

(ESTD. 1962)

"Education through self - help is our motto" KARMAVEER

Rayat Shikshan Sanstha's

# Chandraroop Dake Jain College of Commerce

Shrirampur, Pin- 413 709, Dist. A'Nagar, (M.S.)

NAAC Re - accredited 'A' Grade (C.G.P.A-3.14)

ISO 9001-2015 Certified

Uni.Id.No.PU /AN / C / 05 (1962)

• Founder- Padmabhushan Dr.Karmaveer Bhaurao Patil D. Lit.

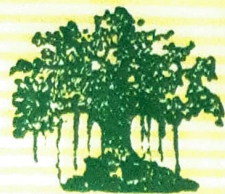
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## 1.3.1 Various Cross Cutting issues Addressed in syllabus

Sr No	Class	Subject	Cross Cutting issues Addressed in syllabus
1	F.Y.B.Com	Co-Operation	Human Values
2	F.Y.B.Com	Consumer Protection & Business Ethics	Human Values /Gender Equity
3	F.Y.B.Com	Business Environment & Entrepreneurship	Professional Ethics
4	F.Y.B.Com	Marathi	Gender Equity
5	F.Y.B.Com	Financial Accounting	Professional Ethics
6	S.Y.B.Com	Environmental Awareness	Environmental Sustainability
7	S.Y.B.Com	Elements of company law	Professional Ethics
8	T.Y.B.Com	M.Law	Professional Ethics
9	M.Com-I	Human Right	Human Values
10	M.Com-I	Cyber Securities	Professional Ethics
11	Short Term Course	Soft Skills	Human Values
12	Short Term Course	Professional Accounting	Professional Ethics
13	Short Term Course	Marketing Skills and Marketing Survey	Professional Ethics /Human Values



I/C Principal  
C.D.Jain College of Commerce  
Shrirampur, Dist.Ahmednagar

**F.Y. B.Com**  
**Optional Paper**  
**Subject Name -: Co-operation**

• **Objectives:**

1. To acquaint the students with the concept of co-operation and its movement.
2. To introduce the scope of Co-operation.
3. To make students build their career in the field of Co-operation and Rural Development.

Term I		
Unit No.	Topic	No. of Lecturers
1	<b>Concept of Co-operation</b>	12
	Meaning & Definitions	
	Objectives	
	Nature and Scope of Co-operation.	
2	<b>Principles of Co-operation- Evaluation of Co-operative principles and modifications there in from time to time.</b>	12
	International Co-operative Alliance (I.C.A) Committee-1937	
	International Co-operative Alliance (I.C.A.) Commission-1966	
	International Co-operative Alliance (I.C.A.) Commission-1995	
3.	<b>History of Indian Co-operative Movement – Origin of Co-operative movement in India.</b>	12
	Sir Fedrick Nicholson Report 1904	
	Maclagen Committee Report 1912	
	Gorewala Committee Report 1954	
	Vaidyanathan Committee Report 2005	
4.	<b>Contribution to the development of Co-operative Movement in India of:</b>	12
	Dr. Dhananjay Gadgil	
	Padmashri. Vaikuntbhai Mehta	
	Padmashri. Vitthalrao Vikhe Patil	
	Dr. Verghese Kurien	
	Karmaveer Bhausahab Hiray	
	<b>Total</b>	<b>48</b>

Term II		
Unit No.	Topic	No. of Lecturers
5	<b>Different Types of Co-operative</b>	12
	Rural Co-operative and Urban Co-operative	
	Agriculture Co-operative and Non Agriculture Co-operative.	
	Credit Co-operative and Non Credit Co-operative.	
	Weaker Sections Co-operatives.	

		Federation of Co-operatives	
6	<b>Government and Co-operative movement</b>		12
		Role of Central Government	
		Role of State Government	
7.	<b>Achievement of Co-operative movement</b>		12
		Strength and Weakness	
		Future Trends of Co-operative Movement in India	
8.	<b>Co-operative Education and Training</b>		12
		Objectives of Co-operative Education and Training. Training arrangement in India. Evaluation of education and training programmes. Problems and suggestions	
		<b>Total</b>	<b>48</b>

**F.Y. B.Com.**  
**Optional Paper**  
**Consumer Protection and Business Ethics**

• **Objectives:**

- 1) To acquaint the students with consumer and consumer movement.
- 2) To make the students aware about consumer rights, duties and mechanism for resolving their disputes.
- 3) To make students aware about role of united nations and consumers' associations in protection of consumers.
- 4) To make the students aware about laws relating to consumers.
- 5) To acquaint the students with role of Business Ethics in various functional areas.

Term I		
Unit No.	Topic	No. of Lecturers
I	<b>Consumer and Consumerism:</b>	18
	Consumer: Concept, Meaning, Definition and Features	
	Problems of consumers: Rural and urban, Its Nature and Types	
	Consumerism – Meaning, objectives, Benefits-Consumerism in India	
	Rights, Duties and Responsibilities of Consumers.	
	Consumer Movement-Meaning-Definition-Importance, Scope & Features	
	Development of Consumer Movement in India- Problems and Prospects	
II	<b>Voluntary Consumer Organizations (VCO) and Consumer Protection</b>	06
	VCO: Origin, Importance, Functions and Limitations	
	Challenges before VCOs	

