Vivekanand College, Kolhapur

(An Empowered Autonomous Institute)

Department of Commerce

Departmental Teaching and Evaluation Scheme

2026-27 onwards for NEP-3.0 (Revised)

Three/Four- Years UG Programme

Group- A (Major Accountancy Minor Business Administration)

(As Per NEP-2020 Guidelines)

Third Year Semester-V & VI

Sr. No.	Course Abbr.	Course code	Course Name	Teaching Scheme Hours/week		Examination Scheme and Marks				Course Credits
				TH	PR	ESE	CIE	PR	Marks	
Semester-V										
1	DSC-XI-1	2DSC02ACC51	Advanced Accountancy-I	2	-	40	10	-	50	2
2	DSC-XI-2	2DSC02ACC52	Advanced Accountancy-II	2	-	40	10	-	50	2
3	DSC-XII-1	2DSC02BRF51	Business Regulatory Framework- I	2	-	40	10	-	50	2
4	DSC-XII-2	2DSC02BRF52	Business Regulatory Framework- II	2	-	40	10	-	50	2
5	DSC-XIII-1	2DSC02DAP51	Data Analysis & Interpretation for Project	2		40	10	-	50	2
6	DSE-I-1	2DSE02AUD51	Auditing-I	2		40	10	-	50	2
7	DSE-I-2	2DSE02AUD52	Auditing-II	2		40	10	-	50	2
8	MIN-V	2MIN02MAC51	Management Accounting- I	2	-	40	10	-	50	2
9	MIN-V	2MIN02MAC52	Management Accounting-II	2	-	40	10	-	50	2
10	VEC-IV	2VEC02FVM51	Financial valuation and modeling-I	2	-	40	10	-	50	2
11	FP	2FPR02ACC51	Field Project	2	-	-	-	50	50	2
Total				**22**	**-**	**400**	**100**	**50**	**550**	**22**
Semester-VI										

1	DSC-XIV-1	2DSC02ACC61	Advanced Accountancy-III	2	-	40	10	-	50	2
2	DSC-XIV-2	2DSC02ACC62	Advanced Accountancy-IV	2	-	40	10	-	50	2
3	DSC-XV-1	2DSC02BRF61	Business Regulatory Framework- III	2	-	40	10	-	50	2
4	DSC-XV-2	2DSC02BRF62	Business Regulatory Framework- IV	2	-	40	10	-	50	2
5	DSE	2DSE02TAX61	Taxation- I	2	-	40	10	-	50	2
6	DSE	2DSE02TAX62	Taxation- II	2	-	40	10	-	50	2
7	MIN-I	2MIN02MAC61	Management Accounting- III	2	-	40	10	-	50	2
8	MIN-II	2MIN02MAC62	Management Accounting-IV	2	-	40	10	-	50	2
9	VEC	2VEC02FVM61	Financial valuation and modeling-II	2	-	40	10	-	50	2
10	CC	2CC02ACC61	Co- Curricular Course	2	-	50	-	-	50	2
11	OJT	2OJT02ACC61	On the Job Training	2		-	-	50	50	2
	Total			**22**		**400**	**100**	**50**	**550**	**22**

Abrr. TH-Theory, PR-Practical, ESE- End Semester Examination, CIE-Continuous Internal Examination

Note: Minimum Passing for 40 marks Theory Paper = 14 marks

Minimum Passing for 10 marks Internal Evaluation = 4 marks

Vivekanand College, Kolhapur (An Empowered Autonomous Institute)
B.Com Part – III- Semester –V (NEP-2.0)
Group – A (Major Accountancy minor Economics)
Advanced Accountancy Paper –I
w.e.f. June 2026

Semester	**V**	Total credits	2
Course code	2DSC02ACC51	Credit pattern	L- 30 hrs, T -50 Marks
Course title	**Advanced Accountancy Paper –I**		

Course outcome- After successful completion of this course students will be able to -	
1	Understand the banking regulation
2	Prepare the financial statements of banks in vertical format
3	Know the concept of hire purchase and hire purchase agreement
4	Demonstrate accounting for hire purchase system.

Module	**Content**	**Teaching Hrs.**
I	**Bank Final Accounts** :- (Vertical Format Only)	15
II	**Hire Purchase System :-** Meaning and Legal Position, Hire Purchase Agreement, journal Entries and Ledger Accounts in the books of Hire vendor and Hire purchaser	15

Vivekanand College, Kolhapur (An Empowered Autonomous Institute)
B.Com Part – III- Semester –V (NEP-2.0)
Group – A (Major Accountancy minor Economics)
Advanced Accountancy Paper –II
w.e.f. June 2026

Semester	**V**	Total credits	2
Course code	2DSC02ACC51	Credit pattern	L- 30 hrs, T -50 Marks
Course title	**Advanced Accountancy Paper –II**		

Course outcome- After successful completion of this course students will be able to -	
1	Understand the concept and principles of fire insurance claims including loss of stock and loss of profit.
2	Calculate the amount of claim as per loss of stock and profit policy
3	Explain the concept, objectives, and characteristics of farm accounting.
4	Prepare final accounts of a farm business including Trading Account, Profit & Loss Account, and Balance Sheet.

Module	**Content**	**Teaching Hrs.**
I	**Insurance Claim :- (Fire insurance**) Loss of Stock and Loss of Profit Policy	15
II	**Farm Accounting:-** Introduction, objectives, characteristics of Farm Accounting, preparation of final account	15

Reference Books	1. Shukla, M. C.; Grewal, T. S. and Gupta, S. C.; (2016). Advanced Accounts, S. Chand & Company, New Delhi. 2. Arulnandan, M. A. and Raman, K. S. (2018). Advanced Accountancy (Corporate Accounting) Vol. II, Himalaya Publishing House, Mumbai. 3. Gupta, R. L. and Radhaswamy, M. (2018). Advanced Accountancy Vol. II, Sultan Chand and Sons; New Delhi. 4. Maheshwari, S. N.; Maheshwari, Suneel and Maheshwari, Sharad K. (2018). Corporate Accounting. Vikas Publication House, New Delhi. 5. Jain, S. P.; Narang, K. L.; Agrawal, Simmi and Sehgal, Monik (2018). Advanced Accountancy Vol. I & II, Kalyani Publishers, New Delhi. 6. Hanif, M. and Mukharjee, A (2018). Modern Accountancy Vol. II, McGraw Hill Education India (Private) Ltd., Noida. 7. Chakraborty, Hrishikesh, Advanced Accountancy, Oxford University Press

Vivekanand College, Kolhapur (An Empowered Autonomous Institute)

B.Com Part – III- Semester –V (NEP-2.0)

Group – A (Major Accountancy minor Economics)

Advanced Accountancy Paper –I & II

Marking Scheme

Nature	Marks	Minimum Marks for passing
ESE (End Semester Examination)	40 Marks	14 Marks
CIE (Continue Internal Examination)	10 Marks	4 Marks
Total	**50 Marks**	**18 Marks**

Internal Assessment

Online Unit Test	Skill Assessment :- Presentation/ Assignment/ Oral / Group Discussion	Total
05 Marks	05 Marks	10 Marks

Written Examination

Total Marks: - 40 Duration :2 Hrs

Instructions:-

1. Question No.1 & 2 are Compulsory
2. Attempt any two questions from Q. No. 3 to 5
3. Use of Calculator is allowed

Question	Nature of Question	Marks
Question No.1	A) Choose Correct Alternatives (05 Marks) B) State True or False (05 Marks)	10
Question No.2	Short notes (Any two out of four)	10
Question No.3	Practical Problem	10
Question No.4	Practical Problem	10
Question No.5	Practical Problem	10
	Total	**40**

Vivekanand College, Kolhapur (An Empowered Autonomous Institute)
B.Com Part – III- Semester –VI (NEP-2.0)
Group – A (Major Accountancy minor Economics)
Advanced Accountancy Paper –III
w.e.f. June 2026

Semester	**V**	Total credits	2
Course code	2DSC02ACC61	Credit pattern	L- 30 hrs, T -50 Marks
Course title	**Advanced Accountancy Paper –III**		

Course Outcomes- After successful completion of this course students will be able to -	
1	Understand the types of financial statements and their role in business analysis
2	Apply techniques of financial statement analysis
3	Know the concepts, determinants, and types of working capital.
4	Demonstrate the estimation of working capital requirements.

Module	**Content**	**Teaching Hrs.**
I	**Analysis of Financial Statements:** Meaning and Types of Financial Statements, Analysis of financial statements: Comparative Statement Analysis, Common-size Statement Analysis, Trend Analysis	15
II	**Working Capital:** Meaning, Significance and Determinants of Working Capital, Types of Working Capital, Estimation of Working Capital Requirements	15

Vivekanand College, Kolhapur (An Empowered Autonomous Institute)
B.Com Part – III- Semester –VI (NEP-2.0)
Group – A (Major Accountancy minor Economics)
Advanced Accountancy Paper –IV
w.e.f. June 2026

Semester	**V**	Total credits	2
Course code	2DSC02ACC62	Credit pattern	L- 30 hrs, T -50 Marks
Course title	**Advanced Accountancy Paper –IV**		

Course Outcomes- After successful completion of this course students will be able to -	
1	Understand the classification of accounting ratios.
2	Understand the concept of accounting ratios and calculate accounting ratios.
3	Know the concept of funds and funds flow statement.
4	Practice to analyze the changes in financial position through funds flow statement

Module	**Content**	**Teaching Hrs.**
I	**Ratio Analysis:** Meaning**,** Advantages and Limitations of Accounting ratios. Classification of Ratios	15
II	**Funds flow Statement:** Meaning of Fund and Funds Flow Statement, Preparation of Funds Flow Statement	15

Reference Books	1. Advanced Cost Accounting - N K Prasad 2. Cost Accounting - Jain & Narang 3. Cost Accounting – Ravi M Kishore Taxman 4. Principles of Management Accounting - Manmohan Goyal 5. Management Accounting - I. M. Pandey 6. Cost & Management Accounting - Jain & Narang 7. Cost and Management Accounting M N Arora Himalaya Publication 8. Cost and Management Accounting T Thukaram Rao 9. Fundamentals of Management Accounting- I M Pandey 10. Cost and Management Accounting- Horngreen and Datar and others

Vivekanand College, Kolhapur (An Empowered Autonomous Institute)
B.Com Part – III- Semester –VI (NEP-2.0)
Group – A (Major Accountancy minor Economics)
Advanced Accountancy Paper –III & IV
Marking Scheme

Nature	Marks	Minimum Marks for passing
ESE (End Semester Examination)	40 Marks	14 Marks
CIE (Continue Internal Examination)	10 Marks	4 Marks
Total	**50 Marks**	**18 Marks**

Internal Assessment

Online Unit Test	Skill Assessment :- Presentation/ Assignment/ Oral / Group Discussion	Total
05 Marks	05 Marks	10 Marks

Written Examination

Total Marks: - 40 Duration: 2 Hrs

Instructions:-

1. Question No.1 & 2 are Compulsory
2. Attempt any two questions from Q. No. 3 to 5
3. Use of Calculator is allowed

Question	Nature of Question	Marks
Question No.1	A) Choose Correct Alternatives (05 Marks) B) State True or False (05 Marks)	10
Question No.2	Short notes (Any two out of four)	10
Question No.3	Practical Problem	10
Question No.4	Practical Problem	10
Question No.5	Practical Problem	10
	Total	**40**

"Dissemination of Education for Knowledge, Science and Culture"

-Shikshanmaharshi Dr. Bapuji Salunkhe.

Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur.

(An Empowered Autonomous Institute)

B.Com Part-III, Semester-V (Group -)

Semester	V	Total Credits	2
Course Code		Credit Pattern	L-30, Marks-50
Course Title	**Advanced Accountancy** (Auditing) Paper-I		

Course Objectives	
1	To provide adequate basic understanding about Auditing, Auditor and Audit Report to the students.
2	To acquaint the students with the concepts of Vouching, Verification and Valuation.
3	To impart knowledge about the Computerized Auditing and Recent Trends in Auditing.

Module	Content	Teaching Hrs.
I	**Introduction of Auditing and Auditor:** **a) Auditing:** Meaning, Objectives, Scope, general principles, Types of Audit, Environmental Audit, Energy Audit, Systems Audit and Safety Audit, Internal and External Audit and Importance of Internal check. **b) Auditor:** Appointment, Qualification, Disqualification, Removal and Remuneration of an auditor of Limited Company and Co-operative Societies.	**15**
II	**Vouching, Verification and Valuation:** **a) Vouching:** Meaning and Importance of Vouching, Vouching of Cash and Credit transaction, **b) Verification:** Meaning, Definition and Important points consideration for Verification. **c) Valuation:** Meaning, Definition and Methods of Valuation Assets and Liabilities.	**15**

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B.Com Part-III, Semester-V (Group -)

Semester	V	Total Credits	2
Course Code		Credit Pattern	L-30, Marks-50
Course Title	**Advanced Accountancy** (Auditing) Paper-II		

Course Objectives	
1	To provide adequate basic understanding about Auditing, Auditor and Audit Report to the students.
2	To acquaint the students with the concepts of Vouching, Verification and Valuation.
3	To impart knowledge about the Computerized Auditing and Recent Trends in Auditing.

Module	**Content**	**Teaching Hrs.**
I	**Computerized Audit:** **Computer Assisted Audit Techniques (CAATs):** Introduction, Needs, Methodology, Documentation, Audit Sampling, Audit Test using CAATs and Precautions for using CAATs.	**15**
II	**Audit Report:** **Audit Report:** Types of Audit Report and Statutory Audit Report.	**15**

Learning Recourses :	
Reference Books	1. Principles of Auditing - DePaula 2. Practical Auditing - B. N.Tandon 3. Contemporary Auditing - KamalGupta 4. Principles and Practice & Auditing - R. G.Saxena

COURSE OUTCOMES: At the end of this course it is expected that the students will be able:

CO1: To demonstrate concept of Auditing, Auditor and Audit Report.

CO2: To elaborate concept of Vouching, Verification and Valuation.

CO3: To describe the Recent Trends in Auditing.

CO4: To understand Computer Assisted Audit Techniques.

Vivekanand College, Kolhapur (An Empowered Autonomous Institute)

B.Com Part III- Semester - V (NEP-)

Group –

Advanced Accountancy (Auditing) Paper I & II

Marking Scheme

INTERNAL EVALUATION: Collection of Vouchers, Accounting and Vouching. (10 Marks)

WRITTEN EXAMINATION: (40 Marks)

NATURE OF QUESTION PAPER

Written Examination

Duration: 2 Hours **Total Marks : 40**

Instructions: - 1) All Questions are compulsory.
2) Figures to the right indicate full marks.

Question	Nature of Question	Marks
Question No1	a) Essay Type Questions- 08 Marks b) Essay Type Questions- 08 Marks	16
Question No 2	Attempt any two (Out of Three) Short answer type questions. a) 08 Marks b) 08 Marks c) 08 Marks	16
Question No 3	Write Short Notes (Any two out of four)	08
Total		**40**

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B.Com Part-III, Semester-VI (Group -)

Semester	VI	Total Credits	2
Course Code		Credit Pattern	L-30, Marks-50
Course Title	Advanced Accountancy (Taxation) Paper-III		

Course objectives	
1	To know the basics of Income Tax and its implications.
2	To understand and solve the problems of different Heads of Income.
3	To impart knowledge about the Goods and Service Tax.

Module	Content	Teaching Hrs.
I	**A) Basics of Income Tax:** Definitions, Residence and Tax Liability. B) **Exemptions and Deductions**: Exempted Incomes u/s 10 & Deductions under Chapter VIA applicable to individuals	**15**
II	A)Computation of Income From Salary B) Income From House Property	**15**

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(An Empowered Autonomous Institute)

B.Com Part-III, Semester-VI (Group -)

Semester	VI	Total Credits	2
Course Code		Credit Pattern	L-30, Marks-50
Course Title	Advanced Accountancy (Taxation) Paper-IV		

Course objectives	
1	To know the basics of Income Tax and its implications.
2	To understand and solve the problems of different Heads of Income.
3	To impart knowledge about the Goods and Service Tax.

Module	Content	Teaching Hrs.
I	**Computation of Income from** Business or Profession, **Computation of** Capital gains, other sources, Computation of Total Taxable income from Salary, House Property, Business or Profession.	**15**
II	**Introduction to GST (Goods and Services Tax):** Concept and features of Indirect taxes, Evolution of GST in India, Concept and features of GST, Need of GST in India, Framework OF GST as introduced in India, Benefits of GST and challenges in implementing GST.	**15**

Learning Recourses	
Reference Books	1. Students Guide to Income Tax - Taxman 2. Income Tax Law & Practice – V. K. Singhania 3. Income Tax Law & Practice - Prasad Bhagwati 4. Income Tax Law & Practice – H. C. Meharotra 5. Income Tax Law & Practice – Dinkar Pagare 6. Direct Tax – Taxman 7. Sanjeev Saxena – Law related to GST 8. B. Vishwanathan, Goods and Service Tax in India 9. Basic of GST - Taxman

Course Outcome: At the end of this course it is expected that the students will be able:

CO1: To demonstrate concept of Basics of Income Tax.

CO2: To analyze and solve the problems of Salaries, House Property, Business or Profession of Income.

CO3: To compute Taxable Income of Individual.

CO4: To outline of the Goods and Service Tax.

B.Com Part III- Semester - V (NEP-)

Group –

Advanced Accountancy (Auditing) Paper I & II
Marking Scheme

INTERNAL EVALUATION: Process of E- payment of tax and E- filling of return. (10 Marks)

WRITTEN EXAMINATION: (40 Marks)

NATURE OF QUESTION PAPER

Written Examination

Duration: 2 Hours **Total Marks – 40**

Instructions: - i) All the questions are compulsory.
ii) Figures to the right indicate full marks.
iii) Use of calculator is allowed.

Question	Nature of Question	Marks
Question No1	A) Essay Type Question - 08 Marks B) Independent Problem - 08 Marks	16
Question No 2	**Attempt any Two out of Three** A) Essay Type Question - 08 Marks B) Independent Problem - 08Marks C) Independent Problem - 08 Marks	16
Question No 3	Write Short Notes [Any Two out of Four]	08
Total		**40**

B.Com-III

Business Regulatory Framework

(w.e.f June2026)

Semester	-V	Total Credit	04
Course Code	Core Course-	Credit Pattern	L-30, T- 40Marks
Course Title	Business Regulatory Framework Paper-I		

Course outcome: After completion of this course student will be able to	
1	To create legal awareness about law of contract
2.	To give exposure to elements of contact
3	To understand contract of bailement
4	To understand contract of agency

Module	Content	Teaching Hrs
1	**Concepts :-** Definition of Business Law and its sources - Law of Contract - Essential elements of contract - Performance of contract - Discharge of contract - Remedies for breach of contract	15
2	**Special Contract :-** **i**) Contract of Bailment and Pledge - Meaning, Duties and Rights of Bailor and Bailee. ii) Contract of Agency - Definition- Creation - Termination - Rights and Duties of Agent and Principal.	15

Learning Resources

1.Corporate Law - Bharat Law House Pvt. Ltd. New Delhi.
2. Desai T. R. Indian Contract Act, S. C. Sarkar and sons Pvt. Ltd.-
3. Singh Avtar - The Principles of Mercantile Law. Estem book company, Lukhnow.
4. Kuchal M. C. - Business Law, Vikas Publishing House, New Delhi.
5. Kapoor N. D. - Business Law, Sultan Chand and Sons., New Delhi.
6. Chandha P. R. - Business Law, Galgotia, New Delhi.
7. Gulshan S. S. - Mercantile Law, Excel Books - New Delhi.
8. Bhulchandani S. - Business Law, Himalaya Publishing House.
9. Business Law and Corporate Laws by Tulsian - Tata Mcgraw Hill Publishing**.**

B.Com-III

Business Regulatory Framework

(w.e.f June2026)

Semester	-V	Total Credit	04
Course Code	Core Course-	Credit Pattern	L-30 T- 40Marks
Course Title	Business Regulatory Framework Paper-II		

Course outcome: After completion of this course student will be able to	
1	To create legal awareness about Sale of Goods act
2.	To give exposure to legal provisions of Sale of Goods act
3	To understand Consumer protection act
4	To understand rights of comsumer

Module	Content	Teaching Hrs
1	**Sale of Goods Act** Meaning - Formation of contract of sale - Sale and Agreement to Sell - Condition and Warranties - Transfer of Property in Goods - Performance of Contract of sale - Unpaid Seller	15
2	**Consumer Protection Act :-** Definition of consumer - Consumer Complaint - Complainant - Consumer Dispute- Consumer Dispute Redressal Agencies.	15

Learning Resources
1.Corporate Law - Bharat Law House Pvt. Ltd. New Delhi.
2. Desai T. R. Indian Contract Act, S. C. Sarkar and sons Pvt. Ltd.-
3. Singh Avtar - The Principles of Mercantile Law. Estem book company, Lukhnow.
4. Kuchal M. C. - Business Law, Vikas Publishing House, New Delhi.
5. Kapoor N. D. - Business Law, Sultan Chand and Sons., New Delhi.
6. Chandha P. R. - Business Law, Galgotia, New Delhi.
7. Gulshan S. S. - Mercantile Law, Excel Books - New Delhi.
8. Bhulchandani S. - Business Law, Himalaya Publishing House.
9. Business Law and Corporate Laws by Tulsian - Tata Mcgraw Hill Publishing**.**

Nature of Question Paper Question	**Nature of Question**	**Marks**
Question No1	Short Answers (Any 2 out of 3)	10
Question No 2	A) Essay type Question OR B) Essay type Question	10
Question No 3	A) Essay type Question OR B) Essay type Question	10
Question No 4	Short Notes (Any 2 out of 3)	10
Theory Paper Marks	**40**	
Internal Evaluation Marks	**10**	
Total Marks	**50**	

