

Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati
(Autonomous)

Course & Credit Structure for S.Y.B.Com. (2023 Pattern as per NEP-2020)

Sem	Course Type	Course Code	Course Title	Theory / Practical	Credits	
III	Major Mandatory	COM-201-MJM	Corporate Accounting	Theory	04	
	Major Mandatory	COM-202-MJM	Introduction to Company Law	Theory	04	
	Minor		COM-211-MN(A)	Salesmanship	Theory	04
			COM-211-MN(B)	Cost and Works Accounting- I	Theory	
			COM-211-MN(C)	Indian Banking System	Theory	
			COM-211-MN(D)	Applied Statistics –I	Theory	
			COM-211-MN(E)	Operational aspects of Business	Theory	
	Open Elective (OE)	COM-216-OE	Fundamental of Commerce	Theory	02	
	Vocational Skill Course (VSC)	COM-221-VSC	Business Communication Skills	Theory	02	
	Ability Enhancement Course (AEC)		MAR-231-AEC	भाषिक उपयोजन व लेखन कौशल्ये	Theory	02
			HIN-231-AEC	हिंदी भाषा कौशल	Theory	
			SAN-231-AEC	प्राथमिक संभाषणकौशल्यम्	Theory	
	Co-curricular Course (CC)		NSS-239-CC	NSS	Theory / Practical	02
NCC-239-CC			NCC			
PES-239-CC			Physical Education and Sports			
YOG-239-CC			Yoga			
CUL-239-CC			Cultural Activity			
Field Project (FP)	COM-235-FP	Field Projects	Theory	02		
Generic IKS Course (IKS)	GEN-245-IKS	Generic IKS Course	Theory	02		
Total Credits Semester-III					24	
IV	Major Mandatory	COM-251-MJM	Accounting for Corporate Restructuring	Theory	04	
	Major Mandatory	COM-252-MJM	Elements of Company Law	Theory	04	
	Minor		COM-261-MN(A)	Advertising and Publicity	Theory	04
COM-261-MN(B)			Cost and Works Accounting- II	Theory		

		COM-261-MN(C)	Banking and Financial Institution	Theory	
		COM-261-MN(D)	Applied Statistics –II	Theory	
		COM-261-MN(E)	Human Resource Management	Theory	
Open Elective (OE)		COM-266-OE	E- Commerce	Theory	02
Skill Enhancement Course (SEC)		COM-276-SEC	Soft Skills and Business Letters	Theory	02
Ability Enhancement Course (AEC)		MAR-281-AEC HIN-281-AEC SAN-281-AEC	लेखन निर्मिती व परीक्षण कौशल्ये हिंदी भाषा : संप्रेषण कौशल प्रगत संभाषणकौशल्यम्	Theory Theory Theory	02
Co-curricular Course (CC)		NSS-289-CC NCC-289-CC PES-289-CC YOG-289-CC CUL-289-CC	NSS NCC Physical Education and Sports Yoga Cultural Activity	Theory / Practical	02
Community Engagement Project (CEP)		CEP-285	Community Engagement Project	Theory / Practical	02
Total Credits Semester-IV					22
Cumulative Credits Semester III + Semester IV					46

CBCS Syllabus as per NEP 2020 for S.Y. B.Com. Semester IV (2023 Pattern)

Name of the Programme	: B.Com.
Programme Code	: UCOM
Class	: S.Y. B.Com
Semester	: IV
Course Type	: Major Mandatory (Theory)
Course Code	: COM-252-MJM
Course Title	: Elements of Company Law
No. of Credits	: 04
No. of Teaching Hours	: 60

Course Objectives:

1. To develop general awareness among the students about management of company.
2. To have a comprehensive understanding about key managerial personnel of company and their role in Company administration.
3. To acquaint the students about E-Governance and E-Filing under the Companies Act, 2013.
4. To equip the students about the various meetings of Companies and their importance.
5. To acquaint the students on e-commerce, e-governance and e-filing mechanism relating to companies.
6. To enhance capacity of learners to seek the career opportunity in corporate sector.
7. To apprise the students of new concepts involving in company law regime.

