AC – 28.06.2024
Item No. – 8.1 (N)

As Per NEP 2020

University of Mumbai

Syllabus for Indian Knowledge System	
Board of Studies in Indian Knowledge System	
UG First Year Programme	
Semester	**I OR II**
Title of Paper	**Credits**
I) Indian Knowledge System	**2** **(either I or II Semester)**
From the Academic Year	**2024-2025**

Sr. No.	Heading	Particulars
1	**Description the course : Including but Not limited to :**	Introduction, relevance, Usefulness, Application, interest, connection with other courses, demand in the industry, job prospects etc.
2	**Vertical :**	Major/Minor/Open Elective /Skill Enhancement / Ability Enhancement/Indian Knowledge System (Choose By √)
3	**Type :**	Theory / Practical
4	**Credit**:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	**Hours Allotted :**	30 Hours
6	**Marks Allotted**:	100 Marks
7	**Course Objectives**: (List some of the course objectives) 1. To sensitize the students about context in which they are embedded i.e. Indian culture and civilisation including its Knowledge System and Tradition. 2. To help student to understand the knowledge, art and creative practices, skills and values in ancient Indian system. 3. To help to study the enriched scientific Indian heritage. 4. To introduce the contribution from Ancient Indian system & tradition to modern science & Technology.	
8	**Course Outcomes**: (List some of the course outcomes) 1. Learner will understand and appreciate the rich Indian Knowledge Tradition 2. Lerner will understand the contribution of Indians in various fields 3. Lerner will experience increase subject-awareness and self-esteem 4. Lerner will develop a comprehensive understanding of how all knowledge is ultimately intertwined	
9	**Modules**:-	
	Module 1: (10 Hours)	

	1. Introduction to IKS (What is knowledge System, Characteristic Features of Indian Knowledge System) **2.** Why IKS? (Macaulay's Education Policy and its impact, Need of revisiting Ancient Indian Traditions) **3.** Scope of IKS (The Universality of IKS (from Micro to Macro), development form Earliest times to 18th Century CE) **4.** Tradition of IKS (Ancient Indian Education System: Home, Gurukul, Pathashala, Universities and ancient educational centres)

	5. Relevant sites in the vicinity of the Institute (Water Management System at Kanheri, Temple Management of Ambarnath, etc.)	
	Module 2: (10 Hours)	
	1. Medicine (Ayurveda) **2.** Alchemy **3**. Mathematics **4.** Logic **5.** Art of Governance (Arthashastra)	
	Module 3: **(10 Hours) (Select Any FIVE out of the following)**	
	1. Aesthetics **2.** Town Planning **3**. Strategic Studies **4.** Krishi Shastra **5.** Vyakaran & Lexicography **6**. Natyashastra **7**. Ancient Sports **8**. Astronomy **9**. Yoga and Wellbeing **10.** Linguistics **11.** Chitrasutra **12.** Architecture **13.** Taxation **14.** Banking **15.** Trade and Commerce	
10	**Reference Books** **1.** Concise history of science in India- D.M. Bose, S.N Sen, B.V. Subbarayappa. **2.** Positive sciences of the Ancient Hindus- Brajendranatha seal, Motilal Banrasidas, Delhi 1958. **3.** History of Chemistry in Ancient India & Medieval India, P.Ray- Indian Chemicals Society, Calcutta 1956 **4.** Charaka Samhita- a scientific synopsis, P. Ray & H.N Gupta National Institute of Sciences of India, New Delhi 1965. **5.** MacDonnell A.A- History of Sanskrit literature **6.** Winternitz M- History of Indian Literature Vol. I, II & III **7.** Dasgupta S.N & De S.K- History of Sanskrit literature Vol. I. **8.** Ramkrishna Mission- cultural heritage of India Vol. I, II & III. **9.** Majumdar R. C & Pushalkar A.D- History & culture of the Indian people, Vol. I, II & III. **10.** Keith A.B- History of Sanskrit literature. **11.** Varadachari V- History of Sanskrit literature Chaitanya Krishna- A new History of Sanskrit	
11	**Continuous Internal Assessment: 40%**	**Semester End Examination : 60%**
12	**Continuous Evaluation through:** Assignment/ Presentations/ Projects (Group/Individual) / Field Visit Report **20 Marks,** class Test / MCQ Test **10 Marks,** Overall Conduct and Class Participation **10**	

	Marks	
13	**Format of Question Paper:** for the final examination Q1. Attempt any TWO Questions out of FIVE. **10 Marks** Q2. Attempt any FIVE Questions out of TEN **25 Marks** Q3. Attempt any FIVE Questions out of FIFTEEN. **25 Marks**	

Sign of the BOS Chairman
Name of the Chairman
Name of the BOS

Sign of the Offg. Associate Dean
Name of the Associate Dean
Name of the Faculty

Sign of the Offg. Dean
Name of the Offg. Dean
Name of the Faculty

AC – 24/11/2023
Item No. – 7.1 (N)

As Per NEP 2020

University of Mumbai

Title of the program

A- U.G. Certificate in Accounting & Finance
B- U.G. Diploma in Accounting & Finance
C- B.Com. Accounting & Finance
D- B.Com. (Hons.) in Accounting & Finance
E- B.Com. (Hons. with Research) in Accounting & Finance

Syllabus for B.COM (Accounting & Finance)

Semester – I & II

Ref: GR dated 20th April, 2023 for Credit Structure of UG

(With effect from the academic year 2024-25 Progressively)

University of Mumbai

(As per NEP 2020)

Sr. No.	Heading	Particulars	
1	**Title of program** **O: _____A**	**A**	**U.G. Certificate in Accounting & Finance**
	O: _____B	**B**	**U.G. Diploma in Accounting & Finance**
	O: _____C	**C**	**B.Com. Accounting & Finance**
	O: _____D	**D**	**B.Com. (Hons.) in Accounting & Finance**
	O: _____E	**E**	**B.Com. (Hons. with Research) in Accounting & Finance**
2	Eligibility O: _____A	**A**	As per University rules and regulations issued from time to time. OR Passed Equivalent Academic Level 4.0
	O: _____B	**B**	Undergraduate Certificate in **Accounting & Finance** Academic Level 4.5
	O: _____C	**C**	Undergraduate Diploma in **Accounting & Finance** Academic Level 5.0
	O: _____D	**D**	Bachelor of **Accounting & Finance** with minimum CGPA of 7.5 Academic Level 5.5
	O: _____E	**E**	Bachelor of **Accounting & Finance** with minimum CGPA of 7.5 Academic Level 5.5
3	Duration of program R: _____	**A**	One Year
		B	Two Years
		C	Three Years
		D	Four Years
		E	Four Years
4	Intake Capacity R: _____	**60**	

5	**Scheme of Examination** **R: _____**	NEP 40% Internal 60% External, Semester End Examination Individual Passing in Internal and External Examination	
6	R: _____ Standards of Passing	40%	
7	Sem. I & II Credit Structure R: _____A R: _____B	Attached herewith	
	Sem. III & IV Credit Structure R: _____C R: _____D		
	Sem. V & VI Credit Structure R: _____E R: _____F		
8	Semesters	A	Sem I & II
		B	Sem I, II, III& IV
		C	Sem I, II, III, IV, V & VI
		D	Sem I, II, III, IV, V, VI, VII & VIII
		E	Sem I, II, III, IV, V, VI, VII & VIII
9	Program Academic Level	A	4.5
		B	5.0
		C	5.5
		D	6.0
		E	6.0
10	Pattern	Semester	
11	Status	New	
12	To be implemented from Academic Year Progressively	From Academic Year: 2024-25	

Sign of the BOS
Dr. Arvindkumar Shankarlal Luhar
Board of Studies: B.Com (Accounting & Finance)

Sign of the
Offg. Associate Dean
Dr. Ravikant Balkrishna Sangurde
Faculty of Commerce

Sign of the
Offg. Associate Dean
Prin. Kishori Bhagat
Faculty of Management

Sign of the
Offg. Dean
Prof. Kavita Laghate
Faculty of Commerce & Management

Preamble

1. Introduction

The complexities of the 21st-century business world demand a new kind of professionalism, and a Bachelor of Commerce (B.Com.) in Accounting and Finance program equips learners with the skills to excel on a global stage. This degree goes beyond basic accounting by focusing on the international landscape. Learners will gain a strong foundation in international accounting standards, financial regulations, and currency fluctuations, making learners an asset in a globalized marketplace. Furthermore, the program sharpens learner's data analysis skills, crucial for interpreting financial information, generating reports, and using accounting software – all essential for informed decision-making on a global scale.

2. Aims and Objectives

1. To prepare graduates for successful careers in accounting, finance, and related fields on a global scale.
2. Equip learners with a comprehensive understanding of accounting principles, financial management, cost accounting, taxation, and financial analysis.
3. Foster awareness of ethical and sustainable practices in global business operations.
4. Cultivate critical thinking and decision-making abilities for sound financial judgment in a global context.
5. Prepare students for pursuing professional certifications in accounting and finance (e.g., CA, CPA, CFA).

3. Learning and Outcomes

PO1: Learners will possess a comprehensive understanding of international accounting standards, financial regulations, and currency fluctuations, allowing them to analyze and navigate complex financial situations on a global scale.

PO:2 Learners will be equipped with strong analytical and data interpretation skills, enabling them to generate insightful financial reports, utilize accounting software effectively, and make informed financial decisions in a global context.

PO3: Communicate financial information effectively with diverse stakeholders in a globalized business environment.

PO4: Learners will apply ethical principles and sustainability considerations within accounting and finance, understanding their impact on global business operations.

PO5: Learners will be well-prepared to pursue professional certifications in accounting and finance (e.g., CA, CPA, CFA) and demonstrate the necessary skills and knowledge to succeed in the globalized accounting and finance professions.

4. Any other point (if any)

The future of finance is about more than just numbers. As a BAF learner, when coupled with certificate courses the learner is positioned to be at the forefront of emerging trends like blockchain technology for secure transactions, artificial intelligence for smarter financial modeling, and sustainable finance practices that prioritize environmental and social impact alongside profit. With a B. Com in Accounting and Finance, learner be equipped to not only navigate the traditional landscape but also shape the future of this dynamic field.

1) Credit Structure of the Program B. Com (Accounting & Finance) Sem I, II, III, IV, V & VI)

Under Graduate Certificate in in Accounting & Finance

Credit Structure (Sem. I & II)

	R:_____A								
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC, RP**	**Cum. Cr. / Sem.**	**Degree/ Cum. Cr.**
		Mandatory	**Electives**							
4.5	I	Financial Accounting-I (04) Auditing-I (02)			2+2	Vocational Skills in Accounting & Finance Paper –I (02) Vocational Skills in Accounting & Finance Paper –II (02)	AEC :2, VEC :2, IKS: 2	CC:2	22	**UG Certificate 44**
	R:_____B									
	II	Financial Accounting - II (04) Auditing-II (02)		2	2+2	Vocational Skills in Accounting Paper –III (02) Vocational Skills in Accounting & Finance Paper –IV (02)	AEC :2, VEC :2	CC:2	22	
	Cum Cr.	12	-	2	8	4+4	4+4+2	4	44	

Exit option: Award of UG Certificate in Major with 40-44 credits and an additional 4 credits core NSQF course/ Internship OR Continue with Majorand Minor

Under Graduate Diploma in in Accounting & Finance

Credit Structure (Sem. III & IV)

Undergraduate Programs in University

	R:_____C								
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC ,IKS**	**OJT, FP, CEP, CC,RP**	**Cum. Cr. / Sem.**	**Degree/ Cum. Cr.**
		Mandatory	**Electives**							
5.0	III	Financial Accounting-III (04) Cost Accounting-I (04)		4	2+2	Vocational Skills in Accounting & Finance Paper –V (02)	AEC: 2	FP: 2 CC:2	22	**UG Diploma 88**
	R:_____D									
	IV	Financial Accounting-IV (04) Cost Accounting-II (04)		4	2+2	Vocational Skills in Accounting & Finance Paper –VI (02)	AEC: 2	CEP: 2 CC:2	22	
	Cum Cr.	28		10	12	6+6	8+4+2	8+4	88	
Exit option; Award of UG Diploma in Major and Minor with 80-88 credits and an additional 4 credits core NSQF course/ Internship OR Continuewith Major and Minor										

B.Com. (Accounting & Finance)

Credit Structure (Sem. V & VI)

Undergraduate Programs in University

	R:_____E									
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC,RP**	**Cum. Cr. / Sem.**	**Degree / Cum. Cr.**
		Mandatory	**Electives**							
5.5	V	Financial Accounting V (04) Direct & Indirect Tax- I (Direct Tax) (04) Management Accounting I (02)	4	4	2+2	Vocational Skills in Accounting& Finance Paper – VII (02)		FP/CEP :2	22	**UG Degree 132**
	R:_____F									
	VI	Financial Accounting VI (04) Direct & Indirect Tax- II (Indirect Tax) (04) (04) Management Accounting II ((02)	4	4	2+2			OJT :4	22	
	Cum Cr.	48	8	18	12	8+6	8+4+2	8+6+4	132	
Exit option: Award of UG Degree in Major with 132 credits OR Continue with Major and Minor										

[Abbreviation - OE – Open Electives, VSC – Vocation Skill Course, SEC – Skill Enhancement Course, (VSEC), AEC – Ability Enhancement Course, VEC – Value Education Course, IKS – Indian Knowledge System, OJT – on Job Training, FP – Field Project, CEP – Continuing Education Program, CC – Co-Curricular, RP – Research Project]

Sem. – I

Course	Financial Accounting-I (Semester I; Level 4.5)	Credits	04
Type	Major: Mandatory	No of Teaching hours	60
Evaluation/ Assessment	100 marks- 60 marks semester end evaluation and 40 marks continuous evaluation		

Course Objectives

CO1	To recognize the fundamental accounting concepts and conventions in financial reporting and understand its applicability. To articulate the applicability and valuation of selected Accounting Standards.
CO2	To ascertain the process of preparation of final accounts for a proprietary manufacturing firm.
CO3	To employ the principles of departmental accounting involving expenses and inter-departmental transactions while preparing the final accounts of the departmental store.
CO4	To illustrate the principles of hire purchase accounting through the preparation of journal, ledger, and disclosure in the balance sheet in the books of hirer and vendor.

Learning Outcomes

LO1	The learner will be able to identify and explain the various accounting concepts and conventions applicable to the accounting system. The learner will be able to identify, summarize, distinguish the purpose of policies and commute the valuation of selected Accounting Standards.
LO2	The learner will be able to calculate the profit/loss of the manufacturing firm and prepare its final accounts.
LO3	The learner will be able to figure out the impact of inter-departmental transfers and prepare the final accounts of the departmental store.
LO4	The learner will be able to calculate the interest on the outstanding balance and prepare the journal, and ledger in the books of the hirer and vendor involved in the hire purchase system.

MODULES AT GLANCE

Module No	Content	No of Hours
1	Introduction to Accounting Concepts and Accounting Standards.	15
2	Final Accounts of Manufacturing Concern.	15
3	Departmental Accounts.	15
4	Accounting for Hire Purchase.	15
		60

Module No	Content	No of Hours
1	**Introduction to Accounting Concepts & Accounting Standards.** • Brief Overview of Accounting Concepts and Conventions. • Meaning and Classification - Capital, Revenue: Expenditure and Receipts, Profit and Loss. • Accounting Standard (AS) and Ind-AS & IFRS – An Introduction, Concepts and Benefits. • AS – 1 Disclosure of Accounting Policies. (Inclusive of small case studies) • AS – 2 Valuation of Inventories. (Inclusive of small case studies) • AS - 9 Revenue Recognition. (Inclusive of small case studies) • Meaning of Inventories • Cost for Inventory Valuation. • Inventory Systems: Periodic Inventory System and Perpetual Inventory System Valuation: Meaning, Importance and Difference. • Methods of Stock Valuation as per AS – 2: (Practical Illustrations) • FIFO and Weighted Average Method only. • Computation of Valuation of Inventory as on Balance Sheet Date: (If Inventory is taken on a Date After the Balance Sheet or Before the Balance Sheet)	15
2.	**Final Accounts of Manufacturing Concern** • Introduction and meaning. • Components of Final Accounts of Manufacturing Concern (Proprietary Firm). • Closing and Adjustment Entries in Final Accounts of Manufacturing Concern. • Preparation of Trading Account, Manufacturing Account, Profit & Loss Account and Balance Sheet.	15
3.	**Departmental Accounts** • Introduction and meaning. • Basic Principles of Departmental Accounts. • Allocation of Expenses. • Inter-Departmental Transfers at Cost / Invoice Price. • Preparation of Final Accounts.	15
4	**Accounting for Hire Purchase** • Introduction and meaning. • Basic Principles of Hire Purchase Accounting. • Methods of accounting for hire purchase. • Calculation of interest. • Accounting for hire purchase transactions by asset purchase method based on full cash price. • Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor (excluding default, repossession and calculation of cash price).	15

Reference Books:

1. Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
3. Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
4. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
5. Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
6. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
7. Jha, Luhar & Sharma, Financial Accounting -I, Himalayan Publication, Mumbai.
8. Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
9. Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
10. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
11. Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
12. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
13. Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
14. Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Semester End External - 60 marks **Time: 2:00 hrs**

Format of Question Paper: for the final examination

Attempt any 4 out of 6 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
Q4	Practical/ Theory	15
Q5	Practical/ Theory	15
Q6	Practical/ Theory	15
	TOTAL	**60**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.

Continuous Evaluation: Internal (40 marks)

	Assessment/ Evaluation	Marks
1	Class Test during the lectures. (Physical/ Online mode) (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	20
2	Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)	10
3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	10

Course	Auditing- I (Semester I; Level 4.5)	Credits	02
Type	Major: Mandatory	No of Teaching hours	30
Evaluation/ Assessment	50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation		

Aims and Objectives

CO1	To introduce basics of auditing, principles of auditing, types of audits and types of errors and frauds.
CO2	To enable learners to plan the audit, know the procedures required to conduct an audit and maintenance of required documentation as per SA for audit evidence.

Learning Outcomes

LO1	Learners will be able understand the meaning, need for, importance, types of auditing and distinguish between errors and frauds.
LO2	Learners will be understanding how an auditor should plan an audit, conduct audit procedures and prepare documentation required as per SA 230.

MODULES AT GLANCE

Module No	Unit	Content	No of Hours
1	I	Introduction to Auditing	08
	II	Principles of Audit	07
2	III	Audit Planning, Procedures and Documentation: Audit planning & program	08
	IV	Audit Planning, Procedures and Documentation: Audit working papers	07
			30

Module No	Content	No of Hours
1	**Unit 1: Introduction to Auditing** • **Basics:** Financial Statements, Users of Financial Information, Definition of Auditing, Objectives of Auditing - Primary and Secondary, Expression of Opinion, Detection of Frauds and Errors, Inherent Limitations of Audit. • **Errors and Frauds:** Concepts, Reasons and Circumstances, Types of Errors - Commission, Omission, Principle and Compensating, Types of Frauds, Risk of Fraud and Error in Audit, Auditor's Duties and Responsibilities in respect of Fraud. **Unit II: Principles of Audit** • **Principles**: Integrity, Objectivity, Independence, Confidentiality, Skills and Competence, Materiality and work performed by others, Documentation, Planning, Audit Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting. • **Types of Audits:** Meaning, Advantages and Disadvantages of: Balance Sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit, Annual Audit, Cost Audit, Green Audit, Gender Audit, Statutory Audit, Social Audit and CSR Audit.	08 07
2.	**Unit III - Audit Planning, Procedures and Documentation: Audit Planning & Program** • **Audit Planning:** Meaning, Objectives, Factors to be considered, Sources of obtaining information, Discussions with Client, Overall Audit Plan. • **Audit Program:** Meaning, Factors to be considered, Advantages, Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before Commencing Works of Audit, Overall Audit Approach. **Unit IV - Audit Planning, Procedures and Documentation: Audit Working Papers** • **Audit working Papers:** Meaning, Importance, Factors determining form and contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client Books • **Audit Notebook:** Meaning, Structure, Contents, General Information, Current Information, and Importance.	10 05

Reference Books:

1. Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi
2. A Handbook of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
3. Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
4. Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
5. Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education,New Delhi
6. Contemporary Auditing by Kamal Gupta, McGrow Hill Education Pvt. Ltd., New Delhi
7. Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi
8. Jha & Shah, (2018) Advance Auditing, Himalayan Publication, Mumbai.

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Course	**Vocational Skills in Accounting and Finance Paper – I (Introduction to Financial Functions) (Semester I; Level 4.5)**	**Credits**	**02**
Type	**VSC, SEC: (VSEC)**	**No of Teaching hours**	**30**
Evaluation/ Assessment	**50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation**		

Preface

The complexity of financial data and the increasing demand for data-driven insights make Excel proficiency a vital skill across industries. In today's digital age, proficiency in Microsoft Excel has become an indispensable skill, particularly for individuals pursuing careers in finance and business.

This course aims to fulfill the need for Excel proficiency among new generation learners, preparing them for the challenges of the modern workplace. By the end of the course, learners will emerge with the confidence and proficiency to leverage Excel as a powerful tool for financial analysis and reporting. Whether they are aspiring finance professionals, business analysts, or entrepreneurs, this course will provide them with a competitive edge in today's data-driven economy.

Aims and Objectives

CO1	To familiarize learners with the Excel interface and basic functions.
CO2	To enable learners to use Excel for arithmetic operations, data analysis, and formatting.
CO3	To introduce learners to financial functions manually and in excel.

Learning Outcomes

On successful completion of the course,

LO1	Learners will proficiently navigate the Excel interface, utilizing tabs and functions effectively.
LO2	Learners will be able to perform arithmetic operations and data analysis tasks using Excel, enhancing their analytical skills.
LO3	Learners will be able to use Excel functions for financial calculations, enhancing their financial analysis and decision-making capabilities.

Module No	Content	No of Hours
1. Excel Basics	• Introduction to Excel • Understanding the Excel interface: Tabs and its function. • Basic Excel functions and formulas: Arithmetic Operations, SUM Function, Average Function, MAX/MIN Function, Count Function. • Use of Artificial Intelligence Tool for generating formulas and custom formatting. • Formatting in Excel: Table, Rows and Layout.	15
2. **Financial Functions in Excel**	• Understanding financial functions: Present Value, Future Value, Net Present Value and Internal Rate of Return and its calculation manual and using excel. • Depreciation functions: Straight Line Depreciation and Reducing Balance method and its calculation manual and using excel.	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required.

Information: Model question paper for external exam will be provided during the workshops.

Reference Books

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2019 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)
4. Mastering Office 2013 - GimiCouster
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Mastering Microsoft Excel Functions and Formulas 2010 by Web Tech Solutions
7. Microsoft Excel: Shortcut keys and Formulas 2021 by Kabir Das

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	**Marks**
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Course	**Vocational Skills in Accounting & Finance Paper – II (Preparation of Financial Budgets) (Semester I; Level 4.5)**	**Credits**	**02**
Type	**VSC, SEC: (VSEC)**	**No of Teaching hours**	**30**
Evaluation/ Assessment	**50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation**		

Preface

In today's fast-paced business environment, organizations rely heavily on accurate financial budgets to make informed decisions and allocate resources effectively. Excel has emerged as the go-to tool for budget preparation due to its versatility and powerful features. This course aims to equip learners with the excel skills needed to excel in financial budgeting and analysis.

Through this course, learners will not only gain a solid understanding of financial budgeting fundamentals but also master the use of Excel for budget preparation. They will learn to set up excel worksheets, import data from various sources, and utilize Excel's functions for efficient data analysis. Additionally, learners will be trained to create Pivot tables and charts to visualize budgetary information effectively.

The need for this course is evident in today's job market, where employers seek candidates with strong excel skills for financial analysis roles. By enhancing their excel proficiency, learners will not only increase their employability but also improve their efficiency and accuracy in financial budgeting tasks.

Aims and Objectives

CO1	To introduce learners to the fundamentals and preparation of financial budgets.
CO2	To equip learners with the skills to set up excel worksheets and convert data from various sources into excel.
CO3	To train learners in the preparation of financial budgets using Excel, leveraging its functionalities for efficient data analysis.
CO4	To enable learners to analyze data, create Pivot tables, and generate charts to visualize budgetary information effectively.

Learning Outcomes

On successful completion of the course,

LO1	Learners will be able to summarize, compare and contrast different components of financial budgets.
LO2	Learners will acquire the skills to set up excel worksheets and import data from different sources, ensuring accuracy and efficiency in budget preparation.
LO3	Learners will be proficient in preparing financial budgets using excel, utilizing its features for accurate calculations and data organization.
LO4	Learners will be able to analyze budgetary data, create Pivot tables, and generate charts in excel to effectively visualize and interpret budget information.

Module No	Content	No of Hours
1. Introduction to Financial Budgeting	• Understanding the concept of financial budgeting • Importance and benefits of budgeting • Types of budgets. • Preparation of Flexible Budget and Sales Budget manually.	15
2. Preparation of Budgets in Excel	• Setting up a worksheet or converting data from picture into excel. • Preparation of Flexible Budget and Sales Budget in excel. • Analyse Data using Excel. • Prepare Pivot table and chart.	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops

References

1. Introduction to Financial Planning by Indian Institute of Banking & Finance
2. David N. Hyman: Public Finance A Contemporary Application of theory of policy, Krishna Offset, Delhi
3. Hoiughton E.W. (1998) : Public Finance, Penguin, Baltimore
4. Hajela T.N: Public Finance – Anne Books Pvt. Ltd
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Mastering Microsoft Excel Functions and Formulas 2010 by Web Tech Solutions
7. Microsoft Excel: Shortcut keys and Formulas 2021 by Kabir Das

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks

and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.

3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	**Marks**
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

SEMESTER II

Course	Financial Accounting II (Semester II; Level 4.5)	Credits	04
Type	Major: Mandatory	No of Teaching hours	60
Evaluation/ Assessment	100 marks - 60 marks semester end evaluation and 40 marks continuous evaluation		

Aims and Objectives

CO1	To have a comprehensive understanding of accounting from incomplete records, with the ability to apply the conversion method effectively and prepare its final accounts.
CO2	To comprehend the accounting entries from consignor and consignee perspectives and apply the appropriate valuation techniques for the goods under consignment sales.
CO3	To understand the characteristics of dependent branches and apply specific accounting methods for the preparation of the books of accounts.
CO4	To classify and analyse the theoretical implications of various types of losses covered under fire insurance. For computing the loss of stock caused by a fire incident and ascertainment of claim amount.

Learning Outcomes

LO1	The learner will be able to recall, and summarize the key concepts related to accounting from incomplete records and solve practical problems related to the preparation of final accounts of Proprietary Trading Concerns.
LO2	The learner will be able to apply the accounting principles and valuation techniques appropriately while recording journal entries and preparing ledger accounts in the books of consignor and consignee.
LO3	The learner will be able to define and articulate the characteristics that distinguish a dependent branch within a business structure and solve practical problems related to the preparation of accounts of the dependent branch in the books of the head office, demonstrating proficiency in implementing the Debtor's method and Stock & Debtor's method.
LO4	The learner will be able to summarize the theoretical aspects of different types of losses covered under fire insurance and break down the components of a fire insurance claim. The learner will be able to calculate the loss of stock caused by a fire incident and prepare the statement of claim to be made to the insurance company.

MODULES AT GLANCE

Module No	Content	No of Hours
1	Accounting from Incomplete Records.	15
2	Consignment Accounts.	15
3	Branch Accounts.	15
4	Fire Insurance Claim.	15
		60

Module No	Content	No of Hours
1	**Accounting from Incomplete Records** • Introduction and meaning. • Problems on preparation of final accounts of Proprietary Trading Concern (conversion method).	15
2.	**Consignment Accounts** • Introduction and Meaning. • Accounting for consignment transactions. • Valuation of stock, Invoicing of goods at higher price. (excluding overriding commission, normal loss and abnormal loss).	15
3.	**Branch Accounts** • Introduction and Meaning. • Classification of branch. • Accounting for Dependent Branch not maintaining full books: Debtors method and Stock & Debtors method.	15
4	**Fire Insurance Claim** • Introduction and Meaning. • Types of Losses- Loss of Life, Assets, Stock & Profit. (Theoretical Aspects) • Computation of Loss of Stock by Fire. • Ascertainment of Claim as per the Insurance Policy. (exclude loss of profit and consequential loss)	15

Reference Books

1. Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
3. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & Co. Ltd., Mumbai Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd.
4. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.
5. Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi
6. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Shehgal Ashok, Mayur Paper Back
7. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi.
8. Introduction to Financial Accounting by Horngren, Pearson Publications.
9. Financial Accounting by M. Mukherjee. M. Hanif. Tata McGraw Hill Education Private Ltd; New Delhi

Semester End External - 60 marks **Time: 2:00 hrs**

Format of Question Paper: for the final examination

Attempt any 4 out of 6 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
Q4	Practical/ Theory	15
Q5	Practical/ Theory	15
Q6	Practical/ Theory	15
	TOTAL	**60**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.

Continuous Evaluation: Internal (40 marks)

	Assessment/ Evaluation	Marks
1	Class Test during the lectures. (Physical/ Online mode) (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	20
2	Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)	10
3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	10

Course	Auditing -II (Semester II; Level 4.5)	Credits	02
Type	Major: Mandatory	No of Teaching hours	30
Evaluation/ Assessment	50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation		

Aims and Objectives

CO1	To examine the internal controls, internal checks basics of a continual improvement process and determine the audit technique, assess the ledger and interpret the transaction.
CO2	To learn how to vouch the transactions (income and expenses) and to use the technique of verification for ascertainment of the value of assets and liabilities.

Learning Outcomes

LO1	Learners will be able to assess internal Control, Internal Check and determine the audit technique. Apply the logic of Journal & Ledger postings for Reading of Ledger accounts.
LO2	Learners will be able to find out true and fair financial position of the company by vouching the income and expenses and by verification of the assets and liabilities.

MODULES AT GLANCE

Module No	Unit	Content	No of Hours
1	I	Auditing Techniques	15
	II	Reading of Ledger Account	05
2	III	Vouching	05
	IV	Verification	05
			30

Module No	Content	No of Hours
1	**Unit I: Auditing Techniques** • **Test Check-** Test Checking Vs Routing Checking, Test Check Meaning, Features, Factors to be considered, When Test Checks can be used, Advantages, Disadvantages and Precautions. • **Audit Sampling-** Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size - Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items Evaluation of Sample Results, Auditors Liability in conducting Audit based on Sample. • **Internal Control-** Meaning and Purpose, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors, Purchases and Creditors, Wages and Salaries, Internal Checks Vs Internal Control, Internal Checks Vs Test Checks. **Unit II: Reading of Ledger Account** • Reading of Ledger like Purchase, Sales, Assets, Liabilities. • B/R, B/P, Cash Book [Practical Questions should be Asked on Reading of Ledger Accounts]	15 05
2.	**Unit III: Vouching** • **Audit of Income-** Revenue from Sales and Services, Rental Income, Interest & Dividends Income, Royalties Income, Recovery of Bad debts written off, Commission Received. • **Audit of Expenditure-** Purchases, Salaries & Wages, Rent, Insurance Premium, Telephone expense, Petty cash payment, Advertisement, Travelling Salesmen's Commission, Freight, Carriage and Custom Duties. **Unit IV: Verification** • **Audit of assets:** Plant & Machinery, Furniture, and fixtures, Accounts Receivable, Investments, Inventory, Goodwill, Patent Rights. • **Audit of Liabilities:** Outstanding Expenses, Accounts Payable, Secured loans, Unsecured Loans, Contingent Liabilities, Public Deposits.	05 05

Reference Books

1. Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi
2. A Handbook of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
3. Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
4. Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
5. Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education, New Delhi
6. Contemporary Auditing by Kamal Gupta, McGrow Hill Education Pvt. Ltd., New Delhi
7. Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi
8. Jha & Shah, (2018) Advance Auditing, Himalayan Publication, Mumbai.

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Course	**Vocational Skills in Accounting & Finance Paper – III (Introduction to Financial Forecasting) (Semester II; Level 4.5)**	**Credits**	**02**
Type	**VSC, SEC: (VSEC)**	**No of Teaching hours**	**30**
Evaluation/ Assessment	**50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation**		

Preface

Proficiency in financial forecasting using Excel is a valuable skill sought after by employers in the finance industry. The ability to analyze data, identify trends, and make informed predictions is essential for roles such as financial analyst, budget analyst, and business planner. This course aims to enhance learners' employability by providing them with practical skills that are directly applicable in real-world financial scenarios.

This course introduces them to the significance of financial forecasting in decision-making within organizations. It emphasizes the role of forecasting in strategic planning and highlights the ethical considerations involved. They will explore various forecasting techniques, including straight-line, moving average, and time series analysis, along with their applications in sales forecasting and cash budgeting.

Aims and Objectives

CO1	To understand the significance of forecasting in financial decision-making and its role in strategic planning.
CO2	To develop proficiency in using various forecasting techniques in finance, including straight-line, moving average, and time series analysis.
CO3	To learn how to create accurate financial forecasts using excel, including trend analysis and the forecast function.

Learning Outcomes

On successful completion of the course, the learners will be able to

LO1	Learners will be able to explain the importance of forecasting in financial management and identify its limitations and risks.
LO2	Learners will be able to apply different forecasting techniques to real-world financial scenarios, such as sales forecasting and cash budgeting.
LO3	Learners will be able to create and evaluate financial forecasts using excel, enhancing their analytical skills and decision-making abilities.

Module No	Content	No of Hours
1. Understand the Significance of Forecasting in Finance	• Role of forecasting in financial decision-making. • Limitations and risks associated with forecasting. • Ethical considerations involved in financial forecasting. • Types of Forecasting Techniques in Finance: Straight Line, Moving Average, Time series analysis, Sales Forecasting and Cash Budget. (Manual Calculations are expected).	15
2. Creating Forecasts using Excel.	• Trend analysis using excel. • Calculation of moving averages and forecast function in excel. • Forecasting Sales and Cash Budget using excel function. • Evaluation of model using Mean Absolute Percentage Error.	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops

Reference Books

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2013 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)
4. Mastering Office 2013 - GimiCouster
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Valuation: Measuring and Managing the value of Companies: Thomas Copeland- Wiley
7. The Handbook of Advance Business Valuation: Rovert F Reilly and Robert Swhweish: Mc Graw hill
8. Business Valuation: Pitabas Mohanty- Taxmann
9. Valuation- Measuring and Managing the value of Companies : Tim Koller- Mc Kinsey & Co

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Course	**Vocational Skills in Accounting & Finance Paper – IV (Data Visualization) (Semester II; Level 4.5)**	**Credits**	**02**
Type	**VSC, SEC: (VSEC)**	**No of Teaching hours**	**30**
Evaluation/ Assessment	**50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation**		

Preface

In the era of big data and information overload, the ability to effectively visualize and communicate financial data is a critical skill for professionals in any industry. This course on data visualization for finance introduces learners to the fundamental principles and techniques of visualizing financial data using tools like Excel.

By mastering data visualization techniques such as line charts, bar charts, and scatter plots, learners will enhance their analytical skills and gain a deeper understanding of financial trends and patterns. These skills are not only valuable in the field of finance but also in a wide range of industries where data-driven decision-making is essential.

Moreover, in today's digital age, employers are increasingly seeking candidates who can not only analyse data but also present it in a clear and compelling manner. This course is designed to equip learners with the skills they need to succeed in the modern workforce, where the ability to visualize data is a key asset.

Aims and Objectives

CO1	To understand the meaning, need, and principles of data visualization, specifically in the context of financial data.
CO2	To familiarize learners with various types of financial data visualization techniques and their appropriate use in different scenarios.
CO3	To develop proficiency in creating and reporting financial data using Excel and other visualization tools.

Learning Outcomes

On successful completion of the course, the learners will be able to

LO1	Learners will be able to explain the importance of data visualization in financial analysis and decision-making.
LO2	Learners will be able to identify and apply the appropriate data visualization techniques for different types of financial data.
LO3	Learners will gain practical skills in creating and reporting financial data using a variety of charts and graphs, enhancing their ability to communicate complex financial information effectively.

Module No	Content	No of Hours
1. Introduction to Data Visualization	• Meaning, Need, Importance and Principles of data visualization. • Types of Financial Data Visualization: Line charts, Bar charts, Pie charts, histogram, scatter plot, area chart, radar chart and candlestick charts. (Need and when to use them)	15
2. Creating charts using excel.	• Creating and reporting data using Line charts, Bar charts, Pie charts, histogram, scatter plot, area chart, radar chart and candlestick charts with excel/ other tools.	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops.

Reference books.

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2013 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill
4. Mastering Office 2013 - GimiCouster
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra.

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

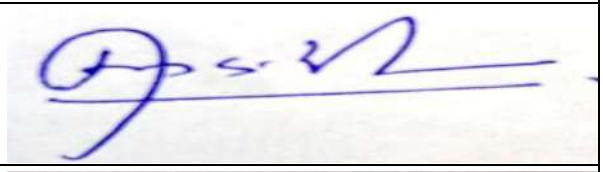
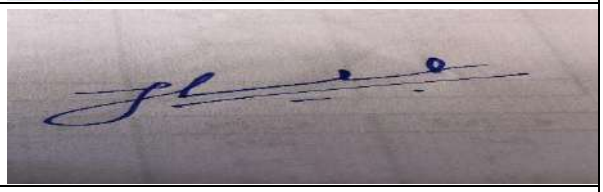
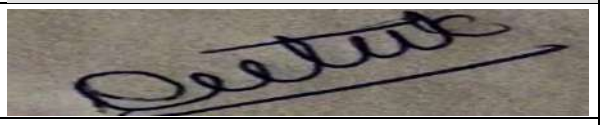
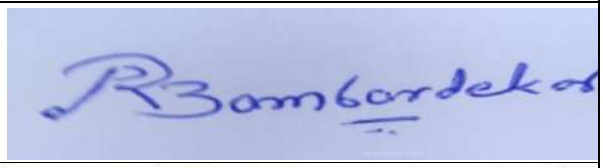
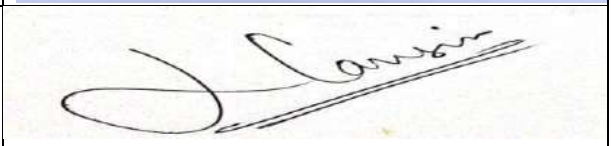
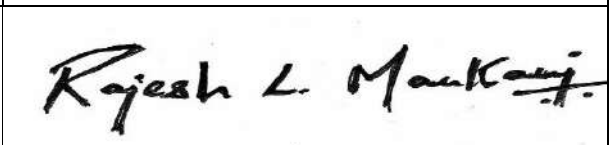
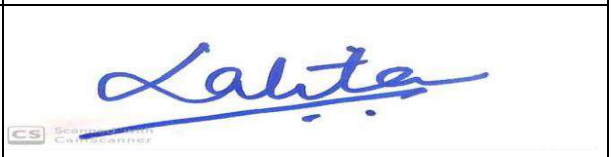
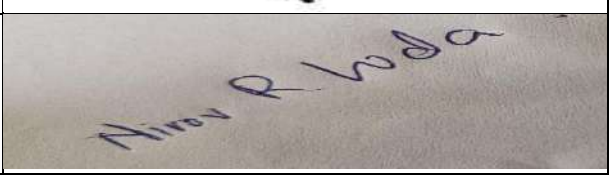
Continuous Evaluation through:

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Letter Grades and Grade Points:

Semester GPA/ Programme CGPA Semester/ Programme	% of Marks	Alpha-Sign/ Letter Grade Result	Grading Point
9.00 - 10.00	90.0 - 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
4.00 - < 5.00	40.0 - < 50.0	P (Pass)	4
Below 4.00	Below 40.0	F (Fail)	0
Ab (Absent)	-	Ab (Absent)	0

Signatures of Team Members

Name	College Name	Sign
Dr. Arvind Luhar	Ismail Yusuf College	
Dr. Nishikant Jha	Thakur College of Science & Commerce	
Dr.CA Mahesh Bhiwandikar	K.M.Agarwal College	
Dr. Neetu Kapoor	Bharat College	
Dr. Suresh Tukaram Nimbalkar	N.K.Varadkar College	
Dr. Ravindra Bambardekar	Keraleeya Samaj Model College	
Dr.Navsin Mistry	M V Mandali's College of Commerce and Science	
Dr.Rajesh Mankani	Lala Lajpatrai College of Commerce and Economics	
CS Dr Lalita Mutreja	Sahyadri Shikshan Seva Mandal's Arts and Commerce Collège Palghar	
Mr. Suraj Agarwala	B.K.Birla College (Empowered Autonomous)	
Mr. Nirav Goda	Thakur College of Science & Commerce (Autonomous)	

Appendix B

Justification for B.Com. (Accounting & Finance)

1.	Necessity for starting the course:	Mumbai is the financial capital of India, housing numerous financial institutions, banks, and multinational corporations. There is a constant demand for skilled professionals in accounting and finance to support these industries. The financial sector often faces skill gaps, and a dedicated program can help bridge these gaps by churning graduates with a strong foundation in accounting principles, financial analysis, and regulatory compliance. A Bachelor's program in Accounting and Finance can provide learners with the necessary knowledge and skills for a variety of roles such as accountants, financial analysts, auditors, and financial consultants. This can enhance employment opportunities for learners. The program can contribute to enhancing financial literacy among the general population by producing graduates who can educate others on financial matters, promoting responsible financial practices.
2.	Whether the UGC has recommended the course:	**Yes**
3.	Whether all the courses have commenced from the academic year 2024-25 onwards	**Yes**
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?	**Yes**
5.	To give details regarding the duration of the Course and is it possible to compress the course?	**Course Duration: 4 years (as per NEP structure)**
6.	The intake capacity of each course and no. of admissions given in the current academic year:	**60 per division**
7.	Opportunities of Employability / Employment available after undertaking these courses:	A Bachelor's degree in Accounting and Finance opens the door to a wide array of promising employment opportunities across diverse sectors. • Graduates can pursue careers as accountants, where they play a crucial role in preparing

		financial records and statements, ensuring compliance with accounting standards, and analyzing financial data to support strategic decision-making. • Financial analysts are sought after to evaluate financial performance, conduct industry research, and provide recommendations for investment decisions. • Opportunities also abound in auditing, where professionals examine financial statements for accuracy and compliance. • Tax consultants assist individuals and organizations with tax planning and compliance, offering strategic advice on tax-saving measures. • Other potential career paths include financial planning, risk analysis, treasury management, budget analysis, credit analysis, and roles in corporate finance. The versatility of this degree equips graduates to explore various sectors, from corporate finance to consultancy, allowing them to contribute meaningfully to the financial success of organizations and individuals alike. Continuing education and pursuing professional certifications further enhance their marketability and potential for career growth.

