



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	Major	Cost Accounting	BCOM-401/M1T
Total Credit: 6		Max.Marks:100 (Internal:40+External:60)	

Course Learning Outcomes:

This subject of cost accounting is very important to make the student of commerce subject self-reliant, students from its study :-

1. know the principles, concepts, benefits, utility of cost accounting
2. In the event of setting up your own industry, being self-sufficient in cost accounting, you will be able to acquire knowledge of the methods of material issue, control and labor payment.
3. Will be expert in finding out unit cost, finding tender price, finding contract cost and finding profit
4. Develop decision making ability through marginal cost analysis, standard cost analysis
5. Will be able to get employment as a cost analyst in small, big business houses.

Syllabus

Unit	Topics	No. of Lectures
I	Cost: Meaning, Concept and Classification, Element of Cost, Nature and Importance, Material Costing: Methods of valuation of material issued, Concept and material control and its Techniques. Labour Costing Methods of Wages Payment	18
II	Unit Costing: Preparation of Cost Sheet and Statement of Cost (Including calculation of Tender Price) Overhead Costing : Overhead costing (including Calculation of machine hour rate	18
III	Contract and Job Costing Operating Costing (Transport Costing)	18
IV	Process Costing (Including Inter Process Profit and Reserve) Reconciliation of Cost and Financial Accounts.	18
V	Marginal Costing -Profit-Volume Ratio, Break-even Point, Margin of Safety, Application of Break-even Analysis. Standard costing and Variance Analysis(Material and Labour only)	18
Keywords/Tags :	Cost, Material Costing, Unit Costing, Contract and Job Costing, Process Costing Marginal Costing.	

Recommended Reference Books:

1. Cost Accounting, Agrawal dr Mahesh, Ramprasad & sons, Bhopal
2. Cost Accounting, Dr Sanjay Mehta / Pro. Mukesh Bramhabhatta, Devi Ahilya Prakashan, Indore
3. Cost Analysis and Control, Prof.M.L. Agrarwal & Dr.K.L. Gupta, Sahity Bhavan, Agra



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	Minor	Principle of Management	BCOM-402/M2T
Total Credit: 6		Max.Marks:100 (Internal:40+External:60)	

Course Learning Outcomes

On having completed this course student should be able to:

1. Demonstrate understanding of the role of managers in an organization
2. Summarize the elementary concepts, principles and theories of management
3. Examine the managerial functions having an impact on the organizational effectiveness
4. Identify the contemporary issues and challenges in management
5. Develop ethical workplace practices
6. Appraise the sources of influence to inspire the actions of other organizational members and evaluate the best control methods

Syllabus

Unit	Topics	No. of Lectures
I	Management: Concept/meaning. Definition, Nature Functions, Process, Scope and Importance of Management. Role of Vedic values and ethics in Management, Difference between Management and Administration, Evolution of Management through Early contributions: Taylor and Scientific Management, Fayol's Administrative Management, Bureaucracy, Human Relations, and Modern Approach, Managerial Ethics	15
II	Planning- Meaning, Nature, Scope, Objective, Functions and Significance of Planning, Elements and Steps of Planning, Strategies and Policies, Organisation- Meaning. Definition, Types, Scope, Principles, Line and Staff Relationship, Authority, Delegation and Decentralization. Effective Organizing. Organizational Structures, Staffing Decision- Meaning, Definition, Types, Scope, Principles, decision making.	15
III	Direction and Coordination- Meaning and definition of direction, importance and principles of direction, techniques of direction, meaning of supervision, meaning of coordination, elements and features of coordination, importance of coordination, cooperation and coordination. steps for effective coordination, management of conflicts.	15
IV	Motivation and Leadership - Motivation: Concept, Forms of employee motivation, Need for motivation. Theories of motivation Meaning and Functions of a Leader, Characteristics of effective Leadership, types and theories of leadership and Leadership Styles.	15
V	Controlling- Definition, meaning, elements, Importance, controlling procedure, Types of control, control techniques, requirements of good control system. responsibility accounting PERT and CPM, use of Computers and IT in Management control. Emerging trends in management - Basic concept of Total Quality Management, Crisis Management, Global Practices, Change Management, Logistic Management	30

Recommended Reference Books.

1. Principles of Management, Ramasamy, T., Himalaya Publishing House Pvt Ltd. Nagpur
2. Principles of Management, Gupta R.N., Vikash & Schand Company Ltd New Delhi
3. Principles of Management, Neeru Vasishth, Kitab Mahal Publishers, New Delhi
4. Essentials of management, Koontz Harold & Weihrich, Tata McGraw Hill New Delhi



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	Generic Elective	Rural Development in India	BCOM GEC-403/1
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Learning Outcomes (CLO):

- 1.The Student will be able to know the problems of rural development along with the strategy of rural development.
2. Students will be able to get Information about various dimensions of rural development.
- 3.The student will be familiar with the role of agriculture and industries in rural development.
- 4.Students will be able to get information about various schemes and policies of the Government regarding rural development.
5. Students will develop an understanding of the contribution of Panchayati raj to rural development.

