Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon (NAAC) Accredited "A" Grade University FACULTY OF COMMERCE AND MANAGEMENT F.Y.B.Com. w.e.f. AY 2022-23 **SEMESTER: I** paper Code : 103 Business Economics Analysis -I 60 + 40 pattern External Marks 60 + Internal Marks 40 = Maximum Total Marks : 100 **Required Lecturers: 60 Course Objectives:-**□ Introduced the students to the basic principles of microeconomic theory. □ To introduced the students behaviour of consumer, producer in Economy, Price determination in market and also factor pricing. □ How to microeconomic concepts can be applied to analyze real life situations. 1. An Overview of Micro Economics Lectures 10 a. Introduction to Micro Economics a. Definition & Meaning b. Importance & Limitations b. Concept a. Plant b. Firm c. Industry c. Concept of Working of Market Economy b. Concept of Functional Relationship a. Liner & Non-Liner Functions b. Methods of Functional Relationship 2. Demand Function Lecturers 10 a. Derivation of Individual Demand Curves & Market Demand Curves b. Concept of Consumer Surplus c. Demand Forecasting a. Needs & Importance b. Methods d. Elasticity of Demand & Supply e. Law of Demand 3. Consumers Behaviour Lecturers 10 a. Theory of Indifference Curves a. Concept of Utility Ordinal & Cardinal b. Basic Assumptions c. Budget Constraints d. Changes in Price Line e. Consumers Equilibrium

b. Price Effect : Income & Substitution Effect

4. Production Function

- a. The Production Function
- b. Total, Average & Marginal Products
- c. The Law of Variable Proportion
- d. Return to Scale

5. Production Cost

- a. The Short Run Costs & Cost Curves
- b. The Long Run Costs & Cost Curves
- c. "U" Shaped & "L" Shaped Average Cost Curves
- d. Internal & External Economies & Diseconomies Of Scale

6. Perfect Competition

Lecturers 10

Lectures 10

Lectures 10

- a. Meaning, Definition & Features
- b. Short Run Equilibrium of a Firm & Industry

c. Long Run Equilibrium of a Firm & Industry

References

- 1. Paul, Krugman , Micro Economics.
- 2. Lipsey, Chriystal (2011) Economics(12th Edi.) Oxford University Press New Delhi.
- 3. Diwett, Varma Modern Economics Theory, S. Chand & company New Delhi.
- 4. Diwett, Varma Elementry Economics Theory, S. Chand & company New Delhi.
- 5. Seth M. L. Principle of Economics, (Micro & Macro) LaxmiNarayan Agrawal, Agra.
- 6. N. Gregory Mankiw, Principle of Economics, South Western, Indian Edition.
- 7. Chavan N. L. Fundamental of Economics, Prashant Publications, Jalgaon.
- 8. Chavan N. L. Pragat suksamlakshi Arthshatra, Prashant Publication Jalgaon.
- 9. Pawar Sumitra, Dilip Jagtap Micro & Macro Economics, Prashant Publication Jalgaon.

10. Gupta S. P. Statical Methods, Sultan Chand & Son, New Delhi.

11.पाटील कृष्णराव,उच्चतर अर्थिक सिद्धांत,श्री मंगेश प्रकाशन नागपूर

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon (NAAC) Accredited "A" Grade University FACULTY OF COMMERCE AND MANAGEMENT F.Y.B.Com. w.e.f. AY 2022-23 SEMESTER: I Paper: 104 Financial Accounting and Costing CBCS (60+40) Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100 Required Lectures: 60

A) Title of Paper	Accounting for re-organization and other aspects of Partnership and elements of cost
B) Course Objectives	 a) To revise the elementary concepts relating to accounting. b) To lay a foundation for understanding the Accounting Standards issued by the ICAI. c) To gain the ability to solve problems relating to settlement of obligations on dissolution of partnership firm and also relating to their business combinations and conversion or partnership into limited company. d) To introduce the concepts used in Cost Accounting, elements of costs and the concept of cost sheet.
C) Level of Knowledge expected	Introductory knowledge with application skill
D) Medium of Instructions	English
E) Instructions as to study and examinations	 a) This subject shall be studied in English medium. b) The question paper shall be set in English, and the students shall answer the paper in English medium only. c) Financial Accounting portion will carry 70 Marks and Cost Accounting will carry 30 Marks d) Out of the total marks in question paper, 40% marks will be allotted for theory questions and 60% marks will be for the practical problems, in Financial Accounting as well as in Cost Accounting.
F) Course contents	Covering 6 Units as detailed below -

Unit I – Elementary Study of Accounting and Accounting Standards (Theory Only))
a. Elementary Study of Accounting	Lectures 10
 Concepts: Accounts, Journal, Ledger, Trial Balance, Profit & Loss A/c & Balance Sheet 	
ii. Concepts: Book Keeping, Financial Accounting and Corporate Accounting, etc.	
iii. Types of Accounts and its utility	
b. Elementary Study of Accounting Standards	
i. Introduction, and Overview of Accounting Standards in India.	
ii. Objectives, Advantages and Applicability of Accounting Standards.	
-10	
Unit II - Gradual realization and Piecemeal Distribution of cash on dissolution of p	artnership firm
	Lectures 10
1. Meaning of piecemeal distribution.	
2. Piecemeal distribution of cash under –	
i. Maximum loss method	
ii. Highest Relative Capital Method (Surplus capital method)-10	
Unit III - Amalgamation of partnership firms	Lectures 10
1. Meaning of amalgamation	
2. Closing the books of the amalgamating firms (Revaluation method only)	
3. Opening the books of new firm, and Preparation of Balance Sheet of the new firm	
Refer AS 14-10	
Unit IV - Conversion of Partnership firm into a Limited Company	Lectures 8
1. Meaning and Need for conversion,	
2. Calculation of Purchase Consideration,	
3. Closing entries and Ledger Accounts in the books of old firm-08	
Unit V – Joint Venture Account	Lectures 8
 Meaning of Joint Venture, features, Distinction between Joint Venture and Partnership. 	
2. Accounting for the Joint Venture Transactions when separate set of books of	
accounts are maintained	
Refer AS 27- 08	
Unit -VI –Cost Accounting	Lectures 14
1. Introduction	
i. Basic concepts –	

- a) Cost, Expenses, Loss
- b) Costing, Cost Accounting, Cost Accountancy
- c) Cost Unit, Cost Centre
- ii. Advantages and Limitations of Cost Accounting.
- iii. Distinction between Financial and Cost Accounting.
- iv. Elements of Costs. e. Classification of Costs on the basic of various criteria.
- 2. Preparation of Cost Sheet including Quotations & Tenders.-14

