

## **Introduction**

Jain Vishva Bharati Institute has launched a constituent college named, Acharya Kalu Kanya Mahavidyalaya. The first session started from 1998 for the sake of providing knowledge among nuns. The Prime motto of the college is to empower Women/ girls education with excellence in respect & value Education and training of skills. Again the institute provides the knowledge, understanding and skills for development of Professional ethics and Self - dependency among girls students. The college Spreads cognitive, affective and psycho - motor development among students and enhancing multi-facet personality.

## **Objectives:**

- To develop character building among girls students.
- To lead out innate potentialities among girls students.
- To inculcate Values, Truth, Non-violence and Self-discipline for all round development among girls.
- To Empower women Education.
- To Promote Skill based Education for girls students

## Acharya Kalu Kanya Mahavidhyalaya, Ladnun

### Distribution of Papers, Marks and Credit

#### Semester I B.COM

Course code	Course title	Course category	Credit	CIA	Theory +Practical	Total
BOC 101	Financial Accounting	Core Course	4	30	70	100
BOC 102	Business Law	Core Course	4	30	70	100
BOC 103	Business Economics	Core Course	4	30	70	100
JVB 101	General English	Core Foundation	4	30	70	100
JVB 102	Ahimsa & Anuvart	Core Elective	4	30	70	100
		<b>Total</b>	20	150	350	500

#### Semester – II

Course code	Course title	Course category	Credit	CIA	Theory +Practical	Total
<b>BOC 201</b>	Business Statistics	Core Course	4	30	70	100
<b>BOC 202</b>	Business Management	Core Course	4	30	70	100
<b>BOC 203</b>	Indian banking system	Core Course	4	30	70	100
<b>JVB 201</b>	Jain culture And life Value	Core Foundation	4	30	70	100
<b>JVB 202</b>	<b>Non-violence and Peace</b> (Human Rights And Duties)	Core Elective	4	30	70	100
		<b>Total</b>	20	150	350	500

#### Semester III

Course code	Course title	Course category	Credit	CIA	Theory +Practical	Total
BOC 301	Corporate Accounting	Core Course	4	30	70	100
BOC 302	Company law	Core Course	4	30	70	100
BOC 303	Financial Management	Core Course	4	30	70	100
JVB 301	General Hindi	Core Foundation	4	30	70	100
JVB 302	<b>Indian Culture</b>	Core Elective	4	30	70	100
		<b>Total</b>	20	150	350	500

### Semester IV

Course code	Course title	Course category	Credit	CIA	Theory +Practical	Total
<b>BOC 401</b>	Income Tax	<b>Core Course</b>	4	30	70	100
<b>BOC 402</b>	Human resource Management	<b>Core Course</b>	4	30	70	100
<b>BOC 403</b>	Business Environment	<b>Core Course</b>	4	30	70	100
<b>JVB 401</b>	Environmental Study	<b>Core Foundation</b>	4	30	50+20 (Field Work)	100
<b>JVB 402</b>	Modern Indian Thinkers and Social Reforms	<b>Core Elective</b>	4	30	70	100
		<b>Total</b>	20	150	350	500

### Semester V

Course code	Course title	Course category	Credit	CIA	Theory +Practical	Total
<i>BOC 501</i>	Cost Accounting	<b>Core Course</b>	4	30	70	100
BOC 502	Industrial & Economic Law	<b>Core Course</b>	4	30	70	100
BOC 503	Auditing	<b>Core Course</b>	4	30	70	100
JVB 501	Basic of Computer	<b>Core Foundation</b>	4	30	50+20	100
JVB 502	Psychology (General Psychology-I)	<b>Core Elective</b>	4	30	50+20	100
		<b>Total</b>	20	150	350	500

### Semester VI

Course code	Course title	Course category	Credit	CIA	Theory +Practical	Total
<b>BOC 601</b>	Management Accounting	<b>Core Course</b>	4	30	70	100
<b>BOC 602</b>	Marketing Management	<b>Core Course</b>	4	30	70	100
<b>BOC 603</b>	Fundamental of Entrepreneurship	<b>Core Course</b>	4	30	70	100
<b>JVB 601</b>	Vyaktitava Vikas & Yoga	<b>Core Foundation</b>	4	30	70	100
<b>JVB 602</b>	Psychology (General Psychology II)	<b>Core Elective</b>	4	30	50+20	100
		<b>Total</b>	20	150	350	500

## 1. Credit Framework for Normal under Graduate Level Course.

1.1 The normal graduation programme shall have 20 credits per semester making total credits for whole programme as 120. The distribution of credits or weightage of core, elective and Foundation courses may be as follows:

Academic Year	Semester	Core	Elective	Foundation
1	I and II	60%	20%	20%
2	III and IV	60%	20%	20%
3	V and VI	60%	20%	20%

Distribution of Credits for Semester is as follows:

Semester	I	II	III	IV	V	VI
Credits	20	20	20	20	20	20

### 1.2 Course-Wise Distribution of Credits (per semester)

#### Core Compulsory Elective

Course – I	4 Credits
Course – II	4 Credits
Course – III	4 Credits

#### Foundation Compulsory

Course – I	4 Credits
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#### Elective Generic

Course – I	4 Credits
Total	20 Credits

## 2. Comprehensive Continuous Assessment

Component	Units Covered in a course	Weighting	Weight age	Period of CCA
Minor Test : I	1,2	15%	7.5%	To be Consolidated by 8th Week
Minor Test : II	3,4	15%	7.5%	To be Consolidated by 16th week
Semester end Ex. Internal	1 to 4	70%	17.5%	To be Consolidated by 18-20 weeks 3. Promotion, Re-Admission and Time For Completion of Course

### **Under-Graduate Programme**

1. A candidate who has undergone a regular course of study in Semester I, fulfill the required criteria of attendance and has secured marks equal to passing standard both in Internal and External Examination shall be eligible for promotion to Semester II.
2. A candidate who has successfully completed all the courses of Semester I, but not all the courses of Semester II shall be eligible for promotion to Semester III. He/she will be required to complete all courses of Semester II before migrating to Semester IV.
3. A Candidate who has undergone a regular course of study in Semester III, fulfill the required criteria of attendance and has secured marks equal to passing standard both in Internal and External Examination shall be eligible for promotion to Semester IV.
4. A candidate who has successfully completed all the course of Semester I and II but not all the courses of Semester III shall be eligible for promotion to Semester IV. He/she will be required to complete all courses of Semester III before migrating to Semester V.
5. The same rules shall be applied for promotion from Semester IV to V and from V to VI respectively.
6. A candidate will be allowed two blank semesters continuously in case he/she may have to leave his/her study halfway due to unforeseen circumstances. However he/she may have to pay the prescribed registration fee as decided by university.
7. A candidate shall have maximum of 10 semesters (five academic years) for completion of a said programme in case he/she wishes to go at a slower pace. However he/she will have to pay the prescribed registration fee for each of the semester in addition to the course fee for the courses he/she avails during each semester.
8. The tentative/provisional grade shall be issued at the end of every semester indicating the courses completed successfully. The final Grade Card may be issued by the Registrar of the concerned university after a candidate has successfully completed all the courses of the said programme.

### **Scheme of Examinations**

- i. English/Hindi shall be the medium of instruction and examination.
- ii. Examinations shall be conducted at the end of each semester as per the academic/examination calendar notified by the Institute.
- iii. In theoretical subject will be valued for 100 marks. Out of 100 marks 30 marks are for Continuous Internal Assessment (CIA) and 70 marks will be for end semester written examination.
- iv. In Practical Subjects paper will be valued for 100 marks. Out of 100 marks 30 marks are for Continuous Internal Assessment (CIA), 20 marks for semester end Practical Examination and 50 marks for end semester written examination

In assessing students for Internal Assessment in each paper, the following method will be followed:

i. Prayer, Meditation and Attendance	10 marks
ii. Midterm Test	10 marks
iii. Departmental Seminar/Class Presentation	05 marks
iv. Assignment	05 marks
<b>Total</b>	<b>30 marks</b>

**Note :** For CIA, depending on the nature of the paper, there can be assignment, quiz, project, case illustration, objective test, tutorials, seminar presentation or presentation in combination of any two of the above. Whatever the case may be, the pattern of examination will be announced one month in advance.

After conducting the internal assessment. the related records including award lists are to be submitted to the Examination Section at least one week before the commencement of the end semester examinations.

**Individual Passing Marks CIA +Theory+Practical=36**

**Aggregate Passing Marks CIA +Theory+Practical=40**

**Other Criteria of pass or fail promotion, re-examination etc. will be common rules and regulations of Institute. Instruction for Paper Setters :(सैद्धान्तिक प्रश्न पत्र)**

## Semester I

Course code	Course title	Course category	Credit	CIA	Theory +Practical	Total
BOC 101	Financial Accounting	Core Course	4	30	70	100

### Objectives -

1. To give primary knowledge of accountancy.
2. Knowledge of principles of accountancy.
3. To tell concepts of accountancy.
4. Checking of accountancy.

