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# हिंदी व इंग्रजी भाषांचा अधिष्ठान अभ्यासक्रम (HEN101)

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## अभ्यासक्रम

### १. हिंदी भाषा का परिचय और उसकी संरचना

इकाई १ (अ) : हिंदी : राष्ट्रभाषा, राजभाषा और संपर्कभाषा

इकाई १ (आ) : हिंदी की शब्दावली

इकाई १ (इ) : हिंदी की वाक्यरचना और प्रकार

इकाई २ : प्रयोजनमूलक हिंदी

इकाई ३ : अनुवाद

हिंदी भाषा का परिचय और उसकी संरचना : कार्यपुस्तक

### 2. Foundation Course in English

Unit 1 : Vocabulary and Usage

Unit 2 : Structures of Sentences and their Transformations

Unit 3 : Reading Comprehension

Unit 4 : Communication : Oral and Written

Unit 5 : Translation from English to Marathi and Vice versa

Glossary

Foundation Course in English : Work-Book

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# General Knowledge and Social Awareness

## Foundation Course (GKN 101)

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### Syllabus

#### Book 1 : Science-Technology, Environment and Health

- Unit 1 : Culture, Religion and Science
- Unit 2 : Environment and Pollution
- Unit 3 : Physical and Mental Health

#### Book 2 : Development : Concept and Procedure

- Unit 1 : Human Rights
- Unit 2 : Co-operation
- Unit 3 : Development of Entrepreneurship
- Unit 4 (A) : Consumer and Consumer Movement
- Unit 4 (B) : Problems of Consumers : Concept and Reasons
- Unit 4 (C) : Consumer Protection Act, 1986

#### Book 3 : Communication Revolution & Biotechnology

- Unit 1 : Nature of Communication Revolution
- Unit 2 : Steps in Communication Revolution and Contribution of Different Media
- Unit 3 : Revolution in Communication : Influences and Future Possibilities
- Unit 4 : Biotechnology

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# English for Business (ENG 102)

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**Book 1 : Leadership, Communication and Listening**

Unit 1 : Understanding Yourself

Unit 2 : Analyse your Communication

Unit 3 : The Secrets of Active Listening

**Book 2 : Group Communication**

Unit 4 : Small Group Communication

Unit 5 : Visuals and Body Language in Presentations

**Book 3 : Effective Business Writing**

Unit 6 : Projecting Positive Image through Writing

Unit 7 : Writing Job Applications and Resume

Unit 8 : Communication via Internet and E-mail

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# मराठी भाषेचा अधिष्ठान अभ्यासक्रम (MAR 102)

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## अभ्यासक्रम

- पुस्तक १ : भाषिक विनिमय : तत्त्व आणि व्यवहार
- घटक १ : भाषा: सामाजिक अभिसरण आणि मराठीचा शब्दसंग्रह
- घटक २ : विविध जीवनक्षेत्रांतील भाषेचे उपयोजन
- घटक ३ : भाषेची निवेदनपरता: स्वरूप व प्रकार
- घटक ४ : भाषेची नियमव्यवस्था आणि लेखनपद्धती
- पुस्तक २ : मराठीचा भाषिक वापर : कार्यपुस्तक
- घटक १ : भाषा: सामाजिक अभिसरण आणि मराठीचा शब्दसंग्रह
- घटक २ : विविध जीवनक्षेत्रांतील भाषेचे उपयोजन
- घटक ३ : भाषेची निवेदनपरता: स्वरूप आणि प्रकार
- घटक ४ : भाषा: व्याकरण व लेखनविषयक नियम
- पुस्तक ३ : भाषिक सर्जनशीलता : स्वरूप आणि प्रकार
- घटक १ : सर्जनशीलता: अर्थ व स्वरूप
- घटक २ : भाषिक सर्जनशीलता: विविध अंगे
- घटक ३ : वैचारिक लेखन: संकल्पना आणि प्रकार
- घटक ४ : ललित साहित्य: स्वरूप आणि प्रकार
- पुस्तक ४ : मराठी भाषेचा सर्जनशील वापर : कार्यपुस्तक
- घटक १ : शब्दनिष्ठ सर्जनशीलता
- घटक २ : विचार प्रतिपादनार्थ भाषेचा सर्जनशील वापर
- घटक ३ : वाङ्मयीन अभिव्यक्तीसाठी भाषेचा सर्जनशील वापर

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# Office Management (COM 211)

