

**SVKM'S NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS  
(AUTONOMOUS)**

**F.Y.J.C COMMON ANNUAL EXAMINATION SYLLABUS – APRIL – 2022**

**ENGLISH**

**I – Prose.** – 1.2, 1.3, 1.4, 1.5

**II – Poetry.** – 2.1, 2.2, 2.3, 2.4

**III – Writing skills** – Expansion of Ideas, Blog Writing, E-mails, Interview, Film Review, The Art of Compering, Letter Writing, Leaflet, Report Writing, View - counterview, Speech Writing, Dialogue Writing, Appeal, Summary Writing, Note - making, Appreciation of a poem

**IV – DRAMA** – 4.1, 4.2

**V – GRAMMAR** – As per syllabus

**INFORMATION TECHNOLOGY**

Chapter 1 – Basics of Information technology

Chapter 2 – Introduction to DBMS

Chapter 3 – Impressive Web Designing

Chapter 4 – Cyber Law

**HINDI**

Chapter – 3 – पंद्रह अगस्त

Chapter – 5 – (आ) बाल लीला

Chapter – 7 – स्वागत है!

Chapter – 8 – तत्सत

Chapter – 10 – महत्वाकांक्षा और लोभ

Chapter – 11 – भारती का सपूत

Chapter – 13 – नुक्कड़ नाटक (आ) अनमोल जिंदगी

Chapter – 14 – हिंदी में उज्वल भविष्य की संभावनाएं

Chapter – 15 – समाचार: जन से जनहित तक

Chapter – 16 – रेडियो जॉकी

**व्याकरण**

काल परिवर्तन (पृष्ठ क्रमांक ३३), अलंकार(पृष्ठ ३८,४९), मुहावरे (पृष्ठ १०२,१०३) (१६ से ३०), वाक्य शुद्धिकरण (पृष्ठ क्रमांक २२), पारिभाषिक शब्दावली (पृष्ठ १०७,१०८) (३७ से ७०)

## **FRENCH**

**Lesson 0** : Come Discover French : Page no 9-20

**Lesson 1** : Enchanté : Page no 21-34

**Lesson 2** : C'est qui? : Page no 35-48

Bilan 1: Pages 49 to 53

**Lesson 3** : Le Campus: Pages 54 to 66

**Lesson 4** : Joyeux Anniversaire : Pages 69 to 83 and Question 11 B on Page 84

Bilan 2: Pages 86 to 90

**Lesson 5** : Qu'est-ce que tu fais...? : Pages 91 to 103

**Lesson 6** : Je découvre la ville – Grammaire – Pages 109 to Excer.– 6 of Page 117

## **GUJARATI**

**1. Prose Section** – Lesson Sr. No. 2, 3, 5 & 6

**2. Poetry Section** – Poem Sr. No. 1, 2, 3, 5

**3. R. R. Section** – Lokkatha Sr.No. 2 & Lokgeet Sr. No. 3, Lok shahitya  
Chatur Gopkanya Rupal, Lokgeet na prakaro ,Khayana  
Shaiyar Mehdi layshu ray, Ho rang Rashiya

**4. Grammar** –

- i. Shabdyugma (pg. no. 101)
- ii. Rudhiprayog (pg. no. 109)
- iii. Shabd Ek Arth Anek (pg. no. 110 & 111)
- iv. Shandhi
- v. Taldpada shabdo shit bhasha manay rupo

**5. Writing Skills** –

- i. Translation (pg. no. 119 & 120)
- ii. Prasang Vyavsthapan (pg. no. 121 & 122)
- iii. Proof Reading
- iv. Event management
- v. Sutrasanchalan
- vi. Blog lekhan

## MARATHI

<b>भाग १, २</b> १. मामू ३. अशी पुस्तकं ४. झाडांच्या मनात जाऊ (कविता) ५. परिमळ ६. दवांत आलिस भल्या पहाटी (कविता) ७. माणूस बांधूया! १०. शब्द (कविता) १२. पैजण (कविता, )	<b>भाग ३</b> साहित्यप्रकार नाटक साहित्यप्रकार परिचय  १. हसवाफसवी	<b>भाग ४</b> उपयोजित मराठी १. सूत्रसंचालन २. मुद्रित शोधन ४. अनुदिनी (ब्लॉग) लेखन	<b>भाग ५</b> व्याकरण १. शब्दशक्ती २. काव्यगुण ३. वाक्यसंश्लेषण ४. काळ ५. शब्दभेद प्राची काटपाताळ मराठी विभाग
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## ORGANISATION OF COMMERCE & MANAGEMENT

- Chapter – 1 – Introduction of commerce and business.
- Chapter – 2 – Trade.
- Chapter – 4 – Forms of Business Organisation – I
- Chapter – 5 – Forms of Business Organisation – II
- Chapter – 7 – Business Environment
- Chapter – 8 – Introduction to Management.

## BOOK – KEEPING & ACCOUNTANCY

- Chapter – 3 – Journal
- Chapter – 4 – Ledger
- Chapter – 5 – Subsidiary Books, Cash Books, Petty Cash books
- Chapter – 6 – Bank reconciliation statement
- Chapter – 7 - Depreciation (only Straight Line Method)
- Chapter – 8 – Rectification of Errors
- Chapter – 9 - Final Accounts of a Proprietary Concern

Chapter – 10 – Single Entry System

**ECONOMICS**

Chapter – 1 – Basic concepts in economics

Chapter – 2 – Money

Chapter – 3 – Partition Values

Chapter – 4 – The Economy of Maharashtra

Chapter – 5 – Rural Development in India

Chapter – 6 – Population in India

Chapter – 7 – Unemployment in India

Chapter – 8 – Poverty in India

**MATHEMATICS & STATISTICS**

**PART – 1**

Chapter – 2 – Functions

Chapter – 4 – Sequence and Series

Chapter – 6 – Determinants

Chapter – 7 – Limits

Chapter – 8 – Continuity

Chapter – 9 – Differentiation

**PART – 2**

Chapter – 2 – Measures Of Dispersion

[(Subtopic: Standard deviation and Coefficient of variation)]

Chapter – 4 – Bivariate frequency distribution & CHI square statistic

Chapter – 5 – Correlation

Chapter – 6 – Combinations

Chapter – 7 – Probability

Chapter – 8 – Linear Inequations

Chapter – 9 – Commercial Mathematics [(Subtopic: Profit and Loss)]

## **SECRETARIAL PRACTICE**

Chapter - 1 - Secretary

Chapter - 2 - Joint stock company

Chapter - 3 - Formation of company

Chapter - 4 - Documents related to formation of a company

Chapter - 5 - Members of a company

Chapter - 7 - Company Meetings - I

Chapter - 8 - Company Meetings - II

Chapter - 9 - Business Communication Skills of Secretary

Chapter - 10 - Correspondence with Directors

Chapter - 11 - Correspondence with Bank

Chapter - 12 - Correspondence with Statutory Authorities