



પરિપત્ર:

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન કોમર્સ & મેનેજમેન્ટ વિદ્યાશાખાનાં અભ્યાસક્રમ ચલાવતી તમામ કોલેજોનાં આચાર્યશ્રીઓને સવિનય જણાવવાનું કે કોમર્સ & મેનેજમેન્ટ વિદ્યાશાખા હેઠળનો NEP-૨૦૨૦ અંતર્ગતનો એબીલીટી એન્હાંસમેન્ટ કોર્સનો સેમેસ્ટર- ૧ ના અભ્યાસક્રમમાં રિવાઈઝડ પેપર સ્ટાઈલ (SOP, શિક્ષણ વિભાગ, ગુજરાત સરકાર ની ગાઈડલાઈન્સ પ્રમાણે) સાથેનો ૨૦૨૩-૨૪નો અભ્યાસક્રમ આ સાથે સામેલ છે. જે આપને વિદિત થાય. આ બાસ્કેટમાં કોમર્સ & મેનેજમેન્ટનાં વિષયો આપવામાં આવેલ છે. તેમાંથી કોઈ પણ એક કોર્સ (પેપર) કોમર્સ & મેનેજમેન્ટ વિદ્યાશાખાનાં વિદ્યાર્થીઓએ પસંદ કરવાનું રહેશે.

માનનીય કુલપતિશ્રીની મંજૂરી અનુસાર સદર અભ્યાસક્રમ શૈક્ષણિક વર્ષ જુન, ૨૦૨૩ થી અમલવારી કરવાની રહે છે. કોમર્સ & મેનેજમેન્ટ વિદ્યાશાખાનાં અભ્યાસક્રમ ચલાવતી તમામ સંલગ્ન કોલેજો ધ્વારા તેની અમલવારી કરવા જણાવવામાં આવે છે.



[Signature]
10/09/2024
ખાસ ફરજ પરના અધિકારી
(એકેડેમિક)

ક્રમાંક/બીકેએનએમયુ/એકેડેમિક/૧૨૨૪/૨૦૨૪

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી,
સરકારી પોલીટેકનિક કેમ્પસ,
ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી રોડ,
ખડીયા, જૂનાગઢ-૩૬૨૨૬૩
તા.૧૦/૦૯/૨૦૨૪

પ્રતિ,

- ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન કોમર્સ & મેનેજમેન્ટ વિદ્યાશાખાનાં અભ્યાસક્રમો ચલાવતી તમામ કોલેજોના આચાર્યશ્રીઓ તરફ....

નકલ સાદર રવાના:-

- માન.કુલપતિશ્રી/કુલસચિવશ્રીનાં અંગત સચિવશ્રી.
- પરીક્ષા નિયામકશ્રી, ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

નકલ રવાના જાણ તથા યોગ્ય કાર્યવાહી અર્થે:

- સીસ્ટમ મેનેજરશ્રી, આઈ.ટી.સેલ વિભાગ (વેબસાઇટ ઉપર પ્રસિદ્ધ થવા અર્થે.)



BHAKTA KAVI NARSINH MEHTA UNIVERSITY



FACULTY OF COMMERCE & MANAGEMENT
SYLLABUS FOR
ABILITY ENHANCEMENT COURSE
BASKET FOR COMMERCE & MANAGEMENT
(HONOURS) PROGRAMME
(SEMESTER- I)
EFFECTIVE FROM JUNE, 2023

Course Title		English Language-1					
Name of Course	Type of Course	Paper Code	Total Teaching Hours	Weekly Credits	Internal Marks	External Marks	External Exam. Time
Commerce & Management	AEC-1	AEC	30	2	25	25	1.00 Hrs.

COURSE OBJECTIVES AND COURSE OUTCOMES:

Course Objectives: The objectives of the course include:

- To develop an ability in students for comprehending literary text with critical perspectives.
- To enhance the skill of English as a language in students with a view to develop proficiency in English aiming employability.
- To strengthen English language through grammar and composition practices.
- To apply analytic thought to a body of knowledge
- To make students participate/conduct discussion and debate.

Course Outcomes: On successful completion of the course:

- The students will be able to demonstrate the skills that enable them to comprehend the literary text with critical thinking
- They will be able to develop proficiency in English aiming employability.
- They will strengthen their grammar skill.
- They will develop power of understanding the passage critically.