### Unit-I

History and development of accounting in India since kautilya, Accounting principles, conversions and concepts, general Introduction of accounting standards.

### Unit-II

Double Entry system; preparation of journal, subsidiary Book Including cash book, Ledger, Trial Balance, Preparation of final account.

### Unit III

Partnership account, admission retirement and death. Dissolution of partnership including Garner Vs Murray rule.

### Unit-IV

Accounting including accounting standard-6, (Revised) and methods of Depreciation.

Departmental accounts and Branch accounts (excluding foreign Branch)

### Outcome-

1. To receive knowledge of fundamental of accounts.
2. Increase in knowledge of auditing.
3. Students let experience of all type of accounts information.

### Text Books:

1. Advanced Accounting-M.C.Shukla, T.S. Grewal, S.C. Gupta, Sultan Chand & Sons, New Delhi.

### Suggested Readings:

1. Book Keeping & Accounting (English/Hindi) – Jain, Khandelwal, Preek, Ajmera Book Co,Jaipur.

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 102	Business law	Core Course	4	30	70	100

### Semester-I

#### Objective:

1. This Course enables the students to know about the laws enforced for proper regulation of Trade & Business.
2. To have deep knowledge of contract act and sole of Goods Act
3. To make aware of their lights & duties as a seller and as a buyer.

#### Unit-I

Law of contract Act-1872: Nature of contract, classification, offer and acceptance, capacity of parties, free consent, and agreement declared void.

#### Unit-II

Performance of contract, Discharge of contract, Remedies for breach of contract.

#### Unit-III

Indemnity-meaning, liabilities indemnity-holder and indemnifier.

Guarantee-meaning, essential liabilities of surety and discharge of surety from liabilities.

Bailment-meaning, rights and duties of bailor and beilee.

Pledge-meaning, rights and duties of pawnor and pawnee.

Agency-definition, who may be agent, creation and termination of agency.

#### Unit-IV

Sale of Goods Act 1930, Consumer Protection Act-1986

#### Outcome-

After studying this paper, students will come to know

1. About the basics of the Act running for smooth functioning of business.
2. Complete knowledge of Contract Act
3. Complete Knowledge of Sale of Goods Act.
4. Awareness about their right & duties.

#### Text Books :

1. Bussiness Law- R.L.Nolka, Ramesh Book Depo., Jaipur.

#### Suggested Readings :

1. Business Law- Kuchhal M.C., Pragati Parkashan, Merut (UP)
2. Business Law- Kapoor N.D, AJMERA Publication, Jaipur.
3. Business Law- Agrwal, Kothari, Garima Publication, Jaipur.



Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 103	Business Economics	Core Course	4	30	70	100

### Semester-I

#### Objective-

1. Acquainted the student with information of economics.
2. Aware the students about basic principles of economics.
3. To get knowledge of market and their conditions.
4. To understand micro and macro economics concepts.

#### Unit- I

Introduction- Definition of business economics, Scope, role in business decisions. Law of Demand, utility analysis and its measurement, Elasticity of Price demand. Law of supply and Determinants of supply. Law of Diminishing Marginal Utility- Exception and Criticism of the law.

#### Unit – II

Concept of consumer's surplus. Indifference curve-Meaning, map, characteristics, consumer's equilibrium. Production function-Meaning, assumptions, characteristics of production function. Return to Scale.

#### Unit- III

Cost Analysis-cost concept, short-run and long-run cost total, average and marginal costs. Market-definition and classification. Perfect competition-features and equilibrium, price and output determination under perfect competition, kinked demand curve, price determination in firm and Industry.

#### Unit-IV

Monopoly-price discrimination, causes of emergence of monopoly, Price and output determination under monopoly. National Income- Meaning, Concepts, Measurements, National Income and Economic Welfare.

#### Outcomes -

1. By studying this students know about the primary information of economics.
2. Students know the role of economics in Business decision making.
3. Students know about market condition and price discrimination

#### Text Books :

1. Business Economics , Agarwal, Agarwal, Ramesh Book Depot, Jaipur (Both in Hindi as well as in English)

#### Suggested Readings :

1. Business Economics: H.L. Ahuja, S. Chand Publishing, New Delhi
2. Managerial Economics :D.N. Divedi, Vikash Publishing, Pvt. Ltd. New Delhi
3. Business Economics : M.C. Kuchhal, Pragati Prakashan, Merut.

Course Code	Course Title	CourseCategory	Credit	C.I.A.	Theory	Total
JVB 101	General English	Core Foundation(CF)	4	30	70	100

### Semester-I

#### Objective:

1. Students will be able to recognize and understand the meaning of targeted grammatical structures in written and spoken form.
2. Students will practice the grammar skills involved in writing sentences and short paragraphs.

#### Unite -I Grammar and Usage :

1. Parts of Speech
2. Basic Sentence Patterns
3. Sentences beginning with 'It' and 'There'
4. Tenses
5. Phrasal Verbs
6. Articles and other Determiners
7. Direct & Indirect Speech
8. Active and Passive Voice
9. Modal Auxiliaries
10. Simple, Complex and Compound sentences.

#### Unite -II Book : A Cavalcade of Modern English Prose Essays :

- (1) Essentials of Education (2) Testament

#### Unite -III Writing Skills

- (1) Paragraph Writing (2) Letter & Application Writing

#### Unite -IV Vocabulary

- (1) Word often confused (2) Antonyms and Synonyms

#### Outcome:

1. Students will begin to self-edit their oral and written production.
2. Students will make less grammatical errors.
3. Students will become clear of grammatical terms.
4. Students will get exposure of writing letters, application and paragraph.

#### Suggested Reading :

1. R. Quirk et al (ed.) A Grammar of Contemporary English. Longman, London, 1972.
2. A Textbook of General English for Undergraduate students by R.P. Bhatnagar, Rajul Bhargava, Jain Prakashan Mandir, 1024, Shinghiji ki Gali, Chaura Rasta, Jaipur-302 002.
3. English Grammar, Composition and Reference skills by R.P. Bhatnagar & Rajul Bhargava, Board of Secondary Education, Ajmer.
4. Text Book: A Cavalcade of Modern English Prose, R.P. Bhatnagar, Jain Pustak Mandir, Chaura Rasta, Jaipur.
5. English for Indian Learners by R.P. Bhatnagar, University book house, (P), Jaipur.

Course Code	Course Title	CourseCategory	Credit	C.I.A.	Theory + Practical	Total
JVB 102	अहिंसा एवं अणुव्रत	Core Elective (CE)	4	30	70	100

### सेमेस्टर-I

#### उद्देश्य-

1. अणुव्रत के विशेष संदर्भ में अहिंसा तत्त्व को समझाना।

#### इकाई-1

अणुव्रत का दार्शनिक आधार

#### इकाई-2

अणुव्रत का प्रायोगिक स्वरूप : अणुव्रत आन्दोलन

#### इकाई-3

अणुव्रत आन्दोलन के अहिंसक कार्यक्रम

#### इकाई-4

अणुव्रत आन्दोलन का सामाजिक/राजनीतिक स्वरूप

#### उपलब्धियाँ-

1. अणुव्रत आंदोलन को जानकर संयम की दिशा में आगे बढ़ेंगे।

#### पाठ्य पुस्तक / संदर्भ ग्रन्थ

1. अणुव्रत दर्शन- आचार्य महाप्रज्ञ, जैन विश्वभारती संस्थान, लाडनू
2. अहिंसा और अणुव्रत- सिद्धान्त और प्रयोग- मुनि सुखलाल एवं आनन्दप्रकाश त्रिपाठी
3. गांधी पश्चात् शांति आंदोलन- प्रो. अनिल धर, जैन विश्वभारती संस्थान, लाडनू

#### प्रायोगिक-

1. कायोत्सर्ग, महाप्राण ध्वनि, ज्योति केन्द्र पर श्वेत रंग का ध्यान।
2. आसन- शंशाकासन, योगमुद्रा
3. अनुप्रेक्षा- सहिष्णुता
4. अणुव्रत आचार संहिता

### Semester II

Course code	Course title	Course category	Credit	CIA	Theory +Practical	Total
BOC 201	Business Statistics	Core Course	4	30	70	100
BOC 202	Business Management	Core Course	4	30	70	100
BOC 203	Indian banking system	Core Course	4	30	70	100
JVB 201	Jain culture And life Value	Core Foundation	4	30	50+20	100
JVB 202	<b>Non-violence and Peace</b> (Human Rights And Duties)	Core Elective	4	30	50+20	100
		<b>Total</b>	20	150	350	500

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 201	Business Statistics	Core Course	4	30	70	100

## Semester-II

### Objectives -

1. To give knowledge of data analysis and Interpretation.
2. Knowledge of principles of Statistics.
3. Application of statistics in different situation.
4. Apply differential methods of statistics.

