.

**AND**

**Whereas**, the Board of Studies in all the Science subjects in their meeting held during 24.4.2015 prepared the syllabi and scheme of examination for the M. Sc. and M. Sc. (Tech) Applied Geology course and recommended for starting of the Choice Based Credit System in Faculty of Science from the academic session 2015-16,

**AND**

**Whereas**, the faculty of Science in its meeting held on 20.5.2015 vide item No. 16, has considered, accepted and recommended to Academic Council, the policy decision regarding introduction of Choice Based Credit System and the draft syllabi of M. Sc. Semester-I to IV (Semester I to VI for M. Sc. (Tech) Applied Geology) with draft direction and other details,

**AND**

**Whereas**, the Academic Council in its meeting held on \_\_\_\_\_ vide item No. \_\_\_\_\_ has considered, accepted and recommended to Management Council, for M.Sc. along with draft direction and other details.

**AND**

**Whereas**, the Management Council in its meeting held on \_\_\_\_\_ vide item No. \_\_\_\_\_ has considered, accepted the draft direction and other details,

**AND**

**Whereas**, the new draft direction and scheme of examination as per semester pattern is to be implemented from the Academic Session 2015-16 for M.Sc. semester I and onwards which is to be regulated by this direction and as such there is no existence and framing of an Ordinance for the above examination is a time consuming process.

**AND**

**Whereas**, the admission of students in the Choice Based Credit System at M.Sc. Semester I and onwards are to be made in the Academic Session 2015-16.

**AND**

**Whereas**, ordinance making is a time consuming process, therefore, I, Dr. S. P. Kano, Vice Chancellor Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers vested under Section 14(8) of the Act do hereby issue the following Direction.

1. This Direction may be called "Direction relating to examinations leading to the Degree of Master of Science, Semester Pattern (Choice Based Credit System) and Degree of Master of Science and Technology (Applied Geology), Semester Pattern, (Choice Based Credit System)
2. The direction shall come into force from the date of its issue by Hon'ble Vice Chancellor and shall remain in force till the relevant ordinance comes into being in accordance with the provisions of the Act.
3. The duration of the M. Sc. course shall be of two academic years consisting of four semesters with the University examinations at the end of each semester namely.



- a) M. Sc. Semester I Exam
  - b) M. Sc. Semester II Exam
  - c) M. Sc. Semester III Exam
  - d) M. Sc. Semester IV Exam
4. The duration of the M. Sc. (Tech) Applied Geology course shall be of three academic years consisting of six semesters with the University examinations at the end of each semester namely:
- a) M. Sc. Semester I Exam
  - b) M. Sc. Semester II Exam
  - c) M. Sc. Semester III Exam
  - d) M. Sc. Semester IV Exam
  - e) M. Sc. Semester V Exam
  - f) M. Sc. Semester VI Exam
5. The theory examination of Semester-I, II, III, IV, V and VI shall be conducted by the University and shall be held separately at the end of each semester at such places and dates as may be decided and notified by the University and shall be held as per the schedule given in Table below.

Sr. No.	Name of the examination	Main Examination	Supplementary Examination
1	Semester I, III & V	Winter	Summer
2	Semester II, IV & VI	Summer	Winter

#### ELIGIBILITY TO THE COURSE:

6. Subject to their compliance with the provisions of this direction and of other ordinances in force from time to time, the following applicant candidates shall be eligible for the admission to Master of Science and examinations thereof

A	For M. Sc. (Physics) Semester-I	For admission to the M. Sc. Semester I in Physics, a candidate shall have offered Physics as one of the subjects at the qualifying B.Sc. Examination.
B	For M. Sc. (Chemistry) Semester-I	For admission to the M. Sc. Semester I in Chemistry, a candidate shall have offered Chemistry / Industrial Chemistry as one of the subjects at the qualifying B.Sc. Examination.
C	For M. Sc. (Mathematics) Semester-I	For admission to the M. Sc. Semester I in Mathematics, a candidate shall have offered Mathematics as one of the subjects at the qualifying B.Sc. Examination.
D	For M. Sc. (Statistics) Semester-I	For admission to the M. Sc./M.A. Semester I in Statistics, a candidate shall have offered Statistics/Maths as one of the subjects at the qualifying B.Sc./B.A. Examination.
E	For M. Sc. (Computer Science) Semester-I	For admission to the M. Sc. Semester I in Computer Science, a candidate shall have offered Computer Science as one of the optional subjects of study and examination at B.Sc. degree or B.Sc./ B.E. examination with Post B.Sc. diploma course in Computer Science of RTM Nagpur University or any other statutory university and Application or B.Sc. with optional subjects Computer Maintenance / B.Sc. (Information Technology) / B.C.A.
F	For M. Sc. (Information Technology) Semester-I	For admission to the M. Sc. Semester I in Information Technology, a candidate must have Mathematics at 10+2 level and shall have passed B.Sc. (Computer Science) / B.Sc. (Information Technology) / B.Sc. (with Information Technology as the optional subject) / Bachelor of Computer Application (BCA) / B.Sc. with optional subjects Mathematics, Computer Maintenance, Computer Science / B.Sc. with Electronics / Computer Maintenance as one of the subject.
G	For M. Sc. (Electronics) Semester-I	For admission to the M. Sc. Semester I in Electronics, a candidate shall have offered Electronics / Computer Maintenance as one of the subjects at the qualifying B.Sc. Examination.



H	For M. Sc. (Botany) Semester-I	For admission to the M. Sc. Semester I in Botany, a candidate shall have offered Botany as one of the subjects at the qualifying B.Sc. Examination / B.Sc. (Agriculture) with Botany as one of the subject.
I	For M. Sc. (Zoology) Semester-I	For admission to the M. Sc. Semester I in Zoology, a candidate shall have offered Zoology as one of the subjects at the qualifying B.Sc. Examination.
J	For M. Sc. (Microbiology) Semester-I	For admission to the M. Sc. Semester I in Microbiology, a candidate shall have offered Microbiology / Biotechnology as a subject of study and examination at B.Sc. degree.
K	For M. Sc. (Biochemistry) Semester-I	For admission to the M. Sc. Semester I in Biochemistry, a candidate shall have offered Chemistry and Biochemistry as subjects of study and examination at B.Sc. degree.
L	For M. Sc. (Biotechnology) Semester-I	For admission to the M. Sc. Semester I in Biotechnology, a candidate shall be all Life Science graduates / Veterinary / Fishery Sciences / Pharmacy / Engineering Technology / Medicine (MBBS) / B.D.S. graduates / B.Sc. Agriculture.
M	For M. Sc. (Environmental Science) Semester-I	For admission to the M. Sc. Semester I in Environmental Science, a candidate shall have offered Environmental Science as one of the subjects at the qualifying B.Sc. Examination; and B.Sc. Agriculture Science but having Environmental Science as one of the subject.
N	For M. Sc. (Molecular Biology and Genetic Engineering)	For admission to the M. Sc. Semester I in Molecular Biology and Genetic Engineering, the candidates who have passed the B.Sc. Examination in at least second division with any one or more subjects of life sciences / biological sciences / candidates who have passed B.Sc. with Biotechnology as one of the subjects in second division / candidates who have passed the B. Pharm. Examination in at least second division / candidates who have passed the graduation degree in agriculture / fisheries / veterinary sciences Examination in at least second division.
O	For M. Sc. (Geology) Semester-I	For admission to the M. Sc. Semester I in Geology, a candidate shall have offered Geology as one of the subjects at the qualifying B.Sc. Examination.
P	For M. Sc. (Tech) Applied Geology Semester-I	For admission to the M. Sc. (Tech) Semester I in Applied Geology, a candidate shall have offered Geology as one of the subjects at the qualifying B.Sc. Examination.
Q	For M. Sc. (Sericulture) Semester-I	For admission to the M. Sc. Semester I in Sericulture, a candidate shall have offered Sericulture / Zoology / Botany / Microbiology / Biochemistry as one of the subjects at the qualifying B.Sc. Examination / B.Sc. (Agriculture Science).

Candidates shall have passed any one of the above examinations from Rashtrasant Tukadoji Maharaj Nagpur University or any other statutory University of India or abroad, recognized by the UGC or any other concerned apex regulatory authority / body of India.

#### 7) Semester Examinations

A	M. Sc. Semester I Examination	Students who have fulfilled the eligibility criteria as mentioned in Section 6 and have been admitted to this course in Semester I.
B	M. Sc. Semester II Examination	Students who have been admitted to this course in semester II.
C	M. Sc. Semester III Examination	Students who have been admitted to this course in semester III.
D	M. Sc. Semester IV Examination	<ol style="list-style-type: none"> <li>Students who have been admitted to this course in semester IV.</li> <li>Every student shall submit two copies of the project report (typed and properly bound) for the Fourth Semester to the Concerned Department at least one month prior to the commencement of the final practical examination through the Head of the Department / Centre / the Principal of the college concerned along.</li> </ol>

		with the certificate signed by the supervisor and declaration by the candidate towards original work which is not submitted to any university or organization for award of the degree. The scheme/guidelines for the students and supervisors regarding Project Work Report are given in Appendix 04
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(Note: Subject to the Rules of ATKT as mentioned in para 9 of this direction)

8) [M. Sc. (Tech) Applied Geology]

A	M. Sc. (Tech) Applied Geology] Semester I Examination	Students who have fulfilled the eligibility criteria as mentioned in Section 6 and have been admitted to this course in Semester I.
B	M. Sc. (Tech) Applied Geology] Semester II Examination	Students who have been admitted to this course in semester II.
C	M. Sc. (Tech) Applied Geology] Semester III Examination	Students who have been admitted to this course in semester III.
D	M. Sc. (Tech) Applied Geology] Semester IV Examination	Students who have been admitted to this course in semester IV.
E	M. Sc. (Tech) Applied Geology] Semester V Examination	Students who have been admitted to this course in semester V.
F	M. Sc. (Tech) Applied Geology] Semester VI Examination	Students who have been admitted to this course in semester VI.

(Note: Subject to the Rules of ATKT as mentioned in para 9 of this direction)

- 9) A) The ATKT rules for admission for the M. Sc. Course (Theory, Practical and Seminar as separate passing head and on calculation fraction, if any, shall be ignored) shall be as given in the following table

Admission to Semester	Candidate should have passed in all the subjects of the following examination of R.T.M. Nagpur University	Candidate should have passed at least two third of the passing heads of the following examinations
Semester I	As provided in the para 6 of the direction	-----
Semester II	-----	-----
Semester III	-----	-----
Semester IV	-----	Semester I and II taken together

- B) The ATKT rules for admission for the M. Sc. (Tech) Applied Geology Course (Theory, Practical and Seminar as separate passing head and on calculation fraction, if any, shall be ignored) shall be as given in the following table.

Admission Semester	Candidate should have passed in all the subjects of the following examination of R.T.M. Nagpur University	Candidate should have passed at least two third of the passing heads of the following examinations
Semester I	As provided in the para 6 of the direction	-----
Semester II	-----	-----
Semester III	-----	-----
Semester IV	-----	Semester I and II taken together
Semester V	Semester I and II	a) Passed Semester I and II examination And b) Two third of the passing heads of Semester III and IV taken together
Semester VI	-----	-----

- 10) Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5, 8, 9, 10, 26, 31 and 32 of the said ordinance shall apply to every student admitted to this course.
- 11) The fees for the tuition, examination, laboratory and other fees shall be as prescribed by the university from time to time.
- 12) (a) The scope of the subjects shall be as prescribed in the syllabus.  
(b) The medium of instruction and examination shall be English.
- 13) The number of papers and maximum marks assigned to each paper and minimum marks / grade, an examinee must obtain in order to pass the examination shall be as prescribed in appendices appended with this direction.
- 14) The examinee at each of the examination shall have option of not being declared successful at the examination in case he / she does not secure a minimum of grade equivalent to 55% marks at the examination. This option will have to be exercised every time the application is submitted to any of the examinations. Once this option is exercised, the option shall be binding on the examinee and it shall not be evoked in under any circumstances.
- 15) The classification of the examinee successful at the semester and examinations and at the end of final semester examination shall be as per the rules and regulations of Choice Based Credit System as prescribed in appendices, appended with this direction.
- 16) The provisions of direction no. 3 of 2007 for the award of grace marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this direction.
- 17) The names of the successful examinee passing the examination as a whole in the minimum prescribed period and securing the grades equivalent to first and second division shall be arranged in order of merit as provided in ordinance 6 relating to examination in general.
- 18) Successful examinees at the end of M. Sc. Sem-IV Examination (Sem VI for M. Sc. (Tech) Applied Geology) who obtained CGPA above 7.51 shall be placed in First Division with distinction, those obtaining CGPA from 6.00 to 7.50 shall be placed in First Division, those obtaining CGPA from 4.50 to 5.99 shall be placed in Second Division and those obtaining CGPA from 4.00 to 4.49 shall be placed in Third Division.
- 19) No candidate shall be admitted to an examination under this direction, if he / she has already passed the same examination of this university or of any other university.
- 20) Successful examinees at the M. Sc. Sem I, II, III, & IV (Sem I, II, III, IV, V & VI for M. Sc. (Tech) Applied Geology) Examinations shall be entitled to receive a Certificate signed by the Controller of Examination of University (COE) and successful examinees at the end of M. Sc. Sem IV (Sem VI for M. Sc. (Tech) Applied Geology) examination shall, on payment of prescribed fees, receive a Degree in the prescribed format, signed by the Vice-Chancellor.
- 21) This course is based on Choice Based Credit System and therefore, it will be also regulated by guidelines and regulation given in appendices which are part of this direction.
- 22) Absorption scheme for failure students of the credit based semester pattern.
  - a) While switching over to Choice Based Credit System, the failure students of credit based semester pattern will be given Five chances to clear the examination.



- b) The candidates who have cleared first and second semester of Part I of the Credit Based Semester Pattern examination in the concerned subject shall get admission to Third Semester of Part II of the Choice Based Credit System directly. However, candidates who are allowed to keep term will not be eligible for admission to Third Semester of Part II of the Choice Based Credit System unless they clear all the papers and practical of first and second semester of Part I of the Credit Based Semester Pattern examination.
- c) The candidates who have cleared Third and Fourth semester of Part II of the Credit Based Semester Pattern examination in the concerned subject shall get admission to Fifth Semester of Part III of the Choice Based Credit System directly. However, candidates who are allowed to keep term will not be eligible for admission to Fifth Semester of Part III of the Choice Based Credit System unless they clear all the papers and practical of Third and Fourth semester of Part II of the Credit Based Semester Pattern examination.
23. Absorption scheme for failed students of annual pattern:
- a. The candidates who have cleared first year of annual pattern shall get admission to Semester III of the Choice Based Credit System directly. However, candidates who are allowed to keep term will not be eligible for admission to Third Semester of the Choice Based Credit System unless they clear all the papers and practical of First year of the annual pattern examination.
- b. For M. Sc. Tech Applied Geology course, the candidates who have cleared second year of annual pattern shall get admission to Semester V of the Choice Based Credit System directly. However, candidates who are allowed to keep term will not be eligible for admission to fifth Semester of the Choice Based Credit System unless they clear all the papers and practical of First and Second year of the annual pattern examination.
24. With the issuance of this Direction No. \_\_\_\_\_ of 2015, The Direction No 3 of 2013 (Credit based Semester Pattern) & Direction No. 14 of 2010 (M. Sc. Molecular Biology & Genetic Engineering) & Ordinance No. 49 (Annual Pattern) shall stand repealed.

#### Appendix-1

Scheme of teaching and examination under semester pattern Choice Based Credit System (CBCS) for M.Sc. Program in all subjects except Mathematics and M.Sc. (Tech) Applied Geology

Semester I for M.Sc. Program in all subjects except Mathematics and M.Sc. (Tech) Applied Geology											
Code	Theory / Practical	Teaching scheme (Hours / Week)				Examination Scheme					
		Th	Pract	Total	Credits	Duration in hrs.	Max. Marks		Total Marks	Minimum Passing Marks	
							External Marks	Internal Ass		Th	Pract
Core 1	Paper 1	4	-	4	4	3	80	20	100	40	
Core 2	Paper 2	4	-	4	4	3	80	20	100	40	
Core 3	Paper 3	4	-	4	4	3	80	20	100	40	
Core 4	Paper 4	4	-	4	4	3	80	20	100	40	
Pract. Core 1 & 2	Practical 1	-	8	8	4	3-8*	100**	-	100		40
Pract. Core 3 & 4	Practical 2	-	8	8	4	3-8*	100**	-	100		40
Seminar 1	Seminar 1	2	-	2	1			25	25	10	
TOTAL		18	16	34	25		820	105	625	170	80

Semester II for M.Sc. Program in all subjects except Mathematics and M.Sc. (Tech) Applied Geology											
Code	Theory / Practical	Teaching scheme (Hours / Week)			Credits	Examination Scheme					
		Th	Pract.	Total		Duration in hrs.	Max. Marks		Total Marks	Minimum Passing Marks	
							External Marks	Internal Ass.		Th	Pract.
Core 5	Paper 5	4	-	4	4	3	80	20	100	40	
Core 6	Paper 6	4	-	4	4	3	80	20	100	40	
Core 7	Paper 7	4	-	4	4	3	80	20	100	40	
Core 8	Paper 8	4	-	4	4	3	80	20	100	40	
Pract. Core 5 & 6	Practical 3	-	8	8	4	3-8*	100**	-	100	40	40
Pract. Core 7 & 8	Practical 4	-	8	8	4	3-8*	100**	-	100		40
Seminar 2	Seminar 2	2	-	2	1			25	25	10	
	TOTAL	18	16	34	25		520	105	625	170	80

Semester III for M.Sc. Program in all subjects except Mathematics and M.Sc. (Tech) Applied Geology											
Code	Theory / Practical	Teaching scheme (Hours / Week)				Credits	Examination Scheme				
		Th	Pract	Total	Duration in hrs		Max. Marks		Total Marks	Minimum Passing Marks	
							External Marks	Internal Ass		Th	Pract
Core 9	Paper 9	4	-	4	4	3	80	20	100	40	
Core 10	Paper 10	4	-	4	4	3	80	20	100	40	
Core Elective 1	Paper 11	4	-	4	4	3	80	20	100	40	
Foundation Course 1	Paper 12	4	-	4	4	3	80	20	100	40	
Pract. Core 9 & 10	Practical 5	-	8	8	4	3-8*	100**	-	100		40
Pract. Core Elective 1	Practical 6	-	8	8	4	3-8*	100**	-	100		40
Seminar 3	Seminar 3	2	-	2	1			25	25	10	
	TOTAL	18	16	34	25		520	105	625	170	80

Semester IV for M.Sc. Program in all subjects except Mathematics and M.Sc. (Tech) Applied Geology											
Code	Theory / Practical	Teaching scheme (Hours / Week)				Examination Scheme					
		Th	Pract	Total	Credits	Duration in hrs.	Max. Marks		Total Marks	Minimum Passing Marks	
							External Marks	Internal Ass.		Th	Pract
Core 11	Paper 13	4	-	4	4	3	80	20	100	40	
Core 12	Paper 14	4	-	4	4	3	80	20	100	40	
Core Elective 2	Paper 15	4	-	4	4	3	80	20	100	40	
Foundation Course 2	Paper 16	4	-	4	4	3	80	20	100	40	
Pract. Core 11, 12 & Elective 2	Practical 7	-	8	8	4	3.8*	100**	-	100		40
Project	Project		8	8	4		100**	-	100		40
Seminar 4	Seminar 4	2	-	2	1			25	25	10	
TOTAL		18	16	34	25		520	105	625	170	80

Note: Th = Theory; Pr = Practical/lab. \* = If required, for two days.

\*\* = The Practical and Project shall be evaluated by both the External and Internal Examiner in the respective Department / Center / Affiliated College as per guidelines appended with this direction.

1. In each semester, the student will have to deliver a seminar on any topic relevant to the syllabus / subject encompassing the recent trends and development in that field / subject. The topic of the seminar will be decided at the beginning of each semester in consultation with the supervising teachers. The student has to deliver the seminar which will be followed by discussion. The seminar will be open to all the teachers of the department, invitees, and students.
2. The student will have to carry out the project work (based on guidelines appended to this direction) in lieu of practical in the fourth semester in the department or depending on the availability of placement; he / she will be attached to any of the national / regional / private research institute / organization.
3. Internal Assessment Marks will be as per appendix attached in this direction.
4. **Foundation Course:** Student can choose this paper from any other subject other than his / her main subject for postgraduation.
5. One credit of 25 marks for theory / tutorial will be of one clock hour per week, running for 15 weeks.
6. One credit of 25 marks for practical / project / seminar will be of two clock hour per week, running for 15 weeks.

**Appendix-2**  
**Scheme of teaching and examination under semester pattern Choice Based Credit System (CBCS) for M.Sc. Program in Mathematics**

Semester I for M.Sc. Program in Mathematics													
Code	Theory / Practical	Teaching scheme (Hours / Week)		Credits			Examination Scheme						
		Th	Total	Theory	Int. Assessment	Total	Duration in hrs.	Max. Marks		Total Marks	Minimum Passing Marks		
								External Marks	Internal Ass.		Th. External	Internal Ass.	
Core 1	Paper 1	5	5	4	1	5	3	100	25	125	50		
Core 2	Paper 2	5	5	4	1	5	3	100	25	125	50		
Core 3	Paper 3	5	5	4	1	5	3	100	25	125	50		
Core 4	Paper 4	5	5	4	1	5	3	100	25	125	50		
Core 5	Paper 5	5	5	4	1	5	3	100	25	125	50		
	TOTAL	25	25	20	5	25	3	500	125	625	250		

Semester II for M.Sc. Program in Mathematics													
Code	Theory / Practical	Teaching scheme (Hours / Week)		Credits			Examination Scheme						
		Th	Total	Theory	Int. Assessment	Total	Duration in hrs.	Max. Marks		Total Marks	Minimum Passing Marks		
								External Marks	Internal Ass.		Th. External	Internal Ass.	
Core 6	Paper 6	5	5	4	1	5	3	100	25	125	50		
Core 7	Paper 7	5	5	4	1	5	3	100	25	125	50		
Core 8	Paper 8	5	5	4	1	5	3	100	25	125	50		
Core 9	Paper 9	5	5	4	1	5	3	100	25	125	50		
Core 10	Paper 10	5	5	4	1	5	3	100	25	125	50		
	TOTAL	25	25	20	5	25		500	125	625	250		

Semester III for M.Sc. Program in Mathematics												
Code	Theory / Practical	Teaching scheme (Hours / Week)		Credits			Examination Scheme					
		Th	Total	Theory	Int. Assessment	Total	Duration in hrs.	Max. Marks		Total Marks	Minimum Passing Marks	
								External Marks	Internal Ass.		Th. External	Internal Ass.
Core 11	Paper 11	5	5	4	1	5	3	100	25	125	50	50
Core 12	Paper 12	5	5	4	1	5	3	100	25	125	50	50
Core 13	Paper 13	5	5	4	1	5	3	100	25	125	50	50
Core Elective 1	Paper 14	5	5	4	1	5	3	100	25	125	50	50
Foundation Course 1	Paper 15	5	5	4	1	5	3	100	25	125	50	50
	<b>TOTAL</b>	<b>25</b>	<b>25</b>	<b>20</b>	<b>5</b>	<b>25</b>		<b>500</b>	<b>125</b>	<b>625</b>	<b>250</b>	<b>250</b>

Semester IV for M.Sc. Program in Mathematics												
Code	Theory / Practical	Teaching scheme (Hours / Week)		Credits			Examination Scheme					
		Th	Total	Theory	Int. Assessment	Total	Duration in hrs.	Max. Marks		Total Marks	Minimum Passing Marks	
								External Marks	Internal Ass.		Th. External	Internal Ass.
Core 14	Paper 16	5	5	4	1	5	3	100	25	125	50	50
Core 15	Paper 17	5	5	4	1	5	3	100	25	125	50	50
Core 16	Paper 18	5	5	4	1	5	3	100	25	125	50	50
Core Elective 2	Paper 19	5	5	4	1	5	3	100	25	125	50	50
Foundation Course 2	Paper 20	5	5	4	1	5	3	100	25	125	50	50
	<b>TOTAL</b>	<b>25</b>	<b>25</b>	<b>20</b>	<b>5</b>	<b>25</b>		<b>500</b>	<b>125</b>	<b>625</b>	<b>250</b>	<b>250</b>

\*Internal Assessment: For the purpose of internal assessment the department will conduct three tests (with equal weight of marks). Best two scores of a student in these tests will be considered to obtain the internal assessment score of that student.

**Foundation Course:** Student can choose this paper from any other subject other than his / her main subject for postgraduation.



