



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce (B.Com)

SCHEME

First Semester

Academic Session : 2022-23

S.No	Subject Code	Subject Name	Marks Distribution					Credits
			CAA (Continuous Assessment & Assignment)	Theory Marks	Practical Marks		Total Marks	
					Max	Min		
1	BCOM-101/M1T Major (Core)	Financial Accounting	40	60	-	-	100	06
2	BCOM-102/M2T (Minor)	Business Organizations & Communication	40	60	-	-	100	06
3	BCOM GEC-103	1.Money and Banking	40	60	-	-	100	04
		2.Sales Promotion						
		3.Communicative English						
		4.Organizational Behavior						
		5.Child rights and Women Empowerment						
		6.Computational Mathematics						
		7.Numerical Methods						
		8.Herbal Cosmetics						
		9.Computer Fundamentals						
4	BCOM-104 (AEC)	Environmental Education	40	60	-	-	100	04
Grand Total			160	240	-	-	400	20

Note: The Student may opt for any one of the Generic elective Course.

CAA : Continuous Assessment & Assignment



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce (B.Com)

First Semester

Course	Category	Subject	Subject Code
B.Com.	Major	FINANCIAL ACCOUNTING	BCOM-101/M1T
Total Credit: 6		Max.Marks:100 (Internal:40+External:60)	

Outcomes:

1. **Acquire conceptual knowledge of basics of accounting, process of accounting and able to identify the financial events that need to be recorded in the accounting books.**
2. **Equip with the knowledge of accounting process for various methods of Depreciation and the preparation of final accounts in the books of a sole trader.**
3. **Develop the skill of specific accounting for Branch and Departments.**
4. **Describe the role of Royalty and Consignment accounting.**
5. **Equip with the knowledge of accounting process regarding the winding up (dissolution) of partnership firm in different situations.**

Units	Topic	Duration (In Hours)	Marks
I	Accounts: Definition, Objectives, <i>Branches of Accounting</i> , Basic concepts and Principles of Double Entry System, Journal Entry, Ledger, Trial Balance, Introduction to Indian Accounting Standards	16	20
II	Final Accounts (With Adjustments) Accounting for Depreciation (As per Accounting Standard 6) <i>Straight Line Method, Written Down Value Method, Depreciation Fund Method, Annuity Method and Insurance Policy Method.</i>	20	20
III	Departmental Accounts Branch Accounts	18	20
IV	Royalty Accounts Consignment Accounts	18	20
V	Partnership Accounts: Dissolution of Partnership (excluding piecemeal Distribution) (With Insolvency) Amalgamation of Partnership Firms and conversion of partnership firm into joint stock company Computerized Accounting: Tally ERR <i>(Basics of tally ERP)</i>	18	20

***Note: Topic/ Topics in Bold Italic represent enhancements made by the college.**

Recommended Books:-

Name of the Book	Author/Authors Name	Publisher	Edition
Financial Accounting	Dr. Mahesh Agrawal	Ram Prasad & Sons	2020
Financial Accounting	S.M. Shukla & Grewal	S. Chand & Sons Delhi	2021
Introduction to Accountancy	S.N. Maheshwari	Vikas publication	2020
Financial Accounting	Dr. Ramesh Mangal	Satish Printers & Publishers	2020
Financial Accounting	S.M. Shukla	Sahitya Bhavan Publications, Agra	2021



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Course	Category	Subject	Subject Code
B.Com.	MINOR	BUSINESS ORGANIZATION AND COMMUNICATION	BCOM-102/M2T
Total Credit: 6		Max.Marks:100 (Internal:40+External:60)	

Outcomes:

1. Establish a better understanding of the relationship between the Trade Industry and Commerce.
2. Distinguish and explain each form of business organization.
3. In-depth knowledge of company form of Business Organization.
4. Development of verbal and nonverbal communication skills to make students industry ready.
5. Enhanced understanding of Modern Communication Systems and their business utilities.

Units	Topic	Duration (In Hours)	Marks
I	INTRODUCTION: Trade, Industry and Commerce, Classification, Relationship between Trade, Industry ,and Commerce.BusinessOrganization-Concept,Characteristics,Importance,andObjective s.FunctionsofBusinessandSocialResponsibilityofa business, BusinessEthics ,StepstoStartanEnterprise .	10	20
	FORMSOFBUSINESSORGANIZATION:		