### Unit-I

Meaning and Definition of statistics functions, Importance, Limitations and Distrust of statistics, Classification and Tabulation of data. Measure of central tendency mean, Median, Mode, Geometric Mean and Harmonic Mean.

### Unit-II

Measures of Dispersion : Absolute and Relative Measures of Dispersion, Range, Quartile Deviation , Mean Deviation, standard Deviation and their Co-efficients; Uses and Interpretation of Measures of Dispersion.

Skewness-Measurer of skewners.

### Unit-III

Correlation : Meaning and Significance, Scatter Diagram, Correlation Graph, Karl Pearson's coefficient of Linear correlation, Coefficient of correlation by spearman's Rank, Deviation Method, Regression analysis.

### Unit-IV

Index Number : Concept, Utility, Methods, Simple and weighted average of relatives and aggregative Index numbers, Analysis of time series.

### Outcome -

1. Fundamental knowledge of Statistics.
2. Apply different method of Economics in Statistics.
3. Application of Statistics in Mathematics.

### Text Books :

1. Bussiness Statistics-Yadav , Jain Mital, Malik & Company, Jaipur (Hindi)

### Suggested Readings :

1. Fundamentals of statistics Elhance D.N. :, Kitab Mahal Aallahbad (UP)
2. Sankhiki ke mool Tatva Nagar, K.N. (Hindi), Meenakshi Prakshna Meerut
3. Statical methods, Gupta, S.P. : Sultan Chand & Sans, New Delhi
4. Sankhiki ke Mul Adhar, Kelash Nath NagarRamesh Book Depo., Jaipur
5. Statistics Theory , Methods and Application Sancheti D.C. and Kapoor V.C : Sultan Chand & Sons, New Delhi
6. Statistical Mehoed,Patri, Digambar Kalyani Published, Ludiana
7. Statistics for Management, Levin, Richard PHI, New Delhi
8. Statistics for Management, Srovastava, T.N. and Shailaja Rego Tata Mc Graw Hill New Delhi

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 202	Business Management	Core Course	4	30	70	100

## Semester-II

### Objectives:

1. To make students aware of the basics of the management.
2. To make aware of the skills of communication.
3. To have knowledge of various theories like motivation, leadership.
4. To know about stress and time management.

### Unit-I

Management- concept Nature, Process Significance and function Planning Nature, Types and Process.

Decision Making – concept and process, Bounded rationality.

### Unit-II

Organization – concept, Process, Significance, organization structure. Authority and responsibility, source and Delegation of Authority. Centralization and decentralization. Management by objectives.

### Unit-III

Motivation- meaning, Theories of motivation-Maslow, Herzberg, McGregor, Ouchy. Financial and Non-financial incentives. Leadership : Meaning, Nature, Leadership styles, Theories of Leadership – Thanedbaum and Schmidt, Lilkert's system of Leadership. Qualities of a successful Leader.

### Unit-IV

Communication-Concept, Nature, Process, Network and Barriers, Effective communication. Modern technique of communication. Time Management, causes of time waste and Remedies, Stress management- causes of stress and coping with stress. Management of change- Concept, Nature and process of Planned changed.

### Outcome :

After Studying this paper, students will come to know the following-

1. About Management and its functions.
2. About theories of Motivation & Leadership.
3. To cope up with stress.
4. To Manage time.

### Text Books :

1. Principles of Management-R.L. Naulakha, Ramesh Book Depo. , Jaipur. (Hindi & English Edition)

### Suggested Readings :

1. Principles of Management - L.M. Prasad, S Chand Publication, New Delhi
2. Organization Behaviour- K.A. Ashvathappa. Himalaya Publishing House, Mumbai
3. Principles of Business Management-Sharma, Gupta Ajmera Publication, Jaipur

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 203	Indian banking system	Core Course	4	30	70	100

## Semester-II

### Objectives-

1. To get knowledge of basic banking
2. Students aware of current changes in Banking System.
3. To aware them about banks type and Negotiable Instrument.

### Unit-I

Bank: Definition, Importance and functions , Types of Bank accounts, pass book. Recent trends in Indian Banking – (e-banking-Credit Cards.)

Banker and customer-General and Special relationship, Termination of relationship.

### Unit-II

RBI functions, objectives, monetary policy-objectives, conflicts in objectives, Indian monetary policy

### Unit-III

Co-operative Banks- Introduction the structure of co-operative Banks- Primary Agricultural societies, Central Co-operative Bank, State Co-operative Banks, NABARD

### Unit-IV

Negotiable Instruments concepts and elements, types of negotiable Instruments. Cheques, bill of exchange, Promissory note, crossing of cheques. (Elements any Knowledge)

### Outcome-

1. Students are aware about banking and recent changes.
2. Students know the recent trends in banking.
3. Know banking act, their sections and current changes.
4. Aware about current banking condition of india students.

### Text Books :

1. Indian Banking System (English) - Trivedi, Chaudhary, Kumar, Ramesh Book Depo., Jaipur.
2. भारतीय बैंकिंग विधि व व्यवहार— बी.एल. औझा, आर.बी.डी. प्रकाशन, जयपुर
3. बी.एल.औझा (हिन्दी)—भारत में बैंकिंग विधि एवं व्यवहार। रमेश बुक डिपो, जयपुर

### Suggested Readings :

1. Indian Banking System- Divedi, Dashora, Nagar, RBD, Jaipur.
2. भारतीय बैंकिंग प्रणाली (हिन्दी)—त्रिवेशी, दशोरा, नागर, रमेश बुक डिपो, जयपुर।
3. Indian Banking System- Divedi, Renu Jatana, RBD Publishers. Jaipur

Course Code	Course Title	Course Category	Credit	C.I.A.	Theory+ Practical	Total
JVB201	जैन संस्कृति एवं जीवन मूल्य (अनिवार्य पत्र)	Core Foundation(CF)	4	30	70	100

## सेमेस्टर-II

### उद्देश्य-

1. जैन संस्कृति एवं भगवान महावीर का परिचय देना
2. जैन सिद्धान्तों का परिचय देना।
3. जीवन मूल्यों का प्रायोगिक प्रशिक्षण देना।

### इकाई-1 : जैन संस्कृति एवं इतिहास

1. जैन धर्म और उसकी प्राचीनता
2. भगवान महावीर : जीवन दर्शन
3. जैन धर्म के प्रमुख सम्प्रदाय
4. जैन संस्कृति की विशेषताएँ
5. शाकाहार

### इकाई-2 : जैनदर्शन के सिद्धांत

1. आत्मवाद
2. कर्मवाद
3. लोकवाद
4. नौ तत्त्व

### इकाई-3 : जीवन विज्ञान

1. जीवन विज्ञान : एक परिचय
2. जीवन विज्ञान के सात अंग
3. जीवन विज्ञान में निर्धारित सोलह मूल्य
4. मूल्य विकास की प्रक्रिया : अनुप्रेक्षा

### इकाई-4 : जीवन मूल्य

1. अनेकांत और उसके व्यवहारिक प्रयोग
2. अहिंसा का स्वरूप और जीवनशैली में अहिंसा
3. अणुव्रत आंदोलन और आचार संहिता
4. प्रेक्षाध्यान और उसके अंग

### उपलब्धियाँ-

1. जैन संस्कृति से परिचित होंगे।
2. जैन साहित्य और सिद्धान्तों से परिचित होंगे।
3. जैन जीवन शैली से मूल्यों का विकास होगा।

### प्रायोगिक-

आसन-ताड़ासन, त्रिकोणासन, शंशाकासन, पवनमुक्तासन, भुजंगासन

प्राणायाम-अनुलोम-विलोम

मुद्रा-ज्ञानमुद्रा, वायुमुद्रा

ध्वनि- महाप्राण ध्वनि

ध्यान-कायोत्सर्ग (संक्षिप्त), अर्न्तयात्रा, दीर्घश्वास प्रेक्षा, ज्योतिकेन्द्र प्रेक्षा,

अनुप्रेक्षा-सहिष्णुता

### पाठ्य पुस्तक / संदर्भ ग्रन्थ:

- जैन संस्कृति एवं जीवनमूल्य, भाग 1, 2, 3, आचार्य समणी ऋजुप्रज्ञा, जैन विश्वभारती संस्थान, लाडनूँ
- जैन दर्शन मनन एवं मीमांसा, आचार्य महाप्रज्ञ, आदर्श साहित्य संघ, चुरू



Course Code	Course Title	Course Category	Credit	C.I.A.	Theory+ Practical	Total
JVB202	अहिंसा एवं शांति (मानवाधिकार एवं कर्तव्य)	Core Elective (CE)	4	30	70	100

## सेमेस्टर-II

### उद्देश्य-

- मानवाधिकार एवं कर्तव्य की जानकारी देना।

### इकाई-1

मानवाधिकार : अर्थ एवं परिभाषा, ऐतिहासिक विकास

### इकाई-2

मानवाधिकार- मानव अधिकारों का स्वरूप, मानवीय गरिमा का आदर एवं विश्व नागरिकता, जीवन के प्रति सम्मान

### इकाई-3

भारतीय दृष्टिकोण में मानवाधिकार

### इकाई-4

अधिकार एवं कर्तव्य, मानवाधिकार का अन्तर्राष्ट्रीय घोषणा पत्र

### उपलब्धियाँ-

- मानवाधिकारों एवं कर्तव्यों के प्रति जागरूकता बढ़ेगी।

### पाठ्य पुस्तक/ संदर्भ ग्रन्थ:

- अहिंसा प्रशिक्षण एवं विश्व शांति- प्रो. बच्छराज दूगड़
- मानवाधिकार, शांति एवं गांधी दर्शन- डॉ. अनिल धर एवं पूजा शर्मा

### Practical

- Case study of : Violation of Rights of woman and child.
- Study of legal efficiency in the violation cases.
- Preparation of Histogram of the human rights Scenerio in Rajasthan/India.

