

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 Wehrich, 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***

AC – 20/04/2024
Item No. – 7.8 Sem. II (5a)

As Per NEP 2020

University of Mumbai



Syllabus for Basket of Minor	
Ad- hoc Board of Studies in B. Com. (Management Studies)	
UG First Year Programme	
Semester	II
Title of Paper	Credits 2/ 4
Industry and Service Management I (Basics of I & S)	2
From the Academic Year	2024-25

Sr. No.	Heading	Particulars
1	Description the course: Including but not limited to:	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	Vertical :	Major/ Minor /Open Elective /Skill Enhancement / Ability Enhancement/Indian Knowledge System (Choose By √)
3	Type :	Theory / Practical
4	Credit:	2 credits
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives: 1. Differentiate between different types of industries and their defining characteristics 2. Apply industry analysis frameworks to assess competitive landscapes 3. Evaluate the impact of various factors on industry performance and service delivery 4. Design and analyze service models for optimal customer experience.	

8	Course Outcomes: 1. Learners should Differentiate between various industry types and their characteristics 2. Identify the key factors influencing industry performance and competition 3. Understand the core principles of service management and customer experience 4. Analyse the challenges and opportunities unique to service businesses
---	--

9	Modules: -
	Module 1: Basics of Industry Management
	a) Concept of Industry Management, Characteristics of IM, Types, Pros and Cons of Industry Management b) Industry Analysis: Framework of Porter's Five Forces, Industry Life Cycle, Technological advancement, Government regulations
	Module 2: Basics of Service Management
	a) Concept of service and service Management, characteristics of services, importance of service industry b) Scope and Classification of services - Specialized services, Customer services and Industrial services, Reasons for growth of service industry in India.
10	Text Books: • <i>Service Sector in India - recent policy initiative a New century publication 2008</i> • <i>A. Vijaykumar Service Sector management - An Indian perspective - Bhattacharjee, Jaico publishing House 2011.</i>

	Reference Books: • Industry Analysis by Michael E. Porter • Operations Management by Roberta F. Shang and Kenneth S. Meizer • Competitive Strategy by Michael E. Porter • Good Strategy Bad Strategy by Richard Rumelt • <i>Service marketing - Temani V. K. Prism Publication</i> • <i>Management of Service Sector - Bhatia B. S. VP Publication</i>
--	--

12	Internal Continuous Assessment: 40%	External, Semester End Examination Individual Passing in Internal and External 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: for the final examination External Paper Pattern (30 Marks) Q1. Case Study Analysis 10 Marks Q2. Answer the following (Any One) 10 marks A Or B Q3. Answer the following (Any One) 10 Marks A Or B	

**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**

Name of the Course: IT_Data Analysis with Excel

Sr.No.	Heading	Particulars
1	Description the course : Including but Not limited to:	Excel Data Analysis can help, with concise and understandable explanations of the vast array of functions for creating, visualizing, and analyzing data. Tool knowledge enables user to create reports which are insightful.
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. Learn to handle data, clean the data to make meaningful data set without missing value using various excel functions. CO 2. Learn to use excel functions to get statistical and financial results. CO 3. Learn to use intelligent functions in excel like lookups and conditional calculations. CO 4. Learn to visualize data, in to the form of Graphs, Pivots and list with subtotals. Explore various types of graphs and chart styles. CO 5. Equip with skills in managing and preparing data for analysis in Excel. CO 6. Employ advanced data analysis techniques such as what-if analysis and macros. CO 7. Learn how to use Excel's Data Analysis Toolpak to perform complex engineering and statistical analysis on datasets.	
8	Course Outcomes (OC): OC 1. Collect data from different sources, and organize it to a meaningful tabular format. OC 2. Apply formulas to the data using excel built in functions. OC 3. Utilize Excel's advanced features for data manipulation and analysis. OC 4. Select graph types and chart styles which will suit the kind of data they analyse. OC 5. Explore the immense possibilities of pivot table and make meaningful reports. OC 6. Utilize Excel's advanced features for data manipulation and analysis. OC 7. Utilize the Toolpak's features to extract valuable insights and find solutions to challenging data-driven issues.	
9	Modules:- Module 1: 1. Introduction to Excel Basics a. Entering and editing worksheet data. b. Performing basic worksheet operations. c. Illustration of autofill and formatting data in the cells.	

- d. Use of simple arithmetic operations.
- e. Working with excel ranges and tables.
- f. Use of cell references in formulas (relative, absolute, and mixed references) and referencing cells outside the worksheet
- g. Demonstration of formatting worksheets and applying conditional formatting.
- h. Understanding formula basics.

2. Working with Formulas and Functions

- a. Using formulas for common mathematical operations.
- b. Using text functions to manipulate text.
- c. Using date and time functions.
- d. Using formulas for financial analysis

3. Using the Statistical Functions

- a. Counting items in a data set.
- b. Means, Modes, and Medians
- c. Finding Values, Ranks, and Percentiles
- d. Standard Deviations and Variances
- e. Regression Analysis
- f. Correlation
- g. t-distributions

4. Advanced Excel Functions for Data Analysis

- a. Using formulas for Conditional Analysis
 - i. Use the IF function to evaluate a condition and return values based on the result.
 - ii. Apply the AND and OR functions to evaluate multiple conditions.
 - iii. Perform conditional calculations(SUMIF, COUNTIF, AVERAGEIF)
- b. Using formulas for Matching and Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH).

5. Data Visualization with Excel

- a. Demonstration of creation of a bar chart representing sales data for different months.
- b. Customize the appearance of a chart, including colors, fonts, titles, legends and axis labels.
- c. Use of various types of charts in Excel- column charts, histograms, line charts, pie charts and scatter charts.
- d. Use of sparklines to display trends within a single cell.