II	Business Organization- Classification-Factors Influencing the Choice of Suitable Form of Organization. Sole Proprietorship and Partnership-Meaning, Definition, Characteristics, advantages, and disadvantages . Co-Operative Organization-Meaning, functions, and Limitations of Co-operatives Societies.	20	20
III	ORGANIZATION OF COMPANIES: Concepts, Meaning, Formation, Characteristics, Types of Companies , Significance of Private Company and Public Company. Multinational Companies (MNC) and their Challenges in India. COMMUNICATION: Definition, Nature, Importance, Objectives of Communication. Elements of the communication process. Barrier to Communication- Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers.	15	20
IV	WRITTEN COMMUNICATION: Writing techniques and Guidelines. Letter writing-Basic Principles, Purpose, Types of business letters, Report writing, types of reports, Drafting of the report. Oral Communication: Speeches for different occasions, Guidelines for effective listening, Job interviews, Type of information.	30	20
V	Modern forms of communication-E-mail, Video Conferencing, International Communication for Global Business. Information Technology: Forms of technology and its uses in modern communication systems. Role of social media in modern business.	15	20

***Note: Topic/ Topics in Bold Italic represent enhancements made by the college.**

Name of the Book	Author/Authors Name	Publisher	Edition
Business Communication	T.N Chabra	Himalaya Publishing House, Mumbai	Latest Edition
Essentials of Business Communication	K.K Sinha	V.K Global Publication	Fourth Revised Edition
Modern Business Organization	Gupta, C.B	New Delhi: Mayur Paperbacks	2011
Business Organization and Management	V.S.P. Rao	Himalaya Publishing House, Mumbai	First Edition, 2012

Recommended Books:

Business Organization and Communication	Dr.ShaizalBatra Dr.DeepakSingh	Thakur Publication Pvt.Ltd., Lucknow	2022
An Introduction to Business Organization and management	Himanshu ShrivastavaMohitBahal	KitabMahal, New Delhi	2022
Business Organisation and Management	RKSharmaShashiK.Gupta	Kalyani Publication ,New Delhi	4 th Edition, 2015



RKDF UNIVERSITY, BHOPAL

First Semester

Course	Category	Subject	Subject Code
Bachelor of Commerce	GEC	1.MONEY AND BANKING	BCOM GEC-103
TotalCredit:3		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes:

1. To develop understanding about money and its role in the economy.
2. To create understanding about underlying theories regarding money and its relevance to the economy.
3. To comprehend and critically appraise current economic fluctuation and monetary policy.
4. To build up insight to institutional setup of banking industry and their role in the Indian economy.

- 5 To expand competency and skills for understanding functioning of money, money market operations and the policies framework and its impact on the economy.

Units	Topic	Duration (In Hours)	Marks
I	Money: Meaning Functions, and Classification: Concept, definition, functions and importance of money. Classification of money, role of money in capitalist, socialist and mixed economies. Essential qualities of good money, Money Aggregates & Paper Money meaning, forms principles. Methods of note issue in India, Gresham's Law,	9	20
II	Value of Money and Economic Fluctuations: Theories of value of money - Quantity theory of money Fisher's and Cambridge equations and Income Theory. Economic Fluctuations - Inflation, Deflation, Stagflation. Demonetization - Concept and Impact.	12	20

III	MoneyMarketandMonetaryPolicy FunctionsandImportance ofMoneyMarket.Indianmoneymarket.Mo netaryPolicy objectives, indicators and Instruments. Monetary Policyin Open Economy. CurrentMonetaryPolicyofIndia	8	20
IV	BankingInstitutions ConceptDefinitionFunctionsandImportan ceofBanks.TypesofBanks- CommercialBank,DevelopmentBank,Coop erativeBank,RegionalRuralBank,MicroFi nanceInstitutions,PrivateBank,Indigenou sBanks.CreditCreationandroleofBankingi nthe Economy.	8	20
V	CentralBankandPolicyReformsinBanki ng ObjectivesofCentralBankanditsroleinthee conomy.ReserveBankofIndia(RBI)- organization,structureandits functions. Credit creationandcontrolbyRBI.Nationalization ofBanksanditsobjectives. Bankingsectorreforms.Recenttrendsiban kingsysteminIndia.	8	20

***Note: Topic/ Topics in Bold Italic represent enhancements made by the college.**

Recommended Books:-

Name of the Book	Author/Authors Name	Publisher	Edition
Money&Banking	Dr.V.CSinhaDr.PushpaSinha	SBPDPublications	2020
MoneyandBanking	<i>RobertE.Wright</i>	SaylorFoundation,NewYork	2012
BankingTheoryLaw& Practice.	S.Gurusamy	VijayNicole Imprints	2015
<i>Money,Banking, Financialmarkets &institutions</i>	BrandlMichaelW	Cengage.NewDelhi	2019
Money&Banking	<i>G.CSinghai,DrS.KSingh)</i>	SahityaBhawanPublications	2017
Money&Banking	J.P.Mishra(Author)	SahityaBhawanPublications	2020



RKDF UNIVERSITY, BHOPAL
First Semester

Course	Category	Subject	Subject Code
Bachelor of Commerce	GEC	2.Advertising Sales Promotion and Management	BCOM GEC-103
TotalCredit:6		Max.Marks:100 (Internal:40+External:60)	