Course Outcomes:

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

- CO1: Impart the knowledge of basic definitions and terminologies of company law.
- CO2: Know about different provisions and sections of company act 2013.
- CO3: Aware about the new amendments in the company law and related provisions of company's meetings.
- CO4: Instils the knowledge about the different types of acts and laws applicable to business.
- CO5: Impart the knowledge of importance of legal aspects and its day to day application.
- CO6: Know about the online platforms of company law used in the business and e-governance.
- CO7: Acquaint with the use and importance with the new online portal under company law.

Topics and Learning Points

UNIT 1: Management of Company

15 Lectures

- 1.1. Board of Directors: Definition, Powers, Restrictions, Prohibition on Board.

1.2. Director: Meaning and Legal position of Directors, Types of Directors, Related Party Transactions (Sec.188)

1.3. Appointment of Directors, Qualifications and Disqualifications, Powers, Duties, Liabilities of Directors, Loans to Directors, Remuneration of Directors

UNIT 2: Key Managerial Person (KMP) 15 Lectures

2.1. Meaning, Definition and Appointments of Managing Director, Whole Time Director, Manager, CS

2.2. Company Secretary (CS) - Term of office/ Tenure of appointment, Role of Company secretary

2.3. Distinction between Managing Director, Manager and Whole Time Director - Role (Powers, Functions of above KMP)

2.4. Corporate Social Responsibility (CSR) [U/S 135] - Concept who is Accountable, CSR Committee, Activities under CSR

UNIT 3: Company Meetings 15 Lectures

3.1. Board Meeting – Meaning and Kinds

3.2. Conduct of Meetings - Formalities of valid meeting [Provisions regarding agenda, notice, quorum, proxies, voting, resolutions (procedure and kinds) minutes, filing of resolutions, Virtual Meeting]

3.3. Meeting of Share Holders General Body Meetings, Types of Meetings

A. Annual General Meeting (AGM), (Ss.96 to 99)

B. Extraordinary General Meeting (EOGM).(Sec.100)

3.4. Provisions regarding convening, constitution, conducting of General Meetings contained in Ss.101 to 114

UNIT 4: E-Governance and Winding up of a company 15 Lectures

4.1. E Governance –meaning, Importance of E Governance

4.2. E Filing – Basic concept of MCA, E Filing

4.3. Winding –up: Meaning of winding-up, Dissolution of company, Conceptual understanding of winding-up by the Tribunal,

4.4. Compulsory winding-up, Members’ voluntary winding-up, Creditors’ voluntary winding-up

References:

1. Company Law Procedure K.V.Shanbhogue Bharat Law House

2. Company Procedures and Registrar of Companies M.L.Sharma Tax Publishers

3. Company Law Procedures S.Kannan, V.S.SowrirajanTaxmann
4. Concise Commentary on companies Act Mamta Bhargava Shreeji Publishers
5. Company Law & Secretarial Practice Dr.K.R.Chandratre Bharat Law House
6. Guide to Memorandum, Articles and Incorporation of Companies M.C.Bhandari, R.D.Makheeja
Wadhwa & Company
7. Company Rules & Forms Bhargava & Bhargava Taxmann
8. Company Law Practice Manual Adesh Ojha & Other The Tax Publishers
9. Guide to Company Law Procedure M.C.Bhandari Wadhwa & Company
10. Guide to the Companies Act A.Ramaiya Wadhwa & Company

Mapping of Program Outcomes with Course Outcomes

Class: S. Y. B. Com Sem IV

Subject: Elements of Company Law

Course: Elements of Company Law

Course Code: COM-252-MJM

Weightage: 1= weak or low relation, 2= moderate or partial relation, 3= strong or direct relation

Programme Outcomes (POs)															
Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13	PO 14	PO 15
CO 1	3	2													
CO 2															
CO 3			3												
CO 4				3					2	2		3			
CO 5			2								3		3		
CO 6					2		3	3						2	
CO 7						3									

Justification for the Mapping

PO1: A Fundamental Knowledge and Coherent Understanding

CO1: Students will describe the concepts related to company law in their day to day life or professional life.