### Semester III

Course code	Course title	Course category	Credit	CIA	Theory +Practical	Total
BOC 301	Corporate Accounting	Core Course	4	30	70	100
BOC 302	Company law	Core Course	4	30	70	100
BOC 303	Financial Management	Core Course	4	30	70	100
JVB 301	General Hindi	Core Foundation	4	30	70	100
JVB 302	Social work(Introduction to social work)	Core Elective	4	30	70	100
		<b>Total</b>	20	150	350	500

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 301	Corporate Accounting	Core Course	4	30	70	100

### Semester-III

#### Objectives -

1. To give knowledge of company accounts
2. Create a company & data base
3. To give knowledge of Auditing & checking.

#### Unit-I

Study of Issue, forfeiture and re-issue of Share, redemption of preference shares, Issue and redemption debentures. Purchases of Business, Profit prior to incorporation, Under writing.

#### Unit-II

Final accounts, including computation of managerial remuneration.

#### Unit-III

Brief study of accounting standards, Valuation of goodwill and Shares.

#### Unit-IV

Accounts of holding and subsidiary companies in India, Consolidated Balance Sheet and profit & Loss Account.

#### Outcomes-

1. Fundamental knowledge of Accounting.
2. Apply different methods of Company A/C
3. Tax & Rebates in corporate sector

#### Text Books :

1. Corporate Accounting, Agarwal, Shah, Sharma, Agarwal, Agarwal (Hindi & English) RBD Jaipur

#### Suggested Readings :

1. Advanced Accounts. Shukla M.C., Grewal R.S. and Gupta S.C., Sultan chand & Co., New Delhi
2. Company Accounts, Jain, Khandelwal & Pareekh, . Ajmera Book Co. Jaipur
3. Company Accounts, Agarwal, Jain, Mangal, Shah, Sharma- Nigam Lekhankan, Ramesh Book Depo. Jaipur

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 302	Company law	Core Course	4	30	70	100

### Semester-III

#### Objectives:

1. To make students aware of The New Companies Act, 2013.
2. To have basic Knowledge of company regarding. Its Meaning, types & formation.
3. About Basic Documents of Company.
4. To know about winding up of company.

#### Unit-I

Company – Meaning, Essential elements of company. Classification of company.

#### Unit-II

Formation of a company -Promotion of a company, function, Duties and liabilities of promoters.Incorporation of a company- preliminary steps. Delivery of Documents. Scrutiny of documents, Incorporation, Capital subscription stage, Stage of commencements of business.

#### Unit-III

Memorandum of Association – Contents Alteration . Articles of association- contents & Alteration Prospectus- contents, Statements in lieu of prospectus.

#### Unit-IV

Directors – Position, Appointment, Removal

Winding up of the company.

Meeting –Provision regarding statutory meetings, AGM

#### Outcomes -

After studying this paper. Students will come to know about -

1. Basics of the company.
2. Formalities required for opening up of a company.
3. How company can be winded up.
4. Amendments in the Act from time to time.

#### Text Books :

- 1.Company Law- R.L. Naulakha (Hindi, English), Ramesh book Depo., Jaipur.

#### Suggested Readings :

1. Company Law- B.L. Maheshwari, Himalaya Publication, Mumbai

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 303	Financial Management	Core Course	4	30	70	100

### Semester-III

#### Objective-

1. To aware the nature and objective of financial management.
2. To aware about different aspects of inventory & dividend management.
3. Aware about cost of capital and different capital budgeting techniques.
4. To aware about different aspect of financial management.

#### Unit-I

Financial Management-Meaning, Definition, Nature, Objectives of financial Management-Profit Vs Wealth maximization, Financial Function, Capital Budgeting-Investment Evaluation Criteria-Pay Back Method, Accounting Rate of Return, Net Present Value, Internal Rate of Return Comparison between. NPV and IRR.

#### Unit-II

Cost of capital- Meaning, Calculating Cost of debenture, Preference share, Equity Capital and retained earnings and combined (Weighted) cost of capital, Leverage (Operating and financial).

#### Unit-III

Divided Policies- Meaning, Types of dividend and divided policy, Advantages of stable dividend policy, Formulation of stable dividend policy, factor affecting dividend policy, Walter's Model, Gordon's Model, M.M. Hypothesis.

#### Unit-IV

Management of Inventories- Meaning, Objectives, Risks and costs associated with inventory. Techniques of inventory control, Working capital management (forecasting of current asset and current liabilities method and operating cycle method)

#### Outcomes -

1. Students gets knowledge of financial management Principles.
2. Students know about recent financial of changes.
3. Students know the different concept of Financial management

#### Text Books :

1. वित्तीय प्रबंधन, एम. आर. अग्रवाल(हिन्दी). गरिमा पब्लिकेशन, जयपुर
2. FINANCIAL MANAGEMENT, M.R. AGARWAL, GARIMA PUBLICATION, JAIPUR

#### Suggested Readings :

1. Financial Management, Prasanna Chandra-, Tata McGraw Hill (English), New Delhi
2. Financial Management, Pandey I.M.-, Vikash Publication (English), Delhi

CourseCode	Course Title	Course Category	Credit	C.I.A.	Theory	Total
JVB 301	सामान्य हिन्दी (अनिवार्य पत्र)	Core Foundation(CF)	4	30	70	100

### सेमेस्टर-III

#### उद्देश्य-

1. हिन्दी व्याकरण- संज्ञा, सर्वनाम, कारक, पर्यायवाची, विलोमशब्द, समुच्चारित भिन्नार्थक शब्द, मुहावरें, लोकोक्तियाँ आदि का सामान्य ज्ञान करवाना।
2. देवनागरी लिपि का परिचय देना।
3. व्यावहारिक पत्रों की जानकारी देना।

#### इकाई-I

1. वर्ण-विचार, स्वर एवं व्यंजन-प्रयत्न और उच्चारण स्थान की दृष्टि से
2. हिन्दी का शब्द भण्डार -तत्सम, तद्भव, देशज और विदेशी शब्द
3. विकारी शब्द-संज्ञा, सर्वनाम, विशेषण, क्रिया ( अकर्मक,सकर्मक ) परिभाषा, भेद एवं उदाहरण
4. वर्तनी एवं वाक्य शुद्धि

#### इकाई-II

1. अविकारी शब्द- क्रिया विशेषण, समुच्चयबोधक, सम्बन्ध बोधक, विस्मयादि बोधक, निपात
2. संधि, समास, उपसर्ग, प्रत्यय
3. देवनागरी लिपि गुण एवं दोष
3. पत्राचार-सरकारी एवं अर्द्ध सरकारी

#### इकाई-III

1. अनेकार्थी शब्द, युग्म शब्द, वाक्यांश के लिए एक शब्द, पर्यायवाची शब्द, विलोम शब्द, लोकोक्ति एवं मुहावरे
2. पारिभाषिक शब्दावली (कार्यालयी)
3. निबन्ध लेखन

#### इकाई-IV

पाठ्यपुस्तक गद्य प्रवाह/गद्य संग्रह/काव्य संचय में से निम्न लिखित लेखकों की चयनित रचनायें-

- |                    |                             |
|--------------------|-----------------------------|
| 1. जयशंकर प्रसाद   | भारत महिमा, प्रयाण गीत      |
| 2. महादेवी वर्मा   | बहिन सुभद्रा (रेखाचित्र)    |
| 3. जैनेन्द्र कुमार | साधना के कवि (संस्मरण)      |
| 4. हरिशंकर परसाई   | मूल्यों का उलटफेर (व्यंग्य) |