Syllabus

Unit	Topics	No. of Lectures
I	Basics of Rural Development: Concept and Objectives of Rural Development, Significance of Rural Development, Indicators of Rural development, Rural Development Strategies: Aims & Objectives, Problems of the rural development in India -(Poverty, indebtedness & Unemployment), Major Initiatives for inclusive growth in rural India. Keywords: Rural Development, Indicators of Rural Development, Strategy, Poverty, Indebtedness, Unemployment, inclusive growth.	12
II	Infrastructure Development in Rural India: Social Infrastructure - Education, Health, Women and Child Welfare, livelihood mission, sanitation: physical Infrastructure Irrigation, Energy, Road, Transportation. Role of infrastructure in Rural Development. Keywords: Social Infrastructure, livelihood, sanitation, physical Infrastructure, Irrigation, Energy, Road, Transport.	12
III	Agriculture Development: Role of Agriculture in Rural Development, Characteristics and nature of Indian Agriculture, Green Revolution in Agriculture, Agricultural Production and Productivity, Agriculture Growth in India, Land Utilization, Current Agricultural Policy, Land reforms, Role of MSMES & Self-Help Groups in Rural Development. Keywords: Green Revolution, Agriculture Productivity, Land Utilization, Agricultural Policy, Micro Small Medium Enterprise, Self Help Groups.	12
IV	Programme and Policies of Rural Development: An overview of Current Rural Development Programmes: Pradhan Mantri Kaushal Vikas Yojana (PMKVY), Swachhh Bharat Mission (SBM), Sansad Adarsh Gram Yojna (SAGY), Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Pradhan Mantri Gramin Awaas Yojana (PMGAY), Pradhan Mantri Gram Sadak Yojana (PMGSY), Shyama Prasad Mukherji Rurban Mission (SPMRM), Deendayal Antyodaya Yojana National Rural Livelihood Mission (DAY- NRLM), Deendayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), Pradhan Mantri Ujjawala Yojna (PMUY), Pradhan Mantri Fasal Bima Yojna (PMFBY), Atal Pension Yojana (APY) Keywords: Programme, Policies, Overview of Present Policies, Rural Development.	12
V	Role of Panchayati Raj in Rural Development: Concept, structure and functions of Panchayati Raj Institutions, Concept and importance of Decentralization in rural development, Constitutional Provisions regarding Panchayati Raj (Including 73rd constitutional amendment), Role of Panchayats in Resources Generation, Poverty Alleviation and Women Empowerment, Linkage between Panchayat and NGOs. Challenges of Panchayati Raj institutions. Keywords: Panchayati Raj, Constitutional Provisions, Women Empowerment, Poverty Alleviation, Resources Generation, NGOs.	12

Recommended Reference Books.

1. Abdul Azeez, N.P.S Akhtar Jawed S.M. Rural Development in India" (Policies and programmes) kapaz publication Ashok vihas, New Delhi 2016.
2. Gupta K.R.Rural Development in India" Atlantic publishers and Distributions, New Delhi 2010.
3. Dr. Nath V.-"Rural Development and Planning in India" Concept Publishing Co. 2010.
4. Pareek, Udai Education and Rural Development D.G.M. Infai Book Publication 2005.
5. Sinha, Kumar Rajesh "Sustainablo development goals and panchayat publication Indigo Books 2019.
6. Bilgrami S.A. "An Introduction to agriculture Economics" Himalaya Publishing House Mumbai.
7. Gupta, U.C.S. Verma Pratik Gramin Vilas pariyojanas (Hindi) Raj publications, New Delhi 2013.
8. Dewan, M.L. - "Agriculture and Rural Development in India" concept Publishing Co.. (English).
9. Singh, Ram Sakal - "Rural Development Administration" - Anmol Publications Pvt. Ltd. 2006.
10. Dhingra L.C. Dec 2019
11. Prasad B.K. - Sasup & Sons New Delhi 2003.
12. Agrawal A.N.-37th Edition 2011 New Age International Publishers.

Hindi

1. सिंह कटार, सिसोदिया, यतीन्द्र सिंह " ग्रामीण विकास सिद्धान्त, नीतियाँ एवं प्रबन्ध (हिन्दी भाषा) Sage Publication Pvt. Ltd. फरवरी 2018.
2. सिंह, धर्मेन्द्र - " पंचायती राज एवं ग्रामीण विकास " रावत पब्लेिशिन, नई दिल्ली 2011.
3. सिंह, इकबाल " भारत में ग्रामीण विकास " Olympia Publications, राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
4. बाबेल, डॉ. वसंती लाल - "पंचायती राज और ग्रामीण विकास की योजना, राजस्थान हिन्दी ग्रन्थ अकादमी



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	Generic Elective	Corporate Law	BCOM GEC-403/2
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Learning Outcomes (CLO):

The paper aims to impart the students working knowledge of the provisions of companies Act 2013. After completion of the course, Students will be able to:-

- a) Explain the relevant provisions of companies Act 2013
- b) Interpret the corporate functioning in India

Syllabus

Unit	Topics	No. of Lectures
I	Preliminary to Companies Act 2013 Company - Definition, Characteristics, Types of Company, Formation of Company. Promotion, Incorporation and Commencement of Business, Memorandum of Association, Articles of Association and Prospectus.	18
II	Management and Administration Board of Directors, Types of Directors; Their qualifications, powers, duties, liabilities. Company Meetings: Types, Quorum, Voting, Resolution and Minutes.	18
III	Dividends Accounts and Audit Declaration and payment of dividend, maintenance and authentication of financial statements, Corporate Social Responsibility (CSR), Auditor; Appointment, Qualification, Duties, Responsibilities, Audit report.	18
IV	Oppression & Mismanagement; Restructuring and Winding up Prevention of Oppression & Mismanagement Provisions related to Compromises & Amalgamation. Concept and modes of winding up.	18
V	National Company Law Tribunal. Definitions, Constitution of NCLT, Constitution of Appellate tribunal, Provisions regarding appeal and punishment. Emerging issues in company law	18

Recommended Reference Books.

1. Company Law, Avtar Singh, ABC Publication.
2. Company Law, Bloombury, Corporate Law Adviser
3. Company Law, Brenda Hannigan, Eastern Publisher
4. Company Law, M.C. Kuchhal , Mahaveer Publications
5. Introduction to Company Law, Paul Davies, Oxford University Press



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce Fourth Semester

Course	Category	Subject	Subject Code
B.Com	Generic Elective	Personality Development	BCOM GEC-403/3
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes (CO):

After completing this course student will be able to:

CO1:- Students will gain knowledge about the basics of Personality Dynamics

CO2:- Students will learn to implement techniques of Personality Development

CO3:-Students will develop Skills of self resilience and assertiveness in their personality.

CO4:- Students will learn Interview skills.

CO5:-Students will be able to understand about the importance of life skills needed for personality development.

Unit	Topics	Duration (In Hours)	Marks
I	Dynamics of Personality:- Nature and Determinants, Classification of Personality, Jung, Sheldon, Kretchmer and five factor theory	12	20
II	Techniques of Personality Development :- Self control, self resilience, self esteem, factors affecting assertiveness pro-social behavior, interpersonal relationships issues ,Interview skills.	12	20
III	Attitude & Motivation Attitude :- Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages –Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation - Significance – Internal and external motives - Importance of self-motivation- Factors leading to de-motivation	12	20
IV	Emerging Areas of Personality Development:- Life skills- Social Intelligence and Personality Development (SQ) Emotional Intelligence and Personality Development (EQ) Spiritual Intelligence and Personality Development (SPQ)	12	20
V	Self-esteem Term self-esteem :- Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low selfesteem - Symptoms - Personality having low self esteem - Positive and negative self esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviours - Lateral thinking.	12	20

Recommended Reference Books.