Module 2:

1. Introduction to PivotTables and Pivot Charts

- a. Demonstration of creation of PivotTable using a dataset.
- b. Customizing PivotTables.
- c. Demonstration of creation of a PivotChart based on an existing PivotTable.
- d. Analysing Data with PivotTables.

2. Managing and Analysing Data

- a. Importing data into Excel from an external source.
- b. Cleaning Data.
- c. Data sorting and filtering.
- d. Using Data Validation.

	3. Advanced Data Analysis Techniques - Performing Spreadsheet What-If Analysis. - Analysing Data Using Goal Seeking and Solver. 4. Introducing Data Analysis Toolpak Tools - Using the Descriptive Statistics tool. - Creating a histogram. - Ranking by percentile. - Calculating moving averages. - Using the Exponential Smoothing tool. - Using Data Analysis t-test tools. - Using the Regression and Correlation tools. - Implementing the ANOVA data analysis tools. 5. Excel Macros - Recording and editing macros. - Managing recorded macros.	
10	Text Books - Excel 2019 bible, Alexander, M., Kusleika, R., & Walkenbach, J. (2018), John Wiley & Sons. - Excel data analysis for dummies, Nelson, S. L., & Nelson, E. C. (2014), John Wiley & Sons. - Data Analysis with Microsoft Excel , Berk, K. N., & Carey, P. (1998), Pacific Grove, CA: Duxbury Press.	
11	Reference Books - Excel Data Analysis Modeling and Simulation., Hector, G. (2019), Springer. - Microsoft Excel data analysis and business modelling, Winston, W. (2016), Microsoft press.	
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)	Practical Exam of 30 marks for 2 hours duration
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

As Per NEP 2020

University of Mumbai



Syllabus for Basket of OE

Board of Studies in Statistics

UG First Year Programme

Semester - II

Title of Paper

Credits 2

I) **Introduction to Business
Statistics-II**

2 credit

II)

III)

From the Academic Year

2024-25

Semester-II
Open Elective-III

Name of the Course: Introduction to Business Statistics-II

Sr.No.	Heading	Particulars
1	Description the course: Including but not limited to: Introduction: Business Statistics is a course that focuses on applying statistical methods to analyze and interpret data in the context of business decision-making. It covers various statistical techniques and tools used to collect, organize, analyze, and present data. Relevance and Usefulness: • Business Statistics equips learner with the skills to extract meaningful information from data, helping businesses to optimize their strategies and operations. • Business statistics are used for workforce planning, performance evaluation, employee satisfaction surveys. • Business statistics is essential for policy-making, public administration, and assessing the effectiveness of government programs and initiatives. • It helps in identifying and quantifying risks and significant association and trends. • It helps in market research and forecasting. • It helps learner to evaluate performance measures such as sales figures, customer satisfaction scores, and financial ratios. • It is used customer segmentation, sales forecasting, inventory management, and pricing optimization. Application and Demand: • Finance and Banking: Risk assessment, investment analysis, and portfolio management. • Marketing and Advertising: Market research, consumer behaviour analysis. • Business statistics are used improve product quality, minimize defects, and optimize manufacturing processes. • It is used in Inventory optimization, production forecasting, and quality control. • Healthcare: Clinical trials, patient outcomes analysis, and resource allocation. • Technology: User behaviour analysis, product performance evaluation, and predictive analytics. Job Prospects: Business Statistics are in high demand across various job roles such as Data Analyst, Business Analyst, Market Research Analyst, Financial	

	Analyst, Operations Manager, Risk Analyst, Statistician, Management Consultant Connection with Other Courses: Business statistics relates to other courses like Economics, Mathematics, Computer Science, Business Management, medical science and technology. Additional Areas : Business Statistics plays a crucial role in Analysing environmental data, monitor pollution levels, assess climate change impacts, and develop sustainable practices. In sports, statistics are employed for performance analysis, player evaluation and game strategy optimization,	
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	Theory (2 Credit) Total No of Theory Hours: 30 Total Marks : 50 Course Objectives (CO): (List the course objectives) 1. To know linear relationship between variables by means of correlation. 2. To know how to measure the strengths of correlations. 3. To identify the possible relationship between two continuous variables from a scatter plot 4. To identify which variable is the response variable in a regression analysis 5. To learn how to fit a curve to the given data. 6. To learn time series data and its components and methods of obtaining trends. 7. To understand index number and its use	
8	Course Outcomes (OC): (List the course outcomes) 1. Learners will able to check whether the variables in the data are correlated or not. 2. Learners will able to discover the regression equation between correlated variables. 3. Learners will able to determine the best fit curve equation or model for the variables under study in the data. 4. They will know how to determine trends for time series data 5. They will understand the concept the use of index number and how various indices are obtained for the variable understudy.	

