



JSPM UNIVERSITY PUNE

Recognized by the UGC u/s 2 (f) of UGC Act 1956 and enacted by the
State Government of Maharashtra - JSPM University Act, 2022 (Mah. IV of 2023)

JSPM University Pune

Faculty of Business Management and Commerce

School of Commerce



NEP Aligned Syllabus for

B.Com. (Bachelor of Commerce)
(Effective from AY: 2023-24)

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Semester - I Level 4.5

Sr. No.	Course Type	Course Code	Course Name	Teaching Scheme (Hrs. per week)				Examination & Marking Scheme			Credits
				L	T	P	EL	TH	PR	OR	
01	PCC	230VBCB01_01	Basics of Finance	3	1	-	-	100	-	-	4
02	PCC	230VBCB02_01	Financial Accounting	2	-	-	4	100		50	3
03	IOC	230VBBB06_01	Essentials of Management	2	-	-	-	100	-	-	2
04	SEC	230VBCB10_01	Advanced Excel	2	-	2	-	-	50	50	3
05	VSC	230IDCB01_01	Design Thinking and Creativity	1	-	-	2	-	-	50	1.5
06	AEC (HSMC)	230UENB01_01	Effective Communication Skills	1	-	2	-	50	-	-	2
07	IKS (HSMC)	230UHIB01_01	States in Ancient India	2	-	-	-	50	-	-	2
08	VEC (HSMC)	230GCEB02_01	Environment and Sustainability	2	-	-	-	50	-	-	2
09	LC	230VBCB07_01	Financial Accounting	-	-	2	-	-	50	-	1
10	LLC	230UPYB01_01	Yoga & Fitness	-	-	2	2	-	-	50	1.5
Total Academic Engagement and Credits				15	1	8	8	450	100	200	22
				24			8	750			



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Semester – II

Level 4.5

Sr. No.	Course Type	Course Code	Course Name	Teaching Scheme (Hrs. per week)				Examination & Marking Scheme			Credits
				L	T	P	EL	TH	PR	OR	
01	PCC	230VBCB03_02	Corporate Accounting	2	-	-	2	100	-	-	2.5
02	PCC	230VBBB04_02	Principles of Marketing	2	1	-	4	100	-	50	4
03	PCC	230VBCB05_02	Financial Management	3	-	-	-	100	-	-	3
04	MMC	230GCSB23_02	Fundamentals of Data Science	2	-	-	-	100	-	-	2
05	SEC	230VBCB08_02	Software for Financial Accounting	2	-	2	-	-	50	50	3
06	AEC (HSMC)	230UENB02_02	Communicative Proficiency Skills	1	-	2	-	50	-	-	2
07	VEC (HSMC)	230UPYB03_02	Ethics and Moral Values	2	-	-	-	50	-	-	2
08	LLC	230UPYB02_02	Mindfulness and Wellbeing	1	-	-	2	-	-	50	1.5
09	IITP/FP/CEP	230VBCB06_02	Internship/Field Project/Community Engagement Programme	4 to 6 Weeks			-	-	-	50	2
Total Academic Engagement and Credits				15	1	4	8	500	50	200	22
				20				750			

Note: A **Certificate** will be awarded if a student exits after first year. For Exit at the end of first year the student must complete: (Total credits = 8)

a) An internship / OJT of 8 - 10 weeks (4 credits)

b) Additional Course 1 (4 credits) (Course offered will be Vocational Skill Course (VSC) or Skill Enhancement Course (SEC))



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JSPM University Pune		
FY B.Com. “Bachelor of Commerce”		
Semester- I		
Course Type: PCC	Course Title: Basics of Finance	
Course Code: 230VBCB01_01	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 4	Lecture (L): 3 Tutorial (T): 1 Practical (P): 0 Experiential Learning (EL): 0	Theory (TH): 100 Marks
Prerequisite Courses, if any: 1. 2.		
Course Objectives: <ul style="list-style-type: none">To Evaluate the impact of financial decisions and practices on individuals and society.To Create effective financial plans and strategies to meet personal and household financial goals.		
Course Outcomes: On completion of the course, the learner will be able to CO1: Understand the evolution and structure of the banking system in India. CO2: Understand the various types of cheques. CO3: Analyze and evaluate tax-saving investment schemes. CO4: Understand the importance of financial planning and the steps involved. CO5: Understand the features of various investment options like stocks, bonds, and mutual funds. CO6: Apply knowledge of consumer protection and redressal mechanisms.		
Course Contents		
Unit I	Banking	(10 Hrs)
Definition of Bank, Evolution of Banking in India, Banking Structure, Types of Deposits and Accounts, KYC norms, Different Banking products and services offered by the banks, Electronic Banking		
Unit II	Cheques and Types of Cheques	(10 Hrs)
Meaning and Definition of Cheque, Types of Cheques, Precaution to follow while filling out the cheque, Truncated cheque, Clearing process of cheque		
Unit III	Tax Saving Schemes	(10 Hrs)
Types of taxes, Tax rates, Tax planning v/s tax evasion, Tax saving investment - Government Schemes-National Saving Certificates, Public Provident Fund, Post Office Schemes, Equity Linked Savings Schemes, Retirement Benefits Schemes- NPS (New Pension System), Tax-free bonds		



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Unit IV	Personal Finance and Loss Protection	(10 Hrs)
Financial Planning- Meaning, Household financial health check-ups, Medical and other Emergencies, Retirement Planning, Insurance Policies: Life and non-life Insurance		
Unit V	Investments	(10 Hrs)
Types of Investments: Stocks, Bonds, Mutual Funds, Principles of Investment and Safety, Risk and Return, Types of Mutual Funds		
Unit VI	Scams, Fraud Schemes	(10 Hrs)
Insider Trading, Money Laundering, Cyber-Crimes and Types of Cyber Crimes, Consumer Protection and Redressal Mechanism		

Learning Resources

Text Books:

- 1) M. Jeff, Personal finance, Prentice Hall, 2016
- 2) T. R. Jain and R. L. Sharma, Indian Financial System, by, VK Global Publications Pvt. Ltd, 2014

Reference Books:

- 1) T. R. Jain and V. K. Ohri, Money and Banking, VK Global Publications Pvt. Ltd, 2020
- 2) S. Braunstein and C. Welch, Financial literacy: An overview of practice, research, and policy, Fed. Res. Bull, 2002
- 3) T. R. Jain and R. L. Sharma, Indian Financial System, by, VK Global Publications Pvt. Ltd, 2014
- 4) S. Cole and Gauri Kartini Shastry, Smart money: The effect of education, cognitive ability, and financial literacy on financial market participation, Harvard Business School, 2009
- 5) Gitman, Joehnk, and Billingsley, Personal financial planning, Cengage Learning, 2016
- 6) M. Jeff, Personal finance, Prentice Hall, 2016

Additional Web Resources:

- 1) www.rbi.org.in
- 2) www.incometax.gov.in



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JSPM University Pune		
FY B.Com. “Bachelor of Commerce”		
Semester- I		
Course Type: PCC	Course Title: Financial Accounting	
Course Code: 230VBCB02_01	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 3	Lecture (L): 2 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL): 4	Theory (TH): 100 Marks Oral (OR): 50 Marks
Prerequisite Courses, if any: 1. 2.		
Course Objectives: <ul style="list-style-type: none">• To inculcate the right understanding regarding the role and importance of monetary and financial transactions in business.• To nurture the right approach towards classifications of different transactions and their implications.• To develop proficiency in preparation of basic financial as to how to write basic accounting statements - Trading and P&L A/c and Balance Sheet.• To understand the kind of accounting relationship between customer and bank.		
Course Outcomes: On completion of the course, the learner will be able to - CO1: Understand concepts and know the Basics of Accounting. CO2: Understand and memorize all basic formulae and rules covered in the Syllabus. CO3: Apply the appropriate format for solving the numerical problem. CO4: Analyze when additional information is needed to solve problems. CO5: Express basic concepts and rules of accounting. CO6: Rectifying errors and solving simple and complicated accounting problems with proper solutions.		
Course Contents		
Unit I	Introduction to Basic Accounting & Bookkeeping	5 Hrs
Basic Terminology in Accounting and Bookkeeping, Accounting Concepts, Accounting Conventions, GAAP, Types of Accounts and Rules, Types of Transactions		
Unit II	Books of Accounting	5 Hrs
Journal, Ledger, Subsidiary Books, Problems of Journal, Problems of Ledger, Problems of Trial Balance		
Unit III	Cash Book	5 Hrs
Cash Book – Meaning and Definition, Cash Book – Need and Importance, Types of Cash Book, Problems of Single Column Cash Book, Problems of Double Column Cash Book, Problems of Triple Column Cash Book		
Unit IV	Preparation of Final Accounts	5 Hrs



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Types of Business, Formats of Financial Statements, Trading Account, Profit & Loss Account, Balance sheet, Problems of Final Accounts of Sole Trading Organizations

Unit V

Depreciation & Provision for Bad and Doubtful Debts

5 Hrs

Meaning and Concept of Depreciation, Reasons for Depreciation, Methods of Depreciation, Accounting for Depreciation, Problems of Different Methods of Depreciation, Accounting for Provision and Doubtful Debts

Unit VI

Bank Reconciliation Statement

5 Hrs

Meaning of BRS, Need for BRS, Importance of BRS, Process of BRS, Formats of BRS, Preparation of BRS and Problems of BRS

Learning Resources

Text Books:

- 1) P. Periasamy '*Financial, Cost, and Management Accounting*', Himalaya Publishing Ltd.
- 2) Dr. Mahesh Abale and Dr. Shriprakash Soni, '*Managerial Accounting*', Himalaya Publishing Ltd.