- Andrews, Sudhir (1988) How to Succeed at Interviews. 21" (rep.) Tata McGraw-Hill, New Delhi
 2. Covey, Stephen. (1989). The 7 Habits of Highly Effective People. NY. Free Press
 3. Hindle, Tim (2003) Reducing Stress. Essential Manager Series. DK Publishing. 4. Lucas, Stephen (2001). Art of Public Speaking Tata- Mc-Graw Hill, New Delhi.
 5. माईन, स्वेटर व्यक्तित्व का विकास, आनंद पेपरबैक
 6. Petes S.J., Francis (2011). Soft Skills and Professional Communication. Tata McGraw-Hill Education, New Delhi
 7. शर्मा, पी) .के.2014) व्यक्तित्व विकास भारतीश्री प्रकाशन। 8. Smith, B (2004). Body Language. Rohan Book Company, Delhi.
 9. अस्थाना एम एवं वर्मा के)1999) व्यक्तित्व मनोविज्ञान, मोतीलाल बनारसी दास, नई दिल्ली। 10. Hall, CS Lindzey. G & Campbell, J B (2007) Theories of Personality 4th Edn. Wiley India.
 11. Kundu. CL (1989) Personality Development. ND Sterling Pub. 12. सिंह ए) .के .2010) व्यक्तित्व का मनोविज्ञान, मोतीलाल बनारसी दास नई दिल्ली

Suggested equivalent online courses: e-reading: 1. Basics of Communication:-

<https://www.glowandlovelycareers.in/en/course-detail/niit-156/basics-of-communication>

2. Social Etiquettes-<https://www.glowandlovelycareers.in/en/course-detail/englishedge-904/social-etiquette>

3. Self-Presentation- <https://www.glowandlovelycareers.in/en/course-detail/niit-161/scif-presentation>



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	Generic Elective	Basics of public Administration	BCOM GEC-403/4
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-Understand the nature and scope of Public Administration.

CO2:-Understand the administrative theories and concepts to develop sense of administration and the nature of Bureaucracy.

CO3:-Understand the role of public services in India.

CO4:-understand the role of public services India.

CO5:-Acquaint with the system of lokayukt of M.P.

Units	Topic	Duration (In Hours)	Marks
I	Public Administration as a discipline:- a- Meaning, Nature and Scope. b- Evolution of Public Administration. c- Public and Private Administration. d- New Public Administration	12	20
II	Basic principles and concepts: a. Organization b. Hierarchy c. Span of Control d. Unity of Command	12	20
III	Theories of Administration a. Scientific Management (Taylor and the Scientific Management Movement) b. Classical Theory (Henry Fayol, Luther Gullick) C. Bureaucratic Theory (Max Weber and his Critics) d. Human Relations Theory (Elton Mayo)	12	20
IV	Personnel Administration a. Civil Services b. Role of Civil Service in India c. Recruitment, Training and Promotion in Civil Service d. Emerging trends and Challenges in Indian Bureaucracy	12	20
V	Financial Administration (With Special focus on India): a. Budget: Meaning and Significance b. Types of Budgets c. Principles of an Ideal Budget d. Comptroller and Auditor General of India	12	20

Suggested Readings:

Jimmy Carter, " Jimmy carter Tells Why Hw Will Use Zero -Based Budgeting", Nation's Business. January, (1977).

Elaine YI Lu, Katherine Willoughby,(2018). Public Performance Budgeting Principle and Prectice.Routledge Publication.

K.L. Handa, (1980) Budget Management Techniques: A Perspective for India", The India Journal of Public Administration, July-September

- Thavraja, M.J.K(1994): Financial Administration of India, Sultan Chand & Tyagi, B.P. (1997): Public Finance, Meerut.

Suggested Readings:

Frederickson, H. G. et al. (2015). Decision Theory. The Public Administration Theory Primer, Boulder, CO: Westview Press, pp. 131-164.

- Kanigel, R. (1997). The One Best Way: Frederick Winslow Taylor and the Enigma of Efficiency. New York: Viking.

O'Connor, E. S. (1999). The Politics of Management Thought: A Case Study of the Harvard Business School and the Human Relations School. The Academy of Management Review, 24(1), pp. 117-131.

Peng, W. S. (2008). A critique of Fred W. Riggs' ecology of public administration. Public Administration Quarterly, 32(4), pp. 528-548

- Pryor, M. G., & Taneja, S. (2010). Henri Fayol, practitioner and theoretician -Revered and reviled. Journal of Management History, 16(4), pp. 489-503.

- Rodrigues, C. A. (2001). Fayol's 14 principles of management then and now.

Sarachek, B. (1968). Elton Mayo's Social Psychology and Human Relations. The Academy of Management Journal, 11(2), pp. 189-197.

Taylor, F. W. (1911). The Principles of Scientific Management. New York: Harper &Brothers.50

- Weber, M., Hans G., & Mills, CW (1958). Bureaucracy. From Max Weber: Essays in Sociology. New York: Oxford University Press, pp.196-244.



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	Generic Elective	Language, Literature and Culture	BCOM GEC-403/5
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes (CO):

After completing this course student will be able to:

CO1:- Understand why language matters, multilingualism, features of Indian

literature and trends in contemporary Indian culture, especially as they

are reflected in the media

CO2:- Appreciate significant themes and forms of Indian literature through the

ages with the help of prescribed texts

CO3: - Assess the relation between language and literature oral and written literature,

salient features of ancient and medieval Indian literature and different phases of Indian

literature.