Module 1:	Correlation and Regression Analysis	15 hrs
1.1	Correlation: Bivariate data, Scatter diagram, Covariance between two variables, Product Moment correlation coefficient and its properties,	5
1.2	Spearman's Rank correlation. (with and without ties)	2
1.3	Regression: Concept of linear regression analysis, Fitting of a linear regression line by method of least squares. Relation between regression coefficients and correlation coefficients, Coefficient of determination.	8
Module 2:	Time Series and Index Number	15 hrs
2.1	Definition of time series, Components of time series, Models of time series. Estimation of trend by i) Freehand curve method ii) Method of least squares (linear and parabolic trend).	5
2.2	Index number as a comparative tool, Stages in the construction of Index Numbers, Simple and composite Index Numbers, methods of computing composite index numbers, Some standard index numbers -	5
2.3	Laspeyres', Paasche's, Marshal-Edgeworth's, Dorbis-Bowley's and Fisher's Index Numbers. Fixed base Index Numbers. Cost of Living Index Number, Concept of Real Income based on the Wholesale Price Index Number.	5

9	Reference Books: 1. Gupta and Kapoor: Fundamentals of Mathematical Statistics, Sultan Chand & Sons, New Delhi, Tenth Edition. (2000) 2. Kothari C.R.: Research Methodology, Wiley Eastern Limited, Second Edition. (2004) 3. Goon A.M., Gupta M.K., Dasgupta B.: Fundamentals of Statistics, Volume II: The World Press Private Limited, Calcutta. (1968) 4. Gupta and Kapoor: Fundamentals of Applied Statistics, Sultan Chand & Sons, New Delhi, Fourth Edition. (2007)
----------	---

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:

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**

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) Learners will be 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

2. Quiz **OR** Group discussion

} any one

10 Marks

3. Class Test (Mandatory) with objectives

10 Marks

Total

20 Marks

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	} any two (10 Marks each)	20 Marks
2. Quiz OR Group discussion OR Role Playing		
3. Project Presentation OR Research Paper		
4. Class Test - (Mandatory) with Objective questions		20 Marks
Total		40 Marks

External Paper Pattern (60 Marks)

External Paper Pattern (60 Marks)

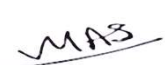
Write any **FOUR** questions from the following

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	

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 Studies)

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

Name of the Course: Commercial Mathematics – II

Sr. No.	Heading	Particulars
1	Description the course: Including but not limited to:	The course aims to provide students with a solid foundation in financial mathematics, economics, and mathematical modeling, enabling them to understand and analyze various real-world economic phenomena. It includes developing analytical and problem-solving skills, understanding the mathematical tools used in finance and economics, and applying them to practical scenarios. It develops ability to calculate interest and annuities, analyze market dynamics using demand and supply functions, interpret cost and profit functions, and formulate and solve linear programming problems.
2	Vertical:	VSC
3	Type:	Practical
4	Credits:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted:	60 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives (CO): This course aims to equip students with a strong foundation in financial mathematics, economics, and mathematical modelling. It includes developing analytical skills, understanding mathematical tools, and applying them practically. It also encompasses calculating interest and annuities, analysing market dynamics, interpreting cost and profit functions, and solving linear programming problems. Overall, the syllabus provides essential knowledge relevant to finance, economics, and mathematical modelling. CO1: To understand the principles of simple and compound interest and their applications in financial calculations. CO2: To introduce students to fundamental real functions and their role in economic modelling. CO3: To explore key economic concepts such as demand, supply, total revenue, and average revenue, and understand their mathematical representations. CO4: To develop graphing skills for linear equations, linear inequalities, and other relevant economic functions. CO5: To equip students with the tools to formulate and solve linear programming	

	problems with up to two variables.
8	Course Outcomes (OC) After completion of the course, students will be able to OC1: calculate simple, compound interest for various scenarios and to compute EMIs using both reducing balance and flat interest systems. OC2: determine the present and future values of annuities and apply this knowledge to financial decision-making. OC3: understand the relationships between demand, supply, and market equilibrium, and interpret them using mathematical models. OC4: develop graphing skills to visually represent economic relationships and analyze their implications. OC5: formulate linear programming problems and apply appropriate techniques to find optimal solutions, facilitating efficient resource allocation and decision-making.
9	Modules: - Module 1: Interest and Annuity - Simple Interest and Compound Interest, Compounded more than once a year. - Practical based on simple interest (finding Interest and Final Amount) - Practical based on Simple interest (finding rate of interest) - Practical based on Simple interest (finding period) - Practical based on Compound interest (finding Interest and Final Amount) - Practical based on Compound interest (finding rate of interest) - Practical based on Compound interest (finding period) - Practical based on Compound interest where compounding is more than once in a year - Annuity, Immediate and due, Present value, Future value of an Annuity - Practical on Annuity Immediate and Annuity Due - Practical on finding Present value and Future value of an Annuity - Equated Monthly Instalments (EMI) using reducing balance & flat interest system. - Practical on EMI using reducing balance method - Practical on EMI using flat interest method. Students are encouraged to use excel to solve practical problems. Module 2: Functions in Economics and LPP - Concept of real functions: constant function, linear function, quadratic function - Practical based on constant function, linear function and quadratic function (students will be expected to identify and differentiate between these types of functions) - Practical based on graphs of constant, linear and quadratic functions - Concept of Demand, Supply, Total Revenue, Average Revenue - Practical on demand function and supply function - Practical based on Average Revenue and Total Revenue - Concept of Total Cost, Average Cost and Profit function. Equilibrium Point - Practical on Total Cost and Average cost - Practical on Profit function - Practical on Equilibrium point - Sketching of graphs of (i) linear equation $Ax + By + C = 0$ (ii) linear inequalities. - Practical on drawing graphs on linear inequalities (where constant term $C \neq 0$)