**Appendix-3**  
**Scheme of teaching and examination under semester pattern Choice Based Credit System (CBCS) for M.Sc. (Tech) Applied Geology**

Semester I for M.Sc. Program in M.Sc. (Tech) Applied Geology											
Code	Theory / Practical	Teaching scheme (Hours / Week)			Credits	Examination Scheme					
		Th	Pract	Total		Duration in hrs.	Max. Marks		Total Marks	Minimum Passing Marks	
							External Marks	Internal Ass		Th	Pract
Core 1	Paper 1	4	-	4	4	3	80	20	100	40	
Core 2	Paper 2	4	-	4	4	3	80	20	100	40	
Core 3	Paper 3	4	-	4	4	3	80	20	100	40	
Core 4	Paper 4	4	-	4	4	3	80	20	100	40	
Pract. Core 1 & 2	Practical 1	-	8	8	4	3-8*	100**	-	100		40
Pract. Core 3 & 4	Practical 2	-	8	8	4	3-8*	100**	-	100		40
Seminar 1	Seminar 1	2	-	2	1			25	25	10	
	TOTAL	18	16	34	25		520	105	625	170	80

Semester II for M.Sc. Program in M.Sc. (Tech) Applied Geology												
Code	Theory / Practical	Teaching scheme (Hours / Week)				Credits	Examination Scheme					
		Th	Pract	Total	Duration in hrs.		Max. Marks		Total Marks	Minimum Passing Marks		
							External Marks	Internal Ass		Th	Pract	
Core 5	Paper 5	4	-	4	4	3	80	20	100	40		
Core 6	Paper 6	4	-	4	4	3	80	20	100	40		
Core 7	Paper 7	4	-	4	4	3	80	20	100	40		
Core 8	Paper 8	4	-	4	4	3	80	20	100	40		
Pract. Core 5 & 6	Practical 3	-	8	8	4	3-8*	100**	-	100		40	
Pract. Core 7 & 8	Practical 4	-	8	8	4	3-8*	100**	-	100		40	
Seminar 2	Seminar 2	2	-	2	1			25	25	10		
	TOTAL	18	16	34	25		520	105	625	170	80	

Semester III for M.Sc. Program in M.Sc. (Tech) Applied Geology											
Code	Theory / Practical	Teaching scheme (Hours / Week)				Examination Scheme					
		Th	Pract	Total	Credits	Duration in hrs.	Max. Marks		Total Marks	Minimum Passing Marks	
							External Marks	Internal Ass		Th	Pract
Core 9	Paper 9	4	-	4	4	3	80	20	100	40	
Core 10	Paper 10	4	-	4	4	3	80	20	100	40	
Core 11	Paper 11	4	-	4	4	3	80	20	100	40	
Core 12	Paper 12	4	-	4	4	3	80	20	100	40	
Pract. Core 9 & 10	Practical 5	-	8	8	4	3-8*	100**	-	100		40
Pract. Core 11 & 12	Practical 6	-	8	8	4	3-8*	100**	-	100		40
Seminar 3	Seminar 3	2	-	2	1			25	25	10	
TOTAL		18	16	34	25		520	105	625	170	80

Semester IV for M.Sc. Program in M.Sc. (Tech) Applied Geology											
Code	Theory / Practical	Teaching scheme (Hours / Week)				Examination Scheme					
		Th	Pract	Total	Credits	Duration in hrs.	Max. Marks		Total Marks	Minimum Passing Marks	
							External Marks	Internal Ass		Th	Pract
Core 13	Paper 13	4	-	4	4	3	80	20	100	40	
Core 14	Paper 14	4	-	4	4	3	80	20	100	40	
Core 15	Paper 15	4	-	4	4	3	80	20	100	40	
Core 16	Paper 16	4	-	4	4	3	80	20	100	40	
Pract. Core 13 & 14	Practical 7	-	8	8	4	3-8*	100**	-	100		40
Pract. Core 15 & 16	Practical 8	-	8	8	4	3-8*	100**	-	100		40
Seminar 4	Seminar 4	2	-	2	1			25	25	10	
TOTAL		18	16	34	25		520	105	625	170	80

Semester V for M.Sc. Program in M.Sc. (Tech) Applied Geology											
Code	Theory / Practical	Teaching scheme (Hours / Week)				Credits	Examination Scheme				
		Th	Pract	Total	Duration in hrs.		Max. Marks		Total Marks	Minimum Passing Marks	
							External Marks	Internal Ass		Th	Pract
Core 17	Paper 17	4	-	4	4	3	80	20	100	40	
Core 18	Paper 18	4	-	4	4	3	80	20	100	40	
Core Elective 1	Paper 19	4	-	4	4	3	80	20	100	40	
Foundation Course 1	Paper 20	4	-	4	4	3	80	20	100	40	
Pract. Core 17 & 18	Practical 9	-	8	8	4	3-8*	100**	-	100		40
Pract. Core Elective 1	Practical 10	-	8	8	4	3-8*	100**	-	100		40
Seminar 5	Seminar 5	2	-	2	1			25	25	10	
	TOTAL	18	16	34	25		520	105	625	170	80

Semester VI for M.Sc. Program in M.Sc. (Tech) Applied Geology												
Code	Theory / Practical	Teaching scheme (Hours / Week)				Credits	Examination Scheme					
		Th	Pract	Total	Duration in hrs.		Max. Marks		Total Marks	Minimum Passing Marks		
							External Marks	Internal Ass		Th	Pract	
Core 19	Paper 21	4	-	4	4	3	80	20	100	40		
Core 20	Paper 22	4	-	4	4	3	80	20	100	40		
Core Elective 2	Paper 23	4	-	4	4	3	80	20	100	40		
Foundation Course 2	Paper 24	4	-	4	4	3	80	20	100	40		
Pract. Core 19, 20	Practical 11	-	8	8	4	3-8*	100**	-	100		40	
Pract. Core Elective 2	Practical 12	-	8	8	4	3-8*	100**	-	100		40	
Seminar 6	Seminar 6	2	-	2	1			25	25	10		
	TOTAL	18	16	34	25		520	105	625	170	80	

Note: Th = Theory, Pr = Practical/lab. \* = If Examined, Elective 2

Note: Th = Theory; Pr = Practical/lab, \* = If required, for two days.

\*\* = The Practical shall be evaluated by both the External and Internal Examiner in the respective Department / Center / Affiliated College as per guidelines appended with this direction.

1. In each semester, the student will have to deliver a seminar on any topic relevant to the syllabus / subject encompassing the recent trends and development in that field / subject. The topic of the seminar will be decided at the beginning of each semester in consultation with the supervising teachers. The student has to deliver the seminar which will be followed by discussion. The seminar will be open to all the teachers of the department, inviscers, and students.
2. Internal Assessment Marks will be as per appendix attached in this direction.
3. **Foundation Course:** Student can choose this paper from any other subject other than his / her main subject for postgraduation.
4. One credit of 25 marks for theory / tutorial will be of one clock hour per week, running for 15 weeks.
5. One credit of 25 marks for practical / project / seminar will be of two clock hour per week, running for 15 weeks.

#### Appendix-4

##### **Project Work Scheme / Guidelines for the Students, Supervisors and Examiners**

Every student is required to carry out a project work in semester IV. The project can be of following types, A) Experimental Project Work; OR B) Field Based Project Work; OR C) Review writing based Project Work.

##### **Experimental Project Work and Field Based Project Work:**

Student can carry out Experimental / Field Based Project Work on a related research topic of the subject / course. It must be an original work and must indicate some degree of experimental work / Field work. On the basis of this work, student must submit the Project Report (typed and properly bound) in two copies at least one month prior to commencement of the final Practical / lab Examination of Semester IV or VI as applicable. The project report shall comprise of Introduction, Material and Methods, Results, Discussion, Summary, Conclusion and, References along with the declaration by the candidate that the work is original and not submitted to any University or Organization for award of the degree and certificate by the supervisor and forwarded through Head / Course-coordinator / Director of the Department / Centre or the Principal of the College.

##### **Review writing based Project Work.**

Student can carry out review writing Based Project Work on a related topic of the subject / course. It must be a review of topic based on research publications. Student shall refer peer reviewed original research publications and based on findings, write a summary of the same. The pattern of review writing shall be based on reputed reviews published in a standard, peer reviewed journals. On the basis of this work, student must submit the Project Report (typed and properly bound) in two copies at least one month prior to commencement of the final Practical / lab Examination of Semester IV or VI as applicable. The project report shall comprise of Abstract, Introduction, detailed review, Discussion, Summary, Conclusion and, References along with the declaration by the candidate that the work is original and not submitted to any University or Organization for award of the degree and certificate by the supervisor and forwarded through Head / Course-coordinator / Director of the Department / Centre or the Principal of the College.

The supervisors for the Project Work shall be from the following.

A person shall be an approved faculty member in the relevant subject.

OR

Scientists of National Laboratories / Regional Research Laboratories who are approved by dint of their appointments in such facilities by the Union Government / the State Government / Nagpur University / Other Universities recognized by UGC.

The Project Work will carry total 100 marks and will be evaluated by both external and internal examiner in the respective Department / Center / Affiliated College.

The examiners will evaluate the Experimental Project Work taking into account the Coverage of subject matter, Arrangement and presentation, References, etc.

For written Project work	: 40 Marks	- Evaluated jointly by External & Internal
Presentation	: 20 Marks	- Evaluated jointly by External & Internal
For Viva-Voce	: 20 Marks	- Evaluated by External examiner
Internal Assessment	: 20 Marks	- Evaluated by Internal examiner

Total : 100 Marks



## Appendix-5

### Seminar

#### Guidelines for Students, Supervisors and Examiners

In each semester (Except M. Sc. Mathematics), the student will have to deliver a seminar on any topic relevant to the syllabus / subject encompassing the recent trends and development in that field / subject. The topic of the seminar will be decided at the beginning of each semester in consultation with the supervising teachers. The student has to deliver the seminar which will be followed by discussion. The seminar will be open to all the teachers of the department, invitees, and students.

The students should submit the seminar report typed and properly bound in two copies to the head of the department. The said shall be evaluated by the concerned supervisor / head of the department. The marks of the seminar shall be forwarded to the university within due period through head of the Department. The record of the seminar should be preserved till the declaration of the final result.

## Appendix 6

### Internal Assessment:

1. The internal assessment marks shall be awarded by the concerned teacher.
2. The internal assessment shall be completed by the College / University at least 15 days prior to the final examination of each semester. The Marks shall be sent to the University immediately after the Assessment in the prescribed format.
3. For the purpose of internal assessment the University Department / College shall conduct one to three assignments described below. But two scores of a student in these tests shall be considered to obtain the internal assessment score of that student.
4. General guidelines for Internal Assessment are:
  - a) The internal assessment marks assigned to each theory paper as mentioned in Appendix 1 shall be awarded on the basis of assignments like class test, attendance, home assignments, study tour, industrial visits, visit to educational institutions and research organizations, field work, group discussions or any other innovative practice / activity.
  - b) There shall be one to three assignments (as described above) per Theory paper.
  - c) There shall be no separate / extra allotment of work load to the teacher concerned. He/ She shall conduct the Internal assessment activity during the regular teaching days / periods as a part of regular teaching activity.
  - d) The concerned teacher / department / college shall have to keep the record of all the above activities until six months after the declaration of the results of that semester.
  - e) At the beginning of each semester, every teacher / department / college shall inform his / her students unambiguously the method he / she propose to adopt and the scheme of marking for internal assessment.
  - f) Teacher shall announce the schedule of activity for internal assessment in advance in consultation with HOD / Principal.
  - g) Final submission of internal marks to the University shall be before the commencement of the University Theory / Practical examinations whichever is later.

## Appendix 7

### Practical Examination

1. Each practical carries 100 marks. For the examination, the distribution of the marks shall be as follows:

a. Record / Journal / Internal assessment	: 20 marks - Evaluated by Internal
b. Practical Performance	: 60 marks - Evaluated jointly by External & Internal
c. Viva-voce	: 20 marks - Evaluated by External

NOTE: Practical performance shall be jointly evaluated by the External and Internal Examiner. In case of discrepancy, the External Examiner's decision shall be final.
2. Practical exam shall be of 3 to 8 hours duration for one or two days, depending on subject and number of students.
3. The Practical Record of every student shall carry a certificate as shown below, duly signed by the teacher-in-charge and the Head of the Department.

- If the student fails to submit his / her certified Practical Record duly signed by the Teacher-In-Charge and the Head of the Department, he / she shall not be allowed to appear for the Practical Examination and no Marks shall be allotted to the student.
- The certificate template shall be as follows:

### CERTIFICATE

Name of the college / institution \_\_\_\_\_

Name of the Department: \_\_\_\_\_

This is to certify that this Practical Record contains the bonafide record of the Practical work of  
 Shri / Shrimati / Kurnari \_\_\_\_\_ of M. Sc.  
 Semester \_\_\_\_\_ during the academic year \_\_\_\_\_. The candidate has  
 satisfactorily completed the experiments prescribed by Rashtrasant Tukadoji Maharaj Nagpur  
 University for the subject \_\_\_\_\_

Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of the teacher who taught the examinee

1. \_\_\_\_\_  
 2. \_\_\_\_\_

Head of the Department

### Appendix 8

#### Subject wise Core Elective Papers:

M. Sc. Subject	Core elective paper to be opted in sem III (Sem V in case of M. Sc. (Tech) Applied Geology)	Core elective paper to be opted in sem IV (Sem VI in case of M. Sc. (Tech) Applied Geology)
M. Sc. (Physics)	Materials Science I	Materials Science II
	X-ray I	X-ray II
	Nanoscience and Nanotechnology I	Nanoscience and Nanotechnology II
	Atomic and Molecular Physics I	Atomic and Molecular Physics II
	Applied Electronics I	Applied Electronics II
	Methods of Theoretical Physics I	Methods of Theoretical Physics II
	Nonlinear Dynamics I	Nonlinear Dynamics II
M. Sc. (Chemistry)	Applied Analytical Chemistry I	Applied Analytical Chemistry II
	Nuclear Chemistry I	Nuclear Chemistry II
	Environmental Chemistry I	Environmental Chemistry II
	Polymer Chemistry I	Polymer Chemistry II
M. Sc. (Mathematics)	Medicinal Chemistry I	Medicinal Chemistry II
	Fluid Dynamics I	Fluid Dynamics II
	General Relativity	Cosmology
M. Sc. (Statistics)	Operations Research I	Operations Research II
	Mathematical Programming	Operations Research
	Industrial Process and Quality Control	Industrial Statistics
	Demography	Actuarial Statistics
	Survival Analysis	Biostatistics
	Statistical Ecology	Reliability Theory
	Computer Programming	Data Mining
M. Sc. (Computer Science)	Neural Network	Design and Analysis of Algorithm
	Mobile Computing	Embedded System
	Multimedia Technologies	Pattern Recognition
	ASP.NET	Parallel Computing
M. Sc. (Information Technology)	Digital & Cyber Forensics	Mobile & Cyber Forensics
	Soft Computing	Design and Analysis of Algorithm
	Distributed Databases	Cloud Computing

	Object Oriented Analysis and Design using UML	Mobile Computing
	CORBA	Enterprise Computing
	Digital & Cyber Forensics	Mobile & Cyber Forensics
M. Sc. (Electronics)	Digital signal Processing	Microwave and Optical Communication
	Mechatronics	Mobile and Satellite Communication
	Molecular Biology and Plant Biotechnology I	Molecular Biology and Plant Biotechnology II
M. Sc. (Botany)	Reproductive Biology of Angiosperms-I	Reproductive Biology of Angiosperms-II
	Advanced Physiology and Hydrobiology I	Advanced Physiology and Hydrobiology II
	Mycology and Plant pathology I	Mycology and Plant pathology II
	Palaeobotany I	Palaeobotany II
	Palynology I	Palynology II
	Plant Physiology I	Plant Physiology II
	Entomology II	Entomology IV
	Fish & Fisheries II	Fish & Fisheries IV
M. Sc. (Zoology)	Mammalian Reproductive Physiology (MRP) II	Mammalian Reproductive Physiology (MRP) IV
	Animal Physiology II	Animal Physiology IV
	Cell Biology II	Cell Biology IV
	Fresh Water Zoology I	Fresh Water Zoology IV
	Aquaculture II	Aquaculture IV
	Environmental Biology II	Environmental Biology IV
	Sericulture II	Sericulture IV
	Microbial Diversity, Evolution and Ecology (MDEE)	Microbial Diversity, Evolution and Ecology (MDEE)
M. Sc. (Microbiology)	Bioinformatics (BIF)	Bioinformatics (BIF)
	Drugs, Vaccines and Delivery Systems (DVD)	Drugs, Vaccines and Delivery Systems (DVD)
M. Sc. (Biochemistry)	Biochemical & Environmental Toxicology	Clinical Research
	Nutritional Biochemistry	Applied Nutritional Biochemistry
M. Sc. (Biotechnology)	Industrial Biotechnology I	Industrial Biotechnology II
	Environmental Biotechnology I	Environmental Biotechnology II
M. Sc. (Environmental Science)	Biological processes in waste water treatment	Environmental Impact assessment and Legislation
	Water supply and resources	Environmental Management
M. Sc. (Molecular Biology and Genetic Engineering)	Molecular Diagnostics Methods	Molecular Diagnostics
	Plant Genetic Engineering I	Plant Genetic Engineering II
	Bioinformatics I	Bioinformatics II
	Fuel Geology (Coal, Petroleum & Nuclear)	Mining Geology & Mineral Exploration
M. Sc. (Geology)	Environmental Geology and Engineering Geology	Exploration Geochemistry
	Petroleum Exploration	Applied & Industrial Micropalaeontology
	Quaternary Geology & Limnogeology	Basin Analysis & Sequence Stratigraphy
		Marine Geology & Oceanography
M. Sc. (Tech) Applied Geology	Exploration Geochemistry	Environmental Geology & Geohazards



	Quaternary Geology & Limnogeology	Petroleum Exploration
	Marine Geology & Oceanography	Basin Analysis & Sequence Stratigraphy
M. Sc. (Sericulture)	Genetics & Breeding of Mulberry Silk Worm	Economics of Sericulture and Trading of Silk
	Genetics & Breeding of Silk Worm & Host Plant	Extension, Management & Product Analysis

#### Appendix 9

##### Foundation Course

Candidate can opt for any one foundation course paper as shown below in the semester III and IV (Semester V & VI in case of M. Sc. (Tech) Applied Geology). However, Student shall opt for this paper from any other subject other than his / her main subject for postgraduation.

List of foundation courses available:

M. Sc. Subject	Foundation Course I in semester III (Sem V in case of M. Sc. (Tech) Applied Geology)	Foundation Course II in Semester IV (Sem VI in case of M. Sc. (Tech) Applied Geology)
M. Sc. (Physics)	Fundamentals of Spectroscopy	Spectroscopic applications
	Fundamentals of Nanoscience and Nanotechnology	Optics and Optical Instruments
M. Sc. (Chemistry)	Instrumental Methods of Analysis-I	Instrumental Methods of Analysis-II
	Elementary Mathematics	Elementary Discrete Mathematics
M. Sc. (Mathematics)	Elementary Mathematical Methods	Fuzzy Mathematics II
	Elementary Numerical Methods	Linear Programming
	Fuzzy Mathematics I	
M. Sc. (Statistics)	Foundation course in Statistics I	Foundation course in Statistics II (Applied Statistics)
	Biostatistics I	Biostatistics II
M. Sc. (Computer Science)	Operating system concepts	Advances in information technology
	Principles of Management	Enterprise Resource Planning
	Managerial Economics	Supply Chain Management
	Retail & Services Marketing	Total Quality Management
	Financial Services Management	Banking Operations And Services
	IT-Business	Information Security And Cyber Law
M. Sc. (Information Technology)	Operating system concepts	Advances in information technology
	Principles of Management	Enterprise Resource Planning
	Managerial Economics	Supply Chain Management
	Retail & Services Marketing	Total Quality Management
	Financial Services Management	Banking Operations And Services
	IT-Business	Information Security And Cyber Law
M. Sc. (Electronics)	Basic Structures	PC and PC interfacing
M. Sc. (Botany)	General Botany	Applied Botany
	Elementary Zoology	Applied Zoology
M. Sc. (Zoology)	Basic Entomology	Applied & Industrial Entomology
	Fresh Water Fisheries	Applied Fresh Water Fisheries
	Human Physiology	Applied Human Physiology
M. Sc. (Microbiology)	General Microbiology	Advanced Microbiology
M. Sc. (Biochemistry)	Biochemistry and Basic Microbiology	Enzyme Technology
M. Sc. (Biotechnology)	Introductory Biotechnology	Molecular Biotechnology
M. Sc. (Environmental Science)	Fundamentals of Environmental Science-I	Fundamentals of Environmental Science -II
M. Sc.	Molecular Biology	Recombinant DNA Technology and



(Molecular Biology and Genetic Engineering)		Plant Genetic Engineering
M. Sc. (Geology)	Introduction to Geology	Paleobiology
M. Sc. (Tech) Applied Geology	Introduction to Geology	Paleobiology
M. Sc. (Sericulture)	Sericulture, Commercial insect conservation & Management	Insect Cell Culture & Molecular Informatics Technology

#### Appendix-10

**General Rules and Regulations regarding pattern of question paper, absorption scheme and choice based credit system:**

##### A) Pattern of Question Paper

1. There will be four units in each paper.
2. Maximum marks of each theory paper will be 80 (In M. Sc. Mathematics, each paper will be of 140 marks)
3. Question paper will consist of five questions, each of 16 marks (In M. Sc. Mathematics, each question will be of 20).
4. Four questions will be on four units with internal choice (One question on each unit).
5. Fifth question will be compulsory with questions from each of the four units having equal weightage and there will be no internal choice.

##### B) Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

M. Sc. Program shall consist of four semesters, wherein the student has to complete certain number of credits as indicated in Table 1. Each subject (or course) has fixed number of credits. The types of subject sub-heads are: Core, Core Pract, Core Elective, Core Elective Pract, Foundation Course, Seminar and Project / Review writing.

Among the 100 credits (Applied Geology 150) which candidate needs to complete and clear for M. Sc. in any concerned subjects, at least 92 credits (Maths 90 / Appl. Geo 146) must be taken from the parent department where he / she is registered for M. Sc. Course. The remaining 08 credits (Maths 10 / Appl. Geo 8) can be taken from any other department of university or affiliated colleges offering foundation courses of PG programs. Similar is the case with Mathematics and Geology program with the exception of difference (given in parentheses) in number of credits.

Table 1: Credit Requirements for Post Graduate Studies

PG	Semester	Core	Pract Core	Core Elective	Pract Core Elective	Foundation Course	Project / Review Writing	Seminar	Total Credits
M. Sc. Maths	I	25							100
	II	25							
	III	15		5		5			
	IV	15		5		5			
Total		80		10		10			100
M. Sc. (Tech) Applied Geology	I	16	8					1	150
	II	16	8					1	
	III	16	8					1	
	IV	16	8					1	
	V	8	4	4	4	4		1	
	VI	8	4	4		4	4	1	
Total		80	40	8	4	8	4	6	150
All other M. Sc.	I	16	8					1	100
	II	16	8					1	
	III	8	4	4	4	4		1	
	IV	8	4	4		4	4	1	
Total		48	24	8	4	8	4	4	100

**Explanatory terms:**

1. **Core:** Major theory papers in the concerned subject.
2. **Core Elective:** These papers will be specialization in the concerned subject. Ex. Zoology – MRP, AP, Fisheries, Entomology etc.
3. **Foundation Course:** Student can choose this paper from any other subject other than his main subject for postgraduation. For Ex. An M. Sc. Biochemistry student can take such a foundation course paper from Zoology or Mathematics or Computer Science or Political Science subject.
4. **Project / Review writing:** Project / Review writing is in semester IV (Sem VI in Geology).
5. **Seminar:** The seminar in each semester shall be presented by the candidate in his / her parent department only.

**Credits:**

It is a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work / field work per week.

For example a subject with 6-2-6 (L-T-P) means it has 3 Lectures, 1 Tutorial and 6 Practical in a week. This subject will have ten credits ( $6 \times 1 + 2 \times \frac{1}{2} + 6 \times \frac{1}{2} = 10$ ). If a student is declared pass in a subject, then he/she gets the credits associated with that subject. Depending on the marks scored in a subject, student is given a Grade. Each grade has got certain grade points as follows:

Letter Grade	O	A+	A	B+	B	C	P	F	Ab
Grade Point	10	09	08	07	06	05	04	0	0

A student obtaining Grade F shall be considered failed and will be required to reappear for the examination.

**Valuation pattern:**

Every credit is for 25 marks and valuation and grade points will be given as per following pattern.