CourseOutcomes:

1. Students will be able to understand:-
 - a. The meaning and Importance of Sales Promotion.
 - b. Types, tools and Programme of sales Promotion
 - c. Sales Promotion- result to increase sales of organization

Units	Topic	Duration (In Hours)	Marks
I	Historical Background of Sales Promotion in India. Nature and importance of sales promotion - Definition, Functions and limitations, Objectives, Sales Promotion Budget, Role in marketing.	15	20
II	Forms of sales promotion - Consumer Oriented, Trade Oriented, Sales Force Oriented.	20	20
III	Major tools of sales promotion - Samples, Display and Demonstration, Fashion Shows, Sales contest, lotteries, gift offers, rebates, rewards.	20	20
IV	Sales promotion Requirement identification, Designing of sales promotion campaign, Involvement of salesmen and dealers, Outsourcing sales promotion, National and International promotion strategies, Coordination within the various promotion techniques.	20	20
V	Developing sales promotional programme, pre- testing implementing, evaluation of results and making necessary modifications	15	20

Recommended Books:-

1. Suggestive digital platforms web links

01-Rosan-Management Sales Force-McGraw Hill

02-Anne Coughlan, Erin Anderson - Marketing Channels- Stem & Adel El-Ansary, Pearson,

03-Sachin Bert- Professional approach to modern salesmanship - McGraw Hill

04-SHH Kazmi, Satish K Batra - Advertising And Sales Promotion-McGraw Hill

05-Sanjay-Advertising And Sales Promotion-SBPD Agra

06-Taylor, John (1978).How to start and succeed in a business of your own.p. 290.

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08- Belch & Belch-Advertising & Promotion-Tata McGraw Hill

09-Kotler, Philip and Armstrong, Gary, principles of Marketing, Prentice Hall. 2.

Buskirk, Selling: Principles and Practices, McGraw-Hill. 3. Futrell, Charles, Sales Management, South-Western College.

10- Walker, Stanton, Pandit, Ajay, Marketing, McGraw-Hill

S.A.Chunawalla - Advertising, Sales and Promotion Management, Himalaya.

2 Suggested web links:

<https://raventools.com/blog/8-link-marketing-techniques-for-smbs/>

Suggested equivalent online courses:

<https://www.classcentral.com/course/sales-marketing-alignment->

9729 <https://www.coursera.org/specializations/the-art-of-sales-mastering-the-selling-process>



RKDF UNIVERSITY, BHOPAL
First Semester

Course	Category	Subject	Subject Code
Bachelor of Commerce	GEC	3.Communicative English	BCOM GEC -103
TotalCredit:6		Max.Marks:100 (Internal:40+External:60)	

CourseOutcomes:

The study of this course will enable the students to acquire the knowledge of

- Phonology and Morphology
- Syntax and Structure, and
- Vocabulary and Discourse.

The students will be able to converse in real-life situations with effective language skills. The course will also help them.

- Acquire literary sense,
- Use idiomatic and lexical language, and
- Communicate effectively across the globe

Units	Topic	Duration (In Hours)	Marks
I	Communication 1.1 What is communication Its meaning, types & its purpose in the age of Globalization 1.2 Communicative needs and problems 1.3 Expansion of an idea 1.4 Rules of use of language, use of appropriate words Keywords/Tags: competence. affective Communication Linguistic and communicative and cognitive ESL EFL Acquisition of 11. 12 and Collocational language	10	20
II	Practicing Listening skill. Reading and Understanding Skills 2.1 Listening to Radio and TV news. Discussion and comprehension of rules of grammar. Parts of Speech, Pronunciation and intonation melodic parts of Utterance variation of pitch 2.2 Reading newspapers, analysis and interpretation 2.3 IPA and phonetic symbols 2.4 Precis Writing and paraphrasing 2.5 Vocabulary enrichment Keywords/Tags: LRWS Receptive skills. Attentive listening Word stress. Intonation. Syllable. Received pronunciation (RP). Summarizing Pragmatic competence.	10	20
III	Practicing Writing and Speaking Skills 3.1 Formal and informal writing of letter and invitation, meeting minutes official orders writing. Listening to talks and presentation, note-making appointments creative Tips. 3.2 Communicative approach. lexical approach, task based learning. 3.3 Report writing. Story writing, Daily	15	20

	routine inEnglish 3.4 Situational conversation between two friends on different topics Keywords/Tags: Productive skillsCode mixing, Situational conversation. Structural English. Frequent use of proverbs, phrases and idioms		
IV	Application of Communicative English 4.1 Translation (from Hindi to English and vice versa) 4.2 Group and Peer Discussions, Role play 4.3 Contrastive analysis between L1 and L2 At structural, phonological and lexical levels with examples Keywords/Tags: Literary translation, Translation L¹ interference Bilingualism Types of Role-play Communicational English	10	20

Recommended Books:-

Text Books, Reference Books, Other resources

A Communicative Grammar of English Leech Geoffrey, and Jan Svartvik Routledge, 2003 Third edition

"CLT for ESL Teachers & Learners" Gautam, GS, Classical Publishing Co. New Delhi, India 2012 1st ed.