Sign of the BOS
Dr. Arvindkumar Shankarlal Luhar
Board of Studies: B.Com (Accounting & Finance)

Sign of the
Offg. Associate Dean
Dr. Ravikant Balkrishna Sangurde
Faculty of Commerce

Sign of the
Offg. Associate Dean
Prin. Kishori Bhagat
Faculty of Management

Sign of the
Offg. Dean
Prof. Kavita Laghate
Faculty of Commerce & Management

AC –28.06.2024

Item No. – 5.5 (N)

University of Mumbai

Syllabus for Extension Work in Vertical VI - CC	
Board of Studies in Extension Work	
UG First Year Program	
Semester	**I**
Title of Paper	**Credit**
Extension Work	**2 Credits**
From the Academic Year	**2024-25**

Introduction

The National Education Policy (NEP) 2020 is a comprehensive framework introduced by the Government of India to revamp the country's education system. It has replaced the previous National Policy on Education, which has aim to ensure universal access to quality education from preschool to higher education, including vocational education. NEP 2020 emphasizes a more holistic, multidisciplinary, and flexible curriculum which lay emphasis on conceptual understanding rather than rote learning allowing students to choose subjects across disciplines without strict boundaries.

The National Education Policy (NEP) 2020 of India addresses the role of higher education institutions in fostering community engagement and extension work. It highlights the social responsibility of higher education institutions towards their communities. It encourages institutions to engage with local communities, address societal challenges, and contribute to sustainable development. The policy promotes the implementation of outreach programs by higher education institutions to disseminate knowledge, provide services, and support community development. These programs may include literacy campaigns, career development programs, social issues awareness programs, health and hygiene initiatives, skill development workshops, and technology-oriented activities. The policy suggests integrating extension work into the curriculum of higher education programs. This allows learners to gain practical experience, develop leadership skills, and contribute to community development while pursuing their studies. It recognizes incentives to encourage active engagement in community service and extension activities.

Overall, NEP 2020 recognizes the significant role of higher education institutions in promoting community engagement, social responsibility, and sustainable development through extension work. By integrating extension activities into their mission and operations, institutions can contribute in building inclusive and resilient societies.

Extension work in the context of education refers to the activities and programs conducted by educational institutions to engage with communities, address societal needs, and promote social development.

Aim of Extension Work under NEP:

- Extension work aims to identify and address the specific needs and challenges faced by communities. NEP 2020 encourages higher education institutions to engage with local communities and contribute to their development by offering programs and services that

address social needs, such as literacy programs, health awareness campaigns, and vocational training.

- Extension work aims to empower communities by providing them with the knowledge, skills, and resources they need to address their own requirements and improve their quality of life.

Key objectives of Extension Work under NEP:

- To ensure equal access to quality education and educational opportunities to aspirants.
- To support the government initiatives in achieving universal foundational literacy and numeracy as per sustainable development program.
- To organize remedial programs to address the learning breaches among the youth and provide unending education opportunities.
- To offer more holistic, multidisciplinary, and flexible curricular activities with an emphasis on conceptual understanding and personality development.
- To offer a wide range of activities & promote critical thinking, creativity and innovation.
- To provide aspirants with multiple pathways for skill development and employment.
- To implement outreach programs to disseminate knowledge, provide services, and support community development.

Extension Work Activities:

Extension Work activities introduced by DLLE are a crucial aspect of the educational environment, offering multifaceted benefits that extend beyond academic learning. Many extension activities focus on social issues, sustainability, and environmental conservation. These activities educate the communities on sustainable practices which promote inclusivity and social justice. These activities focus especially on training women in various skills, including entrepreneurship and digital literacy through various vocational skill-oriented projects offered by the department. These activities have significantly contributed to skill development among community members, leading to improved employment opportunities and personality development. Learners participate in extension work activities as part of their curriculum, to gain practical experience and to contribute to community development. Thus, engaging in extension work fosters a sense of social responsibility and civic engagement among the learners and facilitators.

THE EXTENSION DIMENSION (Reach to Unreached)

The college students are enrolled for extension work projects and perform various activities for the **social awareness based on various issues / problems in the society such as Save Girl Child, Pollution, Aids, Global Warming, Environment, Tree Plantation, Importance of Education, Illiteracy, Child Labour, Dowry Deaths, Malnutrition, Watershed Management and so many.** The students are creating awareness about these social problems / issues through various activities such as Street Play, Exhibition, Poster Making, Songs, Speech, Survey, Elocution, and participation in Seminar & Conferences. For this purpose, students are going to remote areas and involve the community and make them aware of our role in eradicating social problems faced by the society and trying to convince the people human duties as an ideal citizen.

To facilitate the sensitization of the student to the socio-cultural realities, the Department offers extension work projects encompassing social issues for the student. There are many Extension Work Projects being offered by the department under the two different units for enhancing the employability and IT skills of the student. The projects are given below for which the details are available on DLLE website at www.mudlle.ac.in.

I) Vocational Career Oriented Projects

1. Career Project [CP]
2. Industry Orientation Project [IOP]
3. Anna Poorna Yojana [APY]
4. Skill Development (SD)

II) Community Oriented Projects

1. Population Education Club (PEC)
2. Survey Research
3. Education for All (EFA- NIOS, IDOL)
4. Environment Education
5. Civic Sense (CS)
6. Consumer Guidance

Given below are the activities / programs to be conducted by the colleges as a part of 10 Extension Work Projects as listed above. The learner will select any one extension work project for this academic year and participate in following activities to complete 60 hours of activities during Semester I in this academic year.

ACTIVITIES FOR SEMESTER I = TOTAL 60 HOURS – 2 Credits

1. Exhibit your talent (Talent Search Program) **(practice session to presentation-05 hours)**
   A talent search program is a critical component of modern human resource management that compel sensitization of self-awareness. By systematically identifying, attracting, and nurturing talent, the colleges can build a workforce that is capable, diverse, and aligned with their strategic goals to achieve objectives of extension work. The following talents / skills are expected from learners to conduct training, extension work and field outreach activities as per the project assigned to the students. (Organization, Crowd control, Storytelling, Stage performance (singing, acting, musical instrument playing), Script writing, Poetry composition, Drawing & painting, Collage, Drafting and writing report, PPT presentation and Video Making.

2. Organizing & Participation in Training Session and Note Making **(05 hours)**
   Every learner should attend the training session organized by their college for orientation of annual extension work program. Attendance is compulsory. In this session the learners will be oriented about all the extension work projects followed by question-and-answer session. The learner must read resource material and guidelines carefully and understand the structure Extension Work under NEP 2020 and accordingly plan for participation in various programs, college level and field outreach activities. Documentation of the activity and report preparation needs to be completed by the learners.

3. Self- Introductory Video / Stage Performance **(practice session to presentation-05 hours)**
   All learners enrolled in Extension Work can make self-introductory video or stage performance (3-4 minutes duration) stating his / her name, college, areas of interest, reason to join DLLE, goals, why did he / she choose the particular project, how will he/she perform & achieve his/ her objectives etc. followed by 2 page report writing.

4. Participation in Project /Activity (as per selected extension work project) **(35 hours)**

- Organize and participate in programs related to projects / government policies.
- P*articipation in*
  - Seminar /conferences, discussion sessions, debate, rallies
  - Competitions (essay/creative writing, elocution, poster/ video/ rangoli making etc.
  - Extension Work group activities of other groups in the college.
- Prepare your PPT, design your posters / charts.
- Survey / short term academic courses / innovative programs.

Learners should perform and participate in the activities as stated in the extension work project chosen by him / her and strictly follow the guidelines. All the programs must be related to extension work projects to fulfil the DLLE objectives.

5. Report Writing and Final submission of projects / report **(10 hours)**

- Every learner will prepare final report as per format given by DLLE
- Present your report during the college program.
- College will organize a program in the hall / classroom for all learners and give them opportunity to present their report with PPT presentation followed by question answer session / test / interview by the college.

Monitoring and Evaluation:

Monitoring and Evaluation will be conducted by College Teacher and Field Coordinators (Senior Teachers in Extension Work) deputed by DLLE on the basis of attendance, punctuality, completion of hours, participation in programs and proficiency in required skill sets, feedback and student's overall performance and additionally on the basis of written report and presentations. Approval of Principal, Field Coordinator and Director, DLLE will be final for granting academic credit to the students.

Sign of the BOS Chairman	**Sign of the Offg. Associate Dean**	**Sign of the Offg. Dean**
Name of the Chairman	**Name of the Associate Dean**	**Name of the Offg. Dean**
Name of the BOS	**Name of the Faculty**	**Name of the Faculty**

AC – 24/11/2023
Item No. – 8.4 (N) - 3

As Per NEP 2020

University of Mumbai

Title of the Program

Co-Curricular Course
NATIONAL SERVICE SCHEME

SEM I & SEM II

Syllabus for Two Credit

(With effect from the academic year 2024-25)

UNIVERSITY OF MUMBAI
National Service Scheme

1.1 Preamble:
Students in the National Service Scheme are better able to comprehend all the most recent ideas. These courses include an Introduction to National Service Scheme that covers the concept of social services, which are a variety of public services meant to offer support and help to targeted specific groups, most often the underprivileged. They could be offered by individuals, autonomous, private entities, or under the management of a government body.

1.2 Objectives of the Course:
1. To Introduce National Service Scheme to learners and explain how it is used in current social studies.
2. To make the students aware of the need of having a foundation in social science and NSS.
3. To introduce students to social concepts and issues in society, as well as to get involved in resolving social issues.

1.3 Learning Outcomes of the Course: The students will be able to
1. The course will help students comprehend the foundations of the National Service Program.
2. To understand the unique camping program.
3. Students will learn about the regular activities of NSS.

1.4. Programme Specific Outcomes:
1. Students will be familiar with NSS fundamentals and history, particularly as they pertain to social work.
2. Students will recognize NSS and its ongoing operations.

1.5 Programme Outcomes:
1. Students will comprehend fundamental ideas and facts about the National Service Program.
2. Students will learn the essentials of NSS-related procedures.
3. Students will learn social work skills (such as Voter Awareness, Campus Cleanup, Tree Plantation, and Rallies).

1.6 Modes of Internal Evaluation: Assignment, Tutorial, Presentation, MCQs via Google, Field Visits, any other suitable mode along with marks for Attendance of the students.

UNIVERSITY OF MUMBAI
Semester I
NSS CC
Sub: - Introduction to National Service Scheme

Credits: 02 **Marks:50**

Unit Number	SEMESTER 1 Title of the Unit	No. of Lecture
1	**Introduction to National Services Scheme** NSS- History,Philosophy & Need of Emergence Aims, Objectives, Motto and Emblem of NSS, NSS Theme Song Organizational Structure of NSS-Hierarchy at different levels (National,State,University,College) Roles and Responsibilities of Program Officer Financial Provisions -Grant in Aid for NSS Advisory committees & their functions	15
2	NSS Programmes and Activities (Regular activities) NSS Programmes and Activities (Special Camp activities) Yearly Action Plan of NSS Unit Volunteerism– Meaning, definition, basic qualities of volunteers, need of volunteerism for National development. Opportunities in NSS for Volunteers (Various Camps) Report Writing	15

UNIVERSITY OF MUMBAI
Semester II
NSS CC
Sub: - Leadership and Community Engagement

Credits: 02 **Marks: 50**

Unit Number	SEMESTER 2 Title of the Unit	No. of Lecture	No. of Credits
1	**Leadership & Personality development:** Meaning, definition, qualities, and characteristics of a Leader. Meaning of personality, Dimensions of personality. Personality and Leadership nexus. Universal Human Values and Ethics for youths Sustainable Development Goals	15	
2	**Activity Based Programmes** (Suggestive list given below. Colleges can plan various social activities for learners and make a detailed report) Activities can be conducted throughout the academic year .Evaluation will be based on record keeping of the attendance of the learner. **Shramadhan – P**lantation, Cleaning, Watering, Weeding, Any other activities. **Awareness Programmes –** Seminar, Workshops, Celebration of National and International days, Personality Development Programmes, Group Activities, etc., Rally,Visit to Adopted villages, SwatchathaProgramme, Visit and Conserving Ancient monuments and heritage site, Socio Economic Survey of village/slum, Nature Camp, Environmental Education, Women Empowerment Programme, Health Camps, Blood grouping awareness and Blood donation, Legal awarenessProgramme, Literacy Programme, Water Conservation Programme,One Day Special Camp in a village (preferably in adopted village/Adopted areas/Slums/MR Schools etc).	30	

Note:
1. Above Paper will be exempted if the learner is involved in NSS as Volunteer and Successfully completes 60 hours in each Semester.
2. If learner as a NSS Volunteer attends any Camps at National/State/University/District/ College Special Camp will be exempted from either Sem II OR Sem IV Paper provided they produce Certificate of Participation or Attendance in Camp certified by the Programme Officer.

Evaluation Pattern

Internal Assessment

Assessment Criteria	Marks
Assignment / Project / Quiz/Presentations	**10**
Attendance, Class and Activity Participation	**10**
Total	**20**

External Assessment
Question Paper Pattern

Time: 1:00 Hours **Total Marks: 30**

Introduction:-*1. All questions are compulsory.*
2. Figure to the Right indicates full marks.
3.Draw neat labeled drawings wherever necessary.

Q.1) Rewrite the following by choosing the correct options given below (with four alternatives) 6 Objectives question of 1 mark each **06 marks**.

1. a) b) c) d)
2. a) b) c) d)

Q.2) Short Notes . (Any Two out of Four) **06marks**

1.
2.
3.
4.

Q.3) Answer the following questions (Any Three out of Five) **18 marks**

1.
2.
3.
4.
5.

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As Per NEP 2020

University of Mumbai

Title of the Program

Introduction to Cultural Activities

SEM I

Syllabus for Two Credit

(With effect from the academic year 2024-25)

Aims and Objectives

- To study the importance of cultural activities in India.
- To discuss the historical importance of cultural activities.
- To define and describe the overview of cultural practices at Indian and Global level.
- To list the various forms of cultural activities and its applied skills.
- To describe the role of organizations for organizing cultural activities in India.

Learning Outcomes

- Understand the significance of cultural activities
- Sensitize students towards Indian culture and its preservation
- Apply the knowledge and skills of the cultural activities in their practical life
- Participate in the various cultural activities

Modules at Glance Semester I

Module No.	Unit	Content	No. of Hours
1	I	Overview to Cultural Activities	05
	II	History of Student Cultural Activities	05
2	III	Forms / Types of Literary and Fine Arts Activities and its Applied Skills	10
	IV	Forms / Types of Performing Arts Activities and its Applied Skills	10
Total No. of Hours			**30**

Module No.	Unit	Content	No. of Hours
1	**I**	**1.1 Overview to Cultural Activities** • Definition of culture and its manifestations • Understanding cultural diversity and inclusivity • The role of cultural activities in preserving heritage • Overview of Indian cultural practices • Overview of global cultural practices	05
	II	**2.1 History of Student Cultural Activities** □ Role of student cultural activities □ History of student cultural activities in India	05

		• Role of AIU in preserving cultural heritage of India • History of student cultural activities in Maharashtra • Student Cultural activities at University of Mumbai	
2	**III**	**3.1 Forms / Types of Literary and Fine Arts Activities and its Applied Skills** **3.1.1 Various Forms of Literary Arts** • **Elocution**: Reading Skills, Soft Skills, Languages, Communication Skills, etc. • **Debate**: Reading Skills, Soft Skills, Languages, Communication Skills, etc. • **Story Writing**: Introduction, Plot, Characterization, Presentation, Relevance, Language Style, etc. • **Story Telling**: Introduction, Plot, Characterization, Presentation, Relevance, Language Style, etc. • **Quiz**: General Knowledge skills **3.1.2 Various Forms of Fine Arts** • **Painting:** Visualization, Delivery of the Subject, Composition, Colour Application, Presentation and Overall Impact • **Collage:** Visualization, Delivery of the Subject, Handling of Medium, Composition, Presentation and Overall Impact • **Poster Making:** Visualization, Delivery of the Subject, Presentation, Tagline and Overall Impact • **Clay Modeling:** Visualization, Delivery of the Subject, Handling of Medium, Composition, Presentation and Overall Impact • **Cartooning:** Visualization, Delivery of the Subject, Characters, Synchronization, Colour Application, Composition, Presentation and Overall Impact • **Rangoli:** Visualization, Delivery of the Subject, Colour Scheme, Elements, Presentation and Overall Impact • **Mehendi Designing:** Originality, Creativity, Decorative Art with Aesthetic Sense, Presentation and Overall Impact	**10**

		• **Spot Photography:** Impact, Composition, Technical Quality and Suitability for the Specific Theme • **Installation:** Visualization, Delivery of the Subject, Handling of Medium, Synchronization, Composition, Presentation and Overall Impact	
	IV	**4.1 Forms / Types of Performing Arts Activities and its Applied Skills** **4.1.1 Various Forms of Dance** • **Folk Dance:** History and Origin of Folk Dance In India, Types and their Uniqueness, Significance of Folk Dance, Folk Dances in Maharashtra • **Classical Dance:** History of Classical Dance, Types and their Peculiarities, Significance of Classical Dances in India **4.1.2 Various Forms of Theatre** • History of Indian Theatre • Types and their Uniqueness • Significance of Indian Theatre • **Various Forms of Theatre**: One Act Play, Skit, Mime, Mimicry **4.1.3 Various Forms of Music** • History of Indian Music, • Types and their Uniqueness, • Significance of Music in India • **Various Forms of Music**: Classical Singing, Light Vocal, Percussion, Non-Percussion, Natyasangeet, Western Vocal, Western Instrumental	**10**

Scheme of Evaluation

The Scheme of Examination shall be of 50 marks. It will be divided into Internal Evaluation (20 marks) and Semester End Examination (30 Marks).

Semester I (50 Marks, 2 Credits) Internal Evaluation (20 Marks)

Sr. No.	Particulars	Marks

1	Presentation **OR** Project **OR** Assignment	15
2	Participation in Workshop / Conference / Seminar (as decided by the Teacher) **OR** Participation in Online Workshop / Conference / Seminar (as decided by the Teacher) **OR** Field Visit **OR** Attendance	5
Total		**20**

Semester End Examination (30 Marks)

Question No.	Particulars	Marks
1	**Objective Type Questions (All Units)**	6
2	**Descriptive Question(s) on Unit I** [This question may be divided into sub questions like (a) (b) for 3 Marks + 3 Marks or 4 Marks + 2 Marks pattern]	6
3	**Descriptive Question(s) on Unit II** [This question may be divided into sub questions like (a) (b) for 3 Marks + 3 Marks or 4 Marks + 2 Marks pattern]	6
4	**Descriptive Question(s) on Unit III** [This question may be divided into sub questions like (a) (b) for 3 Marks + 3 Marks or 4 Marks + 2 Marks pattern]	6
5	**Descriptive Question(s) on Unit IV** [This question may be divided into sub questions like (a) (b) for 3 Marks + 3 Marks or 4 Marks + 2 Marks pattern]	6
Total		30

Reference Books

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As Per NEP 2020

University of Mumbai

Title of the Program

Co-Curricular Course
Introduction to Sports, Physical Literacy, Health and Fitness and Yog

SEM I

Syllabus for Two Credit

(With effect from the academic year 2024-25)

Semester I
Course Structure

Semester	Paper	Title of Paper	No of lecture (Theory)	Internal Evaluation (IE)	End Semester Evaluation	Total Marks	Credits
First	CC	Introduction to Sports, Physical Literacy, Health & Fitness and Yoga	30	20	30	50	02
Second	CC	Introduction to Sports, Physical Literacy, Health & Fitness and Yoga	30	20	30	50	02
Total	**-**	**-**	**60**	**40**	**60**	**100**	**04**

Semester I

1.1 Preamble:

India is growing rapidly as a global super-power. To face the challenges of the century and to keep up with the pace of the world, maintaining health is of prime importance. Giving thrust to healthy society, Physical Education, Sports, Health & fitness and Yoga are of great significance in today's world. The Government of India insists on Physical Fitness, Mental Health and Overall Development of Personality for every citizen. In these lines, the Government has launched Fit India Movement, Khelo India, TOPS and National Sports Day, International Day of Yoga etc. These initiatives have given impetus and awareness among general public, professional and academicians. However, creating efficient and skilled human resource in the field of Physical Education, Sports and Yoga is identified as the need of the hour. Thus, the Governments of India and Government of Maharashtra have included Physical Education, Sports and Yoga as a key area under the NEP 2020.

1.2 Objectives of the Course:

1. To make students familiarize with concepts of Health, Fitness, Yoga, Sports & Physical Literacy.
2. To sensitize the students about background knowledge of Sports structure of Sports Federations, Indian Olympic Association, Khelo India Schemes, FIT India movement, National Sports Day, Intercollegiate Sports structure of University of Mumbai.

3. To familiarize the students with the various physical education concepts and information regarding various Olympic Sports.
4. To make students aware about famous sports personalities and various awards given to Sportsperson and coaches.
5. To educate students regarding various career opportunities in the sports management, sports coaching, sports industry, health and fitness, sports infrastructure, yoga, etc.
6. The course is designed primarily to educate those interested in becoming a Physical Literacy Trainer/Ambassador as well as those who wish to stay lifelong active and want to influence others to be active for life.

1.3 Salient features of the course:

1. The course is designed to enhance the Competency, attitude and skills related knowledge to Physical Literacy, health & fitness, Sports & Yoga.
2. The course is design to implemented as per CBCS pattern .

1.4 Utility of the course:

1. The course may provide opportunity in the field of physical education, sports management, health & fitness, yoga, etc.
2. The course is significant to enhance the abilities of the student to work in the different fields of physical education in the area of coaching, event management, health & fitness, yoga etc.
3. The professional abilities and personality of the students may be enhanced.

1.5 Program outcomes:

By the end of the program the students will be able to:

1. The curriculum would enable the pass out students to be entrepreneur (to start their own fitness center, gym, yoga studio etc.) and device appropriate fitness program for different genders and age groups at all level
2. The curriculum would enable to officiate, supervise various sports events and organize sports events.
3. Students acquire the knowledge of Physical Education, Sports and Yoga and understand the purpose and its development.
4. The student learns to plan, organize and execute sports events.
5. Student will learn theoretical and practical aspects of game of his choice to apply at various levels for teaching, learning and coaching purposes efficiently.
6. Student acquires the knowledge of opted games, sports and yoga and also learns the technical and tactical experience of it.
7. Student will learn to apply knowledge of Physical fitness and exercise management to lead better quality life.
8. Students will understand and learn different dimension of active life style.
9. Student will learn the knowledge of nutrition and diet.
10. Students will be able to assess the physical fitness in a scientific way.
11. The students will be able to continue professional courses and research in Physical Education, sports and yoga.
12. It helps the student to understand theory and practical aspects of physical literacy. These aspects include role of motivation and confidence, how to focus on positive experience, new styles of teaching, inclusive session planning and review the progress in physical activities.

1.6 Programme Duration: The structure of Sports & Physical Literacy has two semesters in total covering a period of two years.

1.7 Duration of the Course:. First Year comprises two semesters. Each semester will have theory paper 30 marks for End Semester Examination and 20 marks for Internal Evaluation for each paper.

1.8 Modes of Internal Evaluation: Assignment, Tutorial, Presentation, MCQs via Google, Field Visits, any other suitable mode along with marks for Attendance of the students.

1.9 Medium of Instruction: English

1.10 Course Structure

Credits: 02 **Lectures: 30** **Marks: 50**

Unit Number	Title of the Unit	No. of Lecture	No. of Credits
1	**Introduction to Sports, Physical Literacy, Health & fitness and Yoga** 1.1 Meaning and Definition of Sports, Physical Literacy, Health & Fitness and Yoga 1.2 Aim, Objectives & Importance of Sports, Physical Literacy, Health & Fitness and Yoga 1.3 History of Sports, Physical Literacy, Physical Education and Yoga 1.4 Modern trends of Sports, Physical Literacy, Health & Fitness and Yoga	15	1

2	**Introduction to Structure of Sports associations, Fitness Training & Yogic Asanas** 2.1 Various government schemes, awards and famous sports personalities 2.2 Sports Structure of Sports Federations, Khelo India, Sports Tournaments of University of Mumbai and Indian Olympic Association 2.3 Fundamental Principles of Fitness training and Yoga 2.4 Components of health related and skill related physical fitness 2.5 Types of Yogic practices – Asanas, Pranayama and Meditation	15	1

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Publications, Mangalore

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Item No. – 8.2 (N) -5

As Per NEP 2020

University of Mumbai

Title of the Course

Foundation of Behavioural skills – Basic level

Semester – Sem I

Syllabus for Two Credit

(With effect from the academic year 2024-25)

PROGRAM	BA /BSc/ BCOm
SEMESTER	I
COURSE TITLE	Foundation of Behavioural skills Basic level
VERTICLE /CATEGORY	E (Value Education Course)
COURSE LEVEL	50
COURSE CODE	
COURSE CREDIT	2
HOURS PER WEEK THEORY	2
HOURS PER WEEK PRACTICAL/TUTORIAL	

COURSE OBJECTIVE

1. To develop understating about behavioural Skills.

2. To develop communication skills of students through experiential learning.

3. Life skill development through work life balance and stress management training.

4. To developing effective leadership quality among the learners.

COURSE OUTCOME

CO1: Learners will be able to Define and Identify different life skills required in personal and professional life

CO2: Learners will develop an awareness of the self and apply well-defined techniques to cope with emotions and stress.

CO3: Learners will be able to explain the basic mechanics of effective communication and demonstrate these through presentations and take part in group discussions

CO4: Learners will be able to use appropriate thinking and problem-solving techniques to solve new problems

ORGANISATION OF THE COURSE		
UNIT NO	COURSE UNITS	HOURS PER WEEK
1	Module 1: Behavioural skills	2*5=10
2	Module 2: Stress Management	2*2=04
3	Module 3: 21st-century skills	2*5=10
4	Module 4: Understanding Value Education	2*3=6
	TOTAL HOURS	30

COURSE DESIGN

UNIT TITLE	OUTCOME	DESCRIPTION	PEDAGOGICAL APPROACH
Behavioural skills	Learners will be able to Define and Identify different life skills required in personal and professional life.	Overview of Life Skills: Meaning and significance of life skills, skills identified by WHO: Self-awareness, Empathy, Critical thinking, Creative thinking, Decision making, problem solving, Effective communication, interpersonal relationship, coping with stress, coping with emotion. Life skills for professionals: positive thinking, right attitude, attention to detail, having the big picture, learning skills, research skills, perseverance, setting goals and achieving them, helping others, leadership, motivation, self-motivation, and motivating others, personality development, IQ, EQ, and SQ2.	Examples, TED Talks, videos.

Stress Management	Learners will develop an awareness of the self and apply well-defined techniques to cope with emotions and stress.	Stress, reasons and effects, identifying stress, stress diaries, the four A's of stress management, techniques, Approaches: action-oriented, emotion-oriented, acceptance-oriented, resilience, Gratitude Training, Coping with emotions: Identifying and managing emotions, harmful ways of dealing with emotions, PATH method and relaxation techniques.	Examples, Role Plays, Behavioral Simulations and Games
21st-century skills	Learners will be able to explain the basic mechanics of effective communication and demonstrate these through presentations and take part in group discussions	Creativity, Critical Thinking, Collaboration, Problem Solving, Decision Making, Need for Creativity in the 21st century, Imagination, Intuition, Experience, Sources of Creativity, Lateral Thinking, Myths of creativity, Critical thinking Vs Creative thinking,	Case Discussions, Games and simulations, Group discussions.
Understanding Value Education	Learners will be able to use appropriate thinking and problem-solving techniques to solve new problems	Introduction – Definition, Importance, Process & Classifications of Value Education: Understanding the need, basic guidelines, content and process for Value Education Understanding the thought-provoking issues; need for Values in our daily life Choices making – Choosing, Cherishing & Acting, Classification of Value Education: understanding Personal Values, Social Values, Moral Values & Spiritual Values.	Case Discussions, Games and simulations, Community Service, Presentations

CONTINUOUS ASSESSMENT TESTS (CAT) & SEMESTER END EXAMINATION (SEE)			
NATURE OF ASSESSMENT	**MARKS**	**METHODOLOGY**	**COURSE OUTCOME**
CAT 1 *	10	Online Quiz, Open book test, Presentations, Projects and Viva	CO1
CAT 2 *	05	Presentations, Projects and Viva	CO1, CO2
CAT 3 *	10	Online Quiz, Open book test, Presentations, Project Assignment and Viva	CO3
CAT 4 *	05	Presentations, Projects and Viva	CO4
SEE	30	Five questions of 10 marks each (from each course unit), to be attempted any 3, 10 marks may be subdivided into two sub questions of 5 marks	CO1, CO2,CO3, CO4

*Any Two for 20 marks

ESSENTIAL READINGS	**1.** R R Gaur, R Sangal, G P Bagaria, 2009, A Foundation Course in Human Values and Professional Ethics. 2. Shiv Khera, "You Can Win" , Macmillan Books, New York, 2003. 3. Barun K. Mitra, "Personality Development & Soft Skills", Oxford Publishers, Third impression,2017.
ADDITIONAL READINGS	The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change Stephen Covey Free Press (first published August 15th 1989)

Syllabus Drafting Committee

Prof. Dr. Aruna Deshpande

Prof. Dr. Tejashree Deshmukh

Mr. Nitin Vazirani

Signature

Prof. Kavita Laghate

Mr. Bhooshan Mailkani — Chairman of Board of Studies in Value Education

Dr. Vinita Pimple

AC – 24/11/2023
Item No. – 7.3 (N)

As Per NEP 2020

University of Mumbai

Title of the program

A - U.G. Certificate in Banking and Insurance
B - U.G. Diploma in Banking and Insurance
C – B.Com. (Banking and Insurance)
D – B.Com. (Hons.) in Banking and Insurance
E – B.Com. (Hons. with Research) in Banking and Insurance

Syllabus for

Semester – Sem. I to II

Ref: GR dated 20th April, 2023 for Credit Structure of UG

(With effect from the academic year 2024-25 Progressively)

University of Mumbai

(As per NEP 2020)

Sr. No.	Heading	Particulars	
1	**Title of program** **O: _____A**	**A**	U.G. Certificate in Banking and Insurance
	O: _____B	**B**	U.G. Diploma in Banking and Insurance
	O: _____C	**C**	Bachelors of (Banking and Insurance)
	O: _____D	**D**	Bachelors of (Hons.) in Banking and Insurance
	O: _____E	**E**	Bachelors of (Hons. with Research) in Banking and Insurance
2	**Eligibility** **O: _____A**	**A**	Passed XII std. Examination and secured not less than 45% marks in aggregate (40% in the case of reserved category) at one and the same sitting from the Commerce stream from any recognized board or Passed Equivalent Academic Level 4.0.
	O: _____B	**B**	Under Graduate Certificate in Banking and Insurance Academic Level 4.5
	O: _____C	**C**	Under Graduate Diploma in Banking and Insurance Academic Level 5.0
	O: _____D	**D**	Bachelors of Banking and Insurance with minimum CGPA of 7.5 Academic Level 5.5
	O: _____E	**E**	Bachelors of Banking and Insurance with minimum CGPA of 7.5 Academic Level 6.0
3	**Duration of program** **R: _____**	**A**	One Year
		B	Two Years
		C	Three Years
		D	Four Years
		E	Five Years
4	**Intake Capacity** **R: _____**	60	

5	**Scheme of Examination** **R: _____**	40% Internal Assessment 60% External Semester End Examination. (NEP)	
6	**R: _____ Standards of Passing**	40% marks in aggregate for each course Individual Passing in Internal and External Examination	
7	Sem. I & II Credit Structure R: _____A R: _____B	Attached herewith	
	Sem. III & IV Credit Structure R: _____C R: _____D		
	Sem. V & VI Credit Structure R: _____E R: _____F		
8	**Semesters**	A	Sem I & II
		B	Sem I, II, III& IV
		C	Sem I, II, III, IV, V & VI
		D	Sem I, II, III, IV, V, VI, VII & VIII
		E	Sem I, II, III, IV, V, VI, VII, VIII, IX & X
9	**Program Academic Level**	A	4.5
		B	5.0
		C	5.5
		D	6.0
		E	6.5
10	**Pattern**	Semester	
11	**Status**	New	
12	**To be implemented from Academic Year Progressively**	From Academic Year: 2024-25	

Sign of Chairman
Dr. Sunil Karve
Chairman of Banking & Insurance and Investment Management

Sign of the
Offg. Associate Dean
Dr. Ravikant Balkrishna Sangurde
Faculty of Commerce

Sign of the
Offg. Associate Dean
Prin. Kishori Bhagat
Faculty of Management

Sign of offg. Dean
Prof. Kavita Laghate
Faculty of Commerce & Mangement

Preamble

1) Introduction

In India banking and insurance sector is undergoing a paradigm shift. They aim at identifying and building long-term relationships with customers and are trying to create customised solutions for their clients to maximize their profits. The program includes training for various concepts and fundamentals used and practiced in the insurance and banking sectors. The programme focuses on banking and insurance which provides strategic choice for students aspiring to build a career in the financial services sector. This program provides an understanding of the principles, practices, and challenges specific to the banking and insurance sector and is designed in an industry- oriented way.

2) Aims and Objectives

1. Students will learn the experiential knowledge of the practice relating to insurance and banking.
2. Students will learn how to combine conceptual and practical learning to make decisions for insurance and banking.
3. Students will understand the best way to contribute to the verticals of insurance and banking by critically analyzing the legal aspects using their technological and research skills.
4. Students will be able to present influential behavior during the negotiation and decision-making stage.
5. Students will develop to become ethically responsible managers or any successful professionals in this field and help society and their respective businesses grow and thrive.

3) Learning Outcomes

Students will be able:

1. To acquire knowledge about the development of banking and insurance.
2. To understand the fundamentals and theoretical base of principles of banking and insurance business.
3. To apply process for providing banking and insurance business services.
4. To learn new concepts introduced in the banking and insurance system.
5. To get an adequate exposure to operational environment in the field of Banking & Insurance

4) Any other point (if any)

_____

_____

5. Credit Structure of the Program (Sem I, II, III, IV, V & VI)

Under Graduate Certificate in in Banking and Insurance

Credit Structure (Sem. I & II)

Under Graduate Programs in University

	R:_____A								
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC,RP**	**Cum. Cr. / Sem.**	**Degree / Cum. Cr.**
		Mandatory	**Electives**							
4.5	I	6 Principles and Practices of Banking and Insurance (4) Fundamental Accounting - I (2)		-	2+2	VSC:2,SEC:2 **VSC: 2** Business Communication -I (2) **OR** Mutual Fund (2) **OR** Soft Skills and Personality Development (2) **SEC: 2** Application of MS Excel in Business (2) **OR** Service Marketing (2)	AEC :2, VEC :2, IKS: 2	CC:2	22	**UG Certificate 44**
	R:_____B									
	II	6 Management Process and Organizational Behavior (4) Fundamental Accounting -II (2)		2	2+2	VSC:2,SEC:2 **VSC: 2** Business Communication -II (2) **OR** Forex (2) **OR** Startups (2) **SEC: 2** Introduction to Digital Marketing (2) **OR** Insurance Broking and Advisory (2)	AEC :2, VEC :2	CC:2	22	
	Cum Cr.	12	-	2	8	4+4	4+4+2	4	44	

Exit option: Award of UG Certificate in Major with 40-44 credits and an additional 4 credits core NSQF course/ Internship OR Continue with Majorand Minor

Under Graduate Diploma in in Banking and Insurance

Credit Structure (Sem. III & IV)

Under Graduate Programs in University

	R:_____C									
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC,RP**	**Cum. Cr. / Sem.**	**Degree/ Cum. Cr.**
		Mandatory	**Electives**							
5.0	III	8 Management Accounting (4) Direct Tax (4)		4	2	**VSC:2,** Co-operative Banking (2) **OR** Money Market (2) **OR** ITR Filing (2)	AEC:2	FP: 2 CC:2	22	**UG Diploma 88**
	R:_____D									
	IV	8 Universal Banking (4) Cost Accounting (4)		4	2	**SEC:2** Information Technology in Banking & Insurance (2) **OR** Time and Stress Management (2) **OR** AML & KYC in Banking & Insurance (2)	AEC:2	CEP: 2 CC:2	22	
	Cum Cr.	28		10	12	6+6	8+4+2	8+4	88	
Exit option; Award of UG Diploma in Major and Minor with 80-88 credits and an additional 4 credits core NSQF course/ Internship OR Continuewith Major and Minor										

B.Com. (Banking and Insurance)

Credit Structure (Sem. V & VI)

Under Graduate Programs in University

	R:_____E									
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC,RP**	**Cum. Cr. / Sem.**	**Degree/ Cum. Cr.**
		Mandatory	**Electives**							
5.5	V	10 Indirect Tax (4) International Banking & Finance (4) Bank Credit (2)	4 Auditing (4)	4		**VSC: 2** Investment Alternatives (2) **OR** Project Management in Banks (2) **OR** Behavioral Finance (2)		FP/CEP: 2	22	**UG Degree 132**
	R:_____F									
	VI	10 Central Banking (4) Financial Statement Analysis and Reporting (4) Business Ethics & Corporate Governance (2)	4 Rural Insurance and Micro Credit (4)	4				OJT :4	22	
	Cum Cr.	48	8	18	12	8+6	8+4+2	8+6+4	132	
Exit option: Award of UG Degree in Major with 132 credits OR Continue with Major and Minor										

[Abbreviation - OE – Open Electives, VSC – Vocation Skill Course, SEC – Skill Enhancement Course, (VSEC), AEC – Ability Enhancement Course, VEC – Value Education Course, IKS – Indian Knowledge System, OJT – on Job Training, FP – Field Project, CEP – Continuing Education Program, CC – Co-Curricular, RP – Research Project]

Sem. - I

Syllabus
Bachelor of Banking & Insurance

Syllabus
Bachelor of Banking & Insurance

Principles and Practices of Banking and Insurance (Mandatory)
Credits 4

Description of the course:

"Principles and Practices of Banking and Insurance" covers the fundamental concepts, regulations, and operations within the banking and insurance sectors. Students will explore topics such as financial intermediation, risk management, regulatory compliance, and customer service, gaining insights into the role of banks and insurance companies in the economy and the principles governing their operations. The course emphasizes the application of theoretical knowledge to real-world scenarios, preparing students for careers in banking, insurance, and related financial services industries.