They will participate and conduct discussion and debate.

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Teaching Pedagogy: Chalk & Talk, Role-play, Group Discussion, Seminar, Case Study, Presentation, Reviewing Digital Resources

COURSE CONTENTS:

Units	Title of the Unit and the Topics	No. of Lectures
Unit 1	Short Stories and idioms and Phrases (A) Short Stories: 1. The Doctor's Word by R.K. Narayan 2. Ratan Tata 3. Why a Startup need to find Its Customers first by Pranav Jain (B) Idioms and Phrases: A List of 40 idioms and Phrases is attached	15
Unit 2.	Grammar and Composition	15

	(A) Grammar - Parts of Speech - Articles (B) Composition - Preparing a CV Writing Paragraph	
	Total Lectures/Hours	30
REFERENCES		
Books - Murphy's English Grammar. Cambridge University Press - Thomson and Martinet. A Practical English Grammar, 4th edi. Oxford University Press - Redman, Stuart. 1997, English Vocabulary in Use: Pre-intermediate and Intermediate. Cambridge University Press - Jones Daniel. English Pronouncing Dictionary, Cambridge University Press Available Links for Prescribed Stories: - The Doctor's Word by R.K. Narayan https://archive.org/details/MyDaysR.K.Narayan - Ratan Tata https://tradebrains.in/ratan-tata-story/ - Why a Startup need to find Its Customers first by Pranav Jain https://www.entrepreneur.com/en-in/starting-a-business/overcome-this-grave-mistake-and-ensure-guaranteed-success/327761#:~:text=they%20lack%20customers.-,In%20the%20initial%20phase%20of%20a%20startup%2C%20before%20any%20sales,product%20fulfils%20a%20real%20need		

LIST OF IDIOMS AND PHRASES:

- A blessing in disguise
- A piece of cake
- A wolf in sheep's clothing
- Add fuel to the fire
- Back seat driver
- Between a Rock and a Hard place
- By hook or by crook
- Call a spade a spade
- Every cloud has a silver lining
- Go the extra mile
- Last but not least
- A Penny Saved Is A Penny Earned:
- Cry Over Spilt Milk
- Great Minds Think Alike
- Let Sleeping Dogs Lie
- Never Bite The Hand That Feeds You
- Read Between the Lines
- Look Before You Leap
- Cry For the Moon
- Spread like wild fire

21. To bell the cat
22. A hard nut to crack
23. Let the cat out of the bag
24. Kill two birds with one stone
25. At a snail's pace
26. To build castles in the air
27. Crocodile tears
28. All that glitters are not gold
29. Actions speak louder than words
30. Better late than never
31. Ignorance is bliss
32. Ball is in Your Court
33. A picture paints a thousand words
34. Rome was not built in a day
35. Bird in the hand is worth two in the bush
36. Beat around the bush
37. Catch someone red-handed
38. Grass is always greener on the other side
39. Judge a book by its cover
40. Pass with flying colours

Suggested Titles for Paragraph Writing

1. Describe your favourite movie/place/personality/web series/sportsman/book/teacher
2. Plastic free India
3. Digital India
4. Digital Pollution
5. College life vs school life
6. Mobile it's pros and cons
7. Internet
8. Artificial Intelligence
9. Contribution of youth for Nation building
10. Stay fit stay healthy

INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam (Mandatory)	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	Total	25

Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam

Paper Style

Ques. No.	Particulars	Marks
Que. 1	Answer the following Question in Brief. (2/3)	05
	Write a Short Note. (1/2)	05
Que. 2	Identify the underlined parts of speech from the following sentences. (3/5)	03
	Fill in the blanks with appropriate articles (3/5)	03
	Attempt any one CV from the following (1/2)	04
Que. 3	Write a paragraph (1/2)	03
	Give meaning of the following idioms & phrases (2/3)	02
	Total	25