"Communicative English for Globalization" Gautam, GS Classical Publishing Co. New Delhi, India 2013 1st ed.

"Communicative English Language Skills" Sumague, Julieta Arjona Society Publishing, 2020

"Communicative Methodology in Language Teaching" Brumfit. C. Cambridge University Press 1984

"Language Teaching A Scientific Approach" Lado Robert McGraw-Hill, New York. 1964

"Motivation - The Teacher's Responsibility" Allwright. Dick ELT Journal 31/4 1977

"Problems and Principles in Language Teaching" Brumfit. C. Pergamon Institute of English 1

"The Learner-Centred Curriculum" Nunan, D. Cambridge University Press 1988. \

Suggested Digital Platform weblinks:

(C) Copyright [skillsyouneed.com](https://www.skillsyouneed.com) 2011-2021 "What Is Communication? Verbal, Non-Verbal & Written Skills You Need Skills You Need. 2019 [www.skillsyouneed.com/ips/what-is-communication](https://www.skillsyouneed.com/ips/what-is-communication.html) html.

Ekeeda "Written Communication Introduction to Communication Skills Communication Skills YouTube, uploaded by Ekeeda. 6 Nov 2018. www.youtube.com/watch?v=BHe003UaQy

Msengeti, David. "Communication Notes SlideShare.

2016. www.slideshare.net/mwakidimi/communication-notes-69103614.



RKDF UNIVERSITY, BHOPAL
First Semester

Course	Category	Subject	Subject Code
Bachelor of Commerce	GEC	4.ORGANISATIONAL BEHAIVOR	BCOM GEC-103
TotalCredit:4		Max.Marks:100 (Internal:40+External:60)	

CourseOutcomes:

The course will enable to the students to develop and understanding of the principles of human behavior in organisations with relevance to the Indian Business context.

Units	Topic	Duration (In Hours)	Marks
I	INTRODUCTION: Concept of Organizational Behavior (OB); Management roles, skills and activities; Disciplines that contribute to OB; Opportunities for OB(Globalization, Indian Workforce diversity, Customer Services, innovation and change, networked Organizations, Work Life Balance, People Skills, Positive Work environment, Ethics)	12	20
II	INDIVIDUAL BEHAVIOUR: 1. Learning, attitude and Job Satisfaction: Concept of Learning, Conditioning, Shaping and reinforcement. Concept of attitude, components, Behavior and attitude, Job satisfaction: Causation; impact of satisfied employees on workplace. 2. Motivation: Concept; Theories(Hierarchy of needs, X and Y, Two factor, McClelland, Goal setting , Self-efficacy, Equity theory); Job Characteristics model; Redesigning job and work arrangements; Employee involvement; Flexible benefits, Intrinsic rewards 3. Personality and Values: Concept of Personality; Myres-Briggs Type Indicator(MBTI); Big Five Model. Relevance of Values; Indian Values; Linking Personality and Values to the Workplace(person-job fit, person-organization fit) 4. Perception, Decision Making and Emotions: Perception and Judgements; Factors; Linking perception to individual decision making; Decision making in Organizations, Ethics in decision making. Emotional labour; Emotional Intelligence.	12	20
III	GROUP BEHAVIOUR: 1. Groups and Work Teams: Concept; Five stage model of group development; Group think and shift; Indian perspective on group norms. Groups and teams; Types of teams; Creating team players from individuals; Team building and team based work(TBW). 2. Leadership: Concept; trait theories; Behavioral theories (Ohio and Michigan studies); Contingency theories (Fiedler, Hersey and Blanchard, Path- Goal);	12	20

	Authentic Leadership; Mentoring, Self-leadership, Online Leadership; Inspirational Approaches (transformational, Charismatic); Comparison of Indian leadership styles with other countries. Exercises, games and role plays may be conducted to develop team and leadership skills.		
IV	ORGANISATIONAL CULTURE AND STRUCTURE: Concept of culture; Impact (functions and liability); Creating and sustaining culture; Employees and culture; Creating positive and ethical cultures. Concept of structure, Prevalent organizational designs; New design options.	12	20
V	ORGANISATIONAL CHANGE, CONFLICT AND POWER: Forces of change; Planned change; Resistance; Approaches (Lewin’s model, organizational development); Learning organization; Organisational change in Indian Businesses. Concept of Conflicts; Traditoonal View and interactionists view of conflict; Conflict process; Fuctional/Dysfunctional, Introduction to Power and politics.	12	20

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Luthans Fred., “OrganisationalBehaviour”, McGraw Hill.
2. Hellriegel, Slocum and Woodman, Organisational Behavior, South-Western, Thomson Learning, 9th edition, 2001.
3. Behavior In organisations Jerald Greenberg, 8ih ed, Pearson Education.
4. Aronold, John, Robertson, Ivan t. and Cooper, Cary, 1., “Work Psychology; Unders trading human Behavior in the Workplace”, Macmillan Indian Ltd., Delhi.
5. Dwivedi, R.S., “Human relations and Organisational Behavior: a global perspective”, Macmillan Indian Ltd., Delhi.