PO2: Procedural Knowledge for Skill Enhancement

CO1: Students will apply their knowledge of different techniques of company law such as e-contracts and e-governance in an organization.

PO3: Critical Thinking and Problem-Solving Skills

CO3: Students will apply provisions of company law effectively, analyse the concepts and participate in healthy arguments and portray skill in management.

PO4: Communication Skills

CO4: Students will implement the various provisions of company law related to business and business activities applicable according to the need of the business organization in the day to day practices.

PO5: Analytical Reasoning Skills

CO6: Students will apply various terminologies of provisions of company law in the practice of management of the business in the company's meetings.

PO6: Innovation, Employability and Entrepreneurial Skills

CO7: Students will direct, plan and formulate and analyse the provisions of company law which is implemented in the business organization and provide the feedback accordingly.

PO7: Multidisciplinary Competence

CO6: Students will apply knowledge of provisions of company law to apply these with a sense of responsibility within the workplace and community as key managerial persons at a large.

PO8: Value Inculcation through Community Engagement

CO6: Students will apply procedural company law and an ability to apply these with a sense of responsibility within the workplace.

PO9: Traditional Knowledge into Modern Application

CO4: Students will implement the various company law applicable according to the need of the business organization in the day to day practices.

PO10: Design and Development of System

CO5: Students will direct, plan and formulate and analyse the day to day strategies which is implemented in the company law of business organization and provide the feedback accordingly.

PO11: Ethical and Social Responsibility

CO5: Students will direct, plan and formulate and analyse the required strategies which is implemented in the business organization in production and operations.

PO12: Research-Related skills

CO4: Students will implement the various company meeting procedural law applicable according to the need of the business organization in the day to day practices.

PO13: Teamwork:

CO5: Students will formulate and analyse the required principles of company law procedure which is implemented in the business organization.

PO14: Area Specific Expertise

CO6: Students will apply company law related knowledge of managerial ethics and research ethical standards and an ability to apply these with a sense of responsibility within the workplace and community at a large.

PO15: Environmental Awareness

CO6: The students should be able to manage and controls to reduce and eliminate environmental risk with the help of company law related aspects.

CBCS Syllabus as per NEP 2020 for S.Y. B.Com. Semester IV (2023 Pattern)

Name of the Programme	: B.Com.
Programme Code	: UCOM
Class	: S.Y. B.Com
Semester	: IV
Course Type	: Minor (Theory)
Course Code	: COM-261-MN (E)
Course Title	: Human Resource Management
No. of Credits	: 04
No. of Teaching Hours	: 60

Course Objectives:

1. To develop general awareness of human resource management among the students.
2. To understand the various concepts and terminologies of human resource management.
3. To have a comprehensive understanding about the existing law in relation to the human resource management.
4. To create awareness among the students about productivity and measures of productivity.
5. To acquaint the students human resource management strategies and its implementation. .
6. To understand the difference between merger and acquisition.
7. To apprise the students of new concepts involving in human resource management.

Course Outcomes:

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

- CO1: Impart the knowledge of basic definitions and terminologies of human resource management.
- CO2: Know about different elements of human resource management.
- CO3: Aware about the recent trends in the human resource management and its applications.
- CO4: Instils the knowledge about the different types of acts and laws applicable to human resource management.
- CO5: Impart the knowledge of importance of human resource management aspects and its day to day application.
- CO6: Know about the platforms of human resource management strategies used in the business.
- CO7: Acquaint with the use and importance with the new terms under human resource management.