B.Com-III

Business Regulatory Framework-III

(w.e.f June2026)

Semester	-VI	Total Credit	04
Course Code	Core Course-	Credit Pattern	L-30, T- 40Marks
Course Title	Business Regulatory Framework Paper -III		

Course outcome: After completion of this course student will be able to	
1	To create legal awareness about Company Act1
2.	To give exposure to legal provisions in company act
3	To understand functions of SEBI
4	To understand listing of securities

Module	Content	Teaching Hrs
1	**The Companies Act, 1956 :-** Concept and Classification of Company - Features of Different types of Companies - Procedure of incorporation - Memorandum of Association - Articles of Association - Prospectus - Shares - Share Capital - Management of Companies - Qualifications and appointment of Directors - Removal of Directors - Arbitration and Compromise - Winding up of Company**.**	20
2	**The Securities And Exchange Board of India Act, 1992 :-** Establishment of SEBI - Power and Functions of SEBI - Registration of Stock Brokers, Sub - Brokers - Recognition of Stock Exchange - Role of Stock Exchanges - Listing of Securities - Trading of Securities.	15

Learning Resources
1. Corporate Law - Bharat Law House Pvt. Ltd. New Delhi.
2. Desai T. R. Indian Contract Act, S. C. Sarkar and sons Pvt. Ltd.-
3. Singh Avtar - The Principles of Mercantile Law. Estem book company, Lukhnow.
4. Kuchal M. C. - Business Law, Vikas Publishing House, New Delhi.
5. Kapoor N. D. - Business Law, Sultan Chand and Sons., New Delhi.
6. Chandha P. R. - Business Law, Galgotia, New Delhi.
7. Gulshan S. S. - Mercantile Law, Excel Books - New Delhi.

8. Bhulchandani S. - Business Law, Himalaya Publishing House.
9. Business Law and Corporate Laws by Tulsian - Tata Mcgraw Hill Publishing

Course Outcome:

After Completion of this Course student should be able to apply the gained knowledge of laws in the day to day life

Nature of Question Paper Question	**Nature of Question**	**Marks**
Question No1	Short Answers (Any 2 out of 3)	10
Question No 2	A) Essay type Question OR B) Essay type Question	10
Question No 3	A) Essay type Question OR B) Essay type Question	10
Question No 4	Short Notes (Any 2 out of 3)	10
Theory Paper Marks	**40**	
Internal Evaluation Marks	**10**	
Total Marks	**50**	

B.Com-III

Business Regulatory Framework-IV

(w.e.f June2026)

Semester	-VI	Total Credit	04
Course Code	Core Course-	Credit Pattern	L-30, T- 40Marks
Course Title	Business Regulatory Framework Paper -IV		

Course outcome: After completion of this course student will be able to	
1	To create legal awareness about IT Act
2.	To give exposure to Intellectual Property right
3	To understand Cyber crimes
4	To give exposure to legal provisions of Intellectual Property Rights

Module	Content	Teaching Hrs
1	**Information Technology Act, 2000 :-** Introduction - Objects - Internet - Privacy - Pornography - e-Commerce - Digital Signiture - Cybeur Crimes - Legal Provisions relating to Cyber Crimes. (basic idea)	20
2	**Intellectual Property Rights :-** Trademarks - Patents - copyrights – Registration of Designs (Only Concepts) Right To Information Act, 2005 :- Nature - Scope of RTI – Legal provisions under RTI	15

Learning Resources
1. Corporate Law - Bharat Law House Pvt. Ltd. New Delhi.
2. Desai T. R. Indian Contract Act, S. C. Sarkar and sons Pvt. Ltd.-
3. Singh Avtar - The Principles of Mercantile Law. Estem book company, Lukhnow.
4. Kuchal M. C. - Business Law, Vikas Publishing House, New Delhi.
5. Kapoor N. D. - Business Law, Sultan Chand and Sons., New Delhi.
6. Chandha P. R. - Business Law, Galgotia, New Delhi.
7. Gulshan S. S. - Mercantile Law, Excel Books - New Delhi.
8. Bhulchandani S. - Business Law, Himalaya Publishing House.

9. Business Law and Corporate Laws by Tulsian - Tata Mcgraw Hill Publishing

Nature of Question Paper Question	**Nature of Question**	**Marks**
Question No1	Short Answers (Any 2 out of 3)	10
Question No 2	A) Essay type Question OR B) Essay type Question	10
Question No 3	A) Essay type Question OR B) Essay type Question	10
Question No 4	Short Notes (Any 2 out of 3)	10
Theory Paper Marks	**40**	
Internal Evaluation Marks	**10**	
Total Marks	**50**	

B.Com. Part- III Semester- V

(NEP 2.0)

Group-A (Major Accountancy Minor Business Administration)

Group- B (Major Business Administration Minor Economics)

Management Accounting Paper- I

Subject Code- 2DSC02DAP51

Theory: 40 Marks Teaching Hours: 30 Credit: 2

Course Outcome- After Successful Completion of this course students will be able to-	
1	Understand concept of Research Methodolgy.
2	Understand difference between Primary data & Secondary Data.
3	Collect data and Analyse and interpret the data.
4	Prepare a research report

Module	**Content**	**Teaching hours**
I	**Introduction to Research Methodology:** Meaning and Concept of Research, Research Methodology, Types of Research, Research Problem Research Objectives and Research Questions, Research Design – Basic Concept, Overview of Research Process	**10**
II	Data Analysis & interpretation :Meaning, objectives and importance of data analysis, Types of data: Qualitative and Quantitative,Data editing, coding, classification and data cleaning, Preparation of data for analysis Frequency distribution and percentage analysis Cross-tabulation, Presentation of data through tables, charts and graphs, Measures of Central Tendency: Mean, Median and Mode, Measures of Dispersion: Range, Variance and Standard Deviation, Introduction to Excel for data analysis Interpretation of descriptive statistics Report Writing and Presentation of Findings Presentation of tables,Writing interpretation below tables,Findings and major findings,Conclusions based on research ,objectives,Suggestions/recommendations Presentation of project results	**20**

References:

1.Research Methodology: Methods and Techniques — C. R. Kothari and Gaurav Garg

2.Research Methodology: A Step-by-Step Guide for Beginners — Ranjit Kumar

3.Methodology of Research in Social Sciences — O. R. Krishnaswami and M. Ranganatham

4.Research Methodology — P. Saravanavel

5.Statistical Methods — S. P. Gupta

Nature of Question Paper Question	**Nature of Question**	**Marks**
Question No1	Short Answers (Any 2 out of 3)	10
Question No 2	A) Essay type Question OR B) Essay type Question	10
Question No 3	A) Essay type Question OR B) Essay type Question	10
Question No 4	Short Notes (Any 2 out of 3)	10
Theory Paper Marks	**40**	
Internal Evaluation Marks	**10**	
Total Marks	**50**	

B.Com. Part- III Semester- V

CBCS (NEP 2.0)

Group- B (Major Business Administration Minor Economics)

Management Accounting Paper- I

Subject Code- 2DSC02ACC11

Theory: 40 Marks Teaching Hours: 30 Credit: 2

Course Outcome- After Successful Completion of this course students will be able to-	
1	Understand concept of management accounting.
2	Understand difference between management accounting and financial accounting.
3	Prepare comparative statement, common size statement and trend analysis
4	Analyse financial statements by using ration analysis.

Module	Content	Teaching hours
I	**Introduction to Management Accounting:** Meaning of Management Accounting, Scope and Functions of Management Accounting, Management Accounting vs. Financial Accounting, Tools and Techniques of Management Accounting.	**15**
II	**Analysis of Financial Statements** Meaning and Types of Financial Statements, Analysis of financial statements: Comparative Statement Analysis, Common-size Statement Analysis, Trend Analysis, **Ratio Analysis-** Meaning, Advantages and Limitations of Accounting ratios. Classification of Ratios (Note: Problems will be asked on Ratio Analysis)	**15**
	Reference Books: 1. Khan M Y. and Jain P.K. Management accounting, Tata McGrowHi1l, New Delhi. 2. Charles T. Horngren, Introduction to management Accounting, Prentice Hall of India, New Delhi. 3. Horngren, Charles T. George Foster and Slirikant M. Daliar : Cost 4. Accounting: A Managerial Emphasis, Prentice Hall, Delhi 5. Pandey I. M. Management Accounting, Vani Publication, Delhi. ‘ 6. Welsch Glenn A., Ronald W. Hilton and Paul N. Gordon: Budgeting, 7. Profit Planning and control, Prentice Hall, New Delhi.	

	8. Manmohan & Goyal: Principles of Management Accounting 9. Maheshwari: Principles of Management Accounting 10. Robet Anthony and Vijay Govindrajan - Management Control System 11.M. N. Arora Cost and Management Accounting, Himalaya Publication	

B.Com. Part- III Semester- V

CBCS (NEP 2.0)

Group- B (Major Business Administration Minor Economics)

Management Accounting Paper- II

Subject Code- 2DSC02ACC11

Theory: 40 Marks Teaching Hours: 30 Credit: 2

Course Outcome- After Successful Completion of this course students will be able to-	
1	Understand the concept of working capital.
2	Estimate the working capital requirements.
3	Understand the concept of fund and fund flow statement.
4	Prepare fund follow statement.

Module	Content	Teaching hours
I	**Working Capital:** Meaning, Significance and Determinants of Working Capital, Types of Working Capital, Estimation of Working Capital Requirements.	**15**
II	**Funds flow Statement-** Meaning of Fund and Funds Flow Statement, Identifying Flow of Funds, Preparation of Funds Flow Statement.	15
	Reference Books: 1. Khan M Y. and Jain P.K. Management accounting, Tata McGrowHi1l, New Delhi. 2. Charles T. Horngren, Introduction to management Accounting, Prentice Hall of India, New Delhi. 3. Horngren, Charles T. George Foster and Slirikant M. Daliar : Cost 4. Accounting: A Managerial Emphasis, Prentice Hall, Delhi 5. Pandey I. M. Management Accounting, Vani Publication, Delhi. ‘	

	6. Welsch Glenn A., Ronald W. Hilton and Paul N. Gordon: Budgeting, 7. Profit Planning and control, Prentice Hall, New Delhi. 8. Manmohan & Goyal: Principles of Management Accounting 9. Maheshwari: Principles of Management Accounting 10. Robet Anthony and Vijay Govindrajan - Management Control System 11.M. N. Arora Cost and Management Accounting, Himalaya Publication	

B.Com. Part- III Semester- VI

CBCS (NEP 2.0)

Group- B (Major Business Administration Minor Economics)

Management Accounting Paper- III

Subject Code- 2DSC02ACC11

Theory: 40 Marks Teaching Hours: 30 Credit: 2

Course Outcome- After Successful Completion of this course students will be able to-	
1	Understand the concept of management control system.
2	Prepare Report for the management.
3	Understand the concept of marginal costing and CVP analysis
4	Apply the marginal costing and CVP analysis for decision making.

