



1. Notice Board
2. All faculty members to note & share in all groups.
Sham
15/5/24

Phone No. - 0144-2332168,4023082
Email ID - gccalwar@gmail.com

कार्यालय प्राचार्य, राजकीय वाणिज्य महाविद्यालय, अलवर

क्रमांक : रा.वा.म.अ./स्था/2024/

दिनांक:- 14.05.2024

कार्यालय आदेश

राजकीय वाणिज्य महाविद्यालय, अलवर (राज.) के बी.कॉम प्रथम वर्ष के नियमित विद्यार्थियों के द्वितीय सेमेस्टर के मिड टर्म टेस्ट दिनांक 20 मई 2024 से 23 मई 2024 तक आयोजित कराये जायेंगे। राजर्षि भर्तृहरि मत्स्य विश्वविद्यालय अलवर के शिड्यूल के अनुसार 23 मई तक टेस्ट होंगे। संबंधित सभी विद्यार्थियों की उपस्थिति अनिवार्य की गई है। मिड टर्म टेस्ट के प्राप्तांक अंकतालिका में जुड़ेगे। टाइम टैबल कॉलेज सूचना बोर्ड पर चस्पा किया गया है तथा कॉलेज के वेब पेज पर भी शेयर किया जा चुका है। परीक्षार्थियों को कॉलेज का पहचान पत्र / अन्य कोई भी पहचान पत्र तथा प्रथम सेमेस्टर परीक्षा का प्रवेश पत्र लाना अनिवार्य होगा। इसके आभाव में किसी भी परीक्षार्थी को महाविद्यालय में प्रवेश नहीं दिया जायेगा। मिड टर्म टेस्ट का यह अन्तिम अवसर होगा इसके पश्चात किसी भी विद्यार्थी को मिड टर्म टेस्ट देने की अनुमति नहीं दी जायेगी।

मिड टर्म टेस्ट की समय सारणी निम्न प्रकार है।

Sr. NO.	Date	Time	Subject
1	20.05.2024	11:30 AM To 1:30 PM	1. Business Statistics 2. Business Laws
2	22.05.2024	11:30 AM To 1:30 PM	3. Indian Banking and Financial System 4. Hindi
3	23.05.2024	11:30 AM To 1:00PM.	5. English 6. VAC- 02 Digital Enhancement 7. SEC- 005 Effective Communications Skills

प्रो.(डॉ.) सत्यमान यादव
प्राचार्य
राजकीय वाणिज्य महाविद्यालय
अलवर (राज.)

**RAJ RISHI BHARTRIHARI MATSYA
UNIVERSITY ALWAR**



**SYLLABUS
B.Com. PART-I
Semester-I
&
Semester-II
Academic Session 2023-24**

Internal Assessment Description

Internal Assignments	10 marks
Seminar & Group Discussion	10 marks
Attendance & Discipline	10 marks

Bachelor of Commerce (B.Com.) Program Details

Semester	Courses	Core / Elective / Minor / Major / Vocational	Credit
Semester – I	Corporate Accounting	Major (DSCC)	6
	Principles of Management		6
	Business Economics		6
	Ability Enhancement Course (Compulsory): General Hindi	AEC	2
Total Credit			20
Semester – II	Business Statistics	Major (DSCC)	6
	Business Laws		6
	Indian Banking and Financial System		6
	Ability Enhancement Course (Compulsory): General English	AEC	2
Total Credit			20

B.Com Part-I
Semester II
Discipline Specific Core Course (DSCC)
BUSINESS STATISTICS

Unit-I

CREDITS: 06

Introduction to Business Statistics: Meaning, Definition, Origin and Development, Application of Statistics, Importance and Distrust, Uses in Business, Limitations of Statistics.
Collection of Data: Primary and Secondary Data, Classification, Tabulation, Construction of Frequency Distribution.
Analysis of Uni-variate Data: Measurement of Central Tendency, Measures of Dispersion and Skewness.

Unit II

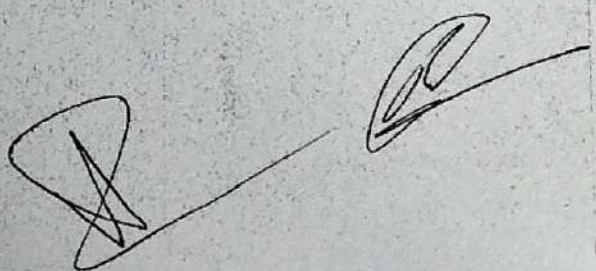
Analysis of Bivariate Data: (Only Linear):
Correlation Analysis: Meaning, Types, Degree and Interpretation of Coefficient of Correlation, Methods, Graphic, Karl Pearson's Coefficient of correlation (both Ungrouped and Grouped), Spearman's Rank Difference, Concurrent Deviation, Coefficient of Determination and Non-Determination, relationship between 'r' and 'r²', Probable Error, Standard Error.
Regression Analysis: Meaning, Utility, Types, Regression Lines, Methods of Creating Regression Lines: Graphic and Algebraic, Regression Coefficient, Application in Business, Standard Error of Estimate.

