BACHELOR OF COMMERCE (B.Com)

SYLLABUS For

3rd Year V Semester

(Applicable from 2024-2025)

Tilak Maharashtra Vidyapeeth Dept. of Mgt. Commerce Section

Pranati R. Tilak
HOD
Department of Management
Tilak Maharashtra Vidyapeeth

ठराव : कामं . २०२५-२६-१६४

Third Year - Semester V

Sr. No.	Subject Code	Subject Name	Category of Subject	Credits		Marks		Practical Marks		Total Marks
						External	Internal	External	Internal	
1	BCOM24-501	Advanced Accounting	Core	4	-	60	40	-	-	100
2	BCOM24-502	Corporate Law (कंपनी कायदा)	Core	3	-	60	40	-	-	100
3	BCOM24-503	Taxation (आयकर)	Core	3	-	60	40	-	-	100
Costing & Accounting Specialization										
4	BCOM24-504C	Techniques of Costing	Discipline Specific Elective	4	-	60	40	-	-	100
5	BCOM24-505C	Strategic Cost Accounting		4	-	60	40	-	-	100
Banking & Finance Specialization										
4	BCOM24-504B	Banking Laws (बँकिंग कायदे)	Discipline Specific Elective	4	-	60	40	-	-	100
5	BCOM24-505B	Rural Banking & Micro Finance (ग्रामीण बँकिंग आणि सूक्ष्म वित्त व्यवस्था)		4	-	60	40	-	-	100
6	BCOM24-506	Soft Skills	Skills Enhancement	2	-	_	50	-	-	50
7	BCOM24-507	Internship	Internship	-	2	---	50	-	-	50
Total				**22**		**300**	**300**	**-**	**-**	**600**

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ठराव : कामं . २०२५-२६-१६४

SEMESTER- V

DEPARTMENT OF MANAGEMENT

NAME OF THE PROGRAM: B.COM
PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

PROGRAM CODE	082	
YEAR	3rd year	
SEMESTER	V	
NAME OF COURSE	Advanced Accounting	
CATEGORY	Core	
COURSE CODE	B.Com24-501	
PAPER NO	1	
MARKING SCHEME	End-Semester (EXT): 60	Continuous evaluation (INT): 40 Total : 100
CREDITS – MARKS	Total: 100 Marks : Credit: 4 Passing : 40%	
	Theory : Yes	Practical :-NA
TEACHING HOURS	Theory: 60 Hours	Practical: 0

COURSE OBJECTIVES:

COBJ1: To understand and apply advanced accounting principles and standards for recording and reporting business transactions.

COBJ2: To prepare and analyse financial statements of different business entities using appropriate accounting procedures.

COBJ3: To evaluate complex accounting issues and recommend suitable accounting treatments for decision-making purposes.

COBJ4: To demonstrate professional ethics and compliance with accounting standards and regulatory requirements in financial reporting.

COURSE OUTCOME:

- **CO1:** Understand and apply advanced accounting principles and standards for recording and reporting business transactions. *(PO1)*
- **CO2:** Prepare and analyse financial statements of different business entities using appropriate accounting procedures. *(PO1, PO2)*
- **CO3:** Evaluate complex accounting issues and recommend suitable accounting treatments for decision-making purposes. *(PO2, PO3)*
- **CO4:** Demonstrate professional ethics and compliance with accounting standards and regulatory requirements in financial reporting. *(PO5, PO7)*.

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ठराव : कामं . २०२५-२६-१६४

- Students will learn the importance of corporate social responsibility, ethical decision-making.
- Sustainable business practices in a dynamic global environment

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	UNIT I - Insurance company Final Accounts Life Insurance - types of policy and certain terms, Preparation of final Accounts, Life Insurance Revenue Accounts, General Final Accounts, Practical Problems	15	15	NO	05	18
2	UNIT II - Accounting for Professional's Meaning of profession like Doctors, Lawyers etc., Preparation of Income & Expenditure Account, Preparation of Receipt	10	10	NO	10	15
3	UNIT III - Problems on Accounting Standards Problems on , AS – 1-Disclosure Requirements, 2- Valuation of Inventory, 3-Cash flow statement, 4- Contingencies and Events occurring after Balance sheet date, 5 – Net Profit & Loss for the period, Prior period items and changes in accounting Policies	12	12	NO	10	10
4	UNIT IV - Consignment Accounts Remittances by consignee, Consignment Journal Entries and Ledger Accounts, Consignment without Loss Practical Problem	12	12	NO	05	06
5	UNIT V - Recent Trends in Accounting (Theory) Creative Accounting, Social Responsibility Accounting, Value Added Statement	11	11	NO	10	11
Total Hours					40	60

