



Tilak Maharashtra Vidyapeeth

Declared as a Deemed to be University Under Section 3 of UGC Act 1956
Reaccredited by NAAC with 'B++' Grade
ISO21001 : 2018 Certified



BACHELOR OF COMMERCE (B.Com)

SYLLABUS For

2nd Year III Semester

(Applicable from 2024-2025)



Pranati R. Tilak
HOD
Department of Management
Tilak Maharashtra Vidyapeeth



Second Year - Semester III										
Sr. No.	Subject Code	Subject Name	Category of Subject	Credits		Marks		Practical Marks		Total Marks
						External	Internal	External	Internal	
1	BCOM24-301	Corporate Accounting	Core	4	-	60	40	-	-	100
2	BCOM24-302	Managerial Economics (व्यवस्थापकीय अर्थशास्त्र)	Core	3	-	60	40	-	-	100
3	BCOM24-303	Business Environment (व्यवस्थापकीय अर्थशास्त्र)	Core	3	-	60	40	-	-	100
4	BCOM24-304	Business Management (व्यवसाय व्यवस्थापन)	Multi-disciplinary	2	-	30	20	-	-	50
5	BCOM24-305	Business Communication (व्यवसाय संज्ञापन)	AECC	2	-	30	20	-	-	50
6	BCOM24-306	Environmental Studies (पर्यावरणीय अभ्यास)	Value Added	4	-	-	100	-	-	100
7	BCOM24-307	Community Engagement	Field Project	2	-	-	50	-	-	50
8	BCOM24-308	Internship	Internship	-	2	-	50	-	-	50
Total				22		240	360			600



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SEMESTER- III

DEPARTMENT OF MANAGEMENT

NAME OF THE PROGRAM: BACHELORS OF COMMERCE

PROGRAM CODE: 082

YEAR OF INTRODUCTION: 2024

Syllabus Code No.	082	
YEAR	2 nd year	
SEMESTER	III	
NAME OF COURSE	Corporate Accounting	
CATEGORY	Core	
COURSE CODE	B.Com24-301	
PAPER NO	1	
MARKING SCHEME	End-Semester (EXT): 60	Continuous evaluation (INT): 40 Total : 100
CREDITS – MARKS	Total:- 100 Credit:- 4 Marks Passing 40 %	
	Theory : Yes	Practical :-NA
TEACHING HOURS	Theory: 60 Hours	Practical: 0

COURSE OBJECTIVES:

- COBJ1:** To understand principles, concepts, and statutory provisions of corporate accounting and company accounts.
COBJ2: To prepare and interpret financial statements of companies as per accounting standards and legal requirements.
COBJ3: To analyse accounting issues related to share capital, debentures, amalgamation, and corporate restructuring.
COBJ4: To promote ethical accounting practices and compliance with corporate governance principles.

COURSE OUTCOME:

- CO1:** Understand the principles, concepts, and statutory provisions related to corporate accounting and company accounts. (PO1)
CO2: Prepare and interpret financial statements of companies in accordance with accounting standards and legal requirements. (PO1, PO2)
CO3: Analyse accounting issues related to share capital, debentures, amalgamation, and corporate restructuring. (PO2, PO3)
CO4: Demonstrate ethical accounting practices and compliance with corporate governance principles in financial reporting. (PO5, PO7)



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COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching-learning hours per unit	Theory	Practical	Marks Weightage	
					INT (continuous evaluation)	EXT (end-sem)
1	Issue of shares	15	15	NA	10	20
2	Profit Prior To Incorporation	11	11	NA	05	15
3	Accounting Standards:	05	05	NA	10	05
4	Holding Company:	16	16	NA	05	10
5	Liquidation of Joint Stock Company:-	13	13	NA	10	10
Total Hours					40	60



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PROGRAM CODE: 082

YEAR OF INTRODUCTION: 2024

Syllabus Code No.	082	
YEAR	2 nd Year	
SEMESTER	III	
NAME OF COURSE	Managerial Economics	
CATEGORY	Core	
COURSE CODE	BCOM24-302	
PAPER NO	2	
MARKING SCHEME	End-Semester (EXT): 60	Continuous evaluation (INT): 40 Total : 100
CREDITS – MARKS	Total : 100 Marks Credit:- 3 Passing 40 %	
	Theory : Yes	Practical :-NA
TEACHING HOURS	Theory: 45 Hours	Practical: 0



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COURSE OBJECTIVES:

COBJ1: To explain the principles of managerial economics and their application in business decision-making.