Unit III

Index Number: Meaning, Types and Uses, Methods of Constructing Price and Quantity Indices (Simple and Weighted), Chain base Index Number, Base Shifting, Splicing and Deflating, Problems in Constructing Index Numbers, Consumer Price Index, Number, Test of Adequacy.
Analysis of Time Series: Meaning, Importance, Cause of Variations in Time Series Data, Components of a Time Series, Decomposition- Additive and Multiplicative Models, Determination of Trend-Moving Average Method and Method of Least Squares, Computation of Seasonal Indices by Simple Average, Moving Average, Ratio to Moving Average and Link Relative Methods.

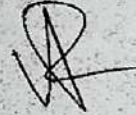
Course Outcome:-

- 1. Student will be Able to understand:
- 1.1. Develop Practical Competition Skills and Problem-Solving Capabilities Utilizing Appropriate Analytical Approaches to given Problem.
- 1.2. Able to Independently Calculate Basic Statistical Parameters (Mean, Measures of Dispersion, Correlation Coefficient, Indices etc.).
- 1.3. Understand and Appreciate the Need to Solve a Variety of Business-related Problems using a Systematic Approach Involving Accepted Statistical Techniques.



Books Recommended:

1. Yadav, Jain & Mittal: Business Statistics (Malik & Co. Jaipur)
2. Ranga, Gupta, Goyal, Bhatnagar :Business Statistics (Ajmera Book Co. Jaipur)
3. Oswal, Agarwal, Singhvi, Paldecha, Agarwal: Statistics (Ramesh Book Depot Jaipur)
4. Hooda, R.P.: Statistics for Business & Economics (Macmillan, New Delhi)
5. Ya-Lun Chou: Statistical Analysis with Business & Economic Applications (Holt, Rinehart & Winster, New York)
6. Hoel & Jessen: Basic Statistics for Business & Economics (John Wiley and Sons, New York)
7. Srivastava. T.N. and Shailaja Rego Statistics for Management, Tata McGraw Hill New Delhi



B.Com Part-I
Semester II
Discipline Specific Core Course (DSCC)
BUSINESS LAW

CREDITS: 06

Unit-I

- The Indian contract Act, 1872 (section 1 to 75)
- The Indian contract, Act, 1872 (section 124 to 238)

Unit-II

- Sales of Goods Act, 1930
- Consumer protection Act, 2019

Unit -III

- Negotiable Instruments Act, 1881
- Partnership Act, 1932
- The Limited Liability Partnership Act, 2008

Course outcome:-

After completion of Business Law, the students will be able to demonstrate and understand the legal environment of business, apply basic legal knowledge to business transactions, communicate effectively using standard business and legal terminology and formulate business decisions in light of legal and ethical regulations, procedural and substantive laws, court structure etc.

Suggested Books:

- Mercantile Law: N.D. Kapoor, Sultan Chand & Sons
- Mercantile Law: M.C. Shukla, Sultan Chand & Sons
- Business Law: R.L. Nalakra, R.B.D.
- Business Law: M.C. Kuchhal, Vivek Kuchha, Vikas Publishers
- Business Law Paperback: Pillai R.S.N., V.Bagirathi



RRBMU, ALWAR

Indian Banking and Financial System

SYLLABUS

Unit-I

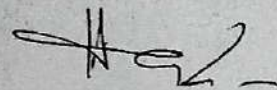
Bank-Meaning, Types and Functions of banks, Role of Banks in Economic Development.
Credit Creation of Banks. Banking products and Services: Types of Deposits and Retail Loans.
Reserve Bank of India: objectives, organizational setup, Functions and Credit Control.
Main Provision of Banking Regulations Act, 1949 and Reserve Bank of India Act, 1934.
Bankers- Customer relationship: General and Special (Banker's Rights and Obligations)
Cashier order.
Negotiable Instruments – Cheques, Bills, of Exchange, Promissory Note and Demand Draft.
Concept, Features, Types and Parties.
Acceptance, Payment and Collection of negotiable Instruments.
Crossing of Cheques, Concepts and types of crossing, Endorsement and presentation of
Negotiable Instruments.