Reference Books:

- 1) Khan and Jain, '*Management Accounting*', Tata McGraw Hill
- 2) Shankarnarayanan Ramanath, '*Financial Accounting for Management*', CENGAGE Learning
- 3) S.N. Maheshwari & S.K. Maheshwari, '*Advance Accounting*', Vikas Publication
- 4) M.C. Shukla, T.C. Grewal, S.C. Gupta, '*Advance Accounting*', Sultan Chand and Sons
- 5) R.L. Gupta, M. Radhaswamy, '*Advance Accounting*', Sultan Chand and Sons

MOOC / NPTEL Courses:

- 1) Swayam Course "*BCOC-131- Financial Accounting*", Dr. N. Rajendra Prasad, Indira Gandhi National Open University BCOC-131- Financial Accounting

Link of the Course:

- 1) https://onlinecourses.swyam2.ac.in/nou23_cm13/preview

Additional Web Resources:

- 1) <https://icmai.in/>
- 2) <https://www.icai.org/>
- 3) <https://www.icsi.edu>
- 4) <https://www.cimaglobal.com/>



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JSPM University Pune FY B.Com. “Bachelor of Commerce” Semester- I		
Course Type: IOC	Course Title: Essentials of Management	
Course Code: 230VBBB06_01	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 2	Lecture (L): 2 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL): 0	Theory (TH): 100 Marks
Prerequisite Courses, if any: 1. Basics of Management (Available on Great Learnings) 2. Basics of Leadership (Available on Oxford Home Study Centre)		
Course Objectives: <ul style="list-style-type: none"> • To study the evolution of management. • To study the functions of principles of management. • To learn the application of the principles in an organization. • To learn Leadership skills in management. • To study goal setting by Management Objective Theory. 		
Course Outcomes: On completion of the course, the learner will be able to CO1: To explain the evolution of Management and its principles. CO2: Describe how the managerial tasks of planning, organizing, and controlling can be carried out in a variety of situations. CO3: Incorporate management principles into daily operations. CO4: Analyze the global situation, including opportunities and threats that will affect organizational management. CO5: Identify the most effective course of action to take in specific situations. CO6: Evaluate managerial practices and decisions considering ethical principles and standards.		
Course Contents		
Unit I	Introduction	5 (Hrs)
Management Science or Art, Evolution of Management Thoughts, Management Theories, Role of a Manager, Managerial Skills.		
Unit II		5 (Hrs)
Functions of Management, Systematic Approach to Management Process, Organizational Dynamics, Coordination in Management, Strategic Management.		
Unit III	The Function of the Manager	5 (Hrs)
Planning: Strategic Planning Process, Organizing: Structure and Process of Organization, Directing: Foundations of individual and group behavior, Staffing: The System Approach to Human Resource Management, Controlling: System and process of controlling		
Unit IV	Management by Objectives	5 (Hrs)



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Core Concepts of MBO, Characteristics of Management by Objectives, Process of MBO, Defining the Goal, Action Plan.

Unit V	Leadership & Management	5 (Hrs)
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Manager vs. leader, Committees and Group Decision Making, Managerial Decision Making, Leadership traits and ethics, Roles, functions, and characteristics of a leader.

Unit VI	General Overview of all the Units	5 (Hrs)
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Case Study: Skills of an Effective Manager, Phases of Strategic Management, Final Review of Management by Objective.

Learning Resources

Text Books:

1. Stephen P. Robbins, David A. Decenzo, 2016. Fundamentals of Management, Pearson Education, 9th Edition
2. Harold Koontz, O'Donnell and Heinz Wehrich, 2012. Essentials of Management. New Delhi, 9th edition, Tata McGraw Hill

Reference Books:

1. Fundamentals of Management by Robbins, S.P. and Decenzo
2. Management - Text & Cases, Satya Raju
3. Principles of Management – Davar

MOOC / NPTEL Courses:

1. NPTEL Course "*Principles of Management*", By Prof. Usha Lenka, IIT Roorkee
Link of the Course: https://onlinecourses.nptel.ac.in/noc23_mg33/preview

Additional Web Resources:

1. https://onlinecourses.swayam2.ac.in/nou23_mg04/preview

Additional Web Resources:

1. <https://www.coursera.org/learn/principles-of-management>
2. <https://alison.com/course/an-introduction-to-the-principles-of-management>



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Semester- I

Course Type: SEC	Course Title: Advanced Excel	
Course Code: 230VBCB10_01	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credit: 3	Lecture (L): 2 Tutorial (T): 0 Practical (P): 2 Experiential Learning (EL): 0	Practical (PR): 50 Marks Oral (OR): 50 Marks
Prerequisite Courses, if any: -		
Course Objectives:		
<ul style="list-style-type: none"> To build up the technical knowledge of the students and make them aware of the advanced Excel formulas and other terms. 		
Course Outcomes:		
CO1: Students will learn the concept of basic functioning. CO2: Understand the concept of validation. CO3: Understand the concept of advanced filters. CO4: Learn the concept of advanced sorting. CO5: Learn the concept of basic function. CO6: Understand the concept lookup functions.		
Course Contents		
Unit I	Mastering the Essentials: Excel's Basic Functions	7 Hrs
Basic function: sum, average, count, max/min, Basic text, date/time, lookup information, Name manager, Formulae auditing, Mathematical functions Sumif, countif, averageif and nestedif, And, or, not		
Unit II	Data Integrity: Excel Validation Techniques	7 Hrs
Validation: input message, error alerts, drop-down lists. Conditional formatting, Formatting dates, and time functions, data validation, text, and list validation.		
Unit III	Precision Filtering: Excel's Advanced Filter Strategies	7 Hrs
Advance filters: Extracting records with advanced filters. Using formulae in criteria, Charts:- bar charts, pie charts, line charts and slicers, watermark, Managing primary and secondary data.		
Unit IV	Sophisticated Sorting: Excel's Advanced Sorting Techniques	8 Hrs
Advanced sorting: sorting from top to bottom, left to right. Creating, a custom list, Sort by using the custom list.		
Unit V	Text Wizardry: Unleashing Excel's Powerful Text Functions	8 Hrs
Text functions using: The mid, search, left, and right functions, Using the trim clean, clean, upper, and lower functions, Using the substitute and text function, Using trim, clean, proper, and dollar functions.		
Unit VI	Unlocking Data: Excel's Lookup Function Mastery	8 Hrs



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Lookup functions: match with lookup functions, Index and match functions, Offset and indirect functions.

Learning Resources

Text Books:

1. "Excel 2023", Leonardo L. Wright
2. "Advanced Excel essential" "Apress".

Reference Books:

1. M.L. Humphrey

MOOC / NPTEL Courses:

Additional Web Resources: <https://www.edubasetrainings.com>



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Semester- I		
Course Type: VSC	Course Title: Design Thinking and Creativity	
Course Code: 230IDCB01_01	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 1.5	Lecture (L): 1 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL): 2	Oral (OR): 50 Marks
Prerequisite Courses, if any:		
Course Objectives:		
Course Outcomes: On completion of the course, the learner will be able to –		
CO1: Describe the Design thinking principles of the centered approach to real-life problem-solving.		
CO2: Demonstrate through the project-oriented approach the basic theories and knowledge of design thinking and master the tools and principles of design thinking and their application.		
CO3: Demonstrate through the project-oriented approach the basic theories and knowledge of design thinking and master the tools and principles of design thinking and their application.		
CO4: Analysis of various applications of design thinking.		
CO5: Determine the suitable design thinking approach to solve the problem.		
CO6: Develop a low-fidelity prototype of the alternative Solutions to the identified Problem.		
Course Contents		
Unit I	Design Thinking Introduction	(3 Hrs)
Introduction & definition of design thinking, Principles, the process, Innovation in design thinking, the importance of design thinking method, the relationship between design thinking and innovation & entrepreneurship. Five-step method of Design thinking (Empathize, Define, Ideate, Prototype, Test). Class Activity: Students are asked to form groups. Classroom Project begins: Share ideas with team members and discuss the meaning of DT, and its importance in today’s world. Case: ABC Nightline- IDEO Shopping Cart, (the video can be shown in the classroom for discussion.)		
Unit II	Awareness of the five stages of design thinking, Empathize & Define	(5 Hrs)



Stage 1 & 2: Empathize & Define
 Introduction of the tools in the stage of empathy. Emphasize the skills and tactics of interviews. Understand the persona and methods of collecting the data from interviews. The empathy map. Establishing the Problem statement using the 5 Why's technique as a tool to understand the root cause.
 (Ex.26/11 attack, rescue team not able to move with ambulance due to stagnation) & Emphasis on establishing the "Problem Statement" only for faculty ref.
 Classroom Project: Each group will write the Problem Statement by using Stages of Empathy and the technique of 5 Why.
 Each group member will do the interview round for writing the problem statement.
 Take a record of the interview process.