COBJ2: To apply economic theories and quantitative techniques to solve managerial and business problems.

COBJ3: To analyse demand, cost, pricing, and production decisions in business situations.

COBJ4: To evaluate economic policies and market conditions for strategic business planning and managerial decisions.

COURSE OUTCOME:

CO1: Explain the principles of managerial economics and their application in business decision-making. (PO1, PO2)

CO2: Apply economic theories and quantitative techniques to solve managerial and business problems. (PO2)

CO3: Analyse demand, cost, pricing, and production decisions in various business situations. (PO2, PO3)

CO4: Evaluate economic policies and market conditions to support strategic business planning and managerial decisions. (PO2, PO3, PO7)



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COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching-learning hours per unit	Theory	Practical	Marks Weightage	
					INT (continuous evaluation)	EXT (end-sem)
1	Introduction to Economics - Introduction, Micro & Macro Economics, Static & Dynamic Analysis, Nature of static's, Economic Dynamics	06	06	NA	05	10
2	Demand Analysis- Introduction, Demand, Factors influencing Demand, Types of Demand, Law of Demand, Variations & Changes in Demand, Expansions & Contraction of Demand, Increase & Decrease in Demand, Elasticity of Demand, Price Elasticity of Demand, Types of Price elasticity, Kinds of Elasticity of Demand, Factors Determining the Price Elasticity of Demand	10	10	NA	10	12
3	Cost Benefit Analysis -Introduction, Meaning of Cost Benefit Analysis, Difficulties in estimating cost, Steps in Cost Benefit Analysis, Advantages & Disadvantages of Cost Benefit Analysis, Justification for Cost Benefit Analysis	06	06	NA	06	08
4	Theory of Production- Production is Creation Or Addition of Value, Production Function, The Laws of Production, The Law of variable proportions, The Law can be explained with the help of hypothetical production schedule, Returns to Scale, Three phases of Returns to Scale	08	08	NA	06	10
5	Product Pricing -The Essentials of a Market are-, Classification of Markets, Classification on the basis of time period involved, Classification on the basis of degree of competition, Pricing under Pure Competition, Revenue Concepts, Equilibrium of the firm & industry, Equilibrium of the firm & industry under Perfect Competition, Long Run equilibrium, Price output under Monopoly, The Equilibrium of the Monopolist, Short Run Equilibrium and Long Run Equilibrium	10	10	NA	08	15
6	Types of Business Organization Introduction, Characteristics of Business, How Businesses are organized, Criteria to decide the type of organization, Sole Proprietorship, Partnership, Joint Stock Company	05	05	NA	05	05
Total Hours		45			40	60



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PROGRAM CODE: 082

YEAR OF INTRODUCTION: 2024

Syllabus Code No.	082	
YEAR	2 st year	
SEMESTER	III	
NAME OF COURSE	Business Environment	
COURSE CODE	B.Com24-303	
CATEGORY	Core	
PAPER NO	3	
MARKING SCHEME	End-Semester (EXT): 60	Continuous evaluation (INT): 40 Total : 100
CREDITS – MARKS	Total : 100 Marks Credit:- 3 Passing : 40 %	
	Theory : Yes	Practical :-NA
TEACHING HOURS	Theory: 45 Hours	Practical: 0

COURSE OBJECTIVES:

COBJ1: To understand the nature, components, and significance of the business environment affecting organizational performance.

COBJ2: To analyse the impact of economic, political, legal, social, and technological factors on business operations.

COBJ3: To evaluate contemporary business issues, government policies, and global business trends influencing organizations.