Aims & Objectives:

1. To study the business practices, products, and services offered by banks and insurance companies
2. To promote financial literacy among students by enhancing their understanding of banking and insurance products, services, and terminology
3. o familiarize students with the principles, theories, and concepts underlying banking and insurance activities.

Course outcomes:

1. Students will able to evaluate banking and insurance products, services, and practices, assessing risks, opportunities, and implications for market competitiveness.
2. Students will demonstrate a comprehensive understanding of the principles, concepts, and practices governing the banking and insurance sectors
3. It will enhance the understanding of students about the roles such as banking professionals, insurance agents, financial analysts, risk managers, and regulatory compliance officers.

Sr. No.	Modules	No. of Lectures
1	Introduction to Banking	15
2	Modern Banking	15
3	Introduction to Insurance	15
4	General (Non-Life) Insurance	15
Total		**60**

Sr. No.	Modules
1	**Introduction to Banking**
	Introduction to Bank, Evolution of Banking in India, Classification of Banks, Structure of Indian Banking System, Functions RBI: role in Indian Banking System, Types of Account; Know Your Customer (KYC) - Needs and Norms, Opportunities for Indian commercial banks Strengths and weaknesses of Indian commercial banks
2	**Modern Banking**
	Concept, and benefits of Core Banking Solution, Use of Artificial Intelligence in Banking Sector, E-Banking: ATM, Various types of card, Tele Banking, Mobile Banking, Net Banking (RTGS, NEFT and IMPS): Concept and Benefits, Methods of Remittances

3	**Introduction to Insurance**
	A) Insurance: Meaning, Definition, Nature and Functions of Insurance, Evolution of Insurance, Principles of Insurance, Types of Insurance, Role and Importance of insurance, IRDA B) Life Insurance: History and Formation of Life Insurance Corporation (LIC)of India, Nature of Life Insurance contract, Classification of Policies, Calculation of Premium, Privatization of Life Insurance Industry, Progress of Life Business of LIC
4	**General (Non-Life) Insurance**
	A) General Insurance: Introduction, Kinds of General Insurance B) Fire Insurance: Nature and Use of Fire Insurance, Types of Fire Insurance, Policy Conditions, Progress of Fire Insurance C) Health Insurance and Motor Insurance: Meaning, Various types of Policies and Procedure

References:

- Principles and Practices of Banking Authors by Indian Institute of Banking & Finance Published by Macmillan India Ltd.
- Banking Theory, Law and Practice Authors by T.N. Varshney and S.L. Gupta Published by Sultan Chand & Sons Edition
- Principles and Practices of Banking Authors by Jyotsna Seth and N.K. Gupta Published by Taxmann Publications Pvt Ltd.
- Insurance Principles and Practice Authors by M.N. Mishra Published by S. Chand Publishing Edition: Latest edition Publication Year: Varies based on the edition

Fundamental Accounting, I (Mandatory)
Credits 2

Description of the course:
"Fundamental Accounting-I" is an in-depth exploration of advanced accounting practices, focusing on inventory valuation, fire insurance claims, final accounts preparation, and accounting for hire purchase transactions. Students will learn about the various methods of inventory valuation, including FIFO and Weighted Average Method, and how to compute inventory valuation as per AS – 2. Additionally, they will study the computation of loss of stock by fire and the process of ascertaining claims as per insurance policies. The course also covers the preparation of final accounts for manufacturing concerns and accounting for hire purchase transactions, including calculation of interest and journal entries.

Aims & Objectives:
1. To understand the concepts and significance of inventory valuation methods and their application in financial reporting.
2. To familiarize students with the computation of loss of stock by fire and the process of ascertaining claims as per insurance policies.
3. To provide students with the knowledge and skills required to prepare final accounts for manufacturing concerns.

Course outcomes:
1. Students will be able to demonstrate proficiency in applying different methods of inventory valuation, such as FIFO and Weighted Average Method, in accordance with AS – 2.
2. Students will be able to analyze fire insurance policies and compute loss of stock by fire, adhering to the stipulated insurance claims process.
3. Students will be able to prepare final accounts for manufacturing concerns, including adjustments for capital and revenue expenditures and receipts.

Sr. No.	Modules	No. of Lectures
1	Inventory Valuation and Insurance Claims Processing	15
2	Financial Reporting and Hire Purchase Accounting	15
Total		**30**

Sr. No.	Modules
1	**Inventory Valuation and Insurance Claims Processing**
	• **Inventory Valuation**: Meaning of inventories Cost for inventory valuation Inventory systems : Periodic Inventory system and Perpetual Inventory System Valuation: Meaning and importance Methods of Stock Valuation as per AS – 2 : FIFO and Weighted Average Method Computation of valuation of inventory as on balance sheet date: If inventory is taken on a date after the balance sheet or before the balance sheet • **Fire Insurance Claim:** Computation of Loss of Stock by Fire Ascertainment of Claim as per the Insurance Policy Exclude: Loss of Profit and Consequential Loss
2	**Financial Reporting and Hire Purchase Accounting**
	• **Final Accounts** Expenditure: Capital, Revenue Receipts: Capital, Revenue Adjustment and Closing Entries Final accounts of Manufacturing concerns (Proprietary Firm) • **Accounting for Hire Purchase**

	Meaning Calculation of interest Accounting for hire purchase transactions by asset purchase method based on full cash price Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor(excluding default, repossession and calculation of cash price)

References:

- Financial Accounting for Undergraduates (Volume I) by R.S. N Pillai, Bagavathi Published by S. Chand Publishing
- Fundamentals of Accounting for CA Foundation by D.G. Sharma, Seema Sharma Published by Taxmann Publications Pvt. Ltd.
- Principles of Accounting by Dr. T.P. Ghosh published by PHI Learning Pvt. Ltd.
- Financial Accounting for Undergraduates (Volume I) by R.S. N Pillai, Bagavathi published by S. Chand Publishing

Business Communication - I (VSC)
Credits 2

Description of the course:
"Business Communication" teaches effective communication strategies tailored to professional settings, emphasizing clarity, professionalism, and audience adaptation. Students will learn to compose various business documents, engage in persuasive presentations, and navigate intercultural communication challenges crucial for success in diverse workplace environments. The course promotes proficiency in verbal, nonverbal, and written communication essential for fostering productive relationships, facilitating teamwork, and achieving organizational goals

Aims & Objectives:
1. To improve students' proficiency in verbal, nonverbal, and written communication essential for professional settings, including clarity, conciseness, and appropriateness.
2. To develop students' ability to engage in effective interpersonal communication, including active listening, empathy, conflict resolution, and relationship-building skills crucial for teamwork and leadership.
3. To equip students with the skills to compose various business documents, such as emails, reports, memos, and proposals, adhering to professional standards and conventions while conveying information clearly and persuasively.

Course outcomes:
1. Students will demonstrate proficiency in verbal, nonverbal, and written communication, enabling them to convey ideas clearly, persuasively, and professionally in diverse business contexts.
2. Students will compose various business documents, such as emails, reports, memos, and proposals, adhering to professional standards and conventions.
3. Students will possess strong interpersonal communication skills, including active listening, empathy and relationship-building abilities, fostering positive interactions with colleagues, clients, and stakeholders.

Sr. No.	Modules	No. of Lectures
1	Introduction to Communication skill	15
2	Fundamentals of effective Reading, Listening and Speaking Skills	15
	Total	**30**

Sr. No.	Modules
1	**Introduction to Communication skill**
	A) Introduction, Meaning, Definition, Objective of communication, Types of communication, Process of communication, Principles of effective communication, Barriers to effective communication, Overcoming barriers B) Effective English: Word formulation process - Basic sentence patterns, types of sentences - Simple, complex, compound, Prefixes, suffixes, Developing vocabulary skills.
2	**Fundamentals of effective Reading, Listening and Speaking Skills**
	A) Listening Skills: Listening, Active listening and Passive listening, Blocks to effective listening, Guidelines for Effective listening, importance of silence in communication. B) Speaking Skills: Process of speaking -Pronunciation, Speech mechanism, aspects of effective speaking- accents, intonation, pitch, etc. Greetings, Apology, Permission. C) Reading Skills: Introduction, what is reading? Types of reading - slow, fast, silent, SQ3R technique of reading. D) Writing Skills: Importance of writing skills, Essentials of good writing, Grammar skills.

References:

- Effective Communication Skills for Bankers" by Shalini Verma, published by Taxmann Publications
- Banking and Finance: Theory, Law and Practice" by N.K. Aggarwala
- Banking Communication: Winning Strategies for Communicating Change
- Communication Skills for the Financial Industry" by Amanda Hardy, published by Kogan Page.

Mutual Fund (VSC)
Credits 2

Description of the course:
Mutual Fund explores the concept of pooled investments where funds from multiple investors are managed by professionals to invest in diversified portfolios of stocks, bonds, or other securities. Students will learn about the structure, benefits, and risks associated with mutual funds, including factors influencing investment decisions, performance evaluation, and regulatory compliance within the financial markets. The course emphasizes understanding investment objectives, asset allocation strategies, and the role of mutual funds in individual and institutional investment portfolios.

Aims & Objectives:
1. To provide students with an understanding of the structure, types, and operation of mutual funds, including their roles as investment vehicles.
2. To ensure students understand the regulatory framework governing mutual funds, including compliance requirements, disclosure obligations, and investor protection measures.
3. To enable students to conduct due diligence and select appropriate mutual funds based on investment objectives, fund characteristics, fees, historical performance, and other relevant factors

Course outcomes:
1. Understanding of mutual funds, including their structure, types and operation.
2. Knowledge and skills necessary to analyze mutual fund performance, evaluate investment strategies, and make informed decisions about fund selection and portfolio allocation.
3. Assess investment risks, understand the principles of diversification, and construct well-balanced portfolios using mutual funds.

Sr. No.	Modules	No. of Lectures
1	Introduction to Mutual Fund	15
2	Classification of Mutual Fund	15
		30

Sr. No.	Modules
1	**Introduction to Mutual Fund**
	A) History & Origin, Definition, Meaning, Characteristics, Advantages, Disadvantages, Limitations of Mutual Funds, Ethics in Mutual Fund, Entities involved – Sponsor, Trust, Trustee, Asset Management Company, Registrar and Transfer Agent (RTA) and Fund Houses in India. B) Legal Framework - Role of regulatory agencies for Mutual funds – SEBI, RBI, AMFI, Ministry of Finance, SRO, Company Law Board, Department of Company's affairs, Registrar of Companies MF guidelines on advertisement, Accounting, Taxation and Valuation norms, Guidelines to purchase Mutual Funds, Investor protection and MF regulations, Grievance mechanism in MF in India.
2	**Classification of Mutual Fund**
	A) Types of Mutual Fund- (introduction and Characteristics) Functional/Operational – Open ended, close ended, Interval Portfolio – Income, Growth, Balanced, MMMF Geographical/ Location – Domestic, Offshore Miscellaneous - Tax Saving Funds, Exchange Traded Funds, Balance Funds, Fixed Term Plan, Debt Funds, Systematic Investment Planning & Systematic Transfer Plan B) Portfolio Maturity, Calculations of NAV, Entry Load, Exit Load

References:

- Indian Mutual Funds Handbook: A Guide for Industry Professionals and Intelligent Investors" by Sundar Sankaran - Published by Vision Books.
- Mutual Funds: A Comprehensive Guide for Investors" by Aashish P. Somaiyaa and Vivek K. Sharma - Published by Penguin Random House India.
- Mutual Funds: The Money Multiplier" by Pattabiraman Murari - Published by TV18 Broadcast Limited.
- Mutual Funds: Concept, Regulation and Performance Analysis" by Parimala Rao - Published by PHI Learning Pvt. Ltd.

Soft Skills and Personality Development (VSC)
Credits 2

Description of the course:
"Soft Skills and Personality Development" focuses on enhancing interpersonal skills, communication abilities, and personal effectiveness essential for professional and personal success. Through experiential learning and practical exercises, students cultivate qualities such as teamwork, leadership, emotional intelligence, and resilience, preparing them to navigate diverse social and professional environments with confidence and adaptability. The course also emphasizes self-awareness, goal setting, and continuous self-improvement to foster holistic personal development and career readiness.

Aims & Objectives:
1. To develop students' interpersonal skills, including communication, collaboration, teamwork, and conflict resolution, to foster positive relationships in both personal and professional settings.
2. To cultivate students' emotional intelligence, self-awareness, empathy, and resilience, enabling them to manage emotions effectively, handle stress, and navigate challenging situations with composure and adaptability.
3. To equip students with leadership and management skills, including decision-making, problem-solving, delegation, and motivation, to empower them to lead teams, influence others, and achieve organizational objectives.

Course outcomes:
1. Basic awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality
2. Develop appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills.
3. Strong soft skills contribute to students' long-term career success by preparing them to interact respectfully and confidently in diverse social and professional settings.

Sr. No.	Modules	No. of Lectures
1	Basic approach to Soft Skills	15
2	Personality Development and Traits to Good Personality	15
		30

Sr. No.	Modules
1	**Basic approach to Soft Skills**
	A) Soft Skills - Meaning, Importance of Soft Skill. Interpersonal Skills, Motivation. Negotiating and Conflict Resolution, Assertiveness. B) Leadership, Team-Building, Decision-making. Time Management- Importance and Techniques of Time management. Stress and emotional management.
2	**Personality Development and Traits to Good Personality**
	A) Concept, Characteristics of personality, Factors influencing personality, Types of personality - Internal and External Personality B) Critical thinking Skills: Introduction, Definition, Importance of critical thinking, Critical thinking process, Developing critical thinking habits C) Developing Good Habits: Guiding principal Identifying good and Bad Habits, Breaking Bad Habits, Forming Habits of success

References:

- Soft Skills: Enhancing Employability" by P. Sathyanarayana (Publisher: I.K. International Publishing House Pvt. Ltd.)
- Personality Development and Soft Skills" by Barun K. Mitra (Publisher: PHI Learning Pvt. Ltd.)
- Soft Skills for Success" by Dr. S. K. Ghosh (Publisher: Prentice Hall India Learning Private Limited)
- Soft Skills: Your Success Mantra" by Deepak Chawla (Publisher: S. Chand Publishing)

Application of MS Excel in Business (SEC)
Credits 2

Description of the course:
"Application of MS Excel in Business" teaches practical skills in using Excel for data analysis, financial modeling, and business decision-making. Students will learn to create spreadsheets, perform calculations, visualize data with charts, and automate processes with functions and formulas, enhancing efficiency and effectiveness in various business contexts. The course emphasizes real-world applications, such as budgeting, forecasting, and reporting, to equip students with essential tools for problem-solving and decision support in business operations.

Aims & Objectives:
1. To enable students to develop proficiency in using Microsoft Excel, including understanding its features, functions, and capabilities relevant to business applications.
2. To equip students with the skills to analyze and organize data effectively using Excel, including sorting, filtering, and performing calculations, to derive insights and support decision-making in business contexts.
3. To enable students to create professional-looking reports and presentations by leveraging Excel's tools for data visualization, such as charts, graphs, and pivot tables, to communicate insights effectively to stakeholders

Course outcomes:
1. Students will demonstrate proficiency in using Microsoft Excel, including a deep understanding of its features, functions, and capabilities relevant to business applications.
2. Students will be adept at automating repetitive tasks, streamlining workflows, and increasing efficiency in business processes
3. Students will demonstrate the ability to use Excel and make informed decisions based on data-driven insights.

Sr. No.	Modules	No. of Lectures
1	Integration of MS Excel in Business	15
2	Statement Analysis using MS Excel	15
Total		**30**

Sr. No.	Modules
1	**Integration of MS Excel in Business**
	A) Basics of MS Excel: Managing Worksheets and Workbooks: Labeling and Naming Worksheets and Workbooks, Adding, Deleting and Saving Worksheets and Workbooks, Reposition Worksheets, Inserting, Deleting, and Renaming Worksheets, Copy Worksheets, printing a Workbook, Formatting a Worksheet, Adding Elements to a Workbook, Protecting Worksheet and Workbook. Inserting and deleting rows and columns. Inserting and deleting cells. **B) Data Representation using MS Excel:** Entering, Editing and Formatting Data, Uses of mathematical, logical and Financial and Date and Time formulas, Import external data, Creating Table, Sorting Data, Data Validation, Consolidation, Creating Pivot table. Charts: Chart elements: Titles, legend, data labels, creating a New Chart, Formatting Chart, Types of charts, Using Chart Templates, Pivot chart.
2	**Statement Analysis using MS Excel**
	A) Preparation of Financial Statements, Preparation of Profit & Loss Account, Balance Sheet, Perform Ratio Analysis and Financial Statement

References:

- "Business Application of IT: For Business Administration, Finance, and Commerce" by Ramesh Bangia (Publisher: Taxmann Publications Pvt. Ltd.)
- "Excel for Business Professionals" by Gini Courter and Annette Marquis (Publisher: Wiley India Pvt. Ltd.)
- "Business Applications of Excel" by Subhas Chandra Misra (Publisher: McGraw Hill Education India Pvt. Ltd.)
- "Business Intelligence with Microsoft Excel" by Alberto Ferrari and Marco Russo (Publisher: BPB Publications)

Service Marketing (SEC)

Credits 2

Description of the course:
"Service Marketing" focuses on understanding and applying marketing principles specific to service-based businesses. Students learn strategies for designing, promoting, and delivering services effectively, addressing unique challenges such as intangibility, inseparability, variability, and perishability. The course emphasizes customer-centric approaches, relationship building, and the integration of technology to enhance service quality and customer satisfaction.

Aims & Objectives:
1. To educate students about the unique characteristics of services and how these factors influence marketing strategies and customer experiences.
2. To teach students strategies for managing service quality, enhancing customer satisfaction, and building long-term customer relationships through effective service delivery, relationship management, and customer feedback mechanisms.
3. To enable students to develop compelling value propositions for services, focusing on differentiation, positioning, branding, and pricing strategies to communicate the value of services effectively to target customers.

Course outcomes:
1. Students will develop a deep understanding of target markets, segments, and consumer behavior specific to service industries.
2. Students will possess the skills to manage service quality effectively, ensuring consistency, reliability, and responsiveness in service delivery.
3. Students will understand how effective service marketing strategies contribute to business growth and profitability.

Sr. No.	Modules	No. of Lectures
1	Introduction: Nature and Scope of services	15
2	Consumer Behavior in Service Marketing	15
		30

Sr. No.	Modules
1	**Introduction: Nature and Scope of services**
	Introduction, Nature growth and Scope of services characteristics of services, classification of services – need for service marketing - reasons for the growth of Service sector, Overview of marketing Different Service Sectors - Seven Ps, Marketing of Banking Services -Marketing in Insurance Sector.
2	**Consumer Behavior in Service Marketing**
	Customer Expectations on Services- Factors influencing customer expectation of Services. - Service Costs experienced by Consumer, the Role of customer in Service Delivery, Conflict Handling in Service, Customer Responses in Services, Delivering Quality Service, Concept of Customer Delight, Benefits of customer relationship, Gaps in service retention strategies.

References:

- "Services Marketing: People, Technology, Strategy" by V. A. Zeithaml, Mary Jo Bitner, and Dwayne D. Gremler (Publisher: Tata McGraw-Hill Education)
- "Services Marketing: Concepts, Strategies, & Cases" by Rajendra Nargundkar (Publisher: Tata McGraw-Hill Education)
- "Services Marketing: Text and Cases" by Rajendra Nargundkar (Publisher: Tata McGraw-Hill Education)
- "Service Marketing: Concepts and Practices" by K. Rama Mohana Rao (Publisher: Himalaya Publishing House)

Sem. – II

Syllabus
Bachelor of Banking & Insurance

Syllabus
Bachelor of Banking & Insurance

Management Process and Organizational Behaviour (Mandatory)
Credits 4

Description of the course:
"Management Process and Organizational Behaviour" explores the principles and practices of effective management and human behavior within organizations. It covers topics such as planning, organizing, leading, and controlling, as well as individual and group dynamics, motivation, leadership, and organizational culture. The subject aims to provide insights into managerial decision-making, team dynamics, and strategies for enhancing organizational effectiveness and employee satisfaction.

Aims & Objectives:
1. To provide students with a comprehensive understanding of the management process in various organizational contexts.
2. To study individual and group behavior within organizations facilitating a deeper understanding of human behavior in the workplace
3. To develop students' managerial skills and competencies to achieve organizational goals.

Course outcomes:
1. It will enhance students' decision-making abilities by understanding the dynamics of organizational behavior
2. Students will gain an understanding of organizational culture
3. Students will develop the ability to adapt to organizational change and uncertainty, understanding how individual and group behavior influences organizational change processes and strategies.

Sr. No.	Modules	No. of Lectures
1	Introduction of Management	15
2	Introduction to Organizational Behavior	15
3	Motivation	15
4	Group Dynamics and Team building	15
	Total	**60**

Sr. No.	Modules
1	**Introduction of Management**
	Evolution of management thought, Systems and contingency approach for understanding organizations, managerial processes, functions, skills and roles in an organization; Leadership: Concept, Nature, Importance, Attributes of a leader, developing leaders across the organization, Leadership Grid. Decision making: Concept, Nature, Importance, and Process. Types of decisions. Problems in decision making
2	**Introduction to Organizational Behavior**
	Definition, Importance, Scope, Fundamental Concepts of OB, Different models of OB - autocratic, custodial, supportive, collegial and SOBC. Personality & Attitudes: Meaning of personality, attitude - Development of personality – Attributes of personality- Transactional Analysis – Ego states – Johari window - Nature and dimensions of attitude – Developing the right attitude
3	**Motivation**
	Definition, Importance, Motives – Characteristics, Classification of motives - Primary & Secondary motives. Theories of Motivation - Maslow's Theory of need hierarchy - Herzberg's theory. Morale - Definition and relationship with productivity - Morale Indicators.
4	**Group Dynamics and Team building**

	Concept of Group & Team. Theories of Group Formation - Formal and Informal Groups. Importance of Team building. Conflict Management: Definition. Traditional vis - à- vis Modern view of conflict – Types of conflict – Intrapersonal, Interpersonal, and Organizational. Constructive and Destructive conflict. Conflict management.

References:

- Principles of Management" by P.C. Tripathi and P.N. Reddy, published by Tata McGraw-Hill Education
- Management: Text and Cases" by VSP Rao and DN Tripathi, published by Excel Books.
- Essentials of Management: An International and Leadership Perspective" by Harold Koontz, Heinz Weihrich, and Mark V. Cannice, published by Tata McGraw-Hill Education
- Management: A Global and Entrepreneurial Perspective" by Hitt, Black, and Porter, published by Cengage Learning India

Fundamental Accounting -II (Mandatory)
Credits 2

Description of the course:
"Fundamental Accounting" provides a comprehensive understanding of advanced financial valuation techniques and securities redemption processes. It covers topics such as Valuation of Shares through various methods and Redemption of Preference Shares and Debentures.

Aims & Objectives:
1. Understand and apply the Maintainable Profit method, Super Profit Method, Capitalization method, and Annuity Method for valuing goodwill.
2. To teach about the methods and sources for redeeming debentures, including payment from capital or profits.
3. To make students understand the legal framework governing and accounting treatment for the Redemption of preference shares under the Companies Act.

Course outcomes:
1. Students will get familiarize with the characteristics and features of preference shares, including dividend preferences, voting rights, and redemption provisions.
2. Students will get familiarize with various methods used to determine the value of goodwill and shares.
3. Students will understand the legal provisions and accounting treatment pertaining to the redemption of Preference shares and Debentures.

Sr. No.	Modules	No. of Lectures
1	Valuation of Goodwill and Shares	15
2	Redemption of Preference shares and Debentures	15
	Total	**30**

Sr. No.	Modules
1	**Valuation of Goodwill and Shares**
	• **Unit 1:** Valuation of Goodwill Maintainable Profit method, Super Profit Method Capitalization method, Annuity Method • **Unit 2:** Valuation of Shares Intrinsic Value Method, Yield method and Fair Value Method
2	**Redemption of preference shares and Debentures**
	• **Unit 1:** Redemption of preference shares - Company Law / Legal Provisions for redemption of preference shares in Companies Act Sources of redemption including divisible profits and proceeds of fresh issue of shares Premium on redemption from security premium and profits of company Capital Redemption Reserve Account - creation and use. • **Unit 2:** Redemption of debentures by payment from sources including out of capital and / or out of profits. Debenture redemption reserve and debenture redemption sinking fund excluding insurance policy. Redemption of debentures by conversion into new class of shares or debentures with options- including at par, premium and discount

References:

- Financial Accounting: Valuation of Shares, Goodwill and Other Assets" by V.K. Bhalla (Publisher: S. Chand & Company Ltd.)
- Valuation of Shares and Goodwill" by Arun Kumar and Rachana Sharma (Publisher: Bharat Law House Pvt. Ltd.)
- "Fundamentals of Accounting: Redemption of Preference Shares" by D.S. Rawat (Publisher:

Taxmann Publications Pvt. Ltd.)
- "Accounting for Management: Redemption of Shares" by Amresh Kumar (Publisher: PHI Learning Pvt. Ltd.

Business Communication-II (VSC)
Credits 2

Description of the course:
"Business Communication in banking" focuses on the principles and practices of effective communication within the banking sector. It covers topics such as written and oral communication, customer service interactions, and professional etiquette, tailored to the specific context of banking operations. The subject emphasizes the importance of clear, concise, and professional communication in fostering positive customer relationships and ensuring regulatory compliance.

Aims & Objectives:
1. To develop communication to effectively engage with customers, address inquiries, and provide assistance in a professional manner.
2. To emphasize the importance of clear and accurate communication ensuring that information is conveyed transparently.
3. To promote effective communication within streamline operations and enhance productivity.

Course outcomes:
1. Students will inculcate proficiency in various forms of business communication ensuring professionalism in all interactions.
2. Students will develop strong customer relationship management to enhance customer satisfaction and loyalty
3. Students will collaborate effectively with colleagues from different departments and levels of the organization, facilitating the exchange of information, ideas, and feedback to achieve common goals and objectives in banking operations

Sr. No.	Modules	No. of Lectures
1	Oral Communication	15
2	Written Communication and Modern Tool of communication	15
Total		**30**

Sr. No.	Modules
1	**Oral Communication**
	A) Meaning, Nature, Scope, characteristics, Principles of effective oral communication, Importance of body language in oral communication, Confidence building, Ways to build confidence, Importance of eye contact. B) Job Interviews - conducting and giving interviews, Do's and Don'ts of job interview. C) Group Discussion - nature, do's and don'ts of group discussion, Opening of topic, discussion, summary and observer's comments
2	**Written Communication and Modern Tool of communication**
	A) Written communication- significance in business writing, Language of business writing, Structure of Business letters, Types of business letters - order, enquiries and replies, sales letters, complaints, claims and adjustment letters, goodwill letters., Communication in Organization - Formal Channels – Vertical, Horizontal, Diagonal communication., Internal Channels - Informal channels: Grapevine, rumors, Mannerisms and etiquettes at workplace. B) Modern tools of Communication: Telex, Telegram, Fax, Voice Mail, Teleconferencing, Videoconferencing, Dictaphone, SMS, MMS, Internet, Social Media Sites, chatbot

References:

- Effective Business Communication" by Herta A. Murphy, Herbert W. Hildebrandt, Jane P. Thomas, published by McGraw-Hill Education.
- Banking and Finance: Communication Skills for the International Banking and Finance Student" by Marion Grussendorf, published by Addison Wesley Longman
- Banking and Financial Services: Communication Skills Guide for Employees" by American Bankers Association, published by American Bankers Association.
- Banking Communication Handbook" by Michael Ewing-Chow, published by Marshall Cavendish International (Asia) Pte Ltd.

Forex (VSC)
Credits 2

Description of the course:
"Forex" explores the principles and practices of foreign exchange markets. It covers topics such as currency trading, exchange rate mechanisms, and risk management strategies, providing insights into the dynamics of global financial markets and the factors influencing currency fluctuations. The subject also examines the role of forex markets in international trade, investment, and monetary policy.

Aims & Objectives:
1. To provide students with a comprehensive understanding of the structure, functions, and participants of foreign exchange markets.
2. To develop students' skills in currency trading and risk management techniques.
3. To explore the role of forex markets in facilitating international trade.

Course outcomes:
1. Students will be prepared to understand with foreign exchange market structure, market dealings.
2. Students will Understand the functions and players in the foreign exchange market.
3. Students will Gain knowledge to manage the exchange exposures

Sr. No.	Modules	No. of Lectures
1	Introduction of International Monetary System	15
2	Foreign Exchange Market and Participants	15
Total		**30**

Sr. No.	Modules
1	**Introduction of International Monetary System**
	Unit 1: International Monetary Systems: Introduction to Forex, Currency Pair Types, Forex Currency Pairs, Evolution of International Monetary System: Gold Standard System, Bretton Woods System, Flexible Exchange Rate Regimes – 1973 to Present, Current Exchange Rate Arrangements, European Monetary System, Fixed & Flexible Exchange Rate System **Unit 2:** An introduction to Exchange Rates: Foreign Bank Note Market, Spot Foreign Exchange Market Exchange Rate Quotations ,Direct & Indirect Rates, Cross Currency Rates , Spread & Spread %, Factors Affecting Exchange Rates
2	**Foreign Exchange Market and Participants**
	Unit 1: Foreign Exchange Markets: Introduction to Foreign Exchange Markets, Structure of Foreign Exchange Markets, Types of Transactions & Settlement Date, Exchange Rate Quotations & Arbitrage, Forward Quotations (Annualized Forward Margin) **Unit 2:** Forex Participants: Market and Market Participants, Foreign Exchange Management in India, Retail and Whole Sale Component of Indian Foreign Exchange Market, Role of FEDAI, FEMA and Regulatory Framework, Dealing Room Operations.

References:

- Foreign Exchange Management: Theory and Practice" by A. V. Rajwade, published by Tata McGraw-Hill Education
- The Handbook of Foreign Exchange Trading" by Jagdeep Singh Kalsi, published by Vision Books.
- Forex Trading Guide: Basics and Strategies" by S. Wade Hansen and Peter R. Bain, published by Tata McGraw-Hill Education
- Currency Trading and Intermarket Analysis: How to Profit from the Shifting Currents in Global Markets

Startups (VSC)
Credits 2

Description of the course:
"Startups" explores the entrepreneurial journey from idea conception to business establishment and growth. It covers topics such as business planning, funding strategies, market validation, and scalability, aiming to equip students with the knowledge and skills to navigate the challenges and opportunities of startup ventures effectively. The subject also emphasizes innovation, creativity, and adaptability in the dynamic startup ecosystem.

Aims & Objectives:
1. To introduce the students to the concept of Startups and Entrepreneurship.
2. To provide the knowledge of becoming an entrepreneur by identifying business opportunities and developing business plans.
3. To understand the concept of entrepreneurship and identify the dimensions and resources required to establish a start-up.

Course outcomes:
1. Students will be able to start his/ her own business by understanding the opportunities that are lying in front of them.
2. Students will learn how to make a business plan and how to approach funding agencies for getting their loans sanctioned.
3. Students will learn to identify the various sources of finance for a new venture and role of central and state government in promoting entrepreneurship

Sr. No.	Modules	No. of Lectures
1	Startup Ecosystem and Legal Environment	15
2	Survival, Growth and Exit Strategies	15
	Total	**30**

Sr. No.	Modules
1	**Startup Ecosystem and Legal Environment**
	A) Unit I: Start-up opportunities: The New Industrial Revolution – The Big Idea- Generate Ideas with Brainstorming- Business Start-up - Ideation- Venture Choices - The Rise of the startup economy - The Six Forces of Change- The Start-up Equation - The Entrepreneurial Ecosystem – Entrepreneurship in India. Government Initiatives. **B) Unit II:** Startup Capital Requirements and Legal Environment: Identifying Startup Capital Resource requirements - estimating Startup cash requirements - Develop financial assumptions- Constructing a Process Map - Positioning the venture in the value chain - Launch strategy to reduce risks- Startup financing metrics - The Legal Environment- Approval for New Ventures- Taxes or duties payable for new ventures.
2	**Survival, Growth and Exit Strategies**
	A) Unit I: Start-up Survival and Growth: Stages of growth in a new venture- Growing with the market - Growing within the industry- Venture life patterns- Reasons for new venture failures- Scaling Ventures – preparing for change - Leadership succession. Support for growth and sustainability of the venture. **B) Unit II:** Planning for Harvest and Exit: Dealing with Failure: Bankruptcy, Exit Strategies- Selling the business - Cashing out but staying in-being acquired- Going Public (IPO) – Liquidation.

References:

- Startup India: Insights for Aspiring Entrepreneurs" by Dr. Prashant Prabhu (Publisher: Vision India Publications)
- The Ultimate Guide to Startups in India" by Anand Srinivasan (Publisher: Notion Press)
- Entrepreneurship Management: Concepts, Theory and Practice" by Sadhana Dash, published by PHI Learning Pvt. Ltd.
- Entrepreneurship Development: A Handbook for Entrepreneurs" by S. S. Khanka, published by S. Chand Publishing

Introduction to Digital Marketing (SEC)
Credits 2

Description of the course:
"Introduction to Digital Marketing" provides an overview of digital marketing strategies and tools. It covers topics such as social media marketing, search engine optimization (SEO), email marketing, and content marketing, aiming to equip students with foundational knowledge for leveraging digital channels to reach and engage target audiences effectively. The subject emphasizes the importance of data-driven decision-making and adapting to the evolving digital landscape

Aims & Objectives:
1. Aims to familiarize students with the concept of digital marketing and its current and future evolutions.
2. Aims to equip students with the ability to understand and subsequently create strategic and targeted campaigns using digital media tools.
3. It aims to achieve business goals by interlinking with digital platforms

Course outcomes:
1. Students will understand the concept of digital marketing and its real-world iterations
2. Students will articulate innovative insights of digital marketing enabling a competitive edge
3. Students will understand how to create and run digital media based campaigns.

Sr. No.	Modules	No. of Lectures
1	Foundations of Digital Marketing	15
2	Digital Marketing Strategies and Techniques	15
	Total	**30**

Sr. No.	Modules
1	**Foundations of Digital Marketing**
	Fundamentals of Digital marketing & Its Significance, Terminology used in Digital Marketing Traditional Marketing Vs Digital Marketing, Evolution of Digital Marketing, Digital Marketing Landscape, Key Drivers, Digital Consumer & Communities, Gen Y & Netizen's expectation & influence wrt. Digital Marketing.
2	**Digital Marketing Strategies and Techniques**
	The Digital users in India, Digital marketing Strategy- Consumer Decision journey, Segmenting & Customizing messages, Digital advertising Market in India, Skills in Digital Marketing, Digital marketing Plan. Email Marketing, Mobile Marketing, different type of ad tools, Ad placement techniques

References:

- Digital Marketing: Strategy, Implementation, and Practice" by Dave Chaffey, Fiona Ellis-Chadwick, Kevin Johnston, and Debra Zahay (Publisher: Pearson Education India)
- Digital Marketing: A Practical Approach" by K. Rajagopal (Publisher: McGraw Hill Education India Pvt. Ltd.)
- Digital Marketing: Concepts, Strategies, and Data Analytics" by Dr. Subash Jain and Dr. Poonam Garg (Publisher: I.K. International Publishing House Pvt. Ltd.)
- Digital Marketing: Strategy, Implementation and Practice in India" by Ankita Tandon, Subho Ray, and Pradeep Chopra (Publisher: Pearson Education India)

Insurance Broking and Advisory (SEC)
Credits 2

Description of the course:
"Insurance Broking and Advisory" delves into the principles and practices of insurance intermediation. It covers topics such as risk assessment, policy selection, claims management, and regulatory compliance, equipping students with the knowledge and skills to provide expert insurance advice and solutions to clients. The subject also explores the evolving role of insurance brokers in the insurance market and the importance of ethical conduct and professionalism in insurance advisory services

Aims & Objectives:

1. To provide students with a comprehensive understanding of insurance principles, products, and markets.
2. To develop students' skills in insurance broking and advisory services.
3. To ensure students are familiar with regulatory requirements governing insurance broking.

Course outcomes:
1. Students will can find a policy that best suits your needs for a reasonable price.
2. Students will understand client's insurance needs and provide ethical and professional advice
3. Students will Understand the working and functioning of the Insurance Sector.

Sr. No.	Modules	No. of Lectures
1	Insurance Brokerage Essentials: Understanding Policies, Ethics, and Regulations	15
2	Brokerage Client Management and Insurance Advisory Practices	15
	Total	**30**

Sr. No.	Modules
1	**Insurance Brokerage Essentials: Understanding Policies, Ethics, and Regulations**
	• Definition and importance of insurance, Life insurance vs. general insurance, Different types of insurance policies (term, whole life, health, property, etc.) • Functions of Direct / Composite / Reinsurance Brokers. • Registration and Licensing of Brokers: eligibility and qualifications of person, manpower and infrastructure requirements. • Requirement of Capital for Direct broker/Composite Broker / Reinsurance Broker a. Forms of capital to be brought in Equity /Assets/Cash • Code of Conduct or Professional Ethics. • Remunerations of Brokers in various lines of Insurance Business: General Insurance, Life Insurance, Pension, Annuity, Group Insurance, etc. • Professional Indemnity Insurance for Brokers
2	**Brokerage Client Management and Insurance Advisory Practices**
	• Responsibility of Broker to the insured - Understanding of client's requirement – nature of business and Risk Management of client, Preparation of Insurance Slip, Premium Collection, assistance in claims and preparation of claim documentation. • Responsibility of Brokers to the Insurance Company in Selection of Risks, Presentation of Products, Remittance of Premium, assistance in Claim Settlement and Consumer Grievances. • Insurance Advisory Process - Client needs analysis and risk assessment, Product selection and recommendation

References:

- Insurance Broking Practice and Procedures" by Dr. M. N. Mishra (Publisher: Taxmann Publications Pvt. Ltd.)
- Principles and Practice of Insurance Broking" by Sunita Sharma and Lallan Prasad (Publisher: Sultan Chand & Sons)
- Insurance Broking in India: Challenges and Opportunities" by Dr. K. C. Mishra and Dr. J. K. Pandey (Publisher: New Century Publications)
- Insurance Broking in India: Regulations, Processes, and Practices" by Raj Kumar (Publisher: Bharat Law House Pvt. Ltd.)