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## Syllabus

### **Book 1 : Office : Layout and Procedures**

Unit 1 : Office

Unit 2 : Office : Place and Internal Layout

Unit 3 : Office Procedures

Unit 4 : Office Manager

### **Book 2 : Office Organisation and Personnel Management**

Unit 1 : Office Organisation

Unit 2 : Work Culture and Office Employees

Unit 3 : Office Training

Unit 4 : Personnel Management

### **Book 3 : Record Management and Public Relations**

Unit 1 : Record Management

Unit 2 : Other Office Services

Unit 3 : Office Equipment

Unit 4 : Manual and Reports

Unit 5 : Public Relations

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# ELEMENTS OF STATISTICS (COM 107)

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## Syllabus

### **Book 1 : Introduction to Statistics and Presentation of Data**

- Unit 01 : Meaning and Scope of Statistics
- Unit 02 : Organising a Sample Survey
- Unit 03 : Sources of Statistical Data
- Unit 04 : Classification
- Unit 05 : Tabulation
- Unit 06 : Diagrams
- Unit 07 : Graphs

### **Book 2 : Measures of Central Tendencies & Measures of Variations**

- Unit 08 : Measures of Central Tendencies
- Unit 09 : Measures of Variation - 1
- Unit 10 : Measures of Variation - 2

### **Book 3 : Correlation and Regression**

- Unit 11 : Correlation
- Unit 12 : Regression

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# COMMERCE (COM 106)

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## Syllabus

### **Book 1 : Introduction to Economics and Evolution of Commerce**

- Unit 1 (A) :** Introduction to Economics
- Unit 1 (B) :** Factors of Production
- Unit 1 (C) :** Demand Analysis
- Unit 1 (D) :** Supply Analysis
- Unit 1 (E) :** Price Determination
- Unit 1 (F) :** Returns on Factors of Production
- Unit 2 (A) :** Evolution of Commerce - 1
- Unit 2 (B) :** Evolution of Commerce - 2
- Unit 3 :** Procedures of Commerce-1

### **Book 2 : Procedures of Commerce**

- Unit 4 (A) :** Procedures of Commerce-2
- Unit 4 (B) :** Procedures of Commerce-3
- Unit 5 :** Procedures of Commerce-4
- Unit 6 :** Import-Export Trade Procedures
- Unit 7 :** Aids to Trade
- Unit 8 :** Business Correspondence
- Unit 9 (A) :** Introduction to Business Laws
- Unit 9 (B) :** Introduction to Some Selected Business Laws
- Unit 10 :** Type of Business Organisation

### **Book 3 : Bookkeeping and Accountancy**

- Unit 11 :** Principles and Practices of Bookkeeping
- Unit 12 :** Journal and Ledger
- Unit 13 :** Subsidiary Books
- Unit 14 :** Trial Balance and Final Account



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EVS 204

## Environmental Studies

# Environmental Studies

<b>UNIT 1: The Multidisciplinary Nature of Environmental Studies</b>	<b>1</b>
<b>UNIT 2: Natural Resources</b>	<b>15</b>
<b>UNIT 3: Ecosystems</b>	<b>53</b>
<b>UNIT 4: Biodiversity</b>	<b>81</b>
<b>UNIT 5: Pollution</b>	<b>111</b>
<b>UNIT 6: Social Issues and the Environment</b>	<b>163</b>
<b>UNIT 7: Human Population and the Environment</b>	<b>213</b>

## Syllabus

### **Book 1 : Bank Reconciliation Statement, Bill of Exchange and Depreciation**

Unit 1 : Bank Reconciliation Statement

Unit 2 : Trade Bills : Bill of Exchange

Unit 3 : Depreciation

### **Book 2 : Accounts of Partnership Firm**

Unit 4 : Partnership

Unit 5 (A): Partnership Final Accounts (Trial Balance)

Unit 5 (B): Partnership Final Accounts  
(Different Adjustments, Provisions and Appropriations)

Unit 5 (C): Partnership: Production Account, Trading Account, Profit and Loss Account  
and Balance Sheet

### **Book 3 : Accounts of Partnership and Non-Profit Making Associations**

Unit 6 : Accounts of Admission of a Partner

Unit 7 : Retirement of a Partner

Unit 8 : Dissolution of a Partnership

Unit 9 : Accounts of Non-Profit Association

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# **BUSINESS LAW (COM 210)**

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## **Syllabus**

### **Book 1 : Indian Contract Act and Negotiable Instruments Act**

- Unit 1** : Indian Contract Act, 1872 : Part - 1
- Unit 2** : Indian Contract Act, 1872 : Part - 2
- Unit 3** : Negotiable Instruments Act, 1881 : Part - 1
- Unit 4** : Negotiable Instruments Act, 1881 : Part - 2