COBJ4: To develop awareness of ethical, social, and environmental responsibilities of businesses in a dynamic business environment



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COURSE OUTCOME:

CO1: Understand the nature, components, and significance of the business environment affecting organizational performance. (PO1)

CO2: Analyse the impact of economic, political, legal, social, and technological factors on business operations. (PO1, PO2)

CO3: Evaluate contemporary business issues, government policies, and global business trends influencing organizations. (PO2, PO3)

CO4: Demonstrate awareness of ethical, social, and environmental responsibilities of businesses in a dynamic environment. (PO5, PO7)

COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching-learning hours per unit	Theory	Practical	Marks Weightage	
					INT (continuous evaluation)	EXT (end-sem)
1	Overview of Business Environment	08	08	NA	05	10
2	Economic Environment	08	08	NA	10	15
3	Economic Policies	09	09	NA	10	15
4	Social, Political and Legal Environment	10	10	NA	10	10
5	Global Environment	10	10	NA	05	10
Total Hours		45	45	NA	40	60

**PROGRAM CODE: 082****Year of Introduction: 2023**

Syllabus Code No.	082	
YEAR	2st year	
SEMESTER	III	
NAME OF COURSE	Business Management	
CATEGORY	Core	
COURSE CODE	B.Com24-304	
PAPER NO	4	
MARKING SCHEME	End-Semester (EXT): 30	Continuous evaluation (INT): 20 Total : 50
CREDITS – MARKS	Total : 50 Credit:- 2 Passing 20 (EXT) ,08 (INT)	
	Theory : Yes (EXT)	Practical :-NO
TEACHING HOURS	Theory: 30 (INT)	Practical: NO

COURSE OBJECTIVES:**COBJ1:** To explain the concepts, principles, and functions of management in business organizations.**COBJ2:** To apply planning, organizing, staffing, directing, and controlling functions to business situations.**COBJ3:** To develop leadership, decision-making, and problem-solving skills required for effective management.**COBJ4:** To foster professional ethics, teamwork, and managerial competence in organizational settings.**COURSE OUTCOME:****CO1:** Explain the concepts, principles, and functions of management in business organizations. (PO1, PO3)**CO2:** Apply planning, organizing, staffing, directing, and controlling functions to business situations. (PO2, PO3)**CO3:** Develop leadership, decision-making, and problem-solving skills required for effective management. (PO2, PO3, PO6)**CO4:** Demonstrate professional ethics, teamwork, and managerial competence in organizational settings. (PO5, PO6, PO7)

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COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching - learning hours per unit	Theory	Practical	Marks Weightage	
					INT(continuous evaluation)	EXT(end sem)
1	Concepts of Management Definitions as art or science, profession, scope of Management, functions of Management, Managerial skills; Traditional & Professional in India.	7	7	NA	5	8
2	Evaluation of Management Thoughts: F.W. Taylor-Scientific Management. Henry Fayol – administrative Management Elton Mayo – experiment, Chester Barnard – theory Peter Drucker – thoughts	6	6	NA	4	6
3	Functions of Management. 1. Planning – Meaning, Importance, process, advantages & limitations 2. Content of planning: a. Forecasting – meaning, need, b. Decision Making – Meaning, Importance, Factors affecting decision making. c. Time management. d. Organizing & Staffing techniques	6	6	NA	4	6
4	Organization structure: Meaning, purpose, types of organization, delegation of Authority, span of control.	3	3	NA	2	2
5	Direction: Definition, Meaning, Importance, Nature & principles of direction, components of direction & techniques.	2	2	NA	1	2
6	Motivation: - Meaning, Importance & theories, 1. Maslow's Need Theory of Hierarchy, 2. Herzberg's two factors Theory, 3. Mc Gregors Theory X & Theory Y , 4. 5. Moral Financial &Non-Financial Incentives	2	2	NA	1	2
7	Leadership: - Meaning, Importance, qualities of leaders, theories of leadership- Trait, Situational, composite, Theory. Leadership Style - Autocratic, Participative, Free rain	2	2	NA	1	2
8	Control:- Definition, features, Importance of Control, Areas of Control, Essentials of Good Control, Techniques of Control - Budgetary Control, TQM, ABC Analysis, Management Audit, PERT & CPM	1	1	NA	1	1
9	Recent Trends in Management:- Management of Change, Business Ethics, Event Management Disaster Management	1	1	NA	1	1
	Total	30	30	NA	20	30



