

**MAJOR MANDATORY**  
**INTRODUCTION TO SERVICE SECTOR**

|                                              |                                       |
|----------------------------------------------|---------------------------------------|
| <b>PROGRAM</b>                               | <b>B.COM</b>                          |
| <b>SEMESTER</b>                              | <b>II</b>                             |
| <b>COURSE TITLE</b>                          | <b>INTRODUCTION TO SERVICE SECTOR</b> |
| <b>VERTICLE<br/>/CATEGORY</b>                | <b>A/MAJOR MANDATORY (CORE)</b>       |
| <b>COURSE LEVEL</b>                          | <b>4.5</b>                            |
| <b>COURSE CODE</b>                           |                                       |
| <b>COURSE CREDIT</b>                         | <b>2</b>                              |
| <b>HOURS PER WEEK<br/>THEORY</b>             | <b>2</b>                              |
| <b>HOURS PER WEEK<br/>PRACTICAL/TUTORIAL</b> | <b>NA</b>                             |

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

## 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.**

|                                   |                                                                                                 |                             |           |
|-----------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------|-----------|
| <b>Course</b>                     | <b>Accountancy &amp; Financial Management -II<br/>(Semester II; Level 4.5)</b>                  | <b>Credits</b>              | <b>02</b> |
| <b>Type</b>                       | <b>Major: Mandatory</b>                                                                         | <b>No of Teaching hours</b> | <b>30</b> |
| <b>Evaluation/<br/>Assessment</b> | <b>Total 50 marks = 30 Marks Semester End Evaluation<br/>and 20 Marks Continuous Evaluation</b> |                             |           |

### **Preface**

Building on the foundational concepts covered in the previous semester, this course aims to equip learners with a deeper understanding of specialized accounting scenarios. It not only imparts theoretical knowledge but also emphasizes practical application, critical thinking, and decision-making skills essential for success in diverse business environments encouraging entrepreneurship.

The course constitutes of foundational and highly practical curriculum that plays a pivotal role in shaping versatile professionals in the fields of accounting and financial management. This curriculum equips learners with essential skills, ranging from navigating the complexities of incomplete financial records to understanding the intricacies of managing branches and handling insurance claims. The importance of this course lies in its ability to provide a holistic understanding of various accounting scenarios and their real-world applications. Learners emerge not only with a strong theoretical foundation but also with practical problem-solving skills crucial for success in dynamic business environments. The career prospects are equally diverse, spanning roles such as accountants, auditors, financial analysts, risk managers, and consultants, as well as opportunities for entrepreneurship. With its blend of theoretical knowledge and practical application, this course opens doors to a wide array of rewarding career paths in the ever-evolving fields of accounting, finance and business management.

### **Aims and Objectives**

|     |                                                                                                                                                                          |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CO1 | To employ the principles of departmental accounting involving expenses and inter-departmental transactions while preparing the final accounts of the departmental store. |
| CO2 | To understand the characteristics of dependent branches and apply specific accounting methods for the preparation of the books of accounts.                              |

### **Learning Outcomes**

|     |                                                                                                                                                                                                                                                                                                                                                               |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LO1 | The learner will be able to figure out the impact of inter-departmental transfers and prepare the final accounts of the departmental store.                                                                                                                                                                                                                   |
| LO2 | 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. |

### MODULES AT GLANCE

| Module No | Content                | No of Hours |
|-----------|------------------------|-------------|
| 1         | Departmental Accounts. | 15          |
| 2         | Branch Accounts.       | 15          |
|           |                        | <b>30</b>   |

| Module No | Content                                                                                                                                                                                                                                                                                                         | No of Hours |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1         | <b><u>Departmental Accounts</u></b> <ul style="list-style-type: none"><li>• Introduction and meaning.</li><li>• Basic Principles of Departmental Accounts.</li><li>• Allocation of Expenses.</li><li>• Inter-Departmental Transfers at Cost / Invoice Price.</li><li>• Preparation of Final Accounts.</li></ul> | 15          |
| 2.        | <b><u>Branch Accounts</u></b> <ul style="list-style-type: none"><li>• Introduction and Meaning.</li><li>• Classification of Branch.</li><li>• Accounting for Dependent Branch not maintaining full books</li><li>• Debtor method and Stock &amp; Debtors method.</li></ul>                                      | 15          |

#### Reference Books

1. Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., 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. Accounting Principles by Anthony, R.N. and Reece J.S., Richard Irwin Inc.
7. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Shehgal Ashok, Mayur Papers. New Delhi.

8. Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill & Co. Ltd., Mumbai
- Financial Accounting by Williams , Tata Mc. Grow Hill & Co. Ltd., Mumbai
9. Company Accounting Standards by Shrinivasan Anand, Taxman.
10. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi.
11. Introduction to Financial Accounting by Horngren, Pearson Publications.
12. Financial Accounting by M. Mukherjee. M. Hanif. Tata McGraw Hill Education Private Ltd; New Delhi

**Semester End Evaluation: External 30 Marks**

**Time: 1 Hour**

**Question Paper Pattern: Attempt any 2 out of 3 questions.**

| Question No | Questions         | Marks     |
|-------------|-------------------|-----------|
| Q1          | Practical/ Theory | 15        |
| Q2          | Practical/ Theory | 15        |
| Q3          | Practical/ Theory | 15        |
|             | <b>TOTAL</b>      | <b>30</b> |

**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: Internal (20 marks)**

|   | Assessment/ Evaluation                                                                                                                        | Marks |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1 | Class Test during the lectures. (Physical/ Online mode).<br>(Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)            | 10    |
| 2 | Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/<br>Certificate Course/Projects/Assignments etc. (Physical/Online mode) | 10    |

# Mandatory Course – II

**Programme Name:** B. Com.(Business Economics)

**Course Name:** **Economics for Professional Careers - II**

**Total Credit:**2

**University Assessment:** 50 Marks

**Pre-Requisite:** This course requires students to have a foundational understanding of basic micro-economics.

## Course Objectives:

- To understand the fundamental concepts of costs, revenue, and production and the laws governing production in both variable proportions and returns to scale.
- To explore the intricacies of market structures, incorporating a study of game theory and its application to market dynamics.
- To examine the mechanisms of price determination in various market structures, analyze market equilibrium, and evaluate the concept of social efficiency in the context of different market forms.
- To demonstrate proficiency in determining price and output levels under different market structures.

## Course Outcome:

CO1: Demonstrate a comprehensive understanding of cost, revenue, and production concepts, including short-run and long-run costs, average and marginal costs, and the laws of production.

CO2: Analyze and compare different market structures incorporating the principles of game theory to understand competitive dynamics.

CO3: Apply knowledge to determine prices in various market structures, evaluate market equilibrium, and assess social efficiency, showcasing the ability to analyze and predict economic outcomes under different competitive scenarios.

CO4: Develop proficiency in determining price and output levels under diverse market forms, demonstrating a practical understanding of how market forces influence economic decisions and outcomes.

| Modules                                     | Units                                                                                                                                       | Lecture Hours |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. Cost, Revenue and Production             | Concepts of Costs—Short-run and long-run costs, Average and Marginal Costs, Total, Fixed and Variable Costs. Revenue concepts- AR, TR & MR. | 15            |
|                                             | Meaning and Factors of Production, Short Run and Long Run.                                                                                  |               |
|                                             | Law of Production—The Law of Variable Proportions and Law of Returns to Scale, Producer's Equilibrium.                                      |               |
| 2. Market Structure and Price Determination | Market Structure: Monopoly, Duopoly, Oligopoly, Perfect Competition, Monopolistic Competition. Game Theory.                                 | 15            |
|                                             | Price Determination in these Markets. Market Equilibrium and Social Efficiency.                                                             |               |
|                                             | Price-Output Determination under different Market Forms.                                                                                    |               |

#### Reference Books:

1. Bradley R. Schiller, The Macro Economics Today, Tata McGraw-Hill, 2011.
2. B. Douglas Bernheim and Michael D. Whinston, Microeconomics, Tata McGraw-Hill, 2011.
3. Lipsey, R.G. and A.K. Chrystal, Economics, Oxford Univ. Press, 2007.
4. Mankiw, N.G., Economics: Principles and Applications, Cengage Learning, 2009.
5. Pindyck, R.S. and D.L. Rubinfeld, Microeconomics, Pearson Education, 2008.
6. Stiglitz, J.E. and C.E. Walsh, Principles of Economics, W.W. Norton, 2002.