Units	Topic	Duration (In Hours)	Marks
I	Language 1. Why language matters? 2. Functions of language 3. Language and class, gender, ethnicity, identity. 4. Language variation: dialect, slang, standard and non standard language 5. Bilingualism and multilingualism	12	20
II	Indian Literature 1. Veda Vyasa: The Mahabharata: The Draupadi Episode 2. Satish Chandra Chatterjee The making of a Nation! 3. Kalidasa: Meghaduta The Book of Clouds 4. Mirabai -I know Only Krishna. 5. Amir Abdul Hasan Khan Khushrau- Separation	12	20
III	Indian Literature 1. Asadullah Khan Ghalib Desires Come by Thousand 2. Faiz Ahmad Faiz -Do Not Ask. 3. Subramania Bharati- The Vaggei Song 4. Rabindranath Tagore -The Cabuliwallah 5. Shrilal Shukla Raag Darbari.	12	20
IV	Indian Literature 1. Ismat Chughtai: -touch-me-not. 2. Amrita Pritam To Waris Shah 3. Masti Venkateshwar Iyengar: Venkateshwar's Love Affair 4. Indira Goswami: The Journey 5. Omprakash Valmiki: -Joothan 6. Shrikant Mahapatra -Folk Songs	12	20
V	Culture and Society in Contemporary India 1. The Idea of Culture 2. Culture and the Media	12	20

Suggested Readings:

Indian Literature: An Introduction Bhartiya Sahitya: ek Parichay, edited by Anjana Dev, Sanam Khanna and Bajrang Bihari Tiwari, New Delhi. Pearson, 2005: reprinted 2006.

Fromkin, Victoria, David Blair and Peter Collins An Introduction to Language 1999. Harcourt Brace, Javanovich NY pp. 362-370.

Crystal, David. The Cambridge Encyclopaedia of Language, 1997. Cambridge CUP. Holmes, Jenet An Introduction to Sociolinguistics. 1992: London & New York: Longman.

George Yule The Study of language 2nd edition, 1996. CUP.

Poddar, A. Language and Society in India: 1969. Proceedings of a Seminar: Shimla, pp. 76-88, 136-14, Khubchandani, LM. Plural Languages, Plural Cultures. 1983. University of Hawaii Press. (Chapters 5&6)

Cummins J and M. Swain. Bilingualism in Education. 1986. Longman: London (chapter 8) Das, Sisir Kumar ed A History of Indian Literature. 1995. New Delhi: Sahitya Akademi.

William, Raymond Keywords, rev, ed. 1983, OUP.

During, Simon, ed. The Cultural Studies -Readers, 1999. London: Routledge. Dines, G & J. M. Humez, eds. Gender. Race and Class in Media: A Text-Reader. 1995. Thousand Oaks, CA: Sage

Shapiro, Michael and Harold Schiffman. Language and Society in South Asia, 1981. Delhi: Motilal

Banarsida Aurobindo, Sri. "Is India Civilised?" in Foundations of Indian Culture. Vol. 20 pp. 1-13.

Gokak, V. K. "Towards a Definition of Culture "in India and World Culture, 1986, New Delhi: Sahitya Akademi

Kumar, Keval J. Mass Communication in India. 3rd edition 2004. Mumbai: Jaico Publishing House.

Bastiam, AL The Wonder that was India, 1999, Delhi: Rupa Publications. Chapter 9 "Language and Literature



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	Generic Elective	Constitutional History (1773 to 1947)	BCOM GEC-403/6
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes (CO):

After completing this course student will be able to:

CO-1: Analyze the salient features of the constitutional development during the Company's rule in India from 1773 to 1857 and assess its impact on the freedom struggle of India.

CO-2: Know about the influence of British Crown on India.

CO-3: Critically examine the major reforms by the British government and their impact of the socio-political life of Indians.

Units	Topic	Duration (In Hours)	Marks
I	Constitutional Development Under The Company's Rule (1773-1793): 1. Regulating Act, 1773: causes for the passing of the Regulating Act, main provisions of the act. 2. Bengal Judicature Act, 1781. 3. Indian Bill of Dundas, 1783. 4. Fox India Bill, 1783. 5. Pitt's India Act, 1784. 6. Charter Act, 1793.	12	20
II	Constitutional Development Under The Crown's Rule: 1. Government of India Act, 1858: background, main provisions, evaluation. 2. Queen Victoria's Proclamation: significance. 3. Indian Councils Act, 1861: causes, main provisions, provisions related to provincial legislative assemblies, defects in the act, significance. 4. Indian Councils Act, 1892: causes, main provisions, defects, significance.	12	20
III	Constitutional Development Under The Crown's Rule 1. Government of India act 1858 : background, main provisions, evaluation 2. Queen victoria's Proclamation : significance 3. Indian councils Act 1861: d. Human Relations Theory (Elton Mayo)	12	20
IV	Constitutional Development During The 20th Century: 1. Morley-Minto reforms and Mont-ford reforms. 2. Government of India Act, 1909: causes, government's outlook towards the reforms, main provisions, defects, significance. 3. Government of India Act, 1919: causes, significance of Montague's declaration, Montague-Chelmsford report, passing of the act, preamble of the act, main features of the act.	12	20
V	Provincial Autonomy, Indian Independence And Indian Constitution: 1. The Government of India Act, 1935: features of the act, Home Government, advisors of the Indian Secretary, High Commissioner, proposed federal plan - organization, criticism, conclusion; meaning of provincial autonomy. 2. Government of India Act, 1947 - The Mountbatten plan, factors responsible for Indian independence, provisions and significance of the 3. Main features of the Indian constitution.	12	20

1. George Rodmann. (2007) Mass Media in a Changing World, McGraw Hill
Kumar, Keval. (1994) Mass communication in India. Jaico Publishing House
Stein, Susan Paterno & R. Christopher Burnett (2006) News writer's Handbook An Introduction to Journalism, Blackwell Publishing
Neelamkar, M (2010) Media Law & Ethics, Pill Learning Private Limited. New Delhi

Richard Keeble (2006) The Newspaper's Handbook, Routledge Publication

Singhal, Arvind (1989) India's Information revolution, Sage Publication, New Delhi

Suggested equivalent online courses:

<http://www.pressclubofindia.org/>

https://en.wikipedia.org/wiki/History_of_journalism <https://www.britannica.com/topic/journalism>

https://en.wikipedia.org/wiki/Yellow_journalism <http://www.nraisme.com/wp-content/uploads/2017/03/303>

PRESS LAW MEDIA ETHICS backun.pdf

<http://ervankosh.ac.in/bitstream/123456789/62988/1/Block-1.pdf>

Suggested equivalent online courses:

IGNOU & Other centrally/state operated Universities MOOC platforms such as "SWAYAM" in India and Abroad.

Business School and the Human Relations School. The Academy of Management Review, 24(1), pp. 117-131.