Marks obtained in Theory / Practical of 100 marks	Marks obtained in Theory / Practical of 50 marks	Letter Grade	Grade point
91-100	46-50	O	10
81-90	41-45	A+	09
71-80	36-40	A	08
61-70	31-35	B+	07
51-60	26-30	B	06
41-50	21-25	C	05
= 40	= 20	P	04
<40	<20	F	0
Ab	Ab	Ab	0

**Computation of SGPA and CGPA**

Following is the procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA(Si) = \sum(Ci \times Gi) / \sum Ci$$

where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

### Illustration for SGPA

Code	Theory / Practical	Credits	Marks Obtained	Out of	Grade Point	Grade Letter	Credit Point (Credit x Grade Point)
Core 1	Paper 1	4	91	100	10		
Core 2	Paper 2	4	89	100	9	O	4x10=40
Core 3	Paper 3	4	50	100	5	A+	4x9=36
Core 4	Paper 4	4	78	100	8	C	4x5=20
Pract. Core 1 & 2	Practical 1	4	89	100	9	A	4x8=32
Pract. Core 3 & 4	Practical 2	4	85	100	9	A+	4x9=36
Seminar 1	Seminar 1	2	46	50	10	O	2x10=20
	<b>Total</b>	<b>26</b>					<b>220</b>

Thus,  $SGPA = 220/26 = 8.4615384 = 8.46$

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

### Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4
Credit: 26	Credit: 26	Credit: 26	Credit: 26
SGPA: 8.46	SGPA: 7.83	SGPA: 5.69	SGPA: 6.31

Thus,

$$CGPA = \frac{26 \times 8.46 + 26 \times 7.83 + 26 \times 5.69 + 26 \times 6.31}{104}$$

$$= \frac{219.96 + 203.58 + 147.94 + 164.06}{104} = \frac{735.54}{104} = 7.0725 \quad \text{I.e. } 7.07$$

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. Ex. 7.0765 - 7.08 or 6.5168 - 6.52 etc.

Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the HUs may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

Nagpur:  
Dated : 15.6.2015

Sd/-  
Dr. S.P. Kane  
Vice-Chancellor



**Criterion 1–Curricular Aspects**  
**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**9. M.Sc Home Science Direction forCBCS 2016 & 2020 (15 & 16)**

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**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

Established by Government of Central Provinces Education Department by Notification No. 519 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017)

**DIRECTION NO. 18. OF 2020**

**ADMISSIONS AND EXAMINATIONS LEADING TO THE AWARD OF THE  
DEGREE OF MASTER OF SCIENCE (HOME SCIENCE) (SEMESTER PATTERN)  
(CHOICE BASED CREDIT SYSTEM), DIRECTION, 2020.**

**Whereas,** The Maharashtra Public Universities Act, 2016 (hereinafter 'Act') (VI of 2017) has come into force from 1<sup>st</sup> March 2017 and the same has been made applicable to Rashtrasant Tukadoji Maharaj Nagpur University (hereinafter "the University");

**AND**

**Whereas,** the University has issued Direction No. 15 of 2017 dealing with the composition of the four faculties created by the Act, where under the existing different faculties of the University have been merged into the four new faculties created by the Act, by which the subjects of Home Science (all specializations) have been included in the faculty of Science and Technology;

**AND**

**Whereas,** the University has issued Direction No. 10 of 2019 prescribing "conditions for conduct of undergraduate and post graduate examinations based on credit based/choice based credit system, in all faculties";

**AND**

**Whereas,** Direction No. 78 of 2016 entitled **DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF M.Sc. (HOME SCIENCE) SEMESTER PATTERN (CHOICE BASED CREDIT SYSTEM)** with suitable modifications as per the decisions taken by the various bodies i.e. Board of Studies in different subjects/specializations of Home Science in their meetings dated 01/12/2018 was replaced by **DIRECTION NO. 46 OF 2019, ADMISSIONS AND EXAMINATIONS LEADING TO THE AWARD OF THE DEGREE OF MASTER OF SCIENCE (HOME SCIENCE) (SEMESTER PATTERN) (CHOICE BASED CREDIT SYSTEM), DIRECTION, 2019**, which came into force on 26.11.2019

Handwritten signature

AND

Whereas, the subject matter of DIRECTION NO. 46 OF 2019, ADMISSIONS AND EXAMINATIONS LEADING TO THE AWARD OF THE DEGREE OF MASTER OF SCIENCE (HOME SCIENCE) (SEMESTER PATTERN) (CHOICE BASED CREDIT SYSTEM), DIRECTION, 2019 is required to be governed by an ordinance and since the procedure to make and issue ordinances is a time consuming long process and since the Direction has lapsed by virtue of the provisions of the proviso to section 12 (8) of the Act (VI of 2017) necessitating issuance of a fresh Direction incorporating the provisions of the said (lapsed) Direction;

Now, therefore, I, Dr. Subhash R. Chaudhari, Vice Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, in exercise of my powers under section 12(8) of the Act, do hereby issue the following Direction:

1. This Direction shall be called **"ADMISSIONS AND EXAMINATIONS LEADING TO THE AWARD OF THE DEGREE OF MASTER OF SCIENCE (HOME SCIENCE) (SEMESTER PATTERN) (CHOICE BASED CREDIT SYSTEM), DIRECTION, 2020."**
2. The direction shall come into force from the date of its issuance.
3. In this Direction unless the context requires otherwise;
  - a. **"ATKT"** means "Allowed to Keep Term" in the higher semester, as per the rules of the university.
  - b. **"Boards of Studies"** means Boards of studies of the University in the discipline/subjects concerned.
  - c. **"Credit"** means the unit by which the course work is measured. It is measured in terms of weekly class hours assigned to a Course.
  - d. **"Credit Point" (CP):** It is the value obtained by multiplying the Grade Point by the Credit i.e. No. of Credits assigned for the course x Grade points secured for that course.
  - e. **"Cumulative Grade Point Average (CGPA)":** CGPA refers to the Cumulative Grade Point Average weighted across all the semesters. It is obtained by dividing total number of credit points in all the semesters by the total number of credits in all the semesters.

- f. "Degree" means Post Graduate Degree in Home Science with respective specialization
  - g. "Grade Letter": It is an index to indicate the performance of a student in a particular course/ Paper. It is the transformation of actual marks secured by a student in a course/paper. It is indicated by a Grade Letter O, A+, A, B+, B, C, P and F. There is a range of marks for each Grade.
  - h. "Grade Point" : Grade Point is weightage allotted to each grade letter depending on the marks awarded in a course/paper.
  - i. "Post Graduate programme" means Master's degree course in the subject of Home Science in the Faculty of Science and Technology.
  - j. "Semester Grade Point Average" (SGPA): SGPA indicates the performance of a student in a given Semester. It is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.
  - k. "Student" means student admitted to Post Graduate programmes under this Direction.
  - l. "University": means Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
4. **Admission & Eligibility to the Course:** Subject to the compliance with the provisions of this Direction and of other Ordinances in force from time to time an applicant for admission to Semester-I examination, for different specialisations shall be as below:-
- a) **For [M.Sc. (Food Science and Nutrition) Semester-I]**  
For admission to the M.Sc. Home Science (Food Science and Nutrition) Semester I, a candidate shall have B.Sc. (Home Science), B.Voc. in Food Processing & Engineering /B.Sc. with Postgraduate Diploma in Dietetics, B.Sc. with Nutrition of any other statutory university recognized equivalent thereto. (Preference will be given to B.Sc. Home Science students.)
  - b) **For [M.Sc. (Resource Management) Semester-I]**  
For admission to the M.Sc. Semester I in Resource Management, a candidate shall have offered B.Sc. (Home Science), M.A. (Home Economics), Bachelor of Interior



Design (BID) of the university or of any other statutory university recognized equivalent thereto.

**c) For [M.Sc. (Human Development) Semester-I]**

For admission to the M.Sc. Semester I in Human Development, a candidate shall have B.Sc. (Home Science), B.A. and M. A. (Home Economics), M.S.W., M.B.B.S., B.A & M.A. (Psychology) and B.A. with Additional Psychology of the university or of any other statutory university recognized equivalent thereto.

**d) For [M.Sc. (Textile and Clothing) Semester-I]**

For admission to the M.Sc. Semester I in textile and Clothing, B.Sc. (Home Science), Bachelor of Fashion Design, Bachelor of Textile Design of the university, B.Sc. in fashion Technology from Annamalai University or of any other statutory university recognized equivalent thereto.

**e) For [M.Sc. Home Science (Extension Education) Semester-I]**

For Admission to the M.Sc. Semester I in Home Science Extension a candidate shall have offered B.Sc.(Home science), M.A. (Home Economics), B.S.W B.V.Sc, B.A(Rural Services), Postgraduate diploma in Mass Communications, B.Sc. (Agriculture) of the university or of any other statutory university recognized equivalent thereto.

5. **Duration of the Course:** The M.Sc. Home Science Course shall be of two academic years consisting of semesters-I and II in the first year and Semesters III and IV in the second year.
6. **Medium of Instructions:** The medium of instructions shall be English. Question papers for the examination shall be set in English only. However, the students of M.Sc. (Human Development), M.Sc. (Textiles and Clothing), and M.Sc. (Home Science Extension Education) will have an option to write their answers either in English, Hindi or Marathi. While in the specialisations of M.Sc. (Food Science & Nutrition) and M.Sc. (Resource Management), students will not have choice to write their answers in any language other than English.
7. **Course Structure:** The number of theory and practical papers/subjects, the maximum marks assigned to each paper with minimum passing marks/grade which an examinee must obtain in order to pass an examination and the Scheme of the examination shall be as prescribed in APPENDIX-I to this direction as follows:  
Appendix-I-a- for M.Sc. Home Science (Food Science & Nutrition).



Appendix-I-b- for M.Sc. Home Science (Resource Management),

Appendix-I-c- for M.Sc. Home Science (Human Development),

Appendix-I-d- M.Sc. Home Science (Textiles & Clothing) and

Appendix-I-e- for M.Sc. Home Science (Extension Education)

Note: A student of third semester is required to opt for foundation course no.1 from the list of foundation courses given in APPENDIX – VI hereto. Similarly, a student of the fourth semester are required to opt for foundation course no. 2 from the list of foundation courses given in the said Appendix. A student who doesn't want to opt for the foundation course may select a course prescribed as optional to the foundation course given in the subject scheme.

8. **Instructions for teaching.** The rules/instructions regarding teaching methods, award of internal marks, conduct of seminars, format for university question papers and conduct of practical examinations shall be as specified in detailed in **APPENDIX – II** to this direction.
9. **Conduct of Examination:** Theory examination of Semester-I, II, III and IV shall be conducted by the University and shall be held separately at the end of each semester at such places and dates as may be decided and notified by the University and shall be held as per the schedule given in Table below.

Sr. No.	Name of the examination	Main Examination	Supplementary Examination
1.	Semester I & III	Winter	Summer
2.	Semester II & IV	Summer	Winter

10. **Rules of A.T.K.T. Rules:** Rules of A.T.K.T. from one semester to another semester are as follows:

Admission to Semester	Eligibility for admission and taking university examination
I <sup>st</sup> sem	Candidate should have passed the qualifying examination as per the relevant Direction governing the course.
II <sup>nd</sup> sem	Candidate should have completed the term of the I <sup>st</sup> sem and filled examination form.
III <sup>rd</sup> sem	Candidate should have completed the term of the II <sup>nd</sup> semester, filled the examination form of the same and has obtained exemption in 2/3 passing heads of the I <sup>st</sup> and II <sup>nd</sup> semesters taken together.
IV <sup>th</sup> sem	Candidate should have completed the term of the III <sup>rd</sup> semester and filled the examination form of the same.


Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5, 8, 9, 10, 26, 31 and 32 of the said ordinance shall apply to every student admitted to this course.

12. The fees for the tuition, examination, laboratory and other fees shall be as prescribed by the university from time to time.
13. The scope of the subjects shall be as prescribed in the syllabus.
14. No candidate shall be admitted to an examination under this direction, if he/she has already passed the same examination of this university or of any other university.
15. Every student shall submit three copies of the Research Project Report (typed and properly bound) for the Fourth Semester to the department along with the certificate signed by the supervisor, Head of the Department/Centre/the Principal of the college concerned along with the certificate signed by the supervisor and declaration by the candidate declaring that the submitted work is his/her original work, which is not submitted to any other university or organization for award of the degree or otherwise. The guidelines for the students and supervisors regarding Research Project Work Report are given in **APPENDIX-III**.
16. The examinee at each of the examination shall have option of not being declared successful at the examination in case he/she does not secure a minimum of grade equivalent to 55% marks i.e grade "B" at the examination. This option will have to be exercised every time the application is submitted to any of the examinations. Once this option is exercised, the option shall be binding on the examinee and it shall not be revoked under any circumstances.
17. The successful examinee at the end of fourth semester examination, shall be given **Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)** as per the **APPENDIX-IV** and Letter Grades shall be awarded in each semester examination as per the rules and regulations of Choice Based Credit System (Semester Pattern) as prescribed in the said **APPENDIX**.
18. The rules for the award of grace marks framed by the university from time to time, shall apply to the examination under this direction also.
19. The names of the successful examinee passing the examination as a whole in the minimum prescribed period, without any additional attempt may be declared/placed in the merit list as per rules of the university prescribed from time to time.

20. Successful examinees at the end of M. Sc. Semester IV examination shall, on payment of prescribed fees, receive a Degree mentioning the specialisations, in the prescribed format, signed by the Hon'ble Vice-Chancellor.
21. The students who are admitted in semesters III-IV in the academic year 2019-20 shall continue to be governed as per the scheme of examination under Direction No.78 of 2016 (since lapsed), and such students will be given additional chances for completion of their programme as per absorption scheme given herein as **APPENDIX - V** to this direction.

Nagpur

Date: 14-8-2020

  
(Dr. Subhash R. Chaudhari)  
Vice-Chancellor



**Criterion 1–Curricular Aspects**  
**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**10. M.F.D. Home Science Directionfor CBCS 2020 ( 16,17,18)**

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# RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

(Established by Government of Central Provinces Education Department by No. Notification No 313 dated the 1<sup>st</sup> of August 1923 & presently a State University governed by M.P.U. Act 2016 (Mds. Act No. VI of 2017)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Reaccreditation by NAAC 'A' Grade

Mahatma Jyotiba Phule Education University Campus, Amravati Road, NAGPUR-480 033 (INDIA)

Director, Dr. Sneha Deshpande (M) 9423403750

email: [iqac@rtmnunagpur.edu.in](mailto:iqac@rtmnunagpur.edu.in)

**IQAC/65/...**

**Date: 10<sup>th</sup> October 2016**

### Translated Version

#### Notification

This is to inform all the concerned that the Choice Based Credit System (Semester Pattern Examination) shall be implemented for the M.Sc (Home Science) Course from the Academic session 2016-17. The Hon'ble Vice Chancellor has approved the said course on behalf of the Academic Council and Management Council of the University, in exercise of his powers under Section 14 (7) of Maharashtra Universities Act, 1994 on 7<sup>th</sup> October 2016 and has issued the necessary Direction No. 76, 77, 78, 79 of 2016 under section 14 (8) of the Act.

Direction No. 76 of 2016: "Direction Governing the Examination leading to the degree of **Master of Fashion Design** (Two Years Choice Based Credit System) (Semester Pattern Course) along with the scheme of examination under the faculty of Home Science".

Direction No. 77 of 2016: "Direction Governing the Examination leading to the degree of **Post Graduate Diploma in Fashion Technology** (One and Half Year Degree Course -Semester Pattern) along with the scheme of examination under the faculty of Home Science".

Direction No. 78 of 2016: "Direction Governing the Examination leading to the degree of **M.Sc Home Science** (Two Years Choice Based Credit System) (Semester Pattern Course) along with the scheme of examination under the faculty of Home Science".

Direction No. 79 of 2016: "Direction Governing the Examination leading to the degree of **Master of Textile Design** (Two Years Choice Based Credit System) (Semester Pattern Course) along with the scheme of examination under the faculty of Home Science".

  
**Dr. Sneha Deshpande**  
Director, IQAC  
&  
Co-ordinator, NAAC  
R.T.M.N.U., Nagpur


For the above courses, the information regarding the Direction, syllabus and scheme of examination is available at [www.rtmnagpuruni.edu.in](http://www.rtmnagpuruni.edu.in) (now [www.rtmnagpuruniversity.ac.in](http://www.rtmnagpuruniversity.ac.in))

Registrar


RTM Nagpur University, Nagpur

Copy to:

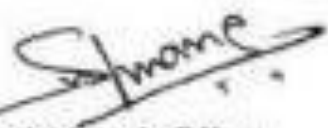
1. Principals of Affiliated colleges/Directors/Head of the Department
2. Members, Special Task Force
3. Co-coordinator, Faculty of Humanities
4. Controller of Examination
5. Dy. Registrar (Exam Section)
6. Asst. Registrar (General Administration)
7. Asst. Registrar (Confidential Section)
8. Asst. Registrar (Professional Examination)
9. Superintendent (Result Section)
10. In-Charge officer (Publication Section)
11. P.S. (Office of Hon'ble Vice Chancellor)
12. P.S. (Office of Hon'ble Pro Vice Chancellor)
13. P.S. (Office of Registrar)
14. Dr. Veena Prakash (Information Scientist)



Translated by Dr Payal Thorey  
Assistant Professor  
Department of Law  
RTM Nagpur University



Dr Sucha Deshpande  
IQAC Director  
RTM Nagpur University



Dr. Mulharthavinayaka P Kane  
Vice Chancellor  
RTM Nagpur University



राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ, नागपूर.

1978. *Journal of the Royal Society of Medicine*, 71, 1, 1-11.

(विद्या विभाग)

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अभिपूजनं कः समुल्लासि विद्या १६ ७७२५७

Years 9c / 9d / 2000

॥ अधिनियम ॥

[illegible]

## Direction No. 76 of 2016

\*Directors Governing the Examination leading to the Degree of **Master of Fashion Design** Two Years Choice Based Credit System semester Pattern Courses along with the Scheme of Examination under the Faculty of **Masses Studies** \*

## Direction No.77 of 2016

"Direction Governing the Examination leading to the Degree of **Post Graduate Diploma in Fashion Technology** (One and Half Years Degree Course- Semester pattern) along with the Scheme of Examination under the Faculty of Home Science."

## Direction No. 78 of 2016

"Direction Concerning the Examination leading to the Degree of **M.Sc. Home Science Two Years Choice Based Credit System semester Pattern Course** along with the Scheme of Examination under the Faculty of Home Science."

Direction No.79 of 2016

"Direction Governing the Examination leading to the **Master of Textile Design Two Years Choice Based Credit System** semester Pattern Course; along with the Scheme of Examination under the Faculty of Home Science."

कृपया सहायता के लिए निम्नलिखित जानकारी दें: [www.nagpuruniversity.org](http://www.nagpuruniversity.org) या [nagpuruniversity@gmail.com](mailto:nagpuruniversity@gmail.com) पर सहायता के लिए संपर्क करें।

જાણના સંબંધીનાનો ચોટ બધાને

डा. कुलशुभसिन्हा आर्टिगालर्षी

(पुराणभट्ट वैश्याम्)  
कल्याणविहारा

અનિશ્ચિત શરૂઆતી ૧૫ શુદ્ધીકરણ કાર્યવાહીઓની અડેલિસ્ટ:

૧. પુરવિજ્યા વિદ્યાર્થીઓ પદવિદ્યાર્થીઓને સર્વ તબક્કાં સમાવેશ
૨. શ્રી. મયમનગલ, પુરવિજ્યા વિદ્યાર્થીઓ
૩. પુરવિજ્યા વિદ્યાર્થીઓ કાર્યકરોની સેવા સમાવેશ સમાવેશ
૪. શ્રી. સર્વિજ્ઞાન વિદ્યાર્થીઓ
૫. ગુજરાતી વિદ્યાર્થીઓ (સર્વિજ્ઞાન વિદ્યાર્થીઓ)
૬. ગુજરાતી વિદ્યાર્થીઓ (સર્વિજ્ઞાન વિદ્યાર્થીઓ)
૭. ગુજરાતી વિદ્યાર્થીઓ (સર્વિજ્ઞાન વિદ્યાર્થીઓ)
૮. ગુજરાતી વિદ્યાર્થીઓ (સર્વિજ્ઞાન વિદ્યાર્થીઓ)
૯. ગુજરાતી વિદ્યાર્થીઓ (સર્વિજ્ઞાન વિદ્યાર્થીઓ)
૧૦. ગુજરાતી વિદ્યાર્થીઓ (સર્વિજ્ઞાન વિદ્યાર્થીઓ)
૧૧. ગુજરાતી વિદ્યાર્થીઓ (સર્વિજ્ઞાન વિદ્યાર્થીઓ)
૧૨. ગુજરાતી વિદ્યાર્થીઓ (સર્વિજ્ઞાન વિદ્યાર્થીઓ)
૧૩. ગુજરાતી વિદ્યાર્થીઓ (સર્વિજ્ઞાન વિદ્યાર્થીઓ)
૧૪. ગુજરાતી વિદ્યાર્થીઓ (સર્વિજ્ઞાન વિદ્યાર્થીઓ)
૧૫. ગુજરાતી વિદ્યાર્થીઓ (સર્વિજ્ઞાન વિદ્યાર્થીઓ)

અધિકારી ગુજરાતી શાળા  
ગુજરાતી શાળા, ગુજરાત

  
(શ્રી અનિલ શિરેસ્ટા)  
અધિકારી (ગુજરાતી)





**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR**

(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994)

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**FACULTY OF HOME SCIENCE**

**DIRECTION NO. 78 OF 2016**

**DIRECTION GOVERNING THE EXAMINATION LEADING TO  
THE DEGREE OF M.Sc. HOME SCIENCE SEMESTER PATTERN  
(CHOICE BASED CREDIT SYSTEM)**

(Issued by the Vice-Chancellor under Section 14(8) of the MU. Act, 1994)

**Whereas,** Maharashtra Universities Act, 1994 (hereinafter referred to as Act) has come into force from 22<sup>nd</sup> July, 1994 was amended from time to time.

**AND**

**Whereas,** the University Grants Commission, New Delhi vide letter No.D.O.No.F-1-1/2015 (CM) dated 8<sup>th</sup> January 2015 regarding reforms pertaining to the introduction of Choice Based Credit System at the earliest from the academic session 2015-16 to provide option to students and also seamless mobility across the institutions.

**AND**

**Whereas,** the Board of Studies / Special Task Force in all the Home Science subjects in their meeting held on dated 25.8.2016 prepared the syllabi and scheme of examination for the M.Sc. Home Science course and recommended for starting of the Choice Based Credit System in Faculty of Home Science from the academic session 2016-17.

**AND**

**Whereas,** the Faculty Coordinator, Faculty of Home Science in its meeting held on 25.8.2016 vide item No. 1, has considered, accepted and recommended to Academic Council, the policy decision regarding introduction of Choice Based Credit System and the draft syllabi of M.Sc. Home Science Semester I – IV with draft direction and other details.

**AND**

**Whereas,** the new draft direction and scheme of semester pattern examination as per Choice based credit system is to be implemented from the Academic Session 2016-17 for M.Sc. Home Science semester I and onwards which is to be regulated by this direction and as such there is no existence and framing of an Ordinance for the above examination is a time consuming process.

**AND**

Whereas, the admission of students in the Choice Based Credit System at M.Sc. Home Science Semester I and onwards are to be made in the Academic Session 2016-17.

**AND**

Whereas the Hon'ble Vice-Chancellor has accepted the syllabus along with draft direction on the behalf of Academic Council on 7-10-2016 under section 14(7) of Maharashtra University Act 1994.

**AND**

Whereas the Hon'ble Vice-Chancellor has accepted the syllabus along with draft direction on the behalf of Management Council under section 14(7) of Maharashtra University Act 1994.

**AND**

Whereas, ordinance making is a time consuming process, therefore, I, Dr. S. P. Kane, Vice Chancellor Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers vested under Section 14(8) of the Act do hereby issue the following Direction.

This Direction may be called "Direction relating to examinations leading to the Degree of – M.Sc. Home Science in the Faculty of Home Science (Choice based Credit System).

1. The direction shall come into force from the date of its issue by Hon'ble Vice Chancellor and shall remain in force till the relevant ordinance comes into being in accordance with the provisions of the Act.
2. The duration of the M.Sc. Home Science course shall be of two academic years consisting of four semester with University examinations at the end of each semester namely:
  - a. M.Sc. Home Science Semester I Exam.
  - b. M.Sc. Home Science Semester II Exam.
  - c. M.Sc. Home Science Semester III Exam.
  - d. M.Sc. Home Science Semester IV Exam.
3. Theory examination of Semester-I, II, III and IV shall be conducted by the University and shall be held separately at the end of each semester at such places and dates as may be decided and notified by the University and shall be held as per the schedule given in Table below.