Module	Content	Teaching hours
I	**Management Control System:** Meaning, Need, Management Control Process; Strategic Planning-Meaning, Difference between Strategic Planning and Management Control Reporting to Management-Types of Reports and Characteristics of good report.	**15**
II	**Marginal Costing and CVP Analysis:** Meaning and Application of Marginal Costing, Break-Even Analysis, Cost-Volume- Profit (CVP) Analysis. (Separate Problems asked on Marginal costing and CVP analysis)	15

	Reference Books: 1. Khan M Y. and Jain P.K. Management accounting, Tata McGrowHi1l, New Delhi. 2. Charles T. Horngren, Introduction to management Accounting, Prentice Hall of India, New Delhi. 3. Horngren, Charles T. George Foster and Slirikant M. Daliar : Cost 4. Accounting: A Managerial Emphasis, Prentice Hall, Delhi 5. Pandey I. M. Management Accounting, Vani Publication, Delhi. ‘ 6. Welsch Glenn A., Ronald W. Hilton and Paul N. Gordon: Budgeting, 7. Profit Planning and control, Prentice Hall, New Delhi. 8. Manmohan & Goyal: Principles of Management Accounting 9. Maheshwari: Principles of Management Accounting 10. Robet Anthony and Vijay Govindrajan - Management Control System 11.M. N. Arora Cost and Management Accounting, Himalaya Publication	

B.Com. Part- III Semester- VI

CBCS (NEP 2.0)

Group- B (Major Business Administration Minor Economics)

Management Accounting Paper- IV

Subject Code- 2DSC02ACC11

Theory: 40 Marks Teaching Hours: 30 Credit: 2

Course Outcome- After Successful Completion of this course students will be able to-	
1	Understand the concept of budget, types of budget and budgetary control.
2	Prepare various types of budgets.
3	Understand the concept of standard costing and variance analysis.
4	Calculate material cost variances, Labour cost variances and overhead cost variances.

Module	Content	Teaching hours
I	**Budgetary Control -** Meaning of Budget and Budgetary Control, Objectives, Advantages and Limitations; Types of Budgets. (Note: Problems will be asked on Cash Budget)	**15**
II	**Standard Costing and Variance Analysis:**	

	a) Meaning of Standard Cost and Standard Costing, Advantages and Limitations. b)Variance Analysis- Material Cost Variances, Labour Cost Variances and Overhead Variances (Note: Problems will be asked Material Cost Variances)	15
	Reference Books: 1. Khan M Y. and Jain P.K. Management accounting, Tata McGrowHi1l, New Delhi. 2. Charles T. Horngren, Introduction to management Accounting, Prentice Hall of India, New Delhi. 3. Horngren, Charles T. George Foster and Slirikant M. Daliar : Cost 4. Accounting: A Managerial Emphasis, Prentice Hall, Delhi 5. Pandey I. M. Management Accounting, Vani Publication, Delhi. ‘ 6. Welsch Glenn A., Ronald W. Hilton and Paul N. Gordon: Budgeting, 7. Profit Planning and control, Prentice Hall, New Delhi. 8. Manmohan & Goyal: Principles of Management Accounting 9. Maheshwari: Principles of Management Accounting 10. Robet Anthony and Vijay Govindrajan - Management Control System 11.M. N. Arora Cost and Management Accounting, Himalaya Publication	

Marking Scheme and Passing Criteria
Management Accounting Paper – I, II, III, IV

Examination	Maximum Marks	Passing Marks
Continuous Assessment (Written Examination)	40	14
Continuous Internal Evaluation (Internal Examination)	10	4
Total	**50**	**18**

I. Internal Assessment: 10 Marks

Online Unit Test- **5 Marks**	**Home Assignments-** **5 Marks**	**Total Marks- 10**

NATURE OF QUESTION PAPER

B. Com- III- Semester- V & VI

Management Accounting Paper – I, II, III IV

Instructions: - 1. Question No 1 and 2 is Compulsory.

2. Solve Any 2 questions from Question No 3 to 5.

3. Use of Calculator is allowed.

Duration: 1.5 Hours **Total Marks: 40**

Question	Nature of Question	Marks
Question No.1	A) Choose Correct Alternatives (5 Marks) B) State True or False (5 Marks)	10
Question No. 2	Short Notes (Any two out of four)	10
Question No. 3	Practical Problem	10
Question No. 4	Practical Problem	10
Question No 5	Practical Problem	10
Total		**40**

Vivekanand College, Kolhapur (An empowered Autonomous Institute)
B.Com-III Semester-V
Subject: Financial Valuation & Modelling-I
Subject code:
w.e.f 2026-2027

Course Outcome: After Completion of this course student will be able to

1.understant the basics of the excel

2.Demonstarte Data Entry

3.Apply Excel Functions

4.Demonstrate Lookups function

Module-I	**Introduction and Overview of Excel:** Introduction and Overview of Excel, Basic Operations and Data Entry, Introduction to formatting, Introduction to Excel Formulas Excel Functions, Cut copy, Paste Special, Format Cells	15
Module-II	**Key Excel Functions** SUM, SUMIF and SUMIFS, Count, Average, Text Mod if, Max Min VLookUP, INDEX, MATCH and their combination - the perfect substitute for VLOOKUP, Index Match Match, Rank and If error, Choose and Goal Seek, Intro to Data Tables, Pivot Tables	15

References:

1.MS Excel: Zero to Hero — Ankur Goswami

2.Microsoft Excel Professional 2021 Guide — CA Manmeet Singh Mehta

3.Computing Skills for Business – II — Prof. Swati S. Shelke

4. Frye, Curtis. Microsoft Excel Step by Step. Microsoft Press.

5 . Alexander, Michael, Richard Kusleika, and John Walkenbach. Excel 2021 Bible. Wiley.

6 . Harvey, Greg. Excel for Dummies. Wiley.

7. Microsoft Support. Excel Help & Learning. https://support.microsoft.com/en-us/excel/

8.ExcelJet. Excel Functions and Formulas. https://exceljet.net/

Vivekanand College, Kolhapur (An empowered Autonomous Institute)
B.Com-III Semester-VI
Subject: Financial Valuation & Modelling-II
Subject code:
w.e.f 2026-2027

Course Outcome: After Completion of this course student will be able to

1.understant the Financial Functions of Excel

2.Demonstarte Financial Valuation using Excel

3.Explain Financial Model

4.Demonstrate Financial Ratio analysis

Module-I	**Financial Functions in Excel:** Introduction to Financial Functions; Time Value of Money; Present Value and Future Value; PV, FV, PMT, RATE, NPER functions; Loan and EMI calculations **Financial Valuation using Excel:** Bond/Debenture Valuation; Equity Share Valuation; Dividend Discount Model; NPV and IRR; Investment/Project Appraisal using Excel; What-if Analysis and Goal Seek	15
Module-II	**Financial Modelling using Excel:** Introduction to Financial Modeling; Structure of a Financial Model; Assumptions and Input Data; Preparation of Projected Income Statement; Projected Balance Sheet; Projected Cash Flow Statement Financial Ratio Analysis; Sensitivity Analysis; Scenario Analysis; Data Tables; Linking Financial Statements; Building a Basic Financial Model in Excel; Interpretation and Presentation of Financial Model	15

References:

1.Financial Management — I. M. Pandey

2.Financial Management — Prasanna Chandra

3.Financial Management — M. Y. Khan and P. K. Jain

4.Financial Management — R. P. Rustagi

5.Computer Applications in Business — Indian university/college textbook covering MS Excel

6.MS Excel: Zero to Hero — Ankur Goswami

7..Microsoft Excel Professional 2021 Guide — CA Manmeet Singh Mehta

8.Computing Skills for Business – II — Prof. Swati S. Shelke

"Dissemination of Education for Knowledge, Science and Culture"

-Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

VIVEKANAND COLLEGE, KOLHAPUR

(EMPOWERED AUTONOMOUS)

(Affiliated to Shivaji University, Kolhapur)

Policy:

Community Engagement Programme (CEP)

(for Under Graduate Students)

(apply to academic session 2023-24 onwards)

In order to effectively implement Community Engagement Programme (CEP) in the departments of this college, a NEP-2020 Implementation Cell was formed as follows to prepare the policy document.

Sr. No.	Name of Faculty	Designation	Signature
NEP-2020 Implementation Cell			
1	Dr. R. R. Kumbhar	**Chairman** Principal, Vivekanand College, Kolhapur (Empowered Autonomous)	
2	Dr. Shruti Joshi	**Member** IQAC Co-ordinator	
3	Dr. C. B. Patil	**Nodal Officer** NEP-2020	
4	Mr. S. P. Thorat	**Member** Senior Faculty	
5	Dr. A. S. Kumbhar	**Member** Dean, Science	
6	Dr. S. R. Kattimani	**Member** Dean, Arts	
7	Mr. Sunny Kale	**Member** Dean, Commerce	
8	Dr. Rajashree Y. Patil	**Member** Dean, Professional Courses	
9	Dr. G. J. Navathe	**Member** CoE	
10	Dr. D. R. Tupe	**Member** Dy. CoE	
11	Dr. S. S. Ankushrao	**Member** Staff Secretary, Science	
12	Dr. K. S. Patil	**Member** Staff Secretary, Arts & Commerce	

The said committee has prepared a report on the Community Engagement Programme (CEP) policy to be implemented in the departments of this college after studying the guidelines and procedures received from the University Grants Commission and the Department of Higher and Technical Education of the Government of Maharashtra. The draft of the said policy is attached herewith.

Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur (Empowered Autonomous)

Policy: Community Engagement Programme (CEP)

1. Introduction:

Vivekanand College, Kolhapur has been granted Empowered Autonomous status in the academic year 2023-24. The college adopted National Education Policy 2020 from the Academic Year 2023-24 as per the UGC, Government of Maharashtra and Shivaji University, Kolhapur.

Community Engagement and Social Responsibility are central components under NEP endured through the compulsory course on Community Engagement and other compulsory and optional courses. Higher Education Institutes (HEIs) play an important role in carving socially responsible and active citizens of the future. Vivekanand College has always adhered to and displayed it's social commitment through student led initiatives and activities. The Community Engagement Programme (CEP) curriculum presents an opportunity to formalise, standardise and enrich the community engagement by students. The following policy shall be followed in the college in design and development of Community Engagement Programme (CEP) for undergraduate disciplines in the college. This policy adheres to the UGC Guidelines on "Fostering Social Responsibility & Community Engagement in Higher Education Institutions in India 2.0.