	• Practical on drawing graphs on linear inequalities (where constant term $C = 0$) 5. Mathematical Formulation of Linear Programming Problems up to 2 variables. • Practical on formulation of LPP from the given information • Practical on maximization of a function under the given constraints • Practical on minimization of a function under the given constraints Students are encouraged to use GeoGebra/Tora for solving LPP practical problems.										
10	Text Books 1. Business Mathematics, M. Wilson, Himalaya Publishing House. 2. A textbook of Business Mathematics, R. Jayaprakash Reddy, Y. Mallikarjuna Reddy,										
11	Reference Books 1. Business Mathematics and Statistics, S.K. Khandelwal, International Book House Pvt. Ltd. 2. Business Mathematics, K.L. Sehgal, Himalaya Publishing House.										
	<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, presentation, project, role play, creative writing, assignment etc. (at least 3) Mid semester practical examination of 20 marks will be conducted on covered syllabus (at least 50% of total syllabus) of one hour duration as per the following pattern. <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Title</th><th>Marks</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Quiz comprising of MCQs (Attempt any 5 out of 8) (Online/Offline)</td><td>05</td></tr> <tr> <td>2.</td><td>Class Test comprising of Problems/ Programs (Attempt any 2 out of 4)</td><td>10</td></tr> </tbody> </table>	Sr. No.	Title	Marks	1.	Quiz comprising of MCQs (Attempt any 5 out of 8) (Online/Offline)	05	2.	Class Test comprising of Problems/ Programs (Attempt any 2 out of 4)	10	
Sr. No.	Title	Marks									
1.	Quiz comprising of MCQs (Attempt any 5 out of 8) (Online/Offline)	05									
2.	Class Test comprising of Problems/ Programs (Attempt any 2 out of 4)	10									

	3.	Viva	05										
14	Format of Question Paper: The performance of the learners shall be evaluated into two parts. • Internal Continuous Assessment of 20 marks. • Semester End Examination of 30 marks. • Separate head of passing is required for internal, and semester end practical examination. Semester End Practical Examination (30 marks): Semester end practical examination of 30 marks on entire syllabus will be conducted of three hours duration as per the following pattern. <table><tr><th>Sr. No.</th><th>Title</th><th>Marks</th></tr><tr><td>1.</td><td>Problems/ Programs (Attempt any 5 out of 8)</td><td>25 Marks</td></tr><tr><td>2.</td><td>Journal</td><td>05 Marks</td></tr></table> The students are required to perform 75% of the Practical for the journal to be duly certified. The students are required to present a duly certified journal for appearing at the practical examination, failing which they will not be allowed to appear for the examination.				Sr. No.	Title	Marks	1.	Problems/ Programs (Attempt any 5 out of 8)	25 Marks	2.	Journal	05 Marks
Sr. No.	Title	Marks											
1.	Problems/ Programs (Attempt any 5 out of 8)	25 Marks											
2.	Journal	05 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**

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	भाषिक कौशल्यांचे उपयोजन – १ (भाषण व निवेदन कौशल्ये) राष्ट्रीय शैक्षणिक धोरण- २०२० नुसार पदवीच्या प्रथम वर्षातील एका सत्रात क्षमता विकसन अभ्यासक्रम (Ability Enhancement Course) या शीर्षकांतर्गत आधुनिक भारतीय भाषेचे अध्ययन अनिवार्य करण्यात आले आहे. आधुनिक भारतीय भाषेचा प्रस्तुत अभ्यासक्रम व अध्ययन प्रामुख्याने भाषा क्षमता विकसन केंद्री असावे, असेही या धोरणात नमूद करण्यात आले आहे. त्यामुळे या अभ्यासपत्रिकेच्या अध्ययनातून विद्यार्थ्यांना भाषिक कौशल्यांचा तपशीलवार परिचय करून देणे तसेच ती कौशल्ये आत्मसात करण्याची संधी उपलब्ध करून देणे अभिप्रेत आहे. या पार्श्वभूमीवर भाषण व निवेदन कौशल्ये या दोन भाषिक कौशल्यांचा परिचय करून देणारी ही अभ्यासपत्रिका आहे. या अभ्यासपत्रिकेच्या अध्ययनातून भाषण व निवेदनाचे स्वरूप, विविध कार्यक्रम व घटना-प्रसंगीची भाषणे व निवेदन, विविध स्वरूपांच्या भाषण व निवेदनाची पूर्वतयारी, त्यासाठी आवश्यक क्षमता व तंत्रांचा व भाषिक-आंगिक-वाचिक कौशल्यांचा परिचय व्हावा, असे अपेक्षित आहे. या अभ्यासपत्रिकेचे अध्ययन करणाऱ्या विद्यार्थ्यांमध्ये भाषण व निवेदनाची जाण व क्षमता विकसित होईल, हे लक्षात घेऊन प्रस्तुत अभ्यासपत्रिकेची आखणी करण्यात आली आहे.
2	Vertical :	Ability Enhancement Course
3	Type :	Theory + Practical
4	Credit:	02 (1 credit = 15 Hours for Theory in a Semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives : १. विविध कार्यक्रम व घटना-प्रसंगीच्या भाषणाचे स्वरूप समजावून सांगणे. २. विविध घटना प्रसंगीच्या निवेदनाचे स्वरूप समजावून सांगणे. ३. प्रभावी भाषण करण्यासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा परिचय करून देणे. ४. प्रभावी निवेदन करण्यासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा परिचय करून देणे. ५. प्रत्यक्ष भाषण आणि निवेदन करण्याची संधी उपलब्ध करून देणे.	
8	Course Outcomes : १. विद्यार्थ्यांना विविध कार्यक्रम व घटना-प्रसंगी करावयाच्या भाषणाचे स्वरूप कळेल. २. विद्यार्थ्यांना विविध कार्यक्रम व घटना-प्रसंगी करावयाच्या निवेदनाचे स्वरूप कळेल. ३. विविध कार्यक्रम व घटना-प्रसंगी करावयाच्या भाषणासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा विद्यार्थ्यांना परिचय होईल. ४. विविध कार्यक्रम व घटना-प्रसंगी करावयाच्या निवेदनासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा विद्यार्थ्यांना परिचय होईल. ५. विद्यार्थ्यांना प्रत्यक्ष भाषण आणि निवेदन करण्याची संधी उपलब्ध होईल व त्यांच्या क्षमता विकसित होतील.	