Unit-II

Universal and Innovative Banking: Meaning, significance and features.
Channels of Banking: ATM, Internet, Mobile Phone Banking, PoS (Point of Sale), UPI.
E-Payment's mechanism of banks-plastic cards, NEFT, RTGS, IMPS, SWIFT, ECS,
payments wallets.
Financial Institutions: An Overview of Development Financial Institutions- IFCI, SIDBI,
RICI, IRCI, IDBI – Objectives, Functions.
Financial Services: Merchant Banking, Mutual Fund, Leasing Hire Purchase, Venture
Capital- Meaning, Objectives and Functions.
Introduction to BITCOIN, Block chain and Crypto Currency.
Financial sector reforms in India.
Green Banking.

Unit-III

Indian Financial System: meaning, Functions and its Components, Financial System and
Development, Major issues in Indian Financial System.

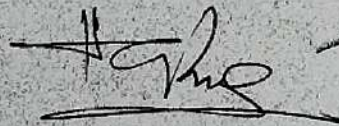


Financial Market: Meaning, Features and Functions. An Overview of Money Market, Capital Market (Primary and Secondary) and their Financial Instruments, Debt Market- Meaning and Functions and their instruments, Role of SEBI and RBI in regulation of Capital and Money Market.

NPA: Meaning, Causes of NPA, Impact of NPA on banking Sector.

Suggested Readings:

1. Vasant Desai: Indian Banking Nature and Problems, Himalaya Publishing House, Delhi.
2. Natarajan S. Parameshwaran R: "Indian Banking", S. Chand & Company Ltd. New Delhi.
3. Averbach, Robert D: Money, Banking and Financial Markets Macmillan, London.
4. Varshney, P.N.: Indian Financial System, Sultan Chand & Sons, New Delhi.
5. Khan, M.Y.: Indian Financial System, Tata McGraw Hill, Delhi.
6. Bhole L.M.: Financial markets and Institutions, Tata McGraw Hill, Delhi.
7. J.K. Tandon and T.N. Mathur - Banking and Finance, Shivam Book House(P) Ltd., Jaipur (Hindi and English Version)
8. Vashitha, Swami, Gupta: Banking and Finance, Ramesh Book Depot, Jaipur.





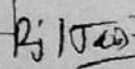
University of Rajasthan
NEP-2020 based Syllabus
For
Value Added Courses for Semester I and II in UG Programmes
(2 Credits/ semester for Semester I and II)
VAC-2

1	Title of course-Digital Enhancement	
2	Nodal Department of HEI to run course	All College Units
3	Broad Area/Sector-	ICT Tools
4	Number of Seats-	60 students per batch
5	Course Code-.....	Credits-02(4 Hours per week)- Presentations/ Demonstration and Group Activity
6	Scheme of Examination Maximum Marks :50 Minimum Marks: 20	Internal Assessment : 10 Marks EoSE : 40 marks , Duration: 2 hours Exam pattern : MCQ , 80 questions. The responsibility of conducting and evaluating the Mid Semester Assessment is vested on the teacher designated as Course Coordinator. The End-Semester Examination shall be conducted by the concerned University.
7	Is this course is based on Outside Partners/ Institutions/ Industry/ Govt. Org. etc. ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Syllabus outlines Unit I : Digital Inclusion and Empowerment Unit II : Communication and Collaboration in the Cyberspace Unit III : Towards safe and Secure Cyberspace Unit IV : Ethical Issues in Digital Word	

- The course should be conducted in an interactive mode through demonstration, using appropriate ICT tools.
- Conduct workshops on e-services initiated under Digital India and Govt. of Rajasthan..
- Spread digital literacy/awareness amongst the vulnerable groups and marginalized sections of the society like street vendors, domestic help, security guards, senior citizens.
- Students will take up team activities/ projects exploring digital services in the areas such as education, health, planning, farming, security, cyber security, financial inclusion, and justice, e-Kranti.
- Any other Practical/ Practice as decided from time to time.

Unit wise Details of the Value Added Course

Particulars	Presentations cum Practice Hours with individual and group activity. (30×2=60)
Unit I: Digital inclusion and Digital Empowerment	20
<ul style="list-style-type: none"> • Needs and challenges • Vision of Digital India: DigiLocker, E-Hospitals, e-Pathshala, BHIM, Swayam Portal, e-Kranti (Electronic Delivery of Services), e-Health Campaigns. Digital Signature. • Public utility portals of Govt. of India such as RTI, Health, Finance, Education, SSO-ID. 	