2. Objectives:

1) To develop an appreciation of rural culture, lifestyle and wisdom amongst students (विद्यार्थ्यांमध्ये ग्रामीण संस्कृती, राहणीमान आणि शहाणपणाची कदर निर्माण करणे)
2) To learn about the status of various agricultural and development programmes (विविध कृषी व विकास कार्यक्रमांची स्थिती जाणून घेणे)
3) To understand causes for distress and poverty faced by vulnerable households and explore solutions for the same (दुर्बल कुटुंबांना भेडसावणाऱ्या संकटांची आणि गरिबीची कारणे समजून घेणे आणि त्यावर उपाय शोधणे)
4) To apply classroom knowledge of courses to field realities and thereby improve quality of learning (अभ्यासक्रमांचे वर्गातील ज्ञान क्षेत्रवास्तवात लागू करणे आणि त्याद्वारे शिक्षणाची गुणवत्ता सुधारणे)

3. **Learning Outcomes:** On completion of Community Engagement Programme Courses, students will be able to:

1. Gain an understanding of rural life, Indian culture & ethos and social realities (ग्रामीण जीवन, भारतीय संस्कृती आणि लोकाचार आणि सामाजिक वास्तव समजून घेणे)
2. Develop a sense of empathy and bonds of mutuality with local community (स्थानिक समुदायाशी सहानुभूती आणि परस्परसंबंधाची भावना विकसित करणे)
3. Appreciate significant contributions of local communities to Indian society and economy (भारतीय समाज आणि अर्थव्यवस्थेत स्थानिक समुदायांच्या महत्त्वपूर्ण योगदानाचे कौतुक करणे)
4. Learn to value the local knowledge and wisdom of the community (समुदायाच्या स्थानिक ज्ञान आणि शहाणपणाची कदर करायला शिकणे)
5. Identify opportunities for contributing to community's socio-economic Improvements (समुदायाच्या सामाजिक-आर्थिक योगदानासाठी संधी ओळखणे)

4. **Framework of Community Engagement Programme:**

1) The course shall be compulsory for academic programmes across faculty and disciplines in the college. It shall be incorporated in the course structure as per the decision of the academic dean of the discipline and subject to approval by the Academic Council of the college.
2) Participation of students in CEP shall earn those credits. Community engagement shall be included to meet their graduation requirements, and it shall be integrated into their evaluation.
3) In order to sustain regular community engagement programmes, HEIs should develop gradual and long-term linkages with local institutions around them. These include local governments, district administration, local entrepreneurs, business and local NGOs.

Credit structure

1) Community Engagement Programme shall be for 2 credit, i.e. 45 hours. 1 credit shall be reserved for Classroom (15 hours) and 1 credit (30 hours) for Field Engagement. It shall be compulsory for all students.

Corse Contents

1) Contents shall vary faculty wise and shall be decided by the BoS of each department and approved in the Academic Council of the college.
2) Field involvement is mandatory part of CEP. The content of field involvement shall be decided by the BoS.

5. **UGC Recommended** field-based activities:

1) Interaction with Self Help Groups (SHGs) women members, and study their functions and challenges; planning for their skill-building and livelihood activities;
2) Visit Mahatma Gandhi National Rural Employment Guarantee Act 2005 (MGNREGS) project sites, interact with beneficiaries and interview functionaries at the work site;
3) Field visit to Swachh Bharat project sites, conduct analysis and initiate problem solving measures;
4) Conduct Mission Antyodaya surveys to support under Gram Panchayat Development Plan (GPDP);
5) Interactive community exercise with local leaders, panchayat functionaries, grass-root officials and local institutions regarding village development plan preparation and resource mobilization;
6) Visit Rural Schools/mid-day meal centres, study academic and infrastructural resources, digital divide and gaps;
7) Participate in Gram Sabha meetings, and study community participation;
8) Associate with Social audit exercises at the Gram Panchayat level, and interact with programme beneficiaries;
9) Visit to local Nagarpalika office and review schemes for urban informal workers and migrants;
10) Attend Parent Teacher Association meetings, and interview school drop outs;
11) Visit local Anganwadi Centre and observe the services being provided;
12) Visit local NGOs, civil society organisations and interact with their staff and beneficiaries;
13) Organize awareness programmes, health camps, Disability camps and cleanliness camps;
14) Conduct soil health test, drinking water analysis, energy use and fuel efficiency surveys and building solar powered village;
15) Raise understanding of people's impacts of climate change, building up community's disaster preparedness;
16) Organise orientation programmes for farmers regarding organic cultivation, rational use of irrigation and fertilizers, promotion of traditional species of crops and plants and awareness against stubble burning;

17) Formation of committees for common property resource management, village pond maintenance and fishing;
18) Identifying the small business ideas (handloom, handicraft, khadi, food products, etc.) for rural areas to make the people self-reliant.
19) Any other Community engagement activity with approval of BOS and Academic Council.

6. Evaluation

1) The evaluation structure of CEP shall be decided discipline wise and approved by the Academic Council.
2) The students shall submit project report of their community engagement at the end of the course individually or in group.
3) Students shall be assessed by the departments at departmental level on the basis of project reports and/or level and skill of engagement by each student. The departments shall submit marks to the Examination Centre.

The evaluation structure will be as below:

Sr. No.	Parameters	Marks distribution	
		UG students (2 credit course) for 25 Marks	UG students (2 credit course) for 50 Marks
1	Problem finding (समस्या शोधणे)	3	5
2	data collection (डेटा संग्रह)	3	5
3	implementing solutions to actual problems (वास्तविक समस्यांवर उपाय योजना राबवणे)	10	20
4	Quality and effectiveness of presentation (सादरीकरणाची गुणवत्ता आणि परिणामकारकता)	5	10
5	CEP Report (सीईपी अहवाल)	4	10
	Total marks	**25**	**50**

7. Conclusion

Incorporation of **Community Engagement Programme as a compulsory course** in the curriculum of all discipline expands the involvement of students in community activities beyond Social Science departments. It connects them with the marginalised communities. The course also develops research aptitudes among students.

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VIVEKANAND COLLEGE, KOLHAPUR

(EMPOWERED AUTONOMOUS)

(Affiliated to Shivaji University, Kolhapur)

Policy:

Field Projects

(for B.A., B.Com., B.Sc. and all Non-AICTE professional UG degree courses)

(apply to academic session 2023-24 onwards)

In order to effectively implement Field Project activities in the departments of this college, a NEP-2020 Implementation Cell was formed as follows to prepare the policy document.

Sr. No.	Name of Faculty	Designation	Signature
NEP-2020 Implementation Cell			
1	Dr. R. R. Kumbhar	**Chairman** Principal, Vivekanand College, Kolhapur (Empowered Autonomous)	
2	Dr. Shruti Joshi	**Member** IQAC Co-ordinator	
3	Dr. C. B. Patil	**Nodal Officer** NEP-2020	
4	Mr. S. P. Thorat	**Member** Senior Faculty	
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9	Dr. G. J. Navathe	**Member** CoE	
10	Dr. D. R. Tupe	**Member** Dy. CoE	
11	Dr. S. S. Ankushrao	**Member** Staff Secretary, Science	
12	Dr. K. S. Patil	**Member** Staff Secretary, Arts & Commerce	

The said committee has prepared a report on the Field Project activity policy to be implemented in the departments of this college after studying the Field Project activity guidelines and procedures received from the University Grants Commission and the Department of Higher and Technical Education of the Government of Maharashtra. The draft of the said policy is attached herewith.

Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur (Empowered Autonomous)

Policy: Field Projects

1. **Introduction:**

Field projects involve going out into the real world, collecting data, conducting research, or implementing solutions to actual problems faced by communities or organizations.

The significance of the field project can be appreciated from the fact that it is an opportunity for the students to put into practice the knowledge gained during the entire first and second year. It will help to observe how the principles and concepts are practiced in the workplace. Field project will provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job / project and will give exposure to the current technological developments relevant to the subject area of training.

The experience gained from the field project will be used in classroom discussions. It will also help the students to identify their areas of interest and various career prospects which will help them to get prepared accordingly.

2. Objectives:

1) To connect to real-world issues
2) To enhance skills from problem-solving
3) To boost skills from communication and teamwork

3. Framework of Field Project:

1) The course shall be compulsory for academic programmes across faculty and disciplines in the college. It shall be incorporated in the course structure as per the decision of the academic dean of the discipline and subject to approval by the Academic Council of the college.
2) Participation of students in Field Project shall earn those credits and it shall be integrated into their evaluation.

Credit structure

1) **Field Project** shall be for 2 credit, i.e. 45 hours. 1 credit shall be reserved for Classroom (15 hours) and 1 credit (30 hours) for Field Engagement. It shall be compulsory for all students.

4. Evaluation

1) The evaluation structure of Field Project shall be decided discipline wise and approved by the Academic Council.
2) The students shall submit project report of their Field Project at the end of the course individually or in group.
3) Students shall be assessed by the departments at departmental level on the basis of project reports and/or level and skill of engagement by each student. The departments shall submit marks to the Examination Centre.

   The evaluation structure will be as below:

Sr. No.	Parameters	Marks distribution	
		UG students (2 credit course) For 25 Marks	UG students (2 credit course) For 50 Marks
1	Problem finding (समस्या शोधणे)	3	5
2	data collection (डेटा संग्रह)	3	5
3	implementing solutions to actual problems (वास्तविक समस्यांवर उपाय योजना राबवणे)	10	20
4	Quality and effectiveness of presentation (सादरीकरणाची गुणवत्ता आणि परिणामकारकता)	5	10
5	Field Project Report (क्षेत्र प्रकल्प अहवाल)	4	10
	Total marks	25	50

5. Recommended category wise Field Project activities

Science

1. Monitor local water quality and assess pollution sources
2. Analyze plant diversity and its impact on soil health
3. Conduct surveys to understand human-wildlife interactions
4. Track climate change effects on specific ecosystems
5. Develop sustainable waste management solutions for rural communities
6. Astrophysics and Cosmic Phenomena
7. Quantum Mechanics and Applications
8. Photonics and Laser Technology

Electronic Science:

1. Wireless Power Transfer for Electric Vehicles
2. Smart Home Automation System Using IoT
3. Smart Agriculture System with IoT Integration
4. Automated Traffic Signal Controller with Real-Time Adjustment
5. Design of a Smart Helmet for Accident Detection
6. Robotics and Artificial Intelligence in Science

Chemical Science:

1. Green Chemistry and Sustainable Synthesis
2. Polymer Science and Material Design
3. Chemical Process Optimization
4. Analytical Chemistry and Instrumentation
5. Biochemical Engineering and Biotechnology
6. Chemical Safety and Hazard Assessment
7. Environmental Chemistry and Analysis

Computer Science and Information Technology:

1. Machine Learning and Deep Learning Applications
2. Block chain and Crypto currency Technologies
3. Artificial Intelligence and Robotics
4. Cyber security and Network Defense
5. Big Data Analytics and Data Science
6. Cloud Computing and Distributed Systems
7. Computer Vision and Image Processing

Mathematics and Statistics:

1. Number Theory and Cryptography
2. Statistical Analysis and Data Modeling
3. Differential Equations and Mathematical Modeling
4. Graph Theory and Network Analysis
5. Mathematical Logic and Set Theory
6. Probability Theory and Stochastic Processes
7. Geometry and Topology
8. Mathematics in Finance and Actuarial Science

Biological Sciences:

1. Biodiversity Conservation and Ecosystem Management
2. Microbiome Analysis and Human Health
3. Drug Discovery and Pharmacological Studies
4. Molecular Biology and Genetic Engineering
5. Cancer Biology and Targeted Therapies
6. Neuroscience and Brain Mapping
7. Climate Change Adaptation in Plants

Biotechnology:

1. Biopharmaceutical Production and Quality Control
2. Cell Culture and Tissue Engineering
3. Bioinformatics and Computational Biology
4. Biological Data Mining and Genomics
5. Biotechnology in Agriculture and Food Production

Environmental and Earth Sciences:

1. Climate Change Mitigation and Adaptation
2. Natural Resource Management and Sustainability
3. Geospatial Analysis and GIS Applications
4. Soil and Water Quality Assessment
5. Ecological Modeling and Conservation
6. Oceanography and Marine Biology
7. Atmospheric Chemistry and Air Quality
8. Hydrology and Watershed Management

Social Sciences

1. Assess access to education and propose improvements in underprivileged areas.
2. Document cultural traditions and practices facing preservation challenges.
3. Analyze the impact of social media on mental health in specific communities.
4. Evaluate the effectiveness of government programs for poverty reduction.
5. Explore economic opportunities and challenges in developing regions.