9	Modules (अभ्यास घटक) :	
	Module 1 (घटक- ०१) : भाषण कौशल्य	
	१. भाषण : संकल्पना, भाषण : स्वरूप वैविध्य, भाषण प्रकार. २. भाषण कौशल्याचे उपयोजन : भाषणाची पूर्वतयारी, भाषण संहिता (लिखित व मौखिक), भाषिक-आंगिक-वाचिक कौशल्ये (६० मिनिटांच्या १५ तासिका, श्रेयांकन - १)	
	Module 2 (घटक- ०२) : निवेदन कौशल्य	
10	१. निवेदन : संकल्पना, निवेदनाचे स्वरूप वैविध्य, निवेदनाचे प्रकार. २. निवेदन कौशल्याचे उपयोजन : निवेदनाची पूर्वतयारी, निवेदन संहिता (लिखित व मौखिक), काल-परिस्थिती भान, भाषिक-वाचिक कौशल्ये. (६० मिनिटांच्या १५ तासिका, श्रेयांकन - १)	
	Text Books : N.A.	
	Reference Books:	
	१. केळकर अशोक, वैखरी : भाषा आणि भाषाव्यवहार, स्नेहवर्धन प्रकाशन, पुणे, २०००. २. तौर पृथ्वीराज (संपा०), मराठी भाषिक कौशल्य विकास, अथर्व पब्लिकेशन्स, धुळे, २०१८. ३. नसिराबादकर ल० रा० व्यावहारिक मराठी, भाषा संशोधन केंद्र, कोल्हापूर, २०२३. ४. केळकर अशोक, मध्यमा : भाषा आणि भाषाव्यवहार, मराठी भाषा आणि वाचिक अभिनय, मेहता पब्लिशिंग हाऊस, पुणे, १९९६. ५. भाषिक सर्जन आणि उपयोजन, राजन गवस, अरूण शिंदे, गोमटेश्वर पाटील, दर्या प्रकाशन, पुणे, २०१२	
12	Internal Continuous Assessment: 40%	External, Semester End Examination 60% Individual Passing in Internal and External Examination
13	Continuous Evaluation through: अंतर्गत मूल्यमापन : २० गुण चाचणी परीक्षा / मौखिक परीक्षा / प्रकल्पलेखन, नियत कार्य (Assignment) / सादरीकरण/ प्रश्नमंजूषा उपरोक्त कोणत्याही पद्धतीचा अवलंब करून अंतर्गत मूल्यमापन करता येईल. (प्रत्यक्ष उपस्थिती किंवा ऑनलाईन पद्धती)	
14	Format of Question Paper: (बहिर्गत परीक्षेच्या प्रश्नपत्रिकेचे स्वरूप) बहिर्गत परीक्षा ३० गुण (वेळ एक तास) - एकूण तीन प्रश्न विचारावेत. - प्रत्येक घटकावर अंतर्गत पर्याय असलेले प्रत्येकी १० गुणांचे दोन प्रश्न विचारावेत. - तिसरा प्रश्न हा घटक १ आणि २ वर आधारित दहा गुणांचा वस्तुनिष्ठ स्वरूपाचा असावा.	

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

**Name of the Course: Environmental Management
& Sustainable Development -II**

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	This introductory course explores the interconnectedness of our environment and the challenges it faces. Designed for students from all faculties, it equips you with a foundational understanding of: - Ecosystems and biodiversity: Explore the intricate web of life on Earth and the importance of species diversity. - Human impact: Analyse how human activities affect natural resources, climate, and pollution. - Sustainability: Discover principles for living in harmony with the environment and meeting our needs without compromising future generations. Regardless of major, environmental awareness is crucial. This course empowers learner to: - Become an informed citizen: Make responsible choices and advocate for environmental protection. - Understand complex environmental issues: Gain a holistic view of challenges like climate change and pollution. Explore solutions and career paths: Discover potential careers in environmental management, conservation, or sustainable development.
2	Vertical :	Open Elective
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:	50 Marks
7	Course Objectives: - To create and disseminate knowledge to the students about environmental problems at local, regional and global scale. - To introduce about ecosystems, biodiversity and to make aware for the need of	

	conservation. 3. To sensitize students towards environmental concerns, issues, and impacts of human population. 4. To prepare students for successful career in environmental departments, research institutes, industries, consultancy, and NGOs, etc.
8	Course Outcomes: 1. Use principles of Environmental Science for explaining sustainable development and its related ethical concerns 2. Display scientific perspective for issues confronting our present day environment. 3. Analyze the national and global environmental issues relating air, water, soil, and land use, biodiversity, and pollution. 4. Explain the Role of an individual in relation to human population and environmental pollution. 5. Recognize the importance of collective efforts for environmental sustainability as reflected in various treaties, conventions and laws
9	Modules:- Unit I: Environmental Pollution and Health (8 lectures) Understanding pollution: Production processes and generation of wastes; Assimilative capacity of the environment; Definition of pollution; Point sources and non-point sources of pollution. Air pollution: Sources of air pollution; Primary and secondary pollutants; Criteria pollutants- carbon monoxide, lead, nitrogen oxides, ground-level ozone, particulate matter and Sulphur dioxide; Other important air pollutants- Volatile Organic compounds (VOCs), Peroxyacetyl Nitrate (PAN), Polycyclic aromatic hydrocarbons (PAHs) and Persistent organic pollutants (POPs); Indoor air pollution; Adverse health impacts of air pollutants; National Ambient Air Quality Standards. Water pollution: Sources of water pollution; River, lake and marine pollution, groundwater pollution; water quality parameters and standards; adverse health impacts of water pollution on human and aquatic life. Soil pollution and solid waste: Soil pollutants and their sources; Solid and hazardous waste; Impact on human health. Noise pollution: Definition of noise; Unit of measurement of noise pollution; Sources of noise pollution; Noise standards; adverse impacts of noise on human health. Thermal and Radioactive pollution: Sources and impact on human health and ecosystems. Unit II: Environmental Management (7 lectures) Introduction to environmental laws and regulation: Constitutional provisions- Article 48A, Article 51A (g) and other derived environmental rights; Introduction to environmental legislations on the forest, wildlife and pollution control. Environmental management system: ISO 14001 Life cycle analysis; Cost-benefit analysis Pollution control and management; Waste Management- Concept of 3R (Reduce, Recycle and Reuse) and sustainability; Ecolabeling /Ecomark scheme. Introduction to Millennium Development Goals, Sustainable Development Goals, & Mission Life.