		Role of Voluntary Consumer Organization in Consumer Protection in the area of marketing & Advertisements.	
		Consumer Education-Meaning-Definition-Objectives	
III		<b>United Nations Guidelines for Consumer Protection:</b>	06
		United Nations and Consumer Protection	
		United Nations Guidelines for Consumer protection, 1985.	
		Objectives.	
		General principles.	
		Guidelines	
		Physical Safety	
		Promotion and protection of consumers' economic interests	
		Standards for the safety and quality of consumer goods and services	
		Education and Information Programme	
		Promotion of Sustainable Consumption	
IV		<b>Consumer Protection Act, 1986:</b>	18
		Background – Need-Scope and Features	
		Definitions- Consumer-Goods-Services- Complaints, Complainant- Defect in Goods- Deficiency in Services, Unfair trade practices, Restricted Trade practices.	
		Consumer Protection Councils-Composition-Working-and Objectives of:	
		District Consumer Protection Council	
		State Consumer Protection Council	
		National Consumer Protection Council	
		Mechanism for Redressal-Composition and working of- Consumer Disputes Redressal Agencies:	
		District Consumer Disputes Redressal Forum	
		State Consumer Disputes Redressal Commission	
		National Consumer Disputes Redressal Commission	
		Procedure of filing complaints	

Term II		
Unit No.	Topic	No. of Lecturers
V	<b>An overview of various Laws for the Protection of Consumers:</b>	18
	The Bureau of Indian Standards Act, 1986 (Sections - 1,10,11,14,33)	
	The Competition Act, 2002 (Sections – 1, 3 to 6)	
	Right to Information Act, 2005 (Sections – 1 to 11, 18, 19 and 20)	
	Food Safety and Standards Act, 2006 (Sections– 1to 3, 18 to 28)	
VI	<b>Protection of Consumer against Standard Form of Contract:</b>	

		Nature and Relevance of Standard Form of Contract	
		Judicial Response to Standard Form of Contract in India and Abroad	
		Legislative Reforms	
VII		<b>Conceptual Framework of Business Ethics:</b>	
		Concept of Ethics: Its Meaning and Nature	
		Definition importance and Scope of Business Ethics	
		Types of Business Ethics; viz:-	
		Professional business ethics	
		Ethics of accounting information	
		Ethics of Production	
		Ethics of intellectual property skill, knowledge etc.	
VIII		<b>Business Ethics in Modern Times:</b>	
		Social Responsibilities of Business	
		Business Ethics and Environmental Issues: Indian and International level - Green initiatives	
		Management and Ethics	
		Ethical Issues in Marketing	
		Ethical Issues in Human Resource Management	

**F.Y. B.Com.**  
**Business Environment and Entrepreneurship**  
**Optional Paper**

• **Objectives:**

- 1) To make the students aware about the Business Environment.
- 2) To create entrepreneurial awareness among students,
- 3) To motivate students to make their mind set for taking up entrepreneurship as career.

<b>Term I</b>		
<b>Unit No.</b>	<b>Topic</b>	<b>No. of Lecturers</b>
1	Business Environment - Concept- Importance - Inter relationship between environment and entrepreneur, Types of Environment- Natural, Economic - Political - Social - Technical - Cultural - Educational - Legal - Cross-cultural – Geographical etc.	12
2	<b>Environment Issues</b> Protecting the Natural Environment – prevention of pollution and depletion of natural resources; conservation of natural resources, Opportunities in Environment.	12

3	Problems of growth Relevance to entrepreneurship -Unemployment- Poverty-Regional imbalance- Social injustice-Inflation - Parallel Economy- Lack of Technical knowledge and information.	12
4.	<b>The Entrepreneur-</b> Evolution of the term entrepreneur-" Competencies of an entrepreneur - Distinction between entrepreneur and manager- Entrepreneur and enterprise -Entrepreneur and Entrepreneur. Entrepreneur and Entrepreneurship.	12

<b>Term II</b>		
<b>Unit No.</b>	<b>Topic</b>	<b>No. of Lecturers</b>
1	<b>Entrepreneurial Behaviour –</b> Comparison between entrepreneurial and non-entrepreneurial Personality- Habits of Entrepreneurs - Dynamics of Motivation	12
2	<b>Entrepreneurship</b> Importance of Entrepreneurship - Economic Development and Industrialization, Entrepreneurship in Economic Theory- Role of Entrepreneurship ~ Entrepreneur as a catalyst.	12
3	National Level Training Organizations in promoting entrepreneurship (1) Entrepreneurship Development Institute of India (EDII) State Level Training Organizations in promoting entrepreneurship (1) MCED (2) DIC (3) Maratha Chamber of Commerce and their role. (4) Local NGO's and their roles.	12
4	<b>Biographical study of entrepreneurs</b> i) Narayan R. Murthy ii) Cyruas Poonawala iii) Any successful Entrepreneur from your area (Milind Kamble)	12

**S.Y. B.Com.**  
**Compulsory Paper**  
**Business Management (204)**

• **Objectives:**

- 1) To make the students aware about the Business Environment.
- 2) To create entrepreneurial awareness among students,
- 3) To motivate students to make their mind set for taking up entrepreneurship as career.