Business & Technology

1. Research consumer preferences and behaviors in emerging markets.
2. Analyze the impact of new technologies on specific industries or communities.
3. Develop digital solutions to improve healthcare access in underserved areas.
4. Assess the effectiveness of marketing campaigns for local businesses.
5. Evaluate the feasibility of renewable energy implementation in specific regions.

Arts & Humanities

1. Conduct oral history interviews to document personal experiences.
2. Preserve and restore historical landmarks or cultural artifacts.
3. Develop educational programs using local arts and heritage.
4. Analyze the impact of globalization on cultural identity.
5. Analyze the impact of tourism on local culture and environment.
6. Create a documentary film highlighting a local issue or story.

"Dissemination of Education for Knowledge, Science and Culture"
-Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

VIVEKANAND COLLEGE, KOLHAPUR

(EMPOWERED AUTONOMOUS)

(Affiliated to Shivaji University, Kolhapur)

Policy:

On Job Training (OJT) / Internship

(for B.A., B.Com., B.Sc. and all Non-AICTE professional UG degree courses and M.A., M.Sc., M.Com. and all professional PG degree courses)

(apply to academic session 2023-24 onwards)

In order to effectively implement OJT/internships in the departments of this college, a NEP-2020 Implementation Cell was formed as follows to prepare the policy document.

Sr. No.	Name of Faculty	Designation	Signature
NEP-2020 Implementation Cell			
1	Dr. R. R. Kumbhar	**Chairman** Principal, Vivekanand College, Kolhapur (Empowered Autonomous)	
2	Dr. Shruti Joshi	**Member** IQAC Co-ordinator	
3	Dr. C. B. Patil	**Nodal Officer** NEP-2020	
4	Mr. S. P. Thorat	**Member** Senior Faculty	
5	Dr. A. S. Kumbhar	**Member** Dean, Science	
6	Dr. S. R. Kattimani	**Member** Dean, Arts	
7	Mr. Sunny Kale	**Member** Dean, Commerce	
8	Dr. Rajashree Y. Patil	**Member** Dean, Professional Courses	
9	Dr. G. J. Navathe	**Member** CoE	
10	Dr. D. R. Tupe	**Member** Dy. CoE	
11	Dr. S. S. Ankushrao	**Member** Staff Secretary, Science	
12	Dr. K. S. Patil	**Member** Staff Secretary, Arts & Commerce	

The said committee has prepared a report on the OJT/Internship policy to be implemented in the departments of this college after studying the OJT/Internship guidelines and procedures received from the University Grants Commission and the Department of Higher and Technical Education of the Government of Maharashtra. The draft of the said policy is attached herewith.

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1. Introduction

All the Higher Educational Institutions (HEIs) are mandated to enable all the eligible students to take an active part in the Internship selection process. The Internship Cell constituted at the HEIs will extend all the possible support to the students. It will help in achieving the best-paid internship results in the given condition through the assistance and full cooperation of all the students, alumni, and recruiting organizations, making the HEI their most favored destination. The internship policy detailed hereunder will apply to academic session 2023-2024 onwards.

1.1. Background

The National Education Policy (NEP) – 2020 suggests that students must actively engage with the practical side of their learning as part of a holistic education to further improve their employability. It states that students at all HEIs will be provided with opportunities for internships with local industry and businesses as well as research internships with faculty and researchers at their own or other HEIs/research institutions.

University Grants Commission (UGC) released National Credit Framework (NCrF) in April 2023. It underscores the significance of experiential learning as part of the curricular structure through internships, on-the-job training, industrial projects, etc. The focus is further streamlined through the Guidelines for Internship/Research Internship released later in October 2023.

In line with the NEP and tracing the provisions of NCrF, Government of Maharashtra has subsequently released two Government Resolutions (GRs) to reinforce NEP implementation and credit revision across Maharashtra HEIs. These GRs lay out detailed guidelines for curriculum interventions for Four Year UG Engineering and other UG AICTE courses, B.A./ B.Sc./ B.Com. (and all Non-AICTE UG courses), and M.A./ M.Sc./ M.Com. (and all PG courses).

To foster holistic education, which encompasses hands-on experience, the focus of Government now turns towards strengthening the internship ecosystem through a formalized Internship Policy. This strategic move comes as a response to the NEP's call for students to engage with practical learning through internships and apprenticeships, a practice proven to enhance employability and refine skill sets.

1.2. Objective and Vision

Internships serve as pivotal educational and career development opportunities, offering hands-on experience in specific fields or disciplines. They are structured, short-term, supervised Internships often centered on particular tasks or projects with predefined timeframes. An internship may be compensated, partially compensated, or unpaid; however, it must be meaningful and beneficial to both the intern and the hosting organization.

Following are the objectives of the Internships envisaged for the students enrolled in State HEIs:

- Exposing students to industrial environments that cannot be replicated in a classroom.
- Providing opportunities to acquire and refine analytical and managerial skills crucial for a professional career.
- Offering hands-on experience in teamwork, thereby enhancing professional skills like communication, work ethics, conflict resolution, etc., with a lasting impact on lifelong learning and professional development.
- Establishing links between students and potential future job or research opportunities.

1.3. Types of Internships

Internships are an integral part of the academic curricula. Satisfactory completion of an internship is a mandatory requirement for the degree to be awarded by the HEI. Furthermore, considering the curriculum structure approved by the HEI, multiple modes of internships are possible and are assigned academic credits within the curricula.

For B.A., B.Sc., B.Com. and all Non-AICTE professional UG degree courses, the indicative requirement regarding Internship duration and credits is as follows:

Credits	Training Duration	Preparation & write up duration	Total duration	Schedule	Activities
2	**60 hours:** 1. 8-days (7.5 hours per day) OR 2. 10-days(6 hours per day) OR 3. 15-days (4 hours per day)	**15 hours**	**75 hours**	After 4th or 5th Semester	Industrial/ Govt./ NGO/MSME/ Rural Internship/ Innovation / Entre-preneurship

For M.A., M.Sc., M.Com. and all professional PG degree courses, the indicative requirement regarding Internship duration and credits is as follows:

Credits	Training Duration	Preparation & write up duration	Total duration	Schedule	Activities
4	**120 hours:** 1. 15-days (8 hours per day) OR 2. 20-days(6 hours per day) OR 3. 24-days (5 hours per day)	**30 hours**	**150 hours**	After 1st or 2nd Semester	Industrial/ Govt./ NGO/MSME/ Rural Internship/ Innovation / Entre-preneurship

It must be noted that 1 credit is equivalent to minimum 30 hours of work. An intern is expected to spend 30 hours per week on Internship and related activities. Furthermore, Internships may be done through offline / online mode.

During the internship registration, the students are to notify their preference on whether they are seeking academic or industrial internships.

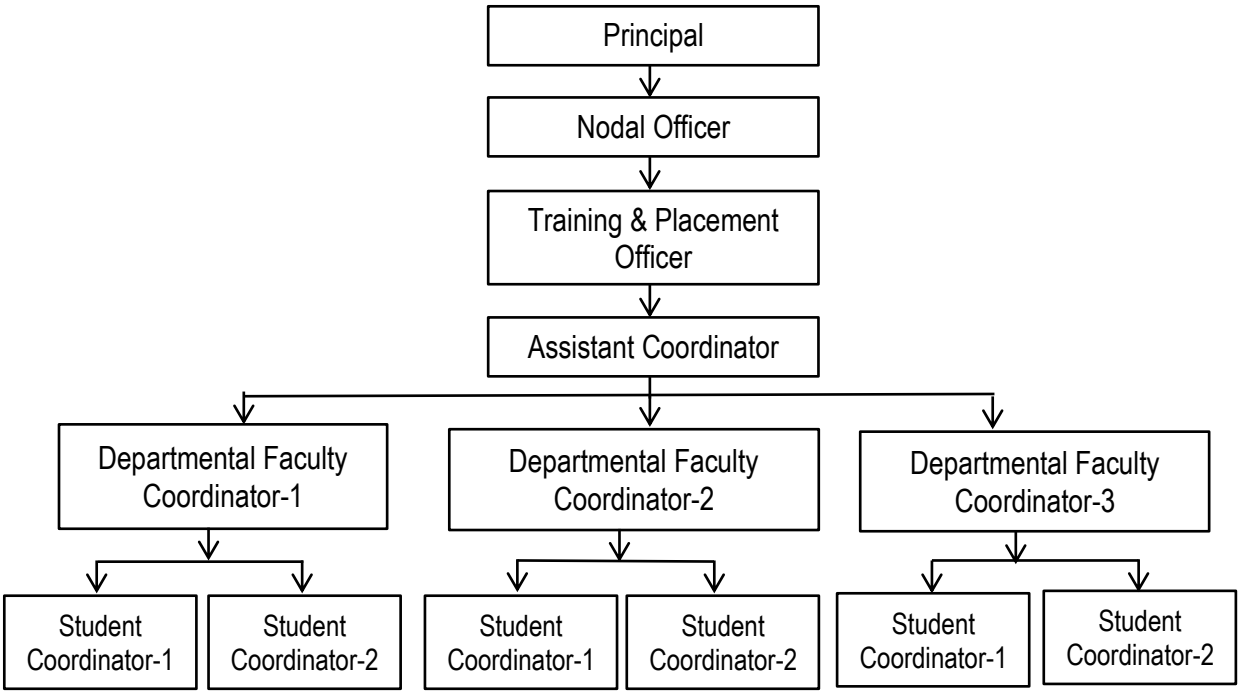
2. Internship Cell

2.1. Governance Structure

For every HEI, the Internship Cell shall be led by Internship Governing Council comprising of Vice Chancellor/Dean/Principal, Nodal Officer/TPO, and Assistant Coordinator(s). The Cell will further have Department-level Faculty Coordinators. Additionally, Student Coordinators shall be appointed from each Department by the nominated Faculty for efficient outreach to students. The following chart illustrates the Governance structure envisaged for the Cell:

It must be noted that:

- The Nodal Officer/TPO and Assistant Coordinators shall be appointed by the Vice Chancellor/Dean/Principal.
- Each HEI Campus will have an Assistant Coordinator reporting to Nodal Officer.
- The Nodal Officer shall report the progress and details of internships in each academic year to Vice Chancellor/Dean/Principal.