Sr. No.	Name of the examination	Main Examination	Supplementary Examination
1	Semester I & III	Winter	Summer
2	Semester II & IV	Summer	Winter

4. The examinations shall be held at such places and dates which are notified by the university.

**5. ELIGIBILITY TO THE COURSE:-**

Subject to their compliance with the provisions of this direction and of other ordinances in force from time to time, the following applicant candidates shall be eligible for the admission to M.Sc. Home Science and examinations thereof

**a) For [M.Sc. Home Science (Food Science and Nutrition)Semester-I]**

For admission to the M.Sc. Home Science (Food Science and Nutrition) Semester I a candidate shall have B.Sc. (Home Science), B.Sc. with Postgraduate Diploma in Dietetics, M.B.B.S., B.Sc. with Nutrition of this university or of any other statutory university recognized equivalent thereto.

**b) For [M.Sc. Home Science (Resource Management) Semester-I]**

For Admission to the M.Sc. Home Science (Resource Management) Semester I, a candidate shall have offered B.Sc. (Home Science), M.A. (Home Economics) of the university or of any other statutory university recognized equivalent thereto.

**c) For [M.Sc. Home Science (Human Development) Semester –I]**

For admission to the M.Sc. Home Science (Human Development) Semester I, a candidate shall have B.Sc. (Home Science), B. A./ M.A. (Home Economics / Psychology), M.S.W., M.B.B.S., of the University or of any other statutory university recognized equivalent thereto.

**d) For [M.Sc. Home Science (Textiles and Clothing) Semester-I]**

For admission to the M.Sc. Home Science (Textile and Clothing) Semester I, B.Sc. (Home Science), Bachelor of Fashion Design, Bachelor of Textile Design of the university, B.Sc. in fashion Technology from Azhimalai University or of any other statutory university recognized equivalent thereto.

**e) For [M.Sc. Home Science ( Extension Education ) Semester-I]**

For Admission to the M.Sc. Home Science (Extension Education) Semester I, a candidate shall have offered B.Sc.(Home science), M.A. (Home Economics), B.S.W, B.V.Sc, B.A. (Rural Services), Postgraduate diploma in Mass Communications, B.Sc. (Agriculture) of the university or of any other statutory university recognized equivalent thereto.

Candidates shall have passed any one of the above examinations from Rashtrasant Tukadoji Maharaj Nagpur University or any other statutory University of India or abroad, recognized by the UGC or any other concerned apex regulatory apex regulatory authority/ body of India.

**6. Choice Based Credit System Semester Pattern**

**a) M.Sc. Home Science Semester I Examination**

Students who have fulfilled the eligibility criteria as mentioned in Section 5 and have been admitted to this course in Semester I.

**b) M.Sc. Home Science Semester-II Examination**

Students who have been admitted to this course in semester -II.

**c) M.Sc. Home Science Semester-III Examination**

Students who have been admitted to this course in semester III.

**c) M.Sc. Home Science Semester-IV Examination**

Students who have been admitted to this course in semester IV.

**7. The ATKIT rules for admission for the M.Sc. Home Science (Food Science and Nutrition/ Resource management / Human Development/Textile and Clothing/ Home Science Extension) (Theory and Practical as separate passing head) shall be as given in the following table.**



Admission to semester	Candidate should have passed in all the subjects of the following examination of R.T. M Nagpur University	Candidate should have passed at least two third of the passing heads of the following examinations
Semester I	As provided in the part 6 of the direction	-----
Semester II	-----	-----
Semester III	-----	Semester I and II taken together
Semester IV	-----	-----

8. Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5, 8, 9, 10, 26, 31 and 32 of the said ordinance shall apply to every student admitted to this course.
9. The fees for the tuition, examination, laboratory and other fees shall be as prescribed by the university from time to time.
10. (a) The scope of the subjects shall be as prescribed in the syllabus.  
(b) The medium of instruction and examination shall be English.
11. The number of papers and maximum marks assigned to each paper and minimum marks/grade, an examinee must obtain in order to pass and the Scheme of the M.Sc. Home Science examination shall be as prescribed in **APPENDIX-I** as appended with this direction respectively as follows :  
  
Appendix-I-a- for M.Sc. Home Science (Food Science & Nutrition),  
Appendix-I-b- for M.Sc. Home Science (Resource Management),  
Appendix-I-c- for M.Sc. Home Science (Human Development),  
Appendix-I-d- for M.Sc. Home Science (Textiles & Clothing) and  
Appendix-I-e- for M.Sc. Home Science (Extension Education)
12. The examinee at each of the examination shall have option of not being declared successful at the examination in case he/she does not secure a minimum of grade equivalent to 55% marks at the examination. This option will have to be exercised every time the application is submitted to any of the examinations. Once this option is exercised, the option shall be binding on the examinee and it shall not be evoked in under any circumstances.
13. The classification of the examinee successful at the semester and examination at the end of fourth semester examination shall be as per the rules and regulations of credit based semester pattern as prescribed in appendix, appended with this direction.
14. The provisions of Direction no. 3 of 2007 for the award of grade marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this direction.
15. The names of the successful examinee passing the examination as a whole in the minimum prescribed period and obtaining prescribed number of places securing the grades equivalent to first and second division shall be arranged in order of merit as provided in ordinance 6 relating to examination in general.
16. Every student shall submit three copies of the project report (typed and properly bound) for the Fourth Semester to the University at least one month prior to the commencement of the final examination through the Head of the Department/Centre/the Principal of the college concerned along with the certificate signed by the supervisor and declaration by the candidate towards original work which is not submitted to any university or organization for award of the degree. The

scheme/guidelines for the students and supervisors regarding Project Work Report are given in **APPENDIX-II**.

17. Successful examinees will be given **Grade Point Average (GPA) and Course Grade Point Average (CGPA)** at the end of M.Sc.(Home Science) Semester-IV Examination as per the **APPENDIX-III**
18. No candidate shall be admitted to an examination under this direction, if he/she has already passed the same examination of this university or of any other university.
19. Successful examinees at the M. Sc.(Home Science) Semester I, II, III, & IV Examinations shall be entitled to receive a Certificate signed by the Controller of Examination of University (COE) and successful examinees at the end of M. Sc. Semester IV examination shall, on payment of prescribed fees, receive a Degree in the prescribed format, signed by the Vice-Chancellor.
20. This semester pattern course is based on Choice Based Credit System and therefore, it will be also regulated by guidelines and regulation given in **APPENDICES** which are part of this direction.

With the issuance of this Direction, the Direction No. 20 of 2016 shall stand repealed.

I further direct that the aforesaid Direction shall come into force from the date of issuance and shall remain in force till the relevant ordinance comes into being, in accordance with the provisions of the Maharashtra Universities Act, 1994.

Sd/-

Date : 7-10-2016  
Nagpur

Dr. S.P.Kane  
Hon'ble Vice-Chancellor



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY NAGPUR**  
(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994)

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**FACULTY OF HOME SCIENCE**

**DIRECTION NO. 76 OF 2016**

**DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF  
MASTER OF FASHION DESIGN  
(CHOICE BASED CREDIT SYSTEM)**

**(Issued under section 14(8) of the Maharashtra University Act 1994)**

Whereas the Maharashtra Universities act No. XXXV of 1994 has come into force with effect from 22<sup>nd</sup> July, 1994 and was amended from time to time,

**AND**

WHEREAS, the University Grants Commission, New Delhi vide letter No.D.O.No.F-2/2008(XI Plan), dated 31<sup>st</sup> January 2008 regarding new initiatives under the XI Plan – Academic reforms in the University has suggested for improving quality of higher education and to initiate the academic reform at the earliest,

**AND**

Whereas the Task Force in BFD/BTS/BPD in the Faculty of Home Science at its meeting held on 25-08-16, have recommended for starting of semester pattern and prepared the syllabus and scheme of examination for Master of Fashion Design, commensurate with the governing guidelines.

**AND**

Whereas the Coordinator, Faculty of Home Science concurred with the recommendations of the Task Force in BFD/BTS/BPD in the Faculty of Home science vide her observations dated 25-08-2016.

**AND**

Whereas, the new draft direction and scheme of examination as per semester pattern is to be implemented from the academic session 2016-2017 for Master of Fashion Design which is to be regulated by this direction and as such there is no existence and framing of an ordinance for the above examination,

**AND**

WHEREAS the Hon'ble Vice-Chancellor has accepted the syllabus along with draft direction on the behalf of Academic Council on 7-10-2016 under section 14(7) of Maharashtra University Act 1994.

**AND**

WHEREAS the Hon'ble Vice-Chancellor has accepted the syllabus along with draft direction on the behalf of Management Council under section 14(7) of Maharashtra University Act 1994,

**AND**

Whereas, the framing of an ordinance as required under provision of Act is a time consuming process, now therefore, I, Dr. Siddharthavinayaka P. Kane, the Vice Chancellor of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers vested under Section 14(8) of the Act do hereby issue the following Direction.

This Direction may be called "Direction relating to examinations leading to the Degree of - Master of Fashion Design in the Faculty of Home Science (Choice based Credit System).

1. The direction shall come into force from the date of its issue by Hon'ble Vice Chancellor and shall remain in force till the relevant ordinance comes into being in accordance with the provisions of the Act.
2. The duration of the Master of Fashion Design course shall be of two academic years consisting of four semester with University examinations at the end of each semester namely:
  - a. Master of Fashion Design, Semester I Exam.
  - b. Master of Fashion Design, Semester II Exam.
  - c. Master of Fashion Design, Semester III Exam.
  - d. Master of Fashion Design Semester IV Exam.
3. The theory examination of Semesters-I, II, III and IV shall be conducted by the University and shall be held separately at the end of each semester at such places and dates as may be decided and notified by the University and shall be held as per the schedule given in Table below.

Sl. No.	Name of the examination	Main Examination	Supplementary Examination
1	Semester I & III	Winter	Summer
2	Semester II & IV	Summer	Winter

4. The examinations shall be held at such places and dates which are notified by the University.

**ELIGIBILITY TO THE COURSE:**

5. Subject to the compliance of the provisions of this direction and any other ordinances in force from time to time, an applicant for admission to the examination shall have passed a three years degree course examination in Bachelor of Fashion Design from Rashtrasant Tukadoji Maharaj Nagpur University or Bachelor degree in Fashion Design / B.Sc. Home Science/Garment Technology/ B.Sc. in Fashion Design /B.A. with Fashion Design /Bachelor of Khadi production design/Bachelor of fashion business management or any other equivalent examination from any recognized University in India or abroad or Graduation in Textile Design, Textile Science / Handloom Technology or Equivalent / Graduates in Fashion Accessories, Apparel Merchandising / Graduate in any discipline with one year relevant Garment, Textile industry experience, one or two year diploma or certificate course in fashion design, garment technology, fashion technology/Dress Designing, Dress Making/BFA/MFA (Master of Fine Arts in all discipline) M.A.Home Economics.



#### 6(a) Master of Fashion Design Semester-I Examination

Students who have fulfilled the eligibility criteria as mentioned in Section 5 have been admitted to this course in Semester I.

b) The ATKT rules for admission for the Master of Fashion Design Course (Theory and Practical as separate passing head) shall be as given in the following table-

Admission to Semester	Candidate should have passed in all the subjects of the following examination of K. J. Somaiya Institute of Technology and Management	Candidate should have passed at least two-third of the passing heads of the following examinations
Semester I	As provided in the para 6 of the direction	-----
Semester II	-----	-----
Semester III	For regular students  Lateral admission-Those Who have done PG Diploma in Fashion Designing or Fashion Technology /Apparel Merchandising or equivalent M. Sc Home Science in Textile & Clothing or equivalent shall be eligible to take admission in semester III of the said course -----	Semester I and II taken together
Semester IV	-----	Semester I, II and III taken together

6(a) The duration of the course leading to the Master of Fashion Design in the Faculty of Home Science shall be of iv semester (two years)/The examination pattern will be as follows.

i) **Semester Examination** The examination shall be held twice every year for Part I and Part II at the places and on the dates prescribed by the university.

ii) **Viva -Voce Examination**-The Viva-Voce shall be held at the end of post fourth semester on completion of Research Project for which external examiner shall be appointed for conduction of Viva -Voce on such date as fixed by the university.

iii) **Internship**-The internship of two week shall be completed after the completion of first year academic session during vacation. Evaluation of two week internship report will be conducted at the college level.

7) Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5, 8, 9, 10, 26, 31 and 32 of the said ordinance shall apply to every student admitted to this course.

8) The fees for the tuition, examination, laboratory and other fees shall be as prescribed by the university from time to time.

9) (a) The scope of the subjects shall be as prescribed in the syllabus.

(b) The medium of instruction and examination shall be in English

(c) Examinees shall have option to write answer in English /Marathi/Hindi



- 10) The number of papers and maximum marks assigned to each paper and minimum marks/grade, an examinee must obtain in order to pass the examination shall be as prescribed in Appendix-I, Appendix-II, Appendix-III and Appendix-IV appended with this direction.
- 11) The examinee in each of the examination shall have option of not being declared successful at the examination in case he/she does not secure a minimum of grade equivalent to 55% marks at the examination. This option will have to be exercised every time the application is submitted in any of the examinations. Once this option is exercised, the option shall be binding on the examinee and it shall not be evoked in under any circumstances.
- 12) The classification of the examinee successful at the semester and examinations and at the end of final semester examination shall be as per the rules and regulations of credit based semester pattern as prescribed in appendix, appended with this direction.
- 13) The provisions of direction no. 3 of 2007 for the award of grace marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this direction.
- 14) The names of the successful examinee passing the examination as a whole in the minimum prescribed period and obtaining prescribed number of places securing the grades equivalent to first and second division shall be arranged in order of merit as provided in ordinance 6 relating to examination in general.
- 15) The unsuccessful candidate failing in securing passing marks in sessional/ internal assessment shall be allowed to appear for internal/ sessional examination and college should send the marks to University before the commencement subsequent semester examination.
- 16) No candidate shall be admitted in an examination under this direction, if he/she has already passed the same examination of this university or of any other university.
- 17) Examinee successful at the final examination shall on payment of the prescribed fees, will be entitled for the award of the degree in the prescribed form signed by the Vice-Chancellor.
- 18) This course is based on Choice based credit System and therefore, it will be also regulated by guidelines and regulation given in appendices which are part of this direction.
- 19) With the issuance of this direction The Direction No. 23 of 2016, governing the examinations leading to award of Master of Fashion Design (Credit based semester system) in the Faculty of Home Science shall stand repealed.
- 20) I, further, direct that the aforesaid Direction shall come into force from the date of issuance and shall remain in force till the relevant Ordinance comes into being, in accordance with the provisions of the Maharashtra Universities Act, 1994.

Date :07/10/2016  
Nagpur

Sd/-  
(Dr. S. P. Kumbhar)  
Hon'ble Vice-Chancellor



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY NAGPUR**  
(Established by Government of Central Provinces Education Department by Notification No. 313 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994)

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**FACULTY OF HOME SCIENCE**

**DIRECTION NO. 79 OF 2016  
DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF  
MASTER OF TEXTILE DESIGN  
(CHOICE BASED CREDIT SYSTEM)**

**(Issued under section 14(8) of the Maharashtra University Act 1994)**

Whereas the Maharashtra Universities act No. XXXV of 1994 has come into force with effect from 22<sup>nd</sup> July, 1994 and was amended from time to time.

**AND**

WHEREAS, the University Grants Commission, New Delhi vide letter No.D.O.No.F-2/2008(XI Plan), dated 31<sup>st</sup> January 2008 regarding new initiatives under the XI Plan – Academic reforms in the University has suggested for improving quality of higher education and to initiate the academic reforms at the earliest,

**AND**

Whereas the Task Force in BFD/BTS/BPD in the Faculty of Home Science at its meeting held on 25/08/2016, have recommended for starting of semester pattern and prepared the syllabus and scheme of examination for Master of Textile Design, commensurate with the governing guidelines.

**AND**

Whereas the Coordinator, Faculty of Home Science concurred with the recommendations of the Task Force in BFD/BTS/BPD in the Faculty of Home science vide his observations dated 25/08/2016

**AND**

Whereas, the new draft direction and scheme of examination as per semester pattern is to be implemented from the academic session 2016-2017 for Master of Textile Design which is to be regulated by this direction and as such there is no existence and framing of an ordinance for the above examination,

**AND**

WHEREAS the Hon'ble Vice-Chancellor has accepted the syllabus along with draft direction on the behalf of Academic Council on 7-10-2016 under section 14(7) of Maharashtra University Act 1994,

**AND**

WHEREAS the Hon'ble Vice-Chancellor has accepted the syllabus along with draft direction on the behalf of Management Council under section 14(7) of Maharashtra University Act 1994,

**AND**

Whereas, the framing of an ordinance as required under provision of Act is a time consuming process, now therefore, I, Dr. Siddharthavinayaka P. Kane, the Vice Chancellor of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers vested under Section 14(8) of the Act do hereby issue the following Direction.

This Direction may be called "Direction relating to examinations leading to the Degree of – Master of Textile Design in the Faculty of Home Science (Choice based Credit System)

1. The direction shall come into force from the date of its issue by Hon'ble Vice Chancellor and shall remain in force till the relevant ordinance comes into being in accordance with the provisions of the Act.
2. The duration of the Master of Textile Design course shall be of two academic years consisting of four semester with University examinations at the end of each semester namely:
  - a. Master of Textile Design, Semester I Exam.
  - b. Master of Textile Design, Semester II Exam.
  - c. Master of Textile Design, Semester III Exam.
  - d. Master of Textile Design Semester IV Exam.
3. The theory examination of Semester-I, II, III and IV shall be conducted by the University and shall be held separately at the end of each semester at such places and dates as may be decided and notified by the University and shall be held as per the schedule given in Table below.

Sr. No.	Name of the examination	Main Examination	Supplementary Examination
1	Semester I & III	Winter	Summer
2	Semester II & IV	Summer	Winter

4. The examinations shall be held at such places and dates which are notified by the University.

#### **ELIGIBILITY TO THE COURSE:**

5. Subject to the compliance of the provisions of this direction and any other ordinances in force from time to time, an applicant for admission to the examination shall have passed:

(a) In case of part one Examination, have passed the BTS Examination from RTM, Nagpur University or Bachelor degree in Textile Design/Textile Science or B.Tech in Textile Technology, or B.Design BFA/ Graduation in Textile, Knitwear or Fashion, B.Sc Home Science, Textile or Handloom Technology or Equivalent, (OR) Graduate in any discipline with one year relevant Textile industry experience) or any other equivalent examination from any recognized University by UGC or any other reputed organization like NIFT

#### **6(a) Master of Textile Design Semester-I Examination**

Students who have fulfilled the eligibility criteria as mentioned in Section 5 have been admitted to this course in Semester I.

b) The AIKT rules for admission for the Master of Textile Design Course (Theory and Practical as separate passing board) shall be as given in the following table:-

Admission to Semester	Candidate should have passed in all the subjects of the following examination of R.T.M. Nagpur University	Candidate should have passed at least two third of the passing marks of the following examinations
Semester I	As provided in the para 6 of the direction	-----
Semester II	-----	-----
Semester III	For regular students  Lateral admission- Who have done PG Diploma in Textile Designing or Textile Technology or equivalent /MSc Home Science in Textile & Clothing or equivalent shall be eligible to take admission in semester III of the said course -----	Semester I and II taken together
Semester IV	-----	Semester I, II and III taken together



- 6(c) The duration of the course leading to the Master of Textile Design in the Faculty of Home Science shall be of *iv* semester (two years) The examination pattern will be as follows.
- i) **Semester Examination** The examination shall be held twice every year for Part I and Part II at the places and on the dates prescribed by the university.
  - ii) **Viva -Voce Examination**-The Viva-Voce shall be held at the end of part fourth semester on completion of Research Project for which external examiner shall be appointed for conduction of Viva -Voce on such date as fixed by the university.
  - iii) **Internship**:-The internship of two week shall be completed after the completion of first year academic session during vacation Evaluation of two week internship report will be conducted at the college level.
- 7) Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5, 8, 9, 10, 26, 31 and 32 of the said ordinance shall apply to every student admitted to this course.
- 8) The fees for the tuition, examination, laboratory and other fees shall be as prescribed by the university from time to time.
- 9) (a) The scope of the subjects shall be as prescribed in the syllabus.
- (b) The medium of instruction and examination shall be in English
- (c) Examinee shall have option to write answer in English /Hindi/Urdu
- 10) The number of papers and maximum marks assigned to each paper and minimum marks/grade, an examinee must obtain in order to pass the examination shall be as prescribed in Appendix-I, Appendix-II, Appendix-III and Appendix-IV appended with this direction.
- 11) The examinee of each of the examinations shall have option of not being declared successful at the examination in case he/she does not secure a minimum of grade equivalent to 55% marks at the examination. This option will have to be exercised every time the application is submitted to any of the examinations. Once this option is exercised, the option shall be binding on the examinee and it shall not be evoked in under any circumstances.
- 12) The classification of the examinee successful at the semester and examinations and at the end of final semester examination shall be as per the rules and regulations of credit based semester pattern as prescribed in appendix, appended with this direction.
- 13) The provisions of direction no. 3 of 2007 for the award of grace marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this direction.

- 14) The names of the successful examinee passing the examination as a whole in the minimum prescribed period and obtaining prescribed number of places securing the grades equivalent to first and second division shall be arranged in order of merit as provided in ordinance 6 relating to examination in general.
- 15) The unsuccessful candidate failing in securing passing marks in sessional/internal assessment shall be allowed to appear for internal/ sessional examination and college should send the marks to University before the commencement subsequent semester examination.
- 16) No candidate shall be admitted to an examination under this direction, if he/she has already passed the same examination of this university or of any other university.
- 17) Examinee successful at the final examination shall on payment of the proscribed fees, will be entitled for the award of the degree in the prescribed form signed by the Vice-Chancellor.
- 18) This course is based on Choice based credit System and therefore, it will be also regulated by guidelines and regulations given in appendices which are part of this direction.
- 19) With the issuance of the Direction, the Direction No. 34 of 2016 shall stand repealed.
- 20) I further direct that the aforesaid Direction shall come into force from the date of issuance and shall remain in force till the relevant ordinance comes into being, in accordance with the provisions of the Maharashtra Universities Act, 1994.

Date : 7-10-2016  
 Nagpur

Sd/  
 Dr. S.P. Karm  
 Hon'ble Vice-Chancellor



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR  
(Established by Government of Central Provinces Education Department by  
Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University  
governed by Maharashtra Public Universities Act, 2016)

DIRECTION NO. 16 OF 2020

ADMISSION AND EXAMINATIONS LEADING TO THE AWARD OF DEGREE OF  
MASTER OF FASHION DESIGN (CHOICE BASED CREDIT SYSTEM)  
(SEMESTER PATTERN) DIRECTION 2020.

Whereas, The Maharashtra Public Universities Act, 2016 (hereinafter 'Act') (VI of 2017) has come into force from 1<sup>st</sup> March 2017 and the same has been made applicable to Rashtrasant Tukadoji Maharaj Nagpur University (hereinafter "the University");

AND

Whereas, the University has issued Direction No. 15 of 2017 dealing with the composition of the four faculties created by the Act, where under the existing different faculties of the University have been merged into the four new faculties created by the Act, by which the subjects of Fashion Design have been included in the faculty of Science and Technology;

AND

Whereas, the University has issued Direction No. 10 of 2019 prescribing "conditions for conduct of undergraduate and post graduate examinations based on credit based/choice based credit system, in all faculties";

AND

WHEREAS, the Special task committees in various subjects of home science, including in the subject of Fashion Design, in their meetings held on 25<sup>th</sup> April 2019 considered and accepted the scheme of subjects, syllabi and scheme of examinations of the Master of Fashion Design;

AND

WHEREAS, the Dean of the Faculty of Science and Technology considered and approved the proposal of the Special task committees in various subjects of home science including fashion design, in the Faculty of Science and Technology, and recommended to the Vice-Chancellor to accept the syllabus and the Scheme of examinations for the course of Master of Fashion



design on 4<sup>th</sup> April 2019, under section 12 (8) of the Act on behalf of the Academic Council and the Management council;

AND

**Whereas,** Direction No.76 of 2016 entitled "Direction governing the examination leading to the degree of Master of Fashion Design (Choice Based Credit System)", has lapsed by virtue of the provisions of the proviso to section 12 (8) of the Act (VI of 2017) necessitating issuance of a fresh Direction incorporating the provisions of the said (lapsed) Direction with suitable modifications necessitated by the Direction No.10 of 2019 and decisions taken by special task committee and approved by Dean of the faculty of science and technology;

Now, therefore, I, Dr. Murlidhar G.Chandekar, Vice- Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers conferred upon me under provision of section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby issue following Directions;

1. This Direction shall be called " Admission and Examinations leading to the award of Degree of Master of Fashion Design (Choice Based Credit System) (Semester Pattern) Direction, 2020" in the Faculty of Science and Technology.
2. This Direction shall be applicable from the date of its issuance.
3. In this Direction unless the context requires otherwise;
  - a. **"ATKT"** means "Allowed to Keep Term" in the higher semester, as per the rules herein.
  - b. **"Board of Studies"** means Board of studies of the University in the discipline/subjects concerned.
  - c. **"Course"** means a theory, practical or a sessional subject prescribed in any semester and which carries maximum marks and minimum passing marks.
  - d. **"Credit"** means the unit by which the course work is measured. It is measured in terms of weekly class hours assigned to a Course.
  - e. **"Credit Point" (CP):** It is the value obtained by multiplying the Grade Point by the Credit i.e. No. of Credits assigned for the course x Grade Points secured for that course.
  - f. **"Cumulative Grade Point Average (CGPA)"**: CGPA refers to the Cumulative Grade Point Average weighted across all the semesters. It is obtained by dividing total number of credit points in all the semesters by the total number of credits in all the semesters.
  - g. **"Degree"** means Master's degree in Fashion Design.