Tilak Maharashtra Vidyapeeth Dept. of Mgt. Commerce Section

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ठराव : कामं . २०२५-२६-१६४

PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

Syllabus Code No.	**082**	
YEAR	**3rd year**	
SEMESTER	**V**	
NAME OF COURSE	**Corporate Law**	
CATEGORY	**Core**	
COURSE CODE	**BCOM24-502**	
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 : 45 (EXT)	**Practical :-NA**
TEACHING HOURS	**Theory: 45 hours**	**Practical: 0**

COURSE OBJECTIVES:

COBJ1: To understand the provisions of corporate laws governing the formation, management, and dissolution of companies.

COBJ2: To interpret legal provisions related to company administration, shareholder rights, and corporate governance.

COBJ3: To analyse legal issues arising in corporate operations and recommend appropriate compliance measures.

COBJ4: To demonstrate ethical conduct and adherence to corporate governance principles in business practices.

COURSE OUTCOME: After the completion of this course the students will learn about -

CO1: Understand the provisions of corporate laws governing the formation, management, and dissolution of companies. *(PO1)*

CO2: Interpret legal provisions related to company administration, shareholder rights, and corporate governance. *(PO1, PO2)*

CO3: Analyse legal issues arising in corporate operations and recommend appropriate compliance measures. *(PO2, PO3)*

CO4: Demonstrate ethical conduct and adherence to corporate governance principles in business practices. *(PO5, PO7)*

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ठराव : कामं . २०२५-२६-१६४

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	Joint Stock Company	07	07	No	5	10
2	Documents incidental to the formation of a company	08	08	No	5	10
3	Share & Share Capital	13	13	No	5	10
4	Borrowing Powers	04	04	No	5	5
5	Company Management	08	08	No	5	5
6	Rules of Majority	06	06	No	5	5
7	Company Meeting	05	05	No	5	5
8	Winding up of a Company	04	04	No	5	10
Total Hours			45		40	60

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PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

PROGRAM CODE	**082**	
YEAR	**3rd year**	
SEMESTER	**V**	
NAME OF COURSE	**Taxation**	
CATEGORY	**Core**	
COURSE CODE	**BCOM24-503**	
PAPER No.	**3**	
MARKING SCHEME	**End-Semester (EXT): 60**	**Continuous evaluation (INT): 40 Total : 100**
CREDITS – MARKS	**Total: 100 Marks Credit: 3 Passing Marks: 40 %**	
	Theory : Yes	**Practical :-NA**
TEACHING HOURS	**Theory: 45 Hours**	**Practical: 0**

COURSE OBJECTIVES:

COBJ1: To understand the basic concepts, principles, and provisions of direct and indirect taxation.

COBJ2: To compute taxable income and tax liability of individuals and business entities in accordance with prevailing tax laws.

COBJ3: To apply tax planning techniques and evaluate the impact of taxation on business decisions.

COBJ4: To develop awareness of ethical tax practices, compliance requirements, and statutory obligations.

COURSE OUTCOME:

CO1: Understand the basic concepts, principles, and provisions of direct and indirect taxation. *(PO1)*

CO2: Compute taxable income and tax liability of individuals and business entities in accordance with prevailing tax laws. *(PO1, PO2)*

CO3: Apply tax planning techniques and evaluate the impact of taxation on business decisions. *(PO2, PO3)*

CO4: Demonstrate awareness of ethical tax practices, compliance requirements, and statutory obligations. *(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	Unit I -Basic Concepts Income Agricultural Income, Causal Income, Assessment Year, Previous Years, Gross Total Income, Total Income; Tax Evasion, Tax Avoidance, Tax Planning	08	08	No	08	15
2	Unit II-Basis of Change Scope of Total Income Residence and Tax Liability; Income which does not fall part of total income	09	09	No	08	10
3	Unit III-Heads of Income Salaries; Income from property; Profits or gains of business or profession, including provisions relating to specific business; Capital gains and income from other sources	09	09	No	09	15
4	Unit IV Computation of Tax Liability Computation of total income and tax liability of an individual, H.U.F. and firm; Aggregation of Income; Set off and carry forward of losses	06	06	No	05	08
5	Unit V Tax Administration Authorities; Appeals; Penalties	06	06	No	05	08
6	Unit VI Tax Management Tax deduction at source;- Advance payment of tax; Assessment Procedures; Tax planning for Individuals	07	07	No	05	04
Total Hours					40	60