B.Com. (Banking & Insurance) As Per NEP with effect from the Academic Year 2024-2025

Scheme of Evaluation

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 40% marks and the second component will be the Semester Wise End Examination component carrying 60% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below: -

(Internal Assessment- Courses with /without Practical Courses)

Credit: 02 (Total 50 Marks)

Internal = 20 Marks
External = 30 Marks

A. Internal Assessment: 40 % (20 Marks)
B. The Internal Assessment should be conducted after completing 50% of syllabus of the course/s

Sr. No.	Particular	Marks
1	**One class test (10 Marks) (Mandatory) (Duration: 30Mnts.)**	
	Match the Column/ True or False/Fill in the Blanks/ Multiple Choice Questions (Maximum any Two component of the above) ***(½ Mark each)***	05 Marks
	Answer in One or Two Lines (Concept based Questions) ***(01 Mark each)*** (Attempt Any five of the eight)	05 Marks
2	All recorded activities to be spread across semester Refer to **ANNEXTURE: A**	10 Marks

(Internal Assessment- Courses with / without Practical Courses)

Credit: 04 (Total 100 Marks)

Internal= 40 Marks
External =60 Marks

A. **Internal Assessment**: **40 % (40 Marks)**
B. **The Internal Assessment should be conducted after completing 50% of Syllabus of the course**

Sr. No.	Particular	Marks
1	**One class test (20 Marks) (Mandatory)** (**Duration: 45 Mins.)**	
	Match the Column/ True or False/Fill in the Blanks/ Multiple Choice Questions (Maximum any Two component of the above) ***(½ Mark each)***	05 Marks
	Answer in One or Two Lines (Concept based Questions) (Attempt Any five of the eight) ***(01 Mark each)***	05 Marks
	Answer in Brief (Attempt Any Two of the Four) ***(05 Marks each)***	10 Marks
2	All recorded activities to be spread across semester Refer to **ANNEXTURE: A**	20 Marks

ANNEXTURE: A

Individual faculty member shall have the flexibility to design the continuous assessment for each course/s in a manner so as to evaluate students' capabilities across knowledge, skills and attitudes. Internal Assessment may be undertaken through any or combination of the methods stated below after obtaining due permission of Principal and remain same across that particular course and semester. Introduction of multiple activates among groups of students in same class may be encouraged for better exposure:

- Essays / Tutorials
- Home assignments
- Library notes based on published research papers
- Report writings
- Practical Projects/ Practical activities /Group projects
- Reflective Practical assignments / Industry work / Field work
- Drawing Portfolios
- Oral examination
- Student's Seminar / Workshop / Exhibition
- Reviews / PPT presentation
- Problem solving Exercises
- Laboratory/Library Work
- Book reviews
- Case Study analysis
- Podcast/Blog writing /Video making e.g., Tips to become successful investor/satisfied customer, company profile, successful entrepreneur etc.

Question Paper Pattern
(Practical Courses)

Credit: 02 (Total 50 Marks)

External = 30 Marks

The Semester End Assessment should be conducted after completing 100% of syllabus of the course/s

Duration: 1 Hr.

All questions shall carry equal marks with internal choice within the question. Student has to attempt any two questions out of three. Question may be subdivided into sub-questions a, b, c… and the allocation of marks depends on the weightage of the topic.

The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.

The question paper shall be balanced in respect of various topics outlined in the syllabus.

Question No	Particular	Marks
Q-1	Practical Question (With internal options and 15 marks may be divided accordingly)	15 Marks
Q-2	Practical Question (With internal options and 15 marks may be divided accordingly)	15 Marks
Q-3	Short/Medium answer type question	15 Marks

Note:

Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks. If the topic demands, instead of practical questions, appropriate theory questionmay be asked

Question Paper Pattern
(Theoretical Courses)

Credit: 02 (Total 50 Marks)

External = 30 Marks
The Semester End Assessment should be conducted after completing 100% of Syllabus of the course/s

Duration: 1 Hr.
All questions shall carry equal marks with internal choice within the question. Student has to attempt any two questions out of three. Question may be subdivided into sub-questions a, b, c… and the allocation of marks depends on the weightage of the topic.
The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.
The question paper shall be balanced in respect of various topics outlined in the syllabus.

Question No.	Particulars	Marks
Q-1	Theory Question	15 Marks
Q-2	Theory Question	15 Marks
Q-3	Case Study Analysis/ Short Notes	15 Marks

Note:
Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks.

Question Paper Pattern
(Practical Courses)

Credit: 04 (Total 100 Marks)

External =60 Marks
The Semester End Assessment should be conducted after completing 100% of syllabus of the course/s

Duration: 2 Hrs.
All questions shall carry equal marks with internal choice within the question. Student has to attempt any four questions out of six Question may be subdivided into sub-questions a, b, c… and the allocation of marks depends on the weightage of the topic.
The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.
The question paper shall be balanced in respect of various topics outlined in the syllabus.
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Question No	Particulars	Marks
Q-1	Practical Questions	15 Marks
Q-2	Practical Questions	15 Marks
Q-3	Practical Questions	15 Marks
Q-4	Practical Questions	15 Marks
Q-5	Case Study Analysis/ Short Notes	15 Marks
Q-6	Theory questions	15 Marks

Note:
Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5Marks. If the topic demands, instead of practical questions, appropriate theory questionmay be asked.

Question Paper Pattern
(Theoretical Courses)

Credit: 02 (Total 50 Marks)

External =60 Marks
The Semester End Assessment should be conducted after completing 100% of syllabus of the course/s.

Duration: 2 Hrs.

All questions shall carry equal marks with internal choice within the question. Student has to attempt any four questions out of six. Question may be subdivided into sub-questions a, b, c… and the allocation of marks depends on the weightage of the topic.

The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.

The question paper shall be balanced in respect of various topics outlined in the syllabus.

Question No	Particular	Marks
Q-1	Practical Questions	15 Marks
Q-2	Practical Questions	15 Marks
Q-3	Practical Questions	15 Marks
Q-4	Practical Questions	15 Marks
Q-5	Case Study Analysis/ Short Notes	15 Marks
Q-6	Theory questions	15 Marks

Note:

Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks.

Guidelines for Case Study Analysis

1. Use the representation of real situations; avoid presenting situations that do not exist/ are not plausible in real life
2. Make sure that the description of the case is as clear and specific as possible
3. Make sure there is sufficient information on the content and the context of the case ask students interpretative and application questions
4. Questions need to be devised to assess the interpretation and application of knowledge, comprehension skills, and critical thinking skills
5. Devise clear and unambiguous questions to limit student confusion and time spent interpreting the question like suggest suitable title, offers a summary, explaining the scenario in detail, Problem/ issue presented in the scenario, suggest Solution/chosen course of action etc.
6. Maximum words for case study (Approx. 500-700 words) and followed by number of questions will depend on marks (3/4 marks each). Necessary precaution is to be taken for avoiding plagiarism

Passing Standard

Credit: 02 (Total 50 Marks)

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester EndExamination. The learners shall obtain minimum of 40% marks (i.e., 08 out of 20) in the Internal Assessment and 40% marks in Semester End Examination (i.e., 12 Out of 30) separately, to pass the course and minimum of Grade E to pass a particular semester. A learner will be said to have passed the course if the learner passes individually in the Internal Assessment as well as Semester End Examination.

Credit: 04 (Total 100 Marks)

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester EndExamination. The learners shall obtain minimum of 40% marks (i.e., 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e., 24 Out of 60) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes individually in the Internal Assessment as well as Semester End Examination.

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Letter Grades and Grade Points:

Semester GPA/ Programme CGPA Semester/ Programme	% of Marks	Alpha-Sign/ Letter Grade Result	Grading Point
9.00 - 10.00	90.0 - 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
4.00 - < 5.00	40.0 - < 50.0	P (Pass)	4
Below 4.00	Below 40.0	F (Fail)	0
Ab (Absent)	-	Ab (Absent)	0

Appendix B

Justification for B.Com. (Banking & Insurance)

1.	Necessity for starting the course:	NEP 2020
2.	Whether the UGC has recommended the course:	Yes
3.	Whether all the courses have commenced from the academic year 2023-24	Yes
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?	Unaided Yes
5.	To give details regarding the duration of the Course and is it possible to compress the course?	4 Years Course and Cannot be compressed
6.	The intake capacity of each course and no. of admissions given in the current academic year:	60
7.	Opportunities of Employability / Employment available after undertaking these courses:	Insurance & Risk Manager, Investment Banking Associate, Bank Probationary Officer, Startups, Self -employment

Sign of Chairman
Dr. Sunil Karve
Chairman of Banking & Insurance and Investment Management

Sign of the
Offg. Associate Dean
Dr. Ravikant Balkrishna Sangurde
Faculty of Commerce

Sign of the
Offg. Associate Dean
Prin. Kishori Bhagat
Faculty of Management

Sign of offg. Dean
Prof. Kavita Laghate
Faculty of Commerce & Mangement

AC – 20/04/2024
Item No. – 7.12 (N)

As Per NEP 2020

University of Mumbai

Title of the program

A- U.G. Certificate in B. Com. (Management Studies) 2024-25
B- U.G. Diploma in B. Com. (Management Studies) 2025-26
C- Degree-Bachelor of Commerce (Management Studies)2026-27
D- Bachelor of Commerce (Management Studies) (Hons.) 2027-28
E- Bachelor of Commerce (Management Studies)
(Hons. with Research) 2027-28

Syllabus for

Semester – Sem I to II

Ref: GR dated 20th April, 2023 for Credit Structure of UG

(With effect from the academic year 2024-25 Progressively)

University of Mumbai

(As per NEP 2020)

Sr. No.	Heading	Particulars	
1	**Title of program** **O: _____A**	**A**	U.G. Certificate in B. Com. **(**Management Studies)
	O: _____B	**B**	U.G. Diploma in B. Com. **(**Management Studies)
	O: _____C	**C**	Bachelor of Commerce (Management Studies)
	O: _____D	**D**	Bachelor of Commerce (Management Studies) (Hons.)
	O: _____E	**E**	Bachelor of Commerce (Management Studies) (Hons. with Research)
2	**Eligibility** **O: _____A**	**A**	12th Passed **OR** Passed Equivalent Academic Level 4.0
	O: _____B	**B**	Under Graduate Certificate in Management Studies **OR** Passed Equivalent Academic Level 4.5
	O: _____C	**C**	Under Graduate Diploma in Management Studies **OR** Passed Equivalent Academic Level 5.0
	O: _____D	**D**	Bachelor of Commerce (Management Studies) with minimum CGPA of 7.5 **OR** Passed Equivalent Academic Level 5.5
	O: _____E	**E**	Bachelor of Commerce (Management Studies) with minimum CGPA of 7.5 **OR** Passed Equivalent Academic Level 5.5
3	**Duration of program** **R: _____**	**A**	One Year
		B	Two Years
		C	Three Years
		D	Four Years
		E	Four Years
4	**Intake Capacity** **R: _____**	**60**	

5	**Scheme of Examination** **R: _____**	NEP 40% Internal 60% External, Semester End Examination Individual Passing in Internal and External Examination	
6	**R: _____ Standards of Passing**	40%	
7	**Credit Structure** **Sem. I - R: _____A** **Sem. II - R: _____B**	Attached herewith	
	Credit Structure **Sem. III - R: _____C** **Sem. IV - R: _____D**		
	Credit Structure **Sem. V - R: _____E** **Sem. VI - R: _____F**		
8	**Semesters**	A	Sem I & II
		B	Sem III & IV
		C	Sem V & VI
		D	Sem VII & VIII
		E	Sem VII & VIII
9	**Program Academic Level**	A	4.5
		B	5.0
		C	5.5
		D	6.0
		E	6.0
10	**Pattern**	Semester	
11	**Status**	New	
12	**To be implemented from Academic Year Progressively**	From Academic Year: 2024-25	

Sign of the BOS Chairman **Prof. Dr. Kanchan Fulmali** **BOS in BMS**	**Sign of the Offg. Associate Dean** **Dr. Ravikant Balkrishna Sangurde** **Faculty of Commerce**	**Sign of the Offg. Associate Dean** **Prin. Kishori Bhagat** **Faculty of Management**	**Sign of the Offg. Dean** **Prof. Kavita Laghate** **Faculty of Commerce & Management**

Preamble

1) Introduction

Management is not only an essence in all fields but it is a prevalent tool in the hands of corporates to governments. From planning to controlling and from budgeting to reporting, all managerial elements are the most essential parts of daily life. So the learners need to know about all aspects from rural development to creating artificial intelligence. They will understand how to develop India, one of the fifth most powerful economies in the world. It is expected that the learners should learn how to develop our economy and management for the future generation from these managerial facets.

2) Aims and Objectives

- To expose the learners to fundamentals of concept testing in the field of management studies.
- To orient the students with a learner centric approach in the domains of specialization in management studies.
- To equip the students through a bottom-up approach in understanding the global perspectives of managerial aspects in the economy.
- To provide a fillip to employability of learners through exploring the various dimensions of management studies.

3) Learning Outcomes

- Learners will learn the approach of management in the given circumstances.
- They will get acquainted with the corporate management to government management.
- They will understand the various financial concepts and their use in the related areas.
- Learning of marketing aspects will give them an array of opportunities in the marketing areas.
- Human resource management will enable them identify the reality ground of the HR sectors in the organisation.

4) Any other point (if any)

- A B.Com. (Management Studies) equips you with a broad range of business and management skills. The main course of action typically involves a curriculum divided into Major subjects, Open electives, and Minor courses spread across semesters. Here's a general breakdown of what you can expect

5) Credit Structure of the Program (Sem I, II, III, IV, V & VI)

Under Graduate Certificate in B. Com. (Management Studies)

Credit Structure (Sem. I & II)

	R:_____A								
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC, RP**	**Cum. Cr. / Sem.**	**Degree/ Cum. Cr.**
		Mandatory	**Electives**							
4.5	I	6 (4+2) Principles of Management I (4) Bharatiya theory of Management styles (2)		-	2+2	Information Technology in Business Management (2) Business Start-up Skills (2)	AEC: 2, VEC: 2,IKS: 2	(2)	22	**UG Certificate 44**
	R:_____B									
	II	Principles of Management II (4) Global management theories and styles (2)		2	2+2	VSC:2, SEC:2 Foreign exchange market and Derivatives (2) MS Office (2)	AEC: 2, VEC: 2	CC:2	22	
	Cum Cr.	12	-	2	8	4+4	4+4+2	4	44	
Exit option: Award of UG Certificate in Major with 40-44 credits and an additional 4 credits core NSQF course/ Internship OR Continue with Major and Minor										

Under Graduate Diploma in B. Com. (Management Studies)

Credit Structure (Sem. III & IV)

	R:_____C								
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC,RP**	**Cum. Cr. / Sem.**	**Degree/ Cum. Cr.**
		Mandatory	**Electives**							
5.0	III	8(2*4) Marketing Introduction to Marketing Management (4) Marketing Research (4) Finance Introduction to Financial services (4) Financial Management (4) HR Introduction to HRM (4) Training & Development (4)		4	2	VSC:2, Marketing Consumer behaviour (2) Finance Financial Statement Analysis (2) HR Recruitment and selection (2)	AEC:2	FP: 2 CC:2 **CC:2**	22	**UG Diploma 88**
	R:_____D									
	IV	8 Marketing Retail Marketing (4) CRM (4) Finance Auditing (4) Financial Institutions and Market (4) HR Change & Conflict Management (4) Legal practices in HRM (4)		4	2	SEC:2 Marketing Ad Making (2) Finance Financial Inclusion Skills in Youth (2) HR Organisational Development	AEC:2	CEP: 2 CC:2 **CC:2**	22	
	Cum Cr.	28		10	12	6+6	8+4+2	8+4	88	
Exit option; Award of UG Diploma in Major and Minor with 80-88 credits and an additional 4 credits core NSQF course/ Internship OR Continuewith Major and Minor										

Degree in B. Com. (Management Studies)
Credit Structure (Sem. V & VI)

	R:_____E									
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC,RP**	**Cum. Cr. / Sem.**	**Degree/ Cum. Cr.**
		Mandatory	**Electives**							
5.5	V	10 Marketing Tourism Marketing Management (4) E-Commerce (4) Digital Marketing (2) Finance Introduction to Cost Accounting (4) Practical aspects in Direct taxation (4) Wealth Management (2) HR Global Practices in HRM (4) Human resource accounting and audit (4) Edupreneurship (2)	4 Marketing Supply Chain Management (4) Finance Investment analysis and portfolio management (4) HR Strategic human resource management (4)	4		VSC: 2 Marketing Marketing Ethics (2) Finance Ethics in financial Market (2) HR Power & Politics (2)		FP/ CEP :2	22	**UG Degree 132**
	R:_____F									
	VI	10 Marketing International Marketing (4) Rural Marketing (4) IMC (2) Finance Financing Rural Development (4) Practical aspects in Indirect taxation (4) A Practical approach to Financial Project Management (2) HR Contemporary issues in HRM (4) HR issues in Merger & acquisition (2)	Marketing Export Marketing Practices and Procedures (4) Finance Financial Inclusion a Global Prospective (4) HR Performance Management (4)	4				OJT :4	22	
	Cum Cr.	48	8	18	12	8+6	8+4+2	8+6+4	132	
Exit option: Award of UG Degree in Major with 132 credits OR Continue with Major and Minor										

[Abbreviation - OE – Open Electives, VSC – Vocation Skill Course, SEC – Skill Enhancement Course, (VSEC), AEC – Ability Enhancement Course, VEC – Value Education Course, IKS – Indian Knowledge System, OJT – on Job Training, FP – Field Project, CEP – Continuing Education Program, CC – Co-Curricular, RP – Research Project]

Sem. - I

Mandatory 1

Programme Name: B. Com. (Management Studies)

Course Name: Principles of Management -I

Total Credits: 04 **Total Marks :100**

University assessment :60 **College assessment :40**

Learning Objectives:

a) To enable the learners to understand the basic concepts & functions of management
b) To acquaint the learners with the theoretical perspective of management & its practical applications.
c) To explore and understand the changing organization structures.

Course Outcomes:

CO1) Learners will remember & understand the basic concepts of management.
CO2) Learners can apply & strategically analyse the domains of managerial practices.
CO3) Learners will evaluate & create a roadmap to derive concrete managerial solutions.

Module 1:

Unit 1: Introduction to Management & Managerial Thoughts

a. Concept & Features of Management – 6M's of Management — Need for management in business & non-business organizations
b. Functions of Management - Levels of Management – Management Competencies & Skills.

Unit 2: Management Thoughts

a. Peter Drucker's Analysis Thoughts - Scientific Management Theory by F.W Taylor – Administrative Management Theory by Henri Fayol – Human Relations Theory by Elton Mayo & Hawthorne Experiments - Henry Mintzberg Managerial Roles.
b. Indian Management Thoughts – Contribution of Kautilya & Mahatma Gandhis Principle of Trusteeship.

Module 2:

Unit 3: Functions of Management -I

a. Planning – Meaning – Significance – Components (Strategic, Single Use & Stranding Plans) Decision Making – Concept – Essentials of sound decision making – Techniques.

b. Organising – Concept – Importance -Types of Organization Structure -Line & Staff, Matrix Organization Structure – Features – Formal v/s Informal

Unit 4: Functions of Management -II

a. Virtual Organizational Set Ups – A pre requisite to Gen Z – Challenges -- Span of Management – Factors, Tall & Flat Organization- Features –
b. Departmentation – Concept – Bases - Staffing – Concept – Process of staffing - Decentralization – Factors – Centralization v/s Decentralization of Authority

References:

- ***Principles of Management, Tripathi Reddy, Tata Mc Grew Hill***
- ***Management Text & Cases, VSP Rao, Excel Books, Delhi***
- ***Management Concepts and OB, P S Rao & N V Shah , AjabPustakalaya***
- ***Essentials of Management, Koontz II & W , Mc. Grew Hill , New York***
- ***Principles of Management-Text and Cases -Dr..M.SakthivelMurugan, New Age Publications***
- ***Management Today Principles& Practice- Gene Burton, ManabThakur, Tata McGrawHill,PublishingCo.Ltd.***
- ***Management – JamesA.F.Stoner, Prentice Hall, Inc .U.S.A.***
- ***Management: Global Prospective –Heinz Weihrich& Harold Koontz, Tata McGraw- Hill, Publishing Co.Ltd.***
- ***Essential of Database Management Systems -AlexisLeon ,MathewsLeon Vijay Nicole, Imprints Pvt Ltd.***
- ***Management –Task ,Resp, Practices – PetaDruche "willian Heinemann LTD.***

Mandatory 1

Programme Name: B. Com. (Management Studies)

Course Name: Bhartiya Theory of Management Styles

Total Credits: 02 **Total Marks :50**

University assessment :30 **College assessment :20**

Learning Objectives:

a) To explore the learners with the concepts & terminologies of Bhartiya theories.

b) To understand the need & implications of management styles of Bhartiya Theory.

c) To acquaint with the information of Bhartiya theory & it's unique management styles.

Course Outcomes:

CO1) Students will understand Bhartiy theory of management

CO2) Students will apply & adopt the management styles of Bhartiya management.

CO3) It will create learner centric approach through holistic development of the students.

Module 1:

Unit 1 Introduction of Bhartiya theory of Management styles

a) Definition of Bhartiya Management, evolution of Bhartiya/Indian Management, Management Styles based on Ancient Indian Wisdom,

b) Concept and features of management styles, need of management styles, types of management style, Difference between Management and Leadership.

Module 2:

Unit 2 Six Universal Management Styles of Bhartiya Theory

a) Purpose of Management – Contemporary Thought, Management by Self-Transformation, Management by Good Counsel, Management by Time

b) Management by Luminous Unactivity, Management by Passionate Activity, and Management by Indolent Activity, Benefits and Bhartiya theory,

References:

- ***Puri Vivek. (2020). Bharatiya (Indian) Theory Of Management Styles – Part I. Sage Publication.***
- ***(Indian) Theory of Management Styles AIMA Journal of Management & Research, May 2021, Volume 15 Issue 2/4, ISSN 0974 – 497 Copy right© 2021 AJMR-AIMA***
- ***Subhash Sharma. (2019). Evolution of Indian Management/ Bhartiya Management. Reva university Bangalore.***
- ***https://swarajyamag.com/ideas/the-notion-of-bharatiya-management***
- ***https://cessedu.org/sites/cessedu.org/files/National%20Workshop%20on%20Bharatiya%20Management.pdf***
- ***https://www.linkedin.com/pulse/traditional-management-concept-evolution-indian-ethos-anjum***

VSC/SEC

Programme Name: B. Com. (Management Studies)

Course Name: Information Technology in Business Management

Total Credits: 02 **Total Marks :50**

University assessment :30 **College assessment :20**

Course Objectives:

a) To learn basic IT concepts and its role in management of business.

b) To understand the basic concepts of Email, Internet and other domains

c) To identify security aspects of Information Technology in Business and to mitigate them

Course Outcomes

CO1) Learners will be acquainted to different applications of Information technology in business**.**

CO2) Learners will develop the professional email drafting skills.

CO3) Develop learners understanding of the recent technologies and business model.

Module 1

Unit 1 Introduction to IT Support in Management

a) Concept of Data, Information, Knowledge, and Database, Success and Failure Case studies of Information Technology, Major Areas of IT Applications in Management, Concept and Applications of Opens Source software,

b) Introduction to Writing Professional Mails, Creating Digitally signed documents, emailing merged documents, Introduction to Bulk email software, Use of Microsoft Outlook – Configuring Outlook, Creating and Managing profile in Outlook,

Module 2

Unit 2 Emergence of E- commerce and M-Commerce

a) Definition and features of E- commerce and Mobile Commerce, Business Models of e-commerce – B2B, B2C, B2G, E Governance.

b) Internet Technology – Basic concepts of Internet, Intranet, Extranet,
Introduction to Artificial Intelligence, Machine Learning and Chat GPT, cyber Security threats and Measures,

References

- ***Information Technology for Management, by Efraim Turban, Doothy Leinder Ephraim Mclean, James Whether be, 6th Edition.***
- ***E- commerce – An Indian Perspective, by Hill Joseph, Tata Mc Grow Hill.***
- ***Information Technology and its Applications in Business By Reema Thareja, Oxford University Press***
- ***Information Technology In Business Management, by Mukesh Dhunna and J.B.Dixit, Laxmi Publications Pvt Limited***
- ***Microsoft Outlook: A Complete Guide from Beginner to Advanced to Learn Outlook's Useful Tips and Tricks for Email Management, Inbox Organization, and More Paperback by Kurt A. Prescott (2023)***
- ***Dixit, M. D. (2015). Information Technology in Business Management . Laxmi Publications Pvt Limited .***
- ***Efraim Turban, L. V. (2013). Information Technology for Management. Wiley.***
- ***Joseph, H. (2019, 6th Edition). E- commerce An Indian Perspective. Tata Mc Graw Hill.***
- ***Kavanagh, P. (2004). Open Source Software . Digital Press .***
- ***Manzoor, D. A. (2012). Information Technology in Business . USA: CreateSpace Independent Publishing Platform.***
- ***Mehrotra, D. D. (2019). Basics of Artificial Intellegence and Machine Learning . Chennai: Notion Press .***
- ***Thareja, R. (2018). Information Technology and Its Apllication in Business . Oxford University Press***

VSC/ SEC

Programme Name: B. Com. (Management Studies)

Course Name: Business Start-up Skills

Total Credits: 02 **Total Marks :50**

University assessment :30 **College assessment :20**

Learning Objectives

a) To make students understand new venture creation opportunities, its resources, and requirements for Business Start-up.

b) To encourage the students to adopt, adapt and innovate the strategies for new start-ups

c) To motivate them for the survival of the fittest in the competitive business environment

Course Outcome

CO1) Students will understand the opportunities with regards to Business Start-ups

CO2) The students will learn about the various sources of finance for a new venture

CO3) Learners will inform about the role of central/state government in promoting entrepreneurship

CO4) Students will learn about the survival and growth strategies of start-ups

CO5) Students will be encouraged to come up with innovative ideas for start-up enterprise.

Module 1:

Unit 1: Introduction to Business Start-ups

a. Introduction of Industry 4.0 and Industry 5.0 - Concept and features of Business Start-ups- Business Start-ups Ecosystem- Factors responsible for the growth of Business Start-ups in the Indian economy

b. Competencies required for budding entrepreneurs - Essential Traits to become a successful budding entrepreneur - Women entrepreneurs and challenges before women entrepreneurs

Module 2:

Unit 2: Initiatives to encourage Business Start-ups

a. The six forces of change- Government initiatives to encourage the Business Start-ups in India- Challenges faced by the Business Start-ups- Sources of funds and role of banking sector in development of Business Start-ups

b. Start-ups Success and Failure stories (Case studies)- Introduction to functioning of Incubation Centre/ Entrepreneurial Development Cell – Ideations and Planning for business start-ups Initiatives taken by the educational institutions to encourage Business Start-ups (Practical /Activities)

References:

- ***Norman M. Scarborough & Jeffery R. Cornwall, Essentials of Entrepreneurship and Small Business Management, 9th Edition, Prentice Hall, 2018.***
- ***Howard Frederick, Allan O'Connor, & Donald F. Kuratko, Entrepreneurship: Theory, Process and Practice, 4th Edition, Cengage Leaming, 2016.***
- ***Vasant Desai, Entrepreneurship Management, 1st Edition, Himalaya Publishing House, 2013.***
- ***Madhurima Lal, Entrepreneurship, 1st Edition, Excel Publications, 2012.***
- ***Eric Ries, The Lean Start-up: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses, 1st Edition, Crown Publishing, 2011.***
- ***Madhukar Shukla, Social Entrepreneurship in India, 1st Edition, SAGE Publications India Pvt Ltd., 2020.***
- ***Peter Thiel & Blake Masters, Zero to One: Notes on Start Ups, or How to Build the Future, Random House, 2014***
- ***Anjan Raichaudhuri, Managing New Ventures Concepts and Cases, Prentice Hall International, 2010.***
- ***Donald F Kuratko, Jeffrey S. Hornsby, New Venture Management: The Entrepreneur's Road Map, 2e, Routledge, 2017C***

Sem. – II

Mandatory 1

Programme Name: B. Com. (Management Studies)

Course Name: Principles of Management -II

Total Credits: 04 **Total Marks :100**

University assessment :60 **College assessment :40**

Learning Objectives:

a) To enable the learners to understand the dimensions of direction & control.
b) To familiarize and acquaint the learners with changing role of Indian business leaders.
c) To explore and understand the emerging trends in management.

Course Outcomes:

CO1) Students will remember & understand the domains of delegation and control.
CO2) Students will apply & analyse the strategies adopted by successful business leaders.
CO3) Students will evaluate & apply evolving management opportunities & challenges.

Module 1:

Unit 1: Functions of Management – III

a. Introduction & overview to PODSCORB - Delegation of Authority – Meaning – Need for Delegation – Principles of Effective Delegation- Controlling – Concept – Steps - Techniques
b. Co-ordination – Concept – Devices of co-ordination – Criteria of Successful co-ordination- Methods

Unit 2: Functions of Management -IV

a. Directing – Concept – Principles of Directing - Motivation – Concept – Factors Influencing Motivation – Importance –
b. Leadership – Concept – Styles – Qualities of a successful leader – Case Studies of successful Indian business leaders & their contributions to the field of management

Module 2:

Unit 3: Managerial Opportunities & Challenges - I

a. Concept – Process – Kurt Lewins Change Management Model - Time Management – Need for Time Management – Techniques –

b. Murphys Law - Case Studies - Conflict Management – Causes of conflicts – Essential skills for conflict management

Unit 4: Managerial Opportunities & Challenges – II

a. Management Information System - Concept – Sources - Talent Management – Meaning – Process –
b. Stress Management in business organizations – Measures – Need for Eustress in business setups – Green Management Practices – Need for Work Life Balance for managers.

References:

- ***Principles of Management, Tripathi Reddy, Tata Mc Grew Hill***
- ***Management Text & Cases, VSP Rao, Excel Books, Delhi***
- ***Management Concepts and OB, P S Rao & N V Shah , AjabPustakalaya***
- ***Essentials of Management, Koontz II & W , Mc. Grew Hill , New York***
- ***Principles of Management-Text and Cases -Dr..M.SakthivelMurugan, New Age Publications***
- ***Management Today Principles& Practice- Gene Burton, ManabThakur, Tata McGrawHill,PublishingCo.Ltd.***
- ***Management – JamesA.F.Stoner, Prentice Hall, Inc .U.S.A.***
- ***Management : Global Prospective –Heinz Weihrich& Harold Koontz, Tata McGraw-Hill, Publishing Co.Ltd.***
- ***Essential of Database Management Systems -AlexisLeon ,MathewsLeon Vijay Nicole, Imprints Pvt Ltd.***
- ***Management –Task ,Resp, Practices – PetaDruche "willian Heinemann LTD.***
- ***K. Ashwathappa, Organisation Behaviour- Text, Cases & Games, Himalaya Publishing House, 2014 Edition.***
- ***Gerald Greenberg, Behaviour In Organisation, Pearson Edition (Prentice Hall India)***

Mandatory 1

Programme Name: B. Com. (Management Studies)

Course Name: Global Management Theories and Styles

Total Credits: 02 **Total Marks :50**

University assessment :30 **College assessment :20**

Learning Objective

a) To understand the students about the different global theories with regards to management
b) To familiarize towards organisational development across the world to face the competition.
c) To introduce global motivation and leadership theories connection to global change.
d) To develop the global competencies necessary for 21st Century Management.

Course Outcome

CO1) Students will learn about the core values and models of Organisational Development
CO2) Students will have a clear understanding of the global theories of motivation.
CO3) Students will have a clear understanding of the global theories of effective leadership.
CO4) Students will understand the different Management Styles followed across the globe

Module I:

Unit 1 Introduction to Organizational Development and Global Motivation Theories

a. Concept and features of Organizational Development - Values of organizational development- Organizational Development Models- Weisbord Six-box Model (Organisational Diagnosis)- McKinsey 7'S' Model (Organisational Design)
b. Global Motivation Theories- Maslow Need Hierarchy Theory - Douglas McGregor Theory 'X' and 'Y'- William Ouchi Theory 'Z' - Victor Vrooms Expectancy Theory- Alderfer's, ERG Theory- David Mclelland Need Theory

Module II:

Unit 2 Global Leadership Theories and Management Styles

a. Global Leadership Theories- Charismatic Leadership Theory- Likert's four system leadership- Blake and Montons, Managerial grid Theory- Fiedler's contingency theory- Tennenbaum and Schmidt's Leadership Theory- Harsey and Blanchard's Situational Leadership Theory
b. Indian Management Style- Japanese Management Styles- American Management Style- European Management Style

References:

- ***Management- James A. F. Stoner, R. Edward Freeman, Daniel R. Gilbert, JR.***
- ***Management: Principles and Applications- Ricky W. Griffin, Cengage Learning India Pvt. Ltd., New Delhi***
- ***Principles of Business Management – T. Ramasamy, Himalaya Publication House Mumbai,***
- ***Management: Challenges in 21st Century – S.H. Goodman & P.M. Fandt, Vintage Publishing House.***
- ***Management: A Global and Entrepreneurial Perspective- Heinz Weihrich, Mark V Cannice and Harold Knootz, The Mc Graw Hill Companies, New Delhi***
- ***Development of Management Thoughts – Pollard, Think Inc (28 June 2019), Amazon Asia-Pacific Holdings Private Limited.***
- ***Organisation and Management – Dr. C.B. Gupta, Shatya Bhavan Publication Agra.***
- ***Principles and Practices of Management- L. M. Prasad, Sultan Chand & Sons New Delhi (2019).***
- ***Essentials of Organisational Development - Dr. Anjali Ghanekar Everest Publication House, Pune***

VSC/ SEC

Programme Name: B. Com. (Management Studies)

Course Name: Foreign exchange market and Derivatives

Total Credits: 02 **Total Marks :50**

University assessment :30 **College assessment :20**

Course Objectives:

a) To enable learners to obtain knowledge of foreign exchange markets across the globe as well as in the Indian context.

b) To study the strategies of risk management with respect to foreign exchange.

c) To understand about the derivative market of world and at Indian level

Course outcome:

CO1) Learners will analyse alternative currency translation methods for settlement of goods.

CO2) Students will examine the organization of the Foreign Exchange Market,

CO3) Leaners will acquire the information about the derivative market and its operation.

CO4) Learners will identify foreign exchange risk and the techniques available to control the same.

Module 1

Unit 1 Foreign Exchange Markets – an Overview

a) Concept, Features, Need, Participants, Functions, Structure of Forex Markets, Foreign Currency Accounts – VOSTRO, NOSTRO, LORO, Meaning and types of Foreign Exchange Risk, Role of Foreign Exchange Dealers Association of India.

b) FERA and FEMA Regulations, Advantages - Limitations of Capital and Current Account Convertibility, Meaning - Advantages -Limitations of Fixed and Flexible Exchange Rate, Distinction between Fixed and Flexible Exchange Rate.

Module 2

Unit 2 Derivatives Market

a) Definition of Derivatives, Features, Benefits of Derivatives, Disadvantages of Derivatives, , Introductions and significance of Index, Types of foreign Exchange Quotations, Basic Numerical Problems -Direct and Indirect quotes, Spread, Spread Percentage, Forward Rates, Cross rate

b) Emerging Structure of Derivatives Markets in India - Types of Derivatives and Practical numerical problems on Spot, Forward, Futures, Options and Swaps,

References

- ***Donald, R.L. (2013) – Derivatives Markets, Pearson***
- ***H.P. Bhardwaj. (Edition - 2009). Foreign Exchange Management. Wheeler Publishing.***
- ***Jeevanandam-C. (2020). Foreign Exchange & Risk Management. Sultan Chand & Sons.***
- ***P.G.Apte. (2011). International Financial Management. McGraw Hill Education (India) Private Limited***
- ***S. S. S. Kumar (2007) Financial Derivative. PHI Learning Publisher***

VSC/ SEC

Programme Name: B. Com. (Management Studies)

Course Name: MS-OFFICE

Total Credits: 02 **Total Marks :50**

University assessment :30 **College assessment :20**

Learning Objectives:

a) To enable learners to obtain hands on experience on word processing,

b) To understand the preparation of Power Point for presentations.

c) To acquire information about creating excel spreadsheets and data analysis

Course Outcomes

CO1) Enable learners to create, open and edit the document in formats that are compatible with other word processing applications.

CO2) Student can create documents with MS word which can easily be accompanied into MS PowerPoint, Excel or any other MS office application

CO3) Enhancement of skills to prepare presentation for their academic purpose.

CO4) Leaners will equipped with MS excel and ready for administration.

Module 1

Unit 1 MS Word and MS Power Point

a) **MS Word** - Menu and Tool bars, Creating and Saving Document, Editing of Document, Formatting text, Changing space between paragraphs and lines, Creation and Modification and Formatting of tables, Insertion of Symbols, Special Characters, Smart Art, Watermarks, Page Formatting, Headers and Footers, Mail Merge- Concept and Uses.

b) **MS Power Point** - Creating power point presentation, Presentation in different views, Inserting images, audios and videos, Creation of animation effects, Insertion of Designs, Slide Transitions, Slide Printing, Inserting Comments.

Module 2

Unit 2 MS Excel – Basic and Advanced

a) Basic Excel- Creating, Saving and editing spreadsheets, Freezing panes & splitting windows, Drawing charts, Basic functions- Text, math, trig, Statistical, Date and time, Financial, Logical.

b) Advanced Excel- Use of VLOOKUP, HLOOKUP, Data Analysis – Sorting, Filtering (Auto and Advanced Filter), Scenarios, Pivot Tables and Charts.