#### उपलब्धियाँ-

1. विद्यार्थियों के व्याकरण ज्ञान में वृद्धि होगी।
2. विद्यार्थी कार्यालय पत्र लिखने में समर्थ हो सकेंगे।
3. विद्यार्थी देवनागरी लिपि के महत्त्व, उसकी विशेषता आदि से अपने ज्ञान में वृद्धि करेंगे।

#### पाठ्यपुस्तक/संदर्भ ग्रंथ-

1. काव्य संचय, संपादक- डॉ शम्भुनाथ पाण्डेय, अनुराग प्रकाशन, अजमेर
2. गद्य संग्रह, संपादक- डॉ विजय कुलश्रेष्ठ, अल्का पब्लिकेशन, अजमेर
3. हिन्दी व्याकरण एवं रचना, डॉ राधव प्रकाश, पिकसिंटी पब्लिकेशन, जयपुर
4. हिन्दी व्याकरण तथा रचना, डॉ भोलानाथ तिवारी, नेशनल पब्लिशिंग हाउस, नई दिल्ली
5. सुबोध हिन्दी व्याकरण एवं रचना, डॉ नरेन्द्र भानावत, डॉ भंवरलाल जोशी, अलका पब्लिकेशन, अजमेर

### Semester - III

Course Code	Course Title	Course Category	Credit	C.I.A. (Continuums Internal Assessment)	Theory	Total
JVB 302	भारतीय संस्कृति : एक परिचय	Core Elective(CE)	4	30	70	100

### Semester- IV

#### खण्ड – अ

भारतीय संस्कृति	— परिभाषा, पृष्ठभूमि एवं विशेषताएं,
वर्णाश्रम व्यवस्था	— परिभाषा एवं महत्व
पुरुषार्थ एवं ऋण	— अर्थ, प्रकार एवं महत्व
प्राचीन सामाजिक संगठन	— पारिवारिक जीवन

#### खण्ड – ब

प्राचीन भारत में नारी की स्थिति	
प्राचीन भारत की न्याय व्यवस्था	
शिक्षा एवं शिक्षण संस्थाएं,	
धर्म	— शैव, वैष्णव, जैन, बौद्ध
सम्प्रदाय	— विट्ठल, नाथ

#### खण्ड – स

भारतीय कला एवं अवशेष	— भारतीय वास्तुकला, मूर्तिकला एवं चित्रकला
महाकाव्य युगीन संस्कृति	— रामायण एवं महाभारत
भारतीय अभिलेख एवं सिक्के	
कालिदास एवं तुलसीदास	— जीवन परिचय एवं सांस्कृतिक व साहित्यिक योगदान

#### खण्ड – द

भारतीय पर्व एवं त्यौहार	— हिन्दू, मुस्लिम, सिक्ख एवं इसाई पर्व
रविन्द्रनाथ टैगोर	— सामाजिक एवं सांस्कृतिक महत्व
भारतीय संस्कृति का विदेशों में प्रचार-प्रसार	
भारतीय संस्कृति का मानव-कल्याण में योगदान	

#### Reference Books :

1. भारतीय संस्कृति, रूपनारायण त्रिपाठी, रामदेव साहू, श्याम पब्लिकेशन, जयपुर
  2. भारतीय संस्कृति के 21 अध्याय, एस.एल. नागौरी, युनिवर्सिटी बुक हाउस, जयपुर
  3. भारतीय संस्कृति का विकास, सत्यकेतु विद्यालंकार, श्री सरस्वती सदन, नई दिल्ली
- भारतीय संस्कृति के मूल तत्व, सुखबीर सिंह, बिजेन्द्र कुमार, साहित्य भण्डार पब्लिकेशन, मैरठ

### Semester IV

<b>Course code</b>	<b>Course title</b>	<b>Course category</b>	<b>Credit</b>	<b>CIA</b>	<b>Theory +Practical</b>	<b>Total</b>
BOC 401	Income Tax	<b>Core Course</b>	4	30	70	100
BOC 402	Human resource Management	<b>Core Course</b>	4	30	70	100
BOC 403	Business Environment	<b>Core Course</b>	4	30	70	100
JVB 401	Environmental study	<b>Core Foundation</b>	4	30	50+20	100
JVB 402	Social work(Social work methods and interventions)	<b>Core Elective</b>	4	30	70	100
		<b>Total</b>	20	150	350	500



## Semester-IV

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 401	Income Tax	Core Course	4	30	70	100

### Objectives -

1. To give knowledge of Income tax.
2. To give knowledge of rates of tax individual HUF & Firm.
3. Apply different heads as salary, House property Business & Profession. Capital gain others sources.

### Unit-I

Income tax 1961 and Income tax Rules 1962: Basic Concepts of Income, Assesses, Assessment year, previous year, Person and their Residential Status, Incidence of tax on the basis of residence. Exempted Income.

### Unit-II

Income from Salary. Income from House Property.

### Unit-III

Income from Business and Profession. Income from capital gain.

### Unit-IV

Income from Other Sources. Set off and carry Forward of losses. Deduction from in G.T.I. and assessment of individual.

### Outcomes -

1. Fundamental Knowledge of Income Tax.
2. Knowledge of direct tax impact on individual.
3. Knowledge of principal of income tax.

### Text Books :

1. Income tax- Patel Choudhary , Choudhary Prakshan, Jaipur (Hindi)

### Suggested Readings :

1. Income Tax (Hindi/English) – Sharma, Jain, Shah, Agarwal, Mangal, Ramesh Book Depo. Jaipur.
2. Income Tax (Hindi/English) – Choudhary, Bardiya, Mantri, Ramesh Book Depo., Jaipur.
3. Income Tax (Hindi/English) – Goyal, Khatri, Gupta, Ramesh Book Depo., Jaipur.

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 402	Human resource Management	Core Course	4	30	70	100

### Semester-IV

#### Objective-

This paper deals with providing knowledge regarding:

1. Human Resource Management, as a part of management.
2. Human Resource Planning, their recruitment, selection process and methods of training and development.
3. How employees are compensated and performance of employees is evaluated.

#### Unit – I

Human Resource Management: Meaning, Nature & Functions.

HRM & HRD Need & Importance.

#### Unit – II

Recruitment: Meaning, Sources & Factors Affecting.

Selection: Meaning & Process.

Placement and Induction: Meaning, Objectives and Importance.

#### Unit – III

Job Analysis: Meaning, Process & Techniques of Job Analysis.

Job Designing: Meaning, Objectives & Techniques.

Training & Development: Meaning and Methods.

#### Unit – IV

Employee Compensation: Meaning, Objects and Factors affecting employee Compensation

Performance Appraisal: Meaning, Importance and Techniques.

#### Outcome –

1. Knowledge regarding Personnel Management/HR management will be enhanced.
2. Students as a job seeker will come to know about the barriers.
3. As a manager, this paper will help them to manage & motive people for fulfillment of any task
4. Leadership quality will be inculcated.

#### Text Books :

1. क्रियात्मक प्रबंध— आर.एल. नौलखा, आर.बी.डी. प्रकाशन, जयपुर
2. Human Resource Management: Sharma, Surana, R.B.D Publication, Jaipur

#### Suggested Readings :

1. मानव संसाधन प्रबंध— सी.बी. मेमोरिया, हिमालय पब्लिशिंग हाउस, मुम्बई
2. Human Resource Management, G.S. Sudha. R.B.D Publication, Jaipur
3. Functional Management, G.S. Sudha – R.B.D Publication, Jaipur

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 403	Business Environment	Core Course	4	30	70	100

### Semester-IV

#### Objective-

1. Understanding of Business Environment and Its different components and aspects.
2. To understand about social problem, their removal and Govt. steps taken to remove these.
3. To understand, Liberalization, Privatization and Globalization and their Impact.
4. Aware the students about different Policies. Like (Monetary, fiscal, Export Import etc.)
5. Student came to know about international trading environment.

#### Unit-I

- Business Environment- Concept , Components. Internal and External Environment.
- Unemployment-Meaning, Types, Causes, Suggestion to solve the unemployment Problems.
- Poverty-Meaning, Poverty line, Causes, measures undertaking by the government for poverty alleviation. Suggestion for Removal of Poverty.
- A Brief study of HDI index.

#### Unit-II

- Industrial Sickness- Meaning, Causes of Born Sickness Remedial Measures to prevent in India, Industrial sickness in India.
- New Industrial policy (1991) and Recent trends.
- Fiscal policy -Meaning, Technique of fiscal policy, Evaluation of fiscal Policy.

#### Unit-III

- Privatization- Meaning, Objectives, Advantages, public sector- their role in India and progress.
- NITI AAYOG
- Economic Reforms after liberalization and its impact on trade.
- New export- Import policy (2009-14)

#### Unit-IV

- Foreign Capital- meaning, Classification contribution of foreign capital in the Economic Development of India, Shortcomings of foreign capital suggestion to overcome shortcoming of foreign capital.
- Indian foreign trade-composition and direction, recent trends, brief study of WTO.