Tilak Maharashtra Vidyapeeth Dept. of Mgt. Commerce Section

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PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

Program code	**082**		
YEAR	**3rd year**		
SEMESTER	**V**		
NAME OF COURSE	**Techniques of Costing**		
CATEGORY	**DSE**		
COURSE CODE	**BCOM24-504C**		
PAPER NO	**4**		
MARKING SCHEME	**End-Semester(EXT):60**	**Continuous evaluation(INT):40 Total : 100**	
CREDITS– MARKS	**Total: 100 Marks**	**Credits: 4**	**Passing: 40%**
	Theory : Yes	**Practical: NA**	
TEACHING HOURS	**Theory: 60 hours**	**Practical: NA**	

COURSE OBJECTIVES: -

COBJ1: To understand various costing techniques and their significance in cost determination and control.

COBJ2: To apply marginal costing, standard costing, budgetary control, and other costing techniques in business situations.

COBJ3: To analyse cost information generated through different techniques to support managerial decision-making.

COBJ4: To evaluate the effectiveness of costing techniques in improving efficiency, profitability, and business performance.

COURSE OUTCOMES: -

CO1: Understand various costing techniques and their significance in cost determination and control. *(PO1)*

CO2: Apply marginal costing, standard costing, budgetary control, and other costing techniques in business situations. *(PO1, PO2)*

CO3: Analyse cost information generated through different techniques to support managerial decision-making. *(PO2, PO3)*

CO4: Evaluate the effectiveness of costing techniques in improving efficiency, profitability, and business performance. *(PO2, PO7)*

Tilak Maharashtra Vidyapeeth Dept. of Mgt. Commerce Section PUNE

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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	Marginal costing: Meaning & concepts- Fixed cost, variable cost, Marginal cost, Marginal costing-contribution, p / v ratio Breakeven point, Assumptions & limitations Margin of safety Cost, volume profit Analysis Differential cost analysis Application of marginal costing techniques	10	10	NA	10	10
2	Budgetary Control: Meaning of budget and budgetary control Objectives of budgetary control Procedure of budgetary control Advantages and limitations Types of budget – According to flexibility – According to functions (Sales, production, purchase, cash etc.) According to management control Programme, performance, zero base budgeting Practical problems – cash and flexible budget	20	20	NA	10	20
3	Uniform costing and inter firm comparison: Meaning – objectives, advantages, limitations Requisites – uniform cost manual. Inter-firm comparison– meanings, essentials, advantages, limitations.	5	5	NA	2	5
4	Standard costing: Definition, Meaning of various concepts 5 Difference between standard cost and historical cost (difference between standard costing and budgetary control.) Advantages and limitations Setting of material, labour, overhead standards. Variance Analysis – meaning, types, causes of material and labour variance	15	15	NA	10	15
5	Cost Audit: Meaning – objective, types of cost audit. cost investigation and cost audit. Advantages of cost audit. Procedure and programme of cost audit Cost auditors – appointment, rights, powers and liabilities Cost audit report	5	5	NA	4	5
6	Target Costing: Meaning, features of Target costing Advantages & Limitations of Target costing Impact on profitability of Firm.	5	5	NA	4	5
	Total	**60**	**60**	**NA**	**40**	**60**

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PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

PROGRAM CODE	**082**		
YEAR	**3rd year**		
SEMESTER	**v**		
NAMEOF COURSE	**Strategic Cost Accounting**		
CATEGORY	**DSE**		
COURSE CODE	**BCOM24-505C**		
PAPER NO	**5**		
MARKING SCHEME	**End-Semester (EXT): 60**	**Continuous evaluation (INT): 40 Total : 100**	
CREDITS– MARKS	**Total: 100 Marks**	**Credits: 4**	**Passing: 40%**
	Theory : Yes	**Practical: No**	
TEACHING HOURS	**Theory: 60 hours**	**Practical: No**	

COURSE OBJECTIVES:

COBJ1: To understand the role of strategic cost accounting in achieving organizational objectives and competitive advantage.

COBJ2: To apply strategic cost management tools such as Activity-Based Costing (ABC), target costing, and life-cycle costing.

COBJ3: To analyse cost data and develop strategies for cost reduction, value creation, and performance improvement.

COBJ4: To evaluate strategic cost information to support long-term business planning and decision-making.