- h. **"Grade Letter"**: It is an index to indicate the performance of a student in a particular course/ Paper. It is the transformation of actual marks secured by a student in a course/paper. It is indicated by a Grade letter O, A, B, C, D, E and F. There is a range of marks for each Grade.
- i. **"Grade Point"** : Grade Point is weight allotted to each grade letter depending on the marks awarded in a course/paper
- j. **"Post Graduate programme"** means Master's degree programme in the subject of Fashion Design in the Faculty of Science and Technology.
- k. **"Student"** means student admitted to Post Graduate programme under this Direction.
- l. **Semester Grade Point Average (SGPA)**: SGPA indicates the performance of a student in a given Semester. It is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.
- l. **"University"**: means Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur.

#### 4. ELIGIBILITY AND ADMISSION TO THE COURSE:

Subject to the compliance of the provisions of this direction and any other ordinances in force from time to time, an applicant for admission to the 1<sup>st</sup> Semester of the program shall have passed;

- i) A three years degree course examination in Bachelor of Fashion Design from Rashtrasant Tukdoji Maharaj Nagpur University or Bachelor degree in Fashion Design / B.Sc. Home Science/Garment Technology/ B.Sc in Fashion Design/B.A with Fashion Design /Bachelor of Khadi production design/Bachelor of fashion business management/ B.Voc in Fashion Design or any other equivalent examination from any recognized University in India or abroad or Graduation in Textile Design, Textile Science / Handloom Technology or Equivalent / Graduates in Fashion Accessories, Apparel Merchandising / Graduate in any discipline with one year relevant Garment ,Textile Industry Experience, one or two year Diploma or Certificate Course in Fashion Design, Garment Technology, Fashion Technology/Dress Designing, Dress Making/BFA/MFA (Master of Fine Arts in all discipline) M.A .Home Economics
- ii) No candidate shall be admitted to an examination under this direction, if he/she has already passed the same examination of this university or of any other university.

- 5. **Lateral admission-** Those Who have done PG Diploma in Fashion Designing or Fashion Technology /Apparel Merchandising or equivalent /M. Sc Home Science in

Textile & Clothing or equivalent shall be eligible to take admission in semester III of this programme.

6. **Duration of the Course :** The duration of the Master of Fashion Design course shall be of two academic years consisting of four Semester with University examinations at the end of each semester.
7. **Medium of Instruction:** The medium of instructions shall be English. However, the students may write their examinations in either English or Marathi or Hindi languages.
8. **Course Structure:** This programme shall comprise theory papers, internship and Research Project spread in various semesters. The number of papers and maximum marks assigned to each paper and minimum marks/grade, an examinee must obtain in order to pass the examination shall be as prescribed in **Appendix-I**, appended with this Direction. It shall have core and elective courses as described in the Appendix -I to this Direction.
9. **Foundation Course/Elective:** It refers to those courses which are included in the Appendix- A, of this Direction which a student of this programme and the students of other programmes may opt. In the alternative students of the programme may opt for an elective course prescribed for the students of the third and fourth semesters.
10. The scope of the Courses/subjects shall be as prescribed in the syllabus (Appendix - V).
11. **Scheme of Examination:**
  - i) The theory examination of Semester-I, II, III and IV shall be conducted by the University and shall be held separately at the end of each semester at such places and dates as may be decided and notified by the University.
  - ii) **Research Project and Viva -Voce Examination-**The Viva-Voce shall be held at the end of part fourth semester on completion of Research Project for which external examiner shall be appointed for conduction of Viva -Voce on such date as fixed by the university.
  - iii) **Internship:-**The internship of four weeks duration shall be completed before fourth semester examinations, this internship could be done at once or in two parts



of two weeks each i.e. in the summer vacations after second semester or in winter vacation after third semester examinations. Evaluation of four weeks internship report will be conducted at the college level in semester IV.

- iv) Detail instructions regarding Project Work Scheme, Guidelines for the Students, Supervisors and Examiners, Pattern of Question Paper etc. are as given in Appendix - II

**12. A.T.K.T. Rules:** The failure students of the semester examinations of the programme shall be allowed to take admission in the higher semesters as per the rules below: -

Admission to Semester	Student should have appeared in the examination	Candidate should have passed in all the subjects of the following examination of R.T.M. Nagpur University	Candidate should have passed at least two third of the passing heads of the following examinations
Semester I		As provided in the para 4 of the direction	-----
Semester II	Semester I	-----	-----
Semester III	Semester II	Lateral admission-Those Who have done PG Diploma in Fashion Designing or Fashion Technology /Apparel Merchandising or equivalent /M. Sc Home Science in Textile & Clothing or equivalent shall be eligible to take admission in semester III of this programme.	Semester I and II taken together (For regular students)
Semester IV	Semester III	-----	-----

12. Without prejudice to other provisions of Ordinance no. 6 relating to the Examination in general, provisions of Para 5, 8, 9, 10, 26, 31 and 32 of the said ordinance shall apply to every student admitted to this course.

13. The fees for the tuition, examination, laboratory and other fees shall be as prescribed by the

University from time to time.

14. The examinee at each of the examination shall have option of not being declared successful at the examination in case he/she does not secure a minimum of 55% marks at the examination. This option will have to be exercised every time the application is submitted to any of the examinations. Once this option is exercised, the option shall be binding on the examinee and it shall not be revoked in any circumstances.

15. The classification of the examinee successful at the semester end examinations and at the end of final semester examination shall be as per the rules and regulations of Choice Based Credit System (semester pattern), as prescribed in Appendix -III, appended with this direction.

16. The provisions of Ordinance No. 3 of 2007 for the award of grace marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this Direction.

17. All the successful examinees passing all the semester examinations in the minimum prescribed period securing the grades equivalent to first and second division shall be eligible for inclusion of their names in the merit list as provided in ordinance 6 relating to examination in general.

18. The unsuccessful candidate failing to score minimum passing marks in sessional/Internal Assessment shall be allowed to appear for internal/ sessional examination in subsequent examinations and college should send the marks to University before the commencement subsequent semester examination.

19. Examinee successful at the final examination shall on payment of the prescribed fees, will be entitled for the award of the degree of Master of Fashion Design in the prescribed form signed by the Vice-Chancellor.

20. This programme is based on Choice Based Credit System the details regarding application of Choice based credit System and formula for conversion of marks in to grades and vice-versa is given in **Appendix- III** of this direction.

21. Absorption schemes from Annual pattern to semester pattern, Semester to Credit Based System, Credit Based to Choice Based Credit System etc. are given in Appendix -IV to this direction.

22. If any question of interpretation of any clause of this Direction arises the same shall be referred to the Dean, Faculty of Science and Technology whose opinion shall be final and binding.

23. Notwithstanding the lapse of Direction No. 76 of 2016, governing the examinations leading to award of Master of Fashion Design (Choice Based Credit system) in the Faculty of Science and Technology all actions taken thereunder till the issuance of this direction shall be valid and binding and be deemed to have been taken in pursuance of the provisions of the said Direction



(Dr. Subhash R. Chaudhari)  
Vice-Chancellor

Nagpur.

Dated : 14-8-2020



## APPENDIX I

### SEMESTER-I, MASTER OF FASHION DESIGN

SEMESTER-I MASTER OF FASHION DESIGN												
S. N. O.	SUBJECT CODE	Theory/Practical	Teaching Scheme (Hrs/week)				Examination Scheme					
			Theory	Practical	Total	Credits	Exam Duration	Max Marks		Total Marks	Minimum Passing marks	
								Theory/Practical, Univ. exam	Internal Marks		Th	Pr
1	IT-1	Core I – Fashion Illustration	4	–	4	4	3	80	20	100	50	–
2	IT-2	Core II - Pattern Making	4	–	4	4	3	80	20	100	50	–
3	IT-3	Core III- Textile Studies	4	–	4	4	3	80	20	100	50	–
4	IT-4	Core IV - History of Fashion	4	–	4	4	3	80	20	100	50	–
5	IP-1	Core I Practical - Fashion Illustration	–	8	8	4	6	80	20	100	–	50
6	IP-2	Core II Practical - Pattern Making	–	8	8	4	6	80	20	100	–	50
7	IP-3	Fashion communication skills	–	2	2	1	–	–	25	25	–	13
	Total		16	18	34	25	–	480	145	625	200	113

Note : 1. Minimum passing marks in each Course, Theory/Practical + internal assessment will be 50%.

2. Minimum passing marks in sessional courses will be 50%.



**SEMESTER-I I, MASTER OF FASHION DESIGN**

SEMESTER-I I														MASTER OF FASHION DESIGN													
S. No	SUBJECT CODE	Theory/Practical	Teaching Scheme (Hrs/week)				Credits	Examination Scheme																			
			Theory	Practical	Total	Exam Duration		Max Marks		Total Marks	Minimum Passing marks																
								Theory/Practical, Univ. exam	Internal Marks		T	P															
1	2T-1	Core I – CAD in Fashion	4	--	4	4	3	80	20	100	50	--															
2	2T-2	Core II - Grading	4	--	4	4	3	80	20	100	50	--															
3	2T-3	Core III-Weaving & Knitting Technology	4	--	4	4	3	80	20	100	50	--															
4	2T-4	Core IV -History of World Costume	4	--	4	4	3	80	20	100	50	--															
5	2P-1	Core I Practical - CAD in Fashion	--	8	8	4	6	80	20	100	--	50															
6	2P-2	Core II Practical - Grading	--	8	8	4	6	80	20	100	--	50															
7	2P-3	Makeup & Styling	--	2	2	1	--	--	25	25	--	13															
	Total		16	18	34	25	--	480	145	625	200	113															

Note : 1. Minimum passing marks in each Course, Theory/Practical + internal assessment will be 50%.

2. Minimum passing marks in sessional courses will be 50%.

SEMESTER-III

SEMESTER-III MASTER OF FASHION DESIGN												
S. No	SUBJECT CODE	Theory/Practical	Teaching Scheme (Hrs/week)				Examination Scheme					
			Theory	Practical	Total	Credits	Exam Duration	Max Marks		Total Marks	Minimum Passing marks	
								Theory/Practical, Univ. exam	Internal Marks		T	P
1	3T-1	Core I -Garment Production Technology	4	--	4	4	3	80	20	100	50	--
2	3T-2	Core II - Research Designing & Planning	4	--	4	4	3	80	20	100	50	--
3	3T-3	Elective I Film & Theater Costume or Elective-II Indian Art application	4	--	4	4	3	80	20	100	50	--
4	3T-4	Foundation-I ** (refer Appendix -A) or Fashion Retail Marketing	4	--	4	4	3	80	20	100	50	--
5	3P-1	Core I Practical-Garment Production Technology	--	8	8	4	6	80	20	100	--	50
6	3P-2	Craft survey & Documentation	--	6	6	3	--	50	25	75	--	38
7	3P-3	Elective I or Elective II	--	4	4	2	--	--	50	50	--	25
	Total		16	18	34	25	--	450	175	625	200	11.

Note : 1. Minimum passing marks in each Course, Theory/Practical + internal assessment will be 50%.

2. Minimum passing marks in sessional courses will be 50%.

\*\* In Semester III, student will have to opt any one foundation subject paper ( 1 & 2) other than his/her main subject paper for Post Graduation, as per Annexure -1, (List of Foundation



Subjects for Post Graduation). Once student opt foundation subject in Semester -III, it cannot be changed in Semester -IV, in option to the foundation course from the list, student may opt for elective given as option to the foundation course also.

#### SEMESTER-I V

SEMESTER-I V			MASTER OF FASHION DESIGN										
S · N o	SUBJE CT CODE	Theory/Practical	Teaching Scheme (Hrs/week)			Credits	Examination Scheme						
			Theory	Practical	Total		Exam Duration	Max Marks		Total Mar ks	Minimum Passing marks		
								Theor y/Prae tical, Univ. exam	Inter nal Mark s		T	P	
1	4T-1	Core I - Conceptual Design Development	4	--	4	4	3	80	20	100	50	--	
2	4T-2	Core II – Visual Merchandising	4	--	4	4	3	80	20	100	50	--	
3	4T-3	Elective I Fashion Accessory Design or Elective II Global Fashion Trend	4	-	4	4	---		50	50		25	
4	4T-4	Foundation 2 (Refer Appendix A) or Fashion forecasting	4	--	4	4	3	80	20	100	50	--	
5	4P-1	Core I Practical-Conceptual Design Development	---	8	8	4	6	80	20	100	--	50	
6	4P-2	Research Project Internship	--	8	8	4	---	80	20 25	100 25	--	50 13	
7	4S-1	Fashion show Management	2	--	2	2	--	--	50	50	---	25	
- -	Total		18	16	34	26	---	400	225	625	150	16	

Note : 1. Minimum passing marks in each Course, Theory/Practical + internal assessment will be 50%.

2. Minimum passing marks in sessional courses will be 50%.

3. Four weeks Internship is compulsory in semester IV.

## **APPENDIX – II**

### **A. Project Work Scheme, Guidelines for the Students, Supervisors and Examiners**

Every student is required to carry out **Project Work** (semester IV) on a related research topic of the subject /course. It must be an original work. On the basis of this work, student must submit the Project Report (typed and properly bound) in two copies at least one month prior to commencement of the final Practical Examination of Semester IV. The project report shall comprise of Introduction, Review of literature and Methodology, Results ,Discussion, Summary, Conclusions and References along with the declaration by the candidate that the work is original and not submitted to any University or Organization for award of the degree and certificate by the supervisor and forwarded through Head/Course-coordinator/Director of the Department/Centre or the Principal of the College.

The supervisors for the Experimental project work shall be from the following.

A person selected by the duly constituted selection committee in the relevant subject and approved by the University, exclusively for P. G. Course.

**OR**

A person selected by the duly constituted selection committee of the University approved by the University and appointed as a full time regular teacher with Masters Degree at U. G. Level in the relevant subject and having at least 10 years teaching experience.

**OR**

A person selected by the duly constituted selection committee of the University approved by the University and appointed as a full time regular teacher with Ph. D. Degree at U. G. Level in the relevant subject and having at least 5 years teaching experience.

### **B. General Rules and Regulations**

#### **Pattern of Question Paper**

1. There will be four units in each paper.
2. Question paper will consist of five questions.
3. Four questions will be from four units.
4. Fifth question will be from each of the four units having equal weightage.
5. Maximum marks of each paper will be 100 i.e. Theory paper 80 Marks and Internal assessment 20 Marks.
6. Each paper will be of 3 hours duration.

### APPENDIX- III

#### Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

- 1) On clearing a paper, based on cumulative score (out of 100) in that paper, a student will be given grade point average (GPA) (Maximum of 10 and minimum of 5) for that paper on the following basis.

Score (out of 100)	Grade	Grade Point Average (out of 10)
91 to 100	O: Outstanding	10
81 to 90	A: Very Good	09
71 to 80	B: Good	08
61 to 70	C: Average	07
51 to 60	D: Satisfactory	06
50	E: Pass	05
Below 50	F: Fail	00 or fail

- 2) On clearing all the papers in a semester, a student will be allotted a **Semester Grade Point Average (SGPA)** for that particular semester. As the pattern given above does not have differential weights for papers, the SGPA of a student for a particular semester will be the average of the GPA's for all the papers.
- 3) A student will be allotted a **Cumulative Grade Point Average (CGPA)** after clearing all the four semesters. Again as there is no differential weight system for semesters, the CGPA of a student will be the average of the four SGPA's of that student.
- 4)

CGPA	Equivalent class / division
9.00 to 10.00	First class (outstanding)
8.00 to 8.99	First class (excellent)
7.5 to 7.99	First class with distinction
6 to 7.49	First class
5 to 5.99	Higher Second class
5.00	Pass
Below 5.00	Fail

The CGPA can be converted to the usual / conventional divisions in the following way.



- a. A student failed to score minimum 50% marks in each head of passing and in aggregate shall be given F grade.
- b. Student with F grade in a course would be granted credit for that course but not the grade for that course.
- c. Grade points earned in each paper shall be calculated as – Grade points obtained (vide above table) x Credits for the paper.
- d. The formula for GPA will be based on Average. The final GPA will not be printed unless a student passes courses equivalent to minimum 100 Credits.

5) While declaring the result, the existing relevant ordinances are applicable. For verification and revaluation existing rules will be applicable.

6) The candidate may take all the examinations as per the provisions of ATKT simultaneously but his/her result of final semester shall not be declared unless he/she is declared successful at lower examinations.

7) If an examinee failed to pass the post graduate programme within five successive years (for four semesters degree) from the date of his / her first admission to particular post graduate programme he/ she shall be declared as "Not Fit for the Course (NFCY)" and

he/ she will not be allowed to appear further for any previous examination of the course.

8) The final result of students admitted to semester III through lateral admission shall be based on result of III & IV semester together

9) The computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) of an examinee shall be given below:

a. The marks will be given in all examinations which will include the college assessment marks, and the total marks for each Theory/ Practical shall be converted into Grades as per above table. SGPA shall be calculated based on Grade Points corresponding to Grade as given in above table and the credits allotted to respective Theory / Practical shown in the scheme for respective semester.

b. SGPA shall be computed for every semester and CGPA shall be computed only in IV semester (for four semester degree). The CGPA of IV shall be calculated based on SGPA of all four semesters as per following computation:

$$SGPA = \frac{C1 \times G1 + C2 \times G2 + \dots + Cn}{C1 + C2 + \dots + Cn}$$

Where C1 = Credit of individual Theory / Practical

G1 = Corresponding Grade Point obtained in the Respective Theory/  
Practical

$$\text{CGP} = \frac{(\text{SGPA}) \text{ I} \times (\text{Cr}) \text{ I} + (\text{SGPA}) \text{ II} \times (\text{Cr}) \text{ II} + (\text{SGPA}) \text{ III} \times (\text{Cr}) \text{ III} + (\text{SGPA}) \text{ IV} \times (\text{Cr}) \text{ IV}}{(\text{Cr}) \text{ I} + (\text{Cr}) \text{ II} + (\text{Cr}) \text{ III} + (\text{Cr}) \text{ IV}}$$

Where, (SGPA) I = SGPA of I Semester; (Cr) I = Total Credits for I Semester;  
(SGPA) II = SGPA of II Semester; (Cr) II = Total Credits for II  
Semester;

(SGPA) III = SGPA of III Semester; (Cr) III = Total Credits for III  
Semester; (SGPA) IV = SGPA of IV Semester; (Cr) IV = Total Credits  
for IV Semester .

## APPENDIX -IV

### A. Absorption scheme for failure students of the credit based semester pattern:

- While switching over to Choice Based Credit System, the failure students of credit based semester pattern will be given **Five** chances to clear the examination.
- The candidates who have cleared first and second semester of the Credit Based Semester Pattern examination in the concerned subject shall get admission to Third Semester of the Choice Based Credit System directly. However, candidates who are allowed to keep term will not be eligible for admission to Third Semester of the Choice Based Credit System unless they clear all the papers and practical of first and second semester of the Credit Based System Pattern examination as per the clause (a)

### B. Absorption scheme for failure students of annual pattern:

The candidates who have cleared first year of annual pattern shall get admission to Semester III of the Choice Based Credit System directly. However, candidates who are allowed to keep term will not be eligible for admission to Third Semester of the Choice Based Credit System unless they clear all the papers and practical of First year of the annual pattern examination.

### C. Absorption Scheme-(CBS TO CBCS )Master of Fashion Design

#### Special Instructions:

a) A student having passed in a particular subject heads of passing of CBS( Credit Based Semester Pattern) at any semester level shall be exempted from such subject heads of CBCS (Choice Based Credit Semester System). Even if the subject is named with a new nomenclature having similar contents, shall also be exempted and such subject heads are/ shall be mentioned in the absorption scheme (as per annexure-A) provided by the respective B.O.S. for relevant semester. In case of absorption, if required, proportionate marks/grades shall be awarded to absorbed subject heads.

b) If a new subject head is introduced in the Choice Based Semester Pattern, then the internal marks shall be awarded in proportion to the marks/grades earned by a student in the university/external examination in the same subject head.