Peng, W. S. (2008). A critique of Fred W. Riggs' ecology of public administration. Public Administration Quarterly, 32(4), pp. 528-548

• Pryor, M. G., & Taneja, S. (2010). Henri Fayol, practitioner and theoretician -Revered and reviled. Journal of Management History, 16(4), pp. 489-503.

• Rodrigues, C. A. (2001). Fayol's 14 principles of management then and now.

Sarachek, B. (1968). Elton Mayo's Social Psychology and Human Relations. The Academy of Management Journal, 11(2), pp. 189-197.

Taylor, F. W. (1911). The Principles of Scientific Management. New York: Harper & Brothers. 50

• Weber, M., Hans G., & Mills, CW (1958). Bureaucracy. From Max Weber: Essays in Sociology. New York: Oxford University Press, pp. 196-244.



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	Generic Elective	“Sociology of Journalism and Media”	BCOM GEC-403/7
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-By studying this course student will develop an understanding of the basic concepts of journalism.

CO2:-Student will be able to get acquainted with the new dimensions and forms of journalism.

CO3:-The study of this course will develop practical understanding of social phenomena in the student.

CO4:-Employment opportunities will be available to the student in the field of journalism.

Units	Topic	Duration (In Hours)	Marks
I	Emergence and Development of Journalism 1. Introduction of Journalism: 1.1 Concept 1.2 Objectives 1.3 Importance 2. Origin and Development of Journalism 3. History of Journalism in India: 3.1 Pre-Independence 3.2 Post-Independence 4. Journalism as a profession 5. Interrelationship between Journalism and Sociology	12	20
II	Journalism and News. 1. Concept of News 2. Development of News value. 3. Changing concepts of News 4. Issues and challenges. 5. Collection of News. 6. Sources of Information 7. Sociological aspect of News 8. Elements of News 9. Precautions for News Writing	12	20
III	Journalism as a Career Print Media and Electronic Media: 1 Editor and Bureau Chief. 2 Reporter 3 Feature Writer 4 Proof Reader 5 Photo Journalist and Cartoonist 6 Social Media Manager 7 News Reader 8 Video Producer 9 Researcher Social Network : 1- Instagram 2- Twitter 3-Facebook 4 -LinkedIn 5- Blog 6-WhatsApp 7 -Telegram Online Network 1 e-book 2 e-paper 3 e-business	12	20

	4 News Agencies in India 5.Ethics of Journalism 6. Print Journalism 7. Media Journalism 8.Digital Journalism 9. Cyber Journalism 10.Investigative Journalism 11. Political Journalism 12.Crime Journalism 13.Professional Journalism 14.Educational Journalism 15.Sports Journalism 16. Photo Journalism 17.Yellow Journalism		
IV	Media and Society 1.Role of Media: 1.1 Social Awareness 1.2 Educational Awareness 1.3 Political Awareness 1.4 Cultural Transmission 1.5 Catalyst for Development 2. Impact of Media: 2.1On Society 2.2 On Profession 2.3 On Workplace 2.4 On Children and Youth 2.5 On Women 2.6 Increase in Crime 2.7 Spreading Rumors 2.8 Depression and Anxiety 2.9 As Addiction 2.10 Unhealthy Activities	12	20
V	Journalism in Twenty First Century Media Law and Ethics 1. Freedom of speech and expression 2. Official Secrets act 1923 3. Prasar Bharati act 1990 4. Cable TV Network Regulation Act 1995 5. Cinematography act 1952 6. Information Technology act 2000 7. Copyright act 1957 8. Media Commission and Committee	12	20

Text Books, Reference Books, Other resources:

1. Arya, P.K.(2006) Career in Media, Prabhat prakashan New Delhi s
- 2 Bruce D. Itule and Douglas A. Anderson(2000). News writing and reporting for today's media
- 3 Carole Flemming and Emma Hemmingway(2006)An Introduction to Journalism, Vistaa Publications McGraw Hill Publication
4. चतुर्वेदी, प्रेमनाथ (1969) समाचार संपादन, अकादमिक बुक्स, नई ददल्ली
5. दोषी, सुशील कुमार एवं कोमलक सुरेश (2003) राधाकृष्ण प्रकाशन, नई दिल्ली
6. George Rodmann, (2007) Mass Media in a Changing World, McGraw Hill Publication, ज जैन, रमश (1989) दहद ही पत्रकारता का आलोचनात एक इततहास बोहरा प्रकाशन, जयपर
7. Kumar, Keval (1994) Mass communication in India, JaicoPublishing House
8. M.L. Stem, Susan Paterno& R. Christopher Burnett (2006) News writer's Handbook An Introduction to Journalism, Blackwell Publishing.
9. कण वारी (1986) दहद की पत्रकारत 1, भारतीयनपीठ प्रकाशन, नई ददल्ली
10. Neelamlar, M (2010) Media Law & Ethics, PIII Learning Private Limited, New Delhi

11. Richard Keeble(2006) The Newspaper's Handbook,Routledge Publication
12. Singhal, Arvind (1989) India's Information revolution, Sage Publication, New Delhi
13. शमा, श्रीपाल (1985) पत्रक रस्ता कमल मसदर्यात, काशन, नई ददल्ली)
14. श्रीधर वर्जयदत्त (1983) मध्य प्रदेश में पत्रकारता का इततहास, मध्य प्रदेश, दहदी ग्रन्थ अकादमी, भोपाला म.प्र.
15. कला महकेश (2001) द्वय की पत्रकारिता के आयाम, कॉमनवेल्थ ब्लशर अंसारी रोड, नई दल्ली

- 16 अजना (1984) आध उनक पाकारत 1 वदयालय प्रकाशन, वाराणसी

Suggested equivalent online courses:

<http://www.pressclubofindia.org/>

[https://en.wikipedia.org/wiki/History of journalism](https://en.wikipedia.org/wiki/History_of_journalism) <https://www.britannica.com/topic/journalism>

[https://en.wikipedia.org/wiki/Yellow journalism](https://en.wikipedia.org/wiki/Yellow_journalism)

[http://www.uraisme.com/wp-content/uploads/2017/03/303 PRESS LAW MEDIA ETHICS backup.pdf](http://www.uraisme.com/wp-content/uploads/2017/03/303_PRESS_LAW_MEDIA_ETHICS_backup.pdf)

<http://evankosh.ac.in/bitstream/123456789/62988/1/Block-1.pdf>

Suggested equivalent online courses

IGNOU & Other centrally/state operated Universities MOOC platforms such as "SWAYAM" in India and Abroad.