7. Salvatore, D.L., Microeconomics: Theory and Applications, Oxford Univ. Press, 2008.
8. Suma Damodaran, Managerial Economics, Oxford University Press, 2006
9. Varian, H.R., Intermediate Microeconomics: A Modern Approach, W.W. Norton, 2002.
10. Sen, Anindya, Microeconomic Theory, Oxford Univ. Press, 1999.
11. Koutsoyiannis, A., Modern Microeconomics, MacMillan Press, 1979.
12. H.L. Ahuja, Business Economics, 1999. 13. H.L. Ahuja, Principles of Microeconomics

### INTERNAL CONTINUOUS ASSESSMENT: 40% (20 MARKS)

| Continuous Evaluation Pattern |                                                                    |                 |
|-------------------------------|--------------------------------------------------------------------|-----------------|
| 1.                            | Class Test based on objectives on-line/offline                     | 10 Marks        |
| 2.                            | Assignment/ Project / Presentation                                 | 10 Marks        |
| 3.                            | Book review/Newspaper review (in any language)/ Case Study writing | 10 Marks        |
|                               | <b>Take best of TWO out of THREE from above</b>                    | <b>20 Marks</b> |

### SEMESTER END EXAMINATION: 30 MARKS

| Format of Question Paper                                                                                        |                                                     |                  |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------|
| <b>Time: 1 Hour</b>                                                                                             |                                                     | <b>Marks: 30</b> |
| Note: 1. Attempt any <b>Two</b> questions out of <b>Three</b> .<br>2. Figures to the right indicate full marks. |                                                     |                  |
| <b>Q1</b>                                                                                                       | <b>Answer the following question (Any 2)</b>        | <b>15 Marks</b>  |
| <b>A.</b>                                                                                                       |                                                     |                  |
| <b>B.</b>                                                                                                       |                                                     |                  |
| <b>C.</b>                                                                                                       |                                                     |                  |
| <b>Q2</b>                                                                                                       | <b>Answer the following question (Any 2)</b>        | <b>15 Marks</b>  |
| <b>A.</b>                                                                                                       |                                                     |                  |
| <b>B.</b>                                                                                                       |                                                     |                  |
| <b>C.</b>                                                                                                       |                                                     |                  |
| <b>Q3</b>                                                                                                       | <b>Write Short Notes (Any 2 out of 4) (5 Marks)</b> | <b>15 Marks</b>  |

|           |              |  |
|-----------|--------------|--|
|           | <b>Each)</b> |  |
| <b>A.</b> |              |  |
| <b>B.</b> |              |  |
| <b>C.</b> |              |  |
| <b>D.</b> |              |  |

**SEMESTER-II**  
**Title: Business Law I**  
**Sub Title: The Indian Contract Act — 1872**

| Sr. No. | Heading                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Particulars                                                                                                                           |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <b>Description the course:<br/>Including but Not limited to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Introduction, relevance, Usefulness, Application, interest, connection with other courses, demand in the industry, job prospects etc. |
| 2       | <b>Vertical:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Minor                                                                                                                                 |
| 3       | <b>Type:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Theory                                                                                                                                |
| 4       | <b>Credit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2 credits                                                                                                                             |
| 5       | <b>Hours Allotted:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 30 Hours                                                                                                                              |
| 6       | <b>Marks Allotted:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 50 Marks                                                                                                                              |
| 7       | <b>Course Objectives:</b> (List some of the course objectives) <ul style="list-style-type: none"> <li>To provide a conceptual study about the framework of Indian Business Laws.</li> <li>To orient students about the Indian Contract Act</li> <li>To familiarize the students with case law studies related to Indian Contract Act</li> <li>.....</li> <li>.....</li> </ul>                                                                                                                                                                                                                                           |                                                                                                                                       |
| 8       | <b>Course Outcomes:</b> (List some of the course outcomes ) <ul style="list-style-type: none"> <li>Learners will gain knowledge of Indian Contract Act</li> <li>Learners would be able to identify the difference between agreement and contract and concept of offer and acceptance</li> <li>Learners will be able to understand and make valid contracts and importance competent person and consideration</li> <li>Learners will know the importance of free consent and concept of void contract</li> <li>Learners will be able to identify other types of contract and concept of discharge of contract</li> </ul> |                                                                                                                                       |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9  | <b>Modules:-</b> Per credit One module can be created                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|    | <b><u>SEMESTER-II</u></b><br><b>Title: Business Law I</b><br>Sub Title: <b>The Indian Contract Act — 1872 ( 2Credits)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|    | <b>Module 1: Indian Contract Act – 1872 Part –I (15)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|    | <ul style="list-style-type: none"> <li>Contract — Definition of Contract and Agreement, Essentials of Valid Contract, Classification of Contracts. • Offer and Acceptance — Rules of valid offer and acceptance, Types of offer, distinguish between offer and invitation to offer. and Revocation of offer and acceptance (sec. 3,5)</li> <li>Capacity to Contract (S. 10-12) — Minor, Unsound Mind, Disqualified Persons. • Consideration (S. 2 &amp; 25) — Concept and Legal rules of Consideration, Exceptions to the Rule, 'No Consideration No Contract'(Ss. 25) Unlawful Consideration (S 23)</li> </ul> <p>PEDAGOGICAL APPROACH: Lecture Method. Case studies, assignment</p> |
|    | <b>Module 2: Indian Contract Act – 1872 Part –II (15)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|    | <ul style="list-style-type: none"> <li>Consent (Ss.13, 14-18, 39.53, 55, 66)-Agreements in which consent is not free- Coercion, Undue Influence, Misrepresentation Fraud, Mistake. • Void Agreements (S. 24-30) — Concept, Void Agreements under Indian Contract Act.</li> <li>Contingent Contract (S. 31), Quasi Contract (S.68-72), Concept of E- Contract&amp; Legal Issues in formation and discharge of E- Contract. Concept of Performance of Contract (S 37) • Modes of Discharge of Contract, Remedies on breach of Contract.(73-75)</li> </ul> <p>PEDAGOGICAL APPROACH: Lecture Method. Case studies</p>                                                                     |
| 10 | <b>Text Books:</b> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> <p>.....</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|    |                                                                                                                                                                                                                                                        |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 | <b>Reference Books:</b> <ul style="list-style-type: none"> <li>• Elements of mercantile Law – N.D.Kapoor</li> <li>• • Business Law – P.C. Tulsian</li> <li>• • Business Law – SS Gulshan</li> <li>• • Indian contract Act – Dr.Avtar Singh.</li> </ul> |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                            |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 12 | Internal Continuous Assessment: 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | External, Semester End Examination<br>Individual Passing in Internal and<br>External Examination : 60%     |
| 13 | Continuous Evaluation through:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Quizzes, Class Tests, presentation, project,<br>role play, creative writing, assignment etc. (at least 4 ) |
| 14 | <p><b>Format of Question Paper:</b> for the final examination</p> <p><b>Total 50 Marks: with 2 Credits</b></p> <p><b>30 Marks External and 20 Marks Internal</b></p> <p><b>30 Marks External</b></p> <p>DURATION: 1 Hour <span style="float: right;">MARKS: 30</span></p> <p><b>Any 2 out of 3</b></p> <p>Q. 1 Answer the following <span style="float: right;">(15 Marks)</span></p> <p>a.</p> <p>b.</p> <p>Q. 2 Answer the following <span style="float: right;">(15 Marks)</span></p> <p>a.</p> <p>b.</p> <p>Q. 3 Answer the following <span style="float: right;">(15 Marks)</span></p> <p>a.</p> <p>b.</p> <hr/> <p><b>20 Marks Internal</b></p> <p>1) Class Test <span style="float: right;">(05 Marks)</span></p> <p>2) Assignment <span style="float: right;">(05 Marks)</span></p> <p>3) Presentation <span style="float: right;">(05 Marks)</span></p> <p>4) Group Discussion <span style="float: right;">(05 Marks)</span></p> <p>5) Quiz <span style="float: right;">(05 Marks)</span></p> <p>6) Case Study <span style="float: right;">(05 Marks)</span></p> <p><b>Note: 1) Any Four out of the above can be taken for the internal Assessment.</b></p> <p><b>2) The internal Assessment shall be conducted throughout the Semester.</b></p> |                                                                                                            |