<b>Term I</b>		
<b>Unit No.</b>	<b>Topic</b>	<b>No. of Lecturers</b>
I	<b>OVERVIEW OF MANAGEMENT</b> Meaning, Definition and Management: Is it Science, Art or profession? Characteristics of Professional Management. The need of Management Study. Process of Management, Level of Management, Managerial Skills, Challenges before management, Brief Review of Management Thought with reference to FW Taylor & Henry Fayol	12
II	<b>PLANNING &amp; DECISION MAKING.</b> Planning-Meaning, Definition, Nature, Importance, Forms, Types Of Planning, Steps in Planning, Limitations Of Planning. Forecasting-Meaning & Techniques. Decision Making- Meaning, Types Of Decisions & Steps In Decision Making.	12
III	<b>ORGANIZATION &amp; STAFFING</b> Meaning, Process & Principles, Departmentalization, Organization Structure, Authority and Responsibility, Delegation of authority, Difficulties in delegation of Authority, Centralization versus Decentralization, Team Work. Staffing-Meaning, Need & Importance of Staffing, Recruitment-Sources and Methods of Recruitment.	12
IV	<b>DIRECTION &amp; COMMUNICATION</b> Direction- Meaning, Elements, Principles, Techniques & importance. Communication-Meaning, Types, Process of Communication & importance of effective Communication. Barriers to Communication	12
	Total	48

<b>Term II</b>		
<b>Unit No.</b>	<b>Topic</b>	<b>No. of Lecturers</b>
V	<b>MOTIVATION</b> Meaning, importance, Theories of motivation, Maslow's Need Hierarchy Theory, Herzberg's Two factors Theory, Douglas Mc Gregor's Theory of X & Y & Ouchi' Theory Z. McClelland's Theory	12
VI	<b>LEADERSHIP</b> Meaning, Importance, Qualities & Functions of a Leader, Leadership Styles for Effective Management .Contribution of Mahatma Gandhi, Dr. Babasaheb Ambedkar & Pandit Jawaharlal Neharu	12
VII	<b>CO-ORDINATION AND CONTROL</b>	12



	Meaning and Need , Techniques of establishing Co-ordination, difficulties in establishing co-ordination, Control-Need, steps in the process of control & Techniques.	
VIII	<b>RECENT TRENDS IN BUSINESS MANAGEMENT</b> Business Ethics, Corporate Social Responsibility, Corporate Governance, Disaster Management, Management of Change	
	Total	48

**S.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name -: Elements of Company Law (205)**

<b>Term I</b>		
<b>Unit No.</b>	<b>Topic</b>	<b>No. of Lecturers</b>
I	<b>Introduction to the New Act &amp; Concept of Companies:</b> 1.1. Background and Salient Features of the Act of 2013, Overview of the changes introduced by the Act of 2013; 1.2. Nature and types of Companies, Definitions and important features of a Company- Distinction between a company and a partnership - Lifting or Piercing the Corporate Veil 1.3. Types of Companies based on various criteria including one man company, dormant company, sick and small company, associate company. 1.4. Distinction between private and public company (Advantages, Disadvantages and privileges of both the companies) - Conversion of a private company into a public company - Conversion of a public company into a private company.	13
II	<b>Formation and Incorporation of a Company:</b> 2.1. Stages in the Formation and Incorporation. 2.1.1. Promotion: Meaning of the term 'Promoter' / Promoter Group - Legal Position of Promoters, Pre-incorporation contracts. 2.1.2. Registration/ Incorporation of a company: - Procedure, Documents to be filed with ROC. Certificate of Incorporation- Effects of Certificate of Registration. 2.1.3. Floatation/ Raising of capital. 2.1.4. Commencement of business.	8
III	<b>Documents relating to Incorporation and Raising of Capital:</b> 3.1 Memorandum of Association: Meaning and importance- Form and contents- Alteration of memorandum. 3.2 Articles of Association: Meaning- Relationship of and distinction between Memorandum of association and Articles of association- Contents and form of Articles- Alteration of articles- Doctrine of constructive notice- Doctrine of Indoor Management. 3.3 Prospectus: Meaning and Definition- Contents- Abridged form of prospectus- Statutory requirements in relation to prospectus- Deemed prospectus- Shelf prospectus - Statement in lieu of prospectus- Misstatement in a prospectus and Liabilities for Mis	7
IV	<b>Capital of the Company</b>	14



	<p>4.1 Various Modes for Raising of Share Capital including private placement, public issue, rights issue, bonus shares.</p> <p>4.2 ESOS, Sweat Equity Shares, Buy-back of shares.</p> <p>4.3 Allotment of Shares: Meaning- - Statutory provisions for allotment, improper and irregular allotment- Consequences of irregular allotment.</p> <p>4.4 Calls On Shares: Meaning- Requisites of a valid call, Calls in advance</p> <p>4.5 Share Certificates: Meaning, Provisions regarding issue of share certificates - Duplicate Share Certificate. 4.6 Share Capital – Meaning, Structure (Kinds) – Concept of Securities – Definition, Nature and Kinds of Shares.</p>	
V	<p><b>Forfeiture, Surrender &amp; Transfer of Shares</b></p> <p>5.1 Forfeiture and Surrender of Shares: Meaning of forfeiture of shares: - Conditions/Rules of valid forfeiture- Effect of forfeiture- Re-issue of forfeited shares- Annulment of forfeiture-</p> <p>5.2 Surrender of shares</p> <p>5.3 Transfer and transmission of shares - meaning and procedure distinction between transfer and transmission</p> <p>5.4 Nomination of shares</p>	6