Unit III	Ideate	(10 Hrs)
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Stage 3, Ideate
 Process to Find and select ideas, The creative process and creative principles, Creativity techniques, and Evaluation of ideas. Idea Generation Stage-Fine tuning process of ideas (every team member comes up with 1 idea and passes it on to the next person, each idea will be fine-tuned by each team member and ultimately matured ideas are established-round robin method) and selection of best three ideas by the voting method.
 Classroom Project: Through the project, students will learn how to propose a point of view (POV) statement based on the analyses of data from user research via brainstorming and others.
 Students are asked to submit ideas as many as possible.
 Note in POV practice: please define the problem that each group is finally going to resolve.
 The practice process: unpack the interview data and select one interviewee as the analysis target and solution. Make inferences to generate ideas and POV statements. Please remember: No solution in the POV statement.
 (For faculty ref.: YouTube links for DT examples -How design thinking is transforming lives in rural India - <https://www.youtube.com/watch?v=EH9u1bHqwpc>. Design Thinking in Netflix | | Case Studio - 04 - https://www.youtube.com/watch?v=8P8gspd_Bx8)

Unit IV	Prototype & Test	(5 Hrs)
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Stages 4 and 5, Prototype & Test
 Prototype and test stage, Prototype model, The role of prototype and test in innovation and entrepreneurship. prototype the way to test, and the visualization of ideas.
 Classroom project: groups design the prototype to show ideas about innovative ways to resolve the problems in dormitory life.
 Concerning the test practice: Ask another group to visit your group and test your prototype, and then in turn.

Unit V	Understanding Business Viability	(2 Hrs)
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Checking the Business viability of selected ideas derived in stage 3 using the BXT model, Tools for the Design Journey, and Pillars of Design thinking.

Unit VI	Presentation and closure	(3 Hrs)
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The student groups will give the final presentation of the project they have done (Units 1 to 5) and close the DT process.

Learning Resources



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Text Books:

1. Design Thinking Methodology Book Paperback, ArtBizTech, Emrah Yayici, 2016.
2. Design Thinking for Strategic Innovation, by Idris Mootee, CEO Idea Couture, Wiley 2014

Reference Books:

1. "SL Schensul, JJ Schensul, MD LeCompte", (latest reprint) Essential Ethnographic Methods: Observations, Interviews, and Questionnaires: (Ethnographer's Toolkit), <https://rowman.com/ISBN/9780759122017>
2. Paddy Miller, Thomas Wedell-Wedellsborg, (2013), Innovation as Usual: How to Help Your People Bring Great Ideas to Life, HBR Press
3. Tim Brown, (2010), Change by Design: How Design Thinking Transforms Organizations and Inspires Innovation, HBR Press
4. "SL Schensul, JJ Schensul, MD LeCompte", (latest reprint) Essential Ethnographic Methods: Observations, Interviews, and Questionnaires: 2 (Ethnographer's Toolkit), <https://rowman.com/ISBN/9780759122017>



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FY B.Com. “Bachelor of Commerce”		
Semester- I		
Course Type: AEC	Course Title: Effective Communication Skills	
Course Code: 230UENB01_01	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 2	Lecture (L): 1 Tutorial (T): 0 Practical (P): 2 Experiential Learning (EL): 0	Theory (TH): 50 Marks
Prerequisite Courses, if any: 1) 2)		
Course Objectives: <ul style="list-style-type: none">• Remember key facts and concepts of communication skills.• Understand the theories, fundamentals, and tools of communication.• Apply basic language skills – listening, speaking, reading, and writing.• Analyze functional grammar and language for professional usage.• Evaluate the communication strategies used in case studies or real-world scenarios.• Create social awareness.		
Course Outcomes: On completion of the course, the learner will be able to CO1: Remember basic language skills- listening, speaking, reading, and writing and attempt tasks by using functional grammar and vocabulary effectively. CO2: Reproduce their understanding of concepts/principles of communication skills. CO3: Apply grammatical rules in professional communication. CO4: Analyze professional content with effective listening and reading skills. CO5: Evaluate the social scenarios and present themselves effectively. CO6: Create socially aware personalities.		
Course Contents		
Unit I	Foundation of Communication	(02Hrs)
Meaning, Definition, Scope, and Importance of Communication, Process and Types of Communication, Channels of Communication, Barriers to Effective Communication and ways to mitigate.		
Unit II	Language Competency	(03 Hrs)
Basic rules of Tenses, Rules of Phonics, Diagraph, Trigraphs, Consonant blends and silent consonants, Construction of multi-syllabic words		
Unit III	Active Listening	(2 Hrs)
Differentiating Active listening from Passive listening, Recognizing, and overcoming common barriers to Active listening, the Role of Active listening in professional interactions and conflict resolutions, Summarizing and Analyzing the content of broadcasts.		
Unit IV	Effective Speaking	(03 Hrs)



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Identifying common fears and anxieties related to speaking, Techniques to build confidence and overcome stage fright, Voice modulation, pitch, and pace for engaging delivery, and Impromptu Speaking.

Unit V

Skillful Reading

(02 Hrs)

Learning active reading techniques like Intensive Reading, Extensive reading Skimming, and Scanning, identifying main ideas, and supporting details, drawing inferences, Strategies for vocabulary building and context-based understanding, Comprehensive Reading-Practical

Unit VI

Comprehensive Writing

(03 Hrs)

Learning Sentence Structure essentials, Professional Email writing- Salutations, subject line, greeting, body, closing line, and signature, Memo, Notice, and Agenda, Minutes of Meeting, Letter Writing: Formal Letter, Informal Letter, Business Letter, Job Application Complaint Letter and Leave Application

Learning Resources

Textbooks:

1. Meenakshi Raman, "Technical Communication Principles and Practice", Oxford University Press Fourth Edition May 2022

Reference Books:

1. Veerendra Mishra, "*English Language Skills: A Practical Approach* Cambridge University Press, 2020.

MOOC / NPTEL Courses:

1. NPTEL Course "*Communication Skills*" Dr. T. Ravichandran, IIT Kanpur

Link of the Course:

1. <https://archive.nptel.ac.in/courses/109/104/109104031/>

Additional Web Resources:

1. <https://www.britishcouncil.in/english/online/resources-websites/MOOCs>



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FY B.Com. "Bachelor of Commerce"		
Semester- I		
Course Type: AEC	Lab Course Title: Effective Communication Skills	
Course Code: 230UENB01_01	Teaching Scheme:	Examination Scheme:
Credits: 2	Lecture (L): 1 Tutorial (T): 0 Practical(P): 2 Experiential Learning (EL):0	Theory (TH): 50 Marks
Prerequisite Courses, if any: - Nil		
List of Laboratory Experiments		
Group A		
1.	Presentation Skills	
2.	Tenses	
3.	Phonics	
4.	Listening Skills	
5.	Speaking Skills	
Group B		
6.	Group Discussion	
7.	Impromptu Speech	
8.	Reading Skills	
9.	Letter Writing	
10.	Email Writing	
Virtual LAB Links:		



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JSPM University Pune FY B.Com. “Bachelor of Commerce” Semester- I		
Course Type: IKS	Course Title: States in Ancient India	
Course Code: 230UHIB01_01	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 2	Lecture (L): 2 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL): 0	Theory (TH): 50 Marks
Prerequisite Courses, if any: NIL		
Course Objectives: <ul style="list-style-type: none"> Acquaint students with Ancient Polity. To understand Governing structures prevailing in Ancient India. 		
Course Outcomes: On completion of the course, the learner will be able to - CO1: Students will understand the role of executives in the functioning of the State. CO2: Able to understand the workings of different branches of Administration during Ancient India. CO3: Understand the notion of state in Ancient India and its characteristic features CO4: Distinguish the modern state from the more ethical forms of state in Ancient India CO5: Able to think about abstract political structures and draw understandings CO6: Make a correlation between the past and present societies.		
Course Contents		
Unit I	Concepts	(2 Hrs)
Indian Knowledge System, History, Ancient India, State, Nature, and Scope		
Unit II	Early Instance of State	(4 Hrs)
Background, Early History, State in the First Urban Civilization, Harappa, Mohenjo-Daro		
Unit III	Vedic Polity	(6 Hrs)
Institutions: Vidatha, Sabha, and Samiti: Role scope functions and nature of the institutions. Significance of Rajan, Kula- Visha, Jana. Change from family and tribe to Kingship.		
Unit IV	Territorial Kingdoms	(4 Hrs)
Mahajanpada, Factors of State, Role of Territory, Taxation, Types of Taxes during Ancient Times		
Unit V	Mauryan State	(7 Hrs)
The Arthashastra Treatises on State Craft- Saptanga Theory of State, Role of Espionage System. Provincial and Local Administration Positions of Amatyas and Kumar-Amatyas, Local Administration		
Unit VI	Gupta State	(7 Hrs)



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Nature of State, Divine Theory of Kingship, Decentralization: Structure and its features
Role of Land and Religion

Learning Resources

Textbooks:

1. Altekar A. S. 'State and Government in Ancient India', Motilal Banarasidas Publishers, Varanasi, 1949
2. Jha D. N., 'Early India: A Concise History' Manohar Publication, New Delhi, 2010

Reference Books:

1. Sharma Ram Sharan., Aspects of Political Ideas and Institutions in Ancient India., Munshiram Manoharlal
2. Kautilya's Arthshastra, Penguin Publication, 1992
3. Raychaudhari Hemchandra, 'Political History of Ancient India', University of Calcutta, Calcutta, 1923.
4. Thapar R., 'Early India: From the Origins to A.D. 1300', Penguin Books, 2002

MOOC / NPTEL Courses:

1. Swayam Course Indian Knowledge System (IKS): Humanities and Social Sciences course, by Prof. B. Mahadevan, Dr. Vinayak Rajat Bhat, Dr. R Venkata Raghavan

Link of the Course:

<https://swayam.gov.in/explorer?searchText=iks>



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JSPM University Pune		
FY B.Com. “Bachelor of Commerce”		
Semester- I		
Course Type: VEC	Course Title: Environment and Sustainability	
Course Code: 230GCEB02_01	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 2	Lecture (L): 2 Tutorial (T): 0 Practical (P):0 Experiential Learning (EL):0	Theory (TH): 50 Marks
Prerequisite Courses, if any: 1. Environment Studies		
Course Objectives: The course aims at <ul style="list-style-type: none"> • This undergraduate course explores the fundamental concepts of environmental science, sustainability, and their interconnections. • Students will gain an understanding of the complex issues surrounding environmental degradation and sustainable solutions. • The course emphasizes critical thinking and problem-solving skills to address real-world environmental challenges. 		
Course Outcomes: On completion of the course, the learner will be able to CO1: Environmental Literacy: Students will comprehend the environment's components and historical human-environment interactions comprehensively. CO2: Ecosystem and Biodiversity Understanding: Students will analyze ecosystems, recognize biodiversity's importance, and propose conservation strategies. CO3: Pollution and Resource Management: Students will identify pollution types, explore remediation strategies, and understand the shift to renewable energy and sustainable resource management. CO4: Climate Change Understanding: Students will gain knowledge in climate science and comprehend climate change's impacts. They will also understand international climate policies. CO5: Sustainability Knowledge: Students will grasp the concept of sustainability, its significance, and its practical application in addressing global environmental challenges. CO6: Students will also explore environmental policy development, engage in environmental activism, and understand corporate sustainability and the role of individuals and communities in promoting sustainability.		
Course Contents		
Unit I	Introduction to Environment and Sustainability	(5 Hrs)
Definition of environment and its components, Environmental sustainability and its importance, Historical perspectives on human-environment interactions, Key environmental challenges, Global environmental issues		
Unit II	Ecosystem and Biodiversity	(5 Hrs)
Ecosystem structure and function, Biodiversity and its importance, Threats to biodiversity and conservation strategies, Case studies in ecosystem restoration and preservation, Conservation strategies and sustainable solutions		
Unit III	Environmental Pollution	(5 Hrs)



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Air and water pollution, Soil contamination and remediation, Fossil fuel consumption, Renewable energy sources, Sustainable resource management

Unit IV	Climate Change and Global Sustainability	(5 Hrs)
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Climate change and global warming, impacts of climate change on ecosystems and societies, Mitigation and adaptation strategies, international agreements, and Policies related to climate change.

Unit V	Sustainable Living and Consumer Choices	(5 Hrs)
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Sustainable lifestyles and consumption patterns, green technology, and sustainable design
Food systems and sustainable agriculture, Sustainable transportation, Urban planning

Unit V	Environmental Policy and Action	(5 Hrs)
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Environmental policy development and implementation, Environmental activism and advocacy, corporate sustainability, CSR (Corporate Social Responsibility), The role of individuals and communities in sustainability

Learning Resources

Text Books:

1. Richard T. Wright and Dorothy F. Boorse, "*Environmental Science: Toward a Sustainable Future*", Benjamin-Cummings Pub Co, 13th Edition.
2. Tom Theis and Jonathan Tomkin, "*Sustainability: A Comprehensive Foundation*", OpenStax CNX,

Reference Books:

1. David A. Anderson, "*Environmental Economics and Natural Resource Management*", Routledge, 5th Edition.
2. R. S. Khoiyangbam and N. Gupta, "*Introduction to Environmental Sciences*" (2015)

Link of the Course:

1. NPTEL Course "*ENVIRONMENT & ECOLOGY*", Prof. Anuradha Sharma and Prof. V. Upadhyay, IIT Delhi.
Link: NPTEL
2. Swayam course "Environmental Science", Prof. Sudha Goel, Prof. Shamik Chowdhury, IIT Kharagpur.
Link: Environmental Science - Course (nptel.ac.in)



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JSPM University Pune FY B.Com. “Bachelor of Commerce” Semester- I		
Course Type: LC	Course Title: Financial Accounting	
Course Code: 230VBCB07_01	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 1	Lecture (L): 0 Tutorial (T): 0 Practical (P): 2 Experiential Learning (EL): 0	Practical (PR): 50 Marks
Prerequisite Courses, if any: 1. 2.		
Course Objectives: <ul style="list-style-type: none"> • To inculcate the right understanding regarding the role and importance of monetary and financial transactions in business. • To nurture the right approach towards classifications of different transactions and their implications. • To develop proficiency in preparation of basic financial as to how to write basic accounting statements - Trading and P&L A/c and Balance Sheet. • To understand the kind of accounting relationship between customers and banks. 		
Course Outcomes: On completion of the course, the learner will be able to - CO1: Understand concepts and know the Basics of Accounting. CO2: Understand and memorize all basic formulae and rules covered in the Syllabus. CO3: Apply the appropriate format for solving the numerical problem. CO4: Analyze when additional information is needed to solve problems. CO5: Express basic concepts and rules of accounting. CO6: Rectifying errors and solving simple and complicated accounting problems with proper solutions.		
Course Contents		
Unit I	Introduction to Basic Accounting & Bookkeeping	5 Hrs
Practical Exercises on Types of Accounts and Rules, Types of Transactions		
Unit II	Books of Accounting	5 Hrs
Practical Exercises on Journal, Ledger, Subsidiary Books, and Trial Balance		
Unit III	Cash Book	5 Hrs
Practical Exercises on Single Column Cash Book, Double Column Cash Book, and Triple Column Cash Book		
Unit IV	Preparation of Final Accounts	6 Hrs



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Practical Exercises on Preparation of Financial Statements i.e. Trading Account, Profit & Loss Account, Balance sheet.

Unit V	Depreciation & Provision for Bad and Doubtful Debts	5 Hrs
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Practical Exercises Different Methods of Depreciation

Unit VI	Bank Reconciliation Statement	4 Hrs
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Practical Exercises on BRS

Learning Resources

Text Books:

- 1) P. Periasamy '*Financial, Cost, and Management Accounting*', Himalaya Publishing Ltd.
- 2) Dr. Mahesh Abale and Dr. Shriprakash Soni, '*Managerial Accounting*', Himalaya Publishing Ltd.

Reference Books:

- 1) Khan and Jain, '*Management Accounting*', Tata McGraw Hill
- 2) Shankarnarayanan Ramanath, '*Financial Accounting for Management*', CENGAGE Learning
- 3) S.N. Maheshwari & S.K. Maheshwari, '*Advance Accounting*', Vikas Publication
- 4) M.C. Shukla, T.C. Grewal, S.C. Gupta, '*Advance Accounting*', Sultan Chand and Sons
- 5) R.L. Gupta, M. Radhaswamy, '*Advance Accounting*', Sultan Chand and Sons

MOOC / NPTEL Courses:

- 1) Swyam Course "*BCOC-131- Financial Accounting*", Dr. N. Rajendra Prasad, Indira Gandhi National Open University BCOC-131- Financial Accounting

Link of the Course:

https://onlinecourses.swyam2.ac.in/nou23_cm13/preview

Additional Web Resources:

- 1) <https://icmai.in/>
- 2) <https://www.icai.org/>
- 3) <https://www.icsi.edu>
- 4) <https://www.cimaglobal.com/>



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JSPM University Pune		
FY B.Com. "Bachelor of Commerce"		
Semester- I		
Course Type: LLC	Course Title: Yoga and Fitness	
Course Code: 230UPYB01_01	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 2	Lecture (L): 0 Tutorial (T): 0 Practical (P): 2 Experiential Learning (EL): 2	Oral (OR): 50 Marks
Prerequisite Courses, if any: 1. The practice of yoga should be done under the supervision of experts. 2. Yoga practice is advised to be performed on an empty stomach.		
Course Objectives: <ul style="list-style-type: none">To introduce students to the foundations of Yoga and Fitness.To offer exposure to rich Indian tradition and wield its soft power.		
Course Outcomes: On completion of the course, the learner will be able to CO1: Define yoga and explain its history and philosophy. CO2: Identify and describe different types of yoga and their benefits. CO3: Apply yoga poses and fitness exercises to their own lives to improve their physical and mental well-being. CO4: Modify yoga poses and fitness exercises to fit their individual needs and goals. CO5: Weigh the asanas and pranayama suitable to practice by the stage in life. CO6: Plan and design a yoga-inclusive lifestyle conducive to one's profession.		
Course Contents		
Unit I	Introduction to Yoga	(4 Hrs)
Principles of Yoga, Philosophy of Yoga, Yoga texts, Types of Yoga.		
Unit II	Yoga for health and fitness	(5 Hrs)
Five sheaths (Pancha Kosha) Model, Different components of health and fitness, Nutrition and Concept of Health, Loosening Exercises, and joint movements.		
Unit III	Ashtanga Yoga	(5 Hrs)
Patanjali Yoga Sutras, Eight Limbs of Yoga, Do and Don't (Yama – Niyama), Relevance of the above in daily life.		
Unit IV	Asana Practice	(6 Hrs)
Loosening Exercises, Sun Salutation, 12 Asanas of Sun Salutations, Basic Asanas, and Meditative Asanas.		
Unit V	Pranayama Practice	(5 Hrs)
Alternate Nostril Breathing, Diaphragmatic Breathing, Cooling Pranayama, Humming Bee Pranayama.		
Unit VI	Dharana and Dhyana	(5 Hrs)
Concept of Sense Control, Practice of (Concentration) – Dharana, Guided Meditation,		



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Benefits of Yoga Practice – Case Studies.