References

- ***Mastering Excel: Conditional Formatting Kindle Edition by Mark Moore***
- ***Learn to use computer, MS Word, Powerpoint and Excel: First Edition by Inderjeet Singh***
- ***Microsoft Word, Excel, and PowerPoint: Just for Beginners by Dorothy House., Otskirts Press.***
- ***IT Essential skill s for 21st Century, TNI Technologies***
- ***Kumar Bittu (2017) Computer Basics. V. S. Publishers***
- ***John Walkenbach. (2015) Microsoft Excel 2016 Bible. Wiley publication***

QUESTION PAPER PATTERN
(External and Internal)
Paper Pattern 2 Credits (Total 50 Marks)

Internal = 20 Marks
External = 30 Marks

Internal Paper Pattern (20 Marks)

1.Project Presentation **OR** Case Study writing } any one 10 Marks
2. Quiz **OR** Group discussion

3. Class Test (Mandatory) with objectives 10 Marks

Total 20Marks

External Paper Pattern (30 Marks)

Write any **TWO** questions from the following

Q1. Answer the following 15 marks
A
B
Q2. Answer the following 15 Marks
A
B
Q3. Answer the following 15 Marks
A
B

Paper Pattern 4 Credits (Total 100 Marks)

Internal = 40 Marks
External = 60 Marks

Internal Paper Pattern (40 Marks)

1. Case Study writing **OR** Assignment
2. Quiz **OR** Group discussion **OR** Role Playing
3. Project Presentation **OR** Research Paper

} any two (10 Marks each) 20 Marks

4. Class Test - (Mandatory) with Objective questions 20 Marks

Total 40 Marks

External Paper Pattern (60 Marks)

External Paper Pattern (60 Marks)

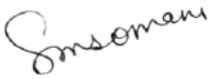
Write any **FOUR** questions from the following

Q1. Answer the following 15 marks
A
B
Q2. Answer the following 15 Marks
A
B
Q3. Answer the following 15 Marks
A
B
Q4. Answer the following 15 marks
A
B
Q5. Answer the following 15 Marks
A
B
Q6. Answer the following 15 Marks
A
B

Letter Grades and Grade Points:

Semester GPA/ Programme CGPA Semester/ Programme	% of Marks	Alpha-Sign/ Letter Grade Result	Grading Point
9.00 - 10.00	90.0 – 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
4.00 - < 5.00	40.0 - < 50.0	P (Pass)	4
Below 4.00	Below 40.0	F (Fail)	0
Ab (Absent)	-	Ab (Absent)	0

Team for Creation of Syllabus

Name	College Name	Sign
Prof. Dr. Kanchan Fulmali	Chairperson- M. L. Dahanukar College of Commerce, Mumbai	
Dr. Chandrashekhar Salunkhe	Member- ICS College of Arts, Science and Commerce, Khed	
Prof. Dr. Seema Somani	Member- Pillai College of Arts Commerce & Science, Autonomous, New Mumbai	
Dr. Anaya Markandeya	Member- Mahatma Night Degree College of Arts and Commerce, Sion	
Dr. Rahul Shetty	Member- Lala Lajpatrai College of Commerce and Economics	
Dr. Maruti Kumbhar	Member- Anandibai Raorane Arts, Commerce & Science College, Vaibhavwadi	
Dr. Samrat Gangurde	Member- M. L. Dahanukar College of Commerce, Mumbai	
Dr. Mitali Shelenkar	Member- M. L. Dahanukar College of Commerce, Mumbai	

Appendix B

Justification for B.Com. (Management Studies)

1.	Necessity for starting the course:	• To expose the learners to fundamentals of concept testing in the field of management studies. • To equip the students through a bottom-up approach in understanding the global perspectives of managerial aspects in the economy. • To provide a fillip to employability of learners through exploring the various dimensions of management studies.
2.	Whether the UGC has recommended the course:	**Yes**
3.	Whether all the courses have commenced from the academic year 2024-25	**Yes** **Under the restructuring of NEP from the A. Y. 2024-25**
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?:	**Yes**
5.	To give details regarding the duration of the Course and is it possible to compress the course?:	**First Term** **Yes**
6.	The intake capacity of each course and no. of admissions given in the current academic year:	**60/ Yes**
7.	Opportunities of Employability / Employment available after undertaking these courses:	**Yes** **In this core area of management studies, various practical and skillful courses are introduced in such a way that the students get job opportunities as per the industrial norms. It will help to generate enough employment opportunities.**

Sign of the BOS Chairman **Prof. Dr. Kanchan Fulmali** **BoS in B.Com. (Management Stusies)**	**Sign of the Offg. Associate Dean** **Dr. Ravikant Balkrishna Sangurde** **Faculty of Commerce**	**Sign of the Offg. Associate Dean** **Prin. Kishori Bhagat** **Faculty of Management**	**Sign of the Offg. Dean** **Prof. Kavita Laghate** **Faculty of Commerce & Management**

AC – 24/11/2023
Item No. – 7.1 (N)

As Per NEP 2020

University of Mumbai

Title of the program

A- U.G. Certificate in Accounting & Finance
B- U.G. Diploma in Accounting & Finance
C- B.Com. Accounting & Finance
D- B.Com. (Hons.) in Accounting & Finance
E- B.Com. (Hons. with Research) in Accounting & Finance

Syllabus for B.COM (Accounting & Finance)

Semester – I & II

Ref: GR dated 20th April, 2023 for Credit Structure of UG

(With effect from the academic year 2024-25 Progressively)

University of Mumbai

(As per NEP 2020)

Sr. No.	Heading	Particulars	
1	**Title of program** **O: _____A**	**A**	**U.G. Certificate in Accounting & Finance**
	O: _____B	**B**	**U.G. Diploma in Accounting & Finance**
	O: _____C	**C**	**B.Com. Accounting & Finance**
	O: _____D	**D**	**B.Com. (Hons.) in Accounting & Finance**
	O: _____E	**E**	**B.Com. (Hons. with Research) in Accounting & Finance**
2	Eligibility O: _____A	**A**	As per University rules and regulations issued from time to time. OR Passed Equivalent Academic Level 4.0
	O: _____B	**B**	Undergraduate Certificate in **Accounting & Finance** Academic Level 4.5
	O: _____C	**C**	Undergraduate Diploma in **Accounting & Finance** Academic Level 5.0
	O: _____D	**D**	Bachelor of **Accounting & Finance** with minimum CGPA of 7.5 Academic Level 5.5
	O: _____E	**E**	Bachelor of **Accounting & Finance** with minimum CGPA of 7.5 Academic Level 5.5
3	Duration of program R: _____	**A**	One Year
		B	Two Years
		C	Three Years
		D	Four Years
		E	Four Years
4	Intake Capacity R: _____	**60**	

5	**Scheme of Examination** **R: _____**	NEP 40% Internal 60% External, Semester End Examination Individual Passing in Internal and External Examination	
6	R: _____ Standards of Passing	40%	
7	Sem. I & II Credit Structure R: _____A R: _____B	Attached herewith	
	Sem. III & IV Credit Structure R: _____C R: _____D		
	Sem. V & VI Credit Structure R: _____E R: _____F		
8	Semesters	A	Sem I & II
		B	Sem I, II, III& IV
		C	Sem I, II, III, IV, V & VI
		D	Sem I, II, III, IV, V, VI, VII & VIII
		E	Sem I, II, III, IV, V, VI, VII & VIII
9	Program Academic Level	A	4.5
		B	5.0
		C	5.5
		D	6.0
		E	6.0
10	Pattern	Semester	
11	Status	New	
12	To be implemented from Academic Year Progressively	From Academic Year: 2024-25	

Sign of the BOS
Dr. Arvindkumar Shankarlal Luhar
Board of Studies: B.Com (Accounting & Finance)

Sign of the
Offg. Associate Dean
Dr. Ravikant Balkrishna Sangurde
Faculty of Commerce

Sign of the
Offg. Associate Dean
Prin. Kishori Bhagat
Faculty of Management

Sign of the
Offg. Dean
Prof. Kavita Laghate
Faculty of Commerce & Management

Preamble

1. Introduction

The complexities of the 21st-century business world demand a new kind of professionalism, and a Bachelor of Commerce (B.Com.) in Accounting and Finance program equips learners with the skills to excel on a global stage. This degree goes beyond basic accounting by focusing on the international landscape. Learners will gain a strong foundation in international accounting standards, financial regulations, and currency fluctuations, making learners an asset in a globalized marketplace. Furthermore, the program sharpens learner's data analysis skills, crucial for interpreting financial information, generating reports, and using accounting software – all essential for informed decision-making on a global scale.

2. Aims and Objectives

1. To prepare graduates for successful careers in accounting, finance, and related fields on a global scale.
2. Equip learners with a comprehensive understanding of accounting principles, financial management, cost accounting, taxation, and financial analysis.
3. Foster awareness of ethical and sustainable practices in global business operations.
4. Cultivate critical thinking and decision-making abilities for sound financial judgment in a global context.
5. Prepare students for pursuing professional certifications in accounting and finance (e.g., CA, CPA, CFA).

3. Learning and Outcomes

PO1: Learners will possess a comprehensive understanding of international accounting standards, financial regulations, and currency fluctuations, allowing them to analyze and navigate complex financial situations on a global scale.

PO:2 Learners will be equipped with strong analytical and data interpretation skills, enabling them to generate insightful financial reports, utilize accounting software effectively, and make informed financial decisions in a global context.

PO3: Communicate financial information effectively with diverse stakeholders in a globalized business environment.

PO4: Learners will apply ethical principles and sustainability considerations within accounting and finance, understanding their impact on global business operations.

PO5: Learners will be well-prepared to pursue professional certifications in accounting and finance (e.g., CA, CPA, CFA) and demonstrate the necessary skills and knowledge to succeed in the globalized accounting and finance professions.

4. Any other point (if any)

The future of finance is about more than just numbers. As a BAF learner, when coupled with certificate courses the learner is positioned to be at the forefront of emerging trends like blockchain technology for secure transactions, artificial intelligence for smarter financial modeling, and sustainable finance practices that prioritize environmental and social impact alongside profit. With a B. Com in Accounting and Finance, learner be equipped to not only navigate the traditional landscape but also shape the future of this dynamic field.

1) Credit Structure of the Program B. Com (Accounting & Finance) Sem I, II, III, IV, V & VI)

Under Graduate Certificate in in Accounting & Finance

Credit Structure (Sem. I & II)

	R:_____A								
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC, RP**	**Cum. Cr. / Sem.**	**Degree/ Cum. Cr.**
		Mandatory	**Electives**							
4.5	I	Financial Accounting-I (04) Auditing-I (02)			2+2	Vocational Skills in Accounting & Finance Paper –I (02) Vocational Skills in Accounting & Finance Paper –II (02)	AEC :2, VEC :2, IKS: 2	CC:2	22	**UG Certificate 44**
	R:_____B									
	II	Financial Accounting - II (04) Auditing-II (02)		2	2+2	Vocational Skills in Accounting Paper –III (02) Vocational Skills in Accounting & Finance Paper –IV (02)	AEC :2, VEC :2	CC:2	22	
	Cum Cr.	12	-	2	8	4+4	4+4+2	4	44	

Exit option: Award of UG Certificate in Major with 40-44 credits and an additional 4 credits core NSQF course/ Internship OR Continue with Majorand Minor

Under Graduate Diploma in in Accounting & Finance

Credit Structure (Sem. III & IV)

Undergraduate Programs in University

	R:_____C								
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC ,IKS**	**OJT, FP, CEP, CC,RP**	**Cum. Cr. / Sem.**	**Degree/ Cum. Cr.**
		Mandatory	**Electives**							
5.0	III	Financial Accounting-III (04) Cost Accounting-I (04)		4	2+2	Vocational Skills in Accounting & Finance Paper –V (02)	AEC: 2	FP: 2 CC:2	22	**UG Diploma 88**
	R:_____D									
	IV	Financial Accounting-IV (04) Cost Accounting-II (04)		4	2+2	Vocational Skills in Accounting & Finance Paper –VI (02)	AEC: 2	CEP: 2 CC:2	22	
	Cum Cr.	28		10	12	6+6	8+4+2	8+4	88	
Exit option; Award of UG Diploma in Major and Minor with 80-88 credits and an additional 4 credits core NSQF course/ Internship OR Continuewith Major and Minor										

B.Com. (Accounting & Finance)

Credit Structure (Sem. V & VI)

Undergraduate Programs in University

	R:_____E									
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC,RP**	**Cum. Cr. / Sem.**	**Degree / Cum. Cr.**
		Mandatory	**Electives**							
5.5	V	Financial Accounting V (04) Direct & Indirect Tax- I (Direct Tax) (04) Management Accounting I (02)	4	4	2+2	Vocational Skills in Accounting& Finance Paper – VII (02)		FP/CEP :2	22	**UG Degree 132**
	R:_____F									
	VI	Financial Accounting VI (04) Direct & Indirect Tax- II (Indirect Tax) (04) (04) Management Accounting II ((02)	4	4	2+2			OJT :4	22	
	Cum Cr.	48	8	18	12	8+6	8+4+2	8+6+4	132	
Exit option: Award of UG Degree in Major with 132 credits OR Continue with Major and Minor										

[Abbreviation - OE – Open Electives, VSC – Vocation Skill Course, SEC – Skill Enhancement Course, (VSEC), AEC – Ability Enhancement Course, VEC – Value Education Course, IKS – Indian Knowledge System, OJT – on Job Training, FP – Field Project, CEP – Continuing Education Program, CC – Co-Curricular, RP – Research Project]

Sem. – I

Course	Financial Accounting-I (Semester I; Level 4.5)	Credits	04
Type	Major: Mandatory	No of Teaching hours	60
Evaluation/ Assessment	100 marks- 60 marks semester end evaluation and 40 marks continuous evaluation		

Course Objectives

CO1	To recognize the fundamental accounting concepts and conventions in financial reporting and understand its applicability. To articulate the applicability and valuation of selected Accounting Standards.
CO2	To ascertain the process of preparation of final accounts for a proprietary manufacturing firm.
CO3	To employ the principles of departmental accounting involving expenses and inter-departmental transactions while preparing the final accounts of the departmental store.
CO4	To illustrate the principles of hire purchase accounting through the preparation of journal, ledger, and disclosure in the balance sheet in the books of hirer and vendor.

Learning Outcomes

LO1	The learner will be able to identify and explain the various accounting concepts and conventions applicable to the accounting system. The learner will be able to identify, summarize, distinguish the purpose of policies and commute the valuation of selected Accounting Standards.
LO2	The learner will be able to calculate the profit/loss of the manufacturing firm and prepare its final accounts.
LO3	The learner will be able to figure out the impact of inter-departmental transfers and prepare the final accounts of the departmental store.
LO4	The learner will be able to calculate the interest on the outstanding balance and prepare the journal, and ledger in the books of the hirer and vendor involved in the hire purchase system.

MODULES AT GLANCE

Module No	Content	No of Hours
1	Introduction to Accounting Concepts and Accounting Standards.	15
2	Final Accounts of Manufacturing Concern.	15
3	Departmental Accounts.	15
4	Accounting for Hire Purchase.	15
		60

Module No	Content	No of Hours
1	**Introduction to Accounting Concepts & Accounting Standards.** • Brief Overview of Accounting Concepts and Conventions. • Meaning and Classification - Capital, Revenue: Expenditure and Receipts, Profit and Loss. • Accounting Standard (AS) and Ind-AS & IFRS – An Introduction, Concepts and Benefits. • AS – 1 Disclosure of Accounting Policies. (Inclusive of small case studies) • AS – 2 Valuation of Inventories. (Inclusive of small case studies) • AS - 9 Revenue Recognition. (Inclusive of small case studies) • Meaning of Inventories • Cost for Inventory Valuation. • Inventory Systems: Periodic Inventory System and Perpetual Inventory System Valuation: Meaning, Importance and Difference. • Methods of Stock Valuation as per AS – 2: (Practical Illustrations) • FIFO and Weighted Average Method only. • Computation of Valuation of Inventory as on Balance Sheet Date: (If Inventory is taken on a Date After the Balance Sheet or Before the Balance Sheet)	15
2.	**Final Accounts of Manufacturing Concern** • Introduction and meaning. • Components of Final Accounts of Manufacturing Concern (Proprietary Firm). • Closing and Adjustment Entries in Final Accounts of Manufacturing Concern. • Preparation of Trading Account, Manufacturing Account, Profit & Loss Account and Balance Sheet.	15
3.	**Departmental Accounts** • Introduction and meaning. • Basic Principles of Departmental Accounts. • Allocation of Expenses. • Inter-Departmental Transfers at Cost / Invoice Price. • Preparation of Final Accounts.	15
4	**Accounting for Hire Purchase** • Introduction and meaning. • Basic Principles of Hire Purchase Accounting. • Methods of accounting for hire purchase. • Calculation of interest. • Accounting for hire purchase transactions by asset purchase method based on full cash price. • Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor (excluding default, repossession and calculation of cash price).	15

Reference Books:

1. Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
3. Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
4. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
5. Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
6. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
7. Jha, Luhar & Sharma, Financial Accounting -I, Himalayan Publication, Mumbai.
8. Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
9. Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
10. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
11. Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
12. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
13. Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
14. Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Semester End External - 60 marks **Time: 2:00 hrs**

Format of Question Paper: for the final examination

Attempt any 4 out of 6 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
Q4	Practical/ Theory	15
Q5	Practical/ Theory	15
Q6	Practical/ Theory	15
	TOTAL	**60**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.

Continuous Evaluation: Internal (40 marks)

	Assessment/ Evaluation	Marks
1	Class Test during the lectures. (Physical/ Online mode) (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	20
2	Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)	10
3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	10

Course	Auditing- I (Semester I; Level 4.5)	Credits	02
Type	Major: Mandatory	No of Teaching hours	30
Evaluation/ Assessment	50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation		

Aims and Objectives

CO1	To introduce basics of auditing, principles of auditing, types of audits and types of errors and frauds.
CO2	To enable learners to plan the audit, know the procedures required to conduct an audit and maintenance of required documentation as per SA for audit evidence.

Learning Outcomes

LO1	Learners will be able understand the meaning, need for, importance, types of auditing and distinguish between errors and frauds.
LO2	Learners will be understanding how an auditor should plan an audit, conduct audit procedures and prepare documentation required as per SA 230.

MODULES AT GLANCE

Module No	Unit	Content	No of Hours
1	I	Introduction to Auditing	08
	II	Principles of Audit	07
2	III	Audit Planning, Procedures and Documentation: Audit planning & program	08
	IV	Audit Planning, Procedures and Documentation: Audit working papers	07
			30

Module No	Content	No of Hours
1	**Unit 1: Introduction to Auditing** • **Basics:** Financial Statements, Users of Financial Information, Definition of Auditing, Objectives of Auditing - Primary and Secondary, Expression of Opinion, Detection of Frauds and Errors, Inherent Limitations of Audit. • **Errors and Frauds:** Concepts, Reasons and Circumstances, Types of Errors - Commission, Omission, Principle and Compensating, Types of Frauds, Risk of Fraud and Error in Audit, Auditor's Duties and Responsibilities in respect of Fraud. **Unit II: Principles of Audit** • **Principles**: Integrity, Objectivity, Independence, Confidentiality, Skills and Competence, Materiality and work performed by others, Documentation, Planning, Audit Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting. • **Types of Audits:** Meaning, Advantages and Disadvantages of: Balance Sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit, Annual Audit, Cost Audit, Green Audit, Gender Audit, Statutory Audit, Social Audit and CSR Audit.	08 07
2.	**Unit III - Audit Planning, Procedures and Documentation: Audit Planning & Program** • **Audit Planning:** Meaning, Objectives, Factors to be considered, Sources of obtaining information, Discussions with Client, Overall Audit Plan. • **Audit Program:** Meaning, Factors to be considered, Advantages, Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before Commencing Works of Audit, Overall Audit Approach. **Unit IV - Audit Planning, Procedures and Documentation: Audit Working Papers** • **Audit working Papers:** Meaning, Importance, Factors determining form and contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client Books • **Audit Notebook:** Meaning, Structure, Contents, General Information, Current Information, and Importance.	10 05

Reference Books:

1. Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi
2. A Handbook of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
3. Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
4. Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
5. Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education,New Delhi
6. Contemporary Auditing by Kamal Gupta, McGrow Hill Education Pvt. Ltd., New Delhi
7. Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi
8. Jha & Shah, (2018) Advance Auditing, Himalayan Publication, Mumbai.

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Course	**Vocational Skills in Accounting and Finance Paper – I (Introduction to Financial Functions) (Semester I; Level 4.5)**	**Credits**	**02**
Type	**VSC, SEC: (VSEC)**	**No of Teaching hours**	**30**
Evaluation/ Assessment	**50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation**		

Preface

The complexity of financial data and the increasing demand for data-driven insights make Excel proficiency a vital skill across industries. In today's digital age, proficiency in Microsoft Excel has become an indispensable skill, particularly for individuals pursuing careers in finance and business.

This course aims to fulfill the need for Excel proficiency among new generation learners, preparing them for the challenges of the modern workplace. By the end of the course, learners will emerge with the confidence and proficiency to leverage Excel as a powerful tool for financial analysis and reporting. Whether they are aspiring finance professionals, business analysts, or entrepreneurs, this course will provide them with a competitive edge in today's data-driven economy.

Aims and Objectives

CO1	To familiarize learners with the Excel interface and basic functions.
CO2	To enable learners to use Excel for arithmetic operations, data analysis, and formatting.
CO3	To introduce learners to financial functions manually and in excel.

Learning Outcomes

On successful completion of the course,

LO1	Learners will proficiently navigate the Excel interface, utilizing tabs and functions effectively.
LO2	Learners will be able to perform arithmetic operations and data analysis tasks using Excel, enhancing their analytical skills.
LO3	Learners will be able to use Excel functions for financial calculations, enhancing their financial analysis and decision-making capabilities.

Module No	Content	No of Hours
1. Excel Basics	• Introduction to Excel • Understanding the Excel interface: Tabs and its function. • Basic Excel functions and formulas: Arithmetic Operations, SUM Function, Average Function, MAX/MIN Function, Count Function. • Use of Artificial Intelligence Tool for generating formulas and custom formatting. • Formatting in Excel: Table, Rows and Layout.	15
2. **Financial Functions in Excel**	• Understanding financial functions: Present Value, Future Value, Net Present Value and Internal Rate of Return and its calculation manual and using excel. • Depreciation functions: Straight Line Depreciation and Reducing Balance method and its calculation manual and using excel.	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required.

Information: Model question paper for external exam will be provided during the workshops.

Reference Books

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2019 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)
4. Mastering Office 2013 - GimiCouster
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Mastering Microsoft Excel Functions and Formulas 2010 by Web Tech Solutions
7. Microsoft Excel: Shortcut keys and Formulas 2021 by Kabir Das

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	**Marks**
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Course	**Vocational Skills in Accounting & Finance Paper – II (Preparation of Financial Budgets) (Semester I; Level 4.5)**	**Credits**	**02**
Type	**VSC, SEC: (VSEC)**	**No of Teaching hours**	**30**
Evaluation/ Assessment	**50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation**		

Preface

In today's fast-paced business environment, organizations rely heavily on accurate financial budgets to make informed decisions and allocate resources effectively. Excel has emerged as the go-to tool for budget preparation due to its versatility and powerful features. This course aims to equip learners with the excel skills needed to excel in financial budgeting and analysis.

Through this course, learners will not only gain a solid understanding of financial budgeting fundamentals but also master the use of Excel for budget preparation. They will learn to set up excel worksheets, import data from various sources, and utilize Excel's functions for efficient data analysis. Additionally, learners will be trained to create Pivot tables and charts to visualize budgetary information effectively.

The need for this course is evident in today's job market, where employers seek candidates with strong excel skills for financial analysis roles. By enhancing their excel proficiency, learners will not only increase their employability but also improve their efficiency and accuracy in financial budgeting tasks.

Aims and Objectives

CO1	To introduce learners to the fundamentals and preparation of financial budgets.
CO2	To equip learners with the skills to set up excel worksheets and convert data from various sources into excel.
CO3	To train learners in the preparation of financial budgets using Excel, leveraging its functionalities for efficient data analysis.
CO4	To enable learners to analyze data, create Pivot tables, and generate charts to visualize budgetary information effectively.

Learning Outcomes

On successful completion of the course,

LO1	Learners will be able to summarize, compare and contrast different components of financial budgets.
LO2	Learners will acquire the skills to set up excel worksheets and import data from different sources, ensuring accuracy and efficiency in budget preparation.
LO3	Learners will be proficient in preparing financial budgets using excel, utilizing its features for accurate calculations and data organization.
LO4	Learners will be able to analyze budgetary data, create Pivot tables, and generate charts in excel to effectively visualize and interpret budget information.

Module No	Content	No of Hours
1. Introduction to Financial Budgeting	• Understanding the concept of financial budgeting • Importance and benefits of budgeting • Types of budgets. • Preparation of Flexible Budget and Sales Budget manually.	15
2. Preparation of Budgets in Excel	• Setting up a worksheet or converting data from picture into excel. • Preparation of Flexible Budget and Sales Budget in excel. • Analyse Data using Excel. • Prepare Pivot table and chart.	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops

References

1. Introduction to Financial Planning by Indian Institute of Banking & Finance
2. David N. Hyman: Public Finance A Contemporary Application of theory of policy, Krishna Offset, Delhi
3. Hoiughton E.W. (1998) : Public Finance, Penguin, Baltimore
4. Hajela T.N: Public Finance – Anne Books Pvt. Ltd
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Mastering Microsoft Excel Functions and Formulas 2010 by Web Tech Solutions
7. Microsoft Excel: Shortcut keys and Formulas 2021 by Kabir Das

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks

and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.

3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	**Marks**
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

SEMESTER II

Course	Financial Accounting II (Semester II; Level 4.5)	Credits	04
Type	Major: Mandatory	No of Teaching hours	60
Evaluation/ Assessment	100 marks - 60 marks semester end evaluation and 40 marks continuous evaluation		

Aims and Objectives

CO1	To have a comprehensive understanding of accounting from incomplete records, with the ability to apply the conversion method effectively and prepare its final accounts.
CO2	To comprehend the accounting entries from consignor and consignee perspectives and apply the appropriate valuation techniques for the goods under consignment sales.
CO3	To understand the characteristics of dependent branches and apply specific accounting methods for the preparation of the books of accounts.
CO4	To classify and analyse the theoretical implications of various types of losses covered under fire insurance. For computing the loss of stock caused by a fire incident and ascertainment of claim amount.

Learning Outcomes

LO1	The learner will be able to recall, and summarize the key concepts related to accounting from incomplete records and solve practical problems related to the preparation of final accounts of Proprietary Trading Concerns.
LO2	The learner will be able to apply the accounting principles and valuation techniques appropriately while recording journal entries and preparing ledger accounts in the books of consignor and consignee.
LO3	The learner will be able to define and articulate the characteristics that distinguish a dependent branch within a business structure and solve practical problems related to the preparation of accounts of the dependent branch in the books of the head office, demonstrating proficiency in implementing the Debtor's method and Stock & Debtor's method.
LO4	The learner will be able to summarize the theoretical aspects of different types of losses covered under fire insurance and break down the components of a fire insurance claim. The learner will be able to calculate the loss of stock caused by a fire incident and prepare the statement of claim to be made to the insurance company.

MODULES AT GLANCE

Module No	Content	No of Hours
1	Accounting from Incomplete Records.	15
2	Consignment Accounts.	15
3	Branch Accounts.	15
4	Fire Insurance Claim.	15
		60

Module No	Content	No of Hours
1	**Accounting from Incomplete Records** • Introduction and meaning. • Problems on preparation of final accounts of Proprietary Trading Concern (conversion method).	15
2.	**Consignment Accounts** • Introduction and Meaning. • Accounting for consignment transactions. • Valuation of stock, Invoicing of goods at higher price. (excluding overriding commission, normal loss and abnormal loss).	15
3.	**Branch Accounts** • Introduction and Meaning. • Classification of branch. • Accounting for Dependent Branch not maintaining full books: Debtors method and Stock & Debtors method.	15
4	**Fire Insurance Claim** • Introduction and Meaning. • Types of Losses- Loss of Life, Assets, Stock & Profit. (Theoretical Aspects) • Computation of Loss of Stock by Fire. • Ascertainment of Claim as per the Insurance Policy. (exclude loss of profit and consequential loss)	15

Reference Books

1. Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
3. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & Co. Ltd., Mumbai Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd.
4. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.
5. Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi
6. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Shehgal Ashok, Mayur Paper Back
7. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi.
8. Introduction to Financial Accounting by Horngren, Pearson Publications.
9. Financial Accounting by M. Mukherjee. M. Hanif. Tata McGraw Hill Education Private Ltd; New Delhi

Semester End External - 60 marks **Time: 2:00 hrs**

Format of Question Paper: for the final examination

Attempt any 4 out of 6 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
Q4	Practical/ Theory	15
Q5	Practical/ Theory	15
Q6	Practical/ Theory	15
	TOTAL	**60**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.

Continuous Evaluation: Internal (40 marks)

	Assessment/ Evaluation	Marks
1	Class Test during the lectures. (Physical/ Online mode) (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	20
2	Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)	10
3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	10

Course	Auditing -II (Semester II; Level 4.5)	Credits	02
Type	Major: Mandatory	No of Teaching hours	30
Evaluation/ Assessment	50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation		

Aims and Objectives

CO1	To examine the internal controls, internal checks basics of a continual improvement process and determine the audit technique, assess the ledger and interpret the transaction.
CO2	To learn how to vouch the transactions (income and expenses) and to use the technique of verification for ascertainment of the value of assets and liabilities.

Learning Outcomes

LO1	Learners will be able to assess internal Control, Internal Check and determine the audit technique. Apply the logic of Journal & Ledger postings for Reading of Ledger accounts.
LO2	Learners will be able to find out true and fair financial position of the company by vouching the income and expenses and by verification of the assets and liabilities.

MODULES AT GLANCE

Module No	Unit	Content	No of Hours
1	I	Auditing Techniques	15
	II	Reading of Ledger Account	05
2	III	Vouching	05
	IV	Verification	05
			30

Module No	Content	No of Hours
1	**Unit I: Auditing Techniques** • **Test Check-** Test Checking Vs Routing Checking, Test Check Meaning, Features, Factors to be considered, When Test Checks can be used, Advantages, Disadvantages and Precautions. • **Audit Sampling-** Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size - Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items Evaluation of Sample Results, Auditors Liability in conducting Audit based on Sample. • **Internal Control-** Meaning and Purpose, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors, Purchases and Creditors, Wages and Salaries, Internal Checks Vs Internal Control, Internal Checks Vs Test Checks. **Unit II: Reading of Ledger Account** • Reading of Ledger like Purchase, Sales, Assets, Liabilities. • B/R, B/P, Cash Book [Practical Questions should be Asked on Reading of Ledger Accounts]	15 05
2.	**Unit III: Vouching** • **Audit of Income-** Revenue from Sales and Services, Rental Income, Interest & Dividends Income, Royalties Income, Recovery of Bad debts written off, Commission Received. • **Audit of Expenditure-** Purchases, Salaries & Wages, Rent, Insurance Premium, Telephone expense, Petty cash payment, Advertisement, Travelling Salesmen's Commission, Freight, Carriage and Custom Duties. **Unit IV: Verification** • **Audit of assets:** Plant & Machinery, Furniture, and fixtures, Accounts Receivable, Investments, Inventory, Goodwill, Patent Rights. • **Audit of Liabilities:** Outstanding Expenses, Accounts Payable, Secured loans, Unsecured Loans, Contingent Liabilities, Public Deposits.	05 05

Reference Books

1. Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi
2. A Handbook of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
3. Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
4. Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
5. Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education, New Delhi
6. Contemporary Auditing by Kamal Gupta, McGrow Hill Education Pvt. Ltd., New Delhi
7. Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi
8. Jha & Shah, (2018) Advance Auditing, Himalayan Publication, Mumbai.

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Course	**Vocational Skills in Accounting & Finance Paper – III (Introduction to Financial Forecasting) (Semester II; Level 4.5)**	**Credits**	**02**
Type	**VSC, SEC: (VSEC)**	**No of Teaching hours**	**30**
Evaluation/ Assessment	**50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation**		

Preface

Proficiency in financial forecasting using Excel is a valuable skill sought after by employers in the finance industry. The ability to analyze data, identify trends, and make informed predictions is essential for roles such as financial analyst, budget analyst, and business planner. This course aims to enhance learners' employability by providing them with practical skills that are directly applicable in real-world financial scenarios.

This course introduces them to the significance of financial forecasting in decision-making within organizations. It emphasizes the role of forecasting in strategic planning and highlights the ethical considerations involved. They will explore various forecasting techniques, including straight-line, moving average, and time series analysis, along with their applications in sales forecasting and cash budgeting.

Aims and Objectives

CO1	To understand the significance of forecasting in financial decision-making and its role in strategic planning.
CO2	To develop proficiency in using various forecasting techniques in finance, including straight-line, moving average, and time series analysis.
CO3	To learn how to create accurate financial forecasts using excel, including trend analysis and the forecast function.

Learning Outcomes

On successful completion of the course, the learners will be able to

LO1	Learners will be able to explain the importance of forecasting in financial management and identify its limitations and risks.
LO2	Learners will be able to apply different forecasting techniques to real-world financial scenarios, such as sales forecasting and cash budgeting.
LO3	Learners will be able to create and evaluate financial forecasts using excel, enhancing their analytical skills and decision-making abilities.

Module No	Content	No of Hours
1. Understand the Significance of Forecasting in Finance	• Role of forecasting in financial decision-making. • Limitations and risks associated with forecasting. • Ethical considerations involved in financial forecasting. • Types of Forecasting Techniques in Finance: Straight Line, Moving Average, Time series analysis, Sales Forecasting and Cash Budget. (Manual Calculations are expected).	15
2. Creating Forecasts using Excel.	• Trend analysis using excel. • Calculation of moving averages and forecast function in excel. • Forecasting Sales and Cash Budget using excel function. • Evaluation of model using Mean Absolute Percentage Error.	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops

Reference Books

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2013 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)
4. Mastering Office 2013 - GimiCouster
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Valuation: Measuring and Managing the value of Companies: Thomas Copeland- Wiley
7. The Handbook of Advance Business Valuation: Rovert F Reilly and Robert Swhweish: Mc Graw hill
8. Business Valuation: Pitabas Mohanty- Taxmann
9. Valuation- Measuring and Managing the value of Companies : Tim Koller- Mc Kinsey & Co

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Course	**Vocational Skills in Accounting & Finance Paper – IV (Data Visualization) (Semester II; Level 4.5)**	**Credits**	**02**
Type	**VSC, SEC: (VSEC)**	**No of Teaching hours**	**30**
Evaluation/ Assessment	**50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation**		

Preface

In the era of big data and information overload, the ability to effectively visualize and communicate financial data is a critical skill for professionals in any industry. This course on data visualization for finance introduces learners to the fundamental principles and techniques of visualizing financial data using tools like Excel.

By mastering data visualization techniques such as line charts, bar charts, and scatter plots, learners will enhance their analytical skills and gain a deeper understanding of financial trends and patterns. These skills are not only valuable in the field of finance but also in a wide range of industries where data-driven decision-making is essential.

Moreover, in today's digital age, employers are increasingly seeking candidates who can not only analyse data but also present it in a clear and compelling manner. This course is designed to equip learners with the skills they need to succeed in the modern workforce, where the ability to visualize data is a key asset.

Aims and Objectives

CO1	To understand the meaning, need, and principles of data visualization, specifically in the context of financial data.
CO2	To familiarize learners with various types of financial data visualization techniques and their appropriate use in different scenarios.
CO3	To develop proficiency in creating and reporting financial data using Excel and other visualization tools.

Learning Outcomes

On successful completion of the course, the learners will be able to

LO1	Learners will be able to explain the importance of data visualization in financial analysis and decision-making.
LO2	Learners will be able to identify and apply the appropriate data visualization techniques for different types of financial data.
LO3	Learners will gain practical skills in creating and reporting financial data using a variety of charts and graphs, enhancing their ability to communicate complex financial information effectively.

Module No	Content	No of Hours
1. Introduction to Data Visualization	• Meaning, Need, Importance and Principles of data visualization. • Types of Financial Data Visualization: Line charts, Bar charts, Pie charts, histogram, scatter plot, area chart, radar chart and candlestick charts. (Need and when to use them)	15
2. Creating charts using excel.	• Creating and reporting data using Line charts, Bar charts, Pie charts, histogram, scatter plot, area chart, radar chart and candlestick charts with excel/ other tools.	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops.

Reference books.

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2013 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill
4. Mastering Office 2013 - GimiCouster
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra.

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

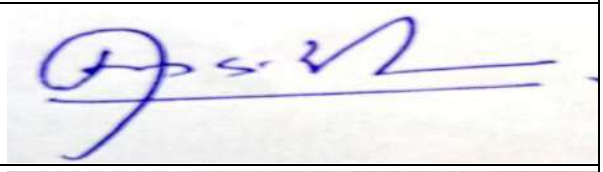
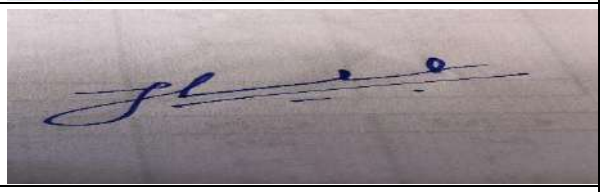
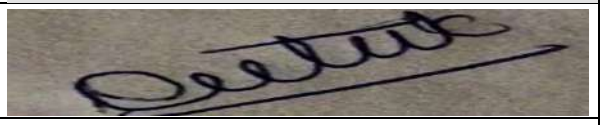
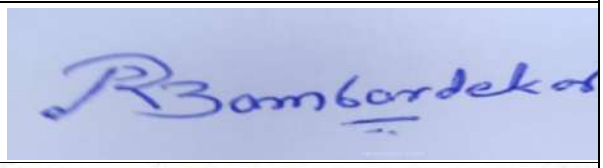
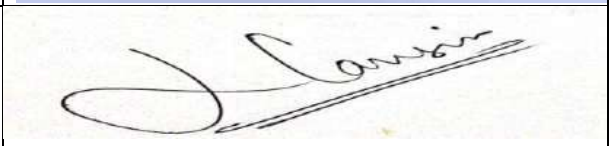
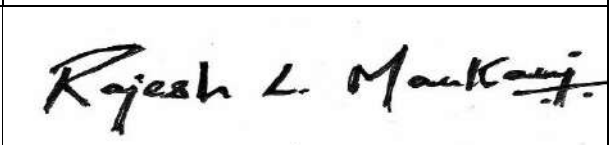
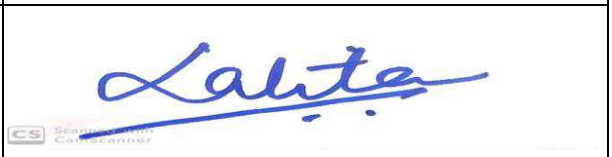
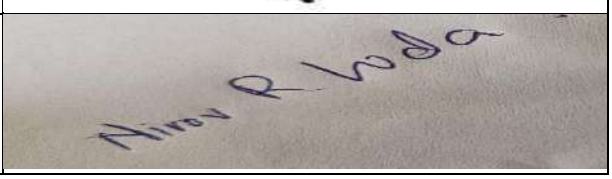
Continuous Evaluation through:

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Letter Grades and Grade Points:

Semester GPA/ Programme CGPA Semester/ Programme	% of Marks	Alpha-Sign/ Letter Grade Result	Grading Point
9.00 - 10.00	90.0 - 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
4.00 - < 5.00	40.0 - < 50.0	P (Pass)	4
Below 4.00	Below 40.0	F (Fail)	0
Ab (Absent)	-	Ab (Absent)	0

Signatures of Team Members

Name	College Name	Sign
Dr. Arvind Luhar	Ismail Yusuf College	
Dr. Nishikant Jha	Thakur College of Science & Commerce	
Dr.CA Mahesh Bhiwandikar	K.M.Agarwal College	
Dr. Neetu Kapoor	Bharat College	
Dr. Suresh Tukaram Nimbalkar	N.K.Varadkar College	
Dr. Ravindra Bambardekar	Keraleeya Samaj Model College	
Dr.Navsin Mistry	M V Mandali's College of Commerce and Science	
Dr.Rajesh Mankani	Lala Lajpatrai College of Commerce and Economics	
CS Dr Lalita Mutreja	Sahyadri Shikshan Seva Mandal's Arts and Commerce Collège Palghar	
Mr. Suraj Agarwala	B.K.Birla College (Empowered Autonomous)	
Mr. Nirav Goda	Thakur College of Science & Commerce (Autonomous)	

Appendix B

Justification for B.Com. (Accounting & Finance)

1.	Necessity for starting the course:	Mumbai is the financial capital of India, housing numerous financial institutions, banks, and multinational corporations. There is a constant demand for skilled professionals in accounting and finance to support these industries. The financial sector often faces skill gaps, and a dedicated program can help bridge these gaps by churning graduates with a strong foundation in accounting principles, financial analysis, and regulatory compliance. A Bachelor's program in Accounting and Finance can provide learners with the necessary knowledge and skills for a variety of roles such as accountants, financial analysts, auditors, and financial consultants. This can enhance employment opportunities for learners. The program can contribute to enhancing financial literacy among the general population by producing graduates who can educate others on financial matters, promoting responsible financial practices.
2.	Whether the UGC has recommended the course:	**Yes**
3.	Whether all the courses have commenced from the academic year 2024-25 onwards	**Yes**
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?	**Yes**
5.	To give details regarding the duration of the Course and is it possible to compress the course?	**Course Duration: 4 years (as per NEP structure)**
6.	The intake capacity of each course and no. of admissions given in the current academic year:	**60 per division**
7.	Opportunities of Employability / Employment available after undertaking these courses:	A Bachelor's degree in Accounting and Finance opens the door to a wide array of promising employment opportunities across diverse sectors. • Graduates can pursue careers as accountants, where they play a crucial role in preparing

		financial records and statements, ensuring compliance with accounting standards, and analyzing financial data to support strategic decision-making. • Financial analysts are sought after to evaluate financial performance, conduct industry research, and provide recommendations for investment decisions. • Opportunities also abound in auditing, where professionals examine financial statements for accuracy and compliance. • Tax consultants assist individuals and organizations with tax planning and compliance, offering strategic advice on tax-saving measures. • Other potential career paths include financial planning, risk analysis, treasury management, budget analysis, credit analysis, and roles in corporate finance. The versatility of this degree equips graduates to explore various sectors, from corporate finance to consultancy, allowing them to contribute meaningfully to the financial success of organizations and individuals alike. Continuing education and pursuing professional certifications further enhance their marketability and potential for career growth.