<b>Term II</b>		
<b>Unit No.</b>	<b>Topic</b>	<b>No. of Lecturers</b>
VI	<p><b>E-Governance and E-Filing:</b></p> <p>6.1 Introduction- Meaning of E-Governance</p> <p>6.2 Advantages of E-Governance,</p> <p>6.3 Basic understanding of MCA Portal 6.4 E-filing (Ss. 397 to 402), DIN- Directors Identification Number (Ss. 153159)</p>	13
VII	<p><b>Management of Company:</b></p> <p>7.1 Board of Directors: Definition, Powers, Restrictions, Prohibition on Board. (Ss. 179 to 183)</p> <p>7.2 Director: Meaning and Legal position of directors.</p> <p>7.3 Types of Directors – Types including Executive, Non-Executive, Independent, Additional, Alternate, Interested, Nominee Director, Related Party Transactions (Ss. 188)</p> <p>7.4 Appointment of Directors, Qualifications and Disqualifications.</p> <p>7.5 Powers, Duties, Liabilities of Directors, Remedies for Breach of Duties.</p> <p>7.6 Loans to Directors (S. 185), Remuneration of Directors</p>	10
VIII	<p><b>Key Managerial Personnel (KMP)</b></p> <p>8.1 Meaning, Definition and Appointments of Managing Director, Whole Time Director, Manager, Company Secretary Term of office/ Tenure of appointment, Remuneration –</p> <p>8.2 Distinction between Managing Director, Manager and Whole Time Director - Role (Powers, Functions of above KMP)</p> <p>8.3 Corporate Social Responsibility (CSR) [U/S 135] – Concept who is Accountable, CSR Committee, Activities under CSR,</p> <p>8.4 Role of Board of Directors.</p> <p>8.5 Prevention of Oppression and Mismanagement (Ss. 241 to 246)</p>	10
IX	<p><b>Company Meetings:</b></p> <p>9.1 Board Meeting – Meaning and Kinds</p>	12

	<p>9.2 Conduct of Meetings - Formalities of valid meeting [Provisions regarding agenda, notice, quorum, proxies, voting, resolutions (procedure and kinds) minutes, filing of resolutions, Virtual Meeting]</p> <p>9.3 Meeting of Share Holders General Body Meetings, Types of Meetings A. Annual General Meeting (AGM), Ss. 96 to 99 B. Extraordinary General Meeting (EOGM) – S. 100</p> <p>9.4 Provisions regarding convening, constitution, conducting of General Meetings contained in Ss. 101 to 114</p>	
X	<p>10.1 Revival and Re-habilitation of Sick Companies (S. 253-269)</p> <p>10.2 Compromises, Arrangements and Amalgamation: Concept and Purposes of Compromises, Arrangements, Amalgamation, Reconstruction – Fine distinction between these terms.:</p> <p>10.3 Winding –up: Meaning of winding-up, Dissolution of company, Conceptual understanding of winding-up by the Tribunal, Compulsory winding-up, Members’ voluntary winding-up, Creditors’ voluntary winding-up</p>	10

**S.Y. B.Com.**  
**Business Administration Special Paper I**  
**Subject Name :- Business Administration (206)**

<b>Term I</b>		
<b>Unit No.</b>	<b>Topic</b>	<b>No. of Lecturers</b>
I	<p><b>BUSINESS ADMINISTRATION CONCEPTS</b>            Business - Definition, Characteristics, scope &amp; Objectives of business- Economic &amp; Social perspectives . Commerce- Meaning, Concept. Trade &amp; Aids to trade- Meaning &amp; Definition of the Terms: Administration, Management and Organization. Functions of Administration</p>	12
II	<p><b>FORMS OF BUSINESS ORGANIZATION</b>            Sole Proprietorship, Partnership Firm, Limited Liability Partnership, Joint Ventures, Joint Stock Company, Co-operative Society- features, Merits &amp; Limitations. Non Profit joint Stock Company under section 25 of the Companies Act Suitability of a form of organization- Factors determining the suitability of form of Organisation</p>	12
III	<p><b>BUSINESS ENVIRONMENT</b>            Meaning, Constituents of business environment- Economic, International, Social, Legal, Cultural, Educational, Political, Technological &amp; Natural. Interaction of business &amp; environmental forces. Social Responsibilities</p>	12
IV	<p><b>BUSINESS PROMOTION</b>            Business Unit- Promotion: Concept of promotion, stages in business promotion, Factors affecting location &amp; Size, Present trends in location, size of business unit. Role of Govt in the promotion of SEZ</p>	12
	<b>Total</b>	48
<b>Term II</b>		
V	<p><b>LEGAL ASPECTS</b></p>	12

	Compliance of legal requirements in promoting business unit, Licensing, Registration, Filing returns & other documents. Important legal provisions governing promotion & establishment of unit	
VI	<b>PRODUCTIVITY</b> Meaning, Importance & measurement of productivity. Factors affecting productivity, techniques, Measures to boost productivity, Role of National Productivity Council- Product Quality Control ISO-9000, 14000, Quality Circles	12
VII	<b>RECENT TRENDS IN BUSINESS MANAGEMENT</b> Liberalization, Privatization, Globalization -meaning, concept –implications & consequences, SEZ, BPO, KPO and LPO .Public Private Partnership .MKCL	12
VIII	<b>INDUSTRIAL SICKNESS</b> Meaning, definition, symptoms, causes & Consequences of industrial sickness. Role of Government in prevention of industrial sickness. Role of BIFR.	12
	Total	48

**T.Y. B.Com.**  
**Compulsory Paper**  
**Subject Name :- Business Regulatory Framework (301)**  
**(Mercantile Law)**

Term I		
Unit No.	Topic	No. of Lecturers
I	Law of Contract – General Principles.(Indian Contract Act, 1872) <ul style="list-style-type: none"> <li>• Definition, Concept and kinds of contract</li> <li>• Offer and Acceptance.</li> <li>• Capacity of parties.</li> <li>• Consideration.</li> <li>• Consent and free consent.</li> <li>• Legality of object and consideration.</li> <li>• Void Agreements.</li> <li>• Discharge of contract.</li> <li>• Breach of contract and remedies (Including damages, meaning, kinds and rules for ascertaining damages)</li> </ul>	20
II	Law of Partnerships: 2.1. Indian Partnership Act 1932: Partnership; Definition and Characteristics, Types of Partners, Rights, Duties and Liabilities of Partners, Dissolution of Partnership 2.2. Limited Liability Partnership Act 2008: Limited Liability Partnership (LLP); Concept, Nature and Advantages, Difference between LLP and Partnership Firm, Difference between LLP and company, Partners and designated partners, Incorporation of LLP, Partners and their relations, Liability of LLP and Partners (Section 27). Financial Disclosure by LLP, Contributions (Section 32), Assignments and Transfer of Partnership Rights (Section 42) Conversation to LLP (Section 55), Winding-up and dissolution (Section 63 & 64)	4  5