	Unit III: Environmental Treaties and Conventions (8 lectures)
	1) Major International Environmental Agreements: Stockholm Conference on Human Environment, 1972, Ramsar Convention on Wetlands, 1971, Montreal Protocol, 1987, Basel Convention (1989), Earth Summit at Rio de Janeiro, 1992, Kyoto Protocol, 1997, Earth Summit at Johannesburg, 2002. 2) Major Indian Environmental Legislations: The Wild Life (Protection) Act, 1972; The Water (Prevention and Control of Pollution) Act, 1974; The Forest (Conservation) Act, 1980; The Air (Prevention and Control of Pollution) Act, 1981; The Environment (Protection) Act, 1986; The Biological Diversity Act, 2002
	Unit IV: Case Studies and Field Survey (7 lectures)
	The students are expected to be engaged in some of the following or similar identified activities: • Discussion on one national and one international case study related to the environment and sustainable development. • Field visits to identify local/regional environmental issues, make observations including data collection and prepare a brief report. • One student one tree initiative. • Documentation of campus biodiversity. • Campus environmental management activities such as solid waste disposal, water management, and sewage treatment.
10	Text Books 1. Ahluwalia, V. K. (2015). Environmental Pollution, and Health. The Energy and Resources Institute (TERI). 2. Central Pollution Control Board Web page for various pollution standards. https://cpcb.nic.in/standards/ 3. Masters, G. M., & Ela, W. P. (2008). Introduction to environmental engineering and science (No. 60457). Englewood Cliffs, NJ: Prentice Hall. 4. Jørgensen, Sven Marques, Erik João Carlos and Nielsen, Søren Nors (2016) Integrated Environmental Management, A transdisciplinary Approach. CRC Press. 5. Barrow, C. J. (1999). Environmental management: Principles and practice. Routledge. 6. Theodore, M. K. and Theodore, Louis (2021) Introduction to Environmental Management, 2nd Edition. CRC Press. 7. Richard A. Marcantonio, Marc Lame (2022). Environmental Management: Concepts and Practical Skills. Cambridge University Press. 8. UNEP (2007) Multilateral Environmental Agreement Negotiator's Handbook, University of Joensuu, ISBN 978-952-458-992-5 9. Ministry of Environment, Forest and Climate Change (2019) A Handbook on International Environment Conventions & Programmes. https://moef.gov.in/wp-content/uploads/2020/02/convention-V-16-CURVE-web.pdf 10. Ministry of Environment, Forest and Climate Change (2019) A Handbook on International Environment Conventions & Programmes. https://moef.gov.in/wp-content/uploads/2020/02/convention-V-16-CURVE-web.pdf 11. India Code – Digital repository of all Central and State Acts: https://www.indiacode.nic.in/ 12. University Grants Commission, D.O.No.F. 14-5/2015(CPP-II) dated 2nd August 2019.

12	Internal Continuous Assessment: 40%	Semester End Examination : 60%
13	Continuous Evaluation through: Quizzes, Class Tests, presentation, project, role play, creative writing, Field Visits, Case Studies, assignments, One Student one tree initiative etc. (at least 4)	
14	Format of Question Paper: for the final examination For OE: External - 30 Marks (2 Credits) Internal - 20 Marks Question Paper Format for 30 Marks Format of Question Paper: 30 Marks per paper Semester End Theory Examination: 1. Duration - These examinations shall be of one hour and 30 minutes duration. 2. Theory question paper pattern: There shall be 04 questions each of 10 marks out of which students will attempt ANY THREE	

Signature:
Prof. Kavita Laghate
Chairman of Board of Studies in Value Education

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.	15	
	Universal Human Values and Ethics for youths Sustainable Development Goals		
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.	30	
	Shramadhan – Plantation, 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).		
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.

.....

References:

1. National Service Scheme Manual 2006, Government of India
2. Salunkhe P.B. Ed, Chhatrapati Shahu the Pillar of Social Democracy
3. National Service Scheme Manual, Govt. of India
4. Training Programme on National Programme Scheme TISS
5. Orientation Courses for N.S.S. Programme Officers, TISS
6. Hans Gurmeet, Case Material as a Training Aid for Field Workers
7. Tarachand, History of the Freedom Movement in India Vol.II
8. Kapil K. Krishan, Social Service Opportunities in Hospitals (TISS)
9. Ram, Social Problems in India.
10. Arnold, K. (2018). What is R.E.S.P.E.C.T. When it comes to teamwork? Available at: <https://www.extraordinaryteam.com/what-is-r-e-s-p-e-c-t-when-it-comes-to-teamwork/>
11. Barnard, I. C. (1938). Functions of the Executive. Boston: Harvard Press.
12. Barrett, R. (2013). The Values-driven Organisation: Unleashing Human Potential for Performance and Profit. London: Fulfilling Books
13. Barret Values Center (2018). Values-based leadership. Available at: <https://www.valuescentre.com/mapping-values/leadership/values-based-leadership>
14. Bauman, D. C. (2013). Leadership and the three faces of integrity. The Leadership Quarterly, 24(3), 414-426.
15. Bishop, W. H. (2013). Defining the Authenticity in Authentic Leadership. The Journal of Values-Based Leadership, 6(1), Article 7. Available at : <https://scholar.valpo.edu/cgi/viewcontent.cgi?article=1077&context=jvbl>
16. Bourne, P. A. (2016). Leadership as a service: a new model for higher education in a new century – a bookreview. Review of Public Administration and Management, 4, 196. Available at: <https://www.omicsonline.org/open-access/leadership-as-a-service-a-new-model-for-higher-education-in-a-newcentury--a-book-review-2315-7844-1000196.php?aid=83165>
17. Cameron, K. (2008). Positive Leadership. San Francisco: Berret-Koehler.
18. Clarke, S. (2018). Why your values are key to your leadership. Leaderonomics.com Available: <https://leaderonomics.com/leadership/values-key-leadership>
19. Clarke, N. (2011). An integrated conceptual model of respect in leadership

As Per NEP 2020

University of Mumbai



Syllabus for Sports Co-Curricular Vertical - 6	
Board of Studies in NCC/NSS/Sports Co-Curricular	
UG First Year Programme	
Semester	II
Title of Paper	Credits
I) Sports, Physical Literacy, Health and Fitness & Yog	2
From the Academic Year	2024-25

Semester II

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 understand the importance of Physical Education, Sports, & Physical Activity
2. To increase participation of students in various games and sports and fitness activities
3. To develop the physical as well as mental health through physical activity
4. To create interest regarding sports , physical fitness to inculcate healthy habits for lifelong

1.3 Program outcomes:

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

1. The student will participate in various games, sports and physical activities and they will also learn the technical and tactical experience of it.
2. Students will understand the importance and benefits of participation in any fitness activity or sports.
3. Own choice based activities will be the stress buster for the students and this will inculcate healthy habits in the students
4. Students will able to organize, plan activities and will develop administrative qualities through these events
5. Students acquire the knowledge of Physical Education, Sports and Yoga and understand the purpose and its development.
6. The student learns to plan, organize and execute sports events.
7. Student will learn theoretical and practical aspects of game of his choice to apply at various levels for teaching, learning and coaching purposes efficiently.
8. Student acquires the knowledge of opted games, sports and yoga and also learns the technical and tactical experience of it.
9. Student will learn to apply knowledge of Physical fitness and exercise management to lead better quality life.
10. Students will understand and learn different dimension of active life style.

1.4 Programme Duration: The structure of the Credit Course in Sports has two semesters in total covering a period of two years i.e. 2 credits in each semester till the fourth semester as per the guidelines of NEP 2020.

1.5 Modes of Internal & External Evaluation: Students will submit a hard copy of the report of total 60 hours spent for semester II in any physical activities/ training sessions/ Sports events/ yoga/ adventure activities/ any sports/ gym or pilates / to the teacher. Students will be evaluated on the basis of activities participated for the semester II.

1.6 Modules at Glance – Semester II

Module No.	Unit	Content	No. of Practical Hours
1	I	Importance of Physical Education and Sports	15
	II	Participation in any physical activities	15
2	III	Volunteering in any sports events or fitness events	15
	IV	Participation in University or any other Sports competitions	15
Total No. of Hours			60

Module No.	Unit	Content
1	I	1.1 Importance of Physical Education and Sports & Yoga • Development of physical health as well as mental health through Physical Activities. • Group Sports & Fitness Activities • Fitness activities conducted by any sports/fitness instructor such as Yoga, Zumba, Aerobics etc.
	II	1.2 Participation in any Physical activities • Participation in any sports practice sessions conducted by our college/ any club / any institution • Completion of any Yoga/ Pilates/ Gym course/ any fitness related course • Participation in any other physical activities of the interest of student
2	III	2.1 Volunteering in any sports events or fitness events • Volunteering done in sports or fitness events organized by the college • Volunteering in any other fitness or sports activities organized by NGO or local clubs
	IV	2.2 Participation in University or any other Sports competitions • Participation in University Intercollegiate/ Inter Zonal / West Zone/ All India / National / State tournaments organized by University of Mumbai or State or District Sports Federation • Participation in any other intra college competition organized by college • Participation in any recognized Sports or Fitness competitions

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).

Students will submit a brief report of 60 hours spent for Semester II in any of the physical activities along with geo tagged photo, receipt, sports training session's attendance, course certificates, etc. Report should include the explanation of the following questions. A report can have multiple physical activities done for the completion of 60 hours per semester. For eg. A student can enroll himself/ herself in Yoga/ Gym and any sport simultaneously and can give proof of the attendance for the same in the report. A student must complete 60 hours in any physical activity. Students should also enroll themselves as volunteers for any sports and fitness events held in the college.

1. Why did the student select a physical activity mentioned in the report?
2. What were the benefits and experience after the completion of the 60 hours of physical activity?
3. What were the challenges faced by the student during the activity?
4. Geotagged photos of the activity clicked in the beginning, during and on the last day of the activity.
5. Enrollment receipts, ID card, certificate of the activity.
6. Conclusion remark by the student.