#### Outcome -

1. Understanding of Business Environment and Its different components, Aspects.
2. To understand about social problem, their removal and Govt. steps token to remove these.
3. To understand, LPG and their impact on Indian economy.
5. Students came to know about international trading environment.

#### Text Books :

1. व्यवसायिक वातावरण (हिन्दी)(Business Environment)- T.R. Jain, Mukesh Trehan, Ranju Trehan, Global Publication, Delhi
2. Economic Environment In India, Swami and Gupta- (English), Ramesh Book Depo., Jaipur.

#### Suggested Readings :

1. Planning Commission- Varaoous Plan and Reports (Indian Govt.)
2. व्यवसायिक पर्यावरण डॉ. वी.सी. सिन्हा, एसबीपीडी पब्लिकेशन, आगरा
3. The Business Environment (English), Pearson Publication, New Delhi

Course Code	Course Title	Course Category	Credit	C.I.A.	Theory+ Practical	Total
JVB 401	पर्यावरण (अनिवार्य पत्र)	Core Foundation(CF)	4	30	50+20	100

### सेमेस्टर-IV

#### उद्देश्य-

1. पर्यावरण के बारे में जानकारी देना।
2. पर्यावरण के प्रति जागरूकता बढ़ाना।

#### इकाई I

##### पर्यावरण अध्यापन एवं पारिस्थितिक तंत्र

1. पर्यावरण, परिभाषा, क्षेत्र, महत्त्व
2. पर्यावरण अवक्रमण- कारण, प्रभाव, निवारण
3. पारिस्थितिकी तंत्र- अवधारणा, संरचना एवं कार्य
4. उत्पादक, उपभोक्ता एवं अपघटक, ऊर्जा का प्रवाह, आहार शृंखला
5. वन, चारागाह, मरु एवं जलीय पारिस्थितिकी

#### इकाई II

##### प्राकृतिक संसाधन

1. नवीनीकरण तथा अनवीनीकरण संसाधन
2. वन संसाधन, ऊर्जा संसाधन, खाद्य संसाधन
3. जल संसाधन, खनिज संसाधन, भू संसाधन
4. संसाधनों का विकल्प
5. केस स्टडी

#### इकाई III

##### पर्यावरण समस्याएँ

1. वायु, जल, मृदा, ध्वनि प्रदूषण
2. अपशिष्ट प्रबंधन-अपशिष्ट प्रकार एवं नियन्त्रण
3. विपदा नियन्त्रण -बाढ़, भूचाल, तूफान, भू-स्खलन एवं आणविक
4. असतत से सतत विकास की ओर
5. मौसम परिवर्तन, वैश्विक तापमान वृद्धि, अम्लीय वर्षा, ओजोन परत क्षीणता

## इकाई IV

### जैव विभिन्नता तथा उसका संरक्षण

1. जैव विभिन्नता—परिभाषा, अर्थ, जैव विभिन्नता को चुनौतियां
2. जैव विभिन्नता का संरक्षण—जैव विभिन्नता का स्व स्थानीय तथा परस्थानीय संरक्षण
3. पर्यावरण सुरक्षा अधिनियम—वायु, जल, वन्यजीव, वन
4. पर्यावरण एवं मानव स्वास्थ्य हेतु सूचना प्रौद्योगिकी की भूमिका
5. पर्यावरण संरक्षण हेतु सामाजिक आन्दोलनों की भूमिका

### उपलब्धियाँ—

1. पर्यावरण के बारे में जानकारी मिलेगी।
2. पर्यावरण के प्रति जागरूकता बढ़ेगी।

### प्रायोगिक

#### पर्यावरण परिसम्पत्ति के प्रलेखन हेतु स्थानीय क्षेत्र का भ्रमण (कोई एक)

- तालाब/वन/ चारागाह/ पहाड़ी/ पहाड़
- स्थानीय प्रदूषित स्थान का भ्रमण शहरी/ग्रामीण/औद्योगिक/ कृषि

### पाठ्य पुस्तक/ संदर्भ ग्रन्थ:

1. पर्यावरण अध्ययन, प्रो. अनिल धर, जैन विश्व भारती संस्थान, लाडनूं
2. प्रभा कुमारी, जनसंख्या विस्फोट और पर्यावरण प्रदूषण, वाणी प्रकाशन
3. हरि मोहन, मानव अधिकार और पर्यावरण संतुलन, वाणी प्रकाशन
- 4.. दयाशंकर त्रिपाठी, पर्यावरण अध्ययन
5. परिस्थिति एवं पर्यावरण—पंचशील प्रकाशन, चौडा रास्ता, जयपुर
6. व्यास हरिशचन्द्र, पर्यावरण शिक्षा, विद्या विहार, नई दिल्ली
7. Sharma, R.A., Educational Environment Lall Book Depot, Meerut
8. Duby and S.singh Environmental Management, Geography, Allhabad University

Course Code	Course Title	Course Category	Credit	C.I.A. (Continuums Internal Assessment)	Theory	Total
JVB 402	Modern Indian Thinker and social Reform	Core Elective(CE)	4	30	70	100

### Objectives -

1. To Understand about basic concepts of Social Work.
2. To know about history of Social Work.

### Unit - I

- Dayanand Saraswati - Life introduction plan of social reform Arya Samaj.  
Swami Vivekanand - Life Introduction, Social Thought, Nationalist Thought.

### Unit - II

- Bankim Chandra Chattrji - Life introduction, Concept of Nationalism  
Smt. Annie Besant - National Education, Woman Awakening

### Unit - III

- Gopal Krishan Gokhale - Political Idea, Economic Idea, Social Idea  
Arvind Ghosh - Life Introduction, Concept of Nationalism, Concept of superman

### Unit - IV

- Mahatma Gandhi - Concept of truth, Ahimsa and Satyagraha, Theory of Tristiship  
Dr. Bhim Rao Ambedkar - Life Introduction Contribution to Reform for Depraced Class.  
Acharya Tulsi - Life Introduction, Social Reform, Anuvart Movement.

### Out comes -

1. Student know about social reforms.
2. Student know about views of various Indian Social Thinkers.

### Reference Books-

1. आधुनिक भारतीय राजनीतिक चिन्तन, डॉ. बी.आर. पुरोहित, राजस्थान हिन्दी ग्रंथ अकादमी, जयपुर

2. भारतीय राजनीतिक विचारक, प्रो. मधुकर श्याम चतुर्वेदी, कॉलेज बुक हाउस, जयपुर
3. भारतीय राजनीतिक चिन्तन, प्रो. के.एल. कमल, राजस्थान हिन्दी ग्रंथ अकादमी, जयपुर

### Semester V

Course code	Course title	Course category	Credit	CIA	Theory +Practical	Total
BOC 501	Cost Accounting	Core Course	4	30	70	100
BOC 502	Industrial & Economic Law	Core Course	4	30	70	100
BOC 503	Auditing	Core Course	4	30	70	100
JVB 501	Basic of computer	Core Foundation	4	30	50+20	100
JVB 502	Psychology (General Psychology I)	Core Elective	4	30	50+20	100
		<b>Total</b>	20	150	350	500



## Semester-V

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 501	Cost Accounting	Core Course	4	30	70	100

### Objectives-

1. To give knowledge of Costing.
2. Knowledge of the elements of Cost.
3. Application of Costing in different methods.
4. Apply ABC.

### Unit-I

Introduction – Nature and scope of cost accounting, cost concepts and classification, methods and techniques, installation of costing system, Accounting for material; material control, concept and techniques, pricing of material issue, treatment of material losses.

### Unit-II

Unit of Single output, cost sheets and cost statement and tender, Job batch and contract cost.

### Unit-III

Labour Costing, Process costing – including inter process profit. Joint and byproducts. Equivalent production.

### Unit-IV

Marginal costing, cost control account and integrated cost accounting activity based costing.

### Outcome -

1. Fundamental Knowledge of Costing.
2. Apply different methods of cost accounting.
3. Budgetary control in Costing.

### Text Books :

1. Cost Accounting (Hindi/English) - Jain, Khandelwal, Pareek, Ajmera Book Company, Tripolia Bazar, Jaipur.

### Suggested Readings :

1. Cost Accounting (Hindi/English) – Mahaswari, Mittal Mahendra Book Depot., Delhi.
2. Cost Accounting (Hindi/English) - Ravi M. Kishore, Taxman Publishers, Delhi
3. Cost Accounting (Hindi/English) – Agarwal, Jain, Sharma, Shah Magal, Ramesh Book Depo., Jaipur

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 502	Industrial & Economic Law	Core Course	4	30	70	100

### Semester-V

#### Objective -

#### This Paper aims of at providing knowledge regarding-

1. Acts and laws prevailing in the country for industries.
2. Importance of the above acts for proper maintenance of industries and solving grievances arising in an industry.