Reference Books:

[a] Books on Financial Accounting -

- 1. Advanced Accountancy Vol. I, R. L.Gupta& M. Radhaswamy Sultan Chand & Sons
- 2. Fundamentals of Accounting, Dr. T. P. Ghosh, Sultan Chand & Sons
- 3. Accountancy For C.A. Foundation Course, P.C. Tulsian, Tata Mcgraw Hill
- 4. Advanced Accountancy Volume -I P. C. Tulsian, Pearson Education, New Delhi
- 5. Advanced Accounts, M.C. Shukla, T. S. Grewal & S.C. Gupta, S. Chand & Co Ltd. 30
- 6. Fundamentals of Accounting, Dr. S.N. Maheshwari&Dr. S.K. Maheshwari,-Vikas Publishing House, New Delhi

7. Financial Accounting - A Mukherjee &M. Haneef - Tata Mc-Graw Hill 8. Advanced Accounting - Dr Ashok

Sehgal and Dr Deepak Sehgal - Taxmann Publications, New Delhi

[b] Books on Cost Accounting -

- 1. Fundamentals of Cost Accounting, Dr. S.N. Maheshwari, Sultan Chand & Sons
- 2. Cost Accounting Maheshwari and Mittal
- 3. Advanced Cost Accounting Jain And Narang
- 4. Cost Accounting Nigam and Sharma
- 5. Cost Accounting (Problem and Theory), S. N. Maheshwari, Mahavir Publication
- 6. Cost Accounting (Methods & Problems), B. K. Bhar, Academic Publisher, Calcutta
- 7. Principles and Practices of Cost Accounting, Ashish K. Bhattacharya, A.H. Wheeler Publisher 8. Also refer the websites of The Institute of Chartered Accountants of India <u>www.icai.org</u>



Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon Faculty of Commerce and Management B.Com. I (W.E.F.: June – 2022) Paper: 105 – Computing Skills

SEMESTER – I

Total Lecturers: 60

Total Marks: **100** (Internal Continuous Assessment: 40 Marks, External Theory Exam: 40 Marks, External Practical Exam: 20 Marks)

Objectives -

- To develop essential computing skills
- To train in using Microsoft Office Software
- □ To prepare in using key Google Services skills

Instructions as to study and examinations

□ Preparation of Practical file as per list of practical and topics from syllabus is essential

Course Outcomes

- □ Students will be able to use essential computing skills
- □ Students will use Microsoft Office tools Word, Excel and Power Point
- □ Students will be ready to use key Google Services skills

Unit 1 : Essential Computing Skills – I

1.1 Basic Photo Editing Skills – Editing Using Microsoft Office Picture Manager and Paint

- 1.2 Fast and Accurate Typing Skill enhancement using Rapid Typing
- 1.3 Speak and Type on Mobile using Google Voice Typing
- 1.4 Online Typing in regional language Marathi & Hindi
- 1.5 Grammar checking of document using free grammar checking tools
- 1.6 Plagiarism checking of document using free plagiarism checking tools

Unit 2 : Essential Computing Skills – II

- 2.1 Working with Video Conferencing Tools Zoom/Google Meet etc.
- 2.2 Using ZIP files -ZIP and UNZIP operations

2.3 Basic Computer Hardware usage and troubleshooting Skills with respect to printer, monitor, keyboard, mouse and web camera. Using Pen drive.

2.4 Downloading and installing software: 1. Download and install tally prime software from tally solutions website 2. Install Printer Drivers

- 2.5 Using e-Commerce and M-Commerce Websites / Mobile Applications
- 2.6 Using UPI for online payments

Unit 3 : Microsoft Office Skills – I

3.1 MS – Word
Creating word documents with formatting features
Using Tables in word document
Using Lists in word document
Using Mail Merge to create Certificate
Converting Word file to pdf and pdf file to word.
3.2 -MS – Power Point
Creating Power Point Presentation with designing features
Adding Audio Visual effects to presentation
Creating Video File using Power Point

Unit 4 : Microsoft Office Skills – II

4.1 Creating Excel files for various business applications 4.2 Arranging Rows and Columns, adding design effects

Lectures: 10

Lectures: 10

Lectures: 10

Lectures: 10

6

4.3 How to use functions such as - Logical, Mathematical, statistical and Financial Functions

- 4.4 Creating Charts and Graphs
- 4.5 Pivot Table
- 4.6 Adding objects in Excel File

Unit 5 : Google Services Skills – I

- 5.1 Using Google Search effectively5.2 Google Maps
- 5.3 Google Drive
- 5.4 Google Calendar
- 5.5 Google Translate
- 5.6 Google Photos

Unit 6 : Google Services Skills – II

- 6.1 Google Docs
- 6.2 Google Sheets
- 6.3 Google Slides
- 6.4 Google Forms
- 6.5 Google Contacts
- 6.6 Google Finance

Suggested List of Practical Assignments

- 1 Create your Resume using MS- Word
- 2 Prepare Salary Sheet using MS- Excel
- 3 Create presentation on your city using MS- Power Point
- 4 Create Job Application using Google Docs
- 5 Create Mark Statement using Google Sheets
- 6 Create presentation on your college using Google Slides
- 7 Save your files on Google Drive
- 8 Translate MS- Word file from English to Hindi
- 9 Use online grammar checker and plagiarism check for your document file
- 10 Use video conferencing tool for your meeting
- 11 Order books on e-commerce website or mobile application
- 12 Demonstrate use of online money transfer using UPI mobile application
- 13 Zip all your assignment files and email them to your teacher

References –

- Microsoft Office Step by Step (Office 2021 and Microsoft 365) August 2022 Edition, Microsoft Press
- ✤ Google Docs Made Easy: Online Collaboration For Everyone, James Bernstein, 2021

Google Drive and Docs in 30 The unofficial guide to Google Drive, Docs, Sheets & Slides, Ian Lamont, 2018

Lectures: 10

Lectures: 10



Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon Faculty of Commerce and Management B.Com. (W.E.F.: June – 2022) Paper: 106 a - Elective - Modern office Management SEMESTER – I Total Lecturers: 60

Total Marks: 100 (Internal Continuous Assessment: 40 Marks + External Theory Exam: 60 Marks)