2.2. Duties and Responsibilities

The Internship Cell shall be responsible for the proper functioning of the Internship processes at the HEI. The overall role of the Cell is of a facilitator and counselor for Internship related activities. The brief activities of the Cell would include:

- The Cell shall work to identify projects linked to the local industry needs and create a pool available.
- The Cell is responsible to conceptualize a digital portal where they can register experts, industries, organizations, mentors, faculty members which are visible to students.
- Internship Cell shall maintain a uniform record-keeping mechanism. It shall also ensure that the evaluation rubrics are implemented as per the mandate of NEP, 2020, GRs released by Government of Maharashtra, and National Credit Framework by UGC.
- The cell shall streamline internship selection process including, but not limited to Resume Screening, PPTs, Tests, GDs, Interviews, etc.
- The Cell shall map students to student coordinators from the department. They are first point of contact in the Cell and would help throughout the process – answering all queries and managing the whole process.
- The Student Coordinators in consultation with the department/school-level faculty shall carry out the task of resume verification at the start of the academic session.
- Internship Cell shall make a sincere effort every year to bring in new companies in

upcoming sectors to ensure better and more diverse opportunities for students., the Cell shall make their best efforts in reaching out to the organizations preferred by students.

- The Cell shall work towards connecting with the organization and signing MOUs with them on the behalf of HEI to establish long-term collaboration for providing internship.
- The Cell shall organize preparatory events throughout the year. Information regarding the sessions will be provided to the students via mail and other mediums. The Cell shall collate and share reference books, sample questions, mock test papers among students.
- The Cell shall facilitate the onboarding of students for Internships, through online or offline medium, in line with Organization's requirements.
- The Cell shall ensure protection of students in case of any offenses by the organizations. The Nodal Officer/TPO shall be the final arbiter on such matters.

Additional functions of the Internship Cell include arranging experts for student's personality development, improve communication skills, vocabulary, prepare students for resume preparation & email writing, group discussion, interview skills, aptitude training & practice tests, technical report writing, presentation skills, foreign languages proficiency etc.

The department-level Faculty Coordinators and student coordinators shall act as facilitators between HEI, recruiters and students. The team will be responsible for managing databases, facilitating and overseeing outreach, addressing Internship-related Q&As, understanding and reporting student preferences, and resolving queries with respect to the internships.

Additionally, a Mentor shall be identified by the Internship Cell or by each students through their network. The role of a Mentor shall be to provide professional/research guidance to the student during the internship. They shall also facilitate networking with other subject matter experts/professionals, which will enhance the internship experience and learning of the students.

The department-level Faculty Coordinator and Mentors will be nominated at the start of the academic year for each department. Student Coordinators will be elected by the students through the process laid down by the Nodal Officer/TPO. These Student Coordinators, upon satisfactory performance and contribution, shall be promoted to being Student Placement Coordinators in their later years of study.

2.3. Organization Outreach

The Cell, through the powers vested by Nodal Officer/TPO, shall reach out to the prospective companies in a formal and professional manner. The primary outreach shall be inclusive of following processes:

- Development of Internship Brochure – soft copy as well as hard copy.
- Preparing list of potential recruiters and past recruiters
- Preferences mentioned by students in their Internship Undertaking

On these lines, the HEI is mandated to create Industry / academic linkages with organizations and institutions for establishing long-term partnership in recruiting interns. These linkages are to be made accessible on the University portal. The HEI shall further enable these potential recruiters to register on public platforms like AICTE for better visibility of opportunities across Maharashtra.

2.4. Data Management

The Cell shall maintain a uniform database for Internships at department-level and HEI level. The Cell shall have a restricted access to the database. It shall have detailed profiles of students, their contact details, prior education & experience, academic credentials, location / sectoral preferences, and internship status (companies shortlisted, awaiting response, internship offer, etc.). This database shall have a common skeletal framework and it shall be archived every academic year. Additionally, the data pertaining to Organization profiles shall be revised and updated with organization POCs and their coordinates.

3. Internship Guidelines for Students

3.1. Eligibility and Timeline

All the bonafide students enrolled in the HEI are eligible for internships, provided they have two or fewer backlogs at the start of the odd semester of the academic year. The HEI shall, at the start of each academic year, specify the timelines pertaining to undertakings, resume submission deadlines, resume proof-checking and verification, organizing outreach, and selection process.

3.2. Internship Application

- The Internship Cell shall proactively inform the students when internship opportunities are floated along with the nature of internship, compensation structure, work mode/location, etc.

- Interested students shall give their names to the department coordinators, who shall pass them on to the Assistant Coordinator with their resume.
- Once the resumes are submitted to the organizations, the selection process shall start. The Cell will assist companies in scheduling pre-placement talks, tests, GDs, Interviews.
- Students are to strictly adhere to the schedule such events.

3.3. Code of Conduct

- Each student is eligible to accept at most one Internship offer through the process. They would be deregistered from the process after receiving the offer.
- Any off-campus opportunities given to the students must be reported to the HEI for subsequent procedures of relieving to take place in time.
- Students are required to dress in formal clothing and footwear with a presentable persona throughout the selection process. Casual clothing will not be allowed during any part of the whole process.
- If any student has any grievances with respect to termination and/or any penal action ordered by concerned HOD, then such student can submit his appeal in writing to the Nodal Officer/TPO, who shall be the final arbitrator on such matters.
- After performing exceedingly well in the Internship, the student may be provided with a Pre-placement Offer (PPO). It needs to be accepted/ rejected by the student within the deadline as set forth by the organization. A student who accepts the PPO will be considered “placed” and de-registered from the Placement process. If a student rejects a PPO, they can appear for further placements with the cell without any restrictions.

3.4. Internship Evaluation

After completion of Internship, students are to prepare a comprehensive report highlighting their learning and takeaways during the internship period. The report shall be signed by the Internship Supervisor, Nodal Officer/TPO and Faculty Mentor.

The students are mandated to give a seminar based on the internship undertaken before an expert committee constituted by the concerned department, as per Performa for Evaluation of Internship (Appendix IX).

The internship shall be evaluated on the basis of performance, as reflected in the student log (Appendix V), Attendance record (Appendix VI), supervisor evaluation form (Appendix VII).

The evaluation structure will be as below:

Sr. No.	Parameters of Assessment	Marks distribution		
		UG students (2 credit course) for 25 Marks	UG students (2 credit course) for 50 Marks	PG students (4 credit course) for 100 Marks
1	Quality and effectiveness of presentation (सादरीकरणाची गुणवत्ता आणि परिणामकारकता)	5	5	10
2	Depth of knowledge and demonstrated skills (ज्ञानाची खोली आणि प्रात्यक्षिक कौशल्ये)	5	5	10
3	Variety and relevance of learning experience (शिकण्याच्या अनुभवाची विविधता आणि प्रासंगिकता)	5	15	30
4	Practical applications and relationships with concepts taught in the course (अभ्यासक्रमात शिकवलेल्या संकल्पनांशी व्यावहारिक अनुप्रयोग आणि संबंध)	-	5	10
5	Internship Report (इंटर्नशिप रिपोर्ट)	5	10	20
6	Attendance record, student log, supervisor evaluation (उपस्थितीची नोंद, विद्यार्थी लॉग, पर्यवेक्षक मूल्यमापन)	5	10	20
	Total marks	**25**	**50**	**100**

Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students. The weightage given to the Internship evaluation shall be as per the discretion of the concerned HODs and Nodal Officer/TPO. The credits will be allocated on the basis of overall grade (above Pass) received by the students during the assessment.

4. Appendix

4.1. Appendix I: Internship Undertaking

1. Student Name:	
2. Current Address	
3. Residence Address	
4. Email id	
5. Mobile Nos.	
6. Aadhar	
7. PAN	
8. Overall GPA	
9. Mode of Internship	
10. Internship Preferences	

	Location	Core Area	Organization / Institute
Preference-1			
Preference-2			
Preference-3			

I confirm that I agree with the terms, conditions, and requirements of the Internship Policy

Student Signature:

Date_____

I confirm that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her mentor.

Sign of Department Faculty Coordinator

Date

4.2. Appendix II: Draft Resume Template

Name
Contact Number and Email ID:

Education

HEI Name Year
Degree / Specialization:
CGPA:

HEI Name: <bachelor's degree> Year
Degree / Specialization:
CGPA:

Internship / Work Experience

Organization Year
Project:
Brief:

Academic Experience

Semester Year
Project:
Brief:

- Emphasize accomplishments that are relevant to the field
- Be specific—omit unnecessary words and sentences
- Start your sentence with an action verb, not a passive one Use past-tense verbs to show what you have accomplished Quantify results as much as possible
- Use key words that will catch a recruiter's eye

Other Achievements and Personal Interests

- List other achievements also in reverse chronological order
- Leadership positions held outside of your formal work environment
- Personal interests and accomplishments that will distinguish you from other applicants
- Volunteer service/Social Work

4.3. Appendix III: Organization Outreach Letter

<HEI Letter Head>

To,

The (Manager, HR) .....

.....

Subject: Request for_____weeks internship of Students pursuing < >

Dear Sir,

The HEI established in <year>, <HEI>, Maharashtra reflects the vision of leading industrialists and educationalists. Institute is accredited with '< >' grade by NAAC in March 2015. The HEI has been recognized about it's over all academic excellence and infrastructure.

In view of the above, I request your good self to allow our following (no. of students) students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S.No.	Name	Roll no.	Year	Department

The resumes of these students are attached with this letter. If vacancies exist, kindly do plan for Interviews for the students in above branches.

A line of confirmation will be highly appreciated.

Yours sincerely,

Nodal Officer/TPO

<HEI Name and Date>

4.4. Appendix IV: Relieving Letter of Student

<HEI Letter Head>

To,

The General Manager (HR) .....

.....

Subject: Relieving letter of student

Dear Sir,

Kindly refer your letter/e-mail dated.....on the above cited subject. As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance and direction

S.No.	Name	Roll no.	Year	Department

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned student mentor.

- Internship schedule may be prepared and a copy of the same may be sent to us.
- Each student is required to prepare Internship diary and report.
- Kindly check the Internship diary of the student daily.
- Issue instruction regarding working hours during training and maintenance of the attendance record

You are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non-Satisfactory on the below mentioned factors:

- Attendance and general behavior
- Relation with workers and supervisors
- Initiative and efforts in learning
- Knowledge and skills improvement
- Contribution to the organization

The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.
Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their internship. The students will report to you on dated ..... along with a copy of this letter.