### **Book 2 : Sale of Goods Act and Factories Act**

- Unit 5** : Sale of Goods Act 1930 : Part - 1
- Unit 6** : Sale of Goods Act 1930 : Part - 2
- Unit 7** : Factories Act 1948 : Part - 1
- Unit 8** : Factories Act 1948 : Part - 2

### **Book 3 : Industrial Disputes and Payment of Wages Act**

- Unit 9** : Industrial Disputes Act, 1947
- Unit 10** : Consumer Protection Act, 1986
- Unit 11** : Payment of Wages Act, 1936
- Unit 12** : Minimum Wages Act, 1948

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# **Business Organisation and Administration (COM 212)**

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## **Syllabus**

### **Book 1 : Commercial Organisation, Localisation and Small Scale Industries**

- Part 1 :** Unit 1 : Commercial Organisation - Types  
Unit 2 : Process of Industrialisation and Factors Deciding the Process  
Unit 3 : Progress of Industrialisation and Regional Imbalances
- Part 2 :** Unit 1 : Localisation  
Unit 2 : Decentralisation  
Unit 3 : Small Scale Industries : Importance  
Unit 4 : Small Scale Industries : Policy

### **Book 2 : Business : Size, Combination and Capital**

- Part 1 :** Unit 1 : Size of Business Unit  
Unit 2 : Business Combination in India
- Part 2 :** Unit 1 : Business Capital and its Planning  
Unit 2 : Fixed Capital and Working Capital  
Unit 3 : Different Methods of Raising Capital  
Unit 4 : Different Firms Providing Capital

### **Book 3 : Business Relations and Management**

- Part 1 :** Unit 1 : Industrial Relations in India  
Unit 2 : Scientific Management  
Unit 3 : Rationalisation
- Part 2 :** Unit 1 : Personnel Management  
Unit 2 : Marketing Management  
Unit 3 : Financial Management  
Unit 4 : Production Management

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# Business Economics (ECO 201)

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## Syllabus

### Book 1 : Business Organisations and Demand Analysis

- Part – I**
- Unit 1 (A) : Some Basic Concepts : Plant, Firm and Industry
  - Unit 1 (B) : Objectives of Firms
  - Unit 1 (C) : Factors Influencing Decisions Making of a Firm
  - Unit 2 (A) : Size of Firm : Measure and Determinants
  - Unit 2 (B) : Small Scale Industry : Nature, Importance and Problems
- Part – II**
- Unit 1 (A) : Concept of Demand and Nature
  - Unit 1 (B) : Changes in Demand and the Law of Demand
  - Unit 2 : Elasticity of Demand
  - Unit 3 : Demand Forecasting

### Book 2 : Supply and Market Conditions

- Part – I**
- Unit 1 : Production
  - Unit 2 (A) : Cost of Production
  - Unit 2 (B) : Break Even Point
  - Unit 3 : Elasticity of Supply
- Part – II**
- Unit 1 (A) : Basic Concepts
  - Unit 1 (B) : Price Determination under Perfect Competition
  - Unit 2 (A) : Monopoly
  - Unit 2 (B) : Monopolistic Competition
  - Unit 3 (A) : Oligopoly
  - Unit 3 (B) : Price Determination

### Book 3 : Labour Market and Capital Investment

- Part – I**
- Unit 1 : Perfect and Imperfect Competition
  - Unit 2 : Wage Determination and Payment System
  - Unit 3 : Trade Unions
  - Unit 4 : Industrial Disputes
- Part – II**
- Unit 1 (A) : More Acquaintance with the Concept of Capital
  - Unit 1 (B) : Discussion of Demand for Capital : New Investment and Replacement
  - Unit 1 (C) : Rates of Interest and Demand for Investment
  - Unit 1 (D) : Risk, Uncertainty and Investment Decisions
  - Unit 2 (A) : Internal and External Sources
  - Unit 2 (B) : Capital Market
  - Unit 2 (C) : Institutions Supplying Capital in India

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# Management Science (MGM 105)

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## Syllabus

### **Book 1 : Management and its Nature**

**Unit 1** : Management : Meaning, Importance, Necessity, Features and Scope

**Unit 2** : Study of Management Thoughts

**Unit 3** : Responsibility of Management and Levels of Management

### **Book 2 : Management : Development and Functions**

**Unit 4** : Development of Management

**Unit 5** : Management Function : Planning

**Unit 6** : Management Function : Decision Making

### **Book 3 : Management Functions**

**Unit 7** : Management Function : Organization

**Unit 8** : Management Functions : Direction and Co-ordination

**Unit 9** : Management Functions : Motivation and Control

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# **Business Communication (MGM 225)**