**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. – 8.30(N)Sem-II 2(c)

## As Per NEP 2020

### University of Mumbai



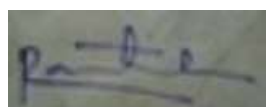
| Syllabus for<br>Basket of OE              |              |
|-------------------------------------------|--------------|
| Board of Studies in GEOGRAPHY             |              |
| UG First Year Programme                   |              |
| Semester - II                             |              |
| Title of Paper -                          | Credits 2/ 4 |
| I) Environmental Issues and<br>Management | 2            |
| From the Academic Year                    | 2024/2025    |

| Sr. No. | Heading                                                                                | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p><b>Description of the course :</b></p> <p><b>Including but not limited to :</b></p> | <p><b>Environmental Issues and Management</b></p> <p>The “Environmental Issues and Management” curriculum is designed specifically for First Year Students. It aims to explore environmental challenges, equipping students with the knowledge and skills necessary to understand, address, and manage pressing environmental issues facing our planet.</p> <p>In an era marked by environmental degradation, climate change, and resource depletion, addressing environmental issues has become imperative for sustainable development. This curriculum serves as a platform for students to explore the complexities of environmental challenges such as pollution, habitat destruction, and climate change, while also delving into strategies for effective environmental management and sustainable development. By fostering a deeper understanding of environmental issues and management principles, students are empowered to become advocates for positive change in their communities and beyond.</p> <p>The knowledge and skills gained from this curriculum are applicable across a wide range of sectors and professions. Students will develop critical thinking, problem-solving, and decision-making skills essential for identifying environmental issues, implementing mitigation measures, and promoting sustainable practices. Whether pursuing careers in environmental consulting, resource management, urban planning, or policy development, students will find the principles and concepts explored in this course invaluable for addressing contemporary environmental challenges and contributing to a more sustainable future.</p> <p>Professionals with expertise in environmental issues and management are in high demand across various industries and sectors. Companies and organizations are increasingly recognizing the importance of integrating environmental considerations into their operations and decision-making processes, driving the need for individuals capable of navigating complex environmental challenges and implementing sustainable solutions. Graduates of this program can pursue diverse career</p> |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                               |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | paths, including environmental managers, sustainability consultants, policy analysts, conservation scientists, and environmental educators, among others, contributing to a more sustainable and resilient future for society and the planet. |
| 2 | <b>Vertical :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Open Elective                                                                                                                                                                                                                                 |
| 3 | <b>Type :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Theory                                                                                                                                                                                                                                        |
| 4 | <b>Credit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2 credits ( 1 credit = 15 Hours for Theory)                                                                                                                                                                                                   |
| 5 | <b>Hours Allotted :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 30 Hours                                                                                                                                                                                                                                      |
| 6 | <b>Marks Allotted:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 50 Marks                                                                                                                                                                                                                                      |
| 7 | <b>Course Objectives:</b> ( List some of the course objectives )<br>1. To create awareness among the students about environmental sustainability.<br>2. To make awareness about the impact of pollution and climate change.<br>3. To understand the techniques and practices of environmental impact assessment.<br>4. To understand the environmental movements and environmental management in India.                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                               |
| 8 | <b>Course Outcomes: ( List some of the course outcomes )</b><br>On successful completion of this course, students will be able to:<br>1. Understand the concept of pollution and climate change and control measures.<br>2. Understand the concept of environmental management and its need to save the environment.<br>3. Understand the Concept and Methods for Sustainable Development.                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                               |
| 9 | <b>Modules:-</b> Per credit One module can be created<br><br><b>Module 1: Environmental Pollution (7 Hours)</b><br><br>1. Air Pollution: Causes, Effects, and Measures<br>2. Water Pollution: Causes, Effects, and Measures<br>3. Land Pollution: Causes, Effects, and Measures<br><br><b>Module 2: Environmental Issues and Movements (8 Hours)</b><br><br>1. Climate Change and Global warming<br>2. Ozone Depletion<br>3. Environmental Movements in India<br><br><b>Module 3: Environmental Management (7 Hours)</b><br><br>1. Waste: Sources, Types and Management<br>2. Environmental Management: Concept and Need<br>3. Environmental Impact Assessment<br><br><b>Module 4: Sustainable Development (8 Hours)</b> |                                                                                                                                                                                                                                               |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <ol style="list-style-type: none"> <li>1. Sustainable Development: Concept, Need and Factors</li> <li>2. Sustainable Development Goals</li> <li>3. Eco-friendly Lifestyles and Practices</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10 | <p><b>Text Books:</b></p> <ol style="list-style-type: none"> <li>1. Bharucha Erach, 2004, Textbook for Environmental Studies, University Grants Commission, New Delhi (Available free on the web)</li> <li>2. Rajagopalan, R. (2011). Environmental Studies: From Crisis to Cure. India: Oxford University Press.</li> <li>3. धारपुरे विठ्ठल (२०१९) 'पर्यावरण शास्त्र' पिंपळापुरे अँड पाब्लीशर्स, नागपूर.</li> <li>4. देवरे, परमार, बुटाला (२०१३) 'पर्यावरण भूगोल' हिमालया पब्लिशिंग हाउस, मुंबई.</li> <li>5. परमार, बोरसे व इतर (२०२२) 'पर्यावरण भूगोल' हिमालया पब्लिशिंग हाउस, मुंबई.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 11 | <p><b>Reference Books:</b></p> <ol style="list-style-type: none"> <li>1. Ahluwalia, V. K. (2015). Environmental Pollution, and Health. The Energy and Resources Institute (TERI).</li> <li>2. Asolekar S, Gopichandran R. 2005, 'Preventive Environmental Management - an Indian perspective', CEE, Ahmedabad, Foundation Books Pvt Ltd, Daryaganj</li> <li>3. Chambers N., Simons C., Wackernagel M., 2006, 'Sharing Nature's Interest - Ecological footprints as an indicator of sustainability'.</li> <li>4. IPCC (2014): Climate Change 2014: Impacts, Adaptation, and Vulnerability. Part A: Global and Sectoral Aspects. Contribution of Working Group II to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA</li> <li>5. Kanchi Kohli and Manju Menon (2021) Development of Environment Laws in India, Cambridge University Press.</li> <li>6. Miller, G. T., &amp; Spoolman, S. (2015) Environmental Science. Cengage Learning.</li> <li>7. OECD (2008): Climate Change Mitigation: "What do we do?"(Organisation and Economic Co-operation and Development).</li> <li>8. Pittock, Barrie (2009) Climate Change: The Science, Impacts and Solutions. 2nd Edition. Routledge.</li> <li>9. Prabu P.C., Udayasooriyan C., Balasubramanian G, 2009, 'An introduction to Ecology and Environmental Science', Avinash Paperbacks, New Delhi.</li> <li>10. Reddy K. P., Reddy D. N., 2003, 'Environmental Education', Neelkanth Publication, Hyderabad.</li> <li>11. Santra S.C., 2004, 'Environmental Science', New Central Book agency Pvt Ltd, Kolkata.</li> <li>12. Saxena H.M., 2000, 'Environmental Management', Rawat Publication, New Delhi, pp.</li> <li>13. Singh, R.B., Mal, Suraj, and Huggel, Christian (2018): Climate Change, Extreme Events and Disaster Risk Reduction, Springer, Switzerland, pages 309.</li> <li>14. Swarup R.S., Mishra S.N., Juahari V.P, 1992, 'Encyclopedia of Ecology, environment and pollution control - 20', Mittal publication, New Delhi</li> </ol> |