Learning Resources

Textbooks:

1. Common Yoga Protocol edited by Dr. Ishwar Basavaraddi, Director Morarji Desai National Institute of Yoga (MDNIY) Ministry of Ayush, Government of India.
<https://yoga.ayush.gov.in/public/assets/front/pdf/cyp-english-2022.pdf>
2. Yoga Basics: The basic yoga poses you need to stay healthy and relaxed by C Alexander Simpkins and Annellen Simpkins, 2003.

Reference Books:

1. Practical guide for students of Yoga by Swami Sivananda and Swami Vishnudevananda 1957
2. Yoga At Home to Stay Fit in Busy Daily Life by Dr. Subrata Kundu
<https://dokumen.pub/yoga-at-home-to-stay-fit-in-busy-daily-life-dr-subrata-kundu.html>

MOOC / NPTEL Courses:

NPTEL course,
Yoga and Positive Psychology for Managing Career and Life by Prof. Ashish Pandey, coordinated by IIT Bombay
<https://archive.nptel.ac.in/courses/110/101/110101165/#>

Other Web Resources:

YouTube channel of Morarji Desai National Institute of Yoga, Asanas playlist.
<https://www.youtube.com/watch?v=6WBfotS2AQA&list=PLxZ05kgQiFwcWhx7HUxyHDsdt1MIRE4tj>



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JSPM University Pune		
FY B.Com. “Bachelor of Commerce”		
Semester- II		
Course Type: PCC	Course Title: Corporate Accounting	
Course Code: 230VBCB03_02	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 2.5	Lecture (L): 2 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL): 2	Theory (TH): 100 Marks
Prerequisite Courses, if any: 1. 2.		
Course Objectives: <ul style="list-style-type: none">To acquaint the student with knowledge about various Concepts, Objectives, and applicability of some important accounting standards associated with to corporate accounting.To update the students with knowledge for the preparation of final accounts of a company as per Schedule III of the Companies Act 2013		
Course Outcomes: On completion of the course, the learner will be able to CO1: Develop a conceptual understanding of various Accounting Standards and their applicability in corporate accounting. CO2: Analytical skills (by understanding the allocation and apportionment of incomes and expenses for the Pre- and Post-Incorporation) CO3: Understand the revised format of company final accounts. CO4: Conceptual understanding of the concept of Amalgamation of companies CO5: Understand the methods of valuation of shares. CO6: Acquisition of knowledge about computerized accounting and its implications.		
Course Contents		
Unit I	Accounting Standards	(10 Hrs)
Accounting Standard – 5, Accounting Standard – 10, Accounting Standard – 14, Accounting Standard – 21.		
Unit II	Profit Pre-and Post-Incorporation of Company	(10 Hrs)
Introduction to the process of incorporation of a company, Accounting of incomes and expenses during the Pre- and Post-Incorporation period, Basis of allocation and apportionment of income and expenses for the Pre- and Post-Incorporation period, Problems on Pre- and Post-Incorporation period.		
Unit III	Preparation of the Company's Final Accounts	(10 Hrs)



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Preparation of Company Final Accounts- Forms and contents as per Provisions, Schedule III of the Companies Act 2013 (with the amendments for the relevant academic year), Related adjustments and their treatment, Problems with Company Final Accounts

Unit IV	Amalgamation of Companies	(10 Hrs)
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Introduction, Meaning - Vendor and Purchasing Companies- Purchase Consideration Accounting entries in the books of vendor Company Journal entries and Preparation of Balance Sheet, Problems with Amalgamation of companies

Unit V	Shares Valuation	(10 Hrs)
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Concept of Valuation, Need for Valuation, Methods of Valuation, Net Assets Method, Yield Basis Method, Fair Value Method, Problems with Valuation

Unit VI	Corporate Social Responsibility Accounting	(10 Hrs)
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Introduction, Meaning, Definition, Need, and Importance of Corporate Social Responsibility Accounting

Learning Resources

Text Books:

- 3) Company Accounts: By S.P. Jain & K.L. Narang
- 4) Advanced Accounts: By Paul Sr.

Reference Books:

- 1) Company Accounts: By S.P. Jain & K.L. Narang
- 2) Advanced Accounts: By Paul Sr.
- 3) Corporate Accounting: By Dr. S. N. Maheshwari & S.K. Maheshwari
- 4) Corporate Accounting: By Mukharji & Hanif
- 5) Accounting Standards –as issued by the Institute of Chartered Accountants of India.

Link of the Course:

- 1) https://onlinecourses.nptel.ac.in/noc21_mg54/preview
- 2) <https://archive.nptel.ac.in/courses/110/105/110105081/>



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JSPM University Pune FY B.Com. “Bachelor of Commerce” Semester- II		
Course Type: PCC	Course Title: Basics of Marketing	
Course Code: 230VBCB04_02	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 4	Lecture (L): 2 Tutorial (T): 1 Practical (P): 0 Experiential Learning (EL): 4	Theory (TH): 100 Marks Oral (OR): 50 Marks
Prerequisite Courses, if any: 1. 2.		
Course Objectives: To develop a better appreciation and understanding of the role of marketing in a business organization and society at large. Specific objectives include: <ul style="list-style-type: none"> To enhance your knowledge about marketing theories, principles, strategies, and concepts and how they are applied. To provide you with opportunities to analyze marketing activities within the firm. To allow you to apply marketing concepts and theories to realistic marketing situations. 		
Course Outcomes: On completion of the course, the learner will be able to CO1: Develop a sound understanding to assess the framework of Marketing Management CO2: Analyze consumer behavior to make informed decisions by applying the concepts of Marketing Research CO3: Critically evaluate the market based on Segmentation, targeting & and positioning. CO4: Determine the significance of promotion and channel strategies in influencing and reaching target markets. CO5: Develop a marketing plan to demonstrate how values can be created, communicated, and delivered to the target audience in a competitive environment. CO6: Understand the ethical dimensions of marketing practices.		
Course Contents		
Unit I	Marketing Principles and Society	4 (Hrs)
What is Marketing? What’s the Difference between Customers and Consumers? Market Orientation, A History of Marketing, What Do Marketers Do, Principles of Marketing, The Marketing Mix and the 4Ps, Marketing as Exchange, Relationship Marketing and Cocreation, Marketing in Context, STP.		
Unit II	The Global Marketing Environment	6 (Hrs)
Introduction, Understanding the External Environment, Environmental Scanning, Understanding the Performance Environment, Understanding the Internal Environment		



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Unit III	Understanding Customer Behavior	6 (Hrs)
Consumer Buying Behavior, The Consumer Acquisition Process, The Psychology of Consumer Behavior, The Importance of Social Contexts, Organizational Buying Behavior		
Unit IV	Marketing Research	6 (Hrs)
Introduction, Definitions of Marketing Research, Marketing Information Systems, Commissioning Market Research, The Marketing Research Process, Market and Advertisement Testing, Marketing Research and Ethics, International Marketing Research		
Unit V	Marketing Strategy	6 (Hrs)
Introduction, Influences on Strategic Marketing Planning, Strategic Market Analysis, Strategic Marketing Goals, Strategic Market Action, Marketing Planning		
Unit VI	Legal Ethical and Social Aspects of Marketing	2 (Hrs)
Consumerism; Consumer Protection Measure in India; Recent Developments in Consumer Protection in India.		
Learning Resources		
Text Books: <ol style="list-style-type: none">1. Kotler Philip, Principles of Marketing, 17e, 2018, Pearson Education2. Ramaswami, V.S and Nama Kumari, S: Marketing Management Mac Millan India New Delhi		
Reference Books: <ol style="list-style-type: none">1. Kotler Philip: Marketing Management, 16e, 2022, Pearson Education2. Stanton, Shallian J., and Charles Futrell: Fundamentals of Marketing Mc Graw Hill New York		
MOOC / NPTEL Courses: <ol style="list-style-type: none">1) EMRC Swayam: "Marketing Management", Dr. Nambram Amulkumar, Centre for Entrepreneurship and Skill Development (CESD), Manipur University		
Link of the Course: https://www.manipuruniv.ac.in/p/emrc-swayam-marketing-management		
Additional Web Resources:		



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JSPM University Pune FY B.Com. “Bachelor of Commerce” Semester- II		
Course Type: PCC	Course Title: Financial Management	
Course Code: 230VBCB05_02	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 3	Lecture (L): 3 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL):0	Theory (TH): 100 Marks
Prerequisite Courses, if any: 1. 2.		
Course Objectives: <ul style="list-style-type: none"> To familiarize students with terminology, concepts, and principles related to finance. To provide knowledge to the students for analyzing financial statements. To assess the financial health and performance of organizations using the technique of Ratio Analysis. To teach students how to use techniques of Capital Budgeting and Working Capital Management effectively. 		
Course Outcomes: On completion of the course, the learner will be able to CO1: Remembering: Describe the basic concepts related to Financial Management. CO2: Understanding: Explain in detail all theoretical concepts throughout the syllabus. CO3: Applying: Perform all necessary computations using the appropriate numerical problems. CO4: Analyzing: Analyze the situation, comment on the financial position of the firm, and evaluate various project proposals. CO5: Evaluating: Evaluate the impact of business decisions on Financial Statements, CO6: Creating: Comparative Financial Statements using Ratio Analysis and Comparative Proposals using Capital Budgeting Techniques.		
Course Contents		
Unit I	Business Finance	6 (Hrs)
Forms of Business Organizations, Introduction to Business Finance, Meaning and Definition of Financial Management, Objectives of Financial Management, Concept of Profit Maximization and Wealth Maximization, Modern Approach to Financial Management- (Investment Decision, Financing Decision, Dividend Policy Decision), Functions of Finance Manager.		
Unit II	Techniques of Financial Statement Analysis	6 (Hrs)
Meaning, and Objectives of Financial Statement Analysis, Techniques of Analysis, Common Size Statements, Comparative Statements, Trend Analysis, Ratio Analysis, Funds Flow Statement, and Cash Flow Statement		
Unit III	Ratio Analysis	10 (Hrs)
Meaning, Definition of Ratio Analysis, Advantages and Limitations of Ratio Analysis, Types of Ratios - Liquidity Ratios, Activity Ratios, Profitability Ratios, Solvency Ratios/Leverage Ratios,		



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Valuation Ratios or Market-Based Ratios (About Equity Shareholders' Funds), Numerical Problems will be asked only on the first three categories.