Suggested Equivalent On line Courses:

1. <https://www.coursera.org/courses?query=economics>
2. <https://www.mooc-list.com/tags/economics>
3. <https://www.coursera.org/learn>
4. <https://ocw.mit.edu/courses>
5. <https://nptel.ac.in/courses/macroeconomics>
6. <https://nptel.ac.in/courses/economics>
7. <https://nptel.ac.in/courses/ManagerialEconomics>



RKDF UNIVERSITY, BHOPAL

First Semester

Course	Category	Subject	SubjectCode
Bachelor of Commerce	GEC	5.CHILD RIGHTS AND WOMAN EMPOWERMENT	BCOM GEC-103
TotalCredit:4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes:

Studying child rights and Gender Empowerment would enable students to learn about the various dimensions of Vulnerability with regard to children.

The students will be able to-

1. Understand the issues related to child rights, gender roles and conservatism.
2. Familiarize with policies and programs related to Child Protection and Gender empowerment.
3. Contribute to social work in collaboration with non-governmental organizations.

Units	Topic	Duration (In Hours)	Marks
I	1. Understanding Child Rights 1.1 Child Rights: Child Rights Concept 1.2 Demographic Profile of Indian Children 1.3 Disadvantages, Deprivation and Social Exclusion with reference to children 2. Children in need of care and protection 2.1 Vulnerable groups: Causes and Consequences 2.2 Street children, working children and homeless children 2.3 Child abuse 2.4 Child trafficking 2.5 Children Conflict with law 2.6 Child rights in other countries and UNCRC	15	20
II	1. Laws, Policies and Programs for Children in India. 1.1 National Commission for Protection of Child Rights-NCPCR 1.2 Child helpline, Umeed-Child Abuse 1.3 Bachpanbachao Aandolan-Child labour, Child trafficking 1.4 PRAYAS- Delinquent, Street Children 1.5 Juvenile Justice Act(JJA)-2015 1.6 Pre Natal Diagnostic Techniques(PNDT Act-2003) 1.7 Domestic Violence Act-2005 1.8 National Child Labour(protection and regulation) Act-1986 1.9 POCSO-2012	15	20
III	1. Conceptualizing gender 1.1 Defining terms-sex, gender, masculinity, femininity 1.2 Socialization for gender- gender roles and stereotypes 1.3 Patriarchy and social institutions 1.4 Perspective on feminism 2. Gender Empowerment 2.1. Status of girls child and women in India 2.2 Issues and concerns related to girls and women in India 2.3 Media and gender 2.4 Laws, Policies and Programs for girls and women in India.	15	20

Part C- Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Bajpai.A.2006, Child Rights in India: Law, Policy and Practice, Oxford University press.
2. Bhasin. K 2017, Understanding Gender, New Delhi: Raj Press
3. Chopra, G 2015. Child Rights in India: Challenges and Social Action, New Delhi: Springer.
4. Saukia, N 2008. Indian Women: A Socio-legal Perspective, New Delhi: Serials Publications
5. Bhasin.K 2014, Feminism and its Relevance in South Asia. New Delhi: Raj Press

Suggestive digital Platforms web Links:

1. <https://www.drishtiias.com/hindi/daily-updated/daily-news-analysis/sc-question-neper-on-repatriation-of-children>
2. <https://www.savethechildren.in/child-protection/fundamentals-of-child-rights-in-india/>
3. <https://www.humanium.org/en/india/>



RKDF UNIVERSITY, BHOPAL

Course	Category	Subject	SubjectCode
Bachelor of Commerce	GEC	6.Computational Mathematics	BCOM GEC-103
TotalCredit:4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes:

CO1:Devise trigonometric solutions for measurement in real world scenarios.

CO2:Implementssimultaneous equation to solve complex problems.

CO3:Ability toefficiently use statistical tools.

CO4:ApplyMathematical Logic and predicate calculus for solving problems.

COS: Apply the concept or set theory for finding solution to set related problems.