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|           | 15. Tiefenbacher, J (ed.) (2022), Environmental Management - Pollution, Habitat, Ecology, and Sustainability, Intech Open, London. 10.5772/<br>16. Tiwari V., 2009, 'A textbook of Environmental studies', Himalaya Publications House, New Delhi<br>17. Tomar A., 2007, 'Environmental Education', Kalpaz publication, New Delhi<br>18. Uberoi N.K., 2007, 'Environmental Management', Excel Books, New Delhi<br>19. Wright R., 2008, 'Environmental Science - Towards sustainable future', Eastern Economy Edition, Prentice Hall Inc, New Jersey, U.S.A<br>20. सुभाषचंद्र सारंग (१९९९) पर्यावरण भूगोल, विद्या प्रकाशन, नागपूर.<br>21. घोलप (२०००) 'पर्यावरण शास्त्र' निशिकांत प्रकाशन, पुणे                            |                                                                                                                                                                                                                                                                                                                 |
| <b>12</b> | <b>Internal Continuous Assessment: 40%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>External, Semester End Examination : 60% Individual Passing in Internal and External Examination</b>                                                                                                                                                                                                         |
| <b>13</b> | <b>Continuous Evaluation through:</b><br>Quizzes, Class Tests, presentations, projects, role play, creative writing, assignments etc.( at least 3)<br><br><b>Internal Continuous Assessment of 20 Marks</b><br><br>1. One Assignment/Project work/Case study /Presentation /Seminar /Field visit report/Book review etc. to be conducted in the given semester before the Semester end examination. (Marks – 10)<br>2. One online/ offline class test (Marks – 5)<br>3. Active participation in regular class instructional deliveries and fieldwork. & Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing environment-related activities (Marks – 5) | <b>Semester-End Examination of 30 Marks</b><br><br>1. This examination shall be of 1 Hour duration. Maximum marks 30.<br>2. There shall be two questions each of 15 marks.<br>3. All questions shall be compulsory with internal choice within the questions. (Each question will be of 15 marks with options.) |
| <b>14</b> | <b>Format of Question Paper: for the final examination</b><br><br>Q. 1. Based on Module – 1 & 2 (15 Marks)<br>Q. 2. Based on Module – 3 & 4 (15 Marks)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                 |



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**Name of the Faculty**

**Sign of the**

**Offg. Dean**

**Name of the Offg. Dean**

**Name of the Faculty**



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

| Sr. No. | Heading                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <b>Description the course:</b><br><b>Including but Not limited to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 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       | <b>Vertical :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Open Elective                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3       | <b>Type :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Theory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4       | <b>Credits :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2 credits<br>(1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5       | <b>Hours Allotted :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 30 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6       | <b>Marks Allotted:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 50 Marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 7       | <b>Course Objectives (CO):</b><br>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.<br>CO1. To reinforce the basic math concepts and ideas within the learners<br>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.<br>CO3. To develop rational thinking of the learners<br>CO4. To make learners competent across all competitive and entrance examinations |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8       | <b>Course Outcomes (OC):</b><br>After completion of the course, learners will be able to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p>OC1: understand the difference between equations and inequalities</p> <p>OC2: learn the concepts related to linear and quadratic equations, such as roots and their nature in different situations.</p> <p>OC3: realize how to perform various operations (such as addition, subtraction, multiplication and division) on inequalities and grasp their consequences.</p> <p>OC4: understand the difference between permutations and combinations</p> <p>OC5: learn the concepts and theorems related to probability, such as addition rule, multiplication rule, independent events.</p> <p>OC6: realize the various formulae and their applications in finding area and perimeter of various geometric shapes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9 | <p><b>Modules:-</b></p> <p><b>Module 1: Equations and Inequalities</b></p> <p>1. Equations - I</p> <ul style="list-style-type: none"> <li>• Linear Equation in one variable</li> <li>• Linear Equation in two variables</li> <li>• Simultaneous Equations in two and three variables</li> <li>• Forming simultaneous equations</li> </ul> <p>2. Equations - II</p> <ul style="list-style-type: none"> <li>• Quadratic Equation in one variable</li> <li>• Methods of solving a quadratic equation, such as (a) factorization, (b) technique of completing square, (c) use of the formula <math>\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}</math></li> <li>• Discriminant and Nature of the roots of a quadratic equation</li> <li>• Equations of higher degree and solving the same, when one root is given/known. Use of synthetic division</li> </ul> <p>3. Inequalities</p> <ul style="list-style-type: none"> <li>• Concept of inequality, types of inequality such as <math>&lt;</math>, <math>&gt;</math>, <math>\leq</math>, <math>\geq</math>.</li> <li>• Simple rules related to inequality such as <ul style="list-style-type: none"> <li>○ Adding same quantity to both sides doesn't alter inequality</li> <li>○ Subtracting same quantity from both sides doesn't alter inequality</li> <li>○ Multiplying both sides by same positive quantity doesn't alter inequality</li> <li>○ Dividing both sides by same positive quantity doesn't alter inequality</li> <li>○ Multiplication or Division by negative quantities alter inequality</li> </ul> </li> </ul> <p>[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.]</p> <p><b>Module 2: Counting Techniques, Probability and Geometry</b></p> <p>1. Permutations and Combinations</p> <ul style="list-style-type: none"> <li>• The idea of Permutations and Combinations</li> </ul> |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |
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|    | <ul style="list-style-type: none"> <li>The factorial notation and formulae for <math>P(n, r)</math> and <math>C(n, r)</math></li> </ul> <p>2. Probability</p> <ul style="list-style-type: none"> <li>The concept and definition of Probability</li> <li>The addition rule in Probability</li> <li>The multiplication rule (in case of independent events) in Probability</li> </ul> <p>3. Geometry</p> <ul style="list-style-type: none"> <li>Formulae for the area and perimeter of various standard geometric shapes, such as triangles and quadrilaterals.</li> <li>Using area of triangle to obtain areas of non-standard shape</li> <li>Relation of internal/external angle and the number of sides of a regular polygon</li> <li>Circumference and Area of a circle</li> </ul> |                                      |
| 10 | <p><b>Text Books</b></p> <ol style="list-style-type: none"> <li>Bible To Basic Mathematics, Pragati Agarwal</li> <li>Quantitative Aptitude for Competitive Examinations, R. S. Agarwal</li> <li>Logical and Analytical Reasoning: Useful for All Competitive Exams, A. K. Gupta</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                      |
| 11 | <p><b>Reference Books</b></p> <ol style="list-style-type: none"> <li>Arithmetic : Subjective And Objective For Competitive Examinations, R. S. Agarwal</li> <li>Maths Book For Competitive Exams, Vikas Bhalla</li> <li>Reasoning For Competitive Examinations, Nishit K Sinha</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                      |
|    | <p style="text-align: center;"><b><u>Scheme of the Examination</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                      |
|    | <p>The performance of the learners shall be evaluated into two parts.</p> <ul style="list-style-type: none"> <li>Internal Continuous Assessment of 20 marks for each paper.</li> <li>Semester End Examination of 30 marks for each paper.</li> <li>Separate head of passing is required for internal and semester end examination.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      |
| 12 | <b>Internal Continuous Assessment: 40%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Semester End Examination: 60%</b> |