Unit IV	Capital Budgeting:	10 (Hrs)
Meaning, and Definition of Capital Budgeting, Time Value of Money, Techniques of Capital Budgeting Traditional and Modern Techniques, and Numerical Problems will be asked only on the topic of Payback Period, Discounted Payback Period, NPV, PI		
Unit V	Working Capital Management	5 (Hrs)
Meaning of Working Capital, its Components, Types of Working Capital, Concept of Operating Cycle, Factors Determining Working Capital Requirement		
Unit VI	Capital Structure	8 (Hrs)
Meaning and Definition of Capital Structure, Factors Affecting Capital Structure, Different Sources of Finance, Cost of Capital, Trading on Equity, Concept and Measurement of Cost of Capital		

Learning Resources

Text Book

1. I M Pandey, 'Financial Management', Vikas Publishing House Pvt. Ltd.
2. Dr. Mahesh Abale and Dr. Shriprakash Soni, 'Financial Management', Himalaya Publishing House Pvt. Ltd.
3. Shashi K. Gupta and R.K. Sharma," Financial Management, Kalyani Publication

Reference Books:

1. Ravi Kishore," Financial Management", Taxman
2. V.K. Bhalla," Financial Management, S. Chand

MOOC / NPTEL Courses:

Swayam Course: Fundamentals of Financial Management by Dr. Rupali Bipin Sheth, Savitribai Phule Pune University, Pune

Link of the Course:

1. https://onlinecourses.swayam2.ac.in/cec23_mg04/preview?

Additional Web Resources:

1. <http://www.csun.edu/~zz1802/Finance%20303/Web-Stuff/Lecture-Notes-Mid1.pdf>
2. <https://ocw.mit.edu/courses/15-414-financial-management-summer-2003/pages/lecture-notes/>
3. <https://www.studyrankers.com/2019/02/notes-of-ch-9-financial-management-class12th-business-studies.html>
4. https://ddceutkal.ac.in/Downloads/UG_SLM/Commerce/Core_12.pdf



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JSPM University Pune FY B.Com. “Bachelor of Commerce” Semester- II		
Course Type: MMC	Course Title: Fundamentals of Data Science	
Course Code: 230GCSB23_02	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 2	Lecture (L): 2 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL): 0	Theory (TH): 100 Marks
Prerequisite Courses, if any: 1. Basic understanding 2.		
Course Objectives: <ul style="list-style-type: none"> • Building the fundamentals of data science. • Imparting design thinking capability to build big data. • Developing design skills of models for big data problems • Gaining practical experience in programming tools for data sciences. • Empowering students with tools and techniques used in data science. 		
Course Outcomes: On completion of the course, the learner will be able to CO1: Understand the foundations of Data Science CO2: Analyze and understand stages in data science. CO3: Develop the ability to build and assess data-based models. CO4: Execute statistical analyses with professional statistical software. CO5: Demonstrate skill in data management. CO6: Construct data visualizations in big-data analytics.		
Course Contents		
Unit I	Introduction to Data Science	(4 Hrs)
Introduction to Data Science, Evolution of Data Science, Data Science Roles, Stages in a Data Science Project, Types of data, Applications of Data Science in various fields, and Data Security Issues. Case Study: Johnson and Johnson use data science to fight the Pandemic.		
Unit II	Data Collection and Data Pre-Processing	(4 Hrs)
Data Collection Strategies, Data Pre-Processing Overview, Data Cleaning, Data Integration and Transformation, Data Reduction, and Data Discretization. Case Study: Data Preprocessing in Credit Card Consuming Behavior Mining		
Unit III	Exploratory Data Analytics	(5 Hrs)
Descriptive Statistics, Probability, Mean, Standard Deviation, Skewness and Kurtosis, Box Plots, Pivot Table, Heat Map, Correlation Statistics, classification, regression, and clustering. Case Study: An Exploratory Data Analysis of Netflix Content		



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Unit IV	Model Development	(4 Hrs)
Simple and Multiple Regression – Model Evaluation using Visualization – Residual Plot – Distribution Plot – Polynomial Regression and Pipelines – Measures for In-sample Evaluation – Prediction and Decision Making.		
Unit V	Data Visualization	(5 Hrs)
Designing visualizations, Correlations and connections, Hierarchies, and networks, inter activity, Seven stages of data visualization, Visualization design options – Data representation, Data Presentation widgets, data visualization tools – PowerBI. Case Study: A case study for core guided petrophysical analysis		
Unit VI	Applications of Data Science	(4 Hrs)
Applications of Analytics in Healthcare, Applications of Analytics in Agriculture, Applications of Analytics in Business, Applications of Analytics in Sports, and Applications in the Weather forecast. Case Study: Amazon uses data science to personalize shopping experiences and improve customersatisfaction.		
Learning Resources		
Textbooks: <ol style="list-style-type: none">1. B. Uma Maheshwari, R. Sujatha “Introduction to Data Science” Wiley, 20212.Rachel Shutts and Cathy O’Neil “Doing Data Science “, 2014		
Reference Books: <ol style="list-style-type: none">1. Jojo Moolayil, “Smarter Decisions: The Intersection of IoT and Data Science”, PACKT, 2016.2. Cathy O’Neil and Rachel Schutt, “Doing Data Science”, O’Reilly, 2015.3. David Dietrich, Barry Heller, Beibei Yang, “Data Science and Big data Analytics”, EMC 20134. Raj, Pethuru, “Handbook of Research on Cloud Infrastructures for Big Data Analytics”, IGI Global.		
MOOC / NPTEL Courses: <ol style="list-style-type: none">3. NPTEL Course “<i>Big Data Computing</i>”, Prof. Rajiv Mishra, IIT Patna		
Link of the Course: https://onlinecourses.nptel.ac.in/noc23_cs112/preview		
Additional Web Resources: https://www.mygreatlearning.com/academy/learn-for-free/courses/data-science-foundations		



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JSPM University Pune FY B.Com. “Bachelor of Commerce” Semester- II		
Course Type: SEC	Course Title: Software for Financial Accounting	
Course Code: 230VBCB08_02	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 3	Lecture (L): 2 Tutorial (T): 0 Practical (P): 2 Experiential Learning (EL): 0	Practical (PR): 50 Marks Oral (OR): 50 Marks
Prerequisite Courses, if any: - Basic knowledge of Business Management and Accounting is required to pursue this course.		
Course Objectives: <ul style="list-style-type: none"> To impart knowledge regarding concepts of Financial Accounting. To assist students in using Tally Prime 9, a well-known accounting software. The student will gain knowledge of creating a company, entering accounting voucher entries, including advance voucher entries, printing financial statements, reconciling bank statements, making accrual adjustments, & using the Tally Prime 9 software. To make students ready with the required skills for employability in the job market. 		
Course Outcomes: On completion of the course, the learner will be able to		
CO1: To introduce students to the fundamentals of accounting and how to use Tally for accounting purposes.		
CO2: To assist students in working with well-known accounting software, such as Tally Prime 9, which is used to learn how to keep financial records.		
CO3: Students will learn how to create a company, enter accounting voucher entries, including advance voucher entries, reconcile bank statements, do accrual adjustments, print financial statements, and more in Tally Prime 9 software.		
CO4: Demonstrate an understanding of various predefined inventory vouchers to meet various business requirements, as well as the ability to create an unlimited number of stock items, use simple to complex conversion units, and generate invoices with the necessary information and dimensions.		
CO5: Exhibit knowledge of the upkeep of a payroll register and help in understanding how to keep up with legal paperwork, reports, and management-related data in the appropriate formats, including payroll statements, attendance, and overtime logs, pay slips, and more.		
CO6: Develop students how to use the Tally software, which helps to prepare documents related to Accounting, Payroll, Billing, Sales and Profit Analysis, Banking Inventory Audits, and Taxes, including TDS, TCS, and GST.		
Course Contents		
Unit I	Fundamentals of Tally Prime 9:	7 Hrs



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Account Types, Accounting Rules, Accounting Principles, Double-Entry System, Financial Statements, Transactions, and Many Other Basic Concepts, Functioning of Tally Prime 9 and how to create a company in Tally Prime 9

Unit II	Accounting Masters in Tally Prime 9:	7 Hrs
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Concepts related to F11: Features, F12: Configurations, and Setting up Account Heads

Unit III	Inventory in Tally Prime 9:	7 Hrs
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Concepts related to Stock Groups, Stock Items, Stock Categories, Units of Measure, Creating Inventory Masters for National Traders, etc.