III	<p>Sale of Goods.(Sale of Goods Act,1930)</p> <p>Contract of sale-Concept and Essentials.</p> <p>Sale and agreement to sale.</p> <p>Goods-Concept and kinds.</p> <p>Conditions and warranties. (Definition, Distinction, implied conditions and warranties)Transfer by non-owners.</p> <p>Rights of Unpaid Seller and Remedial Measures</p>	14
IV	<p>E-Contracts (E-Transactions/E-Commerce.):</p> <ul style="list-style-type: none"> <li>• Significance of E-Transactions /E-Commerce.</li> <li>Nature.</li> <li>Formation.</li> <li>Legality.</li> <li>Recognition.</li> </ul> <p>(Chapter 4.Sec.11-13 of IT Act,2000 relating to attribution, acknowledgement, dispatch of E-Records) • Digital Signatures –Meaning &amp; functions, Digital Signature certificates [Sections 35-39] • Legal issues involved in E-Contracts.</p>	05
II		
V	<p>The Consumer Protection Act, 1986</p> <ul style="list-style-type: none"> <li>• Salient features of the C.P. Act.</li> <li>• Definitions-Consumer, Complainant, Services, Defect &amp; Deficiency, Complainant, unfair trade practice, restrictive trade practice.</li> <li>• Consumer Protection Councils.</li> <li>• Procedure to file complaint &amp; Procedure to deal with complaint &amp; Reliefs available to consumer.(Sec.12 to14)</li> <li>• Consumer Disputes Redressal Agencies. (Composition, Jurisdiction, Powers and Functions.)</li> </ul>	12
VI	<p>Intellectual Property Rights : (IPRs)</p> <ul style="list-style-type: none"> <li>• WIPO: Brief summary of objectives, organs, programmes &amp; activities of WIPO.TRIPS: As an agreement to protect IPR-Objectives &amp; categories of IPR covered by TRIPS.</li> <li>• Definition and conceptual understanding of following IPRs under the relevant Indian current statutes.</li> <li>• Patent: Definition &amp; concept, Rights &amp; obligation of Patentee, its term.</li> <li>• Copyright: Characteristics &amp; subject matter of copyright, Author &amp; his Rights, term.</li> <li>• Trademark: Characteristics, functions, illustrations, various marks, term, internet domain name- Rights of trademark holder.</li> <li>• Design: Importance, characteristics, Rights of design holder.</li> <li>• Geographical Indications, Confidential Information &amp; Trade Secrets, Traditional knowledge—Meaning &amp; scope of these IPRs</li> </ul>	16
VII	<p>Negotiable Instruments Act, 1881:</p> <ul style="list-style-type: none"> <li>• Concept of Negotiable Instruments: Characteristics, Meaning Important relevant definitions under the Act</li> <li>• Definitions, Essentials of promissory note, bill of exchange and cheque. Distinction between these instruments. Crossing of cheques – It’s meaning and types.</li> <li>• Holder and holder in due course, Privileges of holder in due course.</li> <li>• Negotiation, endorsement, kinds of endorsement.</li> </ul>	14

	<ul style="list-style-type: none"> <li>Liabilities of parties to negotiable instruments.</li> <li>Dishonour of N. I., kinds, law relating to notice of dishonor. Dishonor of cheques.</li> </ul>	
VIII	<b>Arbitration &amp; Conciliation:</b> <ul style="list-style-type: none"> <li>Concept of Arbitration &amp; Conciliation.</li> <li>Definition &amp; Essentials of Arbitration Agreement.</li> <li>Power and Duties of Arbitration. Conciliation proceeding. (Provisions of Arbitration &amp; Conciliation Act, 1996 in nutshell to be covered.)</li> </ul>	06

**M.Com. Part I Semester II**  
**Commercial Laws and Practices Special Paper III.**  
**Subject Title -: E-Security and Cyber Laws**  
**Course Code -: 205**