Course Title		GUJARATI (Gujarati padya Swaroopno abhyas)					
Name of Course	Type of Course	Paper Code	Total Teaching Hours	Weekly Credits	Internal Marks	External Marks	External Exam. Time
Commerce & Management	AEC-1	AEC	30	2	25	25	1.00 Hrs.
COURSE OBJECTIVES AND COURSE OUTCOMES:							
Course Objectives: On successful completion of the course, the students will be able to:							
•							
Course Outcomes: On successful completion of the course, the students will be able to:							
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Teaching Pedagogy: Interactive classroom session, group discussion, seminar, case study, problem-solving-based learning, performance-related tasks, fieldwork, or any other methods can be used. Multimedia device and other relevant tools and modern technology should be used to make the teaching and learning process effective and interesting.							
COURSE CONTENTS:							
Units	Title of the Unit and the Topics						No. of Lectures
Unit 1	કાવ્ય સ્વરૂપનો પ્રાથમિક પરિચય						15
	કાવ્ય સ્વરૂપનો પ્રાથમિક પરિચય ગીત,ગઝલ ,સોનેટ						
Unit 2.	કાવ્યની પ્રયુક્તિઓ /પ્રતિક-પુરા કલ્પન						15
	૧ વૈષ્ણવજન તો તેને કહીએ - નરસિંહ મહેતા ૨ શ્યામ રંગ સમીપે - દયારામ ૩ ગુજરાત મોરી મોરી રે -ઉમાશંકર જોશી ૪ મનપાંચમના મેળામાં -રમેશ પારેખ ૫ સભાપાત્રતાની ગઝલ -સ્નેહી પરમાર						
	Total Lectures/Hours						30
Note: The Topics and sub-topics of the course shall be discussed in context to actual accounting practices of leading corporate houses within and outside India.							

REFERENCES

Suggested References Books

ક્રમ	ગ્રંથ	લેખક –પ્રકાશક
૧	ગુજરાતી સાહિત્યનો ઇતિહાસ	ગુજરાતી સાહિત્ય પ્રકાશન
૨	ગુજરાતી સાહિત્યનો ઇતિહાસ	ગુજરાતી સાહિત્ય પરિષદ
૩	સમગ્ર કવિતા	ઉમાશંકર જોશી
૪	ગુજરાતી કવિતાનો આસ્વાદ	સુરેશ જોશી
૫	ઉમાશંકર જોશી	હરીન્દ્ર દવે
૬	પ્રશિષ્ટ ગુજરાતી કાવ્ય ઝલક	સં. ચંદ્રકાંત શેઠ
૭	ગુજરાતી કવિતાનો આસ્વાદ	સુરેશ જોશી
૮	કાવ્યલોક	જયંત પાઠક
૯	એકાંતની સભા	જગદીશ જોશી
૧૦	કાવ્યપ્રયાગ	વેણીભાઈ પુરોહિત
૧૧	કવિ અને કવિતા	સુરેશ દલાલ
૧૨	ગુજરાતી સાહિત્યનો ઇતિહાસ	ગુજરાતી સાહિત્ય પ્રકાશન
૧૩	ગુજરાતી સાહિત્યનો ઇતિહાસ	ગુજરાતી સાહિત્ય પરિષદ
૧૪	સમગ્ર કવિતા	ઉમાશંકર જોશી
૧૫	આપણા ખંડકાવ્યો	ધીરુ પરીખ
૧૬	સત્તર સાહિત્ય સ્વરૂપો	પ્રસાદ બ્રહ્મભટ્ટ
૧૭	સ્વરૂપ સાન્નિધાન	સુમન શાહ
૧૮	છંદ અને અલંકાર	દક્ષેશ ઠાકોર
૧૯	અર્વાચીન કવિતા	સુંદરમ
૨૦	ખંડકાવ્ય સ્વરૂપ અને વિકાસ	ચિનુ મોદી
૨૧	ગુજરાતી સાહિત્યનો ઇતિહાસ ૩-૪-૫	ગુજરાતી સાહિત્ય પરિષદ

Note: Use the latest edition of the books.

Other Sources:

- Digital and online sources relevant to the topics in the course.
- Internet Sources
- Relevant Journals

INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam/ Practical Exam (Mandatory)	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
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22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	Total	25

Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam

Paper Style

Ques. No.	Particulars	From which Unit	Marks
Que. 1	Question 1	1	10
	Or		
	Question 1		
Que. 2	Question 2	2	10
	Or		
	Question 2		
Que. 3	Write any One Short Note. (1) (2)	1 & 2	05
		Total	25

Course Title		HINDI (कम्प्यूटर और हिन्दी)					
Name of Course	Type of Course	Paper Code	Total Teaching Hours	Weekly Credits	Internal Marks	External Marks	External Exam. Time
Commerce & Management	AEC-1	AEC	30	2	25	25	1.00 Hrs.