Objectives –

To understand the concept of office management.	
To acquire operational skills of office management.	
To develop the interest in methods and procedures of office management.	
To know the secretarial procedure.	
To understand office layout and environment in modern context.	
To acquire the basic knowledge of office appliances and machines.	
To understand office system.	
To acquire knowledge of office meetings and proceedings.	
Unit 1- Modern Office-	Lectures: 10
Office: Meaning, Definition and Features	
Traditional and Modern Concept of Office	
Characteristics and Functions of Office	
Changing Office View: Past, Present & Future	
Unit 2- Office Management-	Lectures: 10
Concept, Definition and Nature	
Elements of Office Management	
Office Manager: Functions, Duties and Responsibilities	
Effective Management Techniques	
Unit 3- Office Layout-	Lectures: 10
Meaning, Definition and Importance	
Selection of Office Layout: Objectives and Principles	
Office Layout: Component, Advantages and Disadvantages	
Unit 4- Office System and Procedure-	Lectures: 10
Office System: Meaning and Objective of system & Procedure	0
	8

Flow of Work: Objective, Difficulties in ideal work flow Measures to improve the flow of Work Planning and Scheduling of Office Work **Unit 5- Office Environment-**Lectures: 10 Meaning, Definition and Nature Factors of good office environment Importance of office environment Office safety and Remedies **Unit 6- Office Record Management-**Lectures: 10 Meaning, Definition, Need, Objective of Office Record Organization of Record department Classification & Indexing of Records & Files Principles – Retention & Disposition of Record Paperless Office – Concept, Utility & Feasibility. **References** –

- Office Management Lefingwell & Robinson
- Office Organization & Management R. K. Chopda, & Ankita Chopda, Himalaya Publishing House, Bombay
- Office Management S P Arora Vikas Publishing New Delhi
- Office Organization And Management- Reddy & Apponnaiah, Himalaya Publishing House, Bombay
- Office Management-P.K. Ghosh, Sultan Chand And Son's, New Delhi.
- Office Organization and Management-C.B.Gupta, Sultan Chand And Son's New Delhi.
- Office Management I. M. Sahai, Kitab Mahal, Allahabad.
- Office Management & Secretarial Practice- Sing S P & Sing B. Gyan Publishing House, New Delhi.
- Office Management V Balachandran and V Chandrasekaran, Tata Mc Graw Hill, New Delhi

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon Faculty of Commerce and Management B.Com. I (W.E.F.: June – 2022) Paper: 106 b- Elective –Essentials of E-Commerce SEMESTER – I

Total Lecturers: 60

Total Marks: 100 (Internal Continuous Assessment: 40 Marks + External Theory Exam: 60 Marks)

Objectives –

- $\hfill\square$ To make students aware about e-commerce basics
- □ To train students about e-business models, e-payments and e-communication
- □ To prepare students for online payments and understand factors of effective web design.

Course Outcomes

- $\hfill\square$ Students will be able to understand key aspects of e-commerce
- □ Students will be prepared in online pavements and e-communication

Unit 1. Fundamentals of e-Commerce -

- 1.1 -e-Commerce: Meaning & Nature
- 1.2 -Introduction to e-Commerce Origin, Definitions & Meaning, Scope & Goals
- 1.3 -Feature, Needs &Functions, Significance, Advantages & Disadvantages of e-commerce,
- 1.4 -Essentials of e-Commerce,
- 1.5 -e-Commerce v/s Traditional Commerce
- 1.6 -Technology Infrastructure for e-Commerce -The Internet and WWW, e-Commerce Infrastructure

Unit 2 – Business Models for e-Commerce -

- 2.1 -e-Business: Meaning, Definitions,
- 2.2 -Importance, Requirements of E-Business
- 2.3 -e-Business Models based on the relationships of transaction parties
- 2.3.1Classification of e-commerce:- B2C, B2B, C2C, C2G, G2G, B2G
- 2.4 -e-Business Models based on the relationships of transaction types
- 2.5 Manufacture Model, Advertising Model, Value Chain Model, Brokerage Model

Unit 3 3 e-Enterprise -

3.1 -Managing the e-Enterprise

- 3.2 -Introduction e-Enterprise
- 3.3 -Comparison between Conventional Enterprise and E-Enterprise
- 3.4 -Organization of Business in an e-Enterprise.
- 3.5 -Advantages and limitations of e-Enterprise . Examples of e-Enterprise.

Unit 4 – e-Payment Systems and Digital Payments (Cashless Payments) -

- 4.1 -Models of Payments
- 4.1.1 Credit Cards, Debit Cards, Internet Banking
- 4.1.2 e-Credit Accounts & e-Money/Cash, e-wallets

4.1.3 Digital Payment System- Introduction, Advantages, Mobile Wallets, Bank Pre-Paid Cards,

Point of Sale Machines, Micro ATM's ,Unified Payment Interface, Aadhar Enabled Payment System(AEPS)

- 4.2 -Digital Signatures Legal positions of Digital Signatures
- 4.2.1 Procedure & working of Digital Signature technology
- 4.3 -Risks and e-Payment System
- 4.3.1 Data Protections, risk from mistakes and disputes, Consumer protection
- 4.4 Management Information Privacy
- 4.5 Managing Credit Risk

Unit 5 – e-Business Communication -

5.1 -Introduction

5.2 -Importance of e-Technology in the e-Business Communication

Lectures: 10

Lectures: 10

Lectures: 10

Lectures: 10



10

- 5.3 -Models of e-Business Communication
- 5.4 -e-commerce Sales Life Cycle (ESLC) Model
- 5.5 -e-Business Conferencing Audio, Documents & Telephone, Video Conferencing
- 5.6 -e-mail in e-Commerce, Mobile Communication

Unit 6 - Customer-effective Web design -

Lectures: 10

- 6.1 -E-commerce players and procedures in India Introduction6.2 -Requirements of Intelligent Websites, Website Goals and Objectives
- 6.3 -Analyzing website structure. Fixed versus flexible webpage design
- 6.4 -Domain name registration process.
- 6.5 -Working with easy to build website services like godaddy

References –

- e-Commerce Concepts, Models, Strategies, by C S V Murthy Himalaya Publishing House
- ✤ E-Logistics and E-Supply Chain Management by Dimitris Folinas, Ioannis Manikas, Deryn GrahamPublisher: IGI Global
- Electronic Commerce: Elias M Awad, Pearson Education
- e-Commerce: An Indian Perspective 2nd Edition P T Josheph SJ
- ♦ Basics of e-Commerce- Legal and Security Issues ISBN 81-203-2432-3 E-Commerce,

EBusiness Dr C S Rayudu : Himalaya Publishing

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FACULTY OF COMMERCE & MANAGEMENT

F. Y. B.Com – w.e.f. AY 2022-23

SEMESTER: I

Paper: 106 c - Elective –Co-operative Law and Micro finance

60 + 40 Pattern: External Marks 60 +Internal Marks 40 = Maximum Total Marks: 100 Required Lectures: 60

