



**JAIDEV EDUCATION SOCIETY'S**  
**J D COLLEGE OF ENGINEERING AND MANAGEMENT**  
**KATOL ROAD, NAGPUR**  
**(An Autonomous Institute, with NAAC "A" Grade)**  
**Affiliated to DBATU, RTMNU & MSBTE Mumbai**  
**Department of Management Studies**



<u>VISION</u>	<u>MISSION</u>
To evolve as a center that provides excellent learning and research environment for nurturing future management professionals.	<ol style="list-style-type: none"> <li>1. To develop in the students strong domain knowledge and a passion for lifelong learning.</li> <li>2. To develop managerial and leadership skills in the students along with a strong sense of ethics, social responsibilities and Professional values.</li> </ol>

**Program: Bachelor of Business Administration**

Semester	Course Code	Name of the Course	L	T	P	Credits
I		Essentials of Management	3	-	-	3

Pre-requisites for the Course	
1	Nil

Prior Reading Material/ Useful Links	
1	Harvard Business Review: Articles on modern management practices, leadership strategies, and organizational development.
2	Case Study Collections from sources like Ivey Publishing, The Case Centre, or Harvard Business School. These provide real-world business scenarios for application of management concepts.

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr.No	Course outcome number	CO Statement
1	CO1	Identify different functions of management and will be able to differentiate management and administration
2	CO2	Outline and illustrate plans for various activities.
3	CO3	Demonstrate decision making and principles of direction while working in a group.
4	CO4	Describe the organisation structure and will be able to differentiate delegation terms like authority, responsibility and accountability
5	CO5	Apply various management principles in his/ her day-today life.

**Syllabus:**

Course Contents	
<b>Unit I</b>	<b>Introduction to management:</b> Nature, function, definition and importance of management, Definition, nature, purpose and scope of management, Functions of a manager, <b>Management and Administration</b> -Management and administration, Management as a profession, Professionalism of management in India. Management ethics and management culture, Skills required of manager. [10 hours]

<b>Unit II</b>	<b>Management Planning:</b> Concept of planning, objectives, Nature, Types of plans, Stages involved in planning, Characteristics of a good plan and its Importance, Limitations of planning, Strategic planning; <b>MBO</b> -Definition, objective and process. [10 hours]
<b>Unit III</b>	<b>Decision Making:</b> Concept, characteristics of decisions, Types of decisions, Steps Involved in decision making, Importance of decision making, Methods of decision making, Committee Decision Making. <b>Direction:</b> Principles of Direction; Importance and characteristics of directions; issuing orders or instructions [10 hours]
<b>Unit IV</b>	<b>Organisation:</b> Concepts, Principle of organization, Importance, Features of good organization structure, Types of Organisation structure. Centralization, Decentralization and Departmentalization; Span of control; Delegation of authority – Authority, Responsibility and Accountability [10 hours]
<b>Text Books</b>	
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
<b>Reference Books</b>	
1	Essentials of Management" by Harold Koontz and Heinz Weihrich.
2	Management: A Global Perspective" by Heinz Weihrich and Mark V. Cannice
3	Principles of Management" by R. N. Gupta
<b>Useful links</b>	
1	<a href="https://www.coursera.org/learn/essentials-management">https://www.coursera.org/learn/essentials-management</a>
2	<a href="https://www.learnmanagement2.com/">https://www.learnmanagement2.com/</a>
3	<a href="https://www.khanacademy.org/college-careers-more/business-skills/leadership-management">https://www.khanacademy.org/college-careers-more/business-skills/leadership-management</a>

**Contributions for syllabus designing:**

Sr.No	Name of the person	Designation	Organization	Signature
1	Prof. Yamini Dwivedi	Asst. Professor	JDCEM	

Semester	Course Code	Name of the Course	L	T	P	Credits
I		Managerial Economics		3	-	3

Pre-requisites for the course	
1	Knowledge about the circular flow of money

Prior Reading Material/ Useful links	
1	<a href="https://www.youtube.com/playlist?list=PL3Y_p3e-Lne1rgWewQYSRyJafwaq7-PIf">https://www.youtube.com/playlist?list=PL3Y_p3e-Lne1rgWewQYSRyJafwaq7-PIf</a>
2	<a href="https://www.youtube.com/playlist?list=PLbMVogVj5nJRTAVF4-tueujAFiLKIV3Mo">https://www.youtube.com/playlist?list=PLbMVogVj5nJRTAVF4-tueujAFiLKIV3Mo</a>
3	<a href="https://www.youtube.com/watch?v=7UF4yZ8VejU">https://www.youtube.com/watch?v=7UF4yZ8VejU</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr. No	Course outcome number	CO Statement
1	CO1	Understand the various concepts of economics.
2	CO2	Use the various techniques of demand forecasting.
3	CO3	Outline the theory of production and cost function.
4	CO4	Analyze the price determination under different types of competition.
5	CO5	Analyze the various techniques used in managerial economics.

### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Introduction to Managerial Economics:</b> Introduction to Economics, concept of managerial economics. Nature and Scope, Types of Economies – Capitalist, socialist, and mixed economies. Concept of Utility, Types, Law of Diminishing Marginal Utility, Its application. Indifference Curve analysis, Consumer Choice Theories. [10 hours]
<b>Unit II</b>	<b>Demand Analysis: Demand theory:</b> Law of Demand, Exceptions and assumptions. Elasticity of Demand, Types, and its role in Managerial decision making, Demand forecasting, Techniques of Demand forecasting. [10 hours]
<b>Unit III</b>	<b>Theory of Production and Analysis of Cost:</b> Laws of variable proportions and return to scale. Isoquants and Iso-cost. Elasticity of substitutions; Cost concepts: Kind of costs, short run and long run cost functions, Economies and Diseconomies of scale. [10 hours]
<b>Unit IV</b>	<b>Determination of Price and Output:</b> Concept of Market equilibrium and Revenue curves, Characteristics of different market structures, Price determination and firms' equilibrium under perfect competition, monopolistic competition, oligopoly and monopoly, Price discrimination, pricing methods. [10 hours]
Text Books	
1	Managerial Economics and Business Strategy by Michael Baye and Jeff Prince
2	Managerial Economics: A Problem-Solving Approach by Nick Wilkinso
3	Managerial Economics by William F. Samuelson and Stephen G. Marks
4	Managerial Economics and Organizational Architecture by James A. Brickley,

	Clifford W. Smith Jr., and Jerold L. Zimmerman
<b>Reference Books</b>	
1	Managerial Economics, D. N. Dwivedi, Vikas Publications.
2	Managerial Economics: Analysis, Problems and Cases, P. L. Mehta, S. Chand.
3	Managerial Economics, Damodaran Suma, Oxford University Press
<b>Useful links</b>	
1	<a href="https://www.youtube.com/watch?v=Lhvw_AOcVOw&amp;list=PLJtJvO3aaWe25bGssC24mvw6dCyc8CS7m&amp;index=1">https://www.youtube.com/watch?v=Lhvw_AOcVOw&amp;list=PLJtJvO3aaWe25bGssC24mvw6dCyc8CS7m&amp;index=1</a>
2	<a href="https://www.youtube.com/watch?v=fWs2M9Tbyrk&amp;list=PLJtJvO3aaWe25bGssC24mvw6dCyc8CS7m&amp;index=5">https://www.youtube.com/watch?v=fWs2M9Tbyrk&amp;list=PLJtJvO3aaWe25bGssC24mvw6dCyc8CS7m&amp;index=5</a>
3	<a href="https://www.youtube.com/watch?v=JJC3Pjk2Jg4&amp;list=PLJtJvO3aaWe25bGssC24mvw6dCyc8CS7m&amp;index=13">https://www.youtube.com/watch?v=JJC3Pjk2Jg4&amp;list=PLJtJvO3aaWe25bGssC24mvw6dCyc8CS7m&amp;index=13</a>
4	<a href="https://www.youtube.com/watch?v=SHX0Iplre2s">https://www.youtube.com/watch?v=SHX0Iplre2s</a>

**Contributions for syllabus designing:**

Sr. No	Name of the person	Designation	Organization	Signature
1	Prof. Anirudh Ramteke	Asst. Professor	JDCOEM	
2	Dr. Surendra Jogi	Asst. Professor	JDCOEM	

Semester	Course Code	Name of the Course	L	T	P	Credits
I		Foundations of Financial Accounting	2	-	-	2

Pre-requisites for the Course	
1	Basics of Accounting

Prior Reading Material/ Useful Links	
1	<a href="https://www.accountingverse.com/accounting-basics/accounting-principles.html">https://www.accountingverse.com/accounting-basics/accounting-principles.html</a>
2	<a href="https://www.investopedia.com/terms/a/accounting-cycle.asp">https://www.investopedia.com/terms/a/accounting-cycle.asp</a>
3	<a href="https://byjus.com/commerce/trial-balance/">https://byjus.com/commerce/trial-balance/</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr.No	Course outcome number	CO Statement
1	CO1	Explain the concept of accounting and its importance in business.
2	CO2	Record and summarize financial transaction of a business.
3	CO3	Prepare final accounts for a proprietorship business.
4	CO4	Explicate norms and standards of accounting practices.

#### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Book-Keeping and Accounting:</b> Meaning, Definition & Scope of Accounting, Branches of Accounting; Objectives of Accounting, Accounting Principles: Introductions to Concepts and Conventions; Interaction of accounting with different business verticals [07 hours]
<b>Unit II</b>	<b>Accounting Transactions:</b> Accounting Cycle, Rules, Journal Entries, Ledger Posting. Subsidiary Books(Purchase, Purchase Returns, Sales, Sales Returns & Cash Book – Single & Double Column), Journal Proper, Rectification of Errors [07 hours]
<b>Unit III</b>	<b>Introduction and Preparation of Trial Balance:</b> Introduction to Final Accounts of a Sole Proprietor (Simple Adjustments): Preparation of Trading Account, Profit and Loss Account and Balance Sheet [07 hours]
<b>Unit IV</b>	<b>Introduction to Accounting Standards:</b> (Meaning and Scope), AS 1: Disclosure to Accounting Policies, AS 9: Revenue Recognition., AS 10: Accounting for Fixed Assets, Introduction to IFRS, IAS-1: Presentation of Financial Statements (Introductory Knowledge), IAS-2: Inventories (Introductory Knowledge). [07 hours]
Text Books	
1	Financial Accounting (Principles and Practices), Jawahar Lal & Seema Srivastava, S Chand Publication
2	Financial Accounting, B. Charumati & N.Vinayakam, S. Chand Publication
Reference Books	
1	Financial Accounting, Dr. Kaustubh Sontakke, Himalaya Publication
2	An Introduction to Accountancy-12e, S. N. Maheshwari, Suneel K. Maheshwari, Sharad K. Maheshwari; Vikas Publishing House
Useful links	