Unit IV	Voucher Entry in Tally Prime 9:	8 Hrs
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Concepts related to Invoicing, Inventory Vouchers, and Accounting Vouchers

Unit V	Advanced Accounting and Advanced Inventory in Tally Prime 9:	8 Hrs
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Bill-wise details, Cost Categories and Centers, Multiple Currencies, Bank Reconciliation, Budget and Controls, Scenario Management, etc., Processing Orders, Reorder Levels, Bills of Materials, Stock Valuation, Inventory Ageing Analysis, Additional Cost Details, and Related Concepts

Unit VI	Payroll Accounting and Compliance:	8 Hrs
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How to include Payroll in Tally Prime 9, how to create Payroll Masters, Payroll Processing, Accounting for Employer Provident Fund (EPF) and Employee State Insurance, Professional Tax Payments, and Creating Payroll Reports

Learning Resources

Text Books:

1. Tally Essential - Level 1 by Tally Education Pvt. Ltd.
2. Tally Prime 9 (Power of Simplicity) by Shraddha Singh and Navneet Mehra
3. Official Guide to Financial Accounting Using Tally Prime 9 With GST by Tally Education Pvt. Ltd.
4. Official Guide to Financial Accounting using Tally Prime 9 with GST by BPB Publications

Reference Books:

1. Tally Guru Volume – 1 by Tally Education Pvt. Ltd.
2. Tally Guru Volume – 2 by Tally Education Pvt. Ltd.
3. Learn Tally Prime 9 with GST by Er. Soumya Ranjan Behera

MOOC / NPTEL / Online Courses:

1. Functioning of Tally Prime 9 and creating or setting up a company in Tally Prime 9 ay UDEMY (<https://www.udemy.com/topic/tally-erp/>)
2. Tally Training: Free Tally Online Course with Certificate (<https://tallytraining.in/>)

Additional Web Resources:

1. <https://www.vaibhavk.com/free-tally-courses/>
2. <https://tallyeducation.com/tepl/>



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JSPM University Pune FY B.Com. “Bachelor of Commerce” Semester- II		
Course Type: AEC	Course Title: Communicative Proficiency Skills	
Course Code: 230UENB02_02	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 2	Lecture (L): 1 Tutorial (T): 0 Practical(P): 2 Experiential Learning (EL):0	Theory (TH): 50 Marks
Prerequisite Courses, if any:		
1) 2)		
Course Objectives:		
<ul style="list-style-type: none"> • Recall the theory of communication for effective body language. • Understand the importance of developing Public Speaking Skills and formulate thoughts effectively in the form of an effective Presentation. • Carry reflexive or non-reflexive movements of the part or whole body. • Analyze how sentences are built, learn to expand sentences, and learn to combine short, choppy sentences into longer, grammatically correct sentences. • Evaluate the most appropriate form in which to present information through socialmedia • Create awareness about the importance of professional behavior and suggest standards for appearance, actions, and attitudes in the Business Environment. 		
Course Outcomes: On completion of the course, the learner will be able to		
CO1: Recalling the theory of communication for effective body language.		
CO2: Understand the importance of developing Public Speaking Skills and formulate the thoughts effectively in the form of an effective Presentation.		
CO3: Carrying reflexive or non-reflexive movements of the part or whole body.		
CO4: Analyzing how sentences are built, learning to expand sentences, and learning to combine short, choppy sentences into longer, grammatically correct sentences.		
CO5: Evaluate the most appropriate form in which to present information through social media,		
CO6: Create awareness about the importance of professional behavior and suggest standards for appearance, actions, and attitudes in a business environment.		
Course Contents		
Unit I	Public Speaking Skills	(3 Hrs)
Importance of Public Speaking Skills, Presentation Skills: Stage Presence, Body Language, Voice Modulation, Interview Skills: Self-evaluation, Formal Dressing, Clarity of thoughts, Group Discussion: Dos and Don'ts of Group Discussion, Difference between discussion and debate, Attitude		
Unit II	Effective Body Language	(2 Hrs)



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Kinesics: Body language, Facial Expressions, Non-verbal behavior, Proxemics: Definition, Public Space, Social Space, Personal Space, Intimate Space, Gesture: Active Gestures, Passive Gestures, Posture: Attentive posture		
Unit III	Syntax Skills	(3 Hrs)
Definition of syntax, Syntax, and grammar; Basic concepts and terminologies. Basic elements of sentences and clauses, Syntactic categorization of sentence elements.		
Unit IV	Technical Writing	(3 Hrs)
Paragraph Writing, Report writing: Formal and Informal Reports, Resume writing: Difference between a CV and a Resume, and Advertisement writing.		
UNIT V	Corporate/ Business Etiquette	(2 Hrs)
Corporate Grooming and Dressing, Email and Telephone Etiquette, Etiquette in social and office-setting, Professional Behaviour		
Unit VI	Basic Social Media Communication Skills	(2 Hrs)
Professional Blog Writing, Building, and optimizing professional profiles on social media Creating professional and engaging content, Networking through social media		
Learning Resources		
Textbooks:		
1. Krishna Mohan & Meera Banerji, <i>“Developing Communication Skills”</i> Macmillan		
Reference Books:		
1. R. C. Sharma & Krishna Mohan <i>“Business Correspondence and Report Writing”</i> (Tata McGraw Hill)		
2. Raymond Murphy (CUP) <i>“Essential English Grammar” (Elementary & Intermediate)</i>		
3. Saran Freeman, <i>“Written Communication in English”</i> (Orient Longman)		
MOOC / NPTEL Courses:		
1. NPTEL Course <i>“Speaking Effectively”</i> Prof Anjali Gera Roy, IIT Kharagpur		
Link of the Course:		
https://onlinecourses.nptel.ac.in/noc23_hs13/preview		
Additional Web Resources:		
https://www.bbc.co.uk/learningenglish/		



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JSPM University Pune		
FY B.Com. “Bachelor of Commerce”		
Semester- II		
Course Type: AEC	Lab Course Title: Communicative Proficiency Skills	
Course Code: 230UENB02_02	Teaching Scheme:	Examination Scheme:
Credits: 2	Lecture (L): 1 Tutorial (T): 0 Practical(P): 2 Experiential Learning (EL):0	Theory (TH): 50 Marks
Prerequisite Courses, if any: - Nil		
List of Laboratory Experiments		
Group A		
1.	Presentation Skills	
2.	Interview Skills	
3.	Group Discussion	
4.	Grammar	
5.	Report Writing	
Group B		
6.	Paragraph Writing	
7.	CV/Resume Writing	
8.	Blog Writing	
9.	Advertisement Writing	
10.	Email Writing	
Virtual LAB Links:		



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JSPM University Pune FY B.Com. “Bachelor of Commerce” Semester- II		
Course Type: VEC	Course Title: Ethics and Moral Values	
Course Code: 230UPYB03_02	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 2	Lecture (L): 2 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL): 0	Theory (TH): 50 Marks
Prerequisite Courses, if any: Nil		
<p>Course Objectives: This course will provide a comprehensive introduction to the field of ethics and morality, exploring the fundamental concepts, theories, and perspectives from both Indian and Western traditions. We will examine the nature of morality, the sources of moral value, and the relationship between ethics and individual and social well-being. The course will draw upon a range of philosophical, religious, and cultural sources to provide a nuanced understanding of ethical thought in both the East and the West.</p>		
<p>Course Outcomes: On completion of the course, the learner will be able to</p> <p>CO1 Define and explain key ethical concepts, such as morality, virtue, duty, and consequentialism.</p> <p>CO2 Articulate the major ethical theories from both Indian and Western traditions, including deontology, utilitarianism, and virtue ethics.</p> <p>CO3 Compare and contrast ethical perspectives from different cultural and religious backgrounds</p> <p>CO4 Apply ethical reasoning to contemporary moral dilemmas, such as abortion, euthanasia, and environmental ethics.</p> <p>CO5 Develop their ethical framework for making informed and responsible decisions.</p> <p>CO6 Critically Evaluate and appreciate the nuances in decision-making when faced with moral dilemmas in individual and professional life.</p>		
Course Contents		
Unit I	Introduction to Ethics	(4 Hrs)
Why study Ethics? Context of moral dilemmas, Sources of Ethics: God, Culture, Conscience, Emotions, Ethics: Individual and Social well-being, Moral, Amoral and Nonmoral		
Unit II	Indian Orthodox Traditions of Ethics	(5 Hrs)
Rta and Rna are the concepts of universal harmony and indebtedness, The four Purusharthas: Dharma, Artha, Kama, and Moksha, The Bhagavad Gita and the theory of Karma Yoga, Mahabharata: Exemplars of ethics from the age of Puranas		
Unit III	Indian Heterodox Traditions of Ethics	(5 Hrs)



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Lokayata: This worldly ethics, Ahimsa: non-violence in Jainism, The Four Noble Truths and the Eightfold Path in Buddhism, Contemporary moral dilemmas from an Indian perspective

Unit IV	Introduction to Western Ethics	(6 Hrs)
Socrates and the pursuit of virtue, Plato's ideal society and the concept of justice, Aristotle's Eudaimonia, golden means and habits, Hedonism		
Unit V	Medieval Period	(5 Hrs)
Stoicism and the virtues of resilience and acceptance, Epicureanism and the pursuit of pleasure, Divine Command theory, Teleological theory of Ethics: Ends-Means justification		
Unit VI	Ethical Theories	(5 Hrs)
Deontological Duty centric ethics: Immanuel Kant, Utilitarianism and the principle of maximizing happiness: Mill, Trans-valuation of values: Nietzsche, what makes life significant: William James		

Learning Resources

Textbooks:

1. Bilimoria, Purusottama, Joseph Prabhu, and Renuka M. Sharma, eds. *Indian ethics: Classical traditions and contemporary challenges*. Vol. 1. Ashgate Publishing, Ltd., 2007.
2. Archie, Lee, and J. G. Archie. "Introduction to Ethical Studies: An Open-Source Reader." (2003).