 Maharashtra Co-operative Societies Act 1960 : (Section 1to 13) 1.1. Applicability & Scope – Sec. 01 	Lectures : 12
1.2.Important Definitions – Sec. 02	
1.3 Conditions & Application for Registration – Sec.6 & 8	
1.4. Registration & Evidence of Registration-Sec 9 & 10	
. Directors	Lectures: 10
3.1 Committee and its Power and Functions sec.73	
3.2 Qualification and disqualification of Directors, Reservation of Post. sec.73	
3.3 Power of Removal of Committee or its member – Sec. 78	
3.4 State Cooperative Election Authority- Constitution & Powers	
. Members	Lectures: 08
3.1. Types of Members	
2.2 Open Membership Section - 23	
2.3 Rights and Liabilities of Members-Sec-32	
2.4 Annual General & Special Meeting – Sec. 75 & 76	
. Audit, Enquiry and Inspection	Lectures: 10
4.1 Statutory Audit – Sec. 81	
4.2 Rectification of defects – Sec. 82	
4.3 Enquiry & Inspection – Sec. 83 & 84	
4.4 Recovery of Costs	
5. Micro Finance	Lectures: 10
5.1. Meaning History of Microfinance, Status of microfinance in India	
5.2. Benefits of Micro Finance	
5.3. Principles of Micro Finance	
5.4. Innovations in Micro Finance	
5.5. Microfinance Loan Terms	
.Woman empowerment	Lectures: 12
6.1.Meaning , Nature and scope of women empowerment, factors determining empowerment.	women
6.2. Aspects and Challenges of women empowerment	
6.3. Impact of Microfinance on Woman Empowerment	

6.4. Role of Micro Finance in Woman empowerment.

Recommended books:

- 1. Maharashtra Cooperative Societies Act 1960 with Rules 1961 by S. D. Dighe, Snow White Publications Pvt. Ltd. Mumbai.
- 2. Maharashtra Cooperative Societies Act 1960 with Rules 1961 by K S Gupta Hind Law House Pune.
- 3. Bare Act Maharashtra Cooperative Societies Act 1960 and Rules 1961 published by Govt. of Maharashtra.
- 4. Maharashtra Cooperative Societies Act 1960 with Rules 1961 by A. K. Gupte and S. D. Dighe. Hind Law House Pune
- 5. Hajira Kumar, Jaimon Varghese (2005). Women's Empowerment, Issues, Challenges, and Strategies: A Source book. New Delhi: Regency Publications <u>www.nabard.org</u>
- 6. Ranajit Kumar Samanta (1993). Empowering Women: Key to Third World Development. M D Publications Pvt. Ltd
- 7. www.Sahakarayukta.maha.gov.in
- 8. www.agricoop.nic.in

Kavayitri Bahinabai Chaudhari North Maharashtra University,Jalgaon (NACC Accredited 'A' Grade University) FACULTY OF COMMERCE AND MANAGEMENT F Y B COM (under CBCS) – w.e.f. A Y 2022-23 SEMESTER I Paper: 107 a - Elective- Principles & Practices of Banking-I 60+ 40 Pattern : External Marks 60 + Internal Marks 40 = Maximum Total Marks :100 Required Lectures hours = 60

Course Objectives:

- □ Knowledge of evolution of banking.
- □ To enlighten the students with Introduction of banking concept and dynamic services
- □ Understanding structure of Indian Banking
- □ Understanding primary and secondary functions of a bank.
- □ Understanding the concepts related to lending and ratios.
- □ Understanding the process of opening and operating procedure of bank accounts.
- Understanding various types of bank accounts holders
- Understanding various methods of remittance.

1. Money

- a. Meaning, Functions and Importance of Money
- b. Near Money& Digital Money (only Concept)
- c. The Circular Flow of Money in the Economy

2. Banking: Meaning & Functions

- a.Definition of 'Bank'
- b.Evolution of Banking
- c. Structure of Indian Banking System
- d. Functions and Services of Bank
- e. Role Of Banking In Economic Development

3. Classification and Types Of Banks

- a. Structural Classification Of Banksi. Unit Bankingii. Branch Banking
- II. DIalicii Dalikilig
- iii. Group Banking
- iv. Chain Banking
- b. Functional Classification of Banks
- c. Ownership Classifications of Banks
- d. Modern Banking (Concepts)
- i. Wholesale Banking & Retail Banking
- ii. Merchant Banking.
- iii. Universal Banking
- iv. Virtual Banking

4. Payment & Settlement System in India

- a. Meaning and Importance
- b. Evolution of Payment System in India.
- i. Electronic Clearing Service(ECS)
- ii. Real Time Gross Settlement System(RTGS)
- iii. National Electronic Funds Transfer System(NEFT)
- iv. Cheque Truncation System (CTS):