COURSE OBJECTIVES AND COURSE OUTCOMES:

Course Objectives: On successful completion of the course, the students will be able to:

- छात्रों को शुद्ध शब्द उच्चारण ध्वनि निर्गम धैर्य तथा आत्मविश्वास एवं प्रवाह उत्साह के साथ बोलने के कौशल का विकास करना।
- छात्रों में सुंदर लेख, शुद्ध वर्तनी एवं व्याकरण संबंध वाक्य रचना के कौशल का विकास करना।
- छात्रों को भाषा के व्यवहारिक विश्लेषण में निपुण बनाना।
- छात्रों को व्यवहारिकता का ज्ञान कराना तथा कम्प्यूटर का अध्ययन कराना।
- छात्रों को जीवन के विभिन्न क्षेत्रों में प्रयुक्त होनेवाली हिन्दी के व्यावहारिक प्रयोग का ज्ञान प्राप्त कराना।

Course Outcomes: On successful completion of the course, the students will be able to:

- हिन्दी में शिक्षा को हासिल करना सरल है।
- हिन्दी भाषा पारंपरिक ज्ञान, प्राचीनतम सभ्यता ज्ञान और आधुनिक विकास के लिए एक अत्यंत आवश्यक भाषा हैं।
- अब हिन्दी केवल राजभाषा तक ही सीमित नहीं है, बल्कि वैश्विक बाजार में भी अपनी जगह बना रही है। चाहे वह अध्यापन का कार्य हो या कॉल सेंटर्स, टूरिज्म और इंटरप्रेटर का, सभी में अवसर हैं।
- इस पाठ्यक्रम के अध्ययन से छात्रों को विभिन्न कार्यालयों में कार्मिक के रूप में रोजगार पाने की प्रबल सम्भावना रहेगी।
- छात्र हिन्दी कम्प्यूटर ज्ञान के व्यावसायिक उद्देश्य से परिचित होंगे।

Teaching Pedagogy: Interactive classroom session, group discussion, seminar, case study, problem-solving-based learning, performance-related tasks, fieldwork, or any other methods can be used. Multimedia device and other relevant tools and modern technology should be used to make the teaching and learning process effective and interesting.

COURSE CONTENTS:

Units	Title of the Unit and the Topics	No. of Lectures
Unit 1	कम्प्यूटर का परिचय एवं विकास कम्प्यूटर में हिन्दी का आरंभ और विकास हिन्दी के विविध फोण्ट राजभाषा हिन्दी के प्रचार-प्रसार में कम्प्यूटर की भूमिका	15
Unit 2.	इण्टरनेट पर हिन्दी यूनिकोड, देवनागरी लिपि और हिन्दी भाषा हिन्दी और वेब-डिज़ाइनिंग एस.एम.एस. की हिन्दी	15
	Total Lectures/Hours	30

REFERENCES

Suggested References Books

1. हिन्दी भाषा और कम्प्यूटर, संतोष गोयल, नटराज प्रकाशन, नई दिल्ली ।
2. आधुनिक जनसंचार और हिन्दी, हरिमोहन, तक्षशिला प्रकाशन, दिल्ली ।
3. कम्प्यूटर का इतिहास और कार्यविधि, गोपीनाथ श्रीवास्तव, सामयिक प्रकाशन, दिल्ली ।
4. कम्प्यूटर के भाषिक अनुप्रयोग, विजयकुमार मल्होत्रा, वाणी प्रकाशन, दिल्ली ।

Note: Use the latest edition of the books.

Other Sources:

- Digital and online sources relevant to the topics in the course.
- Internet Sources
- Relevant Journals

INTERNAL EVALUATION SCHEME		
NO	Particulars	Marks
1	Mid Semester Exam (Mandatory)	13
2	Class Test	03
3	Open book exam/test	03
4	Open note exam/test	03
5	Self-test/ Online test	03
6	Essay/Article writing	03
7	Quizzes/Objective test	03
8	Class assignment	03
9	Home assignment	03
10	Reports Writing	03
11	Research/Dissertation	03
12	Case Studies	03
13	Viva/Oral exam	03
14	Group Discussion	03
15	Role Play	03
16	Paper presentation/Seminar	03
17	Language Lab work	03
18	Interview	03
19	Craft work	03
20	Co-curricular work	03
21	Field Assignment	03
22	Poster Presentation	03
23	Attendance	03
24	Project Work	03
	Total	25