Reference Books: NA

MOOC / NPTEL Courses:

NPTEL course,
Ethics by Dr. Vineet Sahu, IIT Kanpur
<https://nptel.ac.in/courses/109104032>



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JSPM University Pune		
FY B.Com. “Bachelor of Commerce”		
Semester- II		
Course Type: LLC	Course Title: Mindfulness and Wellbeing	
Course Code: 230UPYB02_02	Teaching Scheme: (Hrs./ Week)	Examination Scheme:
Credits: 1.5	Lecture (L): 1 Tutorial (T): 0 Practical (P): 0 Experiential Learning (EL): 2	Oral (OR): 50 Marks
Prerequisite Courses, if any: 1. Regularity and discipline 2. Practice and patience		
Course Objectives: <ul style="list-style-type: none">Participants will learn to apply mindfulness in various aspects of their lives, fostering resilience and promoting mental and emotional balance.		
Course Outcomes: On completion of the course, the learner will be able to CO1: To understand the fundamental principles of mindfulness as presented in the work of Jon Kabat Zinn and Satipatthana Sutta. CO2: To practice mindfulness meditation techniques for stress reduction and emotional regulation. CO3: To explore the scientific research supporting the benefits of mindfulness-based practices. CO4: To apply mindfulness in everyday life, including in relationships, work, and self-care. CO5: To develop a personal mindfulness practice and cultivate a sense of mindfulness in the present moment.		
Course Contents		
Unit I	Introduction to Mindfulness	(2 Hrs)
Definition and history of mindfulness, Understanding the mind-body connection, Benefits of mindfulness for mental and physical health, Mindful eating and drinking		
Unit II	Mindful Meditation Techniques	(2 Hrs)
Breath awareness meditation, Body scan meditation, Loving-kindness meditation Walking meditation		
Unit III	Integrating Mindfulness into Daily Life	(3 Hrs)
Creating a mindful environment, Mindful parenting and family life, Mindfulness and creativity, Establishing a sustainable mindfulness practice		
Unit IV	Four Types of Mindfulness	(2 Hrs)
Mindfulness of the body (kāyānupassanā), Mindfulness of feelings (vedanānupassanā), Mindfulness of mind (cittānupassanā), Mindfulness of dhammas (dhammānupassanā)		



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Unit V	Managing Stress and Emotions	(3 Hrs)
Mindfulness-based stress reduction (MBSR) techniques, Mindfulness for anxiety and depression, Emotional regulation through mindfulness, Mindfulness for coping with pain and discomfort		
Unit VI	Cultivating Mindful Awareness	(3 Hrs)
Developing non-judgmental awareness, Mindfulness of thoughts and emotions, Mindfulness in communication and relationships, Mindfulness in the workplace and daily activities		
Learning Resources		
Textbooks: (Maximum 2) <ol style="list-style-type: none">1. Zinn, Jon Kabat. <i>Mindfulness for Beginners</i>. Jaico Publishing House, 2017.2. Gunaratana, Henepola. <i>The four foundations of mindfulness in plain English</i>. Wisdom Publications, Boston, 2012. https://www.theravadabuddhistcommunity.org/wp-content/uploads/2022/04/The-Four-Foundations-of-Mindfulness-in-Plain-English-PDFDrive-1.pdf		
Reference Books: <ol style="list-style-type: none">1. Kabat-Zinn, Jon, et al. <i>The mindfulness revolution: Leading psychologists, scientists, artists, and meditation teachers on the power of mindfulness in daily life</i>. Shambhala Publications, 2011.		
Coursera Courses: <ol style="list-style-type: none">1. https://www.coursera.org/specializations/mindfulness-and-well-being		



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JSPM University Pune		
FY B.Com. “Bachelor of Commerce”		
Semester- II		
Course Type: IITP / FP/CEP	Lab Course Title: Internship / Field Projects/ Community Engagement project	
Course Code: 230VBCB06_02	Teaching Scheme: (Hrs./Week)	Examination Scheme:
Credits: 2	Duration: 04 to 06 Weeks	Oral (OR): 50 Marks
Prerequisite Courses, if any: -		
Objectives: Learners will be able to <ul style="list-style-type: none">• To expose students to the industrial environment, which cannot be simulated/experienced in the classroom and hence creating competent professionals in the industry and to understand the social, economic and administrative considerations that influence the working environment of industrial organizations.• To provide students with an opportunity to apply theoretical knowledge from academics to the realities of the field work/training.• To providing practical experience in a field or discipline		
Course Outcomes: On completion of the course, learner will be able to <ul style="list-style-type: none">CO1: Develop professional competence through internship.CO2: Apply academic knowledge in a personal and professional environment.CO3: Build the professional network and expose students to future employees.CO4: Apply professional and societal ethics in their day to day life.CO5: Become a responsible professional having social, economic and administrative considerations.CO6: Decide own career goals and personal aspirations.		
Duration and Evaluation: <ul style="list-style-type: none">• Internship to be completed after every even semester (2, 4 and 6) and before commencement of next odd semester (03, 05 and 07).• Internship should be at least 4 to 6 weeks and it is to be assessed immediately after completion.		
Framework of Internship/ Field Project / Community Engagement Project: <ul style="list-style-type: none">• During the vacation after even semester, students are ready for industrial experience. Therefore, they may choose to undergo Internship / Field Project /		



Community Engagement Project

- Students may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/ NGO's/ Government organizations/ Micro/ Small/ Medium enterprises to make themselves ready for the industry.
- Every student is required to prepare a file containing documentary proofs of the activities done by him.
- The evaluation of these activities will be done by Programme Coordinator/ Project Head / faculty / TPO/ mentor or Industry Supervisor.

Internship Guidelines:

Step 1: The department will issue request Letter/ Email to the respective industry/ firm/ NGO/ organization to allot various slots of 4-6 weeks as internship/ Field Project / Community Engagement Project periods for the students.

Step 2: Industry will confirm the training slots allocated for internships via Confirmation Letter/ Email.

Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.

Step 4: Students undergo industrial training/ Field Project / Community Engagement Project at the concerned Industry / Organization. In- between Faculty Member(s) can evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department.

Step 5: Students will submit training report after completion of internship.

Step 6: Training Certificate to be obtained from industry / Organization.

Internal Reporting Guidelines for students:

- Every intern should send weekly report to their internal guide without fail. It is mandatory for the intern to send weekly reports to their respective guide on regular basis.
- Interns should have at least fortnightly verbal communication with the internal guide without fail.
- In cases where in the company wants to secure their confidential information in the project / internship report, the internal guide should duly co-ordinate with the respective mentor/reporting manager on the method of reporting to assure that no information will be leaked outside and is purely for academic purposes.

Internship Diary / Internship Workbook:

- Students must maintain Internship Diary/ Internship Workbook. The main purpose of maintaining diary/workbook is to cultivate the habit of documenting. The students



should record in the daily training diary account of the observations, impressions, information gathered and suggestions given, if any.

- The training diary/workbook should be signed after every day by the supervisor/ in charge of the section where the student has been working.
- Internship Diary/workbook and Internship Report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the Institute immediately after the completion of the training.

Internship Diary / workbook may be evaluated on the basis of the following criteria:

- Proper and timely documented entries.
- Adequacy & quality of information recorded
- Data recorded.
- Thought process and recording techniques used.
- Organization of the information.

Internship Work Evaluation:

- Every student is required to prepare and maintain documentary proofs of the activities done by him / her as internship diary or as workbook.
- The evaluation of these activities will be done by Programme Coordinator/ Project Head / faculty / TPO/ mentor or Industry Supervisor based on- overall compilation of internship activities, sub-activities, the level of achievement expected, evidence needed to assign the points and the duration for certain activities.

Evaluation-Seminar presentation / Oral Examination at the institute:

The student will present a seminar based on his training report, before an expert committee constituted by the concerned department as per norms.

The evaluation will be based on the following criteria:

- Depth of knowledge and skills Communication & Presentation Skills.
- Team Work
- Creativity
- Planning & Organizational skills
- Adaptability and Analytical Skills
- Attitude & behaviour at work.
- Societal Understanding
- Ethics
- Regularity and punctuality
- Attendance record
- Log book
- Student's Feedback from External Internship Supervisor

• **Internship Report:**

- The report shall be presented covering following recommended fields but limited to:
- Title/Cover Page



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- Internship completion certificate.
- Internship Place Details- Company background-organization and activities/Scope and
- object of the study / personal observation.
- Index/Table of Contents
- Introduction
- Title/Problem statement/objectives
- Motivation/Scope and rationale of the study
- Methodological details
- Results / Analysis /inferences and conclusion
- Suggestions / Recommendations for improvement to industry, if any
- Attendance Record
- List of reference (Library books, magazines and other sources)

Feedback from internship supervisor (External & Internal):

Post internship, faculty coordinator should collect feedback about student with following recommended parameters:

- Technical knowledge
- Discipline
- Punctuality
- Commitment
- Willingness to do the work
- Communication skill
- Individual work
- Team work
- Leadership

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