Topics and Learning Points

UNIT 1: Introduction to Human Resource Management and Human Resource Planning

15 Lectures

1.1 Meaning, Objectives and Functions of Human Resource, Difference between Human Resource Management and Human Resource Development

1.2 Organization, Scope and functions of Human Resource Department in Modern Business.

1.3 Human Resource Planning – Nature and Scope, Job analysis - Job description - Job specification, Job rotation

1.4 Human Resource Planning – Role of Human Resource Planning, Steps in Human Resource Planning , Factors influencing Human Resource Planning, Essentials of a Good Human Resource Planning

UNIT 2: Recruitment and Selection

15 Lectures

2.1 Recruitment – Meaning, Purpose/ Importance, Sources of Recruitment, and Factors Governing Recruitment Process

2.2 Selection – Meaning, Importance of selection procedure, Tools of Selection and selection Process

2.3 Distinguish between Recruitment and Selection

2.4 Types of Employment tests, Types of Interviews

UNIT 3: Training and Development

15 Lectures

3.1 Meaning, Need, Objectives of Training and Development, Benefits/Importance of Training to the organisation and employees.

3.2 Types of Training, Methods of Training and Development, Process/ Procedure for effective Training.

3.3 Career Development, Steps in Career Development, Stages of Career Development, Advantages and Limitations of Career Development, Career Development Cycle, Career Counselling and Self-Development

UNIT 4: Performance Appraisal Management

15 Lectures

4.1 Introduction, Meaning, Need and Importance of Performance Appraisal

4.2 Process of Performance Appraisal

4.3 Merits and Limitations of Performance Appraisal

4.4 Methods and Techniques of Performance Appraisal

4.5 Ethical Performance Appraisal

References:

1. Personnel and Human Resource Management – A M Sharma (Himalaya Publishing House)
2. Personnel Management and Industrial Relations- R S Davar (Vikas Publishing House)
3. Human Resource Development and Management- Biswanath Ghosh (Vikas Publishing House)
4. Personnel Management – C.B. Mamaria, S V Gankar (Himalaya Publishing House)
5. Human Resource Management – AShwathappa
6. Human Resource Management - Gary Dessler
7. HR from the Outside In: Six Competencies for the Future of Human Resources - Dave Ulrich, Jon Younger, Wayne Brockbank, Mike Ulrich
8. The HR Scorecard - Brian Becker, Mark Huselid, Dave Ulrich

Mapping of Program Outcomes with Course Outcomes

Class: S.Y.B.Com Sem IV

Subject: Human Resource Management

Course: Human Resource Management

Course Code: COM-261-MN(E)

Weightage: 1= weak or low relation, 2= moderate or partial relation, 3= strong or direct relation

Programme Outcomes (POs)															
Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13	PO 14	PO 15
CO 1	3	2													
CO 2															
CO 3			3												
CO 4				3					2	2		3			
CO 5			2								3		3		
CO 6					2		3	3						2	
CO 7						3									

Justification for the Mapping

PO1: A Fundamental Knowledge and Coherent Understanding

CO1: Students will describe the concepts related to human resource management aspects of business in their day to day life or professional life.

PO2: Procedural Knowledge for Skill Enhancement

CO1: Students will apply their knowledge of different techniques of human resource management aspects of business such for data collection and analysis by them in an organization.

PO3: Critical Thinking and Problem-Solving Skills

CO3: Students will apply provisions of human resource management aspects of business effectively, analyse the concepts and participate in healthy arguments and portray skill in management.

PO4: Communication Skills

CO4: Students will implement the various provisions of human resource management aspects of business related to business and business activities applicable according to the need of the business organization in the day to day practices.

PO5: Analytical Reasoning Skills

CO6: Students will apply various terminologies of provisions of human resource management aspects of business in the practice of management of the business.

PO6: Innovation, Employability and Entrepreneurial Skills

CO7: Students will direct, plan and formulate and analyse the provisions of human resource management aspects of business which is implemented in the business organization and provide the feedback accordingly.

PO7: Multidisciplinary Competence

CO6: Students will apply knowledge of provisions of human resource management aspects of business to apply these with a sense of responsibility within the workplace and community at a large.

PO8: Value Inculcation through Community Engagement

CO6: Students will apply procedural human resource management aspects of business and an ability to apply these with a sense of responsibility within the workplace.

PO9: Traditional Knowledge into Modern Application

CO4: Students will implement the various human resource management aspects of business applicable according to the need of the business organization in the day to day practices.

PO10: Design and Development of System

CO5: Students will direct, plan and formulate and analyse the day to day strategies which is

implemented in the company law of business organization and provide the feedback accordingly.