| 13                                            | <p><b>Continuous Evaluation through:</b> Quizzes, Class Tests, presentations, projects, role play, creative writing, assignments etc. (at least 3)</p> <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> <p><b>Paper pattern of the Test (Offline Mode with One hour duration):</b><br/>Q1: Definitions/Fill in the blanks/ True or False with Justification. (04 Marks: 4 x 1).<br/>Q2: Attempt any 2 from 3 descriptive questions. (06 marks: 2 × 3)</p>                                                                                                         | 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       |        |                |                                                                          |          |  |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------|---|--------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|----------------|--------------------------------------------------------------------------|----------|--|
| 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                                                                                                                                                                                                   |             |       |   |                                                                                      |                |                                                                                                                                                                                                      |                                                                                                    |        |                |                                                                                                                                                                                                      |          |        |                |                                                                          |          |  |
| 14                                            | <p><b>Format of Question Paper:</b><br/>The semester-end examination will be of 30 marks of one hour duration covering the entire syllabus of the semester.</p> <table><tr><th colspan="4">Note: Attempt any TWO questions out of THREE.</th></tr><tr><td>Q.No.1</td><td>Module 1 and 2</td><td>Attempt any <b>THREE</b> out of <b>FOUR</b>. (Each question of 5 marks)<br/>(a) Question based on OC1/OC2<br/>(b) Question based on OC3<br/>(c) Question based on OC4<br/>(d) Question based on OC5/OC6</td><td>15 Marks</td></tr><tr><td>Q.No.2</td><td>Module 1 and 2</td><td>Attempt any <b>THREE</b> out of <b>FOUR</b>. (Each question of 5 marks)<br/>(a) Question based on OC1/OC2<br/>(b) Question based on OC3<br/>(c) Question based on OC4<br/>(d) Question based on OC5/OC6</td><td>15 Marks</td></tr><tr><td>Q.No.3</td><td>Module 1 and 2</td><td>Attempt any <b>THREE</b> out of <b>FOUR</b>. (Each question of 5 marks)</td><td>15 Marks</td></tr></table> | Note: Attempt any TWO questions out of THREE.                                                                                                                                                        |             |       |   | Q.No.1                                                                               | Module 1 and 2 | Attempt any <b>THREE</b> out of <b>FOUR</b> . (Each question of 5 marks)<br>(a) Question based on OC1/OC2<br>(b) Question based on OC3<br>(c) Question based on OC4<br>(d) Question based on OC5/OC6 | 15 Marks                                                                                           | Q.No.2 | Module 1 and 2 | Attempt any <b>THREE</b> out of <b>FOUR</b> . (Each question of 5 marks)<br>(a) Question based on OC1/OC2<br>(b) Question based on OC3<br>(c) Question based on OC4<br>(d) Question based on OC5/OC6 | 15 Marks | Q.No.3 | Module 1 and 2 | Attempt any <b>THREE</b> out of <b>FOUR</b> . (Each question of 5 marks) | 15 Marks |  |
| Note: Attempt any TWO questions out of THREE. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                      |             |       |   |                                                                                      |                |                                                                                                                                                                                                      |                                                                                                    |        |                |                                                                                                                                                                                                      |          |        |                |                                                                          |          |  |
| Q.No.1                                        | Module 1 and 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Attempt any <b>THREE</b> out of <b>FOUR</b> . (Each question of 5 marks)<br>(a) Question based on OC1/OC2<br>(b) Question based on OC3<br>(c) Question based on OC4<br>(d) Question based on OC5/OC6 | 15 Marks    |       |   |                                                                                      |                |                                                                                                                                                                                                      |                                                                                                    |        |                |                                                                                                                                                                                                      |          |        |                |                                                                          |          |  |
| Q.No.2                                        | Module 1 and 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Attempt any <b>THREE</b> out of <b>FOUR</b> . (Each question of 5 marks)<br>(a) Question based on OC1/OC2<br>(b) Question based on OC3<br>(c) Question based on OC4<br>(d) Question based on OC5/OC6 | 15 Marks    |       |   |                                                                                      |                |                                                                                                                                                                                                      |                                                                                                    |        |                |                                                                                                                                                                                                      |          |        |                |                                                                          |          |  |
| Q.No.3                                        | Module 1 and 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Attempt any <b>THREE</b> out of <b>FOUR</b> . (Each question of 5 marks)                                                                                                                             | 15 Marks    |       |   |                                                                                      |                |                                                                                                                                                                                                      |                                                                                                    |        |                |                                                                                                                                                                                                      |          |        |                |                                                                          |          |  |

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|--|--|--|--------------------------------------------------------------------------------------------------------------------------|--|--|
|  |  |  | (a) Question based on OC1/OC2<br>(b) Question based on OC3<br>(c) Question based on OC4<br>(d) Question based on OC5/OC6 |  |  |
|  |  |  |                                                                                                                          |  |  |

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Prof. Shivram S. Garje  
Faculty of Science &  
Technology**

**Name of the Course: IT\_Data Analysis with Excel**

| Sr.No. | Heading                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Particulars                                                                                                                                                                                                                  |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | <b>Description the course : Including but Not limited to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 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      | <b>Vertical :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Open Elective                                                                                                                                                                                                                |
| 3      | <b>Type :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Practical                                                                                                                                                                                                                    |
| 4      | <b>Credits :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2 credits                                                                                                                                                                                                                    |
| 5      | <b>Hours Allotted :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 60 Hours                                                                                                                                                                                                                     |
| 6      | <b>Marks Allotted:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 50 Marks                                                                                                                                                                                                                     |
| 7      | <b>Course Objectives(CO):</b><br>CO 1. Learn to handle data, clean the data to make meaningful data set without missing value using various excel functions.<br>CO 2. Learn to use excel functions to get statistical and financial results.<br>CO 3. Learn to use intelligent functions in excel like lookups and conditional calculations.<br>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.<br>CO 5. Equip with skills in managing and preparing data for analysis in Excel.<br>CO 6. Employ advanced data analysis techniques such as what-if analysis and macros.<br>CO 7. Learn how to use Excel's Data Analysis Toolpak to perform complex engineering and statistical analysis on datasets. |                                                                                                                                                                                                                              |
| 8      | <b>Course Outcomes (OC):</b><br>OC 1. Collect data from different sources, and organize it to a meaningful tabular format.<br>OC 2. Apply formulas to the data using excel built in functions.<br>OC 3. Utilize Excel's advanced features for data manipulation and analysis.<br>OC 4. Select graph types and chart styles which will suit the kind of data they analyse.<br>OC 5. Explore the immense possibilities of pivot table and make meaningful reports.<br>OC 6. Utilize Excel's advanced features for data manipulation and analysis.<br>OC 7. Utilize the Toolpak's features to extract valuable insights and find solutions to challenging data-driven issues.                                                                                                                      |                                                                                                                                                                                                                              |
| 9      | <b>Modules:-</b><br><b>Module 1:</b><br><br>1. <b>Introduction to Excel Basics</b><br>a. Entering and editing worksheet data.<br>b. Performing basic worksheet operations.<br>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.

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                 |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
|    | <b>3. Advanced Data Analysis Techniques</b> <ol style="list-style-type: none"> <li>Performing Spreadsheet What-If Analysis.</li> <li>Analysing Data Using Goal Seeking and Solver.</li> </ol> <b>4. Introducing Data Analysis Toolpak Tools</b> <ol style="list-style-type: none"> <li>Using the Descriptive Statistics tool.</li> <li>Creating a histogram.</li> <li>Ranking by percentile.</li> <li>Calculating moving averages.</li> <li>Using the Exponential Smoothing tool.</li> <li>Using Data Analysis t-test tools.</li> <li>Using the Regression and Correlation tools.</li> <li>Implementing the ANOVA data analysis tools.</li> </ol> <b>5. Excel Macros</b> <ol style="list-style-type: none"> <li>Recording and editing macros.</li> <li>Managing recorded macros.</li> </ol> |                                                 |
| 10 | <b>Text Books</b> <ol style="list-style-type: none"> <li>Excel 2019 bible, Alexander, M., Kusleika, R., &amp; Walkenbach, J. (2018), John Wiley &amp; Sons.</li> <li>Excel data analysis for dummies, Nelson, S. L., &amp; Nelson, E. C. (2014), John Wiley &amp; Sons.</li> <li>Data Analysis with Microsoft Excel , Berk, K. N., &amp; Carey, P. (1998), Pacific Grove, CA: Duxbury Press.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                     |                                                 |
| 11 | <b>Reference Books</b> <ol style="list-style-type: none"> <li>Excel Data Analysis Modeling and Simulation., Hector, G. (2019), Springer.</li> <li>Microsoft Excel data analysis and business modelling, Winston, W. (2016), Microsoft press.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                 |
| 12 | <b>Internal Continuous Assessment: 40%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Semester End Examination: 60%</b>            |
| 13 | <b>Continuous Evaluation through:</b><br>Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.( at least 3 )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Practical Exam of 30 marks for 2 hours duration |
| 14 | <b>Format of Question Paper: Duration 2 hours. Certified copy of Journal is compulsory to appear for the practical examination</b><br>Practical Slip:<br>Q1. From Module 1      13 marks<br>Q2. From Module 2      12marks<br>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

|                                              |                                   |
|----------------------------------------------|-----------------------------------|
| <b>PROGRAM</b>                               | <b>B.COM</b>                      |
| <b>SEMESTER</b>                              | <b>II</b>                         |
| <b>COURSE TITLE</b>                          | <b>Business Leadership Skills</b> |
| <b>VERTICLE<br/>/CATEGORY</b>                | <b>SEC 2</b>                      |
| <b>COURSE LEVEL</b>                          | <b>4.5</b>                        |
| <b>COURSE CODE</b>                           |                                   |
| <b>COURSE CREDIT</b>                         | <b>2</b>                          |
| <b>HOURS PER WEEK<br/>THEORY</b>             | <b>2</b>                          |
| <b>HOURS PER WEEK<br/>PRACTICAL/TUTORIAL</b> | <b>NA</b>                         |