1	<a href="https://www.icaai.org/post.html?post_id=4749">https://www.icaai.org/post.html?post_id=4749</a>
2	<a href="https://www.ifrs.org/issued-standards/list-of-standards/">https://www.ifrs.org/issued-standards/list-of-standards/</a>
3	<a href="https://www.ifrs.org/issued-standards/list-of-standards/">https://www.ifrs.org/issued-standards/list-of-standards/</a>
4	<a href="https://accountingstudy.com/accounting-rectification-errors">https://accountingstudy.com/accounting-rectification-errors</a>

**Contributions for syllabus designing:**

<b>Sr. No</b>	<b>Name of the person</b>	<b>Designation</b>	<b>Organization</b>	<b>Signature</b>
1	Prof. Zuber Ahmed	Asst. Professor	JDCEM	
2	Dr. Manoj Pande	Asst. Professor	JDCEM	

Semester	Course Code	Name of the Course	L	T	P	Credits
I		Economic Systems	2	-	-	2

Prerequisites for the course	
1	Nil

Prior Reading Material/ Useful links	
1	<a href="https://egyankosh.ac.in/handle/123456789/14327">https://egyankosh.ac.in/handle/123456789/14327</a>
2	<a href="https://www.shivajicollege.ac.in/sPanel/uploads/econtent/b28ab9db7d945fb d1bfbd6a7e883420.pdf">https://www.shivajicollege.ac.in/sPanel/uploads/econtent/b28ab9db7d945fb d1bfbd6a7e883420.pdf</a>
3	<a href="https://www.toppr.com/guides/business-economics/introduction-to-business-economics/capitalist-economy/">https://www.toppr.com/guides/business-economics/introduction-to-business-economics/capitalist-economy/</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr. No	Course outcome number	CO Statement
1	CO1	Identify various types of economic systems.
2	CO2	Summarize socialist economic system.
3	CO3	Explain the working mechanism of Capitalist Economy.
4	CO4	Outline the structure of a mixed economy.

Course Contents	
<b>Unit I</b>	<b>Economic System:</b> Meaning, Definition, Characteristics, Functions, Elements, Types of Economic System, <b>Traditional Economy:</b> Meaning, Definition, and History of Traditional Economy, How Traditional Economy Work, Characteristics, Elements, Goal of Traditional Economy, advantages and Disadvantages of Traditional Economy, Few Examples of Traditional Economy. [07 hours]
<b>Unit II</b>	<b>Socialist Economy (Planned Economy):</b> Meaning, Definition, and History of Socialist Economy, How Socialist Economy Work, Characteristics, Elements, Goal of Socialist Economy, advantages and Disadvantages of Socialist Economy, Few Examples of Socialist Economy. [07 hours]
<b>Unit III</b>	<b>Capitalist Economy (Free Market Economy):</b> Meaning, Definition, and History of Capitalist Economy, How Capitalist Economy Work, Characteristics, Elements, Goal of Capitalist Economy, advantages and Disadvantages of Capitalist Economy, Few Examples of Capitalist Economy. [07 hours]
<b>Unit IV</b>	<b>Mixed Economy:</b> Meaning, Definition, and History of Mixed Economy, How Mixed Economy Work, Characteristics, Elements, Goal of Mixed Economy, advantages and Disadvantages of Mixed Economy, Few Examples of Mixed Economy. [07 hours]
Text Books	
1	Modern Economic Theory, K K Dewett, M H Navalur, S Chand Publication, 2006 Edition
Reference Books	
1	<a href="https://mises.org/library/theory-socialism-and-capitalism-0">https://mises.org/library/theory-socialism-and-capitalism-0</a>
2	<a href="https://ctheory.sitehost.iu.edu/resources/fall2020/Friedman_Capitalism_and_Free">https://ctheory.sitehost.iu.edu/resources/fall2020/Friedman_Capitalism_and_Free</a>

	dom.pdf
<b>Useful links</b>	
1	<a href="https://www.youtube.com/watch?v=C0kap9XU5pE">https://www.youtube.com/watch?v=C0kap9XU5pE</a>

**Contributions for syllabus designing:**

<b>Sr.No</b>	<b>Name of the person</b>	<b>Designation</b>	<b>Organization</b>	<b>Signature</b>
1	Prof. Anirudh Ramteke	Asst. Professor	JDCOEM	
2	Dr. Surendra Jogi	Asst. Professor	JDCOEM	



Semester	Course Code	Name of the course	L	T	P	Credits
I		Schools of Management Thoughts	2	-	-	2

Pre-requisites for the course	
1	Students should be familiar with core business functions
2	Students should have basic insights into how individuals and groups behave within organizations.
3	Students must be able to communicate effectively, both in writing and verbally

Prior Reading Material/ Useful Links	
1	Introduction to basic management functions (planning, organizing, leading, controlling)
2	Practical realities of managerial roles
3	<a href="https://www.youtube.com/watch?v=h5hx8EWSkHA">https://www.youtube.com/watch?v=h5hx8EWSkHA</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr.No	Course outcome number	CO Statement
1	CO1	Recall various schools of management thoughts during the classical period.
2	CO2	Explain and differentiate various schools of management thoughts during the neo-classical period.
3	CO3	Apply the principles of different schools of management thoughts from the modern period to real-world scenarios.
4	CO4	Analyze and differentiate between various theories of motivation.
5	CO5	Evaluate and compare the effectiveness of different schools of management thoughts across the classical, neo-classical, and modern periods.

### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Development of Management Thoughts:</b> The classical Period (1900-1930) Bureaucratic Model of Max Webber, Scientific Management Concept F.W. Taylor, Functional or Administrative Management Theory by Henry Fayol.
<b>Unit II</b>	<b>The Neo-Classical Period (1930-1950):</b> Human Relations Movement by Elton Mayo, Behavioural Sciences Movement A. Maslow, McGregor
<b>Unit III</b>	<b>The Modern Period (1950 Onwards):</b> Quantitative Approach or Operations Research Analysis by Taylor, Systems Approach by Boulding & Johnson, Contingency Approach was by Lorsch & Lawrence.
<b>Unit IV</b>	<b>Motivation Thoughts &amp; Theories:</b> Maslow Need Hierarchy Theory, Douglas Mc Gregor Theory 'X' and 'Y', William Ouchi Theory 'Z', Herzberg's Two Factor Theory
Text Books	
1	Organisational Behaviour -L.M. Prasad, Sultan Chand & Sons.

2	Organisational Behaviour- John W. Newstrom & Keith Davis, McGraw Hill Education; 12th edition.
3	Organisation Behaviour - Ashwathappa, Himalaya Publication House Mumbai. Essentials of Organisational Development - Dr. Anjali Ghanekar Everest Publication House, Pune.
4	Organisational Behaviour - Dr. S S Khanka, S. Chand Publishers
5	Management and Behavioural Processes - K Shridhar Bhatt, Himalaya Publication House Mumbai.
<b>Reference Books</b>	
1	Management: Tasks, Responsibilities, Practices by Peter F. Drucker
2	The Evolution of Management Thought by Daniel A. Wren and Arthur G. Bedeian
3	Modern Management: Concepts and Skills by Samuel C. Certo and S. Trevis Certo
<b>Useful Links</b>	
1	<a href="https://www.youtube.com/watch?v=jwAY5oJ85rk">https://www.youtube.com/watch?v=jwAY5oJ85rk</a>
2	<a href="https://www.youtube.com/watch?v=JRS19Kz6eA4">https://www.youtube.com/watch?v=JRS19Kz6eA4</a>
3	<a href="https://www.youtube.com/watch?v=lj7ZnyskZuA&amp;list=PLesgViD0jhW-Ydpei3GnpouUwUGbLg50-G">https://www.youtube.com/watch?v=lj7ZnyskZuA&amp;list=PLesgViD0jhW-Ydpei3GnpouUwUGbLg50-G</a>

**Contributions for syllabus designing:**

Sr. No	Name of the person	Designation	Organization	Signature
1	Prof. Yamini Dwivedi	Asst. Professor	JDCEM	

Semester	Course Code	Name of the Course	L	T	P	Credits
I		Elements of Business Environment	2	0	0	2

Pre-requisites for the Course	
1	Knowledge about the basics of macro-economics

Prior Reading Material/ Useful Links	
1	<a href="https://www.youtube.com/watch?v=5vTdPNY7P2w">https://www.youtube.com/watch?v=5vTdPNY7P2w</a>
2	<a href="https://www.youtube.com/watch?v=M5ahGorUt68">https://www.youtube.com/watch?v=M5ahGorUt68</a>

**Course Outcomes:** At the end of the Course, the students will be able to

Sr. No	Course outcome number	CO Statement
1	CO1	List the key terms in Business environment
2	CO2	Summarize the elements of business environment
3	CO3	Compare and contrast the internal & external environment of business
4	CO4	Evaluate the impact of internal & external factors on Business

#### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Introduction to Business Environment:</b> Meaning of business, Scope and objectives of business, Meaning of Business Environment, Factors affecting business environment: Internal and external environment, micro environment, macro environment. [04Hours]
<b>Unit II</b>	<b>Political Environment:</b> Political System, Political Stability, Government Policies & attitude towards business community & Trade unionism, and <b>Legal environment</b> [07Hours]
<b>Unit III</b>	<b>Economic Environment-</b> Economic system, structure of the economy, economic policies, economic conditions. [07Hour]
<b>Unit IV</b>	<b>Socio-cultural Environment:</b> Culture, language, religion, other social/cultural factors, social responsibility of business <b>Technological Environment:</b> Features of Technology, Impact of Technology on Business, Factors affecting technological environment, Types of Technology (Labour based, Capital based), Technology transfer [08 Hours]
Text Books	
1	Rangarajan, C.A.; Perspective in Economics, S. Chand & Sons, New Delhi
2	Cherunilam, Francis; Business Environment - Text and Cases, Himalaya Publishing House.
3	Aswathappa, K.; Essentials of Business Environment, Himalaya Publishing House, New Delhi.

<b>Reference Books</b>	
1	Mishra & Puri, Indian Economy, Himalaya Publishing House, New Delhi
2	Business and society – Lokanathan and Lakshmi Rajan, Emerald Publishers
<b>Useful Links</b>	
1	<a href="https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/S000023MA/P001406/M022343/ET/1504612643M-6-Q-I.pdf">https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/S000023MA/P001406/M022343/ET/1504612643M-6-Q-I.pdf</a>

**Contributions for syllabus designing:**

<b>S.No.</b>	<b>Name of the Person</b>	<b>Designation</b>	<b>Organization</b>
1	Dr. Parvin Shaikh	Assistant Professor	JDCEM
2	Dr. Surendra Jogi	Assistant Professor	JDCEM

Semester	Course Code	Name of the Course	L	T	P	Credits
I		Professional Ethics	2	-	-	2

Pre-requisites for the Course	
1	Students should be familiar with core business functions
2	Students should have basic insights into how individuals and groups behave within organizations.