CBS				NEW CBCS			
Sr. No.	Subject Code	Subject	Theory/ Practical	Sr. No.	Subject Code	Subject	Theory/ Practical
Semester I							
	1MFDT-1	Fundamental of Design	Theory		1T-1	Core I - Fashion Illustration	Theory
	1MFDT-2	History of World Costume	Theory		2T-4	Core IV -History of World Costume	Theory
	1MFDT-3	Textile Studies	Theory		1T-3	Core III- Textile Studies	Theory
	1MFDT-4	Pattern Making	Theory		1T-2	Core II - Pattern Making	Theory



	1MFDP-1	Fundamental of Design	Practical			1P-1	Core I Practical - Fashion Illustration	Practical
	1MFDP-2	Pattern Making	Practical			1P-2	Core II Practical - Pattern Making	Practical
	1MFD TW1	Fashion communication skills (SEMINAR)	Sessional			1S-1	Fashion communication skills	Sessional
<b>Semester II</b>								
	2MFDT-1	Advance Fashion Illustration	Theory			2T-1	Core I – CAD in Fashion	Theory
	2MFDT-2	History of Fashion	Theory			1T-4	Core IV –History of Fashion	Theory
	2MFDT-3	Weaving & Knitting Technology	Theory			2T-3	Core III-Weaving & Knitting Technology	Theory
	2MFDT-4	Grading	Theory			2T-2	Core II - Grading	Theory
	2MFDP-1	Fashion Illustration(E-Fashion)	Practical			2P-1	Core I Practical - CAD in Fashion	Practical
	2MFD TW-1	History of Fashion (CDD)	Term Work					
						2S-1	Makeup & Styling **	Sessional
<b>Semester III</b>							<b>Semester III</b>	
	3MFDT-1	Garment Production Technology	Theory			3T-1	Core I –Garment Production Technology	Theory
	3MFDT-2	Fashion Marketing	Theory			3T-4	Foundation-1 ** (refer Annexure) I or Fashion Retail Marketing	Theory
	3MFDT-3	Film & Theater Costume	Theory			3T-3	Elective I Film & Theater Costume or Elective-II Indian Art application	Theory
	3MFDT-4	Research Methodology & Statistics	Theory			3T-2	Core II - Research Designing & Planning	Theory
	3MFDP-1	Garment Production Technology ( Garment Construction)	Practical			3-P-1	Core I Practical- Garment Production Technology	Practical
	3MFDT W-2	Craft survey& Documentation				3P-2	Craft survey & Documentation	Practical
						3P-3	Elective I or Elective II**	Sessional
<b>Semester IV</b>								
	4MFDT-1	Retail Management & Merchandising	Theory			4T-2	Core II – Visual Merchandising	Theory
	4MFDT-2	Costume Designing	Theory			4T-1	Core I - Conceptual Design Development	Theory
	4MFDT-3	Research Project				4P-2	Research Project Internship	Practical
						4T-3	Elective I Fashion Accessory Design** or Elective II Global Fashion Trend **	Sessional
						4T-4	Foundation 2 (Refer Annexure)	Theory

						or Fashion forecasting**	
	4MFDP-1	Costume Designing	Practical		4P-1	Core I Practical- Conceptual Design Development	Practical
	4MFDP-2	Research Project, viva & Internship	4MFDP-2		4P-2	Research Project Internship	Practical
	4MFDP-2	Research seminar	Seminal		4S-2	Fashion show Management	Seminal

\*\* The student s from CBS Appearing in CBCS Exam will have to clear new subject of Elective and Foundation



### Appendix-A

#### List of Foundation Subjects for Post Graduate Courses

Sl.No	Subject	Board	4 <sup>th</sup> Papers of Semester- 2	4 <sup>th</sup> Papers of Semester-4
1	Mathematics	Mathematics	Mathematics-I	Mathematics-II
2	Physics	Physics	Physics-I	Physics-II
3	Chemistry	Chemistry	Chemistry-I	Chemistry-II
4	Bio-Technology (Ad-hoc)	Bio-Technology	Bio-Technology-I	Bio-Technology-II
5	Computer Science	Computer Science & Engineering	Computer Science-I	Computer Science-II
6	Environmental Science	Environmental Science	Environmental Science-I	Environmental Science-II
7	Botany	Botany	Botany-I	Botany-II
8	Zoology	Zoology	Zoology-I	Zoology-II
9	Statistic	Statistics	Statistics-I	Statistics-II
10	Business Management	Business Management	Business Management -I	Business Management -II
11	Accountancy	Account & Statistics	Account & Statistics-I	Account & Statistics-II
12	Managerial Skill	Commerce	Managerial Skills-I	Managerial Skills-II
13	Education Technology & Management Skills	Education and Commerce	Education Technology & Management Skills-I	Education Technology & Management Skills-II
14	Communication Skill	English	Communication Skills-I	Communication Skills-II
15	Sanskrit	Sanskrit	Sanskrit-I	Sanskrit-II
16	German	Other Foreign Languages	German-I	German-II
17	French	Other Foreign Languages	French-I	French-II
18	Law	Law	Law-I	Law-II
19	Pharmaceutical Sciences	Pharmaceutical Sciences	Pharmaceutical Sciences-I	Pharmaceutical Sciences-II
20	Life skills	Education	Life Skills-I	Life Skills-II
21	Economics	Economics	Economics-I	Economics-II
22	Political Science	Political Science	Political Science-I	Political Science-II
23	Sociology	Sociology	Sociology-I	Sociology-II
24	Psychology	Psychology	Psychology-I	Psychology-II
25	Philosophy	Philosophy	Philosophy-I	Philosophy-II
26	History	History	History-I	History-II
27	Public Administration	Public Administration	Public Admin -I	Public Admin -II
28	Buddhist Studies	Buddhist Studies	Buddhist Studies-I	Buddhist Studies-II
29	Gandhian Thoughts	Gandhian Thoughts	Gandhian Thoughts-I	Gandhian Thoughts-II
30	Dr. Ambedkar Thoughts	Dr. Ambedkar Thoughts	Dr. Ambedkar Thoughts-I	Dr. Ambedkar Thoughts-II



**Criterion 1–Curricular Aspects**  
**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**11. MFD Direction for CBCS (18)**

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# RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

(Established by Government of Central Provinces Education Department by No. Notification No 313 dated the 1<sup>st</sup> of August 1923 & presently a State University governed by M.P.U. Act 2016 (Mds. Act No. VI of 2017)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Reaccreditation by NAAC 'A' Grade

Mahatma Jyotiba Phule Education University Campus, Amravati Road, NAGPUR-480 033 (INDIA)

Director, Dr. Sneha Deshpande (M) 9423403750

email: [iqac@rtmnu.ac.in](mailto:iqac@rtmnu.ac.in)

**IQAC/65/...**

**Date: 10<sup>th</sup> October 2016**

### Translated Version

#### Notification

This is to inform all the concerned that the Choice Based Credit System (Semester Pattern Examination) shall be implemented for the M.Sc (Home Science) Course from the Academic session 2016-17. The Hon'ble Vice Chancellor has approved the said course on behalf of the Academic Council and Management Council of the University, in exercise of his powers under Section 14 (7) of Maharashtra Universities Act, 1994 on 7<sup>th</sup> October 2016 and has issued the necessary Direction No. 76, 77, 78, 79 of 2016 under section 14 (8) of the Act.

Direction No. 76 of 2016: "Direction Governing the Examination leading to the degree of **Master of Fashion Design** (Two Years Choice Based Credit System) (Semester Pattern Course) along with the scheme of examination under the faculty of Home Science".

Direction No. 77 of 2016: "Direction Governing the Examination leading to the degree of **Post Graduate Diploma in Fashion Technology** (One and Half Year Degree Course -Semester Pattern) along with the scheme of examination under the faculty of Home Science".

Direction No. 78 of 2016: "Direction Governing the Examination leading to the degree of **M.Sc Home Science** (Two Years Choice Based Credit System) (Semester Pattern Course) along with the scheme of examination under the faculty of Home Science".

Direction No. 79 of 2016: "Direction Governing the Examination leading to the degree of **Master of Textile Design** (Two Years Choice Based Credit System) (Semester Pattern Course) along with the scheme of examination under the faculty of Home Science".

  
**Dr. Sneha Deshpande**  
Director, IQAC  
&  
Co-ordinator, NAAC  
R.T.M.N.U., Nagpur


For the above courses, the information regarding the Direction, syllabus and scheme of examination is available at [www.rtmnagpuruni.edu.in](http://www.rtmnagpuruni.edu.in) (now [www.rtmnagpuruniversity.ac.in](http://www.rtmnagpuruniversity.ac.in))

Registrar


RTM Nagpur University, Nagpur

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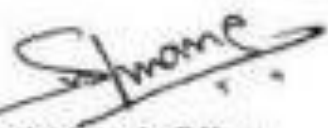
1. Principals of Affiliated colleges/Directors/Head of the Department
2. Members, Special Task Force
3. Co-coordinator, Faculty of Humanities
4. Controller of Examination
5. Dy. Registrar (Exam Section)
6. Asst. Registrar (General Administration)
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11. P.S. (Office of Hon'ble Vice Chancellor)
12. P.S. (Office of Hon'ble Pro Vice Chancellor)
13. P.S. (Office of Registrar)
14. Dr. Veena Prakash (Information Scientist)



Translated by Dr Payal Thorey  
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Department of Law  
RTM Nagpur University



Dr Sucha Deshpande  
IQAC Director  
RTM Nagpur University



Dr. Mulharthavinayaka P Kane  
Vice Chancellor  
RTM Nagpur University





राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ, नागपूर.

1978. *Journal of the American Statistical Association*, 73, 101-109.

(विद्या विभाग)

ਸਾਹਿਬੀ ਸਿਕਾਈ ਸਮਾਜਿਕ ਪ੍ਰਣਾਲੀਆਂ ਦੁਆਰਾ ਬਿਛੁੜਾ ਹੋਇਆ ਹੈ ਅਤੇ ਇਹ ਸਮਾਜਿਕ ਪ੍ਰਣਾਲੀਆਂ ਦੁਆਰਾ ਬਿਛੁੜਾ ਹੋਇਆ ਹੈ।

अभिपूजनं कः । समुल्लासि विद्या १६ १७५५०

Years: 90 / 91 / 92 / 93

॥ अधिनियम ॥

सर्वे शास्त्रीनाथा मणिलोकतोडा मुष्टिज अण्णायक येने श्री लक्ष्मिनाथ विद्यानाथ अण्णायक मुष्टिज पदवुनार अभ्यासक्रम या २०१६-२०१७ सामुन यामि लेव्हा जेव्हा विद्योम नर पदवीमन लव्हा नायका येन आहे नरा अभ्यासक्रमया पक्षा योजका व अभ्यासक्रमोकेला म्हा कर्णकुली अण्णायक अभ्यासकमिना म वि अभिनिधय २०१६ या क्रम १३३) व यानायेन निर्देश क्र ७६, ७७, ७८, ७९, म्हा क्रम १३०८) अतायेन दिवका ७ अविश्वार, २०१६ तेजी विद्वा व लक्ष्मिनाथ परिषदेच्या लक्षिमा नायका विवेकी आहे

## Direction No. 76 of 2016

\*Directors Governing the Examination leading to the Degree of **Master of Fashion Design** Two Years Choice Based Credit System semester Pattern Courses along with the Scheme of Examination under the Faculty of **Mass Science** \*

## Direction No.77 of 2016

"Direction Governing the Examination leading to the Degree of **Post Graduate Diploma in Fashion Technology** (One and Half Years Degree Course- Semester pattern) along with the Scheme of Examination under the Faculty of Home Science."

## Direction No. 78 of 2016

"Direction Concerning the Examination leading to the Degree of **M.Sc. Home Science Two Years Choice Based Credit System semester Pattern Course** along with the Scheme of Examination under the Faculty of Home Science."

Direction No.79 of 2016

"Direction Governing the Examination leading to the **Master of Textile Design Two Years Choice Based Credit System** semester Pattern Course; along with the Scheme of Examination under the Faculty of Home Science."

कृपया सहायता के लिए निम्नलिखित जानकारी दें।  
आपका नाम \_\_\_\_\_  
आपका पता \_\_\_\_\_  
आपका फ़ोन नंबर \_\_\_\_\_  
आपका ईमेल \_\_\_\_\_

आपकी सेवा का शुक्रार्थी,  
गैर-मानव अधिकारों के खिलाफ अंतराष्ट्रीय आन्दोलन  
[www.nonhumanrights.org](http://www.nonhumanrights.org)

જાણના સંબંધીનાનો ચોટ બધાને

॥ श्रीगणेशाय नमः ॥

(पुराणभट्ट वैश्याम्)  
कल्याणविहारा

અનિશ્ચિત શરૂઆતી ૧૫ શુદ્ધીકરણ કાર્યવાહીઓની અડેલિસ્ટ

૧. પુરવિજ્યા વિદ્યાર્થીઓ પરીક્ષાઓમાંથી બર્સ પાસ કરી લેવાનાર
૨. શ્રી. મયમનગલ, પુરવિજ્યા વિદ્યાર્થીઓ
૩. પુરવિજ્યા વિદ્યાર્થીઓ કાઉન્સિલોરો ના સમાવેશમાં ના સમાવેશ
૪. શ્રી. સુરેશ પટેલ
૫. રાજકોટ સુબવિભાગ (સીનિયર ટુર્ન ૧ નીચેના કુલ)
૬. સરનામક સુબવિભાગ (સીનિયર ટુર્ન ૧)
૭. સરનામક સુબવિભાગ (સીનિયર ટુર્ન ૨)
૮. સરનામક સુબવિભાગ (સીનિયર ટુર્ન ૩)
૯. સરનામક (સીનિયર ટુર્ન ૪)
૧૦. રાજકોટ સુબવિભાગ (સીનિયર ટુર્ન ૫)
૧૧. રાજકોટ સુબવિભાગ (સીનિયર ટુર્ન ૬)
૧૨. રાજકોટ સુબવિભાગ (સીનિયર ટુર્ન ૭)
૧૩. રાજકોટ સુબવિભાગ (સીનિયર ટુર્ન ૮)
૧૪. રાજકોટ સુબવિભાગ (સીનિયર ટુર્ન ૯)
૧૫. રાજકોટ સુબવિભાગ (સીનિયર ટુર્ન ૧૦)

અધિકારી સુબવિભાગ  
સરનામક સુબવિભાગ

  
(શ્રી અનિલ હિરેન) ✓  
અધિકારી સુબવિભાગ



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR**

(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994)

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**FACULTY OF HOME SCIENCE**

**DIRECTION NO. 78 OF 2016**

**DIRECTION GOVERNING THE EXAMINATION LEADING TO  
THE DEGREE OF M.Sc. HOME SCIENCE SEMESTER PATTERN  
(CHOICE BASED CREDIT SYSTEM)**

(Issued by the Vice-Chancellor under Section 14(8) of the MU. Act, 1994)

**Whereas,** Maharashtra Universities Act, 1994 (hereinafter referred to as Act) has come into force from 22<sup>nd</sup> July, 1994 was amended from time to time.

**AND**

**Whereas,** the University Grants Commission, New Delhi vide letter No.D.O.No.F-1-1/2015 (CM) dated 8<sup>th</sup> January 2015 regarding reforms pertaining to the introduction of Choice Based Credit System at the earliest from the academic session 2015-16 to provide option to students and also seamless mobility across the institutions.

**AND**

**Whereas,** the Board of Studies / Special Task Force in all the Home Science subjects in their meeting held on dated 25.8.2016 prepared the syllabi and scheme of examination for the M.Sc. Home Science course and recommended for starting of the Choice Based Credit System in Faculty of Home Science from the academic session 2016-17.

**AND**

**Whereas,** the Faculty Coordinator, Faculty of Home Science in its meeting held on 25.8.2016 vide item No. 1, has considered, accepted and recommended to Academic Council, the policy decision regarding introduction of Choice Based Credit System and the draft syllabi of M.Sc. Home Science Semester I – IV with draft direction and other details.

**AND**

**Whereas,** the new draft direction and scheme of semester pattern examination as per Choice based credit system is to be implemented from the Academic Session 2016-17 for M.Sc. Home Science semester I and onwards which is to be regulated by this direction and as such there is no existence and framing of an Ordinance for the above examination is a time consuming process.

**AND**

Whereas, the admission of students in the Choice Based Credit System at M.Sc. Home Science Semester I and onwards are to be made in the Academic Session 2016-17.

**AND**

Whereas the Hon'ble Vice-Chancellor has accepted the syllabus along with draft direction on the behalf of Academic Council on 7-10-2016 under section 14(7) of Maharashtra University Act 1994.

**AND**

Whereas the Hon'ble Vice-Chancellor has accepted the syllabus along with draft direction on the behalf of Management Council under section 14(7) of Maharashtra University Act 1994.

**AND**

Whereas, ordinance making is a time consuming process, therefore, I, Dr. S. P. Kane, Vice Chancellor Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers vested under Section 14(8) of the Act do hereby issue the following Direction.

This Direction may be called "Direction relating to examinations leading to the Degree of – M.Sc. Home Science in the Faculty of Home Science (Choice based Credit System).

1. The direction shall come into force from the date of its issue by Hon'ble Vice Chancellor and shall remain in force till the relevant ordinance comes into being in accordance with the provisions of the Act.
2. The duration of the M.Sc. Home Science course shall be of two academic years consisting of four semester with University examinations at the end of each semester namely:
  - a. M.Sc. Home Science Semester I Exam.
  - b. M.Sc. Home Science Semester II Exam.
  - c. M.Sc. Home Science Semester III Exam.
  - d. M.Sc. Home Science Semester IV Exam.
3. Theory examination of Semester-I, II, III and IV shall be conducted by the University and shall be held separately at the end of each semester at such places and dates as may be decided and notified by the University and shall be held as per the schedule given in Table below.

Sr. No.	Name of the examination	Main Examination	Supplementary Examination
1	Semester I & III	Winter	Summer
2	Semester II & IV	Summer	Winter

4. The examinations shall be held at such places and dates which are notified by the university.

**5. ELIGIBILITY TO THE COURSE:-**

Subject to their compliance with the provisions of this direction and of other ordinances in force from time to time, the following applicant candidates shall be eligible for the admission to M.Sc. Home Science and examinations there of



**a) For [M.Sc. Home Science (Food Science and Nutrition)Semester-I]**

For admission to the M.Sc. Home Science (Food Science and Nutrition) Semester I a candidate shall have B.Sc. (Home Science), B.Sc. with Postgraduate Diploma in Dietetics, M.B.B.S, B.Sc. with Nutrition of this university or of any other statutory university recognized equivalent thereto.

**b) For [M.Sc. Home Science (Resource Management) Semester-I]**

For Admission to the M.Sc. Home Science (Resource Management) Semester I, a candidate shall have offered B.Sc. (Home Science), M.A. (Home Economics) of the university or of any other statutory university recognized equivalent thereto.

**c) For [M.Sc. Home Science (Human Development) Semester –I]**

For admission to the M.Sc. Home Science (Human Development) Semester I, a candidate shall have B.Sc. (Home Science), B. A./ M.A. (Home Economics / Psychology), M.S.W., M.B.B.S., of the University or of any other statutory university recognized equivalent thereto.

**d) For [M.Sc. Home Science (Textiles and Clothing) Semester-I]**

For admission to the M.Sc. Home Science (Textile and Clothing) Semester I, B.Sc. (Home Science), Bachelor of Fashion Design, Bachelor of Textile Design of the university, B.Sc. in fashion Technology from Azhimalai University or of any other statutory university recognized equivalent thereto.

**e) For [M.Sc. Home Science ( Extension Education ) Semester-I]**

For Admission to the M.Sc. Home Science (Extension Education) Semester I, a candidate shall have offered B.Sc.(Home science), M.A. (Home Economics), B.S.W, B.V.Sc, B.A. (Rural Services), Postgraduate diploma in Mass Communications, B.Sc. (Agriculture) of the university or of any other statutory university recognized equivalent thereto.

Candidates shall have passed any one of the above examinations from Rashtrasant Tukadoji Maharaj Nagpur University or any other statutory University of India or abroad, recognized by the UGC or any other concerned apex regulatory apex regulatory authority/ body of India.

**6. Choice Based Credit System Semester Pattern**

**a) M.Sc. Home Science Semester I Examination**

Students who have fulfilled the eligibility criteria as mentioned in Section 5 and have been admitted to this course in Semester I.

**b) M.Sc. Home Science Semester-II Examination**

Students who have been admitted to this course in semester -II.

**c) M.Sc. Home Science Semester-III Examination**

Students who have been admitted to this course in semester III.

**c) M.Sc. Home Science Semester-IV Examination**

Students who have been admitted to this course in semester IV.

**7. The ATKIT rules for admission for the M.Sc. Home Science (Food Science and Nutrition/ Resource management / Human Development/Textile and Clothing/ Home Science Extension) (Theory and Practical as separate passing head) shall be as given in the following table.**

Admission to semester	Candidate should have passed in all the subjects of the following examination of R.T. M Nagpur University	Candidate should have passed at least two third of the passing heads of the following examinations
Semester I	As provided in the part 6 of the direction	-----
Semester II	-----	-----
Semester III	-----	Semester I and II taken together
Semester IV	-----	-----

8. Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5, 8, 9, 10, 26, 31 and 32 of the said ordinance shall apply to every student admitted to this course.
9. The fees for the tuition, examination, laboratory and other fees shall be as prescribed by the university from time to time.
10. (a) The scope of the subjects shall be as prescribed in the syllabus.  
(b) The medium of instruction and examination shall be English.
11. The number of papers and maximum marks assigned to each paper and minimum marks/grade, an examinee must obtain in order to pass and the Scheme of the M.Sc. Home Science examination shall be as prescribed in **APPENDIX-I** as appended with this direction respectively as follows :  
  
Appendix-I-a- for M.Sc. Home Science (Food Science & Nutrition),  
Appendix-I-b- for M.Sc. Home Science (Resource Management),  
Appendix-I-c- for M.Sc. Home Science (Human Development),  
Appendix-I-d- for M.Sc. Home Science (Textiles & Clothing) and  
Appendix-I-e- for M.Sc. Home Science (Extension Education)
12. The examinee at each of the examination shall have option of not being declared successful at the examination in case he/she does not secure a minimum of grade equivalent to 55% marks at the examination. This option will have to be exercised every time the application is submitted to any of the examinations. Once this option is exercised, the option shall be binding on the examinee and it shall not be evoked in under any circumstances.
13. The classification of the examinee successful at the semester and examination at the end of fourth semester examination shall be as per the rules and regulations of credit based semester pattern as prescribed in appendix, appended with this direction.
14. The provisions of Direction no. 3 of 2007 for the award of grade marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this direction.
15. The names of the successful examinee passing the examination as a whole in the minimum prescribed period and obtaining prescribed number of places securing the grades equivalent to first and second division shall be arranged in order of merit as provided in ordinance 6 relating to examination in general.
16. Every student shall submit three copies of the project report (typed and properly bound) for the Fourth Semester to the University at least one month prior to the commencement of the final examination through the Head of the Department/Centre/the Principal of the college concerned along with the certificate signed by the supervisor and declaration by the candidate towards original work which is not submitted to any university or organization for award of the degree. The

scheme/guidelines for the students and supervisors regarding Project Work Report are given in **APPENDIX-II**.

17. Successful examinees will be given **Grade Point Average (GPA) and Course Grade Point Average (CGPA)** at the end of M.Sc.(Home Science) Semester-IV Examination as per the **APPENDIX-III**
18. No candidate shall be admitted to an examination under this direction, if he/she has already passed the same examination of this university or of any other university.
19. Successful examinees at the M. Sc.(Home Science) Semester I, II, III, & IV Examinations shall be entitled to receive a Certificate signed by the Controller of Examination of University (COE) and successful examinees at the end of M. Sc. Semester IV examination shall, on payment of prescribed fees, receive a Degree in the prescribed format, signed by the Vice-Chancellor.
20. This semester pattern course is based on Choice Based Credit System and therefore, it will be also regulated by guidelines and regulation given in **APPENDICES** which are part of this direction.

With the issuance of this Direction, the Direction No. 20 of 2016 shall stand repealed.

I further direct that the aforesaid Direction shall come into force from the date of issuance and shall remain in force till the relevant ordinance comes into being, in accordance with the provisions of the Maharashtra Universities Act, 1994.

Sd/-

Date : 7-10-2016  
Nagpur

Dr. S.P.Kane  
Hon'ble Vice-Chancellor



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY NAGPUR**  
(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994)

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**FACULTY OF HOME SCIENCE**

**DIRECTION NO. 76 OF 2016**

**DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF  
MASTER OF FASHION DESIGN  
(CHOICE BASED CREDIT SYSTEM)**

**(Issued under section 14(8) of the Maharashtra University Act 1994)**

Whereas the Maharashtra Universities act No. XXXV of 1994 has come into force with effect from 22<sup>nd</sup> July, 1994 and was amended from time to time,

**AND**

WHEREAS, the University Grants Commission, New Delhi vide letter No.D.O.No.F-2/2008(XI Plan), dated 31<sup>st</sup> January 2008 regarding new initiatives under the XI Plan – Academic reforms in the University has suggested for improving quality of higher education and to initiate the academic reform at the earliest,

**AND**

Whereas the Task Force in BFD/BTS/BPD in the Faculty of Home Science at its meeting held on 25-08-16, have recommended for starting of semester pattern and prepared the syllabus and scheme of examination for Master of Fashion Design, commensurate with the governing guidelines.

**AND**

Whereas the Coordinator, Faculty of Home Science concurred with the recommendations of the Task Force in BFD/BTS/BPD in the Faculty of Home science vide her observations dated 25-08-2016.

**AND**

Whereas, the new draft direction and scheme of examination as per semester pattern is to be implemented from the academic session 2016-2017 for Master of Fashion Design which is to be regulated by this direction and as such there is no existence and framing of an ordinance for the above examination,

**AND**

WHEREAS the Hon'ble Vice-Chancellor has accepted the syllabus along with draft direction on the behalf of Academic Council on 7-10-2016 under section 14(7) of Maharashtra University Act 1994.

**AND**



WHEREAS the Hon'ble Vice-Chancellor has accepted the syllabus along with draft direction on the behalf of Management Council under section 14(7) of Maharashtra University Act 1994,

**AND**

Whereas, the framing of an ordinance as required under provision of Act is a time consuming process, now therefore, I, Dr. Siddharthavinayaka P. Kane, the Vice Chancellor of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers vested under Section 14(8) of the Act do hereby issue the following Direction.

This Direction may be called "Direction relating to examinations leading to the Degree of - Master of Fashion Design in the Faculty of Home Science (Choice based Credit System).

1. The direction shall come into force from the date of its issue by Hon'ble Vice Chancellor and shall remain in force till the relevant ordinance comes into being in accordance with the provisions of the Act.
2. The duration of the Master of Fashion Design course shall be of two academic years consisting of four semester with University examinations at the end of each semester namely:
  - a. Master of Fashion Design, Semester I Exam.
  - b. Master of Fashion Design, Semester II Exam.
  - c. Master of Fashion Design, Semester III Exam.
  - d. Master of Fashion Design Semester IV Exam.
3. The theory examination of Semesters-I, II, III and IV shall be conducted by the University and shall be held separately at the end of each semester at such places and dates as may be decided and notified by the University and shall be held as per the schedule given in Table below.