Unit	Topics	Duration (InHours)
I	Trigonometry: Angles &their Measurement, Trigonometric identities and ratios, Values of Trigonometric Ratios, Trigonometric Transformation, Height and Distances. Elementary Matrices: Introduction to Matrices, Types of matrices,And Operationson Matrices: Addition, Subtraction, Multiplication by Scalar quantity, MatrixMultiplication, Transpose Of matrices.	12

Unit	Topics	Duration (InHours)
II	Equations: Simultaneous liner equations, Method of solving Simultaneous equations;Eliminationmethod,Comparisonmethod, Substitution method. Cross Multiplication method, Quadratic equations.	12

Unit	Topics	Duration anHours)
III	Statistics: Introduction, Frequency Distribution, Measure of Central Tendency: Mean, Median, Mode, Partition values, Measures of Variation: Mean deviation and StandardDeviation	12

Unit	Topics	Duration (InHours)
IV	Mathematical Logic: Statements and notations.Connectives: Negation, Conjunction. And Disjunction.Statementformulas and truth tables. Tautologies, Tautologicalimplications, contradictioncontingency.	12

Unit	Topics	Duration (InHours)
V	Set Theory: Basicconcepts of settheory, Set notation,Principleof inclusion andExclusion, equality of sets, the power set, types of sets, operationson set, Venn diagrams.	12

RecommendedTextBooks:

1. S.M.Shukla,"BusinessMathematics",SahityaBhawanPublications.
2. D.C.Agrawal, "BusinessMathematics", SreeSaiPrakashan
3. D.C.Agrawal,"DiscreteStructure",5th Edition,SChandPublishing

RecommendedReferenceBooks:

1. Elhance&Elhance, "FundamentalofStatistics",KitabMahalPublication
2. Ray andSharma,"MathematicalStatistics",8th Edition,RamPrasadandSons
3. J.K.Singh,'BusinessMathematics'.HimalayaPublishingHouse,2017
4. Sancheti andKapoor,"Business Mathematics", 9th Edition, Sultan Chand &Sons, 2014
5. "Discrete Mathematics structures with application to computer science", Indian Edition
6. J.P.Tremblay,RManohar,McGrawHillEducation2017
7. J.K.Sharma,"DiscreteMathematic",2nd Edition,MacmillanPublication,2005

RecommendedWebReference:

1. <https://byjus.com/maths/trigonometry/>
2. <http://www.mathsisf'un.com/algcbra/trigonomctry.html>
3. <https://www.mbacrystalball.com/blog/2015/10/09/set-theory-tutorial/>
4. <https://plate.stanford.edu/entries/set-theory/basic-set-theory.html>



Reference Books:

1. M. K. Jain, S. R. K. Iyengar, R. K. Jain, Numerical Method for Scientific and Engineering Computation, New Age International (P) Ltd., 1999.
2. Saxena H. C.: Finite Differences & Numerical Analysis, S Chand, 2010,

Suggested Digital Platforms Web links:

<https://epgp.in/libnet.ac.in>

<https://www.highereducation.mp.gov.in/?page=xhzlQmpZwkylQo2b/y5G7w=> 3D

Suggested Equivalent online courses:

<https://nptel.ac.in/courses/111106101/>

<https://nptel.ac.in/courses/111107105/>

<https://nptel.ac.in/courses/111107107/>

https://ugemoos.inflibnet.ac.in/index.php/courses/view_pg/1476



RKDF UNIVERSITY, BHOPAL

First Semester

Course	Category	Subject	Subject Code
Bachelor of Commerce	GEC	8.HERBAL COSMETICS	BCOM GEC-103
TotalCredit:4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes:

1. Students will learn about raw materials used in herbal cosmetics including the skin and hair care, herbal products preparation and their evaluation.
2. Students can seek the opportunity of setting up their own business of herbal cosmetics after this course.

Units	Topic	Duration (In Hours)
I	1.1 Cosmetics - Classification and categories 1.2 Brief history of herbal cosmetics 1.3 Difference between herbal and synthetic cosmetic products, benefits of herbal synthetic cosmetic products, benefits of herbal cosmetic products, 1.4 Challenges in formulating herbal cosmetics.	15
II	1.1 Raw materials, Machinery and Equipments used in preparation of herbal cosmetics 1.2 Processes used in the manufacture of herbal cosmetics 1.3 Plants used in skin care products like scrub, 'ubtan' packs, moisturizer etc 1.4 Plants used in hair care products like oil, shampoo, conditioner hair tonic etc.	15
III	1.1 Preparation of- Scrub, face packs, vanishing cream, face wash, soap, moisturizer, talcum powder, sunscreen 1.2 Preparation of- Shampoo, hair oil hair conditioners, hair dye 1.3 Preparation of- toothpaste, tooth powder, 'Kajal', nail polish, lipstick, lip balm, deodorant, shaving cream, after shave solution.	15
IV	1.1 Introduction to Aromatherapy, Plants used in aromatherapy 1.2 Method of extraction of essential oils 1.3 Sanitary practices in cosmetic manufacturing 1.4 Basic idea of storage of raw material, pre production preparations, production management, packaging and labeling, marketing and pricing of herbal cosmetics. 1.5 Quality assurance, ISO certification	15