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PROGRAM CODE: 082

YEAR of Introduction: 2023

Syllabus Code No.	082	
YEAR	2nd Year	
SEMESTER	III	
NAME OF COURSE	Business Communication	
COURSE CODE	BCOM23-305	
CATEGORY	AECC	
PAPER NO	5	
MARKING SCHEME	End-Semester (EXT): 30	Continuous evaluation (INT): 20 Total : 50
CREDITS – MARKS	Total: 50 Marks Credits: 2 Passing Percentage: 40%	
	Theory : Yes	Practical :-NA
TEACHING HOURS	Theory: 30	Practical: 0

COURSE OBJECTIVES:

COBJ1: To develop effective verbal, written, and non-verbal communication skills for professional and business environments.

COBJ2: To prepare business letters, reports, proposals, presentations, and other forms of organizational communication.

COBJ3: To apply communication strategies for interpersonal relations, teamwork, negotiations, and conflict resolution.

COBJ4: To demonstrate professional etiquette, ethical communication practices, and confidence in business interactions.

COURSE OUTCOME:

CO1: Develop effective verbal, written, and non-verbal communication skills for professional and business environments. (PO6)

CO2: Prepare business letters, reports, proposals, presentations, and other forms of organizational communication. (PO6, PO7)

CO3: Apply communication strategies for interpersonal relations, teamwork, negotiations, and conflict resolution. (PO3, PO6)

CO4: Demonstrate professional etiquette, ethical communication practices, and confidence in business interactions. (PO5, PO6, PO7)



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COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching-learning hours per unit	Theory	Practical	Marks Weightage	
					INT (continuous evaluation)	EXT (end - sem)
1	Business Communication -Meaning and Importance of Communication. Meaning and Importance of Business Communication. Elements of Communication Process Types of Communication. Principles of Effective Communication. Barriers to Communication	7	10	N/A	5	7
2	Method of Communication -Nature and scope of business communication. Formal and Informal, Grapevine. Use of audio visual and electronic media for business communication. Types - Upward, Downward, Horizontal, Cross channel or Diagonal	6	10	N/A	5	6
3	Interpersonal Skills & Body Language - Body language-Concept & importance, Definition. Use of body language to improve communication. Interpersonal skills – concept, use of effective interpersonal skills to get desired results in corporate sector. Elements of Good Listening. Barriers in Listening	5	5	N/A	3	5
4	Business Correspondence- Business letters (correspondence) – Meaning & Importance. Structure and layout of a business letters. Forms of layout. Essential qualities of a good business letter – Internal and External Types of Business Letters. - Letters of Enquiry and replies to them. Order letters & their fulfillment. Trade reference and status enquiry. Complaints and their adjustment. Collection letters, sales letters & circular letters, Application letter for Employment, Termination Letter	5	5	N/A	3	5
5	Reports Writing - Meaning and Importance. Types of Reports. Structure of reports, Drafting of Reports- Definition, purpose and scope. Determining the audience, Collection of data. Organizing the material analysis and interpretation of data presentation of data Writing of Reports and it's submission. Study of specimen Reports	5	5	N/A	2	5
6	Business Communication & Information Technology -Computer application in business communication. Use of E-mail, Fax, Use of Internet as a medium for communication	2	2	N/A	2	2
Total Hours		30	30	N/A	20	30



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PROGRAM CODE: 082

YEAR of Introduction: 2024

Syllabus Code No.	082		
YEAR	2nd Year		
SEMESTER	III		
NAME OF COURSE	Environmental Studies		
CATEGORY	Value Added		
COURSE CODE	BCOM24-306		
PAPERNO	6		
MARKING SCHEME	Internal Evaluation(INT):100		
CREDITS-MARKS	Total:100	Credits:4	Passing:40%
	Theory: Yes	Practical: No	
TEACHINGHOURS	Theory: 60	Practical: No	

COURSE OBJECTIVES:

COBJ1: To understand the concepts, components, and significance of environmental systems and sustainable development.

COBJ2: To analyse environmental challenges such as pollution, climate change, biodiversity loss, and resource depletion.

COBJ3: To evaluate the role of businesses, governments, and society in environmental protection and sustainability initiatives.