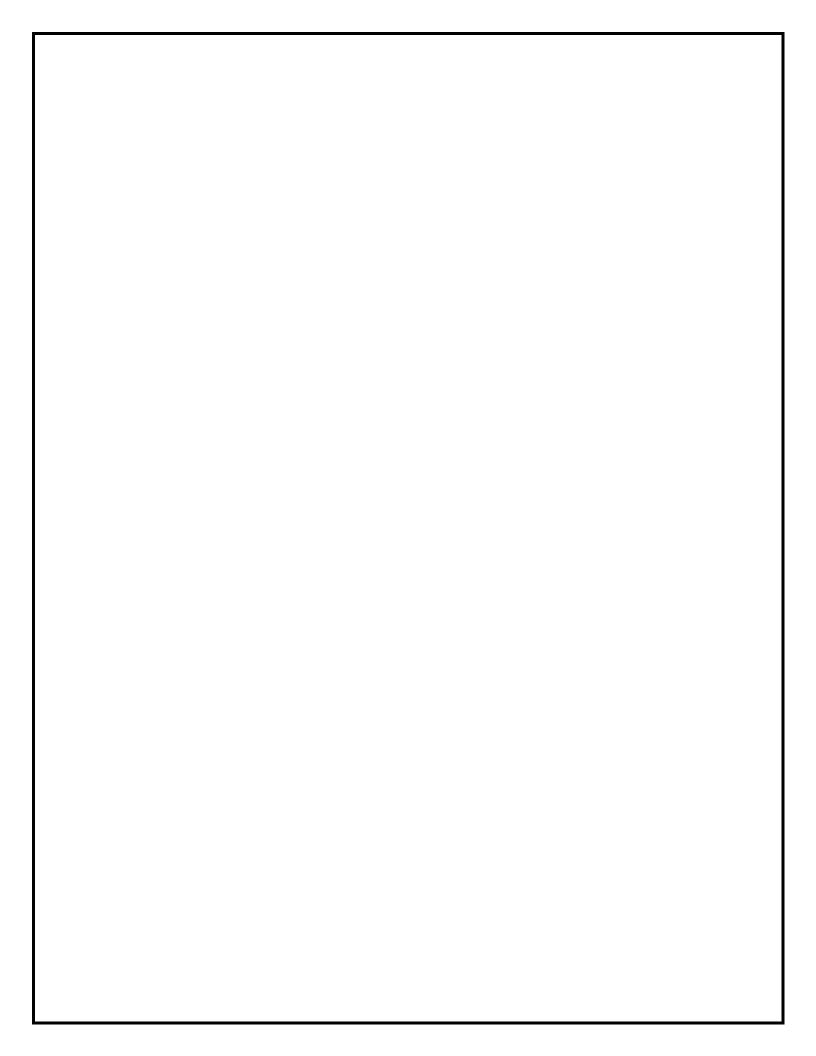
Lectures: 10

Lectures: 10

Lectures: 10

Lectures: 10

v. National Electronic Clearing Service (NECS) vi. Internet Banking vii. Mobile Banking viii. Immediate Payment Service (IMPS) - Interbank (Bank to Bank) and Intra Bank (Branch to Branch) Fund Transfer c. Automated Teller Machines (A.T.Ms): Operation & Development d. Benefits of E- Banking To Customer & The Banks 5. Bankers, Customers and Banking Operations: I Lectures: 10 a. Deposit Accounts i. Types:Saving A/C, Current A/C, Fixed Deposit & Recurring Deposit. ii. Process of Opening, Operating & Closing of a Bank Account iii.KYC Norms & its Importance for Customer Acceptance Policy b. Types of Account Holders a) Individual Account Holders- Individual Account, Joint Account, Illiterate, Minor, Married Woman, Non-Resident Account b) Institutional Account Holders- Sole Proprietorship, Partnership Firm, Joint Stock Company, Hindu Undivided Family, Clubs, Associations, Societies and Trusts. 6. Bankers, Customers and Banking Operations: II Lectures: 10 a. Cheques i. Essentials Privileges OfCheque Holder ii. Liabilities Of Paying Bank & Collecting Bank iii. Crossing, Dishonor and Endorsement Of Cheque iv. Precautions To Be Taken By The Paying Banker v. Protection to the Paying and Collecting Banker b. Negotiable Instruments in Banking a. Definition b. Types & Their Characteristics **Reference Books:** 1. Modern money and banking : Roger L.Miller& David D. VanHoose, Mcgra-hill international ed.1993 2. Monetary theory :16th ed. M.C. Vaish ,vikas publishing house pvt ltd2005 3. Basics Of Banking & FiinanceDr K M Bhattacharya & O P Agrawal 4. Banking Theory & Practice; K.C. Shekhr&LaxmiShekhar.Vikas Publishing 5. Banking Theory, Law & Practice K P M Sunderam& D N Varshney S Chand 6. Banking & Finance System : D.M.Mathani & E.Gorden 7. Banking & Financial System by K P M Sunderam& D N Varshney S Chand 8. Financial Market & Services: Institutions :Gordan&Natrajan,Himalaya 9. The Indian Financial System: BharatiV.Pathak,Pearson Education 10. Economic & Political Weekly. 11. Principles And Practices Of Banking) 16th Ed 2021. Skylark publication 12. Principles & Practices of Banking 2021, Macmilla Education Noida 13. Principles & Practices of Banking, abhinavkumarmandilvar, Ramesh Publishing House 14. Empowering AatmanirbharNiveshak The First Indian Depository to Register 3 CroreDemat Accounts 15. The Indian Capital Market - An OverviewHandbook for NSDL Depository Operations Module, 16. R.B.I. Bulletins &www.rbi.org.in 17. https://ncert.nic.in/textbook/pdf/kebs102.pdf 18. https://www.pacc.in/e-learning-portal/ec/admin/contents/22 BCM12 2020111111061283.pdf



K. B. C. North Maharashtra University, Jalgaon

(NAAC Reaccredited 'A' Grade University) FACULTY OF COMMERCE & MANAGEMENT

Proposed syllabus of F.Y.B.COM. wef June 2022

SEMESTER: I

Paper: 107b - Elective - Corporate Laws & Secretarial Practice CBCS Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100 Required Lectures: 60

Objectives:

1. To develop an understanding of Company and various provisions of the Companies Act, 2013. 2. To help know the concepts relating to types of companies and various stages and formalities related to formation of companies. 3. To enable students to study capital and basics of security market. 4. To get an insight into Securities and Exchange Board of India which controls securities trade. _ _ _ _ _ _ _ _ 01. Historical Development of Company Law in India Lectures08 1.1 Meaning & Definition of Company 1.2 Characteristics of Company 1.3 Development of various concept of Company Law in India 1.4 Corporate Citizenship Lectures 12 02 Types of Companies as per Companies Act 2013 2.1 Definition & features of Private company 2.2 Definition & features of Public company 2.3 Difference Between Private and Public Company 2.4 Foreign company 2.5 Government company - meaning and its privilege 2.6 Limited & Unlimited company 2.7 Association not for profit and its privileges (Section 8 Company) 2.8 Holding/Subsidiary companies 2.9 Associate Companies 2. 10 Investment companies 2.11 Producer Companies 2.12 Chartered Companies **03** Incorporation of Company Lectures10 3.1 Stages in Incorporation of Company 3.2 Promoter – Meaning, Position, Rights and Liabilities 3.3 Memorandum of Association – Meaning and Clauses 3.4 Articles of Association - Meaning, Contents and Alteration 3.5 Doctrine of Ultra Vires 3.6 Doctrine of Constructive Notice & Indoor Management 3.7 Doctrine of Lifting of Corporate Veil 04 Share Capital Lectures 10 4.1 Meaning of Capital 4.2 Types of Share Capital – Equity & Preference 4.3 Issue of shares at par, premium and discount 4.4 Sweat Equity Shares, Right Issue and Bonus Shares 4.5 Alternation and Reduction of Shares 4.6 Buy Back of Shares 4.7 Underwriting of shares 4.8 Various guidelines issues by SEBI for issue of security 05 Securities Market 10 5.1 Primary Market and Secondary Market 5.2 Components of Primary Markets 5.3 Prospectus – Meaning and Contents

5.4 Forms of Prospectus – Deemed Prospectus, Statement-in-lieu of Prospectus, Red Herring Prospectus, Abridged Prospectus

5.5 Procedure and Provisions of Allotment of Shares

Lectures 10

5.6 Stock Exchanges and its importance
06 SEBI Act 1992
6.1 Introduction to SEBI
6.2 Objects of SEBI
6.3 Constitution of SEBI
6.4 Functions of SEBI

6.5 Powers of SEBI

References:

1. Dr. AvtarSingh : Company Law; Eastern Book Company, 34, Lalbagh, Lucknow.

2. C.R. Datta :Datta on the Company Law; Lexis Nexis, Butterworths Wadhwa, Nagpur.

3. A. Ramaiya : Guide to the Companies Act; Lexis Nexis, Butterworths Wadhwa, Nagpur.

4. A.K. Mujumdar, Dr.G.K. Kapoor: Company Law and Practice; Taxmann, 59/32, New Rohtak Road, NewDelhi.

5. M.C. Kuchhal : Modern Indian Company Law; Shri Mahavir Book Depot, 2603, NaiSarak, Delhi.

6. H.K. Saharay : Company Law; Universal Law Publishing Co., C-FF-1A, DilkhushIndustrial Estate, G.T. Karnal Road, Delhi.