Semester II (50 Marks - 2 Credits)

Internal Evaluation (20 Marks)

Sr. No.	Particulars	Marks
1	Presentation OR Project OR Assignment (Students must include the Geo Tagged photos, Enrolment receipt, Certificate etc. in the report)	10
2	Volunteering in any Sports / Fitness activities conducted by college or local clubs or NGO	10

Semester End Examination (30 Marks)

Question No.	Particulars	Marks
1	VIVA Conducted by teacher/ Sports In charge/ Sports Director regarding participation in Physical / Sports / Fitness activities / Fitness or Yoga Course completed by students OR Participation in Sports Competitions Conducted by University at State or National Level (Students who have represented Mumbai University or College at Intercollegiate / Inter Zonal / West Zone Inter University / All Indi Inter University/ International tournament) Students who have represented in the above mentioned competitions should be exempted from VIVA and should be evaluated on the basis of his/ her performance in the above mentioned competitions.	30
Total		30

References –

1. Bucher, C. A. (n.d.) Foundation of physical education. St. Louis: The C.V. Mosby Co. Deshpande, S.H. (2014). Physical Education in Ancient India. Amravati: Degree college of Physical education.
2. Mohan, V. M. (1969). Principles of physical education. Delhi: Metropolitan Book Dep. Nixon, E. E. & Cozen, F.W. (1969). An introduction to physical education. Philadelphia: W.B. Saunders Co.
3. William, J. F. (1964). The principles of physical education. Philadelphia: W.B. Saunders Co.
4. Coalter, F. (2013) Sport for Development: What game are we playing? .Routledge.
5. Singh Hardayal (1991), Science of Sports Training, DVS Publication, New Delhi
6. Muller, J. P.(2000). Health, Exercise and Fitness. Delhi : Sports.
7. Russell, R.P.(1994). Health and Fitness Through Physical Education. USA : Human Kinetics.
8. Uppal, A.K. (1992). Physical Fitness. New Delhi : Friends Publication.
9. Nagendra, H. R. & Nagarathna, R. (2002). Samagra Yoga Chikitse. Bengaluru: Swami Vivekananda Yoga Prakasana.
10. Uppal, A.K.(1992) Physical Fitness. New Delhi: Friend Publication
11. D.M Jyoti, Yoga and Physical Activities (2015) lulu.com3101, Hills borough, NC27609, United States
12. D.M Jyoti, Athletics (2015) lulu.com3101, Hills borough, NC27609, United States

Semester II
As per NEP 2020

Foundation and Exploration of Performing and Fine Arts

Syllabus for Two Credits Programme

With effect from Academic Year 2024-2025

Aims and Objectives

- To study the foundation and essentials of performing arts.
- To understand the chronicles of Indian Artistry.
- To comprehend the modern art forms.
- To explore various career opportunities in fine arts.

Learning Outcomes

The course will enable the learner to

- Identify and trace the historical evolution of Indian performing and fine arts.
- Analyze the transition from traditional to modern art forms in performing arts.
- Identify and describe a range of career paths in the fine and performing arts.

Modules at Glance**Semester I**

Module No.	Unit	Content	No. of Hours
1	I	Foundation of Performing Arts	08
	II	Essential Skill Sets in Performing Arts	07
2	III	Chronicles of Indian Artistry	08
	IV	Contemporary and Modern Art	07
Total No. of Hours			30

Module No.	Unit	Content
1	I	1.1 Foundation of Performing Arts • Introduction to Performing Arts • Historical Evolution and Cultural Significance of Performing Arts • Basic Elements of Performing Arts
	II	1.2 Essential Skill Sets in Performing Arts • Character Development and Analysis

		• Emotional Exploration and Expression • Fundamentals of Voice Modulation and Projection • Improvisation Skills • Scene Study and Script Interpretation • Career Options in Performing Arts
2	III	2.1 Chronicles of Indian Artistry • Indus Valley Civilization • Folk and Tribal Art Forms • Impact of Aesthetic Art on Sacred Architecture • Revival and Preservation of Ancient Indian Art
	IV	2.2 Contemporary and Modern Art • Modern Trends in Indian Art • Eminent Contemporary Artists of India • Career Options in Fine Arts

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

Semester End Examination (30 Marks)

Question No.	Particulars	Marks
1	Objective Type Questions (All Units)	06
2	Descriptive Question(s) on Unit I The Question may be divided into sub questions: Attempt any 2 out of 4 (Each of 3 Marks)	06
3	Descriptive Question(s) on Unit II The Question may be divided into sub questions: Attempt any 2 out of 4 (Each of 3 Marks)	06
4	Descriptive Question(s) on Unit III The Question may be divided into sub questions: Attempt any 2 out of 4 (Each of 3 Marks)	06
5	Descriptive Question(s) on Unit IV The Question may be divided into sub questions: Attempt any 2 out of 4 (Each of 3 Marks)	06
Total		30

Reference Books

- Hennessey, B. (2019). *The artist's career handbook: A guide to building your career as a visual artist*. Allworth Press.
- Kapila, V. (2002). *Indian art: A history*. Penguin India.
- Mitter, P. (2001). *Indian art*. Oxford University Press.
- Chekhov, M. (2002). *To the actor: On the technique of acting*. Routledge.
- Strasberg, L. (1987). *A dream of passion: The development of the method*. Plume.
- Dehejia, V. (1997). *Indian art*. Phaidon Press.
- Nath, A. (2013). *Preservation of art and architecture in ancient India*. Bharatiya Kala Prakashan.
- Chawla, K. (2010). *Opportunities in fine arts careers*. Vikas Publishing House.
- Preece, R. (2011). *Careers in art and design*. Kogan Page.

- *Dalmia, Y. (2001). The making of modern Indian art: The progressives. Oxford University Press.*