PO11: Ethical and Social Responsibility

CO5: Students will direct, plan and formulate and analyse the required strategies which is implemented in the business organization in human resource management.

PO12: Research-Related skills

CO4: Students will implement the various human resource management aspects of business applicable according to the need of the business organization in the day to day practices.

PO13: Teamwork:

CO5: Students will formulate and analyse the required principles of human resource management procedure which is implemented in the business organization.

PO14: Area Specific Expertise

CO6: Students will apply operational aspects of business related knowledge of managerial ethics and research ethical standards and an ability to apply these with a sense of responsibility within the workplace and community at a large.

PO15: Environmental Awareness

CO6: The students should be able to manage and controls to reduce and eliminate environmental risk with the help of human resource management.

CBCS Syllabus as per NEP 2020 for S.Y. B.Com. Semester IV (2023 Pattern)

Name of the Programme	: B.Com.
Programme Code	: UCOM
Class	: S.Y. B.Com
Semester	: IV
Course Type	: Open Elective (Theory)
Course Code	: COM-266-OE
Course Title	: E-Commerce
No. of Credits	: 02
No. of Teaching Hours	: 30

Course Objectives:

1. To develop general awareness of business and fundamentals of e-commerce among the students.
2. To understand the various concepts and terminologies of e-commerce.
3. To have a comprehensive understanding about the existing nature in relation to the business and e-business activities.
4. To create awareness among the students about online trade and types of online trade.
5. To acquaint the students e-business and trade and its types.
6. To understand the e-commerce and its advantages.
7. To apprise the students of challenges of e-commerce and online trade and trade activities.

Course Outcomes:

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

- CO1: Impart the knowledge of basic definitions and terminologies of e-commerce.
- CO2: Know about different elements of e-commerce and trade.
- CO3: Aware about the recent trends in the e-commerce, e-trade and e-commerce.
- CO4: Instils the knowledge about the different types of e-trade and aids to trade.
- CO5: Impart the knowledge of importance of online trade and advantages.
- CO6: Know about the platforms of business, e-trade and types of e-trade.
- CO7: Acquaint with the use and importance with the e-commerce industries.

Topics and Learning Points

UNIT 1: Introduction to E-Commerce

10 Lectures

- 1.1. E-commerce: The revolution is just beginning, Ecommerce
- 1.2. A Brief History, Understanding E-commerce: organizing Themes
- 1.3. E-commerce Business Models, Major Business to Consumer (B2C) business models, Major Business to Business (B2B) business models, Business models in Emerging E-commerce areas of E-Commerce

UNIT 2: World Wide Web and E-Commerce Infrastructure

10 Lectures

- 2.1. Internet and the web change business: strategy, structure and process
- 2.2. Internet: Technology Background, the Internet Today
- 2.3. Internet II- The Future Infrastructure, the World Wide Web, the Internet and the Web: Features

UNIT 3: E-Commerce Marketing and Social Network

10 Lectures

- 3.1. Consumer online: The Internet Audience and Consumer Behaviour, Basic Marketing Concepts
- 3.2. Internet Marketing Technologies, B2C and B2B E-commerce marketing and business strategies and limitations of e-marketing
- 3.3. E-commerce in action: E-tailing Business Models, Common Themes in online retailing
- 3.4. Social networks and online communities, online auctions, E-commerce portals

References:

1. Kenneth C. Laudon, E-Commerce: Business, Technology, Society, 4th Edition, Pearson
2. S. J. Joseph, E-Commerce: an Indian perspective, PHI

Mapping of Program Outcomes with Course Outcomes

Class: S.Y.B.Com Sem IV

Subject: E-Commerce

Course: E-Commerce

Course Code: COM-266-OE

Weightage: 1= weak or low relation, 2= moderate or partial relation, 3= strong or direct relation

Programme Outcomes (POs)															
Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13	PO 14	PO 15
CO 1	3	3													
CO 2															
CO 3			3												
CO 4				2					2	3		3			
CO 5			1								2		1		
CO 6					2		1	3						3	
CO 7						3									

Justification for the Mapping

PO1: A Fundamental Knowledge and Coherent Understanding

CO1: Students will describe the concepts related to e-commerce in their day to day life or professional life.