#### Unit-I

Factories Act 1948- Object, Definition, Approval, Licensing and registration, The inspecting staff, Health, Safety, welfare, working hour, employment of women and young persons, Leaves with wages, penalty.

#### Unit-II

SEBI Act-1992- objective power and function of SEBI securities applet tribunal appeal.

#### Unit-III

Competition Act-2002- Concept of competition policy Act-2002 anti competitive agreement abuse of domaint position combination regulation of combination competition in India.

#### Unit-IV

FEMA- objective, definition and main provisions of FEMA -1999, F.D.I. in India and abroad export of goods and Service.

Goods and Service tax- meaning definition and concept.

#### Outcome-

1. Students will aware about various laws prevailing in the country for proper regulation of industries.
2. This paper will help to know their rights & duties as an employee/worker.
3. The impact of working of industries on country is economic development can be assessed, up to some extent.

#### Text Books:

1. Industrial Law (Hindi & English) : R.L. Nolakha, Ramesh Book Depo. Publication, Jaipur.
2. Business Law, R. N. Nolkha, RBD Publication, Jaipur

#### Suggested Readings:

1. Industrial Law (Hindi & English) : G.S.Sadana Ramesh Book Depo. Publication, Jaipur.
2. Economic law R. N. Nolkha, RBD Publication, Jaipur

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 503	Auditing	Core Course	4	30	70	100

### Semester-V

#### Objectives-

1. To make student understand about the auditing & their Importance.
2. Students came to know about the fundamental and types of auditing.
3. Students came to know about different concept like CARO and others.
4. Students came to know concept like Vouching, internal control and check etc.
5. Students aware about Right, Duties and power of an auditor

#### Unit I

Auditing: Meaning, definition, Importance, Accounting and Auditing, Limitations, Detection and Prevention of Frauds and Errors (SA-4), Basic principles governing an audit (SA-1), Types of audit.

Internal Control, Internal Check and Internal Audit,

Audit Procedure: Audit planning, Audit Programme, Audit working papers, Audit files. Audit Evidence

#### Unit II

Vouching- Meaning, Importing, Vouching of cash and trading transactions, Routine Checking and Test Checking.

Verification and valuation of Assests and Liabilities

#### Unit III

Audit of Limited Companies, company Auditor: Appointment, Power, and Duties & Liabilities.

#### Unit IV

Auditor's Report: Clean and Qualified Audit Report, Audit Certificate, Company Auditor Report Order 03 (CARO-3)

#### Outcomes -

1. Students acquainted with auditing and their importance.
2. Students know about relevance and current trends of auditing.
3. Different auditing concepts have to be known by students.

#### Text Books :

1. Auditing Jain Khandelwal & Pareek (Hindi), Ramesh Book Depo, Jaipur.

#### Suggested Readings :

- 1 A Hand Book of Practical Auditing, Tandan, B.N. (English) ;, S. Chand & Co., Delhi.
- 2 Ankeshan (Auditing) Rajpurohit, Joshi, Vadera, Purohit & Singh:: RPP, Jodhpur.
- 3 Contemporary Auditing, Kamal Gupta (English) : Tata McGraw Hill Publishing Co.,Delhi
- 4 Auditing, Arun kumar, Rachana Sharma, Atlantic Publishers, New Delhi

Course Code	Course Title	CourseCategory	Credit	C.I.A.	Theory+ Practical	Total
JVB501	Basics of Computer (Compulsory Paper)	Core Foundation(CF)	4	30	50+20	100

### Semester - V

**Objective** :To enable students to be aware of using MS Word, MS PowerPoint, Excel and Internet. Students will be able to do daily work using these tools and able to surf internet, download and send emails easily.

#### Unit I

##### MS Word

1. An overview of the basics of word processing.
2. How to use spell check, grammar check, and the thesaurus
3. Gain proficiency in editing
4. Formatting a document
5. How to use the undo and redo commands
6. Moving and copying text within a document
7. Typography, paragraph formatting and column formatting
8. How to enhance a document, wizards and templates, and tables

#### Unit II

##### MS Excel

1. Creating an excel worksheet
2. Saving an excel worksheet
3. Opening an existing workbook
4. Using formula and functions
5. Printing a worksheet
6. Creating a simple expense worksheet.

#### Unit III

1. **MS PowerPoint presentation**
2. Saving a PowerPoint presentation,
3. Working with an existing PowerPoint presentation,

## **Unit IV**

### **Internet**

1. Basics of Internet
2. Site Surfing
3. Search Engines
4. Email Accounts - Receiving Mails, Composing Mails, Spam, Calendar
5. Download
6. Creating blogs
7. Online conversion

### **Outcome :**

1. Students will be able to apply word, excel and powerpoint in their daily work.
2. Students will be able to make use of internet for their study purpose and will be able to create blog to exhibit their talent.

### **Practical :**

1. Create documents using ms word , marksheet using ms excel and presentations using power point.
2. Create an email account, blog and download files

### **Websites/ Reference Book :**

1. [http://www.tutorialspoint.com/computer\\_fundamentals/index.htm](http://www.tutorialspoint.com/computer_fundamentals/index.htm)
2. <http://office.microsoft.com/en-us/training/>.
3. <http://www.gcflernfree.org/office2007>
4. Rapidex computer course by Pustak Mahal Editorial Board, Unicorn Books, 2012
5. Fundamentals of computers (English) 1st Edition by Reema Thareja, Oxford University Press, 2014

Course Code	Course Title	Course Category	Credit	C.I.A.	Theory+ Practical	Total
JVB502	Psychology (General Psychology-I)	Core Elective(CE)	4	30	50+20	100

### Semester – V

#### Objectives:

1. To understand the concepts of basic Psychological process.
2. To understand the application of psychological concepts in daily routine problems.

#### Unit-I: Introduction of Psychology

- (i) Meaning and Definition of Psychology
- (ii) Goals of Psychology
- (iii) Fields of Psychology
- (iv) Methods of Psychology

#### Unit-II: Development of Human Behaviour

- (i) Meaning of Heredity an Environment
- (ii) Interaction of Heredity and Environment
- (iii) Biological Determinants
- (iv) Environmental Determinants

#### Unit-III: Perception

- (i) Nature and Definition of Perception
- (ii) Major Approaches of perception
- (iii) Factors Influencing Perception: Personal & Social
- (iv) Illusion and Differences between Illusion and Hallucination

#### Unit-IV: Learning

- (i) Meaning and Nature of Learning
- (ii) Role of Motivation in Learning
- (iii) Classical and Instrumental Conditioning
- (iv) Transfer of Learning

#### Outcome -

1. Students will be aware of various Psychological approach and environment which will lead to the development of human behaviour.

**Practical**

- (i) Measurement of Illusion
- (ii) Measurement of Transfer of Learning
- (iii) Measurement of level of Depression
- (iv) Measurement of the capacity of Verbal Learning
- (v) Assessment of Personality

**Books:-**

1. Baron, R.A. Psychology: The essential sciences, New York; Allyn & Bacon.
2. Limbardo, P.G. & Weber, A.L.: Psychology, New York, Harper Collins College Publisher.
3. Lefton, L.A., Psychology, Boston; Allyn & Baron.
4. Morgan and King: Introduction to Psychology.
5. Singh, A.K.: Uchatar Samanya Manovigyan.
6. Azimurrahman: Samanya Manovigyan.
7. Suleman : Samanya Manovigyan.
8. Lal Bachan Tripathi : Uchatar Manovigyan.

### Semester VI

Course code	Course title	Course category	Credit	CIA	Theory +Practical	Total
BOC 601	Management Accounting	Core Course	4	30	70	100
BOC 602	Marketing Management	Core Course	4	30	70	100
BOC 603	Fundamental of Entrepreneurship	Core Course	4	30	70	100
JVB 601	Preksha Life skills	Core Foundation	4	30	50+20	100
JVB 602	Psychology (General Psychology II)	Core Elective	4	30	50+20	100
		<b>Total</b>	20	150	350	500



## Semester-VI

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 601	Management Accounting	Core Course	4	30	70	100

### Objectives -

1. To give knowledge of Management Accounting.
2. Knowledge of Principal of Management.
3. Create Ratio fund flow & Cash flow in Management Accounting.

### Unit-I

Management Accounting: meaning nature, Scope and functions of management accounting : role of management accounting in decision making management accounting V/s financial accounting tools ; and techniques of management accounting . Meaning and types of financial statements, Ratio analysis profitability, turnover ratio, liquidity ratio. Solvency ratio. Activity ratio.

### Unit-II

Funds flow statement as per Indian accounting standard-3, and cash flow statement.

### Unit-III

Budgeting for profit planning and control : meaning of budget and budgetary control : objectives : merits and limitations ; types of budget; fixed and flexible budgeting : cash budget;

### Unit-IV

Standard costing and variance analysis; meaning of standard cost and standard costing; advantages and application; variance analysis- material, labour, overhead.