COBJ4: To develop environmental awareness and promote sustainable and ethical practices for responsible citizenship

COURSE OUTCOMES:

CO1: Understand the concepts, components, and significance of environmental systems and sustainable development. (PO1)

CO2: Analyse environmental challenges such as pollution, climate change, biodiversity loss, and resource depletion. (PO2, PO5)

CO3: Evaluate the role of businesses, governments, and society in environmental protection and sustainability initiatives. (PO3, PO5)

CO4: Demonstrate environmental awareness and responsible citizenship by promoting sustainable and ethical practices. (PO5, PO7)



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COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching - learning Hours per unit	Theory	Practical	Marks Weightage	
					INT (continuous evaluation)	EXT (end-semester)
1	Introduction to Environmental Studies: Definition, Scope, and Importance of Environmental Studies Multidisciplinary Nature of Environmental Studies. Components of the Environment: Atmosphere, Hydrosphere, Lithosphere, and Biosphere Ecosystem: Structure ,Function ,and Types	10	10	No	15	NA
2	Natural Resources: Forest Resources: Use and Over-exploitation, Deforestation, Case Studies Water Resources: Use and Over- utilization of Surface and Groundwater, Floods, Droughts, Conflicts over Water, Conservation Methods. Mineral Resources: Usage and Exploitation, Environmental Effects of Extracting and Using Mineral Resources, Case Studies. Food Resources: World Food Problems, Changes Caused by Agriculture and Overgrazing, Effects of Modern Agriculture, Fertilizer- pesticide Problems, Water Logging, Salinity. Energy Resources: Growing Energy Needs, Renewable and Non- renewable Energy Sources, Use of Alternate Energy Sources, Case Studies. Land Resources: Land Resource, Land Degradation, Man-induced Landslides, Soil Erosion, and Desertification	10	10	No	15	NA
3	Biodiversity and Conservation Introduction: Definition, Levels of Biodiversity. Value of Biodiversity: Consumptive and Productive Use, Social, Ethical, Aesthetic, and Option Values Biodiversity at Global, National, and Local Levels. India as Mega-diversity Nation Hot-spots of Biodiversity. Threats to Biodiversity: Habitat Loss, Poaching of Wildlife, Man-wildlife Conflicts. Endangered and Endemic Species of India. Conservation of Biodiversity :In-situ and Ex-situ Conservation	10	10	No	15	NA
4	Environmental Pollution Definition, Causes, Effects, and Control Measures of: Air Pollution Water Pollution Soil Pollution Marine Pollution Noise Pollution Thermal Pollution Nuclear Hazards. Solid Waste Management: Causes, Effects, and Control Measures of Urban and Industrial Wastes. Role of an Individual in Prevention of Pollution. Pollution Case Studies Disaster Management : Floods, Earthquake, Cyclone ,and Land slides	10	10	No	15	NA



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5	Social Issues and the Environment Urban Problems Related to Energy Water Conservation, Rain Water Harvesting, Watershed Management Population Growth, Variation among Nations Population Explosion—Family Welfare Program Resettlement and Rehabilitation of People; Its Problems and Concerns, Environmental Ethics: Issues and Possible Solutions Climate Change, Global Warming, Acid Rain, Ozone Layer Depletion, Nuclear Accidents, and Holocaust. Case Studies Waste land Reclamation. Consumerism and Waste Products Environment Protection Act.	10	10	No	15	NA
6	Field Work: Visit to a Local Area to Document Environmental Assets: Flora & Fauna, Geographical terrain, ecosystem. Visit to sites which have adapted environment friendly living. Disaster Preparedness and Management: Organizing a Mock Drill	No	10	10	25	NA
Total		60	NA	100		



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PROGRAM CODE: 082

YEAR of Introduction: 2024

Syllabus Code No.	082		
YEAR	2 nd Year		
SEMESTER	III		
NAME OF COURSE	Community Engagement		
CATEGORY	Field Project		
COURSE CODE	BCOM24-307		
PAPERNO	7		
MARKING SCHEME	Internal Evaluation(INT): 50 Marks		
CREDITS–MARKS	Total:50	Credits: 2	Passing:40%
	Theory: Yes	Practical: NA	
TEACHINGHOURS	Theory: 30 Hours	Practical: No	

Community Engagement Guidelines / SOP for B.Com Students

1. Purpose of Community Engagement

- To connect academic knowledge with social realities.
- To instill a sense of social responsibility, ethics, and empathy.
- To encourage practical exposure in areas like financial literacy, entrepreneurship, environmental awareness, and social welfare.