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## **Syllabus**

### **Book 1 : Principles and Media of Communication**

- Unit 1** : Communication Process
- Unit 2** : Principles of Communication
- Unit 3** : Media of Communication
- Unit 4** : Modern Methods and Tools (Means) of Communication

### **Book 2 : Verbal and Written Communication**

- Unit 5 (A)** : Importance and Types of Written Communication
- Unit 5 (B)** : Types of Letter Writing
- Unit 5 (C)** : Reports
- Unit 6** : Verbal Communication

### **Book 3 : Effective Communication and Human Relations**

- Unit 7** : Barriers to Communication
- Unit 8** : Effective Communication
- Unit 9** : Communication and Human Relations
- Unit 10** : Importance of Communication in Managerial Efficiency

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# Managerial Economics (MGM 224)

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## Syllabus

### **Book 1 : Managerial Economics : Nature and Concepts**

- Unit 1 (A) :** Managerial Economics : Nature, Objectives and Scope
- Unit 1 (B) :** Economical Analysis
- Unit 1 (C) :** Methods of Economic Analysis
- Unit 1 (D) :** Basic Concepts
- Unit 2 (A) :** Nature of Managerial Decisions
- Unit 2 (B) :** Methods of Studying Managerial Economics
- Unit 2 (C) :** Some Basic Concepts : Plant, Firm, and Industry
- Unit 2 (D) :** Size of the firm
- Unit 2 (E) :** Business Decisions
- Unit 3 :** Concept of Demand
- Unit 4 :** Demand Analysis
- Unit 5 :** Elasticity of Demand
- Unit 6 :** Demand Forecasting

### **Book 2 : Markets and Price Determination**

- Unit 7 :** Cost of Production : Concept, Types and Curves
- Unit 8 :** Production Function
- Unit 9 :** Break-even Point of Production
- Unit 10 :** Supply
- Unit 11 :** Market Conditions and Price-Output Decisions
- Unit 12 :** Market Structure Analysis – 1
- Unit 13 :** Market Structure Analysis – 2
- Unit 14 :** Price Determination Techniques

### **Book 3 : Principles of Business Firms and Investment Analysis**

- Unit 15 :** Firm : The Basic Concept
- Unit 16 :** Behavioural Theory of Firm
- Unit 17 :** Business Behaviour of firm
- Unit 18 :** Profit - Concept and Analysis
- Unit 19 :** Capital Budgeting
- Unit 20 :** Risks, Certainty and Uncertainty
- Unit 21 :** Decisions of public Investments

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# **Banking and Finance - 1 (COM 306)**

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## **Syllabus**

### **Book 1 : Banking Business**

**Unit 1 :** Commercial Banks : Meaning and Functions

**Unit 2 :** Fundamentals of Banking Business, Credit Creation of Banks and Balance Sheet of a Bank

**Unit 3 :** Opening and Operation of a Bank Account

### **Book 2 : Bank Business and Laws**

**Unit 4 :** Assets used for Creating a Charge and Modes of Creating a Charge

**Unit 5 :** Reforms in the Indian Commercial Banking System

**Unit 6 :** Laws Realting to Banking

### **Book 3 : Types of Banks**

**Unit 7 (A) :** Regional Rural Banks

**Unit 7 (B) :** Indian Cooperative Banks

**Unit 8 (A) :** Reserve Bank of India

**Unit 8 (B) :** Reserve Bank of India and Credit Control

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# Indian Economic Environment (COM 220)

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## Syllabus

### **Book 1 : Economic Environment**

**Unit 1 :** Environment

**Unit 2 :** Economic Environment

**Unit 3 :** Natural Resources in India

### **Book 2 : Agriculture, Industry and Service Sector**

**Unit 4 :** Agricultural Output

**Unit 5 :** Industry

**Unit 6 :** Infrastructure Development

### **Book 3 : Economic Policy and Planning**

**Unit 7 :** Economic Policies in India

**Unit 8 :** Policies Regarding Population, Human Resources Development and Labour

**Unit 9 :** Planning in India

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# **Marketing Management - 1 (MGM 308)**