### Outcome -

1. Fundamental knowledge of Management A/C.
2. Apply different Methods of Management Accounting.
3. Useful for Managers & Directors of a Company.

### Text Books :

1. Management Accounting, MR Agarwal, Garima Publication, Jaipur

### Suggested Readings :

1. Jain Khandelwal Pareek - Management Accounting Ajmera Book Company, Tripolia Book, Jaipur
2. Management Accounting (Hindi/English) – Agarwal Agarwal, Ramesh Book Depo., Jaipur.

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 602	Marketing Management	Core Course	4	30	70	100

### Semester-VI

#### Objectives-

1. Concept of Marketing and selling.
2. Marketing Mix, Market Segmentation & Marketing Environment.
3. Distribution Channels.
4. Product Planning & Development.

#### Unit I

Marketing- Meaning, Nature, Functions and Importance

Concept of Marketing: Traditional V/s Modern Approach.

Marketing V/s Sales, Service Marketing-CRM, International V/s Domestic

#### Unit II

Marketing Mix: Meaning, Nature and Elements.

Marketing Environment : Meaning and Factors affecting Marketing Environment.

Marketing Segmentation, Targeting, positioning.

#### Unit III

Product : Meaning, Types of Product.

Product concept and Product Life Cycle

Product Planning : Meaning & Importance

Product development : Meaning, Concept and Process.

#### Unit IV

Distribution Channels: Retailers, Wholesalers and logistics management.

Pricing Decisions: Meaning & Strategies of Price determination.

#### Outcome-

1. Students will be aware of the current system of marketing going on.
2. Knowledge regarding product (Its quality, value, packaging, branding) will be enhanced.
3. As a customer, they will be able to purchase right product at right time & in a right price.
4. In short, knowledge about current market scenario will enhance.

#### Text Books-

1. Marketing Management - R.L. Nolaika - R.B.D. Publication, Jaipur
2. Principles of Marketing - Dr Milan Kothari - R.B.D. Publication, Jaipur

#### Suggested Readings :

1. Marketing Management - Khicha, Saxena, Sharma, R.B.D. Publication, Jaipur
2. विपणन के सिद्धान्त- आर.एल. नौलखा- आर.बी.डी. पब्लिकेशन, जयपुर
3. Marketing Management – Philip Kotler, Pearson Publication India

Course code	Course title	Course category	Credit	CIA	Theory	Total
BOC 603	Fundamental of Entrepreneurship	Core Course	4	30	70	100

### Semester-VI

#### Objectives -

1. Role of Entrepreneur & their Importance & Economic development
2. Tell them about different theories of Entrepreneurship.
3. To tell them about EDP
4. To tell about Venture, Legality for establishing a venture.
5. Student interaction with Entrepreneurs.

#### Unit-A

Introduction – The Entrepreneur; Definition; Emergence of Entrepreneurial Class, Characteristics of an Entrepreneur, Classification of Entrepreneurship

Entrepreneurship and Role of Socio Economic Environment.

#### Unit-B

Promotion of a venture – Analysis of opportunities, Analysis of External Environment and Competitive factors.

Legal requirements for establishment of a new unit, venture capital – financing and documentation required.

#### Unit-C

Theories of Entrepreneurship.

Psycho Theories of Entrepreneurship.

Entrepreneur behavior – Innovation and Social responsibility of Entrepreneur.

#### Unit-D

Role of Entrepreneurs: Role of An Entrepreneurs In Economic Growth As An Innovator

Generation of Employment Opportunities, Role Of Entrepreneur in Export Promotion And Import Substitution. Case study of women Entrepreneurship (special effort of women Entrepreneurs)

#### Outcome -

1. The acquainted about the role of Entrepreneurship
2. Students understand different Innovation technique adopted by entrepreneur.
3. Understand & implementing these in their lives about different concepts.
4. To be self employed.
5. To Contribute in countries Growth.

#### Text Books:

1. Fundamentals of Entrepreneurship–G.S. Sudha, Ramesh Book Depo. Jaipur.
2. Fundamentals of Entrepreneurship–R.L. Nolakha, Ramesh Book Depo., Jaipur.

#### Suggested Readings :

1. Entrepreneurship Revolution : Macmillan Publication.Delhi
2. Fundamentals of Entrepreneurship-Rajeev Roy, Oxford higher education, Delhi

Course Code	Course Title	Course Category	Credit	C.I.A. (Continuums Internal Assessment)	Theory	Total
JVB601	PERSONLITY DEVELOPMENT & YOGA (व्यक्तित्व विकास और योग) (Compulsory Paper)	Core Foundation(CC)	4	30	70	100

### Semester-VI

#### उद्देश्य :

- 1- विद्यार्थियों को व्यक्तित्व के विभिन्न आयामों की जानकारी देना।
- 2- विद्यार्थियों को प्रबन्धन के विभिन्न पहलुओं की जानकारी देना।

#### इकाई I

व्यक्तित्व का अर्थ एवं परिभाषा, व्यक्तित्व के निर्धारक तत्त्व, व्यक्तित्व के प्रकार।

#### इकाई II

व्यक्तित्व विकास और प्रबन्धन – लक्ष्य प्रबन्धन, समय प्रबन्धन, स्वास्थ्य प्रबन्धन, तनाव प्रबन्धन, संवेग प्रबन्धन।

#### इकाई III

व्यक्तित्व और क्षमता का विकास – कार्य-क्षमता का विकास, सकारात्मक सोच का विकास, स्मृति-क्षमता का विकास, नेतृत्व-क्षमता का विकास, अभिव्यक्ति का विकास।

#### इकाई IV

व्यक्तित्व विकास प्रक्रिया एवं योग – अध्यात्म योग का स्वरूप, अध्यात्म विकास की भूमिकाएं, अध्यात्म योग के सूत्र, आहार-संयम, उपवास

#### उपलब्धियां :

- 1- विद्यार्थी व्यक्तित्व के विभिन्न आयामों की जानकारी प्राप्त करेंगे।
- 2- विद्यार्थी को प्रबन्धन के विभिन्न पहलुओं की जानकारी प्राप्त कर सकेंगे।

#### संदर्भ ग्रंथ

1. व्यक्तित्व विकास और योग, लेखक – डॉ. समणी ऋजुप्रज्ञा, प्रकाशक : जैन विश्वभारती संस्थान, लाडनू-341306 (राज.)

2. व्यक्तित्व विकास और स्व-प्रबन्धन, लेखक – मुनि धर्मेश कुमार, , प्रकाशक : जैन विश्वभारती संस्थान, लाडनूं-341306 (राज.)

Course Code	Course Title	Course Category	Credit	C.I.A.	Theory+ Practical	Total
JVB602	Psychology (General Psychology-II)	Core Elective(CE)	4	30	50+20	100

### Semester – VI

#### Objectives:

- To enable students to develop an understanding of general principles of Psychology.
- To understand the concepts of Psychology and This course will familiarize students with the basic psychological processes and the studies relating to the factors which influence them.
- To understand how psychological can be hundred in terms of various psychological principle.

#### Unit-I: Memory

(i) Meaning and Definition of Memory

(ii) Types of Memory

(iii) Meaning and Nature of Forgetting

(iv) Measures of Improving Memory

#### Unit-II: Thinking and Problem Solving Behaviour

(i) Definition and Nature of Thinking

(ii) Types of Thinking

(iii) Methods of Solving the Problem

(iv) Steps of Problem Solving Behaviour

#### Unit-III: Motivation

(i) Meaning and Nature of Motivation

(ii) Motivation Cycle

(iii) Biological and Psychological Motivation

(iv) Intrinsic and Extrinsic Motivation

#### Unit-IV: Human Ability

(i) Definition and Nature of Intelligence

(ii) Mental Age & IQ

(iii) Types of Intelligence Tests

(iv) Nature of Creativity and Relation of Intelligence and Creativity

**Outcome-** This course will familiarize students with the basic psychological processes and the studies relating to the factors which influence them.

**Books:-**

1. Baron, R.A. Psychology: The essential sciences, New York; Allyn & Bacon.
2. Limbardo, P.G. & Weber, A.L.: Psychology, New York, Harper Collins College Publisher.
3. Lefton, L.A., Psychology, Boston; Allyn & Baron.
4. Morgan and King: Introduction to Psychology.
5. Singh, A.K.: Uchatar Samanya Manovigyan.
6. Azimurrahman: Samanya Manovigyan.
7. Suleman : Samanya Manovigyan.
8. Lal Bachan Tripathi : Uchatar Manovigyan.

**Practical**

- (i) Measurement of Intelligence
- (ii) Measurement of Achievement Motivation
- (iii) Measurement of level or Creativity
- (iv) Measurement the level of Forgiveness
- (v) Measurement the level of Memory