<b>Term I</b>		
<b>Unit No.</b>	<b>Topic</b>	<b>No. of Lecturers</b>
I	Introduction to Computer crimes. Computer Crimes. Types of Computer crimes, Specific Threats, Attacks on Computer Systems, Major types of Security Problems / Common threats, Computer Frauds and abuse techniques. Characteristics and types of computer frauds. Preventing Computer Frauds and Ethical Considerations. System Vulnerability and abuse – Internet Vulnerability. Protecting Information systems from potential threats. E-Commerce security issues. Risk Involved in E-Commerce. Protecting E-Commerce System	15
II	<b>E-Security</b> Introduction to E-Security and Security Requirements. Types of Intruders, attacking methods, Hackers and Crackers. Computer Viruses, Spam, Denial of services. Security Policy, Secure E-Transactions. Types of Information Systems Controls- General Controls – Physical Controls, Access Controls, Biometric Controls, data Security Controls and Application Controls. Security Tools and Methods- Password, Authentication, Access Control, Encryption, Firewall, Antivirus Software, Digital Identity and digital Signature, Certificate Certificates. Secure Socket Layer and Secure Electronic Transaction Protocols	15
III	<b>Cyber Laws ---</b> Introduction to Cyber Laws—Meaning & scope of Cyber Laws, online contracts, & requirements & legal aspects of e-contracts ( offer and acceptance in eform), Cyber Laws & legal issues ( cyber jurisprudence, & sovereignty, net neutrality, freedom of speech in cyber space, governance) Information Technology Act – 2002 Part-I Digital Signature-definition ,meaning, functions, procedure, E- Governance ( Ss. 4 to 9 ), E- Records ( Ss 11 to 16 ), Controller of Certifying Authority (powers, functions u/s 17 to 20), Digital Signature Certificates --License to issue Digital Signature Certificates, (suspension, revocation etc.--Ss.21 to 26), Duties of Certifying Authority ( Ss.30 to 34), Provisions relating to Digital Signature Certificates (Ss. 35 to 39), Duties of subscriber( Ss.	10
IV	Information Technology Act – 2002 Part-II	08

	Penalties for Cyber Wrongs and Adjudication (Ss. 43 to 47) , Cyber Regulation Appellate Tribunal ( Procedure and Powers(Ss.48 to 51, 57 to 64) Cyber Crimes/Offences & punishment (u/s 65 to 79), offences by companies( S.85) Amendments effected in IPC 1860,Indian Evidence Act,1872, Bankers Books Evidence Act, 1891, Reserve Bank of India Act, 1934 pursuant to Ss. 91 to 94 of ITA, 2000	
	Total	48

Course I  
**Introduction to Human Rights and Duties**  
**Credit: 1**

Unit No.	Topic	No. of Lecturers
I	Basic Concept a) Human Values- Dignity, Liberty, Equality, Justice, Unity in Diversity, Ethics and Morals b) Meaning and significance of Human Rights Education	
II	Perspectives of Rights and Duties a) Rights: Inherent-Inalienable-Universal- Individual and Groups b) Nature and concept of Duties c) Interrelationship of Rights and Duties	
III	Introduction to Terminology of Various Legal Instruments a) Meaning of Legal Instrument- Binding Nature b) Types of Instruments: Covenant-Charter-Declaration-Treaty-Convention-Protocol-Executive Orders and Statutes c) Brief History of Human Rights- International and National Perspectives d) Provision of the charters of United Nations e) Universal Declaration of Human Rights- Significance-Preamble f) Civil and Political Rights-(Art. 1-21) g) Economic, Social and Cultural Rights-(Art.22-28) h) Duties and Limitations-(Art. 29) i) Final Provision (Art. 30)	

Course II  
**Human rights of vulnerable and disadvantaged groups**  
**Credit: 1**

Unit No.	Topic	No. of Lecturers
I	General Introduction a) Meaning and Concept of Vulnerable and Disadvantaged b) Groups, Customary, Socio-Economic and Cultural Problems of Vulnerable and Disadvantaged Groups	
II	Social status of women and children in International and national perspective a) Human Rights and Women's Rights –International and National Standards b) Human Rights of Children-International and National Standards	
III	Status of Social and Economically Disadvantaged people a) Status of Indigenous People and the Role of the UN	

	<ul style="list-style-type: none"> <li>b) Status of SC/ST and Other Indigenous People in the Indian Scenario</li> <li>c) Human Rights of Aged and Disabled</li> <li>d) The Minorities and Human Rights</li> </ul>	
IV	<p>Human rights of vulnerable groups</p> <ul style="list-style-type: none"> <li>a) Stateless Persons</li> <li>b) Sex Workers</li> <li>c) Migrant Workers</li> <li>d) HIV/AIDS Victims</li> </ul>	

Course III

**Human Rights and Duties in India: Law, Policy, Society and Enforcement**

**Mechanism**

Credit: 1

Unit No.	Topic	No. of Lecturers
I	<p>Human Rights in Indian Context</p> <ul style="list-style-type: none"> <li>a) Indian Bill of Rights And Sarvodaya</li> <li>b) Preamble- Fundamental Rights- Directive Principles-Fundamental Duties</li> </ul>	
II	<p>Human Rights- Enforcement Mechanism</p> <ul style="list-style-type: none"> <li>a) Human Rights Act, 1993</li> <li>b) Judicial Organs- Supreme Court (Art 32) And High Courts(Art 226)</li> <li>c) Human Rights Commission- National and State of Maharashtra</li> <li>d) Commission of Women, children , Minority, SC/ST</li> <li>e) Survey of International Mechanism</li> </ul>	
III	<p>Human Rights Violations and Indian Polity</p> <ul style="list-style-type: none"> <li>a) Inequalities in society-population-illiteracy-poverty-caste-inaccessibility of legal redress</li> <li>b) Abuse of Executive Power-Corruption-Nepotism and favoritism</li> <li>c) Human Rights and Good Governance</li> <li>d) Role of Advocacy Groups</li> <li>e) Professional Bodies: Press, Media, Role of Lawyers-Legal Aid</li> <li>f) Educational Institutions</li> <li>g) Role of Corporate Sector</li> <li>h) NGO's</li> </ul>	



## Introduction to Cyber Security / Information Security

Syllabus for 'Introduction to Cyber Security / Information Security' program\* for students of University of Pune is given below.

The program will be of 4 credits and it will be delivered in 60 clock hours\*\*.

\*: Course material for this program will be developed by CINS

\*\* : These clock hours also includes practical sessions and demonstrations wherever required.