2. Principles of Engagement

- **Respect & Inclusivity:** Treat community members with dignity, respecting their cultural and social background.
- **Mutual Learning:** Approach the community as partners in learning, not as recipients of charity.
- **Sustainability:** Focus on initiatives that create long-term positive impact.
- **Ethical Practices:** Maintain transparency, honesty, and accountability in all activities.

3. Types of Engagement Activities –Any 2 Activities (25 Marks Each)

- **Educational Initiatives**
 - Conduct financial literacy workshops.
 - Offer basic accounting, digital literacy, or entrepreneurship training.
- **Social Responsibility Activities**
 - Organize cleanliness drives, tree plantation, or waste management awareness.
 - Participate in health camps, blood donation, or wellness programs.
- **Skill Development & Capacity Building**
 - Assist SHGs (Self-Help Groups) with bookkeeping and record management.
 - Support small local businesses with marketing and financial advice.



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- **Cultural & Social Awareness**

- Promote local culture, heritage, and traditional crafts.
- Conduct seminars on gender equality, rights awareness, and inclusive growth.

4. Roles & Responsibilities of Students

- Be punctual and committed to assigned tasks.
- Maintain discipline and represent the institution respectfully.
- Prepare reports/reflections after each engagement activity.
- Work in teams, respecting leadership and collaboration.

5. Safety & Ethical Guidelines

- Always work in groups (avoid unsafe isolated visits).
- Follow community protocols and seek permission before initiating activities.
- Ensure confidentiality of sensitive information (e.g., financial details of individuals).
- Avoid imposing personal beliefs; focus on knowledge-sharing.

6. Reflection & Learning

- After each activity, prepare a short reflective journal addressing:
 - What was done?
 - What was learned?
 - What challenges were faced?
 - How can this be improved?
- Reflection sessions may be conducted in class to connect experiences with B.Com subjects like Economics, Accounting, CSR, Business Ethics, and Rural Development.

7. Documentation & Reporting

- Maintain attendance and activity records.
- Submit photographs, reports, or videos of activities when required.
- Highlight the impact of engagement in terms of community benefit and student learning.

8. Institutional Support

- Faculty mentors should guide students in planning and executing activities.
- The institution may collaborate with NGOs, government departments, and local bodies for structured programs.
- Recognition/credits may be given to students who actively participate.

Outcome Expected:

By following these guidelines, B.Com students will not only gain practical exposure but also develop empathy, leadership, communication skills, and a deeper understanding of social and economic issues that connect their commerce education with real-life challenges.



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1. Community Engagement Report

The students are required to submit a report of the Community Engagement Projects at the end of the semester in the following suggested format.

All projects should be typed on A4 sheets, Font Size 12, Times New Roman, one and a half spacing on executive bond paper. The project report shall have appropriate chapter scheme and be presented in a minimum of 30 pages (Approximately minimum of 6000 to 7000 words). **It should be Spiral Bound.**

Report should be arranged in the following order

Title Page

- Title of the Report (Fontsize14)
- Name of the Student
- PRN number/Seat number
- Program Title
- Name of the Mentor
- Month of Submission
 - Certificate by the Institute
- Certificate by Mentor
- Student's Declaration
- Acknowledgement

Table of contents

- Include headings and sub headings with page numbers.

Introduction

- Purpose of the visit: Outline the objectives and expected outcome of the community interactions.



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- Background Information: Provide context about the community interactions and its significance.

Purpose / Need of the study

- The purpose/need of the study is to explain why the research is important.
It shows the problem or gap that needs to be studied.
It helps in finding useful ideas or solutions for people, society, or organizations.

Conclusion and Recommendations

- Discuss how the findings from the visits contribute to the understanding of subject area.
- Summarize the key findings and their significance. Offer recommendations based on their search findings for further study or preservation effort.