Part- C Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Classification of cosmetic raw materials and adjuncts IS3958 of Indian Standard.
2. Smith R.V., Stewart J.T. Text book of Bip pharmaceutical analysis, Lia and Febiger, Philadelphia(1982).
3. Behl P.N. Srivastava G. Herbs useful in dermatological therapy, CBS (2002).
4. Karnik C.R. Pharmacopoeia standards of herbs, Sri Satguru Publications Delhi(1994)
5. Bore P. Cosmetics analysis: Selective methods with techniques, Marcel Dekker (1985)
6. Sharma P.P Cosmetics – Formulation, Manufacturing and Quality Control Vandana Publication (2014).
7. Panda H. Herbal Cosmetics handbook, Asia Pacific Business Press (2015)
8. Chattopadhyay P.K. Herbal Cosmetics and ayurvedic medicines, National Institute of Industrial research (2008).
9. Panda H. The complete technology book on herbal perfumed and cosmetics, NIIR Project consultancy services(2012).
10. Kirtikar K.R. and Basu B.D. 8 volumes Indian medicinal plant, bio- green books(2012).
11. Drugs and cosmetics acts and rules Govt. of India Publication.
12. Guenther Ernest Vol I The Essential Oils, Ingram short tittle(2007).
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15. Wealth of India C.S.I.R.
16. Srivastava S.B., Perfume Flavour and Essential Oil Industries, Small Industry Research Institute
17. Das Kuntal, Herbal Plants and their Application in Cosmaceuticals, CBS Publication (2014).
18. Krishnamurthy K.H., Ayurvedic Technical studies and Herbal Cosmetics of Ancient India, B.R. Publishing corporation (2001)
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20. Saxena Rajan, Marketing Managemnet, McGraw hill Education(2009)
21. Saraf Swarnlata, Saraf Shailendra, Cosmetics a Practical Manual, (2015), Bsp Books Pvt. Ltd.
22. EIRI Board,. Herbal Cosmetics and Beauty Products with Formulations, Engineers India Research Institute, (2015)
23. NIIR Board, Handbook on herbal products National Institute of Industrial Research(2002)



RKDF UNIVERSITY, BHOPAL

First Semester

Course	Category	Subject	Subject Code
Bachelor of Commerce	GEC	9.COMPUTER FUNDAMENTALS	BCOM GEC-103
TotalCredit:4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes:

On the Completion of this course student will be able-

1. To understand the fundamentals of computer
2. To use computer in his daily life as well as can do assigned official work with ease.
3. Troubleshoot, issues related to working with computer and internet.
4. To communicate through internet as well as can use IT for day to day work.

Units	Topic	Duration (In Hours)
I	Knowing computer: What is computer, Basic Application of computer; Components of computer System, Modern Central Processing Unit (CPU), Video Display Unit, Keyboard and Mouse, Optical storage Devices, Basic of Hard Drive, Concepts of Hardware and Software; Concept of computing, Data and Information; Applications of Information Electronics and Communication Technology; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply. Computer software & its types: System software, Application Software, Types of operating systems, Role of operating system, Utility programs, packages, Communication software, commonly used application software	12
II	Operating computer using GUI Based Operating System: What is an operating system: Basics of Popular Operating Systems; The User Interface, Basics of O.S. Setup; Common utilities. MS Windows Operating System: Definition and Functions, basic components of Windows. Icons. Desktop, Taskbar, Notification Area. Files and Folders, start menu operation, My computer, Network neighborhood, Recycle bin, window explorer, creating copying, moving and deleting files, setting wallpaper, changing the mouse pointer, paint, notepad, setting date and time , screensaver and appearance. Using Mouse, Using Right button of the mouse and moving Icons on the screen, use of common Icons, Status Bar, Using Menu and Menu –selection, Running an application, viewing of files, folders and directories, creating and renaming of files and folders, opening and closing of different windows, using help, creating shortcuts, using window accessories.	12
III	MS Word; Introduction, windows 2007 interface, customizing the word application, document views, creating and editing document. Selecting, deleting ,	12

	replacing text, copying text to another files. Insert, formatting text and Paragraph, using the font, dialog box , paragraph formatting, using bullets and numbering in paragraphs, checking spelling, line spacing, margin, space before and after paragraphs. Basic formatting in MS word 2007, Advance formatting , navigating through a word document, performing a mail merge, A Quick look at Macros, Printing document, Print preview. Excel 2007; Introduction, workbook, worksheet, formatting in excel, MS power Point; Introduction, Creating a presentation.	
IV	Introduction to internet, WWW and Web Browsers; Basic of computer network; LAN, WAN; concept of internet; application of internet; connecting to internet; What is ISP; Knowing the internet; basic of internet, connectivity related troubleshooting, web browsing software, search engine; Understanding URL, Domain name; IP address; Using E-governance website. Basic of electronic mail; Getting an email account; send and receiving emails. Accessing sent emails; Using Emails; documents collaborations; Instant messaging Netiquettes(Internet etiquette)	12
V	Useful Google tools such as drive, sheet, doc, meet, etc. Firewall , computer virus, anti virus software, internet security and privacy Basic of electronic data interchange(EDI) and electronic payment system(EPS) , types of payment system; Digital Cash, Electronic Cheque , Smart Card, Introduction to digital signature and digital certificates.	12