COURSE OUTCOMES:

CO1: Understand the role of strategic cost accounting in achieving organizational objectives and competitive advantage. *(PO1, PO3)*

CO2: Apply strategic cost management tools such as Activity-Based Costing (ABC), target costing, and life-cycle costing. *(PO1, PO2)*

CO3: Analyse cost data and develop strategies for cost reduction, value creation, and performance improvement. *(PO2, PO3)*

CO4: Evaluate strategic cost information to support long-term business planning and decision-making. *(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: Emergence, Philosophy & Conceptual Framework of Strategic Cost Management (SCM); Cost as a Source of Competitive Advantage; Value Chain Analysis; Strategic Costing Process; Strategic Position Analysis; Cost Driver Analysis; Traditional vs Contemporary Costing; Core Cost Accounting Concepts: Cost control, Cost reduction, Allocation, Absorption, Cost unit & Cost centre.	10	10	NA	10	10
2	Activity Based Costing and JIT: Nature, Cost Drivers, Pools, Designing ABC System; Activity-Based Management; Strategic and Operational ABC Applications; ABC in Service Sector; Customer Profitability & Process Value Analysis; ABC vs Absorption Costing (with problems). JIT – Concept, Benefits, and Performance Use.	20	20	NA	10	20
3	Target Costing, Life Cycle Costing, Kaizen Costing: Concepts, Principles, Market Driven Costing; Establishing Target Costing, Customer Input; Product/Component Specific Costing; Target Costing Organization; Life Cycle Costing – Phases; Kaizen Costing – Process, Applications, Supplier Implications. (with problems)	15	15	NA	10	15
4	Standard Costing and Variance Analysis: Meaning, Importance, Types of Standards; Setting Standards; Advantages & Limitations; Analysis of Material, Labour, Overheads (Fixed & Variable), Sales Variance; Causes and Investigations. (with problems)	10	10	NA	5	10
5	Cost of Control and TQM: Quality Cost Concepts – Categories & Elements; Measurement and Program Preparation; Quality Cost Reduction; Basics of TQM – Principles, Stages, Corrective Actions & Control.	5	5	NA	5	5
	Total	**60**	**60**	**NA**	**40**	**60**

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PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

PROGRAM CODE	**082**		
YEAR	**3rd year**		
SEMESTER	**V**		
NAMEOF COURSE	**Banking Laws**		
CATEGORY	**DSE**		
COURSE CODE	**BCOM24-504B**		
PAPER NO	**4**		
MARKING SCHEME	**End-Semester (EXT): 60**	**Continuous evaluation (INT): 40 Total: 100**	
CREDITS– MARKS	**Total: 100 Marks**	**Credits: 4**	**Passing: 40%**
	Theory : Yes	**Practical: No**	
TEACHING HOURS	**Theory: 60 hours**	**Practical: No**	

COURSE OBJECTIVES:

COBJ1: To understand the legal framework governing banking institutions and banking operations in India.

COBJ2: To interpret provisions relating to banker-customer relationships, negotiable instruments, and banking regulations.

COBJ3: To analyse legal issues and compliance requirements associated with banking transactions and services.

COBJ4: To demonstrate ethical conduct and regulatory compliance in banking practices and customer service.

COURSE OUTCOMES:

CO1: Understand the legal framework governing banking institutions and banking operations in India. *(PO1)*

CO2: Interpret provisions relating to banker-customer relationships, negotiable instruments, and banking regulations. *(PO1, PO2)*

CO3: Analyse legal issues and compliance requirements associated with banking transactions and services. *(PO2, PO3)*

CO4: Demonstrate ethical conduct and regulatory compliance in banking practices and customer service. *(PO5, PO7)*