म.प्र.

16. कुल 1. महश (2001) सधे पकड़ी पत्रकारता को संध आयाम, कॉमनवेल्थ ब्लगर

- 17 ततवारी, अजना (1984) आध उनक पाकारत 1, वदयालय प्रकाशन, वरि-णसी

Suggested equivalent online courses:

<http://www.pressclubofindia.org/>

[https://en.wikipedia.org/wiki/History of journalism](https://en.wikipedia.org/wiki/History_of_journalism) <https://www.britannica.com/topic/journalism>

[https://en.wikipedia.org/wiki/Yellow journalism](https://en.wikipedia.org/wiki/Yellow_journalism) <http://www.nraisme.com/wp-content/uploads/2017/03/303>



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	Generic Elective	Organisational Behaviour	BCOM GEC-403/8
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes (CO):

After completing this course student will be able to:

CO1. Understand the effect of interpersonal behavior in an organizational work-life

CO2. Understand perspective in diverse cultural environment.

CO3. Understand the principles of organizational human behavior with relevance to the Indian business context.

Syllabus

Unit	Topics	Duration (In Hours)	Marks
I	Concept of Organizational Behavior, Evolution of OB, Contributing Disciplines to Organizational Behavior, Framework of OB, Challenges and opportunities in the field of OB. Individual Behavior, Personality, Perception, Social Perception and Impression Management, Attitude-characteristics, components, formation and measurement, Values, Learning and Re-enforcement	12	20
II	Leadership Concepts and Theories of Leadership, Qualities of a good Leader. Group Dynamics- group formation, Nature of groups, Types at Group, Group Member Resources, Reasons of joining groups, Functions of group within organization	12	20
III	Stress Management- Meaning, Causes, Effects and coping strategies for stress Work Stress, Concepts and theories of motivation	12	20
IV	Organizational change, conflict and peer Forces of change, planned change, resistance, approaches. Conflict management and negotiation techniques. Organization structure and personnel management	12	20
V	International Dimensions of Organizational Behavior, Equal Employment Opportunities, Organizational Culture, Managing Cultural Diversity, Learning Organization. Case Studies	12	20

Recommended Text Books:

- Udai Pareek, Understanding Organization Behaviour, 3rd Ed., Oxford University Press, 2011
- Robbins S. P., Organizational Behaviour, 7 Ed., New Delhi, PHI, 1996
- Huse, FE and Cunnings TG, Organization Development and Change, 3rd ed., New York. West, 1985
- Shekcharam Uma, Organizational Behaviour, Text & cases, New Delhi THM, 1989.
- Singh Dalip, Emotional Intelligence at work, Response Books, Sage Publication, Delhi 2001.
- Book published by M.P. Granth Academy, Bhopal

Reference Book

- Luthans Fred, "Organizational Behaviour", McGraw Hill.
- Hellriegel, Slocum and Woodman, Organizational Behavior, South-Western, Thomson Learning, 9th edition, 2001.
- Behavior in Organizations, Jerald Greenberg, Sih ed, Pearson Education.
- Arnold, John, Robertson, Ivan L and Cooper, Cary, L, "Work psychology: understanding behavior in the workplace", Macmillan India Ltd., Delhi.
- Dwivedi, R. S., "Human relations and Organizational Behaviour: a global perspective", Macmillan India Ltd., Delhi.



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	SEC	Communication Skills	BCOM-404/1 (SEC)
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes (CO):

After completing this course student will be able to:

CO1:-Understand the fundamental principles and components of effective Communication, including verbal, nonverbal, and written communication.

CO2:-Develop skills in active listening, empathy, and feedback to enhance

CO3:-Communication effectiveness. Develop skills in effective presentation and public speaking, including organizing ideas, using visual aids, and engaging an audience

CO4:-Apply effective communication skills to real-world scenarios, such as job interviews, customer interactions, and team collaborations, for personal and professional success.

CO5:-Gain awareness of different communication styles and cultural differences, and how to adapt communication for diverse audiences.

Syllabus

Units	Content	Duration	Marks
1	Introduction: Definition and Process of Communication, Essentials of Effective Communication, Barriers to Communication, Role of Communication in Organizational Effectiveness.	12	20
2	Public Speech: Composition, Principles, Speech Delivering Skills, Group Discussion Do's and Don'ts of GD's Communication in Committees, Seminars and Conference.	12	20
3	Non Verbal Communication: Meaning and Importance. Listening: Difference between Listening and Hearing.	12	20
4	Drafting Of Notices, Agendas, Minutes, Job Application Letters, Preparation of Curricular Vitae.	12	20
5.	Business Correspondence: Essentials of Effective Business Correspondence, Structure of Business Letter, Types of Business Letter – Enquiry Reply Orders Complaints Circular Letter. Outcome:	12	20

Suggested Readings

1. Rodrigues M V Effective Business Communication, Concept Pub. Co. New Delhi, 1992
2. Sharma R C & Mohankrishna Business correspondence & Report Writing, TMH, New Delhi , 1996
3. Treece, Maira, Successful Business communications, 3rd ed., 1987, Allyn and Bacon Boston



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	SEC	Financial Services And Insurance	BCOM-404/2 (SEC)
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes (CO):

After completing this course student will be able to:

- CO1. Understand the functions of Banking and Insurance services.
- CO2. Know about and able to perform various financial services such as Banking, Investment Advisory, Wealth Management, Mutual Funds, Insurance Consultancy, Stock Market, Capital Restructuring, Portfolio Management etc.
- CO3. Enhances knowledge Banking & Insurance. About the legal and regulatory aspects .
- CO4. Aware about the financial derivatives.
- CO5. Develop skills to work in financial and insurance services.