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## **Syllabus**

### **Book 1 : Marketing**

**Unit 1 : Market and Marketing**

**Unit 2 : Marketing Environment**

**Unit 3 : Marketing Management and Planning**

**Unit 4 : Market Segmentation and Target Marketing**

### **Book 2 : Marketing Mix**

**Unit 5 : Marketing Mix**

**Unit 6 : Marketing of Services**

### **Book 3 : Marketing Information**

**Unit 7 : Marketing Information System**

**Unit 8 : Marketing Research**

**Unit 9 : Marketing Control**

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# Costing, Auditing and Taxation (COM 221)

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## Syllabus

### Book 1 : Auditing

- Unit 1 : Auditing : Definition, Nature, Objectives and Advantages
- Unit 2 : Errors, Mistakes and Frauds in Books of Accounts
- Unit 3 : Types of Audit and its Classification
- Unit 4 : Audit Programme, Audit Note Book, Internal Check and Internal Audit
- Unit 5 : Checking and Vouching
- Unit 6 : Verification and Valuation of Assets and Liabilities
- Unit 7 : Company Auditor : Qualification, Disqualification and Appointment

### Book 2 : Cost Accounting

- Unit 1 : Cost Accounting
- Unit 2 : Comparison between Financial Accounting and Cost Accounting
- Unit 3 : Cost Unit and Cost Centre
- Unit 4 : Elements of Cost and Cost Sheet

### Book 3 : Income Tax

- Unit 1 : The Income Tax Act, 1961
- Unit 2 : Definitions in Income Tax Act, 1961 and Capital and Revenue Expenditure

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# Banking and Finance - 2 (COM 307)

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## Syllabus

### **Book 1 : Financial Markets**

- Unit 1 : Money Market
- Unit 2 : Capital Market
- Unit 3 : Foreign Exchange Market

### **Book 2 : Financial Institutions – 1**

- Unit 4 : Development Banks
- Unit 5 : International Financial Institutions

### **Book 3 : Financial Institutions – 2**

- Unit 6 : Institutions Related to Financial Market
- Unit 7 : Financial Institutions other than Banks
- Unit 8 : Loan Project, Sanctioning of Loan and Recovery of Loan

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# Human Resource Management (COM 222)

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## Syllabus

### **Book 1 : Human Resources**

- Unit 1 (A) : Meaning, Definitions and Objectives
- Unit 1 (B) : Importance and Functions
- Unit 2 (A) : Meaning, Development and Characteristics of Organisation
- Unit 2 (B) : Types of Organisations and Evaluation
- Unit 3 (A) : Job Design, Enrichment and Techniques
- Unit 3 (B) : Job Analysis : Need and Process
- Unit 4 : Job Description, Clarity and Specification

### **Book 2 : Human Resources : Planning**

- Unit 5 : Manpower Planning
- Unit 6 : Recruitment of Employees
- Unit 7 : Employee Selection : Meaning, Process, Decision and Evaluation
- Unit 8 : Orientation and Placement

### **Book 3 : Human Resources : Development**

- Unit 9 : Training and Development
- Unit 10 : Performance Appraisal and Job Evaluation

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# Marketing Management - 2 (MGM 309)

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## Syllabus

### **Book 1 : Advertisement**

- Unit 1** : Advertisement
- Unit 2** : Advertising Campaign
- Unit 3** : Advertisement Organisation

### **Book 2 : Salesmanship**

- Unit 4** : Sales Forecasting
- Unit 5** : Salesmanship and Sales Promotion
- Unit 6** : Management of Sales Executives

### **Book 3 : Consumer Satisfaction**

- Unit 7 (A)** : Consumer Behaviour
- Unit 7 (B)** : Organisational Buying Behaviour
- Unit 8** : Customer / Consumer Satisfaction Management
- Unit 9** : Marketing Audit

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# Accountancy Part - 2 (COM 209)

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## Syllabus

### **Book 1 : Investment and Farm Accounts**

- Unit 1 : Investment Accounts
- Unit 2 : Hire Purchase System
- Unit 3 : Installment Purchase System
- Unit 4 : Farm Accounts - 1
- Unit 5 : Farm Accounts - 2

### **Book 2 : Company Accounts and Insurance Company Accounts**

- Unit 1 : Company Accounts - 1
- Unit 2 : Company Accounts - 2
- Unit 3 : Insurance Company Accounts - 1
- Unit 4 : Insurance Company Accounts - 2

### **Book 3 : Banking Company Accounts**

- Unit 1 : Banking Company Final Accounts
- Unit 2 : Introduction to Computerised Banking Final Accounts