#### **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**

| <b>UNIT NO</b>     | <b>COURSE UNITS AT A GLANCE</b> | <b>TOTALHOURS</b> |
|--------------------|---------------------------------|-------------------|
| 1                  | Personal Leadership             | 15                |
| 2                  | Team Leadership                 | 15                |
| <b>TOTAL HOURS</b> |                                 | <b>30</b>         |

## **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); Visionary Leadership

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 Christopher F. Achua. (2016). Leadership: Theory, Application and 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:**

| <b>Semester GPA/ Programme<br/>CGPA Semester/ Programme</b> | <b>% of Marks</b> | <b>Alpha-Sign/<br/>Letter Grade Result</b> | <b>Grading<br/>Point</b> |
|-------------------------------------------------------------|-------------------|--------------------------------------------|--------------------------|
| 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<br>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                        |

**Justification for B.Com.**

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

**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**

|                           |                                                                                         |                      |    |
|---------------------------|-----------------------------------------------------------------------------------------|----------------------|----|
| Course                    | <b>Vocational Skills in Accounting– III</b><br>(Semester II; Level 4.5)                 | Credits              | 02 |
| Type                      | VSC, SEC: (VSEC)                                                                        | No of Teaching hours | 30 |
| Evaluation/<br>Assessment | Total 50 Marks = 30 Marks Semester End Evaluation<br>and 20 Marks Continuous Evaluation |                      |    |

### **Preface**

In the intricate realm of business operations, adept handling of documents is paramount. This comprehensive course not only demystifies the meaning and concepts of various business documents but also delves into their practical significance within organizational frameworks. From Quotations and Tendering to Purchase Requisitions, learners will gain practical insights into the document-driven processes that form the backbone of business transactions. The course further explores the intricacies of critical documents such as Delivery Challans, Bills of Lading, Customs Bills, Lorry Receipts, and E-Way Bills, providing learners with a holistic understanding of the logistics and legal aspects of trade. Learners will also master the creation and significance of accounting documents. Additionally, the course addresses the crucial aspect of timely payments under MSME and GST Law, ensuring participants are well-versed in meeting legal obligations. Understanding the penalties and punishments associated with the dishonour of cheques adds a legal dimension to the course. By completing this course, participants will not only enhance their employability by mastering essential skills in documentation and financial transactions but will also be well-prepared to contribute effectively to the seamless functioning of businesses in diverse industries.

### **Aims and Objectives**

|     |                                                                                                                               |
|-----|-------------------------------------------------------------------------------------------------------------------------------|
| CO1 | To enable the learners to understand the concepts of documents in business organisations.                                     |
| CO2 | To enable the learners to develop the skill required for preparation of various documents required in business organisations. |

### **Learning Outcomes**

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

|     |                                                                                                                         |
|-----|-------------------------------------------------------------------------------------------------------------------------|
| LO1 | Acquire the basic knowledge of documents in business organisations.                                                     |
| LO2 | Familiarise and understand the basic documents required in business organisations.                                      |
| LO3 | Develop the application skill required for preparation of business documents.                                           |
| LO4 | Develop the analytical skill required to understand the various details required for preparation of business documents. |
| LO5 | Evaluate in practically restricted situation the preparation of various business documents.                             |

| Module No | Content                                                                                                                                                                                                                                                                                                                                                                                               | No of Hours |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1         | <b><u>Module-1</u></b> <ul style="list-style-type: none"> <li>Meaning and concepts of documents in business organisations.</li> <li>Importance of maintaining documents in business organisations.</li> <li>Quotations &amp; Tendering.</li> <li>Purchase Requisitions.</li> <li>Delivery Challan, Bill of Lading, Customs Bills, Lorry Receipts, E-Way Bill.</li> </ul>                              | 15          |
| 2.        | <b><u>Module-2</u></b> <ul style="list-style-type: none"> <li>Proforma Invoice and Tax Invoices.</li> <li>Debit Note and Credit Note, Vouchers.</li> <li>Letter of Credit, Bank Guarantee.</li> <li>Cheques, Pay-in-slip and Bills of Exchange, NEFT, RTGS, Demand Draft.</li> <li>Time limit of Payment under MSME and GST Law.</li> <li>Dishonour of Cheque: Penalties &amp; Punishment.</li> </ul> | 15          |

**Note: The above delivery of modules should have practical aspect of specimen documents.**

#### References

| Sr. No. | Name of the Book                                                               | Name of the Author           | Publisher                |
|---------|--------------------------------------------------------------------------------|------------------------------|--------------------------|
| 1       | GST E-way Bill                                                                 | Taxmann                      |                          |
| 2       | MSME Ready Reckoner                                                            |                              |                          |
| 3       | Guide to Negotiable Instruments Act, 1881                                      |                              |                          |
| 4       | Law related to Bills of Lading, characterparties and contract of affreightment | B C Mitra                    | Universal Law Publishing |
| 5       | Bills of Lading in international law and practice                              | Dr. Justice T. Kochu Thommen | Eastern Book Company     |
| 6       | Understanding Letter of credit – Learners Guide to Letter of Credit            | Nisha S Kosal                | notionpress.com          |
| 7       | Letters of Credit – Theory and Practice                                        | Rupnarayan Bose              | notionpress.com          |
| 8       | Law related to Bank Guarantee                                                  | Dr. Mohd Yasin Wani          | V L Media Solutions      |
| 9       | Law of Banking and Negotiable Instruments                                      | Dr. S R Myneni               | Asia Law House           |
| 10      | Banking Law and Negotiable Instrument Act                                      | Dr R P Nainta                | Allahabad Law Agency     |
| 11      | Reserve Bank of India Act, 1934                                                | Taxmann                      |                          |
| 12      | GST Practice Manual                                                            | Aditya Singhania             | Taxmann                  |
| 13      | GST Ready Reckoner                                                             | V.S. Datey                   | Taxmann                  |

|    |                                     |                                         |         |
|----|-------------------------------------|-----------------------------------------|---------|
| 14 | Professional's Guide to GST         | Abhishek A. Rastogi                     | Taxmann |
| 15 | Micro, Small and Medium Enterprises | Indian Institute of Banking and Finance |         |

**Semester End External: 30 Marks**

**Time: 1:00 Hour**

**Question Paper Format:**

**Attempt any 2 out of 3 questions.**

| Question No | Questions         | Marks     |
|-------------|-------------------|-----------|
| Q1          | Practical/ Theory | 15        |
| Q2          | Practical/ Theory | 15        |
| Q3          | Practical/ Theory | 15        |
|             | <b>TOTAL</b>      | <b>30</b> |

**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. 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: Internal (20 marks)**