Sign of the BOS
Dr. Arvindkumar Shankarlal Luhar
Board of Studies: B.Com (Accounting & Finance)

Sign of the
Offg. Associate Dean
Dr. Ravikant Balkrishna Sangurde
Faculty of Commerce

Sign of the
Offg. Associate Dean
Prin. Kishori Bhagat
Faculty of Management

Sign of the
Offg. Dean
Prof. Kavita Laghate
Faculty of Commerce & Management

AC – 27/12/2023
Item No. – 7.1 (N)

As Per NEP 2020

University of Mumbai

Title of the program

A- U.G. Certificate in Commerce
B- U.G. Diploma in Commerce
C- B.Com.
D- B.Com. (Hons.)
E- B.Com. (Hons. with Research)

Syllabus for

Semester – Sem I & II

Ref: GR dated 20th April, 2023 for Credit Structure of UG

(With effect from the academic year 2024-25 Progressively)

University of Mumbai

(As per NEP 2020)

Sr. No.	Heading	Particulars	
1	**Title of program** **O:_____A**	**A**	**U.G. Certificate in Commerce**
	O:_____B	**B**	**U.G. Diploma in Commerce**
	O:_____C	**C**	**B.Com**
	O:_____D	**D**	**B.Com. (Hons.)**
	O:_____E	**E**	**B.Com. (Hons. with Research)**
2	**Eligibility** **O:_____A**	**A**	12th **OR** Passed Equivalent Academic Level 4.0
	O:_____B	**B**	Under Graduate Certificate in Commerce **OR** Passed Equivalent Academic Level 4.5
	O:_____C	**C**	Under Graduate Diploma in Commerce **OR** Passed Equivalent Academic Level 5.0
	O:_____D	**D**	Bachelors of Commerce with minimum CGPA of 7.5 **OR** Passed Equivalent Academic Level5.5
	O:_____E	**E**	Bachelors of Commerce with minimum CGPA of 7.5 **OR** Passed Equivalent Academic Level5.5
3	**Duration of program** **R: _____**	**A**	One Year
		B	Two Years
		C	Three Years
		D	Four Years
		E	Four Years
4	**Intake Capacity** **R: _____**	**120**	

5	**Scheme of Examination** **R: _____**	NEP 40% Internal 60% External, Semester End Examination Individual Passing in Internal and External Examination	
6	**R:_____Standards of Passing**	40%	
7	**Sem. I & II Credit Structure** **R:_____A** **R:_____B**	Attached herewith	
	Sem. III & IV Credit Structure **R:_____C** **R:_____D**		
	Sem. V & VI Credit Structure **R:_____E** **R:_____F**		
8	**Semesters**	A	Sem I & II
		B	Sem III & IV
		C	Sem V & VI
		D	Sem VII & VIII
		E	Sem VII & VIII
9	**Program Academic Level**	A	4.5
		B	5.0
		C	5.5
		D	6.0
		E	6.0
10	**Pattern**	Semester	
11	**Status**	New	
12	**To be implemented from Academic Year Progressively**	From Academic Year: 2024-25	

Sign of the BOS Chairperson **Prof. Dr. Kishori Bhagat** **BOS in Commerce**	**Sign of the Offg. Associate Dean** **Dr. Ravikant Balkrishna Sangurde** **Faculty of Commerce & Management**	**Sign of the Offg. Associate Dean** **Prof. Dr. Kishori Bhagat** **Faculty of Commerce & Management**	**Sign of the Offg. Dean** **Prof. Kavita Laghate** **Faculty of Commerce & Management**

Preamble

1) Introduction

The Bachelor of Commerce (B.Com) program is designed at the heart of a dynamic and personalized educational journey of the students. The program is meticulously crafted curriculum goes beyond traditional academic boundaries, offering an array of specialized courses designed to empower each student with a diverse skill set and a competitive edge in the modern business landscape. In addition to the fundamentals subject that provide a comprehensive understanding of business, finance, accounting, management, marketing, and entrepreneurship, the program places a strong emphasis on growth and success of the students. Students will have the opportunity to tailor education to their aspirations and interests, with a range of vocational skill courses including Fundamentals of Startups, Business Etiquettes, Corporate Grooming, Negotiation Skills, Mall Management, Tourism Management, Business Leadership Skills, Sensory Marketing, Inventory Management, Quality Management, Social Media Marketing, Family Business Management, Finance for Non finance executives, Principles of investment, Human Resource Associate, Personnel Management and Basics of Healthy Work Environment. The NEP (2020) recognizes that each student is unique, and hence the Program aims to provide students not only with a solid academic foundation but also a plethora of practical, real-world skills to ensure their success in a rapidly evolving business world. The journey through the B.Com program now shall be more than just earning a degree; it shall unlock full potential of the students and prepare them for a rewarding and fulfilling career tailored to their individual passions and aspirations.

2) Aims and Objectives: -

Aim:

The program aims to provide students with a personalized and diverse educational experience, encompassing a wide range of specialized fields while aiming to equip them with practical skills and knowledge in commerce to excel in their unique career aspirations, fostering individual growth and success.

Objectives:

- To tailor education to individual needs and fostering a diverse skill set for success.
- To provide students with a well-rounded understanding of commerce, encompassing a wide range of specializedareas.
- To bridge the gap between academic knowledge and real-world applications with practical skills and knowledge.
- To equip students for diverse and rewarding career opportunities with VSC's.
- To Nurture personal and professional growth through a student-centric approach.
- To prepare students for a wide array of career opportunities while fostering their individual growth, ethicalawareness, and ability to excel in the ever-evolving world of commerce.

3) Learning Outcomes

1. The Graduates will demonstrate a profound understanding of essential commerce subjects, enabling them to apply theirknowledge effectively in real-world situations.

2. The Students will acquire practical skills in specialized areas, empowering them to implement strategies and solvecomplex problems in fields like Startups, Marketing, and Quality Management.

3. The learner will develop strong critical thinking skills and ethical decision-making abilities, essential for navigating the business world with integrity and foresight.

4. The program will instill a global perspective, preparing students to understand and engage in the international business environment.

5. The Program will enhance communication skills, enabling students to convey ideas and concepts clearly and professionally.

6. The Graduates will gain leadership and management skills, positioning them for leadership roles in various business and organizational settings.

7. The program will equip students with the knowledge and skills necessary for diverse career opportunities, fostering theirpreparedness for roles in entrepreneurship, marketing, finance, and the service sector.

8. The students will develop the ability to adapt to evolving business dynamics and industry trends, ensuring theircontinued relevance in the competitive job market.

9. The program will cultivate research and analytical skills, enabling graduates to gather and interpret data for informed decision-making.

10. The learners will adopt a customer-centric mindset, critical for success in fields such as Sensory Marketing and Social Media Marketing.

11. Graduates will be proficient in applying Quality Management principles to enhance business processes and product quality, contributing to operational efficiency and customer satisfaction.

12. The program allows students to specialize in specific fields like Mall Management or Tourism Management, positioning them for unique and fulfilling career paths.

13. Students will be well-versed in ethical business practices and corporate social responsibility, aligning with contemporary values in the business world.

4) Any other point (if any)

_____

_____

5) Credit Structure of the Program (Sem I, II, III, IV, V & VI) Sem. I & II Credit Structure

Under Graduate Certificate in Commerce

Credit Structure (Sem. I & II)

	R:_____A									
	Semester	Major		Minor	OE	VSC, SEC (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/ Cum Cr.
		Mandatory	Electives							
4.5	I	(2+2+2) **Commerce-I** (Introduction To Business) (2) Balance (02+02) Credits from Accountancy / Business Economics / Business Management			2+2	**VSC :** Fundamentals of Start Ups (2) OR Business Etiquettes & Corporate Grooming (2) **SEC :** Negotiation Skills (2)	**AEC: 2** **VEC: 2** **IKS:2**	**CC :2** CC 1	22	UG Certificate 44
	R:_____B									
	II	(2+2+2) **Commerce-II** (Introduction to Service Sector) (2) Balance (02+02) Credits from Accountancy / Business Economics / Business Management		2	2+2	**VSC**: Mall Management (2) OR Tourism Management (2) **SEC** Business Leadership Skills (2)	**AEC: 2** **VEC: 2** **IKS:2**	**CC :2** CC 2	22	
	Cum Cr.	**12**	**-**	**2**	**8**	**8**	**10**	**4**	**44**	

Exit Option :- Award of UG Certificate in Major with 44 credits and an additional 4 credits core NSQF course/Internship OR Continue with Major and Minor

Under Graduate Diploma in Commerce

Credit Structure (Sem. III & IV)

	R:_____C									
	Semester	Major		Minor	OE	VSC, SEC (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/ Cum Cr.
		Mandatory	Electives							
5.0	III	(4+4) **Commerce-III** (Production and Quality Management) (4) **Commerce-IV** (Advertising I/ CSP-I) (4)		4	2	VSC Six Sigma and ISO (2) OR Inventory Management (2) OR Logistic Management (2)	**AEC:2**	CC 2 FP 2	22	UG Diploma 88
	R:_____D									
	IV	(4+4) **Commerce-V** (Introduction to Finance) (4) **Commerce-VI** (Advertising II/ CSP-II) (4)		4	2	**SEC:** Family Business Management (2) OR Finance for Non Finance Executives (2) OR Principles of Investment (2)	**AEC:2**	CC 2 CEP 2	22	
	Cum Cr.	**28**		**10**	**12**	**12**	**14**	**12**	**88**	
Exit Option :- Award of UG Diploma in Major with 88 credits and an additional 4 credits core NSQF course/Internship OR Continue with Major and Minor										

B.Com.

Credit Structure (Sem. V & VI)

	R:_____E									
	Semester	Major		Minor	OE	VSC, SEC (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/ Cum Cr.
		Mandatory	Electives							
5.5	V	(4+4+2) **Commerce-VII** Introduction to Marketing) (4) **Commerce-VIII** Marketing Research (4) **Commerce-IX** (Fundamentals of Event Management) (2)	4 Export Marketing -I Marketing Research-I	4		Integrated Marketing Communication (2) OR Sensory Marketing (2) Social Media Marketing (2)		**FP 2/ CEP:2**	22	UG Degree 132
	R:_____F									
	VI	(4+4+2) **Commerce-X** HRM (4) **Commerce-XI** Knowledge Management (4) **Commerce-XII** (Fundamentals of HR Analytics) (2)	4 Export Marketing -II Marketing Research-II	4				OJT:4	22	
	Cum Cr.	**48**	**8**	**18**	**12**	**14**	**14**	**18**	**132**	

Exit Option :- Award of UG Degree in Major with 120-132 credits OR Continue with Major and Minor

[Abbreviation - OE – Open Electives, VSC – Vocation Skill Course, SEC – Skill Enhancement Course, (VSEC), AEC – Ability Enhancement Course, VEC – Value Education Course, IKS – Indian Knowledge System, OJT – on Job Training, FP – Field Project, CEP – Continuing Education Program, CC – Co-Curricular, RP – Research Project]

SEMESTER-I

MAJOR MANDATORY
INTRODUCTION TO BUSINESS

PROGRAM	**B.COM**
SEMESTER	**I**
COURSE TITLE	**INTRODUCTION TO BUSINESS**
VERTICLE /CATEGORY	**A/MAJOR MANDATORY (CORE)**
COURSE LEVEL	**4.5**
COURSE CODE	
COURSE CREDIT	**2**
HOURS PER WEEK THEORY	**2**
HOURS PER WEEK PRACTICAL/TUTORIAL	NA

COURSE OBJECTIVE
This course provides an overview of the business, understanding and significance of the Business Environment, Project Planning and Business Strategy.
COURSE OUTCOMES
CO1: Learners will recognize the fundamental components of the business
CO2: Learners will be able to apply theoretical knowledge to real world scenarios within the Business Environment.
CO3: Learners would understand the concept and importance of project planning and would get hands on through case studies
CO4: To create comprehensive understanding among the learners about Business Strategies

ORGANISATION OF THE COURSE

UNIT NO	COURSE UNITS AT A GLANCE	TOTAL HOURS
1	Business and Business Environment	15
2	Project Planning and Business Strategies	15
	TOTAL HOURS	30

COURSE DESIGN
COURSE UNIT TITLE 1: BUSINESS and BUSINESS ENVIRONMENT (15)
a. Business Introduction - Traditional and Modern Concept of business.:, Functions, Scope and Significance of business. Objectives of Business: Steps in setting business objectives, b. Business Environment Concept and Importance of business environment, Constituents of Business Environment, Educational Environment and its impact, International Environment – Current Trends in theWorld, Climate change and its impact
PEDAGOGICAL APPROACH: Lecture Method, Case study and Assignments
COURSE UNIT TITLE 2 PROJECT PLANNING and BUSINESS STRATEGIES: (15)
a. Project Planning Introduction: Business Planning Process; Concept and importance of Project Planning; ProjectReport; feasibility Study types and its importance Business Unit Promotion: Concept and Stages of Business Unit Promotion, Location – Factors determining location, and Role of Government in Promotion. Statutory Requirements in Promoting Business Unit. b. Business Strategy Introduction :- Concept of Business strategy, New Trends in Business strategy: Impact of Liberalization, Privatization and Globalization, Strategy alternatives in the changing scenario, Restructuring and turnaround strategies
PEDAGOGICAL APPROACH: Lecture Method, Assignments and Case Studies

REFERENCES:-

- Business Organisation Management Maheshwari, Rajendra P, Mahajan, J.P. International Book House
- Business Organisation, Maheshwari, Rajendra P, Mahajan, J.P., International Book House
- Introduction to Commerce, Vikram, Amit, Atlantic Pub
- A Course Book on Business Environment, Cherunilam, Francis, Himalaya Pub
- Business Environment, Cherunilam,Francis, Himalaya Pub
- Essentials of Business Environment, Aswathappa K., Himalaya Pub
- Essentials of Business Environment, Aswathappa, Himalaya Pub
- Strategic Management, Kapoor, Veekkas, Taxmann

Total 50 Marks: with 2 Credits
30 Marks External and 20 Marks Internal

30 Marks External

DURATION: 1 Hour MARKS: 30

Any 2 out of 3

Q. 1 Answer the following (15 Marks)
a.
b.

Q. 2 Answer the following (15 Marks)
a.
b.

Q. 3 Answer the following (15 Marks)
a.
b.

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20 Marks Internal

Any 4 out of 6

1) Class Test (05 Marks)
2) Assignment (05 Marks)
3) Presentation (05 Marks)
4) Group Discussion (05 Marks)
5) Quiz (05 Marks)
6) Case Study (05 Marks)

Note: 1) Any Four out of the above can be taken for the internal Assessment.
2) The internal Assessment shall be conducted throughout the Semester.

VSC Semester 1
Fundamentals of Start Up

PROGRAM	**B.COM**
SEMESTER	**I**
COURSE TITLE	**Fundamentals of Start up**
VERTICLE /CATEGORY	**VSC 1**
COURSE LEVEL	**4.5**
COURSE CODE	
COURSE CREDIT	**2**
HOURS PER WEEK THEORY	**2**
HOURS PER WEEK PRACTICAL/TUTORIAL	NA

COURSE DESCRIPTION
The course Fundamentals of Start up introduce the fundamentals of startup in India, funding strategies & motivation to start own business.
COURSE OBJECTIVE
To understand new venture creation opportunities, its resources, and requirements for Enterprise Start-up.
COURSE OUTCOME
Course Outcomes: On successful completion of this course, the students will be able:
CO1: Develop a start-up Enterprise with Big Idea Generation.
CO2: Analyze start-up capital requirement by analyzing legal factors.
CO3: Interpret feasibility Analysis towards funding issues.
CO4: Access growth stages in new venture and reasons for scaling ventures.
CO5: Evaluate financial stability and decide on expansion possibilities

ORGANISATION OF THE COURSE

UNIT NO	COURSE UNITS AT A GLANCE	TOTAL HOURS
1	Start-up Opportunities	15
2	Start-up Capital Requirements and Legal Environment	15
	TOTAL HOURS	30

COURSE DESIGN
Semester I Title: Fundamentals of Start-ups
Module 1: Start-up Opportunities (15)
• The New Industrial Revolution – The Big Idea- Generate Ideas with Brainstorming- Business Start-up - Ideation- VentureChoices - The Rise of the start-up Economy • The Six Forces of Change- The Start-up Equation, The Entrepreneurial Ecosystem: Entrepreneurship in India, Government Initiatives.
PEDAGOGICAL APPROACH: Lecture Method, Case study and Assignments
Module 2: Start-up Capital Requirements and Legal Environment (15)
• Identifying Startup Capital Resource requirements, Constructing a Process Map, Approval for New Ventures • Funding Strategies with Bootstrapping, Crowd Funding, Preparation of Startup Project Report.
PEDAGOGICAL APPROACH: Lecture Method, Case study and Hands on project report
REFERENCES:- • Kathleen R Allen, Launching New Ventures, An Entrepreneurial Approach, Cengage Learning, 2016. Page 6 of6 Anjan Raichaudhuri, • Managing New Ventures Concepts and Cases, Prentice Hall International, 2010. • S. R. Bhowmik, M. Bhowmik, Entrepreneurship, New Age International, 2007. • Steven Fisher, Ja-nae' Duane, The Startup Equation -A Visual Guidebook for Building Your Startup, Indian Edition, Mc Graw Hill Education India Pvt. Ltd, 2016. • Donald F Kuratko, Jeffrey S. Hornsby, New Venture Management: The Entrepreneur's Road Map, 2e, Routledge,2017. • Vijay Sathe, Corporate Entrepreneurship, 1e, Cambridge, 2009.

Total 50 Marks: with 2 Credits
30 Marks External and 20 Marks Internal

30 Marks External

DURATION: 1 Hour MARKS: 30

Any 2 out of 3

Q. 1 Answer the following (15 Marks)
a.
b.

Q. 2 Answer the following (15 Marks)
a.
b.

Q. 3 Answer the following (15 Marks)
a.
b.

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20 Marks Internal

Any 4 out of 6

3) Class Test (05 Marks)
2) Assignment (05 Marks)
3) Presentation (05 Marks)
4) Group Discussion (05 Marks)
5) Quiz (05 Marks)
6) Case Study (05 Marks)

Note: 1) Any Four out of the above can be taken for the internal Assessment.
4) The internal Assessment shall be conducted throughout the Semester.

VSC Semester 1

Business Etiquettes and Corporate Grooming

PROGRAM	**B.COM**
SEMESTER	**I**
COURSE TITLE	**Business Etiquette and Corporate Grooming**
VERTICLE /CATEGORY	**VSC 1**
COURSE LEVEL	**4.5**
COURSE CODE	
COURSE CREDIT	**2**
HOURS PER WEEK THEORY	**2**
HOURS PER WEEK PRACTICAL/TUTORIAL	NA

COURSE DESCRIPTION
The course in business etiquette and corporate grooming introduces concepts related to business etiquette and corporate grooming and its applications in the contemporary context.
COURSE OBJECTIVES
At the end of the course, students will be able to 1. Identify basic concepts related to business etiquette and corporate grooming. 2. Discuss the concepts in the context of effective writing and business correspondence. 3. Discuss its applications in different settings and appreciate the key minimum standards required by etiquette practice Level of Knowledge: Conceptual and application
COURSE OUTCOME
CO1: Enable the learners to understand the etiquette required in business
CO2: Help the learners know the concept of corporate grooming
CO 3: Enable the learners to understand the application of business etiquette and corporate grooming

ORGANISATION OF THE COURSE		
UNIT NO	COURSE UNITS AT A GLANCE	TOTAL HOURS
1	Business Etiquettes	15
2	Corporate Grooming	15
	TOTAL HOURS	30

COURSE DESIGN
Unit 1 –Business Etiquettes – (15)
• Business Etiquettes- Concept, Principles, Significance of Business Etiquettes in 21st Century Professional Advantage; Need and Importance of Professionalism Minimum standards required by etiquette practice. • Workplace Etiquette, E-Mail Etiquette, Telephone Etiquette Dining Etiquette, Meeting Etiquette and Presentation Etiquettes.
PEDAGOGICAL APPROACH: Lecture Method, Role Play and Assignments
Unit 2 – Corporate Grooming (15)
• Corporate Grooming - Concept, Hygiene and Grooming Guide - Posture and Gesture – Yes's and NO's of Grooming, Appearance and Attire, Clothes Encounters - Gauge in brain (Formal vs informal), Connecting and Building Rapport - Listening Skills, Conversational Skills, Body Language. • Emotional intelligence: Importance, concept, theory and measurements. Stress Management: Strategies for preventing and relieving stress. Time management: Meaning; Techniques and styles.
PEDAGOGICAL APPROACH: Lecture Method, Case study and Role Play
REFERENCES:- • Lillian H. Chaney, Jeanette S. Martin. The Essential Guide to Business Etiquette • Sarvesh Gulati (2012), Corporate Grooming and Etiquette, Rupa Publications India Pvt. Ltd. • Thomas Means (2009), Business Communication. • Nancy R. Mitchell Etiquette Rules Wellfeet Press 2017 A filed guide to modern manners

Total 50 Marks: with 2 Credits
30 Marks External

DURATION: 1 Hour MARKS: 30

Any 2 out of 3

Q. 1 Answer the following (15 Marks)
a.
b.

Q. 2 Answer the following (15 Marks)
a.
b.

Q. 3 Answer the following (15 Marks)
a.
b.

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20 Marks Internal

1) Class Test (05 Marks)
2) Assignment (05 Marks)
3) Presentation (05 Marks)
4) Group Discussion (05 Marks)
5) Quiz (05 Marks)
6) Case Study (05 Marks)

Note: 1) Any Four out of the above can be taken for the internal Assessment.

2) The internal Assessment shall be conducted throughout the Semester.

SEC Semester 1
Negotiation Skills

PROGRAM	**B.COM**
SEMESTER	**I**
COURSE TITLE	**Negotiation Skills**
VERTICLE /CATEGORY	**VSC 1**
COURSE LEVEL	**4.5**
COURSE CODE	
COURSE CREDIT	**2**
HOURS PER WEEK THEORY	**2**
HOURS PER WEEK PRACTICAL/TUTORIAL	NA

COURSE DESCRIPTION
The course in negotiation skills will help the learners to have a better understanding of negotiation, negotiation skills, negotiation style & competencies in communication
COURSE OBJECTIVES
1. To understand the basics of negotiation skills & perspectives of negotiation 2. To know the ability of bargain 3. To discuss the different types of competencies in communication
COURSE OUTCOME
CO 1: Execute proven tactics for negotiation
CO 2: Refine personal negotiation style
CO 3: Improve ability to bargain successfully and ethically in any situation
CO 4: Build positive, productive relationship with all parties
CO 5: Applying appropriate communication skills across settings, purposes, and audiences.
CO 6: Displaying competence in oral, written, and visual communication.

ORGANISATION OF THE COURSE

UNIT NO	COURSE UNITS AT A GLANCE	TOTALHOURS
1	Negotiation and Types of Negotiations	15
2	Negotiation Skills	15
	TOTAL HOURS	30

COURSE DESIGN

Unit 1 Negotiation and Types of Negotiations (15)

- Negotiation – Concept, Key Negotiation Concepts, Perception and Cognition in Negotiation, Negotiation Process, Conflict and Negotiation Strategy
- Types - Distributive Negotiation; Integrative Negotiation; Multiple Phases and Multiple Parties, Preparation for a deal; Table tactics; Frequently asked tactical questions; Barriers to Agreement; Mental Errors in reaching an agreement.

PEDAGOGICAL APPROACH: Lecture Method, Case study and Assignments

Unit 2: Negotiation Skills (15)

- Negotiation Skills - Negotiating as an organizational capability; skills of an effective negotiator, Negotiation and IT; ethics in negotiation; cultural differences in negotiation styles; gender in negotiations; context of mediation; negotiation as persuasion.
- Developing power, decision trees, psychological tools. Practical practice of negotiation

PEDAGOGICAL APPROACH: Lecture Method, Case study and Role Play

REFERENCES:-

1. Michael A. Wheeler. (2003). Negotiation. Harvard Business Essential Series
2. David S. Hames. (2012). Negotiation: Closing Deals, Settling Disputes and Making Team Decisions. Sage Publications
3. C.S Rayudu, "Communication" Himalaya Publishing House, 2012
4. Myer & Myer, Communication Mcgraw Hill, 2007
5. Rai & Rai, Business Communication – Himalaya Publishing House , 2011
6. Harvard Business Essentials Guide to Negotiation2 Michael Wheeler. Harvard Business School Press Paperback: 208 pages, Harvard Business Press (July 1, 2003). ISBN-10: 1591391113 ISBN-13: 978-1591391111
7. Lewicki, R., Barry, B., Saunders, D.M. (2024). Negotiation (9th Ed.). McGraw Hill Education
8. Carrell, M. R., Heavrin, C. (2008). Negotiating Essentials: Theory, Skills and Practices(1st ed.). Pearson

Recommended Reading

1. David Campbell. (2015). Guerrilla Business Negotiation Techniques
2. Jack Welch and Suzy Welch. (2009). Winning: The Ultimate Business How-to-Book.Harper Collins
3. P. D. Chaturvedi, Mukesh Chaturvedi , Business Communication- Skills, Concepts and Appplications, Pears on Publications, 2013.

30 Marks External

DURATION: 1 Hour MARKS: 30

Any 2 out of 3

Q. 1 Answer the following (15 Marks)
a.
b.

Q. 2 Answer the following (15 Marks)
a.
b.

Q. 3 Answer the following (15 Marks)
a.
b.

20 Marks Internal

1) Class Test (05 Marks)
2) Assignment (05 Marks)
3) Presentation (05 Marks)
4) Group Discussion (05 Marks)
5) Quiz (05 Marks)
6) Case Study (05 Marks)

Note: 1) Any Four out of the above can be taken for the internal Assessment.
2) The internal Assessment shall be conducted throughout the Semester.

SEMESTER-II

MAJOR MANDATORY
INTRODUCTION TO SERVICE SECTOR

PROGRAM	**B.COM**
SEMESTER	**II**
COURSE TITLE	**INTRODUCTION TO SERIVCE SECTOR**
VERTICLE /CATEGORY	**A/MAJOR MANDATORY (CORE)**
COURSE LEVEL	**4.5**
COURSE CODE	
COURSE CREDIT	**2**
HOURS PER WEEK THEORY	**2**
HOURS PER WEEK PRACTICAL/TUTORIAL	NA

ORGANISATION OF THE COURSE		
UNIT NO	COURSE UNITS AT A GLANCE	TOTAL HOURS
1	Concept of Services and Recent Trends in Service Sector	15
2	Retailing and E-Commerce	15
	TOTAL HOURS	30

COURSE DESIGN

Unit 1: Concept of Services and Recent Trends in Service Sector

- **Services**

  Introduction: Meaning, Characteristics, Scope and Classification of Services – Importance of service sector in the Indian context. Services Mix, - Product, Place,Price, Promotion, Process of Services delivery, Physical evidence and people. Opportunities and challenges in service sector.

- **Recent trends in service sector**

  ITES Sector: Concept and scope of BPO, KPO, LPO and ERP. **Banking and Insurance**-FDI and its impact on Banking and Insurance Sector in India, **Logistics:** Net working – Importance – Challenges

PEDAGOGICAL APPROACH : Lecture, Case Study and Assignment

Unit 2: Retailing and E-Commerce

- **Retailing**

  Introduction: Concept of organized and unorganized retailing , Trends in retailing, **Retail Format:** Store format, Non – Store format, Store Planning, design and layout **Retail Scenario:** Retail Scenario in India and Global context – Prospects and Challenges in India.

- **E-Commerce**

  Introduction: Meaning, Features, Functions and Scope of E-Commerce-Importance and Limitations of E-Commerce. **Types of E-Commerce:** Basic ideas and Major activities of B2C,B2B, C2C. **Present status of E-Commerce in India:** Transition to E-Commerce in India,E- Transition Challenges for Indian Corporates.

PEDAGOGICAL APPROACH:- Visit, Case Study Lecture

REFERENCES:-

- Business Organisation Management Maheshwari, Rajendra P ,Mahajan, J.P.,International Book House
- Business Organisation, Maheshwari, Rajendra P, Mahajan, J.P., International Book House
- Introduction To Commerce, Vikram, Amit, Atlantic Pub
- A Course Book On Business Environment, Cherunilam,Francis, Himalaya Pub
- Business Environment, Cherunilam,Francis, Himalaya Pub
- Essentials Of Business Environment, Aswathappa,K., Himalaya Pub
- Essentials Of Business Environment, Aswathappa, Himalaya Pub
- Strategic Management, Kapoor, Veekkas, Taxmann
- Strategic Management, David,Fred R., Phi Leraning
- Strategic Management, Bhutani, Kapil, Mark Pub.
- Strategic Management, Bhutani, Kapil, Mark Pub.
- Entrepreneurship, Hisrich, Robert D, Mc Graw Hill
- Entrepreneurship Development, Sharma, K.C., Reegal Book Depot
- Service Marketing, Temani, V.K., Prism Pub • Service Marketing, Temani, V.K., Prism Pub
- Management Of Service Sector, Bhatia, B S, V P Pub

Total 50 Marks:30 Marks External and 20 Marks Internal
For Major Subject: 30 Marks with 2 Credits/ For Minor Subject with 2 Credits

30 Marks External

DURATION: 1 Hour MARKS: 30

Any 2 out of 3

Q. 1 Answer the following (15 Marks)
a.
b.

Q. 2 Answer the following (15 Marks)
a.
b.

Q. 3 Answer the following (15 Marks)
a.
b.

---

20 Marks Internal

1) Class Test (05 Marks)
2) Assignment (05 Marks)
3) Presentation (05 Marks)
4) Group Discussion (05 Marks)
5) Quiz (05 Marks)
6) Case Study (05 Marks)

Note: 1) Any Four out of the above can be taken for the internal Assessment.
2) The internal Assessment shall be conducted throughout the Semester.

VSC 2:
Mall Management

PROGRAM	**B.COM**
SEMESTER	**II**
COURSE TITLE	**Mall Management**
VERTICLE /CATEGORY	**VSC 2**
COURSE LEVEL	**4.5**
COURSE CODE	
COURSE CREDIT	**2**
HOURS PER WEEK THEORY	**2**
HOURS PER WEEK PRACTICAL/TUTORIAL	NA

COURSE DESCRIPTION
The course in mall management will help the learners to concepts of shopping malls, Mall administration and Facilities & Maintenance Management malls.
COURSE OBJECTIVES
1. The course content provides a detailed outline of Malls and its design and retail components. 2. Special emphasis is given to the practical aspects. The objective of the course is to impart skills necessary for taking up positions in Mall administration
COURSE OUTCOME
CO1 : Describe the concepts of Shopping Malls and its pre developmentprocess.
CO2: Identify types of commercial Lease and its Tenant Mix.
CO3: Carrying out the practical aspects of Facilities & Maintenance Management of Malls.
CO4: Focus on Marketing Planning and Entertainment in Shopping Malls.
CO5: Understand the Regulatory Framework & Macro Economic View of shopping Malls

ORGANISATION OF THE COURSE		
UNIT NO	COURSE UNITS AT A GLANCE	TOTAL HOURS
1	Concept of Mall & Mall Architecture	15
2	Handling a Mall project & Components of Mall Management	15
	TOTAL HOURS	30

COURSE DESIGN

Module I: Concept of Mall & Mall Architecture (15)

- Definition, Types and Genesis of malls, growth of malls globally, Diffusion of the conceptto India, growth of malls in India, future trends and projections, advantages of mall over other retail formats, comparison of Malls in USA and India.
- A description of the various components of mall architecture and their significance like Facade, Atrium, Parking, circulation path and utilities

PEDAGOGICAL APPROACH:- Visit, Case Study Lecture assignment

Module II: Handling a Mall project & Components of Mall Management (15)

- Choosing the macro and micro locations, identifying the catchments, Concept and Tenant-Mix Planning, Deciding Tenant-mix and anchor tenant(s), concept planning and retail zoning, a comment on suitability of popular retail formats as anchor tenants like Hyper markets, Department Stores, Multiplexes and Eating joints.
- Lease Management, Marketing and Space Selling, Facilities & Utilities management, Security & Information Systems, Mall promotion&Events management.

PEDAGOGICAL APPROACH:- Visit, Case Study Lecture

REFERENCES:-

- Harvinder Singh, Srini R Srinivasan (2012), Mall Management: Operating in IndianRetail Space, Tata McGraw Hill Education Pvt. Ltd
- Levy & Weitz (2011), Retailing Management (5th ed), Tata McGraw Hill
- Burman & Evans(2011), Retail Management-A strategic Approach (8th ed), (Pearson Education)
- Paco Underhill (2007), Simon & Schuster ,Call of the Mall

Total 50 Marks:30 Marks External and 20 Marks Internal
For Major Subject: 30 Marks with 2 Credits/ For Minor Subject with 2 Credits

30 Marks External

DURATION: 1 Hour MARKS: 30

Any 2 out of 3

Q. 1 Answer the following a. b.	(15 Marks)
Q. 2 Answer the following a. b.	(15 Marks)
Q. 3 Answer the following a. b.	(15 Marks)

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20 Marks Internal

3) Class Test	(05 Marks)
2) Assignment	(05 Marks)
3) Presentation	(05 Marks)
4) Group Discussion	(05 Marks)
5) Quiz	(05 Marks)
6) Case Study	(05 Marks)

Note: 1) Any Four out of the above can be taken for the internal Assessment.
4) The internal Assessment shall be conducted throughout the Semester.

VSC Semester II

PROGRAM	**B.COM**
SEMESTER	**II**
COURSE TITLE	**Tourism Management**
VERTICLE /CATEGORY	**VSC 2**
COURSE LEVEL	**4.5**
COURSE CODE	
COURSE CREDIT	**2**
HOURS PER WEEK THEORY	**2**
HOURS PER WEEK PRACTICAL/TUTORIAL	NA

COURSE DESCRIPTION
The course focus on making the students understand the concept of tourism management & importance of tourism management
COURSE OBJECTIVE
The course aims at making the students aware about the different basicconcepts of travel and tourism.
COURSE OUTCOME
Imparting basic knowledge about tourism and its types

ORGANISATION OF THE COURSE		
UNIT NO	COURSE UNITS AT A GLANCE	TOTALHOURS
1	Tourism Overview	15
2	Types and Forms of Tourism	15
	TOTAL HOURS	30

COURSE DESIGN

Module – I: Tourism Overview (15)

- Definition and Historical Development of Tourism, its Structure, Components and Elements. Nature, Characteristics and Significance of Tourism Industry
- Approaches to the Study of Tourism. Definition and Distinction between Travellers, Visitors, Excursionist, Tourist and Transit visitor. Travel Motivators and Deterrents.

PEDAGOGICAL APPROACH:- Visit, Case Study Lecture

Module–II: Types and Forms of Tourism (15)

- Inter–regional and Intra–regional Tourism, Inbound and Outbound Tourism, Domestic, International Tourism. Forms of Tourism: Religious, Historical, Social, Adventure, Health, Business, Conferences, Conventions, Incentives, Sports and Adventure, Senior Tourism
- Special Interest tourism like Culture or Nature Oriented, Ethnic, Concept of Sustainable Tourism and importance

PEDAGOGICAL APPROACH:- Visit, Case Study Lecture

REFERENCES:-

- *Mill and Morrison*, The Tourism System: An Introductory Text. Prentice Hall.
- *Mill, R.C.*, Tourism: The International Business. Prentice Hall, New Jersey.
- *Jayapalan. N.*, An Introduction to Tourism. Atlantic Publishers.
- *Mill R.C.*, Tourism, the International Business, Prentice Hall. New Jersey.
- *Swarbrooke, J.* Sustainable Tourism Management. CABI Publishers
- *Bhatia, A K.*, The Business of Tourism – Concepts and Strategies.Sterling Publishers Private Limited
- *Gupta, V. K.*, Tourism in India. Neha Publishers and Distributor*Aggarwal, A.* Travel and Tourism in India. Sublime Publishers

Total 50 Marks:30 Marks External and 20 Marks Internal
For Major Subject: 30 Marks with 2 Credits/ For Minor Subject with 2 Credits

30 Marks External

DURATION: 1 Hour MARKS: 30

Any 2 out of 3

Q. 1 Answer the following (15 Marks)
a.
b.

Q. 2 Answer the following (15 Marks)
a.
b.

Q. 3 Answer the following (15 Marks)
a.
b.

---

20 Marks Internal

1) Class Test (05 Marks)
2) Assignment (05 Marks)
3) Presentation (05 Marks)
4) Group Discussion (05 Marks)
5) Quiz (05 Marks)
6) Case Study (05 Marks)

Note: 1) Any Four out of the above can be taken for the internal Assessment.
2) The internal Assessment shall be conducted throughout the Semester.

PROGRAM	**B.COM**
SEMESTER	**II**
COURSE TITLE	**Business Leadership Skills**
VERTICLE /CATEGORY	**SEC 2**
COURSE LEVEL	**4.5**
COURSE CODE	
COURSE CREDIT	**2**
HOURS PER WEEK THEORY	**2**
HOURS PER WEEK PRACTICAL/TUTORIAL	NA

COURSE DESCRIPTION
This course focuses on leadership development in the corporate world. The topics include development of leadership skills at personal level and team level, coaching employees to improve performance, organizational leadership, ethics involved, performance management and new recruit management
COURSE OBJECTIVES
Enable the learners to 1. Distinguish between appropriate and inappropriate governance structures within an organization. 2. Distinguish between appropriate and inappropriate internal control systems, including system design, controls over data, transaction flow, wireless technology, and internet transmissions. 3. Improve communication skills 4. Be result oriented and focus on vision Level of Knowledge: Conceptual and Basic
COURSE OUTCOME
CO 1: To Develop interpersonal skills, professionalism, leadership and values
CO 2: To understand accountability, effectively resolve conflicts, teamwork
CO 3: To Develop human resource management skills
CO 4: To Develop External Awareness, be adaptable
CO 5: To Obtain and document information about an organization's strategic planning processes to identify key components of the business strategy and market risks.