Prior Reading Material/ Useful Links	
1	Introduction to basic management functions (planning, organizing, leading, controlling)
2	Practical realities of managerial roles
3	<a href="https://www.youtube.com/watch?v=h5hx8EWSkHA">https://www.youtube.com/watch?v=h5hx8EWSkHA</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr.No	Course outcome number	CO Statement
1	CO1	Explain various human values needed in social and professional world and should be able to implement those.
2	CO2	Summarize human values imbibed in ancient Indian education system.
3	CO3	Examine principles of ethics and their practice in a rational organization.
4	CO4	Elaborate and analyse ethical dilemma and ways to resolve the ethical issues in an effective way.

### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Human Values:</b> Morals, Values and Ethics. Classification of values, Characteristics of values, Value systems, Values such as Integrity, respect for others, Work ethics, Caring and sharing, Value time, Honesty, courage, commitment, empathy, spirituality and character [07 hours]
<b>Unit II</b>	<b>Human Values for Indian Managers:</b> Lessons from Ancient Indian Education system, The law of Karma, Quality of Working life, Ethics of Swami Vivekananda, Mahatma Gandhi, Maharishi Aurobindo and Rabindranath Tagore [07 hours]
<b>Unit III</b>	<b>Ethics and an Organization:</b> Principles of personal Ethics, Principles of Professional Ethics, The rational organization, employee obligations to the firm, Firm's duties to the employee [07 hours]
<b>Unit IV</b>	<b>Ethical Dilemmas:</b> Sources and Their resolutions: What is an Ethical Dilemma, Sources of Ethical Behaviour, preparatory ethics and common-sense ethics, How to Resolve an Ethical Problem, How to Resolve Ethical Dilemmas. [07 hours]
Text Books	
1	Professional Ethics and Human Values, M. Govindrajana, S. Natarajan, V.S> Senthilkumar, PHI Learning New Delhi 2013 (ISBN: 978-81-203-4816-5)
Reference Books	

1	Business ethics, Text and cases, CSV Murthy, Himalaya Publishing house, New Mumbai 2011 (ISBN: 978-93-5024-419-7)
2	ETHICS IN MANAGEMENT AND INDIAN ETHOS, Biswanath Ghosh, S Chand Publications, 2006, ISBN : 978-8125920595
<b>Useful links</b>	
1	<a href="https://www.youtube.com/watch?v=9LSEBK03CiY&amp;list=PLysZquKdjuWSv87TaE7pByn5TE_e46O2C">https://www.youtube.com/watch?v=9LSEBK03CiY&amp;list=PLysZquKdjuWSv87TaE7pByn5TE_e46O2C</a>

**Contributions for syllabus designing:**

S. No.	Name of the Person	Designation	Organization	S.No.
1	Prof. Yamini Dwivedi	Asst. Professor	JDCEM	

Semester	Course Code	Name of the Course	L	T	P	Credits
I		Computer Application for Business	-	-	4	2

Pre-requisites for the Course	
1	Nil

Prior Reading Material/useful links	
1	<a href="https://www.youtube.com/watch?v=Ojqdty-Oh1M&amp;pp=ygUTQmFzaWNzIG9mIENvbXB1dGVycw%3D%3D">https://www.youtube.com/watch?v=Ojqdty-Oh1M&amp;pp=ygUTQmFzaWNzIG9mIENvbXB1dGVycw%3D%3D</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr. No.	Course outcome number	CO statement
1	CO1	Compare various types of operating systems
2	CO2	Perform basic tasks using word processing tools.
3	CO3	Perform basic mathematic operations and data presentation using Charts in MS-Excel
4	CO4	Create simple power point presentations

## Syllabus

Course Contents	
<b>Unit I</b>	<b>Introduction to Computers:</b> Basic Components of a Computer, Types of Computers, Basic Computer Operations, Computer Programming. [07 hours]
<b>Unit II</b>	<b>Word Processing:</b> 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; Printing, Saving, Opening, closing of document; creating a template; Tables, borders, textbox operations; Spelling and Grammar check. [07 hours]
<b>Unit III</b>	<b>Spreadsheet Package:</b> Introduction to Ms-Excel, Navigating, Excel Toolbars and Operations, Formatting Features- Copying Data Between Worksheets; Entering and Editing Cell Entries, Creation of Charts, Editing and Formatting Charts, Mathematical, Statistical and Financial Functions in Ms-Excel. [07 hours]
<b>Unit IV</b>	<b>PowerPoint Presentation:</b> Working with PowerPoint Window, Standard Toolbar, Formatting Toolbar, Drawing Toolbar, Moving the Frame, Inserting Clip Art, Picture, Slide; Text Styling, Send to Back, Entering Data to Graph, Organization Chart, Table, Design Template, Master Slide. [07 hours]
Text Books	
1	Microsoft Office –2000 – Gini Courter, Annelte Marquis BPB
2	First Text Book on Information Technology–Srikant Patnaik
3	An Introduction to Operating Systems: Concepts and Practice (GNU/Linux and Windows) Prentice Hall India Pvt., Limited, 2019
Reference Books	
1	Mastering MS Office, Bittu Kumar, V&S Publishers; Latest Revised Edition (9 January 2017)

2	MS-Office,Dr.S.S.Srivastava,FirewallMedia,2008
<b>Useful links</b>	
1	<a href="https://www.youtube.com/watch?v=AMpzKI72ULI">https://www.youtube.com/watch?v=AMpzKI72ULI</a>
2	<a href="https://www.youtube.com/watch?v=wbJcJCKBcMg">https://www.youtube.com/watch?v=wbJcJCKBcMg</a>

## List of Practical

### MS-WORD

1. Use a professional letter template of MS-WORD and write an application to the principal for two days leave. Also write down the steps to perform above in MS-WORD.
2. Using Mail Merge of MS-WORD, write a letter to the students of MCM-I to submit their Original Documents (Mark Sheet, Migration Certificate, TC etc) along with their balance fees up to 10th March 2008 in the office of the college during office timings morning 8:00 AM to 5:00 PM. Also write down the steps to perform above in MS-WORD.
3. Using Mail Merge of MS-WORD, write a letter to all the selected candidate for their final interview on 10th March 2008 at the Centre Point College, 7 Nawab Layout, Tilaknagar, Nagpur-10 at 11:00 AM along with all original documents and 2 passport size photographs. Also write down the steps to perform above in MS-WORD

### MS-EXCEL

1. Create a Mark-Sheet of MCM-Part I using MS-Excel. Mark-Sheet format should be as per below. Fill the information about 10students.

Roll No.	Name of Student	IT (100)	ICP (100)	IOS (100)	C++ (100)	MIS & SA (100)	Practical -I (100)	Practical-II (100)	Total Marks (Out of 700)	%
1										

- a) Draw a pie chart for above Mark-sheet
  - b) Also write down the steps to perform above operation in MS-EXCEL.
2. Create an Employee Payment Sheet using MS-Excel. Employee Payment Slip format should be as per below. Fill the information about 10 employees format should be as per below. Fill the information about 10employees.

Sr. No.	Name of Employee	Basic Salary	HRA 5%	TA 7%	DA 9%	Gross Salary
1						
<u>Total salary</u>						

- a) Draw a bar chart for above Employee Payment Sheet
  - b) Also write down the steps to perform above operation in MS-EXCEL.
3. Create the following Product sheet in MS-EXCEL and perform the operation given below:



Sr. No.	Product Name	Company Name	Country	Quantity	Rate
1	Butter	Amul India Ltd	India	20	Rs.19.00
2	Milkmaid	Amul India Ltd	India	10	Rs.35.00
3	Tea	Hindustan Lever Ltd	Malaysia	15	Rs.40.00
4	Biscuits	Parle Ltd	India	32	Rs.12.00
5	Papad	Haldiram Ltd	India	12	Rs.10.00
6	Chocolate	Cadbury Ltd	Australia	150	Rs.15.00
7	Paneer	Amul India Ltd	India	23	Rs.25.00
8	Bournvita	Cadbury Ltd	Australia	20	Rs.45.00
9	Poppins	Parle Ltd	India	27	Rs.6.00
10	Sauce	Amul India Ltd	India	16	Rs.21.00

- List only those records whose country=||India||.
- List only those records whose company name=||Amul||.
- Also write down the steps to perform above operation in MS-EXCEL.

- Create the following Product sheet in MS-EXCEL and perform the operation given below:

Sr. No.	Product Name	Company Name	Country	Quantity	Rate
1	Butter	Amul India Ltd	India	20	Rs.19.00
2	Milkmaid	Amul India Ltd	India	10	Rs.35.00
3	Tea	Hindustan Lever Ltd	Malaysia	15	Rs.40.00
4	Biscuits	Parle Ltd	India	32	Rs.12.00
5	Papad	Haldiram Ltd	India	12	Rs.10.00
6	Chocolate	Cadbury Ltd	Australia	150	Rs.15.00
7	Paneer	Amul India Ltd	India	23	Rs.25.00
8	Bournvita	Cadbury Ltd	Australia	20	Rs.45.00
9	Poppins	Parle Ltd	India	27	Rs.6.00
10	Sauce	Amul India Ltd	India	16	Rs.21.00

- Sort by Product Name, by company name, by country in ascending order
- Sort by Country in descending order
- Also write down the steps to perform above operation in MS-EXCEL

- Create the following Product sheet in MS-EXCEL and perform the operation given below:

Sr. No.	Product Name	Company Name	Country	Quantity	Rate
1	Butter	Amul India Ltd	India	20	Rs.19.00
2	Milkmaid	Amul India Ltd	India	10	Rs.35.00
3	Tea	Hindustan Lever Ltd	Malaysia	15	Rs.40.00
4	Biscuits	Parle Ltd	India	32	Rs.12.00
5	Papad	Haldiram Ltd	India	12	Rs.10.00
6	Chocolate	Cadbury Ltd	Australia	150	Rs.15.00
7	Paneer	Amul India Ltd	India	23	Rs.25.00
8	Bournvita	Cadbury Ltd	Australia	20	Rs.45.00
9	Poppins	Parle Ltd	India	27	Rs.6.00
10	Sauce	Amul India Ltd	India	16	Rs.21.00

- a) List the records whose quantity is  $\geq 10$  and  $\leq 100$ .
- b) List the records whose rate is  $\geq \text{Rs.}35.00$ .
- c) Also write down the steps to perform above operation in MS-EXCEL.

***MS-PowerPoint***

1. Draw and Analyze the DFD of Book Issuing System of College Library in MS-PowerPoint. Also write down the steps to perform above in MS-POWERPOINT.
2. Draw and Analyze the DFD of Examination Management System in MS- PowerPoint. Also write down the steps to perform above in MS-POWERPOINT.