7. D.K. Jain : Company Law Ready Reckoner; Bharat Law House Pvt. Ltd.; T-1/95, Mangolpuri Industrial Area, Delhi.

8. R. Suryanarayanan : Company Law Ready Reckoner; Commercial Law Publishers, 151, Rajinder Market, Opp. Tis Hazari Court, Delhi.

9. L.C.B. Gower : Principles of Modern Company Law; Stevens & Sons Ltd., London.

10. Taxmann's : Circulars & Clarifications on Company Law; Taxmann, 59/32, NewRohtak Road, New Delhi.

11. Publications of The Institute of Company Secretaries of India, ICSI House, 23. Institutional Area, Lodi Road, New Delhi.

12. G.K. Kapoor and A.P. Suri: Corporate Law, Taxmann, 59/32, New Rohtak Road, NewDelhi.

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

(A' Grade NAAC Re-Accredited (3rd Cycle)) FACULTY OF COMMERCE & MANAGEMENT F. Y. B. Com – CBCS From :- June 2022.

SEMESTER: I

Paper: 107 c - Elective - Marketing & Advertising

60 + 40 Pattern: External Marks 60 +Internal Marks 40 = Maximum Total Marks: 100

Required Lectures: 60

Objectives:

- 1. To create awareness about marketing & advertising
- 2. To understand basic concepts of marketing & advertising
- 3. To establish link between business and marketing & advertising
- 4. To know the relevance of marketing & advertising in modern competitive world
- 5. To develop an analytical ability to plan for various marketing & advertising strategy.

1. Introduction to Marketing

- 1.1 Meaning, Definitions, Nature, Scope of Marketing
- 1.2 Importance of Marketing as Business Function
- 1.3 Marketing Process
- 1.4 Functions of Marketing
- 1.5 Marketing Ethics
- 1.6 Rural & Green Marketing: Meaning, Definitions and Features

2. Market Segmentation & Buyer Behaviour

- 2.1 Market Segmentation
- 2.1.1 Meaning, concepts and importance of segmentation
- 2.1.2 Bases for Segmenting Consumer Markets
- 2.1.3 Benefits & limitations of Market Segmentation
- 2.2 Buyer Behavior
- 2.2 .1 Meaning of buyer behaviour
- 2.2.2 Models of consumer/buyer behaviour
- 2.2.3 Determinants of consumer behaviour
- 2.2.4 The Buying Decision Process: The Five-Stage Model
- 2.2.5 Marketing implications of consumer behaviour

3. The Marketing Mix

- 3.1 Introduction
- 3.2 Marketing Mix-The Traditional 4Ps,
- 3.3 The Modern Components of the Mix- The Additional 3Ps,
- 3.4 Developing an Effective Marketing Mix

10 Lectures

14 Lectures

8 Lectures

4. Product Life-Cycle & Marketing Strategies

- 4.1 Product Life Cycle
- 4.2 Marketing Strategies: Introduction Stage and the Pioneer Advantage
- 4.3 Marketing Strategies: Growth Stage
- 4.4 Marketing Strategies: Maturity Stage
- 4.5 Marketing Strategies: Decline Stage

5. Network Marketing

- 5.1 Meaning, Definitions and Features
- 5.2 Process of Network Marketing
- 5.3 Advantages of Network Marketing
- 5.4 Disadvantages of Network Marketing
- 5.5 Problems in Network Marketing
- 5.6 Ethics in Network Marketing

6. Recent trends in Marketing

- 6.1 Cloud Marketing
- 6.2 Drip Marketing
- 6.3 Email Marketing
- 6.4 Freebie Marketing
- 6.5 Mobile Marketing
- 6.6 Newsletter Marketing
- 6.7 Online Marketing
- 6.8 Social Media Marketing

Reference Books:

- 1. Philip Kotlar- Marketing Management
- 2. Sherlekar S.A., Sherlekar V. S.- Global Marketing Management Himalaya Publishing House
- 3. Ghatpande Mahesh , Thakur Yogendra -Marketing A Challenges Amol Prakashan
- 4. Kapoor D. L. -Marketing and Sales Management S. Chand & Co. Ltd. New Delhi.
- 5. Kulkarni Mahesh Modern Marketing Management
- 6. Rajan Saxena Marketing Management
- 7. Memoria & others- Marketing Management
- 8. Dr. S.V. Kadvekar, Vipanan- Tatve Aani Padhdati- Continental Publications, Pune. (Marathi)
- 9. Dr. S.V. Kadvekar, Vipanan Vyavasthapan, Continental Publications, Pune. (Marathi)
- 10. Vakale, Sahane & Phadake, Vipanan, Vikray kala aani Prasidhdi (Marathi)
- 11. Arun Kumar N. Meenakshi Marketing Management- Vikas Publishing House Pvt. Ltd.

12. Anthony Games:- Network Marketing: The Complete Guide On How to Create a Profitable Network Marketing Business.

8 Lectures

12 Lectures

8 Lectures

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon Faculty of Commerce and Management B.Com. I (W.E.F.:June –2022) Paper:- 107 d Business Statistics SEMESTER- I

Total Lecturers:60

Total Marks:100(Internal Continuous Assessment:40 Marks +External Theory Exam: 60 Marks)

Objectives-

To acquaint the students with the concepts of statistics and their tools.

To enable the students to use the business statistics concepts in the day to day business life.

Course Outcomes

- Student will become acquainted with concepts and tools of business statistics.
- Students will be able to use the business statistics concepts in day to day business life.