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

| Sr. No. | Heading                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <b>Description the course :</b><br><br><b>Including but Not limited to :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>भाषिक कौशल्यांचे उपयोजन – १</b><br/> <b>(भाषण व निवेदन कौशल्ये)</b></p> <p>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.</p> <p>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.</p> |
| 2       | <b>Vertical :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Ability Enhancement Course                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3       | <b>Type :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Theory + Practical                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4       | <b>Credit:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 02 (1 credit = 15 Hours for Theory in a Semester)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5       | <b>Hours Allotted :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 30 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6       | <b>Marks Allotted:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 50 Marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 7       | <b>Course Objectives :</b><br>१. विविध कार्यक्रम व घटना-प्रसंगीच्या भाषणाचे स्वरूप समजावून सांगणे.<br>२. विविध घटना प्रसंगीच्या निवेदनाचे स्वरूप समजावून सांगणे.<br>३. प्रभावी भाषण करण्यासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा परिचय करून देणे.<br>४. प्रभावी निवेदन करण्यासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा परिचय करून देणे.<br>५. प्रत्यक्ष भाषण आणि निवेदन करण्याची संधी उपलब्ध करून देणे.                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8       | <b>Course Outcomes :</b><br>१. विद्यार्थ्यांना विविध कार्यक्रम व घटना-प्रसंगी करावयाच्या भाषणाचे स्वरूप कळेल.<br>२. विद्यार्थ्यांना विविध कार्यक्रम व घटना-प्रसंगी करावयाच्या निवेदनाचे स्वरूप कळेल.<br>३. विविध कार्यक्रम व घटना-प्रसंगी करावयाच्या भाषणासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा विद्यार्थ्यांना परिचय होईल.<br>४. विविध कार्यक्रम व घटना-प्रसंगी करावयाच्या निवेदनासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा विद्यार्थ्यांना परिचय होईल.<br>५. विद्यार्थ्यांना प्रत्यक्ष भाषण आणि निवेदन करण्याची संधी उपलब्ध होईल व त्यांच्या क्षमता विकसित होतील. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                 |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 9  | <b>Modules (अभ्यास घटक) :</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                 |
|    | <b>Module 1 (घटक- ०१) : भाषण कौशल्य</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                 |
|    | १. भाषण : संकल्पना, भाषण : स्वरूप वैविध्य, भाषण प्रकार.<br>२. भाषण कौशल्याचे उपयोजन : भाषणाची पूर्वतयारी, भाषण संहिता (लिखित व मौखिक),<br>भाषिक-आंगिक-वाचिक कौशल्ये<br>(६० मिनिटांच्या १५ तासिका, श्रेयांकन - १)                                                                                                                                                                                                                                                   |                                                                                                                 |
|    | <b>Module 2 (घटक- ०२) : निवेदन कौशल्य</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                 |
| 10 | १. निवेदन : संकल्पना, निवेदनाचे स्वरूप वैविध्य, निवेदनाचे प्रकार.<br>२. निवेदन कौशल्याचे उपयोजन : निवेदनाची पूर्वतयारी, निवेदन संहिता (लिखित व मौखिक),<br>काल-परिस्थिती भान, भाषिक-वाचिक कौशल्ये.<br>(६० मिनिटांच्या १५ तासिका, श्रेयांकन - १)                                                                                                                                                                                                                     |                                                                                                                 |
|    | <b>Text Books : N.A.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                 |
|    | <b>Reference Books:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                 |
|    | १. केळकर अशोक, वैखरी : भाषा आणि भाषाव्यवहार, स्नेहवर्धन प्रकाशन, पुणे, २०००.<br>२. तौर पृथ्वीराज (संपा०), मराठी भाषिक कौशल्य विकास, अथर्व पब्लिकेशन्स, धुळे, २०१८.<br>३. नसिराबादकर ल० रा० व्यावहारिक मराठी, भाषा संशोधन केंद्र, कोल्हापूर, २०२३.<br>४. केळकर अशोक, मध्यमा : भाषा आणि भाषाव्यवहार, मराठी भाषा आणि वाचिक अभिनय, मेहता पब्लिशिंग<br>हाऊस, पुणे, १९९६.<br>५. भाषिक सर्जन आणि उपयोजन, राजन गवस, अरूण शिंदे, गोमटेश्वर पाटील, दर्या प्रकाशन, पुणे, २०१२ |                                                                                                                 |
| 12 | <b>Internal Continuous Assessment: 40%</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>External, Semester End Examination 60%</b><br><b>Individual Passing in Internal and External Examination</b> |
| 13 | <b>Continuous Evaluation through:</b><br>अंतर्गत मूल्यमापन : २० गुण<br>चाचणी परीक्षा / मौखिक परीक्षा / प्रकल्पलेखन, नियत कार्य<br>(Assignment) / सादरीकरण/ प्रश्नमंजूषा<br>उपरोक्त कोणत्याही पद्धतीचा अवलंब करून अंतर्गत<br>मूल्यमापन करता येईल.<br>(प्रत्यक्ष उपस्थिती किंवा ऑनलाईन पद्धती)                                                                                                                                                                       |                                                                                                                 |
| 14 | <b>Format of Question Paper: (बहिर्गत परीक्षेच्या प्रश्नपत्रिकेचे स्वरूप)</b><br>बहिर्गत परीक्षा ३० गुण (वेळ एक तास) <ul style="list-style-type: none"> <li>एकूण तीन प्रश्न विचारावेत.</li> <li>प्रत्येक घटकावर अंतर्गत पर्याय असलेले प्रत्येकी १० गुणांचे दोन प्रश्न विचारावेत.</li> <li>तिसरा प्रश्न हा घटक १ आणि २ वर आधारित दहा गुणांचा वस्तुनिष्ठ स्वरूपाचा असावा.</li> </ul>                                                                                 |                                                                                                                 |

**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**



|                                   |                            |
|-----------------------------------|----------------------------|
|                                   |                            |
| <b>PROGRAM</b>                    | BA /BSc/ BCom              |
| SEMESTER                          | I                          |
| COURSE TITLE                      | <b>Indian Constitution</b> |
| VERTICLE /CATEGORY                | E (Value Education Course) |
| COURSE LEVEL                      | 50                         |
| COURSE CODE                       |                            |
| COURSE CREDIT                     | 2                          |
| HOURS PER WEEK THEORY             | 2                          |
| HOURS PER WEEK PRACTICAL/TUTORIAL |                            |

|                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>COURSE OBJECTIVE</b>                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• Learners will be enabled to understand the basics of Indian Constitution.</li> <li>• Significantly the learners will understand the significance and functionality of Fundamental Rights, Fundamental Duties and Directive Principles.</li> <li>• The learners will be enabled to understand the role of Indian Judiciary in Protecting Fundamental Rights.</li> </ul> |
| <b>COURSE OUTCOME</b>                                                                                                                                                                                                                                                                                                                                                                                           |
| CO1: Learners will be empowered to understand the basic structure, nature of Indian Constitution                                                                                                                                                                                                                                                                                                                |
| CO2: Learners will understand their and other citizens fundamental rights and duties towards the nation.                                                                                                                                                                                                                                                                                                        |
| CO3: Learners will be equipped with the role of Indian Judiciary in protecting Fundamental Rights of citizens and will be able to describe areas of criminal justice, law and society through a critical analysis of the subject.                                                                                                                                                                               |
| .                                                                                                                                                                                                                                                                                                                                                                                                               |

| <b>ORGANISATION OF THE COURSE</b> |                                                                                                                                                                                                            |                       |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>UNIT NO</b>                    | <b>COURSE UNITS</b>                                                                                                                                                                                        | <b>HOURS PER WEEK</b> |
| 1                                 | Indian Constitution: Characteristics                                                                                                                                                                       | 10                    |
| 2                                 | Fundamental Rights, Fundamental Duties and Directive Principles of State Policy                                                                                                                            | 10                    |
| 3                                 | Judiciary: Introduction to Supreme Court, Powers, and Functions of the Supreme Court<br>Introduction to High Court Powers and Functions of the High Court<br>Public Interest Litigation, Judicial Activism | 10                    |
| <b>TOTAL HOURS</b>                |                                                                                                                                                                                                            | <b>30</b>             |