Yours sincerely,

Nodal Officer/TPO
<HEI Name and Date>

4.5. Appendix V: Student Diary (Log) Recording Format

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks

Signature of Industry Supervisor

4.6. Appendix VI: Attendance Sheet

<Organization Letter Head>

Name & Address of Organization

_____

_____

_____

Name of the Student	
Roll Number	
Name of Course	
Date of Commencement of Training	
Date of Completion of Training	

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

- Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
- Holidays should be marked in Red Ink in attendance column. Absent should be marked as ‘A’ in Red Ink.

Name and Signature with date of Internship Supervisor_____

4.7. Appendix VII: Supervisor Evaluation of Intern

<Organization Letter Head>

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				

Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (circle one):

(Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:

Signature of Industry supervisor_____

HR Manager _____

4.8. Appendix VIII: Student Feedback of Internship

(To be filled by Students after Internship completion)

Student Name: _____Date:_____

Industrial Supervisor: _____Title: _____

Supervisor Email: _____Internship is: _____Paid_____Unpaid_____

Organization:_____

Internship Address:_____

Faculty Coordinator: _____Department: _____

Dates of Internship: From _____To _____

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

- Yes, to a large degree
- Yes, to a slight degree
- No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					

Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

- In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

- How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

- In what areas did you most develop and improve?

- What has been the most significant accomplishment or satisfying moment of your internship?

- What did you dislike about the internship?

- Considering your overall experience, how would you rate this internship? (Circle one).
  -Satisfactory/ Good/ Excellent

- Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

<Signature of Student>
<Name, Roll number, Date>

4.9. Appendix IX: Performa for Evaluation of Internship by Institute

<HEI Letter Head>

1. Name of Student _____
2. Mob. No._____
3. Roll No. _____
4. Branch/Semester_____
5. Period of Training_____
6. Home Address with contact No._____
7. Address of Training Site: _____
8. Address of Training Providing Agency:_____
9. Name/Designation of Training In- charge _____
10. Type of Work_____
11. Date of Evaluation _____

12. Please rate the following:

Sr. No.	Parameters	Marks distribution					
		UG students (2 credit course) for 25 marks		UG students (2 credit course) for 50 marks		PG students (4 credit course)	
		Maximum Marks	Marks obtained	Maximum Marks	Marks obtained	Maximum Marks	Marks obtained
1	Quality and effectiveness of presentation (सादरीकरणाची गुणवत्ता आणि परिणामकारकता)	5		5		10	
2	Depth of knowledge and demonstrated skills (ज्ञानाची खोली आणि प्रात्यक्षिक कौशल्ये)	5		5		10	
3	Variety and relevance of learning experience (शिकण्याच्या अनुभवाची विविधता आणि प्रासंगिकता)	5		15		30	
4	Practical applications and relationships with concepts taught in the course (अभ्यासक्रमात शिकवलेल्या संकल्पनांशी व्यावहारिक अनुप्रयोग आणि संबंध)	-		5		10	
5	Internship Report (इंटर्नशिप रिपोर्ट)	5		10		20	
6	Attendance record, student log, supervisor evaluation (उपस्थितीची नोंद, विद्यार्थी लॉग, पर्यवेक्षक मूल्यमापन)	5		10		20	
	Total marks	**25**		**50**		**100**	

Overall grade: _____

Additional Remarks:

Signature of Faculty Mentor

4.10. Appendix X: Student Resources: Internship Programs and Platforms

Government Internship Programs

- AICTE Internship: https://internship.aicte-india.org/
- NITI Ayog Internship: https://www.niti.gov.in/internship
- TULP Internship Program: https://smartcities.gov.in/The_Urban_Learning_Internship_Program
- Digital India Internship: https://www.meity.gov.in/writereaddata/files/Digital%20Internship%20Scheme%202023%20%281%29.pdf
- Directorate General of Foreign Trade Internship program: https://www.dgft.gov.in/CP/?opt=intership-scheme
- National Commission for Scheduled Tribes Internship: https://ncst.nic.in/sites/default/files/2021/Internship/3677
- Corporate Affairs Ministry Internship program: https://www.mca.gov.in/bin/dms/getdocument?mds=aC%252B%252F82boz%252FD%252FdHcFkAAJ0A%253D%253D&type=open
- Finance Ministry Internship program: https://dpe.gov.in/schemes/scheme-internship
- Women and Child Development Ministry Internship program: https://wcd.nic.in/sites/default/files/Internship%20Guideline.._0.pdf
- Ministry of Culture Internship programs: https://nationalmuseumindia.gov.in/en/national-museum-internship-programme

Online Platforms for Internships:

- Internshala: https://internshala.com/
- LetsIntern: https://letsintern.in/
- Twenty19: http://twenty19.com.testednet.com/
- HelloIntern: https://hellointern.co/
- Freshersworld: https://www.freshersworld.com/
- Youth4work: https://www.youth4work.com/
- Freshersnow: https://www.freshersnow.com/internships-in-delhi/
- Zuno by Foundit: https://www.foundit.in/zuno/
- LinkedIn: https://www.linkedin.com/jobs/internship-jobs/?currentJobId=3647611763&originalSubdomain=in
- Well Found (earlier, AngelList Talent): https://wellfound.com/location/india
- Indeed: https://in.indeed.com/jobs?q=internships&l=&vjk=fd2d4f96a2564717
- Naukri.com: https://www.naukri.com/internship-jobs
- TimesJobs: https://www.timesjobs.com/jobs-by-roles/intern-jobs
- NGO Box: https://ngobox.org/job_listing.php
- CSR Box: https://csrbox.org/

"Dissemination of Education for Knowledge, Science and Culture"

-Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

VIVEKANAND COLLEGE, KOLHAPUR

(EMPOWERED AUTONOMOUS)

(Affiliated to Shivaji University, Kolhapur)

Policy:

Research Projects

(RP)

(for Under Graduate and Post Graduate Students)

(apply to academic session 2023-24 onwards)

In order to effectively implement Research Project activities in the departments of this college, a NEP-2020 Implementation Cell was formed as follows to prepare the policy document.

Sr. No.	Name of Faculty	Designation	Signature
NEP-2020 Implementation Cell			
1	Dr. R. R. Kumbhar	**Chairman** Principal, Vivekanand College, Kolhapur (Empowered Autonomous)	
2	Dr. Shruti Joshi	**Member** IQAC Co-ordinator	
3	Dr. C. B. Patil	**Nodal Officer** NEP-2020	
4	Mr. S. P. Thorat	**Member** Senior Faculty	
5	Dr. A. S. Kumbhar	**Member** Dean, Science	
6	Dr. S. R. Kattimani	**Member** Dean, Arts	
7	Mr. Sunny Kale	**Member** Dean, Commerce	
8	Dr. Rajashree Y. Patil	**Member** Dean, Professional Courses	
9	Dr. G. J. Navathe	**Member** CoE	
10	Dr. D. R. Tupe	**Member** Dy. CoE	
11	Dr. S. S. Ankushrao	**Member** Staff Secretary, Science	
12	Dr. K. S. Patil	**Member** Staff Secretary, Arts & Commerce	

The said committee has prepared a report on the Research Project activity policy to be implemented in the departments of this college after studying the Field Project activity guidelines and procedures received from the University Grants Commission and the Department of Higher and Technical Education of the Government of Maharashtra. The draft of the said policy is attached herewith.

Research Projects

Introduction: It is a structured investigation into a specific question or topic aimed at discovering new information, testing theories, or solving problems. Research projects are common in academic, scientific, and professional settings, providing a foundation for innovation, knowledge expansion, and informed decision-making.

A research project involves systematic investigation to answer a research question or test a hypothesis. It requires collecting and analyzing data, evaluating results, and drawing conclusions. Research projects can range from small-scale studies, like undergraduate papers, to large-scale investigations with significant societal impact, such as clinical trials or environmental research.

Here is a step-by-step guide to conduct research project:

Step 1: Define Your Research Question or Problem

Step 2: Conduct a Literature Review

Step 3: Design the Research Methodology

Step 4: Collect and Analyze Data

Step 5: Present Findings and Interpret Results

Step 6: Write the Conclusion and Recommendations

Step 7: Write and Organize the Research Report

M. Sc. II, Sem III

RPR14CHE31

Research Project (4 credit) (100 marks)

Research Project Guidelines

1. The students should write a synopsis of the proposed research work.
2. The students should perform a detailed literature survey related to the research problem.
3. The students should write a review article related to the research problem.
4. It is expected to publish the review article in peer-reviewed journals.
5. The students should design the problem and start experimental work. The students should complete at least 25% of their experimental work during semester III and the same work to be continued in semester IV.
6. The student should submit the spiral-bound copy of research work carried out during semester III including the synopsis, research proposal, review article, and certified progress report.
7. The Research Project will be examined jointly by internal and external examiners during the practical examination at the end of the semester.
8. The students should present their work during the evaluation in the form of PowerPoint presentation (PPT).

Marking Scheme:

Sr. No.	Description	Marks
1	Synopsis	10
2	Research Proposal	20
3	Review article on proposed work	20
4	Daily Lab notebook record	10
5	Progress of Experimental work	20
6	Quality and effectiveness of presentation	20
	Total	**100**

Broad guidelines for the preparation of synopsis

A. The proposed synopsis for research should be self-contained and should cover the rationale for carrying out research.

B. There should not be a repetition of the work topic or theme.

C. The synopsis of the proposed research shall contain the following points :

1 Title of the Research Proposal

2 Motivation with reasoning and significance of the proposed research

3 Statement of the problem

4 Review of the relevant literature

1. Objectives of the study

2. The methodology comprising

a) Methods of research

b) Sampling design and assumptions

c) Conceptual framework if any

d) Research design (explanation of how research is being conducted and the tools used for the same)

e) Methods of data collection

f) Methods of data analysis (use of parametric and non-parametric tools and techniques as the case may be)

3. Expected outcome

4. Bibliography.

Template for Research Proposal

1. Title

2. Introduction

3. Origin of the research problem

4. Interdisciplinary relevance

5. Review of Research and Development in the Subject

6. Significance of the study

7. Objectives

8. Plan of research work

M. Sc. II, Sem IV

RPR14CHE41

Research Project (6 credit) (150 marks)

1. The student should submit the final bound dissertation/thesis copy of research work carried out during semester III and IV.
2. It should include title page, certificate, declaration, acknowledgement, abbreviations, index, abstract, introduction, experimental section, results and discussion, conclusions, references, participation in conferences/seminars and publications if any.
3. The students should present their work during the evaluation in the form of power point presentation (PPT).

- **Marking Scheme:**

Sr. No.	Description	Marks
1	Dissertation/thesis bound copy	30
2	Quality of work (Innovative concepts, social relevance, extent of work etc.)	50
3	Publications	20
4	Participation in conferences	10 maximum
	a) Oral/Poster Presentation (10 marks)	
	b) Only attended (7 marks)	
5	Final Dissertation/thesis defence	40
	Total	**150**

Note:

1. The Project will be examined jointly by internal (Project Supervisor) and external examiners (preferably Associate professor and above with Ph. D.) at the end of the semester. The project can be given individually or a maximum group of three students is allowed. (Not more than three students allowed).
2. There will be a industrial visit for M.Sc. Part- II Students during the academic year.