Tilak Maharashtra Vidyapeeth
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COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching -	Theory	Practical	Marks Weightage	
		learning hours per unit			INT (continuous evaluation)	EXT (end - sem)
1	Banking Regulation Act, 1949: Definitions (Sec 5), Functions of Banking Companies (Sec 6); Restrictions on Business (Sec 8, 19, 20); Powers of RBI (Sec 21, 35, 36 to 36AD); Winding Up (Part III & III-A); Applicability to Cooperative Banks (Sec 56).	18	18	NA	15	20
2	Negotiable Instruments Act, 1881: Definition of Negotiable Instruments (Sec 13), Promissory Note (Sec 4), Bill of Exchange (Sec 5), Cheque (Sec 6); Comparative Study; Parties (Sec 7); Holder & Holder in Due Course (Sec 8, 9); Payment in Due Course (Sec 10); Negotiation & Endorsement (Sec 14, 15); Dishonour (Sec 91, 92); Noting and Protest (Sec 99–104A); Dishonour Penalties (Sec 138–147).	10	10	NA	10	15
3	Reserve Bank of India Act, 1934: Incorporation, Capital & Management (Sec 3–19); Central Banking Functions (Sec 20–45); Credit Information (Sec 45A–45G); Penalties (Sec 58B–58G); Changing Role of RBI.	10	10	NA	10	15
4	Foreign Exchange Management Act (FEMA), 1999: Preliminary (Sec 1–2); Regulation & Management of Foreign Exchange (Sec 3–9); Authorized Person (Sec 10–12); Contravention & Penalties (Sec 13–15); Adjudication and Appeal (Sec 16–21, 34–35); Directorate of Enforcement (Sec 36–38).	8	8	NA	5	10
	Total	**60**	**60**	**NA**	**40**	**60**

Tilak Maharashtra Vidyapeeth ★ Dept. of Mgt. Commerce Section ★

Pranati R. Tilak
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Tilak Maharashtra Vidyapeeth

PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

PROGRAM CODE	**082**	
YEAR	**3rd year**	
SEMESTER	**V**	
NAME OF COURSE	**Rural Banking & Micro Finance**	
CATEGORY	**DSE**	
COURSE CODE	**BCom24-505B**	
PAPER NO	**5**	
MARKING SCHEME	**End-Semester (EXT): 60**	**Continuous evaluation (INT): 40 Total :100**
CREDITS – MARKS	**Total: 100 Marks : Credit: 4 Passing : 40 %**	
	Theory : Yes	**Practical :-NA**
TEACHING HOURS	**Theory: 60 Hours**	**Practical: 0**

COURSE OBJECTIVES:

- **COBJ1:** To understand the structure, functions, and role of rural banking institutions in agricultural and rural development.
- **COBJ2:** To develop knowledge of rural credit systems, microfinance institutions, financial inclusion initiatives, and government-sponsored rural development programmes.
- **COBJ3:** To analyse the contribution of rural banking and microfinance in promoting entrepreneurship, self-employment, and socio-economic development.
- **COBJ4:** To create awareness of ethical, socially responsible, and technology-enabled banking practices for sustainable rural development.

COURSE OUTCOME:

CO1	Understand the structure, functions, and role of rural banking institutions in agricultural and rural development.	**PO1**
CO2	Analyse rural credit systems, financial inclusion initiatives, microfinance mechanisms, and government-sponsored rural development programmes.	**PO1, PO2**
CO3	Evaluate the contribution of rural banking and microfinance to entrepreneurship, self-employment, poverty alleviation, and economic development.	**PO2, PO3**
CO4	Apply knowledge of rural banking and microfinance practices to promote financial inclusion and access to financial services among rural communities	**PO2, PO4**
CO5	Demonstrate awareness of ethical, responsible, and socially inclusive banking and microfinance practices for rural communities.	**PO5, PO6**

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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	Role of Rural Finance in Development of Rural Economy– Evolution of institutional financial agencies– Role of RBI in rural financing– NABARD: Functions, Role, Refinance Support– Lead Bank Approach– State and District Level Credit Committees	06	Theory	NO	05	10
2	Rural Credit Institutions– Cooperative Banks and Credit Societies– Regional Rural Banks (RRBs)– Commercial Banks– Business Facilitators and Correspondents– ICT in Rural Financing	14	Theory	NO	10	10
3	Financing Agriculture and Allied Activities– Credit needs, objectives, sources, and types– Role of central, state, and local bodies– Multi-agency approach– District/block credit planning– Refinance: purpose, guidelines– Loans for crops, irrigation, mechanization, storage, and allied activities	10	Theory	NO	05	10
4	Microfinance Scenario in India– Origin and concept of Microfinance, Microcredit, Microinsurance– SHGs and success stories– MFIs: experience, services, regulation– Legal framework, policy, issues and support mechanisms	08	Theory	NO	05	10
5	Microfinance and Inclusive Growth– Financial inclusion policies and programmes– Deregulation of interest rates– Prudential norms– Credit delivery innovations– Local Area Banks– Monitoring and reforms	08	Theory	NO	05	10
6	Problems and Prospects of Rural Financing– Loan recovery issues– NPA and overdue management– Support services– Sustainable rural development– Constraints and recent initiatives	07	Theory	NO	05	05
7	Recent Trends and Technologies in Rural Banking– Core banking systems– Digital financial services– Mobile banking and financial literacy– PMJDY and direct benefit transfer (DBT	07	Theory	NO	05	
Total Hours					40	60