Units	Topic	Duration (In Hours)	Marks
I	Financial Consultant :- Overview of Financial Services Meaning, Importance and Scope of financial services, Indian financial system, Brief Study of Financial Institutions - RBI, Commercial and Co- Operative Banks, Non- banking financial institutions, Development Bank, Merchant Bank, Basics of Mutual Funds, Credit Rating. An overview of micro finance.	12	20
II	Financial Markets Money Market in India: Importance, features and instruments, Measures to strengthen money market in India, Recommendations of the working group on money market. Capital Markets in India: New issue market and stock exchange, Importance of stock exchanges, Role of The Securities and Exchange Board of India (SEBI), Meaning and Classification of Mutual Funds, Operation of the Funds, Net Asset Value, and Regulation of Mutual Funds in India. Financial Instruments: Cash, Derivative, Foreign Exchange, Debt based and Equity based financial instruments.	12	20
III	Principles and Practices of Insurance Concept, Principles & Types of Insurance-Life Insurance, Micro Insurance, Annuities, Health Insurance, General Insurance, Motor Insurance, Marine Insurance, Property 5,6,7 Insurance and Other Miscellaneous Insurance, The Concept of Risk and Classification of Risks, Insurance Documents, Online Insurance, Process of claim and settlement, Policy Terms and Conditions, Legal and Regulatory Aspects of Insurance(IRDA).	12	20
IV	Practical (1) Practice online bank account opening, e-banking operations, and UPI transfers/ payments. (2) Prepare the documents of a hypothetical insurance claim. (3) Visit to banks and insurance companies to observe the functioning, (4) Presentation by charts and models about various financial functions. (5) Role plays of an Insurance Agent, Mutual Fund Consultant, Stock Broker, Investment Advisor and Portfolio Manager etc.	12	20
V	Project/Field trip		20

Text Books, Reference Books, Other resources

- (1) R.K. Mishra, IS Yadav, A. P Kumar, S P Mishra, J. Kiranmai, "Risk Management in Banking, Insurance and Financial Services", 2014, Academic Foundation.
- (2) R. Gordan & Natarajan, "Future scenario of Financial services", Himalaya Publication
- (3) Satyadevi, C., Financial Services Banking and Insurance, S.Chand
- (4) Kunjukunju, Benson, Mohanan,S, "Financial Markets and Financial Services In India",New Century Publication
- (5) Dhanesh Kumar Khatri, "Derivatives and Risk Management", Macmillan
- (6) Khan, M. Y. Financial Services. New Delhi: Tata McGraw Hill Education. (2005) (7) Machiraju, H. R. Indian Financial System. New Delhi: Vikas Publishing House (2010). (8) Agarwal, O. P. Banking and Insurance. New Delhi: Himalaya Publishing (2011).

Suggestive digital platforms web links

1 <https://ves.ac.in/tulsitech/wp->

Rise and grecontent/uploads/sites/16/2017/05/Banking Financial Services and Insurance.pdf

2 <https://www.aicte-india.org/sites/default/files/bvoc/BFSI.pdf>

3 <https://nsdeindia.org/sites/default/files/Banking-Financial-Services-Insurance.pdf>

4 <https://sgp.fas.org/crs/misc/IF10043.pdf>

5 <http://impcollege.org/downloads/BASICS> OF FINANCIAL SERVICES 1.pdf



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	SEC	Art Appreciation: An Introduction to Indian Art	BCOM-404/3 (SEC)
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes (CO):

After completing this course student will be able to:

CO-1: learn about the Indian art, from ancient to contemporary times which will help them in

understanding and appreciating its diversity and its aesthetic richness.

CO-2: Understand art as a medium of cultural expression.

Units	Topic	Duration (In Hours)	Marks
I	Definition, Concept and Categorization of Art: 1. Definition, concept and categorization of art. 2. The theory of rasa and bhava in India art. 3. Visual elements of Indian art: color, form, space, symbols, texture etc. 4. Prehistoric and prehistoric art: rock painting, Harappan art and craft.	12	20
II	Understanding of Architecture: 1. Understanding of the features of India architecture: plan, elevation, section, arches, vaults, domes, pillars, capitals, stupas. 2. Indus Valley town planning: rock cut architecture, major styles of 3. Mughal architecture: tomb, places, garden, chattris, 4. Modern and contemporary architecture: colonial building: neoclassical architecture, British forts, churches, high courts, university, Rashtrapati niwas etc. Contemporary structures across India: Lotus temple, New Delhi; Jawahar kala Kendra, Jaipur, British council, Delhi; capital complex, Chandigarh; the Light Box Restroom, Mumbai.	12	20
III	Understanding of Indian Sculpture: 1. Types of sculptures based on media: stone, clay and metal. 2. Stone sculptures: from prehistoric to modern times: - a. Ancient sculpture and terracotta's: Shunga, Mathura, Gandhara. b. Medieval: Chalukya, Pallava, Chola, Odisha. c. Modern Indian sculpture: Well-known marble and ceramic sculpture and some modern maestros of Indian sculpture 3. Metal sculptures: Indus metal figure, Gupta metal sculpture, Palas and Cholas bronze, modern bronze and metal icons and well-known artists. 4. Iconographic classification and identification of Buddhist, Brahmanical, Jain and other sculpture. 5. Wall relief sculpture: history and types.	12	20
IV	Understanding of Indian Painting : 1. Cave Painting : Prehistoric Rock Painting ,Ajanta ,Alora And Bagh. 2. Major Style Of Painting : Mughal Rajasthani Deccan, Pahari,Modern,Company. 3. Early Illustrated Manuscripts. 4.Marul Tradition Of Painting . 5. Major School And Artist In Modern Times	12	20
V	Project 1. Write up about local art heritage site and prepare a report about its History, art, Feature and Condition. 2. Viva-Voce	12	20

PART-C: Learning Resources

Textbooks, Reference Books, Other Resources

1. Agarwal V.S: Indian Art, Varanasi, 1965
2. Archer W.G: Indian Painting for the British, 1770-1880. Oxford University
3. Beach M.C Rajput painting for the British, 1770-1880. Oxford University Press.
4. Brown P.: Indian Painting under Mughals. 1550 A.D. to 1750 A.D.
5. Chandra Moti. Studies in Early Indian Painting, Asia Pub. Home
6. Coomarswamy A.K: Transformation of nature in Art, Dover Pub. 1956. Reprint1995
7. Ferussion, J: History of Indian and Eastern Architecture. Delhi 1999.
- 8 Goswamy B.N Essence of Indian Art, Asian Art Museum of San Francisco, 1986 9.
- Kramrisch Stella: Indian Sculpture, Ancient, Classic and Medieval, Motilal Banarasi
10. Majumdar R.C Edited: History and Culture of Indian People (Relevant Volumes and Chapters),Bhartiya Vidya Bhawan, Bombay
11. R.S Gupta: Iconography of Hindu, Buddhist and Jain, Advent Book, New Delhi, 1980 12.
- Rowland, B. Art and Architecture of India, Harmondswarth, 1970
13. Saraswati S.K: A survey of Indian Sculpture, Calcutta, 1957 14. Sivarammurti. C Indian painting. Delhi 1970



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	SEC	Your law & Your Right	BCOM-404/4 (SEC)
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes (CO):

After completing this course student will be able to:

CO1. Students will come to know about the rights which generally they should act as a vigilant citizen of the country.