Sl. No.	Name of the examination	Main Examination	Supplementary Examination
1	Semester I & III	Winter	Summer
2	Semester II & IV	Summer	Winter

4. The examinations shall be held at such places and dates which are notified by the University.

**ELIGIBILITY TO THE COURSE:**

5. Subject to the compliance of the provisions of this direction and any other ordinances in force from time to time, an applicant for admission to the examination shall have passed a three years degree course examination in Bachelor of Fashion Design from Rashtrasant Tukadoji Maharaj Nagpur University or Bachelor degree in Fashion Design / B.Sc. Home Science/Garment Technology/ B.Sc. in Fashion Design /B.A. with Fashion Design /Bachelor of Khadi production design/Bachelor of fashion business management or any other equivalent examination from any recognized University in India or abroad or Graduation in Textile Design, Textile Science / Handloom Technology or Equivalent / Graduates in Fashion Accessories, Apparel Merchandising / Graduate in any discipline with one year relevant Garment, Textile industry experience, one or two year diploma or certificate course in fashion design, garment technology, fashion technology/Dress Designing, Dress Making/BFA/MFA (Master of Fine Arts in all discipline) M.A.Home Economics.

#### 6(a) Master of Fashion Design Semester-I Examination

Students who have fulfilled the eligibility criteria as mentioned in Section 5 have been admitted to this course in Semester I.

b) The ATKT rules for admission for the Master of Fashion Design Course (Theory and Practical as separate passing head) shall be as given in the following table-

Admission to Semester	Candidate should have passed in all the subjects of the following examination of K. J. Somaiya Institute of Technology	Candidate should have passed at least two-third of the passing heads of the following examinations
Semester I	As provided in the para 6 of the direction	-----
Semester II	-----	-----
Semester III	For regular students  Lateral admission-Those Who have done PG Diploma in Fashion Designing or Fashion Technology /Apparel Merchandising or equivalent M. Sc Home Science in Textile & Clothing or equivalent shall be eligible to take admission in semester III of the said course -----	Semester I and II taken together
Semester IV	-----	Semester I, II and III taken together

6(a) The duration of the course leading to the Master of Fashion Design in the Faculty of Home Science shall be of iv semester (two years)/The examination pattern will be as follows.

i) **Semester Examination** The examination shall be held twice every year for Part I and Part II at the places and on the dates prescribed by the university.

ii) **Viva -Voce Examination**-The Viva-Voce shall be held at the end of post fourth semester on completion of Research Project for which external examiner shall be appointed for conduction of Viva -Voce on such date as fixed by the university.

iii) **Internship**-The internship of two week shall be completed after the completion of first year academic session during vacation. Evaluation of two week internship report will be conducted at the college level.

7) Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5, 8, 9, 10, 26, 31 and 32 of the said ordinance shall apply to every student admitted to this course.

8) The fees for the tuition, examination, laboratory and other fees shall be as prescribed by the university from time to time.

9) (a) The scope of the subjects shall be as prescribed in the syllabus.

(b) The medium of instruction and examination shall be in English

(c) Examinees shall have option to write answer in English /Marathi/Hindi

- 10) The number of papers and maximum marks assigned to each paper and minimum marks/grade, an examinee must obtain in order to pass the examination shall be as prescribed in Appendix-I, Appendix-II, Appendix-III and Appendix-IV appended with this direction.
- 11) The examinee in each of the examination shall have option of not being declared successful at the examination in case he/she does not secure a minimum of grade equivalent to 55% marks at the examination. This option will have to be exercised every time the application is submitted in any of the examinations. Once this option is exercised, the option shall be binding on the examinee and it shall not be evoked in under any circumstances.
- 12) The classification of the examinee successful at the semester and examinations and at the end of final semester examination shall be as per the rules and regulations of credit based semester pattern as prescribed in appendix, appended with this direction.
- 13) The provisions of direction no. 3 of 2007 for the award of grace marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this direction.
- 14) The names of the successful examinee passing the examination as a whole in the minimum prescribed period and obtaining prescribed number of places securing the grades equivalent to first and second division shall be arranged in order of merit as provided in ordinance 6 relating to examination in general.
- 15) The unsuccessful candidate failing in securing passing marks in sessional/ internal assessment shall be allowed to appear for internal/ sessional examination and college should send the marks to University before the commencement subsequent semester examination.
- 16) No candidate shall be admitted in an examination under this direction, if he/she has already passed the same examination of this university or of any other university.
- 17) Examinee successful at the final examination shall on payment of the prescribed fees, will be entitled for the award of the degree in the prescribed form signed by the Vice-Chancellor.
- 18) This course is based on Choice based credit System and therefore, it will be also regulated by guidelines and regulation given in appendices which are part of this direction.
- 19) With the issuance of this direction The Direction No. 23 of 2016, governing the examinations leading to award of Master of Fashion Design (Credit based semester system) in the Faculty of Home Science shall stand repealed.
- 20) I, further, direct that the aforesaid Direction shall come into force from the date of issuance and shall remain in force till the relevant Ordinance comes into being, in accordance with the provisions of the Maharashtra Universities Act, 1994.

Date :07/10/2016  
Nagpur

Sd/-  
(Dr. S. P. Kumbhar)  
Hon'ble Vice-Chancellor



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY NAGPUR**  
(Established by Government of Central Provinces Education Department by Notification No. 313 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994)

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**FACULTY OF HOME SCIENCE**

**DIRECTION NO. 79 OF 2016**  
**DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF**  
**MASTER OF TEXTILE DESIGN**  
**(CHOICE BASED CREDIT SYSTEM)**

**(Issued under section 14(8) of the Maharashtra University Act 1994)**

Whereas the Maharashtra Universities act No. XXXV of 1994 has come into force with effect from 22<sup>nd</sup> July, 1994 and was amended from time to time.

**AND**

WHEREAS, the University Grants Commission, New Delhi vide letter No.D.O.No.F-2/2008(XI Plan), dated 31<sup>st</sup> January 2008 regarding new initiatives under the XI Plan – Academic reforms in the University has suggested for improving quality of higher education and to initiate the academic reforms at the earliest,

**AND**

Whereas the Task Force in BFD/BTS/BPD in the Faculty of Home Science at its meeting held on 25/08/2016, have recommended for starting of semester pattern and prepared the syllabus and scheme of examination for Master of Textile Design, commensurate with the governing guidelines.

**AND**

Whereas the Coordinator, Faculty of Home Science concurred with the recommendations of the Task Force in BFD/BTS/BPD in the Faculty of Home science vide his observations dated 25/08/2016

**AND**



Whereas, the new draft direction and scheme of examination as per semester pattern is to be implemented from the academic session 2016-2017 for Master of Textile Design which is to be regulated by this direction and as such there is no existence and framing of an ordinance for the above examination,

**AND**

WHEREAS the Hon'ble Vice-Chancellor has accepted the syllabus along with draft direction on the behalf of Academic Council on 7-10-2016 under section 14(7) of Maharashtra University Act 1994,

**AND**

WHEREAS the Hon'ble Vice-Chancellor has accepted the syllabus along with draft direction on the behalf of Management Council under section 14(7) of Maharashtra University Act 1994,

**AND**

Whereas, the framing of an ordinance as required under provision of Act is a time consuming process, now therefore, I, Dr. Siddharthavinayaka P. Kane, the Vice Chancellor of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers vested under Section 14(8) of the Act do hereby issue the following Direction.

This Direction may be called "Direction relating to examinations leading to the Degree of – Master of Textile Design in the Faculty of Home Science (Choice based Credit System)

1. The direction shall come into force from the date of its issue by Hon'ble Vice Chancellor and shall remain in force till the relevant ordinance comes into being in accordance with the provisions of the Act.
2. The duration of the Master of Textile Design course shall be of two academic years consisting of four semester with University examinations at the end of each semester namely:
  - a. Master of Textile Design, Semester I Exam.
  - b. Master of Textile Design, Semester II Exam.
  - c. Master of Textile Design, Semester III Exam.
  - d. Master of Textile Design Semester IV Exam.
3. The theory examination of Semester-I, II, III and IV shall be conducted by the University and shall be held separately at the end of each semester at such places and dates as may be decided and notified by the University and shall be held as per the schedule given in Table below.

Sr. No.	Name of the examination	Main Examination	Supplementary Examination
1	Semester I & III	Winter	Summer
2	Semester II & IV	Summer	Winter

4. The examinations shall be held at such places and dates which are notified by the University.

#### **ELIGIBILITY TO THE COURSE:**

5. Subject to the compliance of the provisions of this direction and any other ordinances in force from time to time, an applicant for admission to the examination shall have passed:

(a) In case of part one Examination, have passed the BTS Examination from RTM, Nagpur University or Bachelor degree in Textile Design/Textile Science or B.Tech in Textile Technology, or B.Design BFA/ Graduation in Textile, Knitwear or Fashion, B.Sc Home Science, Textile or Handloom Technology or Equivalent, (OR) Graduate in any discipline with one year relevant Textile industry experience) or any other equivalent examination from any recognized University by UGC or any other reputed organization like NIFT

#### **6(a) Master of Textile Design Semester-I Examination**

Students who have fulfilled the eligibility criteria as mentioned in Section 5 have been admitted to this course in Semester I.

b) The AIKT rules for admission for the Master of Textile Design Course (Theory and Practical as separate passing board) shall be as given in the following table:-

Admission to Semester	Candidate should have passed in all the subjects of the following examination of R.T.M. Nagpur University	Candidate should have passed at least two third of the passing marks of the following examinations
Semester I	As provided in the para 6 of the direction	-----
Semester II	-----	-----
Semester III	For regular students  Lateral admission- Who have done PG Diploma in Textile Designing or Textile Technology or equivalent /MSc Home Science in Textile & Clothing or equivalent shall be eligible to take admission in semester III of the said course. -----	Semester I and II taken together
Semester IV	-----	Semester I, II and III taken together

- 6(c) The duration of the course leading to the Master of Textile Design in the Faculty of Home Science shall be of *iv* semester (two years)The examination pattern will be as follows.
- i) **Semester Examination** The examination shall be held twice every year for Part I and Part II at the places and on the dates prescribed by the university.
  - ii) **Viva -Voce Examination**-The Viva-Voce shall be held at the end of part fourth semester on completion of Research Project for which external examiner shall be appointed for conduction of Viva -Voce on such date as fixed by the university.
  - iii) **Internship**:-The internship of two week shall be completed after the completion of first year academic session during vacation Evaluation of two week internship report will be conducted at the college level.
- 7) Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5, 8, 9, 10, 26, 31 and 32 of the said ordinance shall apply to every student admitted to this course.
- 8) The fees for the tuition, examination, laboratory and other fees shall be as prescribed by the university from time to time.
- 9) (a) The scope of the subjects shall be as prescribed in the syllabus.
- (b) The medium of instruction and examination shall be in English
- (c) Examinee shall have option to write answer in English /Hindi/Urdu
- 10)The number of papers and maximum marks assigned to each paper and minimum marks/grade, an examinee must obtain in order to pass the examination shall be as prescribed in Appendix-I, Appendix-II, Appendix-III and Appendix-IV appended with this direction.
- 11)The examinee of each of the examinations shall have option of not being declared successful at the examination in case he/she does not secure a minimum of grade equivalent to 55% marks at the examination. This option will have to be exercised every time the application is submitted to any of the examinations. Once this option is exercised, the option shall be binding on the examinee and it shall not be evoked in under any circumstances.
- 12)The classification of the examinee successful at the semester and examinations and at the end of final semester examination shall be as per the rules and regulations of credit based semester pattern as prescribed in appendix, appended with this direction.
- 13)The provisions of direction no. 3 of 2007 for the award of grace marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this direction.

- 14) The names of the successful examinee passing the examination as a whole in the minimum prescribed period and obtaining prescribed number of places securing the grades equivalent to first and second division shall be arranged in order of merit as provided in ordinance 6 relating to examination in general.
- 15) The unsuccessful candidate failing in securing passing marks in sessional/internal assessment shall be allowed to appear for internal/ sessional examination and college should send the marks to University before the commencement subsequent semester examination.
- 16) No candidate shall be admitted to an examination under this direction, if he/she has already passed the same examination of this university or of any other university.
- 17) Examinee successful at the final examination shall on payment of the proscribed fees, will be entitled for the award of the degree in the prescribed form signed by the Vice-Chancellor.
- 18) This course is based on Choice based credit System and therefore, it will be also regulated by guidelines and regulations given in appendices which are part of this direction.
- 19) With the issuance of the Direction, the Direction No. 34 of 2016 shall stand repealed.
- 20) I further direct that the aforesaid Direction shall come into force from the date of issuance and shall remain in force till the relevant ordinance comes into being, in accordance with the provisions of the Maharashtra Universities Act, 1994.

Date : 7-10-2016  
 Nagpur

Sd/  
 Dr. S.P. Karm  
 Hon'ble Vice-Chancellor



**Criterion 1–Curricular Aspects**  
**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**12. MCT Direction for CBCS (19)**

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RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR  
(Established by Government of Central Provinces Education Department by  
Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University  
governed by Maharashtra Public Universities Act, 2016)

**DIRECTION NO. 15 OF 2020**

**ADMISSION AND EXAMINATIONS LEADING TO THE AWARD OF DEGREE OF  
MASTER OF COSMETIC TECHNOLOGY (CHOICE BASED CREDIT SYSTEM)  
(SEMESTER PATTERN) DIRECTION 2020.**

Whereas, The Maharashtra Public Universities Act, 2016 (hereinafter 'Act') (VI of 2017) has come into force from 1<sup>st</sup> March 2017 and the same has been made applicable to Rashtrasant Tukadoji Maharaj Nagpur University (hereinafter "the University");

AND

Whereas, the University has issued Direction No. 15 of 2017 dealing with the composition of the four faculties created by the Act, where under the existing different faculties of the University have been merged into the four new faculties created by the Act, by which the subject of Cosmetic Technology has been included in the faculty of Science and Technology;

AND

Whereas, the University has issued Direction No. 10 of 2019 prescribing "conditions for conduct of undergraduate and post graduate examinations based on credit based/choice based credit system, in all faculties";

AND

WHEREAS, the Special task committees in various subjects of home science, including in the subject of Cosmetic Technology, in their meetings held on 25<sup>th</sup> April 2019 considered and accepted the scheme of subjects, syllabi and scheme of examinations of the Master of Cosmetic Technology;

AND

WHEREAS, the Dean of the Faculty of Science and Technology considered and approved the proposal of the Special task committees in various subjects of home science including f Cosmetic Technology, in the Faculty of Science and Technology, and recommended to the Vice-Chancellor to accept the syllabus and the Scheme of examinations for the course of Master of

Cosmetic Technology on 4<sup>th</sup> April 2019, under section 12 (8) of the Act on behalf of the Academic Council and the Management council;

AND

Whereas, Direction No.21 of 2016 entitled "Direction relating to the examination leading to the Degree of Master of Cosmetic Technology (Choice Based Credit System) (Semester Pattern) in the faculty of Home Science", has lapsed by virtue of the provisions of the proviso to section 12 (8) of the Act (VI of 2017) necessitating issuance of a fresh Direction incorporating the provisions of the said (lapsed) Direction with suitable modifications necessitated by the Direction No.10 of 2019 and decisions taken by special task committee and approved by Dean of the Faculty of Science and Technology;

Now, therefore, I, Dr. Subhash R. Chaudhari, Vice- Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers conferred upon me under provision of section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby issue following Directions;

1. This Direction shall be called "Admission and Examinations leading to the award of Degree of Master of Cosmetic Technology (Choice Based Credit System) (Semester Pattern) Direction, 2020".
2. This Direction shall be applicable from the date of its issuance.
3. In this Direction unless the context requires otherwise;
  - a. "ATKT" means "Allowed to Keep Term" in the higher semester, as per the rules herein.
  - b. "Board of Studies" means Board of studies of the University in the discipline/subjects concerned.
  - c. "Course" means a theory, practical or a sessional subject prescribed in any semester and which carries maximum marks and minimum passing marks.
  - d. "Credit" means the unit by which the course work is measured. It is measured in terms of weekly class hours assigned to a Course.
  - e. "Credit Point" (CP): It is the value obtained by multiplying the Grade Point by the Credit i.e. No. of Credits assigned for the course x Grade Points secured for that course.
  - f. "Cumulative Grade Point Average (CGPA)": CGPA refers to the Cumulative Grade Point Average weighted across all the semesters. It is obtained by dividing total number of credit points in all the semesters by the total number of credits in all the semesters.
  - g. "Degree" means Master's degree in Cosmetic Technology.



- h. **"Grade Letter"**: It is an index to indicate the performance of a student in a particular course/ Paper. It is the transformation of actual marks secured by a student in a course/paper. It is indicated by a Grade letter O, A, B, C, D, E and F. There is a range of marks for each Grade.
- i. **"Grade Point"** : Grade Point is weight allotted to each grade letter depending on the marks awarded in a course/paper.
- j. **"Post Graduate programme"** means Master's degree programme in the subject of Cosmetic Technology in the Faculty of Science and Technology.
- k. **"Student"** means student admitted to Post Graduate programme under this Direction.
- l. **Semester Grade Point Average (SGPA)**: SGPA indicates the performance of a student in a given Semester. It is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.
- L. **"University"**: means Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

**4. Eligibility for Admission to the Programme:**

Subject to their compliance with the provisions of this direction and of other ordinances in force from time to time, the following applicant candidates shall be eligible for the admission to Master of Cosmetic Technology programme;

"Candidates should have passed Bachelor of Cosmetic Technology examination or equivalent from Rashtrasant Tukadoji Maharaj Nagpur University or any other statutory University of India or abroad, recognized by the UGC or any other concerned apex regulatory authority/ body of India."

- 5. **Duration of the Course:** The duration of the Master of Cosmetic Technology course shall be of two academic years consisting of four Semester with University examinations at the end of each semester.
- 6. **Medium of Instruction:** The medium of instructions shall be English.
- 7. **Course Structure:** This programme shall comprise theory papers, internship and Research Project spread in various semesters. The number of papers and maximum marks assigned to each paper and minimum marks/grade, an examinee must obtain in order to pass the examination shall be as prescribed in **Appendix-I**, appended with this Direction. It shall have core and elective courses as described in the Appendix -I to this Direction
- 8. **Foundation Course/Elective:** It refers to those courses which are included in the Appendix- A, of this Direction which a student of this programme and the students of other programmes may opt. In the alternative students of the programme may opt for an elective course prescribed for the students of the third and fourth semesters.
- 9. The scope of the Courses/subjects shall be as prescribed in the syllabus (Appendix - B).

10. Scheme of Examination:

- i) The theory examination of Semester-I, II, III and IV shall be conducted by the University and shall be held separately at the end of each semester at such places and dates as may be decided and notified by the University.
- ii) **Research Project and Viva -Voce Examination**-The Viva-Voce shall be held at the end of part fourth semester on completion of Research Project for which external examiner shall be appointed for conduction of Viva -Voce on such date as fixed by the university.
- iii) Detail instructions regarding Project Work Scheme, Guidelines for the Students, Supervisors and Examiners, Pattern of Question Paper etc. are as given in **Appendix - II**

11. A.T.K.T. Rules: The failure students of the semester examinations of the programme shall be allowed to take admission in the higher semesters as per the rules below: -

Admission to Semester	Student should have appeared in the examination	Candidate should have passed in all the subjects of the following examination of R.T.M. Nagpur University	Candidate should have passed at least two third of the passing heads of the following examinations
Semester I		As provided in the para 4 of the direction	-----
Semester II	Semester I	-----	-----
Semester III	Semester II		Semester I and II taken together
Semester IV	Semester III	-----	-----

12. Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5, 8, 9, 10, 26, 31 and 32 of the said ordinance shall apply to every student admitted to this course.




13. The fees for the tuition, examination, laboratory and other fees shall be as prescribed by the university from time to time.
14. The examinee at each of the examination shall have option of not being declared successful at the examination in case he/she does not secure a minimum of 55% marks at the examination. This option will have to be exercised every time the application is submitted to any of the examinations. Once this option is exercised, the option shall be binding on the examinee and it shall not be revoked under any circumstances.
15. The classification of the examinee successful at the semester end examinations and at the end of final semester examination shall be as per the rules and regulations of Choice Based Credit System (semester pattern), as prescribed in **Appendix -III**, appended with this direction.
16. The provisions of Ordinance No. 3 of 2007 for the award of grace marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this Direction.
17. All the successful examinees passing all the semester examinations in the minimum prescribed period securing the grades equivalent to first and second division shall be eligible for inclusion of their names in the merit list as provided in ordinance 6 relating to examination in general.
18. The unsuccessful candidate failing to score minimum passing marks in sessional/Internal Assessment shall be allowed to appear for internal/ sessional examination in subsequent examinations and college should send the marks to University before the commencement subsequent semester examination.
19. Examinee successful at the final examination shall on payment of the prescribed fees, will be entitled for the award of the degree of Master of Cosmetic Technology in the prescribed form signed by the Vice-Chancellor.
20. This programme is based on Choice Based Credit System the details regarding application of Choice based credit System and formula for conversion of marks in to grades and vice-versa is given in **Appendix- III** of this direction.
21. If any question of interpretation of any clause of this Direction arises the same shall be referred to the Dean, Faculty of Science and Technology whose opinion shall be final and binding.
22. Notwithstanding the lapse of Direction No. 21 of 2016, "Direction relating to the examination leading to the Degree of Master of Cosmetic Technology (Choice Based Credit System) (Semester Pattern) in the faculty of Home Science" all actions taken

thereunder till the issuance of this direction shall be valid and binding and be deemed to have been taken in pursuance of the provisions of the said Direction

Nagpur

Date : 14-8-2020

  
( Dr. Subhash R. Chaudhari )  
Vice-Chancellor



**Criterion 1–Curricular Aspects**  
**Key Indicator - 1.2 Academic Flexibility**

Metric No 1.2.1

QnM

**13. MHM Direction for CBCS (20)**

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**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR**  
(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016)

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**DIRECTION NO. 27 OF 2020**

**ADMISSION AND EXAMINATIONS LEADING TO THE AWARD OF DEGREE OF  
MASTER OF HOSPITALITY MANAGEMENT (CHOICE BASED CREDIT SYSTEM)  
(SEMESTER PATTERN) DIRECTION, 2020.**

**Whereas,** The Maharashtra Public Universities Act, 2016 (hereinafter 'Act') (VI of 2017) has come into force from 1<sup>st</sup> March 2017 and the same has been made applicable to Rashtrasant Tukadoji Maharaj Nagpur University (hereinafter "the University");

**AND**

**Whereas,** the University has issued Direction No. 15 of 2017 dealing with the composition of the four faculties created by the Act, where under the existing different faculties of the University have been merged into the four new faculties created by the Act, by which the subject of Hospitality Management has been included in the faculty of Science and Technology;

**AND**

**Whereas,** the University has issued Direction No. 10 of 2019 prescribing "conditions for conduct of undergraduate and post graduate examinations based on credit based/choice based credit system, in all faculties";

**AND**

**WHEREAS,** the Special task committees in various subjects of home science, including in the subject of Hospitality Management, in their meetings held on 25<sup>th</sup> April 2019 considered and accepted the scheme of subjects, syllabi and scheme of examinations of the Master of Hospitality Management;

**AND**

**WHEREAS,** the Dean of the Faculty of Science and Technology on 4<sup>th</sup> May 2019 considered and approved the proposal of the Special task committees in various subjects of home science including Hospitality Management, in the Faculty of Science and Technology, and recommended

9

to the Vice-Chancellor to accept the syllabus and the Scheme of examinations for the course of Master of Hospitality Management, under section 12 (8) of the Act on behalf of the Academic Council and the Management council;

AND

Whereas, Direction No.52 of 2019 entitled "ADMISSION AND EXAMINATIONS LEADING TO THE AWARD OF DEGREE OF MASTER OF HOSPITALITY MANAGEMENT (CHOICE BASED CREDIT SYSTEM) (SEMESTER PATTERN) DIRECTION, 2019", incorporating the provisions of the lapsed Direction No. 22 of 2016, has lapsed by virtue of the provisions of the proviso to section 12 (8) of the Act (VI of 2017) necessitating issuance of a fresh Direction incorporating the provisions of the said (lapsed) Direction with suitable modifications;

Now, therefore, I, Dr. Subhash R. Chaudhari, Vice- Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of the powers conferred upon me under provision of section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby issue following Directions:-

1. This Direction shall be called "Admission and Examinations leading to the Award of Degree of Master of Hospitality Management (Choice Based Credit System) (Semester Pattern) Direction 2020".
2. This Direction shall be applicable from the date of its issuance.
3. In this Direction unless the context requires otherwise;
  - a. "ATKT" means "Allowed to Keep Term" in the higher semester, as per the rules herein.
  - b. "Board of Studies" means Board of studies of the University in the discipline/subjects concerned.
  - c. "Course" means a theory, practical or a sessional subject prescribed in any semester and which carries maximum marks and minimum passing marks.
  - d. "Credit" means the unit by which the course work is measured. It is measured in terms of weekly class hours assigned to a Course.
  - e. "Credit Point" (CP): It is the value obtained by multiplying the Grade Point by the Credit i.e. No. of Credits assigned for the course x Grade Points secured for that course.