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PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

Syllabus Code No.	**082**	
YEAR	**3rd Year**	
SEMESTER	**V**	
NAME OF COURSE	**Soft Skills**	
CATEGORY	**Skill Enhancement**	
COURSE CODE	**BCOM24-506**	
PAPER NO	**6**	
MARKING SCHEME	**End-Semester (EXT): 00**	**Continuous evaluation (INT): 50 Total: 50**
CREDITS – MARKS	**Total: 50 Marks Credits: 2 Passing Percentage: 40%**	
	Theory : Yes	**Practical :-NA**
TEACHING HOURS	**Theory: 30 Hours**	**Practical: 0**

COURSE OBJECTIVES:

COBJ1: To develop effective communication, interpersonal, and presentation skills required in professional environments.

COBJ2: To demonstrate teamwork, leadership, and conflict-management abilities in organizational settings.

COBJ3: To apply problem-solving, critical thinking, and decision-making skills in personal and professional situations.

COBJ4: To enhance employability through professional etiquette, time management, adaptability, and career development skills.

COURSE OUTCOME: After the completion of this course the students will learn

CO1: Develop effective communication, interpersonal, and presentation skills required in professional environments. *(PO6)*

CO2: Demonstrate teamwork, leadership, and conflict-management abilities in organizational settings. *(PO3, PO6)*

CO3: Apply problem-solving, critical thinking, and decision-making skills in personal and professional situations. *(PO2, PO3)*

CO4: Enhance employability through professional etiquette, time management, adaptability, and career development skills. *(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	**Communication Skills:** Rapport Building, Effective Use of Eye Contact with others, Barriers to good communication, Communicate Assertively	06	06	N/A	8	15
2	**Stress Management:** Six Stress Busters, Steps to reduce stress	04	04	N/A	8	15
3	**Time Management:** Managing your time , Effective Delegation, Setting Priorities, Effective Time Management, Dealing with common time wasters	05	05	N/A	8	15
4	**Corporate Social Responsibility:** Introduction, Def. of Social Responsibility, Approaches to CSR, CSR in various parts of the World, Ethics Training, Stakeholder Priority, Epilogue	05	05	N/A	6	05
5	**Basic Legal Framework:** Introduction. The Constitution of India, Basic Commercial Laws, Taxation Laws, Labour Laws, Personal Laws Epilogue	05	05	N/A	5	05
6	**Leadership:** Introduction, Def. Characteristics of Leadership, Qualities of Good Leader Effective Leader	05	05	N/A	5	05
Total Hours - 30			**30**	**N/A**	**40**	**60**

Tilak Maharashtra Vidyapeeth Dept. of Mgt. Commerce Section PUNE

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PROGRAM CODE: 082
YEAR of Introduction: 2024

Syllabus Code No.	082	
YEAR	3rd Year	
SEMESTER	V	
NAME OF COURSE	Internship (Practical)	
CATEGORY	Internship	
COURSE CODE	BCOM24-507	
PAPER NO	7	
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.

Tilak Maharashtra Vidyapeeth Dept. of Mgt. Commerce Section PUNE

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HOD
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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.

1. **Evaluation Criteria (Total: 50 Marks)**

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

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.

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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.:

Pranati R. Tilak
HOD
Department of Management
Tilak Maharashtra Vidyapeeth

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

Tilak Maharashtra Vidyapeeth Dept. of Mgt. Commerce Section

Pranati R. Tilak
HOD
Department of Management
Tilak Maharashtra Vidyapeeth

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**

Tilak Maharashtra Vidyapeeth Dept. of Mgt. Commerce Section

Pranali R. Tilak
HOD
Department of Management
Tilak Maharashtra Vidyapeeth

ठराव : कामं . २०२५-२६-१६४

CERTIFICATE OF INTERNAL COMPLETION

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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HOD
Department of Management
Tilak Maharashtra Vidyapeeth

ठराव : कामं . २०२५-२६-१६४

ACKNOWLEDGEMENT OF SUBMISSION

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)

Pranali R. Tilak
HOD
Department of Management
Tilak Maharashtra Vidyapeeth

- 31 ठराव : कामं . २०२५ २६-१६४