ORGANISATION OF THE COURSE

UNIT NO	COURSE UNITS AT A GLANCE	TOTALHOURS
1	Personal Leadership	15
2	Team Leadership	15
	TOTAL HOURS	30

COURSE DESIGN

Module 1 Personal Leadership (15)

- Personal Leadership - Concept and importance, Interpersonal skills (build trust, credibility and respect); Professionalism (project an image of integrity and maturity); Business professionalism (categories of important business relationships, attitude at business meetings, luncheons, dinners)
- Leadership styles; Focus and Discipline (Organizing and prioritizing skills, multitasking,); Global travel and culture; Network through community service; Network to build business connections and personal brand, promote organization; Time Management

PEDAGOGICAL APPROACH:- Role Play, Case Study, Lecture

Module 2 Team Leadership (15)

- Team Leadership – concept and importance, Tangible and intangible costs of employee turnover; Communications to lead (listening effectively, avoiding biases, speaking persuasively); Conflict management (between peers, associates & subordinates); Delegation (Identify candidates for delegation and collaboration); Lead effective meetings (skills essential for building cooperation and positive results in meetings); Leadership Communications;
- Leadership styles and tendencies; Leading strong teams (analyze and capitalize team strengths, working with diverse styles, creation of competitive spirit, motivation); Sharing the glory (focus on team achievements); VisionaryLeadership

PEDAGOGICAL APPROACH:- Role Play, Case Study, Lecture

REFERENCES:-

1. Andrew J. Du Brin. (2016). Leadership: Research Findings, Practice and Skills. Cengage Learning, 2. Marshall Goldsmith & Mark Reiter. (2007).
2. What got you here, Won't get you there. Hachette Books Recommended Reading 1.Robert J. Anderson and William A. Adams. (2015).
3. Mastering Leadership: An Integrated Framework for Breakthrough Performance and Extraordinary Business Results. Wiley
4. Robert N. Lussier and Chirstopher F.Achua. (2016). Leadership: Theory, Applicationand Skill development. Cengage Learning
5. D. Sivanandhan Radhakrishnan Pillai. (2014). Chanakya's 7 Secrets of Leadership.Jaico Publishing House

Total 50 Marks:30 Marks External and 20 Marks Internal
For Major Subject: 30 Marks with 2 Credits/ For Minor Subject with 2 Credits

30 Marks External

DURATION: 1 Hour MARKS: 30

Any 2 out of 3

Q. 1 Answer the following (15 Marks)
a.
b.

Q. 2 Answer the following (15 Marks)
a.
b.

Q. 3 Answer the following (15 Marks)
a.
b.

20 Marks Internal

3) Class Test (05 Marks)
2) Assignment (05 Marks)
3) Presentation (05 Marks)
4) Group Discussion (05 Marks)
5) Quiz (05 Marks)
6) Case Study (05 Marks)

Note: 1) Any Four out of the above can be taken for the internal Assessment.
2) The internal Assessment shall be conducted throughout the Semester.

Letter Grades and Grade Points:

Semester GPA/ Programme CGPA Semester/ Programme	% of Marks	Alpha-Sign/ Letter Grade Result	Grading Point
9.00 - 10.00	90.0 - 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
4.00 - < 5.00	40.0 - < 50.0	P (Pass)	4
Below 4.00	Below 40.0	F (Fail)	0
Ab (Absent)	-	Ab (Absent)	0

Appendix B

Justification for B.Com.

1.	Necessity for starting the course:	**The main program of Commerce and management faculty that gives opportunity to many avenues of career**
2.	Whether the UGC has recommended the course:	**Yes**
3.	Whether all the courses have commenced from the academic year 2024-25	**Yes**
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?:	**B.Com program has aided and un-aided divisions both adequate faculties are available**
5.	To give details regarding the duration of the Course and is it possible to compress the course?:	**No**
6.	The intake capacity of each course and no. of admissions given in the current academic year:	**As per NEP 2020 hence admissions**
7.	Opportunities of Employability / Employment available after undertaking these courses:	**Plenty of opportunities in industry and organizations at junior levels are available and forms the qualifying degree for many professional programs**

Sign of the BOS Chairperson
Prof. Dr. Kishori Bhagat
BOS in Commerce

Sign of the Offg. Associate Dean
Dr. Ravikant Balkrishna Sangurde
Faculty of Commerce & Management

Sign of the Offg. Associate Dean
Prof. Dr. Kishori Bhagat
Faculty of Commerce & Management

Sign of the Offg. Dean
Prof. Kavita Laghate
Faculty of Commerce & Management

AC –20.04.2024
Item No. –5.6 (N) Sem I (1c)

As Per NEP 2020

University of Mumbai

Syllabus for Basket of AEC	
Board of Studies in English	
UG First Year for B.A.F. Programme	
Semester - I	**I**
Title of Paper	**Credits**
I) Business Communication Skills I for B.A.F.	**02**
From the Academic Year	**2024-2025**

Sr. No.	Heading	Particulars
1	**Description the course:** **Including but Not limited to:**	**Business Communication Skills I (B.A.F.)** Business communication is an integral part of the commercial and corporate world. The growth of commercial organizations is directly linked to the effectiveness of their methods of communication with all their stakeholders. The success of an organization is also closely linked to its image building. As a discipline, business communication has changed diametrically and exponentially because of the rapid changes in information technology. In this scenario, it is imperative that all corporate professionals should have command over the various dimensions of business communication including the intentional and unintentional, the verbal and non-verbal, the in-person and the digital. The systematic study of business communication prepares the learners to become capable entrepreneurs, professionals, team-members and managers in today's competitive, networked and digitized business world.
2	**Vertical :**	**Ability Enhancement Course**
3	**Type :**	Theory
4	**Credit**:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	**Hours Allotted :**	30 Hours

6	**Marks Allotted**:	50 Marks
7	**Course Objectives**: 1. To make learners familiar with the basics of business communication theory. 2. To make learners aware of digital communication for personal and business use. 3. To improve learners' understanding of verbal and non-verbal communication. 4. To enable learners with effective business correspondence skills.	
8	**Course Outcomes**: At the end of the course, learners will be able to: 1. Understand the basics and significance of business communication theory. 2. Adapt to and use digital communication methods for personal and business purposes. 3. Grasp and effectively use the nuances of verbal and non-verbal communication. 4. Improve their skills in business correspondence.	
9	**Modules**:- Per credit One module can be created	
	Module 1: Introducing the Theory of Business Communication (15 Lectures)	
	1. Concept of Communication - Definition and meaning of communication - Process of communication - Need of communication - Feedback 2. **Communication at the Workplace** - Channels of communication: Downward, Upward, Horizontal, Grapevine - Methods of communication: Verbal and non-verbal **3. Impact of Digital Technology on Communication** - Internet-enabled communication; Email - Social media: FaceBook, Twitter, Instagram, WhatsApp	

	Module 2: Business Correspondence (15 Lectures)
	1. - Parts of a business letter - Layouts of a business letter 2. - Job application with bio-data - letter of appointment - letter of appreciation - letter of resignation 3. - Emails: Job application via email - writing and responding to official emails
10	**Text Books: N.A.**
11	**Reference Books:** **1**. Ashley, A. *A Handbook of Commercial Correspondence*. New Delhi: Oxford University Press, 1992. **2**. Aswalthapa, K. *Organisational Behaviour*. Mumbai: Himalaya Publications, 1991. **3**. Balan, K.R. and Rayudu, C. S. *Effective Communication*. New Delhi: Beacon Books, 1996. **4**. Bangh, L. Sue, Fryar, Maridell and Thomas David A. *How to Write First Class Business Correspondence*. N.T.C. Publishing Group USA, 1998. **5.** Benjamin, James. *Business and Professional Communication Concepts and Practices*. New York: Harper Collins College Publishers, 1993. 6. Britt, Deborah. *Improving Business Communication Skills*. Kendall Hunt Publishing Co., 1992. **7.** Bovee Courtland, L. and Thrill, John V. *Business Communication Today*. McGraw Hill, New York, Taxman Publication, 1989. **8.** Drucher, P.F. *Technology, Management and Society.* London: Pan Books, 1970. **9**. Eyre, E.C. *Effective Communication Made Simple*. Kolkata: Rupa and Co.,1985. **10**. Ecouse, Barry. *Competitive Communication: A Rhetoric for Modern Business*. New Delhi: OUP, 1999. **11**. Fisher, Dalmar. *Communication in Organisation*. Mumbai: Jaico Publishing House, 1999. **12.** Frailley, L.E. *Handbook of Business Letters*. Revised Edn. New Jersey: Prentice Hall Inc., 1982. 13. Flyn, Nancy. *The Social Media Handbook*. Wiley, 2012. **14.** Gartside, L.E. *Modern Business Correspondence.* Plymouth: McDonald and Evans Ltd, 1980.

<table>
<tr><td></td><td colspan="2">**15**. Ghanekar, A. *Communication Skills for Effective Management.* Pune: Everest Publishing House, 1996.
16. Labade, Sachin, Katre Deepa et al. *Communication Skills in English*. Orient Blackswan, Pvt Ltd, 2021.
17. Shainesh, G. and Githa Heggde. *Social Media Marketing: Emerging Concepts and Applications*. Springer Nature Singapore, 2018.</td></tr>
<tr><td>12</td><td>Internal Continuous Assessment: 40%</td><td>External, Semester End Examination 60%
Individual Passing in Internal and External Examination</td></tr>
<tr><td>13</td><td colspan="2">Continuous Evaluation through:
• Performance in activities: 10 marks
(The class may be divided into batches to conduct the oral activities by creating formal schedule for the same before the semester End Examination.)
• Written assignments or projects: 10 marks
(Learners will have to write and submit written assignments in a timely manner.)
Suggested Activities:
• Use of social media accounts for purpose of business communication
• Making short presentations on given topics
• Official letter writing/ email writing exercises
• Role play focusing on channels and methods of communication</td></tr>
<tr><td>14</td><td colspan="2">Format of Question Paper: for the final examination

External / Semester End Examination Marks: 30 Time: 1 Hours

Q.1. Essay Type Questions (Any One out of two on Unit I) Marks 10
Q.2. Essay Type Questions (Any One out of two on Unit II) Marks 10
Q.3. Short Notes/Problem (Any Three out of five on all Units) Marks 10</td></tr>
</table>

Sign of BOS Chairman **Prof. Dr. Shivaji Sargar** **Board of Studies in English**	**Sign of the Offg. Associate Dean** **Dr. Suchitra Naik** **Faculty of Humanities**	**Sign of the Offg. Associate Dean** **Dr. Manisha Karne** **Faculty of Humanities**	**Sign of the Dean** **Prof. Dr. Anil Singh** **Faculty of Humanities**

AC – 20/04/2024
Item No. – 6.6 Sem. I (2b)

As Per NEP 2020

University of Mumbai

Syllabus for Basket of OE	
Board of Studies in Information Technology	
UG First Year Programme	
Semester	**I**
Title of Paper	**Credits 2/ 4**
I. **IT_Google Workspace** (Open Elective) [OE]	**2**
From the Academic Year	**2024-2025**

Name of the Course: IT_Google Workspace

Sr.No.	Heading	Particulars
1	**Description the course : Including but Not limited to:**	Google Workspace is a collection of cloud-based productivity tools that are designed to help individuals and organizations to work and collaborate efficiently. This course will provide an introduction to applications such as Gmail, Google Drive, Google meet and Google Calendar Google Docs, Google Sheets, Google Slides, Google Forms, Google Classroom.
2	**Vertical :**	**Open Elective**
3	**Type :**	Practical
4	**Credits :**	2 credits
5	**Hours Allotted :**	60 Hours
6	**Marks Allotted:**	50 Marks
7	**Course Objectives(CO):** CO 1. Understand Google Workspace and its applications. CO 2. Gain proficiency in key features of Google workspace application. CO 3. Acquire proficiency in Google workspace to collaborate, manage tasks and communicate effectively. CO 4. Leverage possibilities of Google workspace tolls to enhance productivity and streamline workflow.	
8	**Course Outcomes (OC):** OC 1. Manage email communications with Gmail. OC 2. Schedule and organize meetings and events using Google Calendar. Arrange and attend video meetings with Google Meet, Communicate with others using Google Chat. OC 3. Save , manage, and share files with Google Drive. OC 4. Generate and collaborate documents, spreadsheets and presentations. OC 5. Design Google Forms and collect data for surveys . Generate reports based on the collected data and integrate it with other Google Workspace applications. OC 6. Use Google Classroom to digitally organize, distribute, and gather assignments, course materials, and feedback. OC 7. Navigate confidently and make use of the numerous functionalities of Google Maps. OC 8. Able to design, develop, and maintain informative and visually appealing websites using Google Sites.	
9	**Modules:-** **Module 1:**	

1. **Google Workspace & Mastering email communication with Gmail**: Overview of Google Workspace, Setting up a Google account and accessing Google Workspace, Set Profile information and Photo, Send and Receive emails, Organize emails using labels, filters, and stars for easy retrieval and management, Utilize Gmail's advanced features like scheduling emails, snoozing emails, and setting reminders.
   a. Create a Gmail account. Write a brief email to your friends inviting them to a meeting to discuss a possible industrial visit. Attach a document file with the many options for places to visit.
2. **Google Calendar , Meet and Chat** : Create a new calendar, Create an event in Google Calendar, Set remainders and alarms , Share a Calendar with Other People ,Integrate with Gmail and other apps. Scheduling and managing Google Meet events, Features in Google Meet like screen sharing, chat, annotations and recording, Creating public and private Google Chat rooms ,Inviting and managing participants in Google Chat rooms, Utilizing Chat room features like sharing files, links, and multimedia, pinning messages, and polls.
   a. Create a new event in Google Calendar for an event happening on a specific date and time. Set a reminder to alert you one day prior to the event. Share your Google Calendar with a specific email address and grant them view-only access.
   b. Set up a meeting with your project partners, choose the suggested security configurations, and send a meeting invite to the participants via email. Begin the meeting by letting everyone into the meeting room. To demonstrate to them the project's progress, share your screen. Use chats to send brief messages and share relevant documents.
3. **Google Drive** :Managing files and folders in Google Drive, Sharing files and folders with collaborators and setting access permissions.
   a. Create a project folder in Google drive. Add a PowerPoint presentation detailing project milestones and a Word document with project guidelines to the folder. Share the folder and allow the project team members to edit it.
4. **Google Docs**: Document creation with Google Docs, Apply Basic Formatting to Text , Inserting Images, Creating tables, Format a document with styles, Using Find and Replace, Using Regular Expressions for Advanced Searching, Sharing and Collaborating on files.
   a. Create a one page document which best describes you. Add the document's heading and page numbers. Make a list of your hobbies using bullet points. Employ formats and typefaces to give the document an elegant look. To highlight your skills, use hyperlinks to other documents in the folder. Include a picture of yourself on the page as well. Add a table with your educational background in it. Write about your positive college experiences by voice typing. After that, translate the document's content into a different language of your choice.
5. **Google Sheets** :Insert, delete and manage sheets , Insert a Function, Format Spreadsheets, Cells, and Ranges, Apply Number Formatting

	and Conditional Formatting, Insert and View Notes, Choose Spreadsheet Settings, Merge Cells, Wrap and Rotate Cell Contents, Inserting Objects in Google Sheets, Sort and Filter Data, Apply Data Validation to Your Sheets, Protect Ranges in a Sheet, Protect a Sheet, Create and Manage Macros. a. Create a Personal budget sheet, list all your expenses and incomes of the month in the sheet. Use sum function to total the income and expenses. Use IF function to find if the budget is in deficit or not.
	Module 2:
	1. **Google Slides**: Add a Slide to a Presentation, Import Slides from an Existing Presentation, Understanding and Using Views, Work with Text Boxes, Add Audio and Video to a Slide, Insert Shapes and Word Art, Add a Transition and Animations, Edit a Slide Master, Organize the Slides in a Presentation a. Open a new Google Slides presentation titled “Project Presentation”. Add slides to provide a summary of your project. Use themes and transitions to make the slide experience better. 2. **Google Forms**: Create a Form, Choose Settings for a Form, Add Questions to a Form, Add Images to a Question, Add a Video to a Question, Import Questions from an Existing Form, Create a Form with Multiple Sections, Control Progression Based on Answers, Add Collaborators to a Form, Preview and Test a Form, Send a Form to Its Respondents, View the Responses to a Form, Analyse form responses and generate reports. a. Create a Google Form to accept participation entries for the various events your department is organizing on the annual day. Mention the details of event in the form description. Include a dropdown menu to select the events they wish to participate in. Insert relevant multimedia to make the Google Form attractive. b. Create an online evaluation quiz using Google Form. Include a variety of question formats, such as ones with pictures, videos, etc. Assign points to the questions. Share the link with your friends and check out the the summary of the responses. 3. **Google Classroom**: Create and set up a Google Classroom, Add Students and Co-Teachers, Using Google Classroom to share resources, Create assignment, Set due dates and points, Use rubrics for grading, Integrate quizzes created using Google Form with Google Classroom. a. Create a Google Classroom for a certain subject that includes a range of topics, resources, and activities. Include resources for each topic, such as Word docs, PowerPoints, and YouTube links. Include elements that encourage participation and interaction, such as assignments and discussions. 4. **Google Maps:** Search on Maps, Different Map Views (Satellite, Terrain, Street View), Customizing Maps, Get to your destination, Sharing Maps with Others. a. Use google maps to explore local landmarks in your area. Find directions from your current location to a nearby restaurant. Use Maps to check the places you have visited on a particular day.

	5. **Google Sites**: Creating and building simple websites using Google Sites, Adding content, images, and widgets to websites. a. Assume you runs a small business. Create a visually appealing website which includes the following pages: Home page , About the business, Products page, Announcement of discounts.	
10	**Text Books and Online Resources** 1. **Hart-Davis, G. (2021). Teach Yourself Visually Google Workspace. Visual.** 2. **https://support.google.com/a/users#topic=9247638** 3. **https://support.google.com/edu/classroom#topic=10298088** 4. **https://support.google.com/maps/?hl=en#topic=9729258**	
11	**Reference Books** **1. Team, Z. (2017). The Ultimate Guide to G-Suite. Lean Pub G-Suite.** **2. Iyer, b. (2022). Google workspace user guide: a practical guide to using google apps efficiently while integrating them with your data.**	
12	**Internal Continuous Assessment: 40%**	**Semester End Examination: 60%**
13	**Continuous Evaluation through:** Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.(at least 3)	
14	**Format of Question Paper: Duration 2 hours. Certified copy of Journal is compulsory to appear for the practical examination** Practical Slip: Q1. From Module 1 13 marks Q2. From Module 2 12marks Q3. Journal and Viva 05 marks	

Sign of Chairperson
Dr. Mrs. R. Srivaramangai
Ad-hoc BoS (IT)

Sign of the
Offg. Associate Dean
Dr. Madhav R. Rajwade
Faculty of Science & Technology

Sign of Offg. Dean,
Prof. Shivram S. Garje
Faculty of Science & Technology

AC –20.04.2024
Item No. –5.6 (N) Sem I (1a)

As Per NEP 2020

University of Mumbai

Syllabus for Basket of AEC	
Board of Studies in English	
UG First Year Programme B.Sc	
Semester	**I**
Title of Paper	**Credits**
Introduction to Communication **Skills in English I**	**2**
From the Academic Year	**2024-2025**

Sr. No.	Heading	Particulars
1	**Description of the course: Including but Not limited to:**	**Introduction to Communication Skills in English I** Effective academic communication skills are essential for success in scholarly pursuits. In the academic realm, proficiency extends beyond verbal articulation to encompass precise and coherent written expression. Students are not only required to engage in thoughtful discussions and articulate complex ideas verbally but must also demonstrate their understanding through well-crafted written assignments, and presentations. Academic communication involves the mastery of scholarly conventions, such as adherence to academic writing styles, and the ability to engage in dialogue with peers and scholars. It encompasses the skillful navigation of academic discourse, fostering an environment where ideas are shared, challenged, and refined. Developing strong academic communication skills empower individuals to contribute meaningfully to intellectual conversations, enriching both their academic journey and the broader scholarly community. This course with its 30:20 pattern will also help in accomplishing this goal. The course is aimed at honing their cognitive, analytical, linguistic and creative skills. It is hoped that by the end of the academic year, the learners will have developed confidence in using the English language both for oral and written communication as well as develop interest in enhancing these skills later on.
2	**Vertical:**	AEC (Ability Enhancement Course)
3	**Type:**	Theory
4	**Credit**:	2 credits (1credit=15 Hours for Theory in a semester)
5	**Hours Allotted:**	30Hours
6	**Marks Allotted**:	50Marks
7	**Course Objectives:** 1. To cultivate a comprehensive understanding of communication skills 2. To enhance reading proficiency with a diverse range of written texts with different genres and styles of written communication. 3. To develop proficiency in grammatical accuracy with specific focus on common grammatical errors and provide targeted exercises for improvement. 4. To equip learners with proficient presentation and conversation skills by integrating practical exercises for public speaking and interpersonal communication. 5. To provide practical experience in formal writing, including Statement of Purpose (SoP) preparation.	

8	**Course Outcomes**: At the end of the course, learners will: • Demonstrate an understanding of essential aspects of communication skills • Exhibit the ability to Read a variety of written text using subskills such as skimming and scanning. • Identify and rectify common grammatical errors in English. • Show competence in delivering compelling presentations and engage in articulate and effective conversations in English across different contexts. • Display advanced formal writing skills in crafting job application letters, CVs, and Statements of Purpose.

9	**Modules**: -
	Module1: (15 Lectures)
	A) Introduction to Communication Skills • The Seven Cs of Effective Communication • Verbal and Non-Verbal Communication • Cross-cultural communication • Technology-enabled Business Communication • Features of Effective Written Communication • Characteristics of an Effective Speech • Effective Listening Skills **B) Reading Skills:** • Scanning a text for information • Skimming a passage to look for main ideas, understanding text type • Guessing meaning of an expression (word/phrase/clause) • Building inference skills Passages from academic, professional, and literary domains around 200- 250 words, could be chosen in this section. **C) Grammar** • Subject Verb Agreement • Tenses • Question Tag • Change the Voice • Framing Interrogative sentence • Synonyms and Antonyms • Misplaced modifiers Grammar should be taught with a remedial approach so as to enable learners to avoid common errors in their written and spoken communication.

Module 2: (15 Lectures)

A) Speaking Skills in English

Conversation skills

- Opening a conversation
- Introducing oneself in various contexts
- Introducing others formally and informally

Presentation Skills

- Introduction: Essentials of Presentation skills
- Analysis of model Presentations
- Planning and Delivering the Presentation
- Developing & Displaying Visual Aids
- Handling Questions from the Audience

B) Formal Writing Skills:

- Interpreting and describing different types of visual information
- Job applications with bio data (solicited and unsolicited)
- Statement of Purpose

10 **Text Books: N.A.**

11 **References:**

- Bellare, Nirmala. *Reading & Study Strategies*. Books. 1 and 2. Oxford University Press, 1997, 1998
- Bellare, Nirmala. *Easy Steps to Summary Writing and Note-Making.* Amazon Kindle Edition, 2020
- Comfort, Jeremy, et al. *Speaking Effectively: Developing Speaking Skills for Business English*. Cambridge University Press, 1994.
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- Dimond-Bayir, Stephanie. *Unlock Level 2 Listening and Speaking Skills* Student's Book and Online Workbook: Listening and Speaking Skills Student's Book+ Online Workbook. Cambridge University Press, 2014.
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- Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. CUP, 2004
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- Grussendorf, Marion. *English for Presentations.* Oxford University Press, 2007.

- Hamp- Lyons, Liz and Ben Heasiey. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. CUP, 2006
- Labade, Sachin, Katre Deepa et al. *Communication Skills in English*. Orient Blackswan, Pvt Ltd, 2021.
- Lewis, N. *How to Read Better & Faster*. New Delhi, Goyal Publishers & Distributors Pvt. Ltd, 2006.
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- Murphy, Raymond, et al. *Grammar in use: Intermediate*. Cambridge University Press, 2000
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- Richards, Jack C., and Chuck Sandy. *Passages* Level 2 Student's Book. Cambridge University Press, 2014.
- Sadanand, Kamlesh & S. Punitha. *Spoken English: A Foundation Course*. (Part 1 & 2). Orient Blackswan. 2009.
- Sasikumar, V., et al. *A Course in Listening & Speaking I*. 2005. Cambridge University Press India Pvt. Ltd. (under the Foundation Books Imprint), 2010
- Savage, Alice, et al *Effective Academic Writing*. Oxford: OUP, 2005
- Sethi, J. *Standard English and Indian usage: Vocabulary and grammar*. PHI Learning Pvt. Ltd., 2011.
- Taylor, Grant. *English Conversation Practice*. 1967. Tata McGraw-Hill, 2013
- Turton, Nigel D. *A B C of Common Grammatical Errors*. 1995. Macmillan India Ltd., 1996
- Vas, Gratian. *English Grammar for Everyone*. Mumbai, Shree Book Centre, 2015
- Watson, T. *Reading Comprehension Skills and Strategies*: Level 6. Saddleback Educational Publishing, 2002

Web link Resources:

- A conversation about household appliances: https://youtu.be/rAPl0fSborU 13. Video on psychology: Why do we dream? https://youtu.be/2W85Dwxx218
- Video on social media: What is a social media influencer? https://youtu.be/39A3og7enz8
- Tips on communication (TED Talk): The Secrets of Learning a New Language https://youtu.be/o_XVt5rdpFY
- Expressing opinions: If Cinderella Were a Guy: https://youtu.be/p4OyCNctKXg
- Video on the English language: Where did English come from? https://youtu.be/YEaSxhcns7Y

12	**Internal Continuous Assessment: 40%**	**Semester End Examination: 60%**
13	**Continuous Evaluation through:** • Participation in an activity based on Presentation Skills and Conversation skills each (Module 2 A) (10 marks) The class may be divided into batches by creating formal schedule for the same before the semester End Examination. • Participation in two classroom activities involving skills other than presentation and conversation skills (05 marks) • Overall attendance (05 marks) (Percentage of learners' attendance in class to be considered) **Suggested Activities:** ▪ Listening to audio clips/ books to enhance listening skills ▪ Reading aloud from newspapers, magazines, stories, non-fiction followed by classroom discussion on these to enhance reading and speaking skills	
14	**Format of Question Paper:** for the final examination Q.1. Short notes (2 out of 4) – On Module 1 (A) 10 marks Q.2. A. Unseen Passage (200-250 words) (Module 1 B) 06 marks B. Questions on grammar (Module 1 C) 04 marks Q. 3. Writing Skills (1 out of 2) on Module 2 (B) 10 marks	

Sign of BOS Chairman **Prof. Dr. Shivaji Sargar** **Board of Studies in English**	**Sign of the Offg. Associate Dean** **Dr. Suchitra Naik** **Faculty of Humanities**	**Sign of the Offg. Associate Dean** **Dr. Manisha Karne** **Faculty of Humanities**	**Sign of the Dean** **Prof. Dr. Anil Singh** **Faculty of Humanities**

AC – 24/05/2024
Item No. – 6.3 Sem. II (1a)

As Per NEP 2020

University of Mumbai

Syllabus for Basket of OE	
Board of Studies in Mathematics	
UG First Year Programme	
Semester	**II**
Title of Paper	**Credits 2/ 4**
I) Financial Mathematics II	**2**
From the Academic Year	**2024-25**

Name of the Course: Financial Mathematics - II

Sr. No.	Heading	Particulars
1	**Description the course:** **Including but not limited to:**	This course offers a comprehensive exploration of finance and statistical analysis. It covers essential topics such as shares, mutual funds, time series analysis, and index numbers. Students learn about shares and mutual funds, including concepts like face value, market value, and dividends, and how to calculate net income considering various factors. Additionally, they delve into time series analysis, where they explore trend estimation methods like Moving Average and Least Squares, and forecasting techniques using the Least Squares Method. The significance of index numbers in economic analysis is also emphasized, providing students with practical skills and knowledge applicable to real-world scenarios in finance and statistics.
2	**Vertical:**	OE
3	**Type:**	Theory
4	**Credits:**	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	**Hours Allotted:**	30 Hours
6	**Marks Allotted:**	50 Marks
7	**Course Objectives (CO):** (List the course objectives) This course takes a comprehensive look at important ideas in finance and statistical analysis. Students learn about the complexities of financial instruments like stocks and mutual funds, as well as the principles of time series analysis and index numbers, throughout this course. CO1: To offer a thorough understanding of shares and mutual funds, including their types, components and calculations. CO2: To learn the concepts of time series and index numbers, including trend estimation methods and forecasting techniques. CO3: To develop proficiency in calculating various index numbers and understanding their significance in economic analysis. CO4: To acquire skills in averaging prices through Systematic Investment Plan (SIP) and interpreting its implications in mutual fund investments.	
8	**Course Outcomes (OC):**	

	After completion of the course, students will be able to. OC1: demonstrate a comprehensive understanding of financial instruments such as shares and mutual funds, enabling them to make informed investment decisions. OC2: calculate various index numbers, enabling them to measure price changes and cost of living accurately. OC3: apply statistical tools such as averaging prices through SIP in mutual fund investments, enhancing their practical understanding of financial markets. OC4: analyze time series data and estimating trends using appropriate statistical methods. OC5: develop the ability to forecast future trends using the Least Squares Method, enhancing their predictive capabilities.
9	**Modules:-** **Module 1: Shares and Mutual Funds:** • Concepts of shares, face value, market value, dividend, equity shares preferential shares, bonus shares, Simple examples. • Mutual Funds, Simple problems on calculation of Net Income after considering entry load, dividend, change in Net Asset Value (N.A.V) and exit load. • Averaging of price under the 'Systematic Investment Plan (S.I.P)'.
	Module 2: Time Series and Index Numbers • Concept and Components of time series. Estimation of Trend using Moving Average Method & Least Squares Method (only Linear Trend). • Concept of Forecasting using Least Squares Method. • Concept and uses of Index Numbers. Simple and Composite Index Nos. (unweighted, weighted). • Laspeyre's Price Index No., Paasche's Price Index No. Fisher's Price Index No., Dorbish-Bowley's Index Number, Marshall and Edgeworth Index Number. • Cost of Living Index No., Real Income
10	**Text Books** 1. Fundamentals of Mathematical Statistics,12th Edition, S. C. Gupta and V. K. Kapoor, Sultan Chand & Sons, 2020. 2. Statistics for Business and Economics, 11th Edition, David R. Anderson, Dennis J. Sweeney and Thomas A. Williams, Cengage Learning, 2011. 3. Introductory Statistics, 8th Edition, Prem S. Mann, John Wiley & Sons Inc., 2013.
11	**Reference Books** 1. A First Course in Statistics, 12th Edition, James McClave and Terry Sincich, Pearson Education Limited, 2018. 2. Introductory Statistics, Barbara Illowsky, Susan Dean and Laurel Chiappetta, OpenStax, 2013.
	<u>Scheme of the Examination</u>
	The performance of the learners shall be evaluated into two parts. • Internal Continuous Assessment of 20 marks for each paper. • Semester End Examination of 30 marks for each paper. • Separate head of passing is required for internal and semester end examination.

12	**Internal Continuous Assessment: 40%** **Semester End Examination: 60%**	
13	**Continuous Evaluation through:** Quizzes, Class Tests, presentations, projects, role play, creative writing, assignments etc. (at least 3)	

Sr. No.	Particulars	Marks
1	A class test of 10 marks is to be conducted during each semester in an Offline mode.	10
2	Project on any one topic related to the syllabus or a quiz (offline/online) on one of the modules.	05
3	Seminar/ group presentation on any one topic related to the syllabus.	05

Paper pattern of the Test (Offline Mode with One hour duration):
Q1: Definitions/Fill in the blanks/
True or False with Justification.
(04 Marks: 4 x 1).
Q2: Attempt any 2 from 3
descriptive questions. (06 marks: 2
× 3)

14 **Format of Question Paper:**
The semester-end examination will be of 30 marks of one hour duration covering the entiresyllabus of the semester.

Note: Attempt any TWO questions out of THREE.			
Q.No.1	Module 1 and 2	Attempt any **THREE** out of **FOUR**. (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5	15 Marks
Q.No.2	Module 1 and 2	Attempt any **THREE** out of **FOUR**. (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5	15 Marks

	Q.No.3	Module 1 and 2	Attempt any **THREE** out of **FOUR**. (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5	15 Marks

Sign of the BOS Chairman
Dr. Bhausaheb S Desale
The Chairman, Board of Studies in Mathematics

Sign of the Offg. Associate Dean
Dr. Madhav R. Rajwade
Faculty of Science & Technology

Sign of the Offg. Dean
Prof. Shivram S. Garje
Faculty of Science & Technology

AC – 20/04/2024
Item No. – 6.6 Sem. I (1a)

As Per NEP 2020

University of Mumbai

Syllabus for Basket of OE (Scheme I)	
Board of Studies in Mathematics	
UG First Year Programme	
Semester	**I**
Title of Paper	**Credits**
I) Quantitative Techniques – I	**2**
II)	**2**
III)	**2**
From the Academic Year	**2024-25**

Name of the Course: Quantitative Techniques – I (OE – I)

Sr. No.	Heading	Particulars
1	**Description the course:** **Including but not limited to:**	This course deals with the Basic Mathematics that forms an essential component of Most of the Competitive and Entrance Examinations, such as Banking, Management Entrance, UPSC/MPSC, SET/NET, GMAT/GRE to quote a few. Although the Math-concepts involved in these examinations are of elementary level, the nature of the problems in such exams is far different, and the difficulty level of the questions is much higher, than the typical ones, based on which students are tested in schools. A person appearing for such exams is expected to have a thorough understanding of the concepts, to have ability to think logically, and to be able to interpret the data, presented in different manner.
2	**Vertical:**	Open Elective
3	**Type:**	Theory
4	**Credits:**	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	**Hours Allotted:**	30 Hours
6	**Marks Allotted:**	50 Marks
7	**Course Objectives (CO):** This course revises the basic mathematical concepts learned during school career. However, the problems asked in this course would be mostly advanced and indirect, and would demand broader and critical thinking. The course aims to enhance the reasoning power and logical thinking of the learners and nurture their intellect so as to make them competent across all competitive exams. CO1. To reinforce the basic math concepts and ideas within the learners CO2. To enhance the reasoning power of the learners and make them think over and apply concepts/formulae to solve math problems of indirect nature, thereby developing their problem-solving capacity. CO3. To develop logical thinking of the learners CO4. To make learners competent across all competitive and entrance examinations.	
8	**Course Outcomes (OC):** After completion of the course, students will be able to. OC1: understand the integers, rational numbers, real numbers and their operations. OC2: learn the concepts of GCD, LCM. OC3: understand the concepts related to averages and percentages, such as arithmetic mean.	

	geometric mean, harmonic mean OC4: evaluate the ratios and proportions OC5: understand the Profit, Loss, Percentage Profit and Percentage Loss. OC6: learn the concepts related to Time, Speed and Distance.
9	**Modules:-** **Module 1: Elementary Arithmetic - I** 1. Numbers and BODMAS: • Review of the number systems (Integers, Whole Numbers, Rational Numbers and Real Numbers) • Review of the basic operations and their results (like odd + even = odd, odd × even = even, odd raised to even is odd etc) • Easy tricks to do fast calculations (multiplication, squares, square-roots etc) • GCD and CLM of two or more numbers. 2. Averages and Percentage: • The three different means viz. Arithmetic Mean, Geometric Mean, Harmonic Mean • Properties of the three means, such as (a) AM-GM-HM inequality, (b) The mean of two numbers lies in between the two numbers, (c) In case of several numbers, the product of AM and the number of numbers equals the addition of numbers, (d) In case of several numbers, the product of the numbers equals the GM raised to the number of numbers, (e) The effect of adding the same quantity to each number on AM, (f) The effect of multiplying each number by the same quantity on GM • Percentage 3. Ratio and Proportion: • Concept of Ratio of two quantities • Ratio related properties such as invertendo, alternendo, componendo, dividendo etc • Direct and Inverse Proportion [The problems to be asked should be of varied levels of difficulty. A few ones based on directly applying a given formula may be asked at the beginning; however, the latter ones should demand critical analysis of the given information and a thoughtful selection of the method/formula to solve the same.]
	Module 2: Elementary Arithmetic – II 1. Profit and Loss: • Definitions of Profit and Loss • The concept of Percentage Profit and Percentage Loss 2. Time, Speed and Distance: • The concept of average speed based on the total distance crossed and the total time taken • The difference between crossing a pole/tower/tree/human and crossing a tunnel/bridge/station • Crossing a stationary object versus crossing a moving object

<table>
<tr><td></td><td colspan="2">

- Moving with/against the current (in a river)

3. Work, Pipes and Cisterns:

- Work done in unit time is reciprocal of the total work done (assuming that the amount of work done in each unit time is same),
- Filling/refilling/emptying cisterns.

</td></tr>
<tr><td></td><td colspan="2"></td></tr>
<tr><td>10</td><td colspan="2">Text Books

1. Bible To Basic Mathematics, Pragati Agarwal
2. Quantitative Aptitude for Competitive Examinations, R. S. Agarwal
3. Logical and Analytical Reasoning: Useful for All Competitive Exams, A. K. Gupta</td></tr>
<tr><td>11</td><td colspan="2">Reference Books

1. Arithmetic : Subjective And Objective For Competitive Examinations, R. S. Agarwal
2. Maths Book For Competitive Exams, Vikas Bhalla
3. Reasoning For Competitive Examinations, Nishit K Sinha</td></tr>
<tr><td></td><td colspan="2"><u>Scheme of the Examination</u></td></tr>
<tr><td></td><td colspan="2">The performance of the learners shall be evaluated into two parts.
• Internal Continuous Assessment of 20 marks for each paper.
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<tr><td>Sr. No.</td><td>Particulars</td><td>Marks</td></tr>
<tr><td>1</td><td>A class test of 10 marks is to be conducted during each semester in an Offline mode.</td><td>10</td></tr>
<tr><td>2</td><td>Project on any one topic related to the syllabus or a quiz (offline/online) on one of the modules.</td><td>05</td></tr>
<tr><td>3</td><td>Seminar/ group presentation on any one topic related to the syllabus.</td><td>05</td></tr>
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	Paper pattern of the Test (Offline Mode with One hour duration): Q1: Definitions/Fill in the blanks/ True or False with Justification. (04 Marks: 4 x 1). Q2: Attempt any 2 from 3 descriptive questions. (06 marks: 2 × 3)	

14 **Format of Question Paper:**

The semester-end examination will be of 30 marks of one hour duration covering the entiresyllabus of the semester.