- f. **"Cumulative Grade Point Average (CGPA)";** CGPA refers to the Cumulative Grade Point Average weighted across all the semesters. It is obtained by dividing total number of credit points in all the semesters by the total number of credits in all the semesters.
- g. **"Degree"** means Master's degree in Hospitality Management.
- h. **"Grade Letter";** It is an index to indicate the performance of a student in a particular course/ Paper. It is the transformation of actual marks secured by a student in a course/paper. It is indicated by a Grade letter O, A, B, C, D, E and F. There is a range of marks for each Grade.
- i. **"Grade Point" ;** Grade Point is weight allotted to each grade letter depending on the marks awarded in a course/paper
- j. **"Programme"** means Master's degree programme in the subject of Hospitality Management in the Faculty of Science and Technology.
- k. **"Student"** means student admitted to Post Graduate programme under this Direction.
- l. **Semester Grade Point Average (SGPA);** SGPA indicates the performance of a student in a given Semester. It is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester.
- m. **"University";** means Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

**4. Eligibility for Admission to the Programme:**

Subject to the compliance with the provisions of this direction and any other ordinances in force from time to time, an applicant for admission to the programme shall have passed;

(a) 4 years Degree Course Examination in Hospitality Management /Hotel Management/ Hotel Management and Catering Technology of Rashtrasant Tukadoji Maharaj Nagpur University or of any other statutory University equivalent thereto possessing minimum of 50% of marks.

**OR**

(b) 3 years Degree Course Examination in Hospitality Management/Hospitality Studies /Hotel Management /Hotel Management and Catering Technology of Rashtrasant Tukadoji Maharaj Nagpur University or of any other statutory University equivalent thereto possessing

9

minimum of 50% of marks and 01 year of recognized professional experience in Hotel Industry.

OR

(c) A Bachelor's Degree of Rashtrasant Tukadoji Maharaj Nagpur University or of any other statutory University equivalent thereto with three years' Diploma course in Hospitality Management/ Hotel Management/ Hotel Management and Catering Technology possessing minimum of 50% marks and 01 year of recognized professional experience in Hotel Industry.

5. **Duration of the Programme:** The duration of the Master of Hospitality Management course shall be of two academic years consisting of four Semesters with University examinations at the end of each semester.
6. **Medium of Instruction:** The medium of instructions shall be English.
7. **Programme Structure:** This programme shall comprise theory papers, internship and Research Project spread in various semesters. The number of papers and maximum marks assigned to each paper and minimum marks/grade, an examinee must obtain in order to pass the examination shall be as prescribed in **Appendix-I**, appended with this Direction. It shall have core and elective courses as described in the **Appendix -I** to this Direction
8. **Foundation Course/Elective:** It refers to those courses which are included in the **Appendix- A**, to this Direction which a student of this programme and the students of other programs may opt. In the alternative students of the programme may opt for an elective course prescribed for the students of the third and fourth semesters.
9. The scope of the Courses/subjects shall be as prescribed in the syllabus (**Appendix - B**).
10. **Scheme of Examination:**
  - i) The theory and practical examination of Semester-I, II, III and IV shall be conducted by the University and shall be held separately at the end of each semester at such places and dates as may be decided and notified by the University.
  - ii) **Research Project and Viva -Voce** -The Viva-Voce shall be held at the end of fourth semester on completion of Research Project for which external examiner shall be appointed for conduction of Viva -Voce on such date as fixed by the university.

- iii) Detail instructions regarding Project Work Scheme, Guidelines for the Students, Supervisors and Examiners, Pattern of Question Paper etc. are as given in Appendix - II

**11. A.T.K.T. Rules:** The failure students of the semester examinations of the programme shall be allowed to take admission in the higher semesters as per the rules below: -

Admission to Semester	Student should have appeared in the examination of;	Candidate should have passed in all the subjects of the following examination of R.T.M. Nagpur University	Candidate should have passed at least two third of the passing heads of the following examinations
Semester I		As provided in the para 4 of this direction	-----
Semester II	Semester I	-----	-----
Semester III	Semester II		Semester I and II taken together
Semester IV	Semester III	-----	-----

- 12.** Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5, 8, 9, 10, 26, 31 and 32 of the said ordinance shall apply to every student admitted to this course.
- 13.** The fees for the tuition, examination, laboratory and other fees shall be as prescribed by the university from time to time.
- 14.** The examinee at each of the examination shall have option of not being declared successful at the examination in case he/she does not secure a minimum of 55% marks at the examination. This option will have to be exercised every time the application is



submitted to any of the examinations. Once this option is exercised, the option shall be binding on the examinee and it shall not be revoked under any circumstances.

15. The classification of the examinee successful at the semester end examinations and at the end of final semester examination shall be as per the rules and regulations of Choice Based Credit System (semester pattern), as prescribed in **Appendix -III**, appended with this direction.
16. The provisions of Ordinance No. 3 of 2007 for the award of grace marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this Direction.
17. All the successful examinees passing all the semester examinations in the minimum prescribed period securing the grades equivalent to first and second division shall be eligible for inclusion of their names in the merit list as provided in ordinance 6 relating to examination in general.
18. The unsuccessful candidate failing to score minimum marks for getting exemption in the course/subject shall be awarded internal/ sessional marks in proportion to the marks secured by the student in the supplementary university examination in the theory part of said course/subject.
19. Examinee successful at the final examination shall on payment of the prescribed fees, will be entitled for the award of the degree of Master of Hospitality Management in the prescribed form signed by the Vice-Chancellor.
20. This programme is based on Choice Based Credit System the details regarding application of Choice based credit System and formula for conversion of marks in to grades and vice-versa is given in **Appendix- III** of this direction.
21. If any question of interpretation of any clause of this Direction arises the same shall be referred to the Dean, Faculty of Science and Technology whose opinion shall be final and binding.
22. Notwithstanding the lapse of Direction No.52 of 2019 all actions taken thereunder till the issuance of this direction shall be valid and binding and be deemed to have been taken in pursuance of the provisions of this Direction.

Nagpur

Date: 05-12-2020

(Dr. Subhash R. Chaudhari)  
Vice Chancellor

### **STATEMENT OF OBJECT AND REASONS**

In 1998 the P.G. course was started with the nomenclature Masters in Hospitality Management as per Ordinance No.13 of 1998 and 15 of 2003.

In 2008 the Nomenclature of the P.G. course was converted to Master in Hospitality & Tourism Management as per Ordinance No. 21 of 2009.

In 2013, when the credit based semester system started the nomenclature was changed again to Master in Hotel Management & Catering Technology as per Direction No.11 of 2013. This was done to promote research in the core areas of Hospitality Industry. Now choice based credit system is started with the nomenclature Master of Hospitality Management.

There is a growing need for increasing the "Management" competence in the field of Hotel Management and Catering Technology. Professionally qualified personnel is the need of the day – Personnel who are multi skilled.

The Post Graduate Degree in Hospitality Management aims at bridging the gap and supplying the Hotel Management Industry with Professional Management Candidates who are competent and are able to face the challenges posed by the ever changing Hotel and Hospitality scenario.

"Hospitality" word covers both the areas Tourism and Hotel Management & Catering Technology which gives broader prospects to P.G. students to enter both the areas with knowledge and skill, at any competitive level.

Hence, the nomenclature for the choice based credit system of the Post Graduate course in Hotel Management & Catering Technology should be Master of Hospitality Management.

### Appendix - I

#### Examination leading to Master of Hospitality Management Scheme of Teaching and Examination under semester pattern choice based credit system (CBCS) MASTER OF HOSPITALITY MANAGEMENT: SEMESTER-I

Paper Code	Subject	Teaching Scheme (Hrs/Week)			Credits	Examination Scheme				
		Theory	Practical	Total		Duration	Max. Marks		Total Marks	Minimum Passing Marks
							External Marks	Internal Marks		
1-T-1	Core I- Marketing for Hospitality & Tourism	4	-	4	4	3	80	20	100	50
1-T-2	Core II- Customer Relationship Management	4	-	4	4	3	80	20	100	50
1-T-2	Core III- Research Methodology	4	-	4	4	3	80	20	100	50
1-T-4	Core IV - HRM & Corporate Sustainability	4	-	4	4	3	80	20	100	50
1-P-1	Practical Core I- Marketing for Hospitality & Tourism	-	8	8	4	3	80	20	100	50
1-P-2	Practical Core II- Customer Relationship Management	-	8	8	4	3	80	20	100	50
1-P-3	Seminar I - Meeting, Incentive, Convention & Exhibitions.	-	2	2	1	-	-	25	25	13
Total		16	18	34	25		480	145	625	313

**MASTER OF HOSPITALITY MANAGEMENT : SEMESTER-II**

Paper Code	Subject	Teaching Scheme (Hrs/Week)			Credits	Examination Scheme				
		Theory	Practical	Total		Duration	Max. Marks		Total Marks	Minimum Passing Marks
							External Marks	Internal Marks		
2-T-1	Core I MIS in Hospitality Industry	4	-	4	4	3	80	20	100	50
2-T-2	Core II Hospitality Laws	4	-	4	4	3	80	20	100	50
2-T-3	Core III Statistics & Qualitative Techniques	4	-	4	4	3	80	20	100	50
2-T-4	Core IV Tourism: A Global Perspective	4	-	4	4	3	80	20	100	50
2-P-1	Practical Core I MIS in Hospitality Industry	-	8	8	4	3	80	20	100	50
2-P-2	Practical Core II Tourism: A Global Perspective	-	8	8	4	3	80	20	100	50
2-P-3	Seminar I Managerial Communication	-	2	2	1	—	—	25	25	13
Total		16	18	34	25		480	145	625	313



### MASTER OF HOSPITALITY MANAGEMENT: SEMESTER-III

Paper Code	Subject	Teaching Scheme (Hrs/Week)				Examination Scheme				
		Theory	Practical	Total	Credits	Duration	Maximum Marks		Total	Minimum Passing Marks
							External Marks	Internal Marks		
3-T-1	Core I Materials Management	4	-	4	4	3	80	20	100	50
3-T-2	Core II Tourism Destination India	4	-	4	4	3	80	20	100	50
3-T-3	Elective I Food & Beverage Management -I OR Elective 2 Accommodation Management-I	4	-	4	4	3	80	20	100	50
3-T-4	Foundation -I * Responsible Practices in Tourism and Hospitality OR (refer Appendix-A)	4	-	4	4	3	80	20	100	50
3-P-1	Seminar Industrial Training ***	-	2	2	1	-	-	25	25	13
3-P-2	Tourism Destination India	-	8	8	4	3	80	20	100	50
3-P-3	Food & Beverage Management -I OR Accommodation Management-I	-	8	8	4	3	80	20	100	50
Total		16	18	34	25		480	145	625	313

\* In case less than five students elect for a particular elective paper, it shall be sole discretion of institution/college to allow that elective or not.

\*\* In Semester III, student will have to opt any one foundation subject paper other than his/her main subject paper for Post Graduation, as per Annexure -A, (List of Foundation Subjects for Post Graduation). Once student opt foundation subject in Semester -III, it cannot be changed in Semester -IV.

\*\*\*Training in recognized hotel and resort; travel agency should be completed for 6 weeks. Log book to be maintained during the training and submitted for evaluation. Certificate of training to be submitted. On completion of training presentation is compulsory to be evaluated by Internal Examiner.

### MASTER OF HOSPITALITY MANAGEMENT: SEMESTER –IV

Paper Code	Subject	Teaching Scheme (Hrs/Week)				Examination Scheme				
		Theory	Practical	Total	Credits	Duration	Maximum Marks		Total	Minimum Passing Marks
							External Marks	Internal Marks		
4-T-1	Core I Strategic Management	4	-	4	4	3	80	20	100	50
4-T-2	Core II Food Tourism	4	-	4	4	3	80	20	100	50
4-T-3	Elective I Food and Beverage Management II Or Accommodation Management II	4	-	4	4	3	80	20	100	50
4-T-4	* Foundation II Cost Control Techniques in Hospitality OR (refer to Appendix-A)	4	-	4	4	3	80	20	100	50
4-RP	Project work and viva voce	--	4	4	4	3	80	20	100	50
4-P-2	Seminar on Food Tourism	--	4	4	1			25	25	13
4-P-3	Elective I (Practical) Food and Beverage Management II Or Elective practical Accommodation Management II	--	8	8	4	3	80	20	100	50
Total		16	16	32	25	18	480	145	625	313

\* Foundation subject opted in Semester – III cannot be changed in Semester – IV.

**Note:-**

1. In each semester student will have to give seminar on any topic relevant to the syllabus encompassing the recent trends and development in that field. The topic of the seminar will be decided at the beginning of each semester in consultation with the supervising teachers. The student has to deliver the seminar which will be followed by discussion. The seminar will be open to all the teachers of the department, invitees, and students.
2. The student will have to carry out the research based project work in the fourth semester in the department or depending on the availability of placement; he/she will be attached to any of the national / regional / private research institute / organization / industry. The student in consultation with supervisor will finalize the topic of the project work.

# MASTER OF HOSPITALITY MANAGEMENT: SEMESTER –IV

Paper Code	Subject	Teaching Scheme (Hrs/Week)				Examination Scheme				
		Theory	Practical	Total	Credits	Duration	Maximum Marks		Total	Minimum Passing Marks
							External Marks	Internal Marks		
4-T-1	Core I Strategic Management	4	-	4	4	3	80	20	100	50
4-T-2	Core II Food Tourism	4	-	4	4	3	80	20	100	50
4-T-3	Elective I Food and Beverage Management II Or Accommodation Management II	4	-	4	4	3	80	20	100	50
4-T-4	* Foundation II Cost Control Techniques in Hospitality OR (refer to Appendix-A)	4	-	4	4	3	80	20	100	50
4-RP	Project work and viva-voce	-	4	4	4	3	80	20	100	50
4-P-2	Seminar on Food Tourism	-	4	4	1			25	25	13
4-P-3	Elective I (Practical) Food and Beverage Management II Or Elective practical Accommodation Management II	-	8	8	4	3	80	20	100	50
Total		16	16	32	25	18	480	145	625	313

\* Foundation subject opted in Semester – III cannot be changed in Semester – IV.

Note:-

1. In each semester student will have to give seminar on any topic relevant to the syllabus encompassing the recent trends and development in that field. The topic of the seminar will be decided at the beginning of each semester in consultation with the supervising teachers. The student has to deliver the seminar which will be followed by discussion. The seminar will be open to all the teachers of the department, invitees, and students.
2. The student will have to carry out the research based project work in the fourth semester in the department or depending on the availability of placement; he/she will be attached to any of the national / regional / private research institute / organization / industry. The student in consultation with supervisor will finalize the topic of the project work.

## **Appendix - II**

### **Project Work Scheme/ Guidelines for the Students, Supervisors and Examiners and pattern of question papers etc.**

#### **For Semester-III**

\* Project Design and Planning – Every student is required to design and plan experimental /field based project work on a related research topic of the subject/course. Supervisor will be allotted for guiding students. Each student must present three seminars during the semester on introduction, references, material and methods. Final presentation will be evaluated by external and internal examiners.

#### **For Semester -IV**

Every student is required to carry out Experimental / Field Based Project Work (semester IV) on a related research topic of the subject /course. It must be an original work and must indicate some degree of experimental work. The project report shall comprise of Introduction, Review of Literature Material and Methods, Results, Discussion, Summary, Conclusions and References. The project report should be forwarded through Head/Course-coordinator/ Director of the Department /Centre or the Principal of the College.

**The supervisors for the Experimental project work shall be from the following Category in order of preference.**

A person selected by the duly constituted selection committee in the relevant subject and approved by the University, exclusively for P. G. Course.

**OR**

A person selected by the duly constituted selection committee of the University approved by the University and appointed as a full time regular teacher with Masters Degree at U. G. Level in the relevant subject and having at least 10 years teaching experience.

**OR**

A person selected by the duly constituted selection committee of the University approved by the University and appointed as a full time regular teacher with Ph. D. Degree at U.G. Level in the relevant subject and having at least 5 years teaching experience.

**OR**

A person from industry with Degree/three years diploma in relevant field with 10 years experience at the rank not below manager or with Masters Degree in the relevant field with 5 years experience at the rank not below manager can work as co-supervisor alongwith supervisor.

**OR**

A person appointed in PG on contractual / Contributory basis having NET/SET whenever applicable and approved by the University in the relevant subject and having 3 years teaching experience at P.G. level.

**OR**

University approved Ex Faculty member in the relevant Subject.

**Note :** The supervisor shall be able to guide not more than 11 (Eleven) students in the given semester examination. The supervisor shall declare in the project of every student which he/she guiding, stating that he/she has not guided more than 11(Eleven) students in the given semester examination.

**Pattern of Question Paper**

1. There will be four units in the syllabus of each paper.
2. Question paper will consist of five questions- one question from each unit and the fifth question should include questions from all four units.
3. Maximum marks of each paper will be 100 (80 + 20).
4. All question should have equal weightage
5. Each paper will be of 3 hours duration.

### Appendix – III

#### DETAILS REGARDING CHOICE BASED CREDIT SYSTEM

##### Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

- 1) On clearing a paper, based on cumulative score (out of 100) in that paper, a student will be given grade point average (GPA) (Maximum of 10 and minimum of 5) for that paper on the following basis.

Score (out of 100)	Grade	Grade Point Average (out of 10)
91 to 100	D: Outstanding	10
81 to 90	A: Very Good	09
71 to 80	B: Good	08
61 to 70	C: Average	07
51 to 60	D: Satisfactory	06
50	E: Pass	05
Below 50	F: Fail	00 or fail

- 2) On clearing all the papers in a semester, a student will be allotted a **Semester Grade Point Average (SGPA)** for that particular semester. As the pattern given above does not have differential weights for papers, the SGPA of a student for a particular semester will be the average of the GPA's for all the papers.
- 3) A student will be allotted a **Cumulative Grade Point Average (CGPA)** after clearing all the four semesters. Again as there is no differential weightage system for semesters, the CGPA of a student will be the average of the four SGPA's of that student.
- 4) CGPA to Equivalent class / division:

CGPA	Equivalent class / division
9.00 to 10.00	First class (outstanding)



8.00 to 8.99	First class (excellent)
7.5 to 7.99	First class with distinction
6 to 7.49	First class
5 to 5.99	Higher Second class
5.00	Pass
Below 5.00	Fail

The CGPA can be converted to the usual / conventional divisions in the following way.

- a. A student failed to score minimum 50% marks in each head of passing and in aggregate shall be given F grade.
  - b. Student with F grade in a course would be granted credit for that course but not the grade for that course.
  - c. Grade points earned in each paper shall be calculated as – Grade points obtained (vide above table) x Credits for the paper.
  - d. The formula for GPA will be based on Average. The final GPA will not be printed unless a student passes courses equivalent to minimum 100 Credits.
- 5) While declaring the result, the existing relevant ordinances are applicable. For verification and revaluation existing rules will be applicable.
  - 6) The candidate may take all the examinations as per the provisions of ATKT simultaneously but his/her result of final semester shall not be declared unless he/she is declared successful at lower examinations.
  - 7) If an examinee failed to pass the post graduate programme within five successive years (for four semesters degree) from the date of his / her first admission to particular post graduate programme he/ she shall be declared as "Not Fit for the Course (NFC)" and he/ she will not be allowed to appear further for any previous examination of the program.
  - 8) The computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) of an examinee shall be given below:



- a. The marks will be given in all examinations which will include the college assessment marks, and the total marks for each Theory/ Practical shall be converted into Grades as per above table. SGPA shall be calculated based on Grade Points corresponding to Grade as given in above table and the credits allotted to respective Theory / Practical shown in the scheme for respective semester.
- b. SGPA shall be computed for every semester and CGPA shall be computed only in IV semester (for four semester degree). The CGPA of IV shall be calculated based on SGPA of all four semesters as per following computation:

$$SGPA = \frac{C_1 \times G_1 + C_2 \times G_2 + \dots + C_n \times G_n}{C_1 + C_2 + \dots + C_n}$$

Where  $C_1$  = Credit of individual Theory / Practical

$G_1$  = Corresponding Grade Point obtained in the Respective Theory/ Practical

$$CGPA = \frac{(SGPA) I \times (Cr) I + (SGPA) II \times (Cr) II + (SGPA) III \times (Cr) III + (SGPA) IV \times (Cr) IV}{(Cr) I + (Cr) II + (Cr) III + (Cr) IV}$$

Where, (SGPA) I = SGPA of I Semester; (Cr) I = Total Credits for I Semester;

(SGPA) II = SGPA of II Semester; (Cr) II = Total Credits for II Semester;

(SGPA) III = SGPA of III Semester; (Cr) III = Total Credits for III

Semester; (SGPA) IV = SGPA of IV Semester; (Cr) IV = Total Credits for IV Semester.

**Appendix - A**  
**List of Foundation Subjects for P.G. (RTMNU)**

Sr.No.	Subject	Board	4 <sup>th</sup> Papers of Semester-3	4 <sup>th</sup> Papers of Semester-4
1	Mathematics	Mathematics	Mathematics-I	Mathematics-II
2	Physics	Physics	Physics-I	Physics-II
3	Chemistry	Chemistry	Chemistry-I	Chemistry-II
4	Bio-Technology (Ad-hoc)	Bio-Technology	Bio-Technology-I	Bio-Technology-II
5	Computer Science	Computer Science & Engineering	Computer Science-I	Computer Science-II
6	Environmental Science	Environmental Science	Environmental Science-I	Environmental Science-II
7	Botany	Botany	Botany-I	Botany-II
8	Zoology	Zoology	Zoology-I	Zoology-II
9	Statistic	Statistics	Statistics-I	Statistics-II
10	Business Management	Business Management	Business Management -I	Business Management -II
11	Accountancy	Account & Statistics	Account & Statistics-I	Account & Statistics-II
12	Managerial Skill	Business Administration & Business Management	Managerial Skills-I	Managerial Skills-II
13	Education Technology & Management Skills	Education Technology & Management Skills	Education Technology & Management Skills-I	Education Technology & Management Skills-II
14	Communication Skill	English	Communication Skills-I	Communication Skills-II
15	Sanskrit	Sanskrit	Sanskrit-I	Sanskrit-II
16	German	Other Foreign Languages	German-I	German-II
17	French	Other Foreign Languages	French-I	French-II
18	Law	Law	Law-I	Law-II
19	Pharmaceutical Sciences	Pharmaceutical Sciences	Pharmaceutical Sciences-I	Pharmaceutical Sciences-II
20	Life skills	Education	Life Skills-I	Life Skills-II
21	Economics	Economics	Economics-I	Economics-II
22	Political Science	Political Science	Political Science-I	Political Science-II

23	Sociology	Sociology	Sociology-I	Sociology-II
24	Psychology	Psychology	Psychology-I	Psychology-II
25	Philosophy	Philosophy	Philosophy-I	Philosophy-II
26	History	History	History-I	History-II
27	Public Admn	Public Admn	Public Admn -I	Public Admn -II
28	Buddhist Studies	Buddhist Studies	Buddhist Studies-I	Buddhist Studies-II
29	Gandhian Thought	Gandhian Thought	Gandhian Thought-I	Gandhian Thought-II
30	Dr. Ambedkar Thought	Dr. Ambedkar Thought	Dr. Ambedkar Thought-I	Dr. Ambedkar Thought-II
31	Rashtrasant Tukdoji Maharaj Thought	Rashtrasant Tukdoji Maharaj Thought	Rashtrasant Tukdoji Maharaj Thought-I	Rashtrasant Tukdoji Maharaj Thought-II
32	Travel & Tourism	Travel & Tourism	Travel & Tourism-I	Travel & Tourism-II
33	Personality Development	Human Development	Personality Development-I	Personality Development-II
34	Cosmetic Technology	Cosmetic Technology	Cosmetic Technology-I	Cosmetic Technology-II
35	Hospitality Management	Hotel Mgt. & Cat. Tech.	Hospitality Mgt. -I	Hospitality Mgt. -II
36	Chemical Engineering	Chemical Engineering	Chemical Engineering-I	Chemical Engineering-II
37	Chemical Technology	Chemical Technology	Chemical Technology-I	Chemical Technology-II
38	Civil Engineering	Civil Engineering	Civil Engineering-I	Civil Engineering-II
39	Electrical Engineering	Electrical Engineering	Electrical Engineering-I	Electrical Engineering-II
40	Mechanical Engineering	Mechanical Engineering	Mechanical Engineering-I	Mechanical Engineering-II
41	Electronics Engineering	Electronics Engineering	Electronics Engineering-I	Electronics Engineering-II
42	Pali Pratibha	Pali Pratibha	Pali Pratibha I	Pali Pratibha II