Part- C Learning Resource

Text Books, Reference Books, Other Resources

suggested Readings:

1. <https://edu.gcfglobal.org/en/computerbasics/>
2. <https://edu.gefglobal.org/en/subjects/office/>
3. <https://vikaspedia.in/education/digital-literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals>
4. https://onlinecourses.swayam2.ac.in/nou20_cs03/
5. https://www.tutorialspoint.com/computer_fundamentals/index.htm
6. <https://ecomputernotes.com/e-commerce/electronic-commerce/define-electronic-payment-system-its-requirements-and-payment-methods>
7. <https://edu.gefglobal.org/en/topics/googleapps/>
8. https://onlinecourses.swayam2.ac.in/cec19_cs06/preview
9. <https://nptel.ac.in/courses/106/106/106106092/>
10. <https://vikaspedia.in/education/digital-literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals>
11. <https://nptel.ac.in/courses/106/103/106103068/>

Suggested Readings:

- Introduction to Computers: C. Xavier, New Age International.
- Computer Fundamentals: Concepts, Systems & Applications: Priti Sinha, Pradeep K., Sinha, BPB Publications
- Fundamentals of Information technology: Alexis Leon & Mathews Leon, Vikas Publishing House, New Delhi.
- Microsoft Office 2019 For Dummies: Wallace Wang, Wiley



RKDF UNIVERSITY, BHOPAL

First Semester

Course	Category	Subject	Subject Code
Bachelor of Commerce	AECC	ENVIRONMENTAL EDUCATION	BCOM-104 (AEC)
TotalCredit:4		Max.Marks:100 (Internal:40+ External:60)	

Course Outcomes:

1. To understand the various aspect soft the life forms, ecological processes, and the impact on them by the human during anthropogenic era.
2. To build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices and policies, and develop framework to make informed decisions.
3. To develop empathy for all the life forms, awareness and responsibility towards environmental protection and nature preservation.
4. To develop the critical thinking for the shaping strategies such as scientific, social economical, administrative & legal environmental protection, conservation of biodiversity, environmental equity and sustainable development.
5. To prepare for the competitive exams.

Units	Topic	Duration (In Hours)	Marks
I	Environmental and Natural Resources: Multidisciplinary nature Scope and importance of Environment. Component of Environment: Atmosphere,Hydrosphere ,Lithosphere and Biosphere. Brief account of Natural Resources and associated problems: Land Resources ,Water Resources and Energy Recourses. Concept of Sustainability and Sustainable Development	12	20
II	Biome, Ecosystems and Biodiversity: Major Biomes: Tropical, Temperate, Forest, Grassland, Desert, Tundra, Wetland, Estuarine and Marines. Ecosystems: Structure Function and types their Preservation& Restoration Biodiversity and its conservation practices.	12	20
III	Environmental Pollution: Types (Air, Water, Soil, Noise, Marine, Thermal, Nuclear) Control Measure, Management and Associated Problems.	12	20
IV	Management and Social Issues-I Environmental Law and Legislations :Protection and Conversation Acts. Air (Prevention and Control of Pollution) Act Water (Prevention and control of Pollution) Act	12	20

	Wildlife Protection Act Forest Conservation Act Management and Social Issues-II		
V	International Agreement & Programmer. Environmental movements, Communication and public awareness programme. National and International Organizational related to Environment Conservation and Monitoring. Role of Information Technology in Environment and Human Health.	12	20

****Note: Topic/ Topics in Bold Italic represent enhancements made by the college.***

Recommended Books:-

Name of the Book	Author/Authors Name	Publisher	Edition
Ecology; Environmental Science and Conservation	Singh;J.S., SinghS.P .and Guota,SR;	S.Chand Publishing, New Delhi,(2018)	2018
Environmental Law and Policy in India :Cases, Material & Status	Divan,S. and Rosencranz ,A.	Oxford University Press, India	(2002) 2°dEdition
A Textbook of Environmental Studies.	Asthana K Asthana Meera	S.Chand Publishing, New Delhi.	(2007)
Fundamentals of Ecology	Odum, E.P	Philadelphia Saundres	1971
Perceptive in Environmental Studies	Kaushik, Anubha, Kaushik. C.P	New Age International Publishers	2018 6thEdition