2. Evaluation Pattern

Evaluation during the CEP program involves two key components: Internal Evaluation

Internal Evaluation (Marks 50)

Criteria	Marks
Need and Purpose of the study, Conclusion	20
Presentation Skills & Communication	10
Over all Report quality	20
Total	50



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Appendix I

GUIDE INTERACTION DIARY FORM

I, the under signed Ms./Mr. _____ PRN
No. _____, currently enrolled in the _____ Year of
_____ Full-time Program _____ at _____ Tilak
Maharashtra Vidyapeeth Management Department (Commerce) I am undertaking my
Community Engagement report work under the guidance of Dr./Ms./Mr. _____, and
I hereby confirm that I have met my Internal guide on the following dates mentioned below
for Project Guidance:-

Sr. No.	Date	Signature of the Center Head / Faculty

Signature of the Candidate

Signature of the Center Head / Faculty

IMPORTANT: It is expected that students will be meeting their guide at least five times for the CEP work interaction. The candidate should retain the above stated 'Report Guide Interaction Certificate Form' and submit the same with required signatures of the guide while submitting the report to the Institute.



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THE REPORT WILL NOT BE ACCEPTED WITHOUT THE DULY FILLED GUIDE
INTERACTION CERTIFICATE.

Appendix II

Main Page Format of Report

Title of the Report

Name of the Student

(Name of Academic Course and Academic Year Details)

Example: Masters in Management Studies

Under the Guidance of

Name of Guide

Department of Management (Commerce)

Academic Year – 2025-26



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Appendix III

**Tilak Maharashtra Vidyapeeth
Management Department
Commerce Wing**

Certificate

I hereby certify that Mr./Ms. _____, Student of
Tilak Maharashtra Vidyapeeth Department of Management (Commerce) studying in
_____ Program has completed a C.E.Report titled ----- in the area
_____ Specialization
for the academic year 2025-2026. To the best of my knowledge the work of the student is
original and the information included in the report is correct.

Head of the Department Principal



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Annexure IV

Declaration

I, Mr./Ms. _____ Student of
Tilak Maharashtra Vidyapeeth Management Department Commerce Wing studying _____ in
_____ Program, hereby declare that I have completed
the Community Engagement Report titled _ during the academic year 2025-
2026.

The report is original and the information /data included in the report is true emerging
from the primary and/ secondary data gathered and analyzed as part of this Community
Engagement project.

Signature of the Student with date Name of Student



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Student Evidence Record Sheet

(For Community Engagement Activity)

Student Name: _____ Class & Roll No _____

Activity Details

- Brief Description of Activity:

2. Photographic Evidence

(Paste minimum 2–3 photos of the activity here)

3. Supporting Material (if any)

- Pamphlets, charts, posters used: _____
- Copies attached: ☐ Yes ☐ No

4. Student Reflection.

(Write 5–6 sentences about your experience and learning)



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RECORD OF WORK CARRIED BY STUDENT

Date	Time – Duration		Venue or Department	Nature of Work	Sign of Supervisor	Remarks
	From	To				

Signature of the

Student Signature of

Coordinator



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DEPARTMENT OF MANAGEMENT

NAME OF THE PROGRAM: Bachelors' of Commerce

PROGRAM CODE: 082

YEAR of Introduction: 2024

Syllabus Code No.	082		
YEAR	2 nd Year		
SEMESTER	III		
NAME OF COURSE	Internship (Practical)		
CATEGORY	Internship		
COURSE CODE	BCOM24-308		
PAPERNO	8		
MARKING SCHEME	Internal Evaluation(INT): 50		
CREDITS-MARKS	Total: 50	Credits: 2	Passing:40%
	Theory: No	Practical: Yes	
TEACHINGHOURS	Theory: No	Practical: 60 Hours	

Guidelines for Internship /Research Internship for Undergraduate Students (2023)

1. Objectives of the Internship

Purpose: To provide students with practical exposure to the real-world business environment, bridging the gap between theoretical knowledge and practical application.

Learning Outcomes: Students should gain insights into business operations, develop professional skills, and understand industry practices.

2. Duration and Nature of the Internship

Duration: 60 Hours of work in any organization with the approval of the department.

Nature: Internships can be in various sectors such as finance, marketing, human resources, accounting, or retail.