Note: Sr.No.1 is mandatory. Select any Four from Sr.No.2 to 24. Each Contains three marks. Student should secure 09 Marks for passing in internal Exam

Paper Style

Ques. No.	Particulars	From which Unit	Marks
Que. 1	Question 1	1	10
	Or		
	Question 1		
Que. 2	Question 2	2	10
	Or		
	Question 2		
Que. 3	Write any One Short Note. (1) (2)	1 & 2	05
		Total	25

Course Title		SANSKRIT- कौटिलीय अर्थशास्त्रम्					
Name of Course	Type of Course	Paper Code	Total Teaching Hours	Weekly Credits	Internal Marks	External Marks	External Exam. Time
Commerce & Management	AEC-1	AEC	30	2	25	25	1.00 Hrs.
COURSE OBJECTIVES AND COURSE OUTCOMES:							
Course Objectives: On successful completion of the course, the students will be able to: - This course aims to get the students acquainted with the outline of Sanskrit political points including the text readings of the ‘arthashstram’. - General Introduction of Origin and Development of Sanskrit. - To give the moral and ethical values through the interesting guideline of business							
Course Outcomes: On successful completion of the course, the students will be able to: - Ability to embraces moral/ethical values in conducting his/her life. - Capable of demonstrating the ability to identify ethical issues related to business work. - Avoid unethical business behavior his/her life.							
Teaching Pedagogy: Interactive classroom session, group discussion, seminar, case study, problem-solving-based learning, performance-related tasks, fieldwork, or any other methods can be used. Multimedia device and other relevant tools and modern technology should be used to make the teaching and learning process effective and interesting.							
COURSE CONTENTS:							
Units	Title of the Unit and the Topics						No. of Lectures
Unit 1	कौटिल्यनो परियय, करवेरा, राज्यकोश, वेपार-वाणिज्य.						15
Unit 2.	उद्योगधंधाओ, हिसाबप्रणाली, कृषि, पशुपालन						15
Note: The Topics and sub-topics of the course shall be discussed in context to actual accounting practices of leading corporate houses within and outside India.							
REFERENCES							
कौटिलीय अर्थशास्त्रम् चौखम्भा विद्याभवन, वाराणसी							
कौटिल्य अर्थशास्त्र, नर्मदा रावत, पार्श्व प्रकाशन, अमदावाद							
धर्मशास्त्र का इतिहास, अनुवादक - अर्जुन चौबे, काश्यप, लखनउ - १९६५							
आधुनिकता और राष्ट्रीयता, लेखक : राजमल बोरा							
आधुनिक राजनीतिक विचारधाराए, डॉ. विमलेश							
शुद्धनीतिमां राजनैतिक विचारधारा, डॉ. अ.व. अ.म. पानसेरिया, सौराष्ट्र युनि.							
www / archiv.com, www/sanskritbook.com							

INTERNAL EVALUATION SCHEME		
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	Total	25

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	Or		
	Question 2		
Que. 3	Write any One Short Note. (1) (2)	1 & 2	05
		Total	25

B.COM. SEMESTER – 1

Vocational Course/s

Students can earn extra credits through vocational courses from SWAYAM (<https://swayam.gov.in>).

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy.

Suggested Vocational Courses are:

1. CRM Domestic Voice (https://onlinecourses.swayam2.ac.in/nos23_ge05/preview)
2. Community Health (https://onlinecourses.swayam2.ac.in/nos23_ge11/preview)
3. Yoga Teaching' Training Programme
(https://onlinecourses.swayam2.ac.in/nos23_ge01/preview)
4. Developing Soft Skills And Personality
(https://onlinecourses.nptel.ac.in/noc23_hs116/preview)
5. Soft Skill Development (https://onlinecourses.nptel.ac.in/noc23_hs80/preview)
6. Soft Skills (https://onlinecourses.nptel.ac.in/noc23_hs145/preview)
7. Educational Leadership (https://onlinecourses.nptel.ac.in/noc23_hs143/preview)
8. Leadership and Team Effectiveness
(https://onlinecourses.nptel.ac.in/noc23_mg28/preview)
9. Leadership for India Inc: Practical Concepts and Constructs
(https://onlinecourses.nptel.ac.in/noc23_mg26/preview)
10. Other vocational courses from SWAYAM Portal