Unit1 : Sources of Indian Statistics

- a) Indian Statistical System at present
- b) Population Statistics in India
- c) Labor Statistics
- d) Agriculture Statistics
- e) Industrial and Trade Statistics, National Income
- f) Index Numbers

Unit2 : Correlation

a) Meaning of correlation

b) Types of correlation: - Positive correlation, negative correlation, perfect correlation and spurious correlation

c) Scatter diagram

- d) Karl Pearson's coefficient of correlation and important properties of it (without proof)
- e) Rank correlation: Meaning of rank, Spearman's rank correlation coefficient with and without ties (without proof)

f) Numerical problems.

Unit3 : Regression

- a) Meaning and uses of regression
- b) Statement of regression equations
- c) Regression coefficients
- d) Statement of properties of regression coefficients
- e) Standard error of regression estimates (without proof)
- f) Coefficients of determination and non-determination
- g) Explained and unexplained variation
- h) Numerical problems

Unit4 : Probability

- a) Relevance of Probability Theory, Random and non-random experiments
- b) Meaning of sample space and event
- Mathematical definition of probability
- d) Axioms of probability
- e) Statement of addition theorem of probability up to three events
- f) Numerical problems

Lectures:10

Lectures:10

Lectures:10

Lectures:10

Unit5 : Statistical Decision Theory and Game Theory

a) Meaning and uses of Statistical Decision Theory.

b) Meaning of Strategy (Act), State Of Nature, Payoff, Payoff Table, Regret & Regret Table

c) Methods of Decision Making under uncertainty:- Maximax Criterion, Maximin Criterion, Laplace Criterion and Hurwicz Criterion

d) Methods of Decision Making under risk:- Expected Monetary Value (EMV) Criterion and Expected Opportunity Loss (EOL) Criterion.

e) Expected Payoff of Perfect Information (EPPI) and Expected Value of Perfect Information (EVPI)

f) Concept and Terminology, Two Person Zero Sum Game, Game with Saddle Point

g) Numerical Problems.

Unit 6: Test of Significance

a) Chi-Square Test - Introduction, Chi-square distribution, Properties of Chi-square distribution and Application of Chi-square distribution

- b) Conditions for the validity of Chi-square test, Degrees of Freedom
- c) Tests of Goodness-of-fit
- d) t-tests Student's 't' distribution, Properties, Uses,

e) One Sample t- test

References-

♦ Business Statistics By S. C. Gupta, Indra Gupta - Himalaya Publishing House

Statistical Methods - By S. P. Gupta - Sultan Chand & sons, New Delhi

Susiness Statistics - By Sancheti&Kapoor - Sultan Chand & Sons, New Delhi

Operations Research - By P.K. Gupta and D.S. Hira - S. Chand & Sons, New Delhi

Business Statistics - By G V Shenoy U K Srivastava and S C Sharma - New Age International (p) Limited Publishers New Delhi

Lectures:10

Lectures:10

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

(A' Grade NAAC Re-Accredited (3rd Cycle)) FACULTY OF COMMERCE & MANAGEMENT F. Y. B. Com. SEMESTER: I Paper: 107 e - Elective - Principles & Practices of Insurance 60 + 40 Pattern: External Marks 60 +Internal Marks 40 = Maximum Total Marks: 100 Required Lectures: 60

Objectives -:

1. To acquaint students with the concept of Insurance.

2. To introduce the scope of Insurance including Life & General Insurance.

3. To make the students aware of carrier opportunities in the field of Insurance.

Unit 1. Concept of Insurance

a. Meaning, Definition and Scope of Insurance.

- b. Types of Insurance: General insurance, Group Insurance Health Insurance and Life Insurance.
- c. Need and Importance of insurance.

d. Insurance Contract: Meaning, Components.

Unit 2. Practice of Life Insurance

a. Meaning of life Insurance, Overview of the Indian Insurance Market, Growth of Insurance business in India.

b. Organizational Structure of the Life Insurance Corporation of India (LIC).

c. Appointment of life insurance agents and their functions – Need of an agent in life insurance selling.

d. Appointment of agents, Remuneration to agents.

Unit 3. Life Insurance

a. Meaning and Definition of life insurance.

b. Need, Principles of Life Insurance.

c. Types of life insurance policies, whole life, endowment, money back, unit linked insurance policy, pension plan.

d. Current scenario of Life Insurance in India.

Unit 4. General Insurance

a. Meaning and Definition of General insurance.

b. Need, Principles of General Insurance.

c. Types of General Insurance - Fire, Marine, Motor, Personal Accident, Health.

d. Study of various policies and insurance cover.

Unit 5. Group Insurance

a. Meaning and Importance of group insurance schemes.

b. Main features of group insurance schemes.

c. Eligibility conditions in group insurance.

d. Different types of group insurance schemes.

Unit 6. Concept of E-Insurance

Lectures – 10

Lectures – 10

Lectures – 10

Lectures - 10

Lectures – 10

Lectures – 10

a. E-Insurance meaning, Features of e-insurance account,

b. Benefits of e-insurance account.

c. Guidelines for e-insurance policies, Meaning of e-insurance account.

d. Opening of e-insurance account by insurance repository branch and approved persons, KYC documents.

Recommended List of Reference Books:

1) Insurance -- Principles & Practices of Insurance - By : G.S. Pande

2) Theory & Practice of Life Insurance – By : Mitra

3) Insurance Principles & Practice – By : M.N.Mishra & S.B. Mishra (S. Chand Publication)

4) Insurance – Principles and Practices – M N Mishra

5) Insurance – Principles and Practice – Vinayakan, N M Radha swamy & V Vasudevan.

6) Life Insurance in India – G R Desai.

7) Insurance & Risk Management – By : P.K.Gupta (Himalaya Publication)

8) Legal Aspects of Insurance- P.K.Gupta Himalaya Publishing House, Mumbai, First Ed.2006.

9) Books Published By Insurance Institutes Of India, New Delhi

10) Principles and Practice of Insurance – Dr. P.Periasamy (Himalaya Publication)

Web-sites- 1. www.irda.gov.in

2. www.licindia.in

3. <u>www.gicofindia.in</u>

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

(NAAC) Accrdited "A" Grade University

FACULTY OF COMMERCE AND MANAGEMENT

F.Y.B.Com. w.e.f. AY 2022-23

SEMESTER: I

Paper: 107 f - Elective -Business Environment CBCS (60+40) Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100 Required Lectures: 60

Objectives

a) The course intends to give an introduction and to prepare students in understanding important concepts of Business Environment. It further aims to act as a foundation for many of the environmental approaches of business

b) To lay a foundation for understanding the various types of Environments

c) To gain the ability for understanding environmental parts which impact on business processes.