3. Selection of Internship Organization

Criteria: Organizations should be recognized and relevant to the student's field of study.

Approval: Students may need to obtain approval from their institution before commencing the internship.



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4. Project Report

Content: The report should include an introduction to the organization, objectives of the internship, methodology, findings, analysis, and conclusions.

5. Evaluation Criteria (Total: 50 Marks)

Project Report (30 Marks): Clarity of objectives and methodology Depth of analysis and findings Quality of writing and presentation Proper referencing and citation	Presentation(10 Marks): Oral presentation of the project report Ability to answer questions and engage in discussion	Supervisor's Feedback (10 Marks): Assessment by the faculty supervisor based on the student's performance during the internship and the quality of the report
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6. Submission and Deadlines

Submission: Students are required to submit the final project report by a specified deadline, usually at the end of the semester. Deadline will be notified via notice to the students.

Format: A spiral bound report must be submitted to the Office or Centre.

7. Additional Considerations

Ethical Standards: Students should adhere to ethical guidelines, maintaining confidentiality and integrity during their internship.

Documentation: Maintaining a daily log or diary during the internship can be beneficial for both the student and the evaluator.



Parvati R. Tilak
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Tilak Maharashtra Vidyapeeth



Guidelines for preparing Internship Report: The project work should be done under the guidance of Internal Faculty member allotted by the Department/ Institute.

Format / Presentation of Project Report

The format that the student should follow while submitting the project report as follows

- a) Title Page
- b) Vidyapeeth Certificate
- c) Supervisor / Guide Certificate
- d) Organization's Certificate, where the student did project
- e) Index of contents with page numbers

- Chapter 1 - Introduction
- Chapter 2 – Need and Purpose of the study
Rationale for the study, Objective of the study, Scope of the study
- Chapter 3 – Research Methodology
- Chapter 4 – Conclusion and Recommendation
- Profile of the company
- Findings
- Limitations if any



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Guidance for the presentation of the project report:

Paper and Text

- The project report must be typed on A4 size white bond paper .
- The numbers should be sequential. The page number should be typed at the bottom right side.
- The project report shall have appropriate chapter scheme and be presented in a minimum of 20 pages (Approximately minimum of 5000 to 6000 words).
- The text should be double or 1.5 spaced. Each paragraph should be properly titled. Font should be Times New Roman with font size 12 for contents & 14 for paragraph headings and 16 for chapter headings.



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DECLARATION



I Ms. / Mr. _____ hereby declare that I am a student of B.Com _____ year, at Tilak Maharashtra Vidyapeeth and I want to do my internship at

_____ (name of the organization) on my own free will. I will adhere to the standards of the organization and display professionalism during my internship.

Signature of the Student:

Date:

Name of the Student:

Place:

Permanent Registration No.:



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APPROVAL FOR INTERNSHIP

Date:

To,

Dear Sir / Madam,

This is state that Mr. / Ms. _____, PRN
_____ is a student of Tilak Maharashtra Vidyapeeth and is presently
pursuing _____ year of B.Com. He / She has to carry out internship for **80** hours. You
are requested to kindly provide him/her with permission to undergo internship at your
esteemed organization.

Yours faithfully,

Coordinator/ Head of the Department



Pranati R. Tilak
HOD
Department of Management
Tilak Maharashtra Vidyapeeth



Signature of the Student

Signature of Coordinator





This is to certify that Ms. / Mr. _____ of Tilak Maharashtra Vidyapeeth (B.Com Programme - _____ year) has conducted and successfully completed the Internship at _____ (name of the organization).

Student name:

PRN:

Date:

Place:

Supervisor name:

Designation:

Organization name:

Signature of the Supervisor:

Date:

Place:



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Tilak Maharashtra Vidyapeeth

Declared as a Deemed to be University Under Section 3 of UGC Act 1956

Reaccredited by NAAC with 'B++' Grade

ISO21001 : 2018 Certified



This is to acknowledge that Ms./ Mr.

PRN.of B.Com (.....Year) has submitted the

Internship Report at Tilak Maharashtra Vidyapeeth, Department of Management, Commerce
Section.

Date:

Signature of the receiver

(With stamp)



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