SR. NO.	TOPIC	HOURS	MARKS
1	Module 1: Pre-requisites in Information and Network Security	14	25
	Chapter 1: Overview of Networking Concepts	3	
	Chapter 2: Information Security Concepts	3	
	Chapter 3: Security Threats and Vulnerabilities	5	
	Chapter 4: Cryptography / Encryption	3	
2	Module 2: Security Management	13	25
	Chapter I: Security Management Practices	7	
	Chapter 2: Security Laws and Standards	6	
3	Module 3: Information and Network Security	13	25
	Chapter 1: Access Control and Intrusion Detection	3	
	Chapter 2: Server Management and Firewalls	4	
	Chapter 3: Security for VPN and Next Generation Technologies	6	
4	Module 4: System and Application Security	20	25
	Chapter 1: Security Architectures and Models	5	
	Chapter 2: System Security	5	
	Chapter 3: OS Security	5	
	Chapter 4: Wireless Network and Security	5	

# Detail Syllabus for Credit Course for University of Pune

## Module 1

### Pre-requisites in Information and Network Security

#### **Chapter 1: Overview of Networking Concepts**

- a) Basics of Communication Systems
- b) Transmission Media
- c) Topology and Types of Networks
- d) TCP/IP Protocol Stacks
- e) Wireless Networks
- f) The Internet

#### **Chapter 2: Information Security Concepts**

- a) Information Security Overview: Background and Current Scenario
- b) Types of Attacks
- c) Goals for Security
- d) E-commerce Security
- e) Computer Forensics
- f) Steganography

#### **Chapter 3: Security Threats and Vulnerabilities**

- a) Overview of Security threats
- b) Weak / Strong Passwords and Password Cracking
- c) Insecure Network connections
- d) Malicious Code
- e) Programming Bugs
- f) Cybercrime and Cyber terrorism
- g) Information Warfare and Surveillance

#### **Chapter 4: Cryptography / Encryption**

- a) Introduction to Cryptography / Encryption
- b) Digital Signatures
- c) Public Key infrastructure
- d) Applications of Cryptography
- e) Tools and techniques of Cryptography

## **Module 2: Security Management**

### **Chapter 1: Security Management Practices**

- a) Overview of Security Management
- b) Information Classification Process
- c) Security Policy
- d) Risk Management
- e) Security Procedures and Guidelines
- f) Business Continuity and Disaster Recovery
- g) Ethics and Best Practices

### **Chapter 2: Security Laws and Standards**

- a) Security Assurance
- b) Security Laws
- c) IPR
  - a) International Standards
  - b) Security Audit
  - c) SSE-CMM / COBIT etc

## **Module 3: Information and Network Security**

### **Chapter 1: Access Control and Intrusion Detection**

- a) Overview of Identification and Authorization
- b) Overview of IDS
- c) Intrusion Detection Systems and Intrusion Prevention Systems

### **Chapter 2: Server Management and Firewalls**

- a) User Management
- b) Overview of Firewalls
- c) Types of Firewalls
- d) DMZ and firewall features

### **Chapter 3: Security for VPN and Next Generation Technologies**

- a) VPN Security
- b) Security in Multimedia Networks
- c) Various Computing Platforms: HPC, Cluster and Computing Grids
- d) Virtualization and Cloud Technology and Security

## Module 4: System and Application Security

### Chapter 1: Security Architectures and Models

1. Designing Secure Operating Systems
2. Controls to enforce security services
3. Information Security Models

### Chapter 2: System Security

1. Desktop Security
2. email security: PGP and SMIME
3. Web Security: web authentication, SSL and SET
4. Database Security

### Chapter 3: OS Security

1. OS Security Vulnerabilities, updates and patches
2. OS integrity checks
3. Anti-virus software
4. Configuring the OS for security
5. OS Security Vulnerabilities, updates and patches

### Chapter 4: Wireless Networks and Security

1. Components of wireless networks
2. Security issues in wireless

**C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR**

Dist – Ahmednagar

**Short Term Course 2021-22****'Soft Skill Development'****Duration of Coerce- 60 Hr**

- **Course Objectives:**
  - To know the Basics of Soft Skill.
  - Develop effective communication skills
  - Develop effective presentation skills.
  - Conduct effective business correspondence and prepare business reports which produce results.
  - Become self-confident individuals by mastering inter-personal, team management, and leadership skills
  - Develop all-round personality with a mature outlook to function effectively in different circumstances.

**Syllabus**

<b>S.N.</b>	<b>Unit Name</b>	<b>Theory</b>	<b>Practical</b>	<b>Total</b>
1.	<b>Introduction to Attributes</b>			
	<b>Interpersonal Attributes</b> a. Empathy , Leadership c. Communication d. Teamwork e. Good Manners f. Ability to learn and Teach	01	02	03
	<b>Personal Attributes</b> a. Optimism b. Responsibility c. Sense of humor d. Intelligence e. Time Management d. Motivation e. Common sense f. Body language	02	02	04
2.	<b>Quotient</b>			
	<b>Intelligent Quotient (IQ)</b> Verbal Intelligence. Mathematical Ability.	07	14	21

	Spatial Reasoning Skills. Visual/Perceptual Skills. Classification Skills. Logical Reasoning Skills. Pattern Recognition Skills. <b>Emotional Intelligence (EI)</b> Self-Awareness Self-Regulation Self-Regulation Social Skills Empathy Motivation Jo-Hari Window 7 Habits			
3.	<b>Communication Skills</b>			
	Verbal Communication Non Verbal Communication	05	10	15
4.	<b>Business Etiquette</b>			
	Professional Etiquette Dining Etiquette Cocktail Parties Correspondence Etiquette Office Etiquette Etiquette Abroad Dos and Don's	05	12	17
	<b>Totals</b>	22	38	60





Rayat Shikshan Sanstha'S  
C.D.Jain College Of Commerce, Shrirampur  
Karmveer Vidya Prabodhini;s  
SHORT TERM COURSE in  
PROFESSIONAL ACCOUNTING  
2021-22

**Duration:** - 60 Hours

**Objectives:-**

- 1) To develop conceptual understanding of the fundamentals of financial accounting system.
- 2) To develop competency in the functional areas of accounting.
- 3) To develop the ability to identify and evaluate accounting problems and arrive at reasoned conclusions.