Dy. Registrar
 (Academic)
 University of Rajasthan

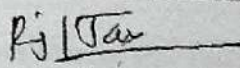
Unit II: Communication and Collaboration in the Cyberspace	16
<ul style="list-style-type: none"> • Electronic Communication: electronic mail, blogs, social media tools • Collaborative Digital platforms • Tools/platforms for online learning • Collaboration using files sharing, messaging, video conferencing 	
Unit III: Digital Safety Measurement Tools.	16
<ul style="list-style-type: none"> • Online security and privacy • Threats in the digital world: Various forms of Viruses, Data breach and Cyber Attacks • Blockchain Technology • Security Initiatives by the Gov of India 	
Unit IV: Ethical Issues in Digital World	8
<ul style="list-style-type: none"> • Emerging Technologies: Overview of Cloud Computing, • Big Data, Internet of things, Virtual reality, Robotics, Artificial intelligence, • 3-D Printing, Future of digital technologies. 	
Total	60 hours
Requisite: Basic knowledge of Computer Applications.	

Suggested Books/References/Weblinks(if available)

(a)	Books:	Essential Readings / Online Resources <ul style="list-style-type: none"> • Rodney Jones and Christopher Hafner. "Understanding digital Literacies: A Practical Introduction" Routledge Books, 2nd edition, 2021. • M.Swan, "Blockchain: Blueprint for a new economy, O'Reilly Media, 2015. • K.Chandrasekhar, "Essential of Cloud Computing", CRC Press, 2014 • P.Kumar et al., "Emerging Technologies in Computing: Theory, Practice and Advances, CRC Press, Routledge, Taylor & Francis Group, , 1st Edn, 2021. • https://www.digitalindia.gov.in • https://www.digilocker.gov.in • https://www.cybercrime.gov.in • https://www.cybersafeindia.in • https://www.meity.gov.in/cyber-surakshit-bharat-programme
(b)	References:	Suggested Readings <ul style="list-style-type: none"> • David Sutton. "Cyber security: A practitioner's guide", BCS Learning & Development Limited, UK, 2017. • https://www.mha.gov.in/document/downloads/cyber-safety-handbook

Programme Specific Outcome (As per the directions of UGC Framework for UG Programmes)

- Digital enhancement programs will provide streamline processes and automate tasks, leading to increased operational efficiency. By understanding and learning about learning digital tools and technologies and optimize the workflows will reduce human error.
- To empower individuals to work more productively. With access to digital tools, automation, and collaboration platforms, employees can streamline their work, enhance communication and collaboration, and achieve higher levels of productivity.
- Digital enhancement programs often involve upskilling and reskilling individual to adapt to new technologies and work practices. By training of digital activities one can work fast with efficiency. Enhancing digital literacy, and foster a culture of continuous learning will be developed in the student.


Dv. Registrar

Detailed Syllabus

SEC-005 – Effective Communication Skills

Unit 1:

Communication Process

Meaning of Communication and its Components
Types of Communication
Barriers of Communication
Activity based Learning

(8 Lectures)

Unit 2:

Non-Verbal Communication

Meaning of non-verbal communication
Introduction to modes of non-verbal communication
Do's and Don'ts
Activity based Learning

(7 Lectures)

Unit 3:

Listening and Speaking Skills

Techniques of Effective Listening
Listening and Comprehension
Understanding English Sounds, Tone and Intonation
Activity based Learning

(8 Lectures)

Unit 4:

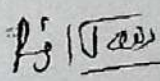
Reading and Writing Skills

Techniques of Effective Reading
Reading and Comprehension
Common Errors
Activity based Learning

(7 Lectures)

Suggested Books and References –

1. English Communication – A Textbook for AECC-2 (Cambridge). Somak Mandal/ Sharmishtha Chatterjee Sriwastav (Cambridge)
5. Interact – A Course in Communicative English. Malathy Krishnam/ Zinia Mitra/ Binayak Ray (Cambridge)
6. English Fluency – I, Pooja Khanna/ Neerja Desval
7. Sen Madhucchanda (2010). An Introduction to Critical Thinking. Pearson. Delhi
8. Silvia P.J. (2007). How to Read a Lot. American Psychological Association. Washington DC


Dv. Registrar

Academics

Suggested E-resources:

1. **Online Lecture Notes and Course Materials:**
Online platform SWAYAM

Course Learning Outcomes:

By the end of the course, students should be able to:

1. By the end of this program participants should have a clear understanding of what good communication skills are and what they can do to improve their abilities.
2. Participate in a digital lifestyle conversant with computers, applications, Internet and nuances of cyber security.
3. Engage in effective communication by respecting diversity and embracing good listening skills.
4. Distinguish the guiding principles for communication in a diverse, smaller internal world.

Raj Jay
Dy. Registrar
(Academic)
University of ...