Note: Attempt any TWO questions out of THREE.			
Q.No.1	Module 1 and 2	Attempt any **THREE** out of **FOUR**. (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5/OC6	15 Marks
Q.No.2	Module 1 and 2	Attempt any **THREE** out of **FOUR**. (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5/OC6	15 Marks
Q.No.3	Module 1 and 2	Attempt any **THREE** out of **FOUR**. (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5/OC6	15 Marks

Sign of the BOS Chairman
Dr. Bhausaheb S Desale
The Chairman, Board of Studies in Mathematics

Sign of the Offg. Associate Dean
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Faculty of Science & Technology

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Prof. Shivram S. Garje
Faculty of Science & Technology

AC – 20/04/2024
Item No. – 6.6 Sem. I (1b)

As Per NEP 2020

University of Mumbai

Syllabus for Basket of OE (Scheme I)	
Board of Studies in Mathematics	
UG First Year Programme	
Semester	**I**
Title of Paper	**Credits**
I) Logic and Data Interpretation – I	**2**
II)	
III)	
From the Academic Year	**2024-25**

Name of the Course: Logic and Data Interpretation – I (OE – II)

Sr. No.	Heading	Particulars
1	**Description the course:** **Including but Not limited to:**	This course deals with the Logical Thinking and Data Interpretation, that forms an essential component of Most of the Competitive and Entrance Examinations, such as Banking, Management Entrance, UPSC/MPSC, SET/NET, GMAT/GRE to quote a few. The nature of the problems and the difficulty level of the questions is quite high and a person appearing for such exams is expected to have a thorough understanding of the concepts, to have ability to think logically, and to be able to interpret the data, presented in different manner.
2	**Vertical :**	Open Elective
3	**Type :**	Theory
4	**Credits :**	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	**Hours Allotted :**	30 Hours
6	**Marks Allotted:**	50 Marks
7	**Course Objectives (CO):** This course revises the basic mathematical concepts learned during school career. However, the problems asked in this course would be mostly advanced and indirect, and would demand broader and critical thinking. The course aims to enhance the reasoning power and logical thinking of the learners and nurture their intellect so as to make them competent across all competitive exams. CO1. To reinforce the basic math concepts and ideas within the learners CO2. To enhance the reasoning power of the learners and make them think over and apply concepts/formulae to solve math problems of indirect nature, thereby developing their problem-solving capacity. CO3. To develop logical thinking of the learners CO4. To make learners competent across all competitive and entrance examinations.	
8	**Course Outcomes (OC):** After completion of the course, the learners will be able to OC1: think logically about the given sequence of numbers/alphabets/symbols OC2: understand the odd/unfit element amongst the set of various elements OC3: develop logical thinking to obtain relations between two people	

	OC4: understand the directions, angles between any two angles OC5: get a general idea about the concept of coding a message and how to decode a coded message OC6: develop logical thinking to check whether or not the given information is sufficient to answer a question.
9	**Modules:-** **Module 1: Fundamentals of Logical thinking - I** 1. Number/Letter/Symbol Series: • Given a finite sequence of numbers, the learners are expected to find a simple rule (difference between or the ratio of consecutive numbers, square-quantities, cube-quantities, recursive rules etc) that binds all the numbers and be able to fill in the gap either at the end or at the beginning or in between. • Given a finite sequence of objects, made up of sets of alphabets/symbols, the learners are expected to observe the pattern that is visible in each set of letters/symbols and be able to predict the missing object/s 2. Odd Man Out: • Given a finite sequence of numbers, the learners are expected to find a simple rule that binds all but one and be able to find out the odd one • Given a finite sequence of objects, made up of sets of alphabets/symbols, the learners are expected to observe the pattern that fits each except one and be able to find out the miss-fit object 3. Relations: • Understanding the terms in relations such as mother, father, son, daughter, grand-mother, grand-father, grandson, grand-daughter, brother, sister, siblings, mother-in-law, father-in-law, cousin, nephew, niece, husband, wife, life- partner, spouse, uncle, aunt. • Forming a tree/diagram based on the information given, vertical aligning of different generations, definite symbols to be used for different people viz. square for male, circle for female, triangle for those whose gender is not specified and cannot be determined, double arrow (↔) for siblings and equality (=) for married couples [The problems to be asked should be of varied levels of difficulty. A few ones based on directly applying a given formula may be asked at the beginning; however, the latter ones should demand critical analysis of the given information and a thoughtful selection of the method/formula to solve the same.]
	Module 2: Fundamentals of Logical Thinking - II 1. Directions: • The eight directions and their names • The angles between any two directions • Revision of simple Pythagorean triplets such as (3-4-5), (6-8-10), (5-12-13), (7-24-25), (8-15-17), (9-12-15), (10-24-26), and their use in finding the distance between two points, say A and B when AC and CB are perpendicular, Revision of 45-45-90 triangle.

<table>
<tr><td></td><td>2. Coding and Decoding
Alphabet Coding, Numerical Coding, Symbol based Coding, Values Coding, Substitution Coding
Deciphering a given Coding
3. Data Sufficiency:
The concept/idea of Data Sufficiency, for example, the lengths of all the sides are sufficient to find the area of a triangle but not of a quadrilateral
Problems based on insufficient data and finding the minimal info needed to obtain the answer (In such case, not the final answer, but the minimal additional required information is to be found out) – The problems may be based on elementary mathematics or day-to-day situations.</td></tr>
<tr><td></td><td></td></tr>
<tr><td>10</td><td>Text Books

1 A Modern Approach To Verbal & Non-Verbal Reasoning, R. S. Agarwal

2. Quantitative Aptitude for Competitive Examinations, R. S. Agarwal
3. Logical and Analytical Reasoning: Useful for All Competitive Exams, A. K. Gupta</td></tr>
<tr><td>11</td><td>Reference Books

1. How To Crack Test of Reasoning In All Competitive Exams, Jaikishan and Premkishan
2. Maths Book For Competitive Exams, Vikas Bhalla
3. Reasoning For Competitive Examinations, Nishit K Sinha</td></tr>
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Internal Continuous Assessment of 20 marks for each paper.
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</table>

	mode.	
2	Project on any one topic related to the syllabus or a quiz (offline/online) on one of the modules.	05
3	Seminar/ group presentation on any one topic related to the syllabus.	05

Paper pattern of the Test (Offline Mode with One hour duration):
Q1: Definitions/Fill in the blanks/
True or False with Justification.
(04 Marks: 4 x 1).
Q2: Attempt any 2 from 3
descriptive questions. (06 marks: 2
× 3)

14 **Format of Question Paper:**
The semester-end examination will be of 30 marks of one hour duration covering the entiresyllabus of the semester.

Note: Attempt any TWO questions out of THREE.			
Q.No.1	Module 1 and 2	Attempt any **THREE** out of **FOUR**. (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5/OC6	15 Marks
Q.No.2	Module 1 and 2	Attempt any **THREE** out of **FOUR**. (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5/OC6	15 Marks
Q.No.3	Module 1 and 2	Attempt any **THREE** out of **FOUR**. (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5/OC6	15 Marks

Sign of the BOS Chairman **Dr. Bhausaheb S Desale** **The Chairman, Board of Studies in Mathematics**	**Sign of the Offg. Associate Dean** **Dr. Madhav R. Rajwade** **Faculty of Science & Technology**	**Sign of the Offg. Dean** **Prof. Shivram S. Garje** **Faculty of Science & Technology**

Signatures of Team Members

Sr.No	Name	Signature
1.		
2.		
3.		

4.		
5.		

AC – 20/04/2024
Item No. – 6.6 Sem. I (2a)

As Per NEP 2020

University of Mumbai

Syllabus for Basket of OE	
Board of Studies in Information Technology	
UG First Year Programme	
Semester	**I**
Title of Paper	**Credits 2/ 4**
I. IT_Fundamentals of Computers (Open Elective)[OE]	**2**
From the Academic Year	**2024-2025**

Name of the Course: IT_Fundamentals of Computer

Sr.No.	Heading	Particulars
1	**Description the course:**	This course is designed to aim at imparting basic level knowledge about computer, input output devices and memory.
2	**Vertical:**	**Open Elective**
3	**Type:**	Theory
4	**Credits:**	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	**Hours Allotted:**	30 Hours
6	**Marks Allotted:**	50 Marks
7	**Course Objectives (CO):** **CO 1.** To understand the basic concepts of computer **CO 2.** To understand the fundamentals of hardware, software and programming **CO 3.** To understand the concepts of operating system and internet **CO 4.** To familiarize the student with the basic taxonomy and terminology of computer networks	
8	**Course Outcomes (OC):** **OC 1.** Learners will be able to explain the needs of hardware and software required for a computation task. **OC 2.** Learners will be able to understand the need of primary and secondary storage **OC 3.** Learners will be able to understand the concepts of operating system, networking and internet **OC4.** Learners will be able to understand basic network topologies	
9	**Modules: -** **Module 1:**	
	1.Computer Basics Introduction to Computers: Definition of computer, characteristics of a Computer, History of computers, Generation of Computers. Classification of computers-analog, digital and hybrid. Algorithms, Problem solving using computers **2.Input/output Units:** Input Devices-Keyboard, Mouse, Scanner, OMR, OCR, Barcode reader, Joystick, Tracker ball, Touch screen, MICR, Output devices-monitor-different types, Printers-Impact and Non-Impact printers, plotter **3.Computer Memory:** Computer Memory: Elementary Concepts of Sequential and Random Access, Primary Storage Devices, RAM, ROM, Types of ROM-PROM, EPROM, EEPROM. Secondary Storage Devices- Magnetic Disk,	

	Magnetic Drum, Magnetic Tape, Hard Disk, CDROM, DVD, Pen drive. **4.Computer Languages:** Why programming Language? Assembly Language, Higher Level Programming Languages, Compiling High Level Language Program.	
	Module 2:	
	1. Basics of operating systems: Generations, Types, Structure, Services, System Calls, System Boot, System Programs, Protection and Security Memory management**:** Main Memory, Swapping, Contiguous Memory Allocation, Paging, Structure of Page Table, Segmentation, Virtual Memory, Demand Paging. **2. File system interface:** File Concept, Access Methods, Directory Structure, File System Structure, Allocation Methods, and Free-Space Management. Basic DOS (Disk operating system) commands**:** cd, dir, copy, mkdir, clean etc. Basics of windows operating system, working with utilities of windows operating system like notepad, paint, word pad etc. **3. Computer Network:** Introduction to Data Communication System and Its Components, Networks, types of Connection and Topologies, LAN, MAN, WAN, et al. Network Models- OSI Models, Layers in OSI Models, TCP/IP protocol. **4. Internet and WWW**: Introduction to Internet and its Applications, Connecting to the Internet, Client/Server Technology, Internet as a Client/Server Technology, Email, Video-Conferencing, Internet Service Providers, Domain Name Server, Internet Address, Internet Protocols (IP. TCP, HTTP, FTP, SMTP, POP, Telnet), Introduction to Intranet, Internet vs. Intranet vs. Extranet, Advantages & Disadvantages of Intranet. World Wide Web and Its Evolution, Architecture of Web. Uniform Resource Locator (URL), Browsers: Internet Explorer, Netscape Navigator, Opera, Firefox, Chrome, Mozilla.	
10	**Text Books** 1 Rajaraman. V: Fundamentals of Computers, Prentice Hall India,2004 2 Peter Norton's, *"Introduction to Computers", 7th* Edition, Tata McGraw-Hill, 2010, ISBN: 9780070671201 3. Forouzan, B. A., &Fegan, S. C. New York: "Data communications and networking", McGraw-Hill Higher Education, 2007.	
11	**Reference Books** 1. Computer Basics Absolute Beginner's Guide By Michael Miller and Mike Miller 2. Operating System Concepts, Silberschatz, Ninth Edition, Willey Publication	
12	**Internal Continuous Assessment: 40%**	**Semester End Examination: 60%**
13	**Continuous Evaluation through:** Class test of 1 of 15 marks Class test of 2 of 15 marks Average of the two: 15 marks Quizzes/ Presentations/ Assignments: 5 marks	**Semester End Examination (30 Marks)– 1 hr duration**

	Total: 20 marks	
14	**Format of Question Paper:** (**Semester End Examination : 30 Marks. Duration:1 hour)** Q1: Attempt any two (out of four) from Module 1 (15 marks) Q2: Attempt any two (out of four) from Module 2 (15 marks)	

Sign of Chairperson
Dr. Mrs. R. Srivaramangai
Ad-hoc BoS (IT)

Sign of the
Offg. Associate Dean
Dr. Madhav R. Rajwade
Faculty of Science & Technology

Sign of Offg. Dean,
Prof. Shivram S. Garje
Faculty of Science & Technology

AC – 20/04/2024
Item No. – 6.6 Sem. I (2b)

As Per NEP 2020

University of Mumbai

Syllabus for Basket of OE	
Board of Studies in Information Technology	
UG First Year Programme	
Semester	**I**
Title of Paper	**Credits 2/ 4**
I. **IT_Google Workspace** (Open Elective) [OE]	**2**
From the Academic Year	**2024-2025**

Name of the Course: IT_Google Workspace

Sr.No.	Heading	Particulars
1	**Description the course : Including but Not limited to:**	Google Workspace is a collection of cloud-based productivity tools that are designed to help individuals and organizations to work and collaborate efficiently. This course will provide an introduction to applications such as Gmail, Google Drive, Google meet and Google Calendar Google Docs, Google Sheets, Google Slides, Google Forms, Google Classroom.
2	**Vertical :**	**Open Elective**
3	**Type :**	Practical
4	**Credits :**	2 credits
5	**Hours Allotted :**	60 Hours
6	**Marks Allotted:**	50 Marks
7	**Course Objectives(CO):** CO 1. Understand Google Workspace and its applications. CO 2. Gain proficiency in key features of Google workspace application. CO 3. Acquire proficiency in Google workspace to collaborate, manage tasks and communicate effectively. CO 4. Leverage possibilities of Google workspace tolls to enhance productivity and streamline workflow.	
8	**Course Outcomes (OC):** OC 1. Manage email communications with Gmail. OC 2. Schedule and organize meetings and events using Google Calendar. Arrange and attend video meetings with Google Meet, Communicate with others using Google Chat. OC 3. Save , manage, and share files with Google Drive. OC 4. Generate and collaborate documents, spreadsheets and presentations. OC 5. Design Google Forms and collect data for surveys . Generate reports based on the collected data and integrate it with other Google Workspace applications. OC 6. Use Google Classroom to digitally organize, distribute, and gather assignments, course materials, and feedback. OC 7. Navigate confidently and make use of the numerous functionalities of Google Maps. OC 8. Able to design, develop, and maintain informative and visually appealing websites using Google Sites.	
9	**Modules:-** **Module 1:**	

1. **Google Workspace & Mastering email communication with Gmail**: Overview of Google Workspace, Setting up a Google account and accessing Google Workspace, Set Profile information and Photo, Send and Receive emails, Organize emails using labels, filters, and stars for easy retrieval and management, Utilize Gmail's advanced features like scheduling emails, snoozing emails, and setting reminders.
   a. Create a Gmail account. Write a brief email to your friends inviting them to a meeting to discuss a possible industrial visit. Attach a document file with the many options for places to visit.
2. **Google Calendar , Meet and Chat** : Create a new calendar, Create an event in Google Calendar, Set remainders and alarms , Share a Calendar with Other People ,Integrate with Gmail and other apps. Scheduling and managing Google Meet events, Features in Google Meet like screen sharing, chat, annotations and recording, Creating public and private Google Chat rooms ,Inviting and managing participants in Google Chat rooms, Utilizing Chat room features like sharing files, links, and multimedia, pinning messages, and polls.
   a. Create a new event in Google Calendar for an event happening on a specific date and time. Set a reminder to alert you one day prior to the event. Share your Google Calendar with a specific email address and grant them view-only access.
   b. Set up a meeting with your project partners, choose the suggested security configurations, and send a meeting invite to the participants via email. Begin the meeting by letting everyone into the meeting room. To demonstrate to them the project's progress, share your screen. Use chats to send brief messages and share relevant documents.
3. **Google Drive** :Managing files and folders in Google Drive, Sharing files and folders with collaborators and setting access permissions.
   a. Create a project folder in Google drive. Add a PowerPoint presentation detailing project milestones and a Word document with project guidelines to the folder. Share the folder and allow the project team members to edit it.
4. **Google Docs**: Document creation with Google Docs, Apply Basic Formatting to Text , Inserting Images, Creating tables, Format a document with styles, Using Find and Replace, Using Regular Expressions for Advanced Searching, Sharing and Collaborating on files.
   a. Create a one page document which best describes you. Add the document's heading and page numbers. Make a list of your hobbies using bullet points. Employ formats and typefaces to give the document an elegant look. To highlight your skills, use hyperlinks to other documents in the folder. Include a picture of yourself on the page as well. Add a table with your educational background in it. Write about your positive college experiences by voice typing. After that, translate the document's content into a different language of your choice.
5. **Google Sheets** :Insert, delete and manage sheets , Insert a Function, Format Spreadsheets, Cells, and Ranges, Apply Number Formatting

	and Conditional Formatting, Insert and View Notes, Choose Spreadsheet Settings, Merge Cells, Wrap and Rotate Cell Contents, Inserting Objects in Google Sheets, Sort and Filter Data, Apply Data Validation to Your Sheets, Protect Ranges in a Sheet, Protect a Sheet, Create and Manage Macros. a. Create a Personal budget sheet, list all your expenses and incomes of the month in the sheet. Use sum function to total the income and expenses. Use IF function to find if the budget is in deficit or not.
	Module 2:
	1. **Google Slides**: Add a Slide to a Presentation, Import Slides from an Existing Presentation, Understanding and Using Views, Work with Text Boxes, Add Audio and Video to a Slide, Insert Shapes and Word Art, Add a Transition and Animations, Edit a Slide Master, Organize the Slides in a Presentation a. Open a new Google Slides presentation titled “Project Presentation”. Add slides to provide a summary of your project. Use themes and transitions to make the slide experience better. 2. **Google Forms**: Create a Form, Choose Settings for a Form, Add Questions to a Form, Add Images to a Question, Add a Video to a Question, Import Questions from an Existing Form, Create a Form with Multiple Sections, Control Progression Based on Answers, Add Collaborators to a Form, Preview and Test a Form, Send a Form to Its Respondents, View the Responses to a Form, Analyse form responses and generate reports. a. Create a Google Form to accept participation entries for the various events your department is organizing on the annual day. Mention the details of event in the form description. Include a dropdown menu to select the events they wish to participate in. Insert relevant multimedia to make the Google Form attractive. b. Create an online evaluation quiz using Google Form. Include a variety of question formats, such as ones with pictures, videos, etc. Assign points to the questions. Share the link with your friends and check out the the summary of the responses. 3. **Google Classroom**: Create and set up a Google Classroom, Add Students and Co-Teachers, Using Google Classroom to share resources, Create assignment, Set due dates and points, Use rubrics for grading, Integrate quizzes created using Google Form with Google Classroom. a. Create a Google Classroom for a certain subject that includes a range of topics, resources, and activities. Include resources for each topic, such as Word docs, PowerPoints, and YouTube links. Include elements that encourage participation and interaction, such as assignments and discussions. 4. **Google Maps:** Search on Maps, Different Map Views (Satellite, Terrain, Street View), Customizing Maps, Get to your destination, Sharing Maps with Others. a. Use google maps to explore local landmarks in your area. Find directions from your current location to a nearby restaurant. Use Maps to check the places you have visited on a particular day.

	5. **Google Sites**: Creating and building simple websites using Google Sites, Adding content, images, and widgets to websites. a. Assume you runs a small business. Create a visually appealing website which includes the following pages: Home page , About the business, Products page, Announcement of discounts.	
10	**Text Books and Online Resources** 1. **Hart-Davis, G. (2021). Teach Yourself Visually Google Workspace. Visual.** 2. **https://support.google.com/a/users#topic=9247638** 3. **https://support.google.com/edu/classroom#topic=10298088** 4. **https://support.google.com/maps/?hl=en#topic=9729258**	
11	**Reference Books** **1. Team, Z. (2017). The Ultimate Guide to G-Suite. Lean Pub G-Suite.** **2. Iyer, b. (2022). Google workspace user guide: a practical guide to using google apps efficiently while integrating them with your data.**	
12	**Internal Continuous Assessment: 40%**	**Semester End Examination: 60%**
13	**Continuous Evaluation through:** Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.(at least 3)	
14	**Format of Question Paper: Duration 2 hours. Certified copy of Journal is compulsory to appear for the practical examination** Practical Slip: Q1. From Module 1 13 marks Q2. From Module 2 12marks Q3. Journal and Viva 05 marks	

Sign of Chairperson
Dr. Mrs. R. Srivaramangai
Ad-hoc BoS (IT)

Sign of the
Offg. Associate Dean
Dr. Madhav R. Rajwade
Faculty of Science & Technology

Sign of Offg. Dean,
Prof. Shivram S. Garje
Faculty of Science & Technology

AC – 20/04/2024
Item No. – 6.6 Sem. I (7a)

As Per NEP 2020

University of Mumbai



Syllabus for Basket of OE	
Board of Studies in Statistics	
UG First Year Programme	
Semester - I	
Title of Paper	**Credits 2**
I) Introduction to Basic Statistics-I	**2 credit**
II)	
III)	
From the Academic Year	**2024-25**

Semister-I
Open Electives-I
Name of the course: Introduction to Basic Statistics-I

Sr. No.	Heading	Particulars
1	**Description the course :** **Including but Not limited to :**	Introduction: Introduction to Basic statistics-I course is focuses on basic statistics such as collection of data and how to measure variables on different scale. Student will equip with to identify the scale of measurement and analyze elementary statistical analysis through graphical presentation. Also student will learn to identify nature of the data through statistical methods. This course mainly emphasizes the method of collecting data, summarizing and presenting data, and drawing inferences from the data. This course will be useful for science, humanity and commerce faculty. This course will be offered other than science faculty students which will be very useful to gain knowledge about basic statistics in their field. This course will be applicable to various field to analyze their basic data structure. This course is focuses practical as well as theoretical aspects of basic statistics along with subjects from psychology, Economics, sociology, commerce, Computers , Mathematics , IT etc. There is growing demand for highly skilled statisticians in the 21st century in many fields including government, banking sector, health sciences, veterinary sciences, agricultural sciences, business, and social sciences etc
2	**Vertical :**	Open Elective
3	**Type :**	Theory
4	**Credit**:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)

5	**Hours Allotted :**	30 Hours
6	**Marks Allotted**:	50 Marks
7	**Course Objectives**: Students will be able to, 1. Understand the meaning of Statistics and scope of Statistics. 2. Understand techniques of data collection and its presentation. 3. Compute various measures of central tendencies to know the entire data by a centralized single value. 4. Understand spread and variation of data using various techniques of measure of dispersion. 5. Understand the behavior of data using skewness and kurtosis and study the nature of probability curve.	
8	**Course Outcomes**: **: on successful completion of the course Students Should be able to,** 1. Calculate arithmetic mean and its applicability 2. Differentiate between qualitative and quantitative data through scale of measurement. 3. Construct graphs and diagrams from data and interpret the result. 4. Compute Skewness and Kurtosis of the data to describe nature of data distribution.	

9	**Modules**:-	**Lectures**
	Module 1: Classification, Tabulation and Presentation of data.	
	• Definition and scope of Statistics • Types of data: Qualitative and Quantitative data, Geographical data, Time series data and Crosssection data • Measurement of scales: Nominal, Ordinal, Interval and Ratio. • Primary data and Secondary data • Classification and Tabulation (One way and Two way). • Frequency distributions: Uni-variate and Bi-variate • Diagrammatic representation of data	15

Simple bar diagram, Multiple bar diagram, Subdivided bar diagram and Pie-chart • Graphical representation of data Histogram, Frequency Polygon, Frequency Curve, Cumulative frequency curve (Less than and more than type).	
Module 2: Measures of central tendency and Measures of Dispersion	**15**
Measures of central tendancy • Concept and Requirements of good measures of central tendency. • Arithmetic mean (Simple, weighted mean, combined mean)for grouped and un-grouped data, Merits, demerits and its applicability • Positional averages: Median, Mode, and Quartiles (for grouped and un-grouped data) Merits, demerits and its applicability • Graphical representation of mode, median and Quartiles. • Empirical relation between mean, median and mode (Only statement) **Measures of Dispersion** • Concept and requirements of good measures of dispersion. • Absolute and Relative measures of dispersion: Range, Quartile Deviation , Mean absolute deviation, Variance • and Standard deviation (for grouped and un-grouped data) Merits, demerits and its applicability • Raw moments and central moments , relation between them upto order four (only statement). • Measures of Skewness and Kurtosis: Karl Pearson's measure of Skewness , • Measures of skewness and kurtosis based on moments.(Only • formulae) and their interpretation	

Reference Books

- David S. : Elementary Probability, Cambridge University Press.
- Hoel P.G. : Introduction to Mathematical Statistics, Asia Publishing House.
- Hogg R.V. and Tannis E.P. : Probability and Statistical Inference.McMillan Publishing Co. Inc.
- Pitan Jim : Probability, Narosa Publishing House.
- Goon A.M., Gupta M.K., Dasgupta B. : Fundamentals of Statistics, Volume II :The World Press Private Limited, Calcutta.
- Mukhopadhyay P. An Introduction to the Theory of Probability, World Scientific Publishing Company, 2011.
- Grewal P. S, Methods of Statistical Analysis, Sterling Publishers, 1990
- S.C. Gupta and V.K. Kapoor, Fundamentals of Mathematical Statistics, Sultan Chand and Sons

Format of Question Paper:

Internal Continuous Assessment: (20 marks)

Assignment/viva Quizzes, Class Tests, presentation, project, assignment etc	**Class Test**	**Total**
05	15	20

Semester End Examination: (30 marks)

Semester End Examination will be of 30 marks of 01 hour duration covering entire syllabus of the semester. All questions are Compulsory.

Theory Question Paper Pattern:

Q 1	Attempt any one question out of two questions (Module I and II)	Max. marks: 10
Q 2	Attempt any two questions out of three questions (Module I)	Max. marks: 10
Q 3	Attempt any two questions out of three questions (Module II)	Max. marks: 10

Sign of the BOS Chairman
Dr. Santosh Gite
Board of Studies in Statistics

Sign of the Offg. Associate Dean
Dr. Madhav R. Rajwade
Faculty of Science & Technology

Sign of the Offg. Dean
Prof. Shivram S. Garje
Faculty of Science & Technology

AC – 20/04/2024
Item No. – 6.6 Sem. I (8a)

As Per NEP 2020

University of Mumbai

Syllabus for Basket of OE	
Board of Studies in Biotechnology	
UG First Year Programme	
Semester – I	
Title of Paper	**Credits 2/ 4**
I) OE: Nutrition, Life style diseases and their management	**2**
II)	**2**
From the Academic Year (2023-24 Progressively)	

Name of the Course: Nutrition, Life style diseases and their management

Sr. No.	Heading	Particulars
1	**Description the course :** **Including but Not limited to :**	This syllabus offers a comprehensive understanding of nutrition's role in preventing and managing lifestyle diseases, with a focus on theoretical foundations and practical applications. Students delve into the relevance and usefulness of nutrition knowledge, preparing them to address contemporary health challenges effectively.
2	**Vertical :**	Open Elective
3	**Type :**	Theory
4	**Credit**:	2 credits
5	**Hours Allotted :**	30 Hours
6	**Marks Allotted**:	50 Marks
7	**Course Objectives**: **CO1:** To understand the principles of nutrition and their role in human health. **CO2 :** To learn about various nutrients,their sources, functions and requirements **CO3:** To understand Diet planning **CO4:** To understand the relationship between nutrition and various health conditions **CO5**: . To create awareness about arising from day to day activities which could be prevented/ managed by controlling life style.	
8	**Course Outcomes**: Learner will be able to **OC1**: Demonstrate knowledge of principles of nutrition science **OC2:** Develop dietary plans to meet nutritional needs of individual across the life span and in various health conditions. **OC3:** Understand the role of nutrition in the prevention and management of chronic diseases **OC4:** Understand concept of life style disorders and their impact on individual health and well being **OC5:** Learn strategies for prevention, early detection and management of lifestyle disorders through lifestyle modifications, including diet, exercise.	

9	**Modules**:- **Module 1: Nutrition and Dietetics**
	1. Food, Nutrition and Nutrients: Food groups based on functions and chemical nature. Nutritional disorders due to deficiency and excess **(3 lectures)** **2. Energy Value of Foods:** Methods of measurement of energy, value of nutrients, BMR (basal metabolic rate) - measurement and factors affecting BMR **(2 lectures)** **3. Adequate Diet:** food guide pyramid, balanced diet **(1 lecture)** **4. Cereals and Millets:** composition, nutritive value and nutrient losses during processing. **(2 lectures)** **5. Pulses, Legumes, Nuts and Oilseeds:** composition, nutritive value and nutrient losses during processing. Importance of germination and malting, anti-nutritional factors. Rancidity of oils and preservation. **(3 lectures)** **6. Vegetables and fruits:** Vegetables-composition and nutritive value, changes during cooking, storage. Fruits - composition, nutritive value, storage and ripening, enzymatic browning and its prevention. **(2 lectures)** **7. Animal Foods:** Composition, nutritive value of Milk, Eggs, Poultry, Meat and Fish **(2 lectures)**
	Module 2: Life style Diseases and their management
	1. Concept of lifestyle diseases- Importance of lifestyle factors in preventing disease development: diet, exercise, smoking, alcohol etc. **(2 lectures)** **2. Diabetes-** Type 1 and type 2, Characteristics, causes, diagnosis, prevention and management **(2 lectures)** **3. Cancer-**Characteristics, causes, diagnosis, prevention, management, basis of treatment modalities **(2 lectures)** **4. Arteriosclerosis and cardiovascular diseases-** Myocardial infarction, congestive heart failure, ischemic diseases - causes, diagnosis and management, hypertension **(3 lectures)** **5. Obesity-** causes, prevention and management.**(2 lecture)** **6. Respiratory diseases, Cirrhosis and stroke (2 lectures)** **7. Importance of diet and physical exercise in health**. **(2 lectures)**
10	**Text Books:** **1. Fundamentals of Food and Nutrition, 4th Edition, Mudambi R. and Rajgopal M.V. 2001, New Age International Ltd. Publication** **2. Principles of Nutrition and Dietetics, 2nd Edition, Swaminathan M.** **3. Food Science, 5th Edition, 2011, Srilakshmi B. New Age International Publishers, New Delhi**

11	**Reference Books:** **1. Textbook of Lifestyle Medicine- Labros Sidossis and Stefanos Kales, Wiley 2020, ISBN # 978.1.119.70442.3** **2. Food Facts and Principles, Shakuntala Manay N., 2005,New Age International Publishers, New Delhi** **3. Food Science, Norman Potter N. 2007, CBS Publishers and Distributors, New Delhi**

12	**Internal Continuous Assessment: 40%**	**External, Semester End Examination : 60% Individual Passing in Internal and External Examination**
13	**Continuous Evaluation through:** Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc. (at least 3)	
14	**Format of Question Paper:** Semester End Examination theory - 50 Marks	

Sign of the BOS Chairman
Dr. Varsha Kelkar-Mane
Ad-hoc BoS (Biotechnology)

Sign of the Offg. Associate Dean
Dr. Madhav R. Rajwade
Faculty of Science & Technology

Sign of the Offg. Dean
Prof. Shivram S. Garje
Faculty of Science & Technology

AC – 20/04/2024
Item No. – 6.6 Sem. II (1b)

As Per NEP 2020

University of Mumbai



Syllabus for Basket of OE (Scheme I)	
Board of Studies in Mathematics	
UG First Year Programme	
Semester	**II**
Title of Paper	**Credits**
1. Logic and Data Interpretation – II	**2**
2.	**2**
3.	**2**
From the Academic Year	**2024-25**

Name of the Course: Logic and Data Interpretation – II (OE – II)

Sr. No.	Heading	Particulars
1	**Description the course:** **Including but Not limited to:**	This course deals with the Logical Thinking and Data Interpretation, that forms an essential component of Most of the Competitive and Entrance Examinations, such as Banking, Management Entrance, UPSC/MPSC, SET/NET, GMAT/GRE to quote a few. The nature of the problems and the difficulty level of the questions is quite high and a person appearing for such exams is expected to have a thorough understanding of the concepts, to have ability to think logically, and to be able to interpret the data, presented in different manner.
2	**Vertical :**	Open Elective
3	**Type :**	Theory
4	**Credits :**	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	**Hours Allotted :**	30 Hours
6	**Marks Allotted:**	50 Marks
7	**Course Objectives (CO):** This course revises the basic mathematical concepts learned during school career. However, the problems asked in this course would be mostly advanced and indirect, and would demand broader and critical thinking. The course aims to enhance the reasoning power and logical thinking of the learners and nurture their intellect so as to make them competent across all competitive exams. CO1. To reinforce the basic math concepts and ideas within the learners CO2. To improve the cognitive power of the learners and make them think over and apply concepts/formulae to solve math problems of indirect nature, thereby developing their problem-solving capacity. CO3. To develop rational thinking of the learners CO4. To make learners competent across all competitive and entrance examinations	
8	**Course Outcomes (OC):** After completion of the course, the learners will be able to OC1: think logically about the problems related to clocks OC2: understand the nature of the calendars, find out the day related to any date in past/future OC3: develop logical thinking and realize the hidden pattern amongst the sequence of figures/diagrams	

	OC4: understand the representation of data in various forms OC5: understand the idea behind displaying data in a web-like diagram and comparing between two sets of data OC6: develop logical thinking to extract information from various graphs, charts, and tables representing data.
9	**Modules:-** **Module 1: Logic and Data Interpretation** 1. Clocks • The proportion of the speeds of different hands of a clock • The angles between the several positions of the hands • Coincidental and collinear but oppositely directed hour-hand and minute hand 2. Calendars • Review of the standard Gregorian calendar, with emphasis on Leap Year (1900 wasn't a leap year but 2000 was!) • Number of weeks in a year • Forward movement of the days with respect to dates (E.g. 1 Jan 2023 was Sunday, but 1 Jan 2024 is Monday) 3. Figures and Images • Sequence of diagrams, identifying the various patterns by which the figures/diagrams undergo changes and then predicting the next (or in between) figure/diagram. • Understanding images of various shapes/figures in mirror and water. Finding out the actual shape from its images in water/mirror. [The problems to be asked should be of varied levels of difficulty. A few ones based on directly applying a given formula may be asked at the beginning; however, the latter ones should demand critical analysis of the given information and a thoughtful selection of the method/formula to solve the same.]
	Module 2: Data Interpretation 1. Types of data: Qualitative and Quantitative 2. Tabulation: Reading and understanding data presented in a tabular form. 3. Interpreting data represented by Bar Graph, Pie Chart, Line graph, Scatter Diagram, Histogram etc. 4. Caselet Data Interpretation – Questions/Problems based on a long paragraph of information. 5. Web-based data interpretation – Display of data in a web-like diagram, Two sets of data and their comparison, Analysing the data 6. Missing Data Interpretation - Filling the missing values in the table from the additional information given or by applying logical thinking.
10	**Text Books** 1. Data Interpretation for CAT, Nishit k Sinha 2. Data Interpretation & Analysis, Aashish Arora

<table>
<tr><td></td><td colspan="2">3. Logical and Analytical Reasoning: Useful for All Competitive Exams, A. K. Gupta</td></tr>
<tr><td>11</td><td colspan="2">Reference Books

1. Arithmetic : Subjective And Objective For Competitive Examinations, R. S. Agarwal
2. A Complete Book on Data Interpretation & Analysis and A Complete Book for Seating Arrangement and Puzzles, Adda247 Publications
3. Reasoning for Competitive Examinations, Nishit K Sinha</td></tr>
<tr><td></td><td colspan="2"><u>Scheme of the Examination</u></td></tr>
<tr><td></td><td colspan="2">The performance of the learners shall be evaluated into two parts.
• Internal Continuous Assessment of 20 marks for each paper.
• Semester End Examination of 30 marks for each paper.
• Separate head of passing is required for internal and semester end examination.</td></tr>
<tr><td>12</td><td>Internal Continuous Assessment: 40%</td><td>Semester End Examination: 60%</td></tr>
<tr><td>13</td><td>Continuous Evaluation through:
Quizzes, Class Tests, presentations, projects, role play, creative writing, assignments etc.
(at least 3)
<table>
<tr><th>Sr. No.</th><th>Particulars</th><th>Marks</th></tr>
<tr><td>1</td><td>A class test of 10 marks is to be conducted during each semester in an Offline mode.</td><td>10</td></tr>
<tr><td>2</td><td>Project on any one topic related to the syllabus or a quiz (offline/online) on one of the modules.</td><td>05</td></tr>
<tr><td>3</td><td>Seminar/ group presentation on any one topic related to the syllabus.</td><td>05</td></tr>
</table>
Paper pattern of the Test (Offline Mode with One hour duration):
Q1: Definitions/Fill in the blanks/ True or False with</td><td></td></tr>
</table>

	Justification. (04 Marks: 4 x 1). Q2: Attempt any 2 from 3 descriptive questions. (06 marks: 2 × 3)	

14 **Format of Question Paper:**

The semester-end examination will be of 30 marks of one hour duration covering the entiresyllabus of the semester.

Note: Attempt any TWO questions out of THREE.			
Q.No.1	Module 1 and 2	Attempt any **THREE** out of **FOUR**. (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5/OC6	15 Marks
Q.No.2	Module 1 and 2	Attempt any **THREE** out of **FOUR**. (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5/OC6	15 Marks
Q.No.3	Module 1 and 2	Attempt any **THREE** out of **FOUR**. (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5/OC6	15 Marks

Sign of the BOS Chairman
Dr. Bhausaheb S Desale
The Chairman, Board of Studies in Mathematics

Sign of the Offg. Associate Dean
Dr. Madhav R. Rajwade
Faculty of Science & Technology

Sign of the Offg. Dean
Prof. Shivram S. Garje
Faculty of Science & Technology

AC – 20/04/2024
Item No. – 6.6 Sem. II (9c)

As Per NEP 2020

University of Mumbai

Syllabus for Basket of Open Elective (OE)	
Board of Studies in Zoology	
UG First Year Programme	
Semester - II	
Title of Paper	**Credits 2/ 4**
I) OE3A: Nutrition, Health and Fitness	**2**
II)	
III)	
From the Academic Year	**2024-25**

OE2: Nutrition, Health and Fitness

9	**Module 1: Nutrition, Health and Fitness-I**	**15hr**
	1.1. Introduction to the basic concept of food, nutrition and nutrients. Classification of Food, Classification of Nutrients	**03hr**
	1.2 Carbohydrates: 1.2.1 Definition, sources, daily requirements, functions. 1.2.2 Effects of too high and too Low carbohydrates on health. 1.2.3 Digestion and absorption of carbohydrate.	**04hr**
	1.3 Lipids: 1.3.1 Definition, Fatty acids: types and sources 1.3.3 Daily requirements, functions.	**03hr**
	1.4 Proteins: 1.4.1 Definition, sources of proteins, daily requirements, functions. 1.4.2 Types of amino acids, functions. 1.4.3 Effect of too high and too low proteins in diet on health.	**05hr**
	Module 2: Nutrition, Health and Fitness-II	**15hr**
	2.1 Dietary Fiber: Classification, sources, composition, properties, and nutritional significance. **2.2 Minerals & Trace Elements:** bio- availability & requirements, sources, deficiency & excess (Calcium, Sodium, Potassium, Phosphorus, Iron, Fluoride, Zinc, Selenium, Iodine, Chromium) **2.3 Vitamins:** Types, requirements, sources, deficiency & excess. **2.4 Water:** Functions, daily requirements, Water balance.	**09hr**
	2.5 Social health problems: Smoking, Alcohol addiction, Drug addiction **2.6 Nutrition for special conditions:** Introduction to Nutrition for physical fitness and sport **2.7** Feeding problems in children.	**06hr**
	Suggested assignment topics: Study of relevant topics such as food rich in various nutrients, Body Mass Index Calculation, Holistic health, Community health and nutrition, Benefits of Yoga, etc.	

10.	**Text Books:** 1. Swaminathan M (2007): Essentials of Food and Nutrition (Vol. I & II), 2nd Ed. Bappco 2. Srilakshmi B (2017): Nutrition Science,6th Multicolour Ed. New Age International (P) Ltd. 3. Nutrient Requirements and Recommended Dietary Allowance for Indians, Indian Council of Medical Research: New Delhi.
11.	**Reference Books:** 1. Mann J and Truswell S (2017): Essentials of Human Nutrition, 5th Ed. Oxford University Press. 2. Robinson CH and Lawler M (1990): Normal and Therapeutic Nutrition. 17th Revised Ed. Macmillan USA. 3. Roday S (2012): Food Science and Nutrition, 2nd Ed. Oxford University Press

12	**Internal Continuous Assessment: 40% (20 marks)**	**External, Semester End Examination : 60% Individual Passing in Internal and External Examination** (30 marks)	
13	**Continuous Evaluation through:** Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.(at least 3)	As per paper pattern 01.00 hour	
14	**Format of Question Paper:** for the final examination		
	Time 1.0 Hr		**Max. Marks 30**
	Q.1. Questions in the form of MCQ and answer in one sentence. (Overall equal weightage for both modules I & II) Q1a. Five questions in the form of MCQ (5 marks) Q1b. Five questions of answer in one line (5 marks)		**10**
	Q.2 Answer any one of the following (based on Module I) a. b.		**06**
	Q.3. Answer any one of the following (based on Module II) a. b.		**06**
	Q4. Write short note any two of the four from module I and II (equal weightage) a. b. c. d.		**08**

Sign of the BOS Coordinator **Dr. Vaishali Somani** **BOS in Zoology**	**Sign of the Offg. Associate Dean** **Dr. Madhav R. Rajwade** **Faculty of Science & Technology**	**Sign of the Offg. Dean** **Prof. Shivram S. Garje** **Faculty of Science & Technology**