CO2. They will come to explain the rights of an individual when one faces arrest or detention or seek to get bail or when one is subjected to investigation by the executive agencies of the state.

CO3. Students will also understand the details of laws catering to rights of different identities challenging exploitative practices against them.

CO4. The students will learn accessing and benefitting out of the social welfare schemes.

Units	Topic	Duration (In Hours)	Marks
I	Rule of law the Criminal Justice System in India:	12	20
II	Laws relating to criminal justice administration a. How to file a complaint, First Information Report (FIR) b. Detention, Arrest and Bail.	12	20
III	Equality and Non-discrimination a. Gender: the protection of women against domestic violence, rape and sexual harassment. b. Caste: laws abolishing untouchability and providing protection against atrocities. C. Class: laws concerning minimum wages. d. Disability and equality of participation and opportunity.	12	20
IV	Women and child welfare a) Women Empowerment b) Domestic violence c) Child crime d) Social and legal rights of women	12	20
V	Access to Identification documents and Social Security Schemes (exercises only) a. Familiarize yourself with the following: Procedure for obtaining an Election Commission of India Identity Card, Filing RTI, Driving license, Ration Card, Rastriya Swasthya Bima Yojana, Old Age Pension Scheme. Textbooks, Reference Books, Other Resources	12	20

Recommended Books

1. P. Mathew, and P. Bakshi, (2005) 'Indian Legal System', New Delhi: Indian Social Institute.
2. P. Mathew, and P. Bakshi, (2005) 'Women and the Constitution', New Delhi: Indian Social
3. N. Menon, (2012) 'Sexual Violence', in Seeing Like a Feminist, New Delhi: Zubaan and Penguin,
4. M. Mohanty et al. (2011) Weapon of the Oppressed, Inventory of People's Rights in India. Delhi:
5. Centre for Good Governance, (2008) Right to Information Act, 2005: A Citizen's Guide,

Available

at <http://www.rti.gateway.org.in/Documents/Publications/A%20CITIZEN'S%20GUIDE.pdf>.

Accessed: 10.04.2013.

- 6 . K. Sankaran, and U. Singh, (eds.) (2008) Towards Legal Literacy. New Delhi: Oxford University Press

7. A. Pandey, (2004) Rights of the Consumer. New Delhi: Indian Social Institute.

Suggestive digital platform web links

Consumer Protection Act, 1986, Available

at http://chdsla.gov.in/right_menu/act/pdf/consumer.pdf Criminal law Act, 2013,

Available

http://egazette.nic.in/WriteReadData/2013/E_17_2013_212.pdf Protection of Women Against

Domestic Violence Act, 2005, Available at <http://wcd.nic.in/wdvact.pdf>

Amendment

Right to Information Act, 2005, Available at <http://righttoinformation.gov.in/rtiact.pdf> The

Persons with Disabilities (Equal Opportunities, Protection of Rights, Full Participation)

Act, 1995,

Available at <http://bhind.nic.in/Sparshtdisability%20act%201995.pdf>



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

Fourth Semester

Course	Category	Subject	Subject Code
B.Com	SEC	Social welfare and Security	BCOM-404/5 (SEC)
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Course Outcomes (CO):

After completing this course student will be able to:

CO1: -Students will understand the importance and necessity of social welfare and social security

CO2. We can help the needy person on families or having the information about the various social welfare scheme

CO3. They will be motivated for making their career in the field of social welfare.

CO4 .The student will be inspired to work in the field after understanding the structure organization and function of NGOs, Self Help Groups. The curriculum and practical work of this paper will be helpful to students for preparing various competitive examination and interviews.

CO5. Get opportunities of job in various government department semi government organization and corporate sector as human resource coordinator, corporate social responsibilities, community welfare officer etc.

Units	Topic	Duration (In Hours)	Marks
I	1. Tradition of social welfare in Indian society 2. Social welfare 1,5,7 2.1 Meaning, definition, Characteristics 2.2 Aims and importance 3. Development of social welfare in India 4. Social welfare Models 1,5,7 5. Social Security 5.1 Meaning definition and characteristics 5.1 History of social security 6. Approaches of social security 7. Social security program and policy in India 5,7`	12	20
II	1. Health and Family welfare 2. Child welfare and women welfare 1 3. Youth welfare 3 4. Welfare for old age 3 5. Welfare for weaker section 6. Social welfare policy and program 7	12	20
III	Social Welfare Voluntary Organization and Self Help Group5,6,7 1. Voluntary organization 1.2 Meaning and characteristics 1.3 Structure 1.4 Function of voluntary organisation 2. Structure process scope 3. Weaknesses of voluntary organization 4. Suggestion to improve Voluntary Organisation 2 Help group 2.1 Concept of self help group 2.2 Need purpose and importance 2. 3 Constructions process of self help group 3. Micro and small Finance	12	20
IV	Practical: 1. Collect information about child and women welfare schemes through the visit of nearby Anganwadi or woman and child development office. 2. Making report on the structure and function of any voluntary organization. 3. Visit and write report on any micro and small finance agency.	12	20
V	Study of any self-help group of any nearby area	12	20

PART-C: Learning Resources

Textbooks, Reference Books, Other Resources

1. Dasgupta, A. Towards a Philosophy of Social Work in India.
2. Fredlander W.A. Introduction to social welfare New York Prentice, Hall 1955
3. Sachdeva, Bharat mein Samaj Kalyan Prashasan Kitab Mahal Allahabad 2010
4. Shastri, Raja Ram Samajkary Uttar Pradesh Hindi Sansthan Lucknow NABARD's Hand book on formation of SHG's trainers manual by SERP

Suggestive digital platform web links

Equivalent Courses (NPTELJUGC/IGNOU/etc):

1. Web course - - <https://nptel.ac.in/courses/117/102/117102061/>