**Contributions for syllabus designing:**

Sr. No	Name of the person	Designation	Organization	Signature
1	Prof. Niharika Singh	Asst. Professor	JDCEM	

Semester	Course Code	Name of the Course	L	T	A	Credits
I		Start-up Support Executive	1	-	2	2

Pre-requisites for the Course	
1	Basic knowledge of Entrepreneurship

Prior Reading Material/ Useful Links	
1	<a href="https://www.investindia.gov.in/">https://www.investindia.gov.in/</a>
2	<a href="https://msme.gov.in/">https://msme.gov.in/</a>

**Course Outcome:** At the end of the Course, the learner will be able to

Sr. No	Course outcome number	CO Statement
1	CO1	Describe ideas and the legality of Start-up solutions.
2	CO2	Discuss registrations and statutory compliances of Partnership.
3	CO3	Identify Ideas and analyses the applicability of statutory filings
4	CO4	Describe procedural codes of Registrar of Company and Elaborate Preparation of documents.

### Syllabus:

Course Contents	
<b>Unit I</b>	Role and competencies required to be a Start-up Support Executive, Common organizational structures, hierarchy and reporting relationships, Employment opportunities and market, Formation of Start-up. [03 hours] <b>Activity</b> – <i>Prepare a Unique Selling Proposition, Prepare bylaws for the organization, carry out SWOT analysis for the given case, Prepare budget for the proposed start-up. [06 hours]</i>
<b>Unit II</b>	SWOT analysis of start-up, Unique Selling Proposition of start-up, Requirements of Start-ups, The overview of Market. [03 hours] <b>Activity</b> – <i>Prepare a Partnership deed, Demonstrate Registration of partnership in State-Government Portal, prepare documents to apply for Limited Liability Partnership. [06 hours]</i>
<b>Unit III</b>	Documents required to start Start-ups, Legal structure of corporations, The Partnership Deed, Performa of Partnership Deed, State Laws for registration, The applicability of different documents for registration; Bank Account, PAN, etc. [04 hours] <b>Activity</b> – <i>Prepare Memorandum of Association and Articles of Association [04 hours]</i>
<b>Unit IV</b>	Limited Liability Partnership Act 2008, Incorporation of Limited Liability Partnership, Designated Partner Identification Number Discuss Name Approval from Registrar of Company, Features of Director Identification Number, Law of Registration, Registrar of Company filing in Ministry of Corporate Affairs portal, One-person Company, Form INC-3 [06 hours] <b>Activity</b> – <i>Demonstrate registering for Director Identification Number, Demonstrate filling forms in Ministry of Corporate Affairs Portal. [03 hours]</i>
Text Books	
1	The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses Author: Eric Ries, Publisher: Crown

	Publishing (2011)
2	The Startup Owner's Manual: The Step-by-Step Guide for Building a Great Company, Author: Steve Blank and Bob Dorf, Publisher: Wiley (2012)
3	Startups and Beyond: Building Enduring Businesses, Author: Rahul Chandra Publisher: Penguin India (2021)
<b>Reference Books</b>	
1	A Practical Guide to Incorporation of Companies under Companies Act 2013 Author: R. G. Gopalan, Publisher: Bharat Law House (2016)
<b>Useful links</b>	
1	<a href="https://msme.gov.in/">https://msme.gov.in/</a>
2	<a href="https://www.investindia.gov.in/">https://www.investindia.gov.in/</a>

**Contributions for syllabus designing:**

Sr. No	Name of the person	Designation	Organization	Signature
1	Dr Surendra S Jogi	Asst Professor	JDCOEM	
2	Dr Parvin Shaikh	Asst Professor	JDCOEM	

Semester	Course Code	Name of the Course	L	T	P	Credits
I		English	2	-	-	2

Pre-requisites for the Course	
1	Basic English Grammar

Prior Reading Material/ Useful Links	
1	<a href="https://www.salesforce.com/crm/what-is-crm/">https://www.salesforce.com/crm/what-is-crm/</a>
2	<a href="https://www.theblogstarter.com/">https://www.theblogstarter.com/</a>
3	<a href="https://hbr.org/2005/12/the-necessary-art-of-persuasion">https://hbr.org/2005/12/the-necessary-art-of-persuasion</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr. No	Course outcome number	CO Statement
1	CO1	Recall key concepts of reading skills and interpreting business-related information.
2	CO2	Make use of principles of customer-relations and effective business communication.
3	CO3	Apply reading, writing, and non-verbal communication strategies to real-world business situations.
4	CO4	Analyze communication styles and leadership approaches in business contexts.
5	CO5	Evaluate personal communication skills and provide constructive feedback.

### Syllabus:

Course Contents	
Unit I	<b>Reading and Interpretation Skills:</b> <b>Skimming and Scanning:</b> Definition, differences, and real-life applications; <b>Reading Comprehension:</b> Strategies for understanding business texts (e.g., case studies, reports). <b>Analyzing Graphs, Charts, and Data:</b> The importance of graphical representation in business and how to interpret it. [07 hours]
Unit II	<b>Communication and Customer-Relation Skills:</b> <b>Persuasion and Justification:</b> Techniques in business negotiation and customer management. <b>Convincing and Negotiation:</b> Key strategies in influencing stakeholders. <b>Man-management Skills:</b> Theories of motivation and communication within teams. [07 hours]
Unit III	<b>Leadership and Non-verbal Communication:</b> <b>Leadership Skills:</b> Theories of leadership (transformational, transactional, etc.), qualities of a good leader. <b>Non-verbal Communication:</b> Role and importance of body language in business. <b>Cross-cultural Communication:</b> The impact of globalization on communication; adapting to diverse work cultures. [07 hours]
Unit IV	<b>Writing and Vocabulary Skills:</b> <b>Vocabulary Building:</b> Methods for expanding business vocabulary, importance of terminology in professional settings. <b>Blog Writing:</b> Structure of professional writing, characteristics of a business blog. <b>Correction of Errors:</b> Common grammatical errors in business communication and their impact. [07 hours]
Text Books	

1	"Business Communication" Author: Dr. Urmila Rai and S.M. Rai. Publisher: Himalaya Publishing House
2	"Essentials of Business Communication" by Rajendra Pal and J.S. Korlahalli Published by Sultan Chand & Sons.
3	"English for Business Communication" Author: M. Ashraf Rizvi. Publisher: McGraw Hill Education
<b>Reference Books</b>	
1	"Professional Communication Skills" Author: A.K. Jain, Pravin S. R. Bhatia, and A.M. Sheikh. Publisher: S. Chand Publishing
2	"Effective Business Communication" Author: Herta A. Murphy and Herbert W. Hildebrandt. Publisher: Tata McGraw Hill.
<b>Useful links</b>	
1	<a href="https://www.mheducation.co.in/">https://www.mheducation.co.in/</a>
2	<a href="https://www.sultanchandandsons.com/">https://www.sultanchandandsons.com/</a>
3	<a href="https://ncert.nic.in/textbook.php">https://ncert.nic.in/textbook.php</a>
4	<a href="https://www.indiabix.com/">https://www.indiabix.com/</a>

**Contributions for syllabus designing:**

Sr. No	Name of the person	Designation	Organization	Signature
1	Prof. Zuber Ahmed	Asst Professor	JDCOEM	
2	Dr. Parvin Shaikh	Asst Professor	JDCOEM	
3	Dr. Surendra Jogi	Asst Professor	JDCOEM	

Semester	Course Code	Name of the Course	L	T	P	Credits
I		Environment Management	2	0	0	2

Prerequisites for the Course	
1	No pre requisites

Prior Reading Material/Useful links	
1	<a href="https://www.youtube.com/watch?v=hqq4waDUrnk">https://www.youtube.com/watch?v=hqq4waDUrnk</a>
2	<a href="https://www.sd-commission.org.uk/pages/what-is-sustainable-development.html">https://www.sd-commission.org.uk/pages/what-is-sustainable-development.html</a>

**Course Outcomes:** At the end of the Course, the students will be able to

Sr. No	Course outcome number	CO statement
1	CO1	Explicate the importance of environmental awareness, sustainable development, conservation of resources, & Biodiversity
2	CO2	Elucidate the components of environment
3	CO3	Describe the features of ecosystem
4	CO4	Analyze the impact of pollution on human health & discuss the measures for its mitigation

### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Introduction to Environment Management:</b> Definition, Scope & importance, Need for public awareness, Fundamentals– sustainable development, Unsustainable to sustainable development. Natural resources - Renewable and non renewable resources, and associated problems, Role of an individual in conservation of natural resources. [07 Hours]
<b>Unit II</b>	<b>Components of Environment:</b> Atmosphere (Structure and composition), hydrosphere – distribution of water, hydrological cycle, global water balance, lithosphere – Internal structure of Earth; <b>Biotic Factor:</b> Inter specific relationship Positive: Mutualism (symbiosis), commensalism, proto- cooperation Negative: Parasitism, predation, competition, Antibiosis, Neutralism; <b>Abiotic Factors:</b> Temperature: effect of temperature on plants and animals, Adaptation to meet extreme temperature. Light: Zonation in marine habitat, effects of light on plants and animals. [07 Hours]
<b>Unit III</b>	<b>Ecosystem &amp; Biodiversity:</b> <b>Ecosystem:</b> Definition, structure and function of ecosystem, types of ecosystem: Features of Terrestrial (forest, grassland, desert, cropland), Aquatic (Marine and freshwater) ecosystems; Food chains, food webs and ecological pyramids (number biomass and energy), energy flow in ecosystem (Y- shaped). Energy flow and the

	law of thermodynamics. <b>Biodiversity:</b> Introduction- biodiversity at genetic, species and ecosystem levels, Value of diversity– Consumption use value, Productive use value, Social, Ethical, Moral, aesthetic and optional value if diversity. [07 Hour]
<b>Unit IV</b>	<b>Environment Pollution:</b> Soil, Water, Marine, Noise, Thermal & Nuclear Pollution, impact on health and environment, measures of control. Green House Effect, Ozone Layer depletion, Global Warming, Acid Rain [07 Hours]
<b>Text Books</b>	
1	Environment management by N K Uberoill, published by Excel Books
2	Environmental Studies by Rajagopalan- Pub. By Oxford.
3	A text book of environmental by K M Agrawal, P K Sikdar, S C Debl, published by Macmillan
<b>Reference Books</b>	
1	Environment management by Dr. Swapan Debl, published by Jaico Publishing House.
2	A Textbook of Environmental Studies: Dr S.Satyanarayan, Dr S.Zade, Dr S Sitre and Dr P.U. Meshram, Allied Publishers, New Delhi
3	Gupta & Dass - Environmental Accounting- (S. Chand & Co.)
<b>Useful links</b>	
1	<a href="https://www.youtube.com/watch?v=sVQPzbJJpg">https://www.youtube.com/watch?v=sVQPzbJJpg</a>
2	<a href="https://www.youtube.com/watch?v=oSbUp3XYQX8">https://www.youtube.com/watch?v=oSbUp3XYQX8</a>

**Contributions for syllabus designing:**

S. No.	Name of the Person	Designation	Organization
1	Dr. Parvin Shaikh	Assistant Professor	JDCEM
2	Dr. Manoj Pandey	Assistant Professor	JDCEM



Semester	Course Code	Name of the Course	L	T	P	Credits
I		Indian Social Economics	2	-	-	2

Pre- requisites for the Course	
1	Basic knowledge of Indian Sociology

Prior Reading Material/ Useful Links	
1	<a href="https://www.tutorialspoint.com/managerial_economics/managerial_economics_overview.htm">https://www.tutorialspoint.com/managerial_economics/managerial_economics_overview.htm</a>
2	<a href="https://www.cheggindia.com/career-guidance/managerial-economics-principals-types-and-scope">https://www.cheggindia.com/career-guidance/managerial-economics-principals-types-and-scope</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr. No	Course outcome number	CO Statement
1	CO1	Explain Social Economics, and its role in shaping public policy.
2	CO2	Outline the social structure of India, its impact on economic development
3	CO3	Analyze the causes and consequences of social inequality, and the role of social policies in promoting economic development.
4	CO4	Evaluate the interconnections between sustainable development, social progress, and economic growth, and role of social entrepreneurship in addressing social challenges.

### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Introduction to Social Economics:</b> Definition and Scope of Social Economics, Historical Development of Social Economics, Importance of Social Economics in Shaping Public Policy, Overview of Economic Systems: Capitalism, Socialism, and Mixed Economy [07 Hours]
<b>Unit II</b>	<b>Social Structure and Economic Development in India:</b> Caste System and its Economic Implications, Gender and Economic Participation, Class Structure and Poverty, Regional Disparities in Development, Economic Planning and Government Role in Social Welfare Poverty, Unemployment: Concepts, Government Initiatives, and Solutions [8 Hours]
<b>Unit III</b>	<b>Social Inequality and Development:</b> Income and Wealth Inequality: Factors and Structural Inequalities (Gender, Race, Ethnicity), Causes and Consequences of Inequality, Impact of Technological Change on Inequality, Theories of Economic Development: Modernization and Dependency Theory, Role of Social Policies (Education, Healthcare, Social Welfare) in Promoting Development [08 Hours]
<b>Unit IV</b>	<b>Sustainable Development and Social Entrepreneurship:</b> Overview of United Nations SDGs, Interconnection between Economic Development, Social Progress, and Environmental Sustainability, Importance of Sustainable Development for Equitable and Inclusive Societies, Social Entrepreneurship: Definition, Characteristics, & Role in Addressing Market Failures and Social Needs [05 Hours]
Text Books	

1	Social Economics: Market Behaviour in a Social Environment" by Gary S. Becker and Kevin M. Murphy, 2015 1st edition, Harvard University Press.
2	"Social Economics: Current and Emerging Avenues" edited by Sabina Alkire and Pietro F. Navarra, 2018, 1st edition, Cambridge University Press
3	"Resources, Values, and Development" by Amartya Sen: Author: Amartya Sen Publisher: Harvard University Press
<b>Reference Books</b>	
1	"Economics for Engineers: An Introduction" by S. Chandra Sekhar, 1st edition, Oxford University Press
2	"Awakening Giants, Feet of Clay" by Pranab Bardhan, Author: Pranab Bardhan Publisher: Princeton University Press
<b>Useful links</b>	
1	<a href="https://mrcet.com/downloads/MBA/Managerial%20Economics.pdf">https://mrcet.com/downloads/MBA/Managerial%20Economics.pdf</a>
2	<a href="https://saylordotorg.github.io/text_principles-of-managerial-economics/s01-introduction-to-managerial-eco.html">https://saylordotorg.github.io/text_principles-of-managerial-economics/s01-introduction-to-managerial-eco.html</a>
3	<a href="https://www.youtube.com/watch?v=xHmDtQ-S1Dk">https://www.youtube.com/watch?v=xHmDtQ-S1Dk</a>

**Contributions for syllabus designing:**

Sr.No	Name of the person	Designation	Organization	Signature
1	Dr Surendra S Jogi	Asst Professor	JDCOEM	
2	Dr Manoj Pandey	Asst Professor	JDCOEM	



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**Department of Management Studies**



<u>VISION</u>	<u>MISSION</u>
To evolve as a center that provides excellent learning and research environment for nurturing future management professionals.	3. To develop in the students strong domain knowledge and a passion for lifelong learning. 4. To develop managerial and leadership skills in the students along with a strong sense of ethics, social responsibilities and Professional values.

**Program: Bachelor of Business Administration**

Semester	Course Code	Name of the Course	L	T	P	Credits
II		Cost And Management Accounting	3	-	-	3

Pre-requisites for the course	
1	Basic Mathematical calculations

Prior Reading Material/useful links	
1	<a href="https://www.investopedia.com/terms/c/cost-accounting.asp">https://www.investopedia.com/terms/c/cost-accounting.asp</a>
2	<a href="https://www.accountingtools.com/articles/what-are-the-classifications-of-cost.html">https://www.accountingtools.com/articles/what-are-the-classifications-of-cost.html</a>
3	<a href="https://www.accountingtools.com/articles/process-costing.html">https://www.accountingtools.com/articles/process-costing.html</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr. No	Course outcome number	CO Statement
1	CO1	Classify cost elements and prepare cost sheets, tenders, or quotations for business proposals.
2	CO2	Compute process costs, abnormal loss/gain, and operating costs for transport services.
3	CO3	Calculate Break-Even Point, Profit Volume Ratio, and Margin of Safety. Apply costing concepts for cost ascertainment, profit computation, and business forecasting.
4	CO4	Prepare budgets for forecasting cost structures and cash positions for specific production capacities.

**Syllabus:**

Course Contents	
<b>Unit I</b>	<b>Introduction to cost accounting:</b> 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. [10 hours]
<b>Unit II</b>	<b>Process Costing:</b> 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. [10 hours]
<b>Unit III</b>	<b>Marginal Costing and CVP analysis:</b> Introduction, Application of Marginal costing in terms of cost control, Cost – Volume Profit Analysis, Break Even Charts and Profit Charts, level of activity planning- Break-even-analysis: Application of BEP for various business problems. [10 hours]
<b>Unit IV</b>	<b>Budget and Budgetary Control:</b> 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. [10 hours]
<b>Text Books</b>	
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.
<b>Reference Books</b>	
1	Taxman's Cost & Management Accounting – A student-oriented book with illustrations Ravi M Kishore, 6th Edition, Taxmann publication
2	Cost and Management Accounting- Theory, Problems and Solutions, M N Arora, 2019 Edition, Himalaya Publication.
<b>Useful links</b>	
1	<a href="https://www.managementstudyguide.com/cvp-analysis.htm">https://www.managementstudyguide.com/cvp-analysis.htm</a>
2	<a href="https://www.accountingcoach.com/break-even-point/explanation">https://www.accountingcoach.com/break-even-point/explanation</a>
3	<a href="https://www.managementstudyguide.com/budgetary-control.htm">https://www.managementstudyguide.com/budgetary-control.htm</a>

**Contributions for syllabus designing:**

Sr. No	Name of the person	Designation	Organization	Signature
1	Prof. Zuber Ahmed	Asst Professor	JDCEM	
2	Dr. Manoj Pande	Asst Professor	JDCEM	

Semester	Course Code	Name of the Course	L	T	P	Credits
II		Business Law	3	-	-	3

Prerequisites for the Course	
1	Knowledge about the process of legislation in India
2	Knowledge about the different types of laws

Prior Reading Material/Useful links	
1	<a href="https://blog.ipleaders.in/indian-legal-system-an-overview/">https://blog.ipleaders.in/indian-legal-system-an-overview/</a>
2	<a href="https://www.youtube.com/watch?v=rn_4PZRV85Q">https://www.youtube.com/watch?v=rn_4PZRV85Q</a>

**Course Outcomes:** At the end of the Course, the students will be able to

Sr. No	Course outcome number	CO Statement
1	CO1	Define the key terms in different business laws
2	CO2	Summarize the provisions related to essentials of valid contract, Negotiable instruments, IPR & its registration, sales of goods contract
3	CO3	Compare the various negotiable instruments, IPR laws and their application in business
4	CO4	Evaluate the validity and enforceability of contract, sales of goods, negotiable instruments

#### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Contract Act:</b> Definition, Essentials of contract: types of contract; offer and acceptance, considerations, capacity of parties, free consent, legality of object, void agreements; performance of contract; Discharge of Contract; Remedies for breach of Contract. [10 Hours]
<b>Unit II</b>	<b>Negotiable Instrument Act:</b> Negotiable instruments: meaning, types and essentials; Parties to negotiable instruments: Rights and liabilities; Presentation of negotiable instruments: essential conditions; Dishonor and discharge of negotiable instruments; Crossing and bouncing of Cheque. [10 Hours]
<b>Unit III</b>	<b>IPR:</b> <b>Patent law:</b> patent and patentability, rights of patent holder, patent registration process, infringement and remedies for infringement. <b>Copyright:</b> meaning and subject matter of copyrights; rights of copyright holder, registration process; infringement of copyright. <b>Trademark:</b> meaning and essentials; types of trademarks; registration process; rights of trademark holder; infringement and passing off. [10 Hours]
<b>Unit IV</b>	<b>Sales of Goods Act:</b> Introduction, Essentials of contract of sale, Sale vs Agreement to sell, Conditions and Warranties, Transfer of property as between the seller and the buyer, Rights of an unpaid seller, Buyer's rights against seller, Caveat Emptor [10 Hours]

<b>Text Books</b>	
1	K.R. Bulchandani: Business Law for Management
2	Legal Aspects of Business Concepts and Application, Parul Gupta, Vikas Publishing House.
3	Business Legislation for Management, M C Kuchhal & V Kuchhal, Vikas Publishing House.
<b>Reference Books</b>	
1	S.N.Maheshwari & Maheshwari: <i>Business Law and Regulation</i> , Himalaya.
2	Business Law, Seth, Pearson Education Asia
<b>Useful links</b>	
1	<a href="https://www.youtube.com/watch?v=0IwA0TNP7sc">https://www.youtube.com/watch?v=0IwA0TNP7sc</a>
2	<a href="https://www.youtube.com/watch?v=9wBD8XZtXmQ">https://www.youtube.com/watch?v=9wBD8XZtXmQ</a>

**Contributions for syllabus designing:**

<b>S. No.</b>	<b>Name of the Person</b>	<b>Designation</b>	<b>Organization</b>
1	Dr. Parvin Shaikh	Assistant Professor	JD COEM
2	Dr. Surendra Jogi	Assistant Professor	JD COEM

Semester	Course Code	Name of the Course	L	T	P	Credits
II		Foundations of Functional Management	2	-	-	2

Prerequisites for the Course	
1	Nil

Prior Reading Material/Useful Links	
1	<a href="https://www.mbaskool.com/business-concepts/marketing-and-strategy-terms/7011-marketing-management.html">https://www.mbaskool.com/business-concepts/marketing-and-strategy-terms/7011-marketing-management.html</a>
2	<a href="https://www.investopedia.com/terms/m/marketing-mix.asp">https://www.investopedia.com/terms/m/marketing-mix.asp</a>
3	<a href="https://www.managementstudyguide.com/human-resource-management.htm">https://www.managementstudyguide.com/human-resource-management.htm</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr. No	Course outcome number	CO Statement
1	CO1	Evaluate the marketing function and the role it plays significantly in achieving organizational success
2	CO2	Compare and contrast HRM, Personnel Management & HRD and outline the role of HRM as a key function within an organization
3	CO3	Explicate the finance functions in an organization
4	CO4	Define business analytics and its process along with understanding the importance of data and different types of analytics.

#### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Introduction to Marketing:</b> Market: Meaning and definition. Marketing Management: Scope, Definition and importance. Marketing environment: Definition, types and components. Marketing Mix: Introduction, concept & importance. [07 hours]
<b>Unit II</b>	<b>Introduction to HRM:</b> HRM - Meaning and definition, Objectives, Scope and importance of HRM, Role of HRM, Difference between HRM and Personnel Management, Difference between HRM and HRD [06 hours]
<b>Unit III</b>	<b>Introduction to Finance:</b> Meaning, Scope and importance of Business Finance. Finance Functions and their interrelationship, Goals & objectives of financial management, Financial Planning and Forecasting [07 hours]
<b>Unit IV</b>	<b>Introduction to Business Analytics:</b> Definition and scope of business analytics; Business analytics process; Importance of data-driven decision making; Types of analytics: Descriptive, Diagnostic, Predictive, and Prescriptive [07 hours]
Text Books	
1	Marketing management: Marketing Management by Philip Kotler - 15th Edition, Pearson Education India
2	K Aswathappa, Human Resource & Personnel Management, Fourth Edition, McGraw-Hill, New York, 2007.
3	P. Subba Rao, Personnel & Human Resource Management, Himalaya Publishing, Fifth Revised Edition, 2014.
Reference Books	
1	Business Analytics Principles, Concepts, and Applications: What, Why, and How, by Marc J. Schniederjans   Dara G. Schniederjans   Christopher M. Starkey, Pearson Education; 1st edition (29 September 2022); Pearson Education
Useful links	

1	<a href="https://www.investopedia.com/terms/f/financial-plan.asp">https://www.investopedia.com/terms/f/financial-plan.asp</a>
2	<a href="https://www.datasciencecentral.com/types-of-analytics/">https://www.datasciencecentral.com/types-of-analytics/</a>

**Contributions for syllabus designing:**

<b>Sr.No</b>	<b>Name of the person</b>	<b>Designation</b>	<b>Organization</b>	<b>Signature</b>
1	Prof. Zuber Ahmed	Asst. Professor	JDCEM	
2	Dr. Parvin Sheikh	Asst. Professor	JDCEM	



Semester	Course Code	Name of the Course	L	T	P	Credits
II		Elements of Statistics	2	-	-	2

Pre-requisites for the Course	
1	Basic mathematical operations

Prior Reading Material/Useful Links	
1	<a href="https://stattrek.com/statistics/statistics-tutorial.aspx">https://stattrek.com/statistics/statistics-tutorial.aspx</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr. No	Course outcome number	CO statement
1	CO1	Compute measure of central tendency.
2	CO2	Compute various measures of dispersion using quartiles, standard deviation, coefficient of variation etc.
3	CO3	Determine the skewness and tailedness of a data series.
4	CO4	Create different types of tables for data presentation and will also be identify different types of data series.

Syllabus:

Course Contents	
<b>Unit I</b>	<b>Introduction to Statistics:</b> Meaning, Scope, Importance, Objects, Functions and Limitations of Statistics. Collection of data, Primary and Secondary data, Sampling methods of Statistics, Tabulation and Classification, Frequency distribution: Elements of Series, Types of Series: Simple or Individual, Discrete Series, Continuous Series: Exclusive, Inclusive, Cumulative, less than, More than, Irregular continuous series, Continuous series, Class Interval, Class Frequency [07 hours]
<b>Unit II</b>	<b>Measures of Central Tendency:</b> Meaning, Type of average, Advantage and Disadvantage of Mean, median, mode, Calculation Arithmetic Mean, Median, Mode, (Problems) [07 hours]
<b>Unit III</b>	<b>Dispersion:</b> Meaning, significance and Necessity of measures of dispersion, Methods of measuring dispersion, Standard Deviation, Lower Quartile, Upper Quartile, Quartile Deviation, Co-efficient of Quartile Deviation (Problems) [07 hours]
<b>Unit IV</b>	<b>Skewness and Kurtosis:</b> Skewness: Meaning and concept of skewness, types of skewness, Karl Pearson and Bowley's Coefficient of skewness, Kurtosis: Concept of Kurtosis, Types of Kurtoses, Computation of Kurtosis [07 hours]
Text Books	
1	Business Statistics A Self Study Text Book, Dr. P. C. Tulsian & Bharat Jhunjhunwala, S. Chand Publishing.
2	Fundamental of Statistics: S. C. Gupta – Himalaya Publishing House.
Reference Books	
1	Business Mathematics & Statistics: NEWK Nag & S.C. Chanda – Kalyani Publishers
2	Problem in Statistics: Y. R. Mahajan - Pimplapure Publisher Nagpur

Useful Links	
1	<a href="https://www.investopedia.com/terms/p/primarydata.asp">https://www.investopedia.com/terms/p/primarydata.asp</a>
2	<a href="https://www.statisticshowto.com/probability-and-statistics/standard-deviation/">https://www.statisticshowto.com/probability-and-statistics/standard-deviation/</a>

**Contributions for syllabus designing:**

Sr.No	Name of the person	Designation	Organization	Signature
1	Dr Surendra S Jogi	Asst Professor	JDCOEM	
2	Prof Zubair Ahmed	Asst Professor	JDCOEM	

Semester	Course Code	Name of the Course	L	T	P	Credits
II		Introduction to International Trade	2	0	0	2

Pre-requisites for the Course	
1	Nil

Prior Reading Material/ Useful Links	
1	<a href="https://www.economicdiscussion.net/international-trade/difference-between-domestic-trade-and-international-trade/11838">https://www.economicdiscussion.net/international-trade/difference-between-domestic-trade-and-international-trade/11838</a>
2	<a href="https://www.investopedia.com/terms/m/modes-of-entry.asp">https://www.investopedia.com/terms/m/modes-of-entry.asp</a>
3	<a href="https://www.economicshelp.org/blog/glossary/trade-creation-and-trade-diversion/">https://www.economicshelp.org/blog/glossary/trade-creation-and-trade-diversion/</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr. No	Course outcome number	CO Statement
1	CO1	Differentiate domestic and international trade and define MNC
2	CO2	Identify and explain the role of WTO in international trade.
3	CO3	Explain the concept of regional trade agreements
4	CO4	Summarize the role of international financial institution in international trade. and outline the concept of FDI and financial support for establishing EPZ and SEZ

#### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Introduction and concepts of the international trade:</b> Domestic and international business comparison, advantages and disadvantages of domestic trade and international trade respectively, Reasons for entering into international trade, modes of entry, Concept of MNC, TNC. [07 hours]
<b>Unit II</b>	<b>WTO:</b> Structure, functions and roles in the current international business scenario, an overview of WTO agreements, concept of Trade Creation, trade Diversion, Concept and Various levels of International Economic Integration, PTA, FTA, Custom Union, Common Market, Economic Union, Political Union [07 hours]
<b>Unit III</b>	<b>Major Regional Trade Agreements:</b> Features of European Union, SAARC, NAFTA, ASEAN, SAFTA, Limitations of Regional Economic Integration, BRICS [07 hours]
<b>Unit IV</b>	<b>International financial institutions:</b> Structure, roles, functions of World Bank/ IMF, ADB. Financial support available in India –EPZs, SEZs, Future trends in international business, concepts of FDI and Portfolio investments [07 hours]
Text Books	
1	Justin Paul, International Business, Prentice Hall of India
2	Alan M. Rugman and Richard M. Hodgetts, International Business by Pearson Education.
3	Joshi, R.M, International Business, Oxford Publishing
Reference Books	
1	International Business, K. Ashwathappa
Usefullinks	
1	<a href="https://www.investopedia.com/terms/r/regional-trade-agreement-rta.asp">https://www.investopedia.com/terms/r/regional-trade-agreement-rta.asp</a>

2	<a href="https://www.investopedia.com/terms/f/fdi.asp">https://www.investopedia.com/terms/f/fdi.asp</a>
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**Contributions for syllabus designing:**

<b>Sr. No</b>	<b>Name of the person</b>	<b>Designation</b>	<b>Organization</b>	<b>Signature</b>
1	Prof. Zuber Ahmed	Asst. Professor	JDCOEM	
2	Dr. Parvin Shaikh	Asst. Professor	JDCOEM	

Semester	Course Code	Name of the Course	L	T	P	Credits
II		Company Law	2	0	0	2

Pre-requisites for the Course	
1	No pre-requisites

Prior Reading Material/Useful links	
1	<a href="https://www.youtube.com/watch?v=gqPd-9_6VNI">https://www.youtube.com/watch?v=gqPd-9_6VNI</a>

**Course Outcomes:** At the end of the Course, the students will be able to

Sr. No	Course outcome number	CO Statement
1	CO1	Define the key terms in Companies Act
2	CO2	Outline the features of a company, legal position of the promoter, contents of MOA & AOA & provisions related to meetings
3	CO3	Demonstrate the procedure for formation of company, alteration of MOA, AOA
4	CO4	Differentiate between Partnership & Company, different types of companies, MOA & AOA, Company Meetings

### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Company:</b> Definition of company, characteristics of company, company distinguished from partnership, kinds of companies, process of incorporation of company. [07Hours]
<b>Unit II</b>	<b>Promoters:</b> Definition of the word 'promoter, Promoters' contract and the ratification thereof, Promoter's legal position, Rights of promoters, Remuneration of promoters, Duties of a promoter, Liabilities of promoters, Remedies available to the company against the promoter.[07Hours]
<b>Unit III</b>	<b>Procedural Aspects in the formation of companies:</b> Memorandum of Association (MOA), Articles of Association (AOA), Alteration of MOA and AOA, Distinction between MOA and AO, Doctrine of ultra-vires, Doctrine of Constructive Notice, Doctrine of indoor management and exceptions to it.[07Hour]
<b>Unit IV</b>	<b>Company Meetings:</b> Types of meetings- Statutory, Annual General Meeting, Extra ordinary General Meeting, Class Meetings, Meetings of Board of Directors, Quorum, Voting rights, Proxy, Resolutions [07 Hours]
Text Books	
1	A.K. Mujumdar, Dr. G.K. Kapoor, Company Law and Practice; Taxmann
2	M.C. Kuchhal : Modern Indian Company Law; Shri Mahavir Book Depot

<b>Reference Books</b>	
1	A. Ramaiya : Guide to the Companies Act; Lexis Nexis, Butterworths Wadhwa
2	N.D.Kapoor on Company Law, Charles Wild and Stuart Weinstein Smith and Keenan, Company Law, Pearson Longman
<b>Useful links</b>	
1	<a href="https://www.youtube.com/watch?v=Y9ftPBqYC0M">https://www.youtube.com/watch?v=Y9ftPBqYC0M</a>
2	<a href="https://www.youtube.com/watch?v=8XeSA7nGrT4">https://www.youtube.com/watch?v=8XeSA7nGrT4</a>
3	<a href="https://www.youtube.com/watch?v=I6wK7Q_4LBU">https://www.youtube.com/watch?v=I6wK7Q_4LBU</a>
4	<a href="https://www.youtube.com/watch?v=o06Az7tpHhA&amp;t=13s">https://www.youtube.com/watch?v=o06Az7tpHhA&amp;t=13s</a>

**Contributions for syllabus designing:**

<b>S.No.</b>	<b>Name of the Person</b>	<b>Designation</b>	<b>Organization</b>
1	Dr. Parvin Shaikh	Assistant Professor	JD COEM
2	Dr. Surendra Jogi	Assistant Professor	JD COEM

Semester	Course Code	Name of the Course	L	T	P	Credits
II		Business Cycle Theory	2	-	-	2

Pre-requisites for the course	
1	Basic knowledge of Economics

Prior Reading Material/ Useful links	
1	<a href="https://egyankosh.ac.in/bitstream/123456789/76555/1/Unit-4.pdf">https://egyankosh.ac.in/bitstream/123456789/76555/1/Unit-4.pdf</a>
2	<a href="https://cleartax.in/s/inflation-deflation">https://cleartax.in/s/inflation-deflation</a>
3	<a href="https://jnccollegeonline.co.in/attendance/classnotes/files/1632134133.pdf">https://jnccollegeonline.co.in/attendance/classnotes/files/1632134133.pdf</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr. No	Course outcome number	CO statement
1	CO1	Differentiate between various phases of business cycle.
2	CO2	Summarise the causes and impact of Inflation and Deflation
3	CO3	Relate government policies with business cycle
4	CO4	Compare various business cycle theories.

### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Business Cycle:</b> Meaning and Concept of the business cycle, Features of Business Cycles, Causes of Business Cycle. Significance of Business Cycle, Kinds of Business Cycles. Phases of Business Cycles: Expansion, Contraction. Business Cycle Indicators: Leading Indicators, Lagging Indicators, Coincident Indicators. [07 Hours]
<b>Unit II</b>	<b>The New Economic Paradigm:</b> Inflation: Meaning and Concept, Types of Inflation, Causes of Inflation, Impact of Inflation, remedies (Measures) to Control Inflation. Deflation: Meaning and concept, Causes of Deflation, Impact of Deflation, remedies (Measures) to Control Deflation. [07 Hours]
<b>Unit III</b>	<b>Policies Used by the Government to Smooth out Business Cycles:</b> Fiscal policy: Meaning and Concept of Fiscal policy, objectives of fiscal policy, Fiscal policy Instruments: (Budget, Taxation, Public Expenditure, public revenue, Public Debt, and Fiscal Deficit in the Economy, etc.) Monetary policy: Meaning and Concept of Monetary policy, Objectives of Monetary policy, Monetary policy instruments: (Interest Rates, Cash reserve requirements, Open market transactions, Moral Persuasion, Exchange rates, etc.) [07 Hours]
<b>Unit IV</b>	<b>Theories of Business Cycles:</b> Keynesian Theory of Business Cycle, Schumpeter's Innovation Theory of Business Cycle, Samuelson's Model of Business Cycle: Interaction between Multiplier and Accelerator, Real Business Cycle Theory. [07 Hours]
Text Books	
1	Business Cycles: History, Theory, and Investment Reality by Lars Tvede
2	Monetary Theory and the Business Cycle by Friedrich Hayek
3	The Business Cycle: Theories and Evidence by Fischer Black
4	Business Cycles by Joseph A. Schumpeter
Reference Books	

1	Modern Economic Theory, K K Dewett, M H Navalur, S Chand Publication, 2006 Edition
2	Macro Economics, 20th edition, Ahuja H L, S Chand Publication
3	<a href="https://egyankosh.ac.in/bitstream/123456789/76555/1/Unit-4.pdf">https://egyankosh.ac.in/bitstream/123456789/76555/1/Unit-4.pdf</a>
<b>Usefullinks</b>	
1	<a href="https://www.youtube.com/watch?v=oKdnOgHPRuI">https://www.youtube.com/watch?v=oKdnOgHPRuI</a>
2	<a href="https://www.youtube.com/watch?v=fuvFJ-9Uyx8">https://www.youtube.com/watch?v=fuvFJ-9Uyx8</a>
3	<a href="https://www.youtube.com/watch?v=ntxMOKXHlfo">https://www.youtube.com/watch?v=ntxMOKXHlfo</a>
4	<a href="https://www.youtube.com/watch?v=lAnIRORWA7k">https://www.youtube.com/watch?v=lAnIRORWA7k</a>

**Contributions for syllabus designing:**

Sr. No	Name of the person	Designation	Organization	Signature
1	Prof. Anirudh Ramteke	Asst. Professor	JDCEM	



Semester	Course Code	Name of the Course	L	T	P	Credits
II		E Commerce & M Commerce	2	-	-	2

Prerequisites for the course	
1	Basic knowledge about the use of IT in commerce

Prior Reading Material/useful links	
1	<a href="https://youtu.be/kW8R49dR31Q">https://youtu.be/kW8R49dR31Q</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr. No	Course outcome number	CO statement
1	CO1	Explain various business models of E-Commerce.
2	CO2	Describe E-Commerce Sales Product Life Cycle (ESLC) Model,
3	CO3	Summarize various facets of Consumer Oriented E Commerce
4	CO4	Apply the knowledge about electronic payment models

#### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Overview of developments in Information Technology and Defining E-Commerce:</b> The scope of E commerce, Electronic Market, Electronic Data Interchange, Internet Commerce [07 Hours]
<b>Unit II</b>	<b>Introduction to e-commerce and m-commerce:</b> E Commerce architecture and its types; E Commerce Business Models; M-Commerce Services, Benefits and limitations of E-Commerce [07 Hours]
<b>Unit III</b>	<b>Consumer Oriented E Commerce:</b> E-Retailing: Traditional retailing and e retailing, Benefits of e retailing, Key success factors, Models of e retailing, and Features of e retailing. E services: Categories of e-services, Web-enabled services, and matchmaking services, Information-selling on the web, e-entertainment, Auctions and other specialized services. Business to Business Electronic Commerce [07 Hours]
<b>Unit IV</b>	<b>Electronic Payment Models:</b> Credit card, Debit Card, Smart Card, Internet Banking, Immediate Payment Services (IMPS), Mobile Wallet, Aadhar Enabled Payment Services, Mobile Banking, Cryptocurrency, e-RUPI Etc.) [07 Hours]
Text Books	
1	Elias. M. Awad, " Electronic Commerce", Prentice-Hall of India Pvt Ltd.
2	Ravi Kalakota, Andrew B. Whinston, "Electronic Commerce-A Manager's guide", Addison-Wesley.
Reference Books	
1	E-Commerce 2023: Business, Technology, Society", Authors: Kenneth C. Laudon and Carol Guercio Traver, Publisher: Pearson Education
2	"Introduction to E-Commerce and E-Business", Author: Colin Combe, Publisher: Routledge (Taylor & Francis Group)
Useful Links	
1	<a href="https://youtu.be/xuAltdNpvC0">https://youtu.be/xuAltdNpvC0</a>

2	<a href="https://youtu.be/uOot36MMHWM">https://youtu.be/uOot36MMHWM</a>
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**Contributions for syllabus designing:**

<b>Sr.No</b>	<b>Name of the person</b>	<b>Designation</b>	<b>Organization</b>	<b>Signature</b>
1	Dr Surendra S Jogi	Asst Professor	JDCOEM	
2	Prof Zubair Ahmed	Asst Professor	JDCOEM	

Semester	Course Code	Name of the Course	L	T	P	Credits
II		Office Management	-	-	4	2

Pre-requisites for the course	
1	Basic communication skills

Prior Reading Material/ Useful Links	
1	<a href="https://planergy.com/blog/office-management/">https://planergy.com/blog/office-management/</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr.No	Course outcome number	CO statement
1	CO1	Describe concept and importance of office management.
2	CO2	Create mails and letter for internal and external communication.
3	CO3	Prepare a policy and manuals for office.
4	CO4	Prepare the document for office meetings.