Sr.No.	Units	No. of Lectures	Total No. of Lectures	
			Theory	Practical
A	Theoretical Framework			
B	Accounting Process			
	<ul style="list-style-type: none"> <li>• Books of Accounts leading to the preparation of Trial Balance,</li> <li>• Capital and revenue expenditures,</li> <li>• Capital and revenue receipts,</li> <li>• Contingent assets and contingent liabilities,</li> <li>• Fundamental errors including rectifications thereof</li> </ul>	03	02	01
		02	02	-
		03	01	02
		04	02	02
C	Bank Reconciliation Statement	03	02	01
D	Inventories			
	<ul style="list-style-type: none"> <li>• Basis of inventory valuation and record keeping</li> </ul>	02	01	01
E	Depreciation accounting			
	<ul style="list-style-type: none"> <li>• Methods, computation and accounting treatment of depreciation,</li> <li>• Change in depreciation methods.</li> </ul>	03	01	02
		02	01	01
F	Preparation of Final Accounts for Sole Proprietors	03	01	02

G	Accounting for Special Transactions			
	<ul style="list-style-type: none"> <li>• Consignments</li> <li>• Joint Ventures</li> </ul>	02 01	02 01	- -
	<ul style="list-style-type: none"> <li>• Bills of exchange and promissory notes</li> <li>• Sale of goods on approval or return basis.</li> </ul>	02 01	01 01	01 -
H	Partnership Accounts			
	<ul style="list-style-type: none"> <li>• Final accounts of partnership firms –</li> <li>• Basic concepts of admission,</li> <li>• Retirement and death of a partner including treatment of goodwill</li> </ul>	03 02 03	02 02 02	01  01
I	Introduction to Company Accounts			
	<ul style="list-style-type: none"> <li>• Issue of shares and debentures,</li> <li>• Forfeiture of shares,</li> <li>• Re-issue of forfeited shares,</li> <li>• Redemption of preference shares</li> </ul>	03 03 03 02	02 02 02 01	01 01 01 01
	Total Lectures	60	41	19

**Evaluation:** - It is based on Written and Oral Performance of Students.

**Reference books :**

1. Fundamentals of Accounting & Financial Analysis: By Anil Chowdhary (Pearson Education )
2. Financial Accounting: By Jane Reimers (Pearson Education)
3. Accounting Made easy: By Rajesh Agrawal & R Srinivasan (Tata McGraw – Hill)
4. Financial Accounting for Management: By Dr. S.N. Maheshwari (Vikas Publishing House)

Rayat Shikshan Sanstha's,

C. D. Jain College of Commerce, Shirampur.

Karmveer Vidya Prabodhini's,

**SHORT TERM COURSE in**

**MARKETING SKILLS AND MARKETING SURVEY**

**2021-22**

**Duration:** 60 Hours

**Objectives:** 1) The course is designed to give a thorough working knowledge of Advertising and Marketing Communication skills to face the current market situations.

2) To make students able to face the current competition in marketing and Advertisement field.

**Curriculum:**

Sr. No.	Units	No. of Lectures	Total No. of Lectures	
			Theory	Practical
<b>A.</b>	<b>Core Concepts</b>			
1.	Introduction to Marketing Principles and Concepts	1	1	-
2.	Understanding Advertising Industry	1	1	-
3.	Consumer Behavior	4	2	2
4.	Market Research	4	2	2
5.	Advertising Campaign and Strategy	5	1	4
<b>B.</b>	<b>Soft Skills</b>			
1.	Grooming Manners and Etiquettes	3	1	2
2.	Effective Speaking	3	1	2
3.	Interview Skills	3	1	2
4.	Presentation Skills	3	1	2
<b>C.</b>	<b>Core Skills</b>			
1.	Public Relations and Client Service	5	1	4
2.	Computer and Creative Designing Skills	5	1	4
3.	Retail Communication	5	1	4
<b>D.</b>	<b>Marketing Survey</b>			
1.	Marketing Survey	1	1	-
2.	Media Planning	3	2	1
3.	Media Research	3	2	1
4.	Media Selection	3	2	1
<b>E.</b>	<b>Sales Promotion and Brand Equity</b>			
1.	Basic Concepts of Sales Promotion	3	1	2
2.	E-Advertising and Online Marketing	5	1	4
	<b>Total Lectures</b>	<b>60</b>	<b>30</b>	<b>30</b>

**Evaluation:** It is based on written and oral performance of the student.

**Job Prospects:** There are opportunities in advertising and specialist agencies, creative and client servicing, media planning, direct marketing, digital marketing & promotions in varied mass media houses, corporate in house advertising and communication departments, production houses and the entertainment industry.

**Reference Books:**

1. Marketing Management - Phillip Kotler.
2. Advertising Management - Rajeev Batra.
3. Sales Management - Richard R.
4. Sales Promotion - M. N. Mishra.
5. Basics of Marketing – S. Chand.