PO2: Procedural Knowledge for Skill Enhancement

CO1: Students will apply their knowledge of different techniques of e-commerce such for data collection and analysis by them in an organization.

PO3: Critical Thinking and Problem-Solving Skills

CO3: Students will apply provisions of e-commerce effectively, analyse the concepts and participate in healthy arguments and portray skill in management.

PO4: Communication Skills

CO4: Students will implement the various provisions of e-commerce related to business and business activities applicable according to the need of the business organization in the day to day practices.

PO5: Analytical Reasoning Skills

CO6: Students will apply various terminologies of provisions of e-commerce in the practice of management of the business.

PO6: Innovation, Employability and Entrepreneurial Skills

CO7: Students will direct, plan and formulate and analyse the e-commerce which is implemented in the business organization and provide the feedback accordingly.

PO7: Multidisciplinary Competence

CO6: Students will apply knowledge of e-commerce to apply these with a sense of responsibility within the workplace and community at a large.

PO8: Value Inculcation through Community Engagement

CO6: Students will apply procedural e-commerce and an ability to apply these with a sense of responsibility within the workplace.

PO9: Traditional Knowledge into Modern Application

CO4: Students will implement the various e-commerce applicable according to the need of the business organization in the day to day practices.

PO10: Design and Development of System

CO5: Students will direct, plan and formulate and analyse the day to day strategies which is implemented in the e-commerce of business organization and provide the feedback accordingly.

PO11: Ethical and Social Responsibility

CO5: Students will direct, plan and formulate and analyse the required strategies which is

implemented in the business organization in e-commerce.

PO12: Research-Related skills

CO4: Students will implement the various e-commerce applicable according to the need of the business organization in the day to day practices.

PO13: Teamwork:

CO5: Students will formulate and analyse the required principles of e-commerce procedure which is implemented in the business organization.

PO14: Area Specific Expertise

CO6: Students will apply e-commerce related knowledge of managerial ethics and research ethical standards and an ability to apply these with a sense of responsibility within the workplace and community at a large.

PO15: Environmental Awareness

CO6: The students should be able to manage and controls to reduce and eliminate environmental risk with the help of e-commerce.

CBCS Syllabus as per NEP 2020 for S.Y. B.Com. Semester IV 2023 Pattern)

Name of the Programme	: B.Com.
Programme Code	: UCOM
Class	: S.Y. B.Com
Semester	: IV
Course Type	: Vocational Skill Course (VSC) Theory
Course Code	: COM-276-SEC
Course Title	: Soft Skills and Business Letters
No. of Credits	: 02
No. of Teaching Hours	: 30

Course Objectives:

1. To understand the concept, process and importance of soft skills in communication.
2. To acquire and develop good communication skills requisite for business correspondence.
3. To develop awareness regarding new trends in business communication.
4. To provide knowledge of various social media of communication.
5. To develop business communication skills through the application and exercises.
6. To develop awareness about new technologies in business communication.
7. To provide knowledge of various business letter applicable in business communication.

Course Outcomes:

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

- CO1. Impart the knowledge of new technologies of business communication.
- CO2. Know about different types soft skills in communication.
- CO3. Aware about the new trends in the process of communication at large.
- CO4. Instils the knowledge about the different types of social media communication and use of computer in communication.
- CO5. Impart the knowledge of importance of communication and its day to day application.
- CO6. Know about the social media of communication used in the business.
- CO7. Acquaint with the use and importance with the new media platforms of communication.