UNIT1: INTRODUCTION TO BUSINESS ENVIRONMENT Lecture 12 1. Business Environment 1.1 Meaning, definition, Characteristics & Significance 1.2 Scope and Objectives of Business Environment 1.3 Environmental analysis Process: Stages- Importance 1.4 Business Environment in India . 1.4.1 Impact on Business Environment during COVID-19 1.4.2 Impact on Business Environment after COVID-19 **UNIT 2: NATURE AND TYPES OF BUSINESS ENVIRONMENT** Lecture 10 2.1 Components of Business Environment a. Internal Environment b External Environment c Micro Environment d Macro Environment 2.2 Nature of Traditional and Modern Business Environment 2.3 Characteristics of Modern Business Environment **UNIT 3: SOCIAL ENVIRONMENT** Lecture 8 3.1 Introduction, Nature, Factors and its impact on business 3.2 Business and Society 3.3 Business and Culture 3.4 New trends in socio cultural Environment in India 3.5 Business Ecology 3.6 Social Responsibility of Business towards stakeholders **UNIT 4: TECHNOLOGICAL AND NATURAL ENVIRONMENT** Lecture 10 4.1 Technological Environment

4.1.1 Concept, Features and importance

4.1.2 Impact of Technology on Business

4.1.3 Electronic Banking & E- Commerce: Introduction, Advantages and Limitations

4.2 Natural Environment

4.2.1 Introduction, Meaning, component of natural environment

4.2.2 Impact of natural environment on business decision

UNIT 5: ECONOMIC ENVIRONMENT

5.1 Nature and Scope

5.2 Economic systems, Characteristics of Indian Economic Environment

5.3 Importance of Understanding Economic Environment

5.4 Planning Commission & NITI Aayog (National Institution for Transforming India): Introduction & Functions

5.5 Components of Economic Environment

5.6 Economic Transition in India

5.6.1 Introduction

5.6.2 Privatization: Definition, Features, Advantages & Disadvantages

5.6.3 Globalization: Consequences and Impact

5.7 Impact of liberalization, privatization and globalization on Indian business

UNIT 6: POLITICAL ENVIRONMENT

6.1 Introduction, Scope, Importance, Factors

6.2 Types of Political Systems

6.3 Impact of Political Environment on

6.4 Role of Government in a Mixed Economy -08

Recommended List of Reference Books:

1) Insurance -- Principles & Practices of Insurance - By : G.S. Pande

2) Theory & Practice of Life Insurance – By : Mitra

3) Insurance Principles & Practice – By : M.N.Mishra & S.B. Mishra (S. Chand Publication)

4) Insurance - Principles and Practices - M N Mishra

5) Insurance – Principles and Practice – Vinayakan, N M Radha swamy & V Vasudevan.

6) Life Insurance in India – G R Desai.

7) Insurance & Risk Management – By : P.K.Gupta (Himalaya Publication)

8) Legal Aspects of Insurance- P.K.Gupta Himalaya Publishing House, Mumbai, First Ed.2006.

9) Books Published By Insurance Institutes Of India, New Delhi

10) Principles and Practice of Insurance - Dr. P.Periasamy (Himalaya Publication)

Web-sites- 1. www.irda.gov.in

2. www.licindia.in

3. www.gicofindia.in

Lecture 12

Lecture 8

North Maharashtra University, Jalgaon (NAAC Reaccredited 'A' Grade University) FACULTY OF COMMERCE & MANAGEMENT F. Y. B.Com – w. e. f. AY 2022-23 SEMESTER: I Paper: 107 g – Geography of Disaster Management 60 + 40 Pattern: External Marks 60 +Internal Marks 40 = Maximum Total Marks: 100 Required Lectures: 60

Objectives:

- 1. To Understand basic concepts of Disaster and Disaster Management
- 2. To know the causes, effects of different types of disasters.
- 3. To know the global and environmental problems and pandemic .

 Introduction of Disaster and Disaster Management Meaning, Nature and Characteristics of Disaster Types of Disaster Objectives of Disaster Studies Difference between Natural Disaster and Man Made Disaster Meaning and Importance of Disaster Management Geo- Physical Disasters 	Lectures 12 Lectures 12
 Causes, Effects and Management (Pre, During, Post) of following Disasters. 1. Earthquake 2. Land Slide 3. Tsunami 4. Volcanic Eruption 	
3. Atmospheric Disaster Causes, Effects and Management (Pre, During, Post) of following Disasters	Lectures 10
 Cyclone Floods Drought Hailstorms 	
 4. Man Made Disaster Causes, Effects and Management (Pre, During, Post) of following Disasters 1. Fire – Building fire, Coal fire, Oil fire, and forest fire 2. Terrorism 3. Accidents – Road accidents, Rail accidents, Water accidents, Air accidents 4. Wars 	Lectures 10
5. House Hold Disasters	Lectures 8
 Causes, Effects and Management (Pre, During, Post) of following Disasters 1. Gas Cylinder Explosion 2. Short Circuits 3. Electric Shock 4. Snake & Dog Bite 	
6. Global Environmental Problems	Lectures 8
Causes, Effects and Management	

- 1. Global Warming
- 2. Ozone Depletion
- 3. Pandemic AIDS, COVID-19,

Reference Books:

- 1. Disaster Management; Future challenges and opportunities, Editor: Jagbir Singh . K. International Publishing House Pvt. Ltd., New Delhi, Mumbai, Bangalore.14
- 2. Concept and Practices in Disaster Management, Colonel (Retd.) P.P. Marathe, Diamond Publications, 1691, SadashivPeth, Near Grahakpeth, Pune 411030
- 3. Hand Book of Effective Disaster: Recovery, Planning, Mc Grow Hill Publ.London
- 4. The Book of Natural Disaster: Alladin Books Ltd., London.
- 5. Disaster Management : Ed. Vinod Sharma, National Center for Disaster Management, Indian Institute of Pub. Administration,Indraprastha Estate,Ring Road New Delhi 110002.
- 6. Earthquake: A.K.R. Hemmody, NBT of India.
- 7. Disaster Preparedness, Council for Advancement of Peoples Action and Rural Technology, D-Block, Ponkha Road Janakpuri, New Delhi, 110075.
- 8. Disaster in India studies of grim Reality, AnuKapur and Neeta Meena Deeplima, Roshani, Debhanjal, Rawat Publication, Jaipur.
- 9. Environmental Geography and Natural Hazards, A.A. Pirazizi Concept Publication Co., New Delhi, 110059.
- 10. Disaster in India: Studies of grim Reality, AnuKapur and Neeta Meena Deeplima, Roshani, Debhanjal, Rawat Publication, Jaipur.
- 11. Practical Disaster Management: Col. P. P. Marathe; Diamond Publication, Pune.
- 12. Natural Disaster: Ahmad Husain; Sumit Enterprises, New Delhi