## Syllabus

Course Contents	
<b>Unit I</b>	<b>Office Management:</b> Office Management: Concept and Definition, Nature and Scope. Elements and Functions, Office Manager: Functions, Duties and Responsibilities, Challenges before Modern Office Manager, Effective Management Techniques. [12 hours]
<b>Unit II</b>	<b>Office Communication:</b> Meaning, Types: Internal and External communications, Features of good communication. Process of Communications. Basic Principles of communications. Barriers to communications. Measures to overcome barriers. [12 hours]
<b>Unit III</b>	<b>Office Manuals &amp; Reports:</b> Office Manuals & Reports Introduction, need, sources, types, advantages of manuals. Introduction, functions, classification of reports, basic Principles of writing reports, specimen of report. [12 hours]
<b>Unit IV</b>	<b>Office Meeting:</b> Office Meeting: Meaning, Definition, Importance, Purposes and Types of Meetings. Meeting: Essentials of Valid meeting & drafting notices, Agenda & Minutes, Factors of Successful meeting. [12 hours]
Text Books	
1	Office Organization and Management. C B Gupta, Sultan Chand & Sons.
2	Office Organization and Management, N. Kumar & R. Mittal, Anmol Publication Pvt. Ltd.
Reference Books	
1	Fundamental of Office Management- J.P. Mahajan, Pitamber Publishing Co.
2	Office Management-Dr. A H Lokhandwala & V.K. Behere, Nirali Prakashan,
Useful Links	
1	<a href="https://www.youtube.com/watch?v=I0pU8KjKR-I&amp;pp=ygUUT2ZmaWNIIGNvbW11bmljYXRpb24%3D">https://www.youtube.com/watch?v=I0pU8KjKR-I&amp;pp=ygUUT2ZmaWNIIGNvbW11bmljYXRpb24%3D</a>
2	<a href="https://www.youtube.com/watch?v=CSD2BaM_zAk&amp;pp=ygURb2ZmaWNIIG1hb mFnZW11bnQ%3D">https://www.youtube.com/watch?v=CSD2BaM_zAk&amp;pp=ygURb2ZmaWNIIG1hb mFnZW11bnQ%3D</a>

**List of Practical**

1. Prepare a letter for inviting quotation of stationary supplies to Office.
2. Prepare a Joining letter for a new employee in the office.
3. Write an email to customer to apologize for delay in fulfilling orders.
4. Prepare an appreciation letter praising employee in office.
5. Prepare a leave policy for the office employee.
6. Prepare a manual to claim reimbursement of office tours.
7. Prepare a notice and agenda of an employee meeting to brief them on new project.
8. Prepare the minutes of the of an employee meeting to brief them on new project.
9. Prepare a report on annual employee performance.
10. Write a report on action taken of customer complaint against office staff.

**Contributions for syllabus designing:**

<b>Sr. No</b>	<b>Name of the person</b>	<b>Designation</b>	<b>Organization</b>	<b>Signature</b>
1	Prof. Niharika Singh	Asst. Professor	JDCOEM	

Semester	Course Code	Name of the Course	L	T	A	Credits
II		Mutual Fund Agent	1	-	2	2

Pre-requisites for the Course	
1	Basic Knowledge of Mutual Funds

Prior Reading Material/ Useful Links	
1	<a href="https://www.investopedia.com/mutual-funds-4427788">https://www.investopedia.com/mutual-funds-4427788</a>

**Course Outcomes:** At the end of the Course, the learner will be able to

Sr. No	Course outcome number	CO Statement
1	CO1	Explain role of a mutual fund agent and legal and regulatory environment of Mutual fund
2	CO2	Analyze the impact of macro-economic factors on mutual fund market
3	CO3	Evaluate mutual fund schemes as per the customer needs
4	CO4	Assist the customer with application process & portfolio selection

Syllabus:

Course Contents	
<b>Unit I</b>	Introduction, History of Mutual Funds, Structure of Mutual Funds, Financial Planning and Potential Investors, Role of a Mutual Fund Agent, Legal & Regulatory Environment, Macro Economic Environment. [04 hours] <i>Activity–Update knowledge on mutual fund market, Keep up to date on regulations and guidelines, Impact of Macro Economic factors on mutual fund market.[06 hours]</i>
<b>Unit II</b>	Structure of Mutual Fund Products, Accounting of Mutual Funds, Tax and Tax-Related Regulations, Financial Planning, Marketing of Mutual Funds. [04 hours] <i>Activity–Approach and market various mutual funds schemes to prospective customer identified, Assist customer with determining most suitable mutual fund scheme according to needs, Receive approval for initiating purchase process. [06 hours]</i>
<b>Unit III</b>	Offer Documents and Application Forms, Account Opening and KYC Process, Modes of Investment, Timing of Investment, Risk Allocation and Portfolio Selection. [04 hours] <i>Activity–Assist customer with the application process for purchasing the mutual fund, Collect and ensure payments are processed at the bank/organization, Deliver proof of purchase and plan follow-up sessions [06 hours]</i>
<b>Unit IV</b>	Customer Relationships, After Sales Service. [04 hours] <i>Activity–Develop long-term relationships with customers, Respond to customer queries and clarifications and advice the customers on existing product and new schemes, assist in termination of investment. [06 hours]</i>
Text Books	
1	"Mutual Funds in India: Emerging Issues"Rajesh Chakrabarti and Sankar DePublisher: Oxford University Press
2	"Mutual Funds: Principles and Practices"Dr. S. Gurusamy Publisher: Tata McGraw-Hill Education

<b>Reference Books</b>	
1	"Fundamentals of Mutual Funds" Bharat Rego, Publisher: Taxmann Publications
2	"Financial Markets and Institutions" Frederic S. Mishkin and Stanley G. Eakins Publisher: Pearson Education
<b>Useful Links</b>	
1	<a href="https://www.amfiindia.com">https://www.amfiindia.com</a>
2	<a href="https://www.moneycontrol.com/mutualfunds/">https://www.moneycontrol.com/mutualfunds/</a>

**Contributions for syllabus designing:**

<b>Sr. No</b>	<b>Name of the Person</b>	<b>Designation</b>	<b>Organization</b>	<b>Signature</b>
1	Dr Manoj Pande	Asst Professor	JDCOEM	
2	Prof Zubair Ahmed	Asst Professor	JDCOEM	

Semester	Course Code	Name of the Course	L	T	P	Credits
II		Aptitude Development-1	2	-	-	2

Pre-requisites for the Course	
1	Learn tables up to 30 for faster calculation.
2	Fundamental knowledge of Quantitative Aptitude, Logical Reasoning

Prior Reading Material/ Useful Links	
1	"Quantitative Aptitude for Competitive Examinations" by R.S. Aggarwal
2	"How to Prepare for Quantitative Aptitude for MBA and Other Competitive Exams" by Arun Sharma

**Course Outcomes: At the end of the Course, Student will be able to:**

Sr.No	Course Outcome Number	CO Statement
1	CO1	Solve the problems easily by using Short-cut method with time management which will be helpful to them to clear the competitive exams for better job opportunity.
2	CO2	Analyze the Problems logically and approach the problems in a different manner.
3	CO3	Interpret use quantitative techniques for data analysis and decision-making.
4	CO4	Adapting and communicate quantitative results effectively.
5	CO5	To prepare for various public and private sector exams & placement drives.

**Syllabus:**

Course Contents	
<b>Unit I</b>	<b>Number Systems:</b> Types of numbers (natural, whole, integers, rational, irrational, real), Square, Square root, cube and cube root HCF and LCM, Divisibility rules, Number series.[6Hrs.]
<b>Unit II</b>	<b>Percentages, Ratios, and Proportions:</b> Percentage calculations, Ratio and proportion concepts, Compound interest, Simple interest. [6 Hrs.]
<b>Unit III</b>	<b>Averages, Mixtures, and Allegations:</b> Average calculations, Mixture and allegation problems, Weighted averages [6 Hrs.]
<b>Unit IV</b>	<b>Profit, Loss, Discount, Time, Work, and Distance:</b> Profit and loss calculations, Discount calculations, Markup and markdown, Time, work, and distance problems, Pipes and cisterns [7 Hrs.]
Text Books	
1	Quantitative Aptitude– Kiran Publication
2	R. S. Aggarwal, Quantitative Aptitude (Fully solved), Reprint 2016, S. Chand
Reference Books	

1	R.V. Praveen, Quantitative Aptitude and Reasoning, 2nd Revised Edition 2013, Prentice-Hall of India Pvt. Ltd.
2	G. K. Ranganath, C. S. Sampangiram and Y. Rajaram, A text Book of business Mathematics, 2008, Himalaya Publishing House.
3	How to Prepare for Quantitative Aptitude for MBA and Other Competitive Exams" by Arun Sharma
4	"Quantitative Aptitude for Competitive Examinations" by R.S. Aggarwal.
<b>Useful links</b>	
1	<a href="https://www.youtube.com/watch?v=B8dZvuG2yEE">https://www.youtube.com/watch?v=B8dZvuG2yEE</a>
2	<a href="https://www.youtube.com/watch?v=fkDsSAQQ6Qk">https://www.youtube.com/watch?v=fkDsSAQQ6Qk</a>
3	<a href="https://www.geeksforgeeks.org/aptitude-for-placements/">https://www.geeksforgeeks.org/aptitude-for-placements/</a>

**Contributions for syllabus designing:**

Sr. No	Name of the Person	Designation	Organization	Signature
1	Prof. Sumedh Jadhao	Asst Professor	JDCOEM	



Semester	Course Code	Name of the Course	L	T	P	Credits
II		Constitution of India	2	0	0	2

Pre-requisites for the Course	
1	Basic knowledge about the

Prior Reading Material/Useful links	
1	<a href="https://judgments.ecourts.gov.in/KBJ/?p=home/intro">https://judgments.ecourts.gov.in/KBJ/?p=home/intro</a>

**Course Outcomes:** At the end of the Course, the students will be able to

Sr. No	Course outcome number	CO statement
1	CO1	Outline the historical background of Constitution framing
2	CO2	Elucidate the salient features of Indian Constitution
3	CO3	Describe the Fundamental rights, duties & DPSP
4	CO4	Summarize the organs of state with their powers & duties

#### Syllabus:

Course Contents	
<b>Unit I</b>	<b>Historical Background:</b> Framing of the Indian Constitution: General Idea about the Constituent Assembly of India. [06Hours]
<b>Unit II</b>	<b>Preamble</b> – Nature and key concepts/Constitutional values, Socialism, Secularism, Democracy, Justice, Liberty, Equality and Fraternity; Salient Features of the Constitution of India [07Hours]
<b>Unit III</b>	<b>Fundamental Rights, Duties &amp; DPSP:</b> General study about the kinds, nature and importance of; Fundamental Rights, Directive Principles of State Policy and Fundamental Duties [07Hour]
<b>Unit IV</b>	<b>Introduction of the Constitutional Institutions and Authorities;</b> Central Legislature and Executive (Parliament of India, President of India and Council of Ministers), State Legislature and Executive (State legislative Assemblies, Governors and Council of Ministers), Higher Judiciary (Supreme Court of India and High Courts) [07 Hours]
Text Books	
1	An Introduction to Constitution of India, Durga Das Basu, 22nd Edition, LexisNexis.
2	Indian Polity, M. Laxmikant, 5th Edition, McGraw Hill
Reference Books	
1	Constitutional Law of India, J.N Pande 51st Edition, Central Law Agency, Allahabad.
Useful links	
1	<a href="https://archive.nptel.ac.in/courses/129/106/129106003/">https://archive.nptel.ac.in/courses/129/106/129106003/</a>

2	<a href="https://www.digimat.in/nptel/courses/video/129106003/L05.html">https://www.digimat.in/nptel/courses/video/129106003/L05.html</a>
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**Contributions for syllabus designing:**

<b>S.No.</b>	<b>Name of the Person</b>	<b>Designation</b>	<b>Organization</b>
1	Dr.ParvinShaikh	Assistant Professor	JDCEM
2	Dr. Surendra Jogi	Assistant Professor	JDCEM