Topics and Learning Points

UNIT 1: Soft Skills

10 Lectures

- 1.1 Meaning, Importance of soft skills in 21st century
- 1.2 Elements of soft skills a) Manners & Etiquettes, Grooming. b) Effective Listening & Speaking c) Interview Skills. d) Presentation e) Group Discussion. f) Problem-solving skills G) Time management abilities

UNIT 2: Types and Drafting of Business Letters

10 Lectures

2.1. Types and Drafting of business letter

- 1) Enquiry Letters
- 2) Replies to Enquiry Letters
- 3) Order Letters
- 4) Credit and Status Enquiries
- 5) Sales Letters
- 6) Complaint Letters
- 7) Collection Letters
- 8) Circular Letters

UNIT 3: Recent Trends in Business Communication

10 Lectures

- 3.1. Internet: Email, Websites, Social Media Network (Twitter, Face book, LinkedIn, You tube, WhatsApp)
- 3.2. Online Conference, Video conferencing, Meeting through Zoom App, Google meet App, Cisco Webex meetings App

References:

1. Asha Kaul (1999), "Business Communication", Prentice Hall of India, New Delhi.
2. Chaturvedi P. D. & Chaturvedi Mukesh (2012), "Managerial Communication", Pearson, Delhi.
3. Madhukar R. K. (2005), "Business Communication", Vikas Publishing House Pvt. Ltd., New Delhi.
4. Mamoria C. B. & Gankar S. V. (2008), "Personnel Management", Himalaya Publishing House, Mumbai.
5. Nawal Mallika (2012), "Business Communication", Cengage Learning, Delhi.
6. Rajendra Pal & Korlahalli (2007), "Essentials of Business Communication", Sultan Chand & Sons, New Delhi.

Mapping of Program Outcomes with Course Outcomes

Class: S. Y. B. Com Sem IV

Subject: Soft Skills and Business Letters

Course: Soft Skills and Business Letters

Course Code: COM-276-OE

Weightage: 1= weak or low relation, 2= moderate or partial relation, 3= strong or direct relation

Programme Outcomes (POs)															
Course Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13	PO 14	PO 15
CO 1	3	3													
CO 2															
CO 3			3												
CO 4				2					2	3		3			
CO 5			1								2		1		
CO 6					2		1	3						3	
CO 7						3									

Justification for the Mapping

PO1: A Fundamental Knowledge and Coherent Understanding

CO1: Students will describe the concepts related to soft skills their day to day life or professional life.

PO2: Procedural Knowledge for Skill Enhancement

CO1: Students will apply their knowledge of different techniques of communication skills such for data collection and analysis by them in an organization.

PO3: Critical Thinking and Problem-Solving Skills

CO3: Students will apply provisions of communication skills effectively, analyse the concepts and participate in healthy arguments and portray skill in management.

PO4: Communication Skills

CO4: Students will implement the various soft skills related to business and business activities applicable according to the need of the business organization in the day to day practices.

PO5: Analytical Reasoning Skills

CO6: Students will apply various types' business letters in the practice of management of the business.

PO6: Innovation, Employability and Entrepreneurial Skills

CO7: Students will direct, plan and formulate and analyse the communication skills which is implemented in the business organization and provide the feedback accordingly.

PO7: Multidisciplinary Competence

CO6: Students will apply knowledge of social media applications to apply these with a sense of responsibility within the workplace and community at a large.

PO8: Value Inculcation through Community Engagement

CO6: Students will apply procedural social media applications and an ability to apply these with a sense of responsibility within the workplace.

PO9: Traditional Knowledge into Modern Application

CO4: Students will implement the various communication skills applicable according to the need of the business organization in the day to day practices.

PO10: Design and Development of System

CO5: Students will direct, plan and formulate and analyse the day to day strategies which is implemented in the company law of business organization and provide the feedback accordingly.

PO11: Ethical and Social Responsibility

CO5: Students will direct, plan and formulate and analyse the required strategies which is implemented in the communication skills.

PO12: Research-Related skills

CO4: Students will implement the various new communication technologies applicable according to the need of the business organization in the day to day practices.

PO13: Teamwork:

CO5: Students will formulate and analyse the required communication skills procedure which is implemented in the business organization.

PO14: Area Specific Expertise

CO6: Students will apply communication skills related knowledge of managerial ethics and research ethical standards and an ability to apply these with a sense of responsibility within the workplace and community at a large.

PO15: Environmental Awareness

CO6: The students should be able to manage and controls to reduce and eliminate environmental risk with the help of communication skills.