### **COURSE DESIGN**

| <b>UNIT TITLE</b>                                               | <b>OUTCOME</b>                                                                                                                                                     | <b>DESCRIPTION</b>                                                                                                                                                                               | <b>PEDAGOGICAL APPROACH</b>       |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| INTRODUCTION TO CONSTITUTION                                    | Learners will understand the importance of preamble in the implementation of constitution.                                                                         | Constitution meaning of the term, Significance of constitution, Preamble, Features of constitution and basic structure of Indian Constitution                                                    | Chalk and talk method, Case laws  |
| FUNDAMENTAL RIGHTS, FUNDAMENTAL DUTIES AND DIRECTIVE PRINCIPLES | Learners will understand the fundamental rights and duties towards the nation and people.                                                                          | Fundamental rights (Art 12 to Art 35), Fundamental Duties and Directive Principles of state policy                                                                                               | Chalk and talk method, Case laws  |
| JUDICIARY                                                       | Learners will be able to summarize the process of judicial review and identify criteria used by courts to evaluate the constitutionality of criminal law of India. | Introduction to Supreme Court, Powers, and Functions of the Supreme Court, Introduction to High Court, Powers and Functions of the High Court, Public Interest Litigation and Judicial Activism. | Chalk and talk method, Case laws. |

| <b>CONTINUOUS ASSESSMENT TESTS (CAT) &amp; SEMESTER END EXAMINATION (SEE)</b> |              |                                                                                                                                              |                       |
|-------------------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>NATURE OF ASSESSMENT</b>                                                   | <b>MARKS</b> | <b>METHODOLOGY</b>                                                                                                                           | <b>COURSE OUTCOME</b> |
| CAT 1 *                                                                       | 10           | Online Quiz, Open book test, Class test, Assignment and Viva                                                                                 | CO1                   |
| CAT 2 *                                                                       | 10           | Online Quiz, Open book test, Class test, Assignment and Viva                                                                                 | CO1, CO2              |
| CAT 3 *                                                                       | 10           | Online Quiz, Open book test, Class test, Assignment and Viva                                                                                 | CO3                   |
| SEE                                                                           | 30           | Four 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         |

\*Any Two for 20 marks

|                            |                                                           |
|----------------------------|-----------------------------------------------------------|
| <b>ESSENTIAL READINGS</b>  | Durga Das Basu- Introduction to the Constitution of India |
| <b>ADDITIONAL READINGS</b> | J. N. Pande – Constitution of India                       |

Syllabus Drafting Committee  
Dr. Swati Rautela Professor and Head Department of Law  
Dr. Rajeshri Varhadi Professor and In charge Director  
Dr. Sanjay Jadhav Associate Professor  
Prof. Uma Nehare Assistant Professor

**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<br>Title of the Unit                                                                                                                                                                                                                                                                                                                                                                                                                                           | No. of Lecture | No. of Credits |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Leadership &amp; Personality development:</b><br>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<br>Sustainable Development Goals                                                                                                                                                                                                                                                                                                                                                                                             |                |                |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Activity Based Programmes</b> (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             |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Shramadhan –</b> Plantation, Cleaning, Watering, Weeding, Any other activities.                                                                                                                                                                                                                                                                                                                                                                                        |                |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Awareness Programmes –</b> Seminar, Workshops, Celebration of National and International days, Personality Development Programmes, Group Activities, etc.,                                                                                                                                                                                                                                                                                                             |                |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                         | Rally, Visit to Adopted villages, Swatchatha Programme, 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 awareness Programme, Literacy Programme, Water Conservation Programme, One Day Special Camp in a village (preferably in adopted village/Adopted areas/Slums/MR Schools etc). |                |                |
| <b>Note:</b><br>1. Above Paper will be exempted if the learner is involved in NSS as Volunteer and Successfully completes 60 hours in each Semester.<br>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        |
| <b>Total</b>                                 | <b>20</b> |

### 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.

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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>
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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<br>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    | <b>Importance of Physical Education and Sports</b>                  | 15                     |
|                           | II   | <b>Participation in any physical activities</b>                     | 15                     |
| 2                         | III  | <b>Volunteering in any sports events or fitness events</b>          | 15                     |
|                           | IV   | <b>Participation in University or any other Sports competitions</b> | 15                     |
| <b>Total No. of Hours</b> |      |                                                                     | <b>60</b>              |

| Module No. | Unit | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1          | I    | <b>1.1 Importance of Physical Education and Sports &amp; Yoga</b> <ul style="list-style-type: none"> <li>• Development of physical health as well as mental health through Physical Activities.</li> <li>• Group Sports &amp; Fitness Activities</li> <li>• Fitness activities conducted by any sports/fitness instructor such as Yoga, Zumba, Aerobics etc.</li> </ul>                                                                                                            |
|            | II   | <b>1.2 Participation in any Physical activities</b> <ul style="list-style-type: none"> <li>• Participation in any sports practice sessions conducted by our college/ any club / any institution</li> <li>• Completion of any Yoga/ Pilates/ Gym course/ any fitness related course</li> <li>• Participation in any other physical activities of the interest of student</li> </ul>                                                                                                 |
| 2          | III  | <b>2.1 Volunteering in any sports events or fitness events</b> <ul style="list-style-type: none"> <li>• Volunteering done in sports or fitness events organized by the college</li> <li>• Volunteering in any other fitness or sports activities organized by NGO or local clubs</li> </ul>                                                                                                                                                                                        |
|            | IV   | <b>2.2 Participation in University or any other Sports competitions</b> <ul style="list-style-type: none"> <li>• Participation in University Intercollegiate/ Inter Zonal / West Zone/ All India / National / State tournaments organized by University of Mumbai or State or District Sports Federation</li> <li>• Participation in any other intra college competition organized by college</li> <li>• Participation in any recognized Sports or Fitness competitions</li> </ul> |

### 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<br><b>OR</b><br>Project<br><b>OR</b><br>Assignment<br><br>(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<br><br><b>OR</b><br>Participation in Sports Competitions Conducted by University at State or National Level<br>(Students who have represented Mumbai University or College at Intercollegiate / Inter Zonal / West Zone Inter University / All Indi Inter University/ International tournament)<br><br>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    |
| <b>Total</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30    |

## References –

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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.
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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
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**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**

| <b>Module No.</b>         | <b>Unit</b> | <b>Content</b>                          | <b>No. of Hours</b> |
|---------------------------|-------------|-----------------------------------------|---------------------|
| 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                  |
| <b>Total No. of Hours</b> |             |                                         | <b>30</b>           |

| <b>Module No.</b> | <b>Unit</b> | <b>Content</b>                                                                                                                                                                                                                                     |
|-------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                 | <b>I</b>    | <b>1.1 Foundation of Performing Arts</b> <ul style="list-style-type: none"><li>• Introduction to Performing Arts</li><li>• Historical Evolution and Cultural Significance of Performing Arts</li><li>• Basic Elements of Performing Arts</li></ul> |
|                   | <b>II</b>   | <b>1.2 Essential Skill Sets in Performing Arts</b> <ul style="list-style-type: none"><li>• Character Development and Analysis</li></ul>                                                                                                            |

|          |            |                                                                                                                                                                                                                                                                                   |
|----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |            | <ul style="list-style-type: none"> <li>• Emotional Exploration and Expression</li> <li>• Fundamentals of Voice Modulation and Projection</li> <li>• Improvisation Skills</li> <li>• Scene Study and Script Interpretation</li> <li>• Career Options in Performing Arts</li> </ul> |
| <b>2</b> | <b>III</b> | <b>2.1 Chronicles of Indian Artistry</b> <ul style="list-style-type: none"> <li>• Indus Valley Civilization</li> <li>• Folk and Tribal Art Forms</li> <li>• Impact of Aesthetic Art on Sacred Architecture</li> <li>• Revival and Preservation of Ancient Indian Art</li> </ul>   |
|          | <b>IV</b>  | <b>2.2 Contemporary and Modern Art</b> <ul style="list-style-type: none"> <li>• Modern Trends in Indian Art</li> <li>• Eminent Contemporary Artists of India</li> <li>• Career Options in Fine Arts</li> </ul>                                                                    |

### **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)**

| <b>Sr. No.</b> | <b>Particulars</b>                                                                                                                                                                                                                      | <b>Marks</b> |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1              | Presentation<br><b>OR</b><br>Project<br><b>OR</b><br>Assignment                                                                                                                                                                         | 15           |
| 2              | Participation in Workshop / Conference / Seminar (as decided by the Teacher)<br><b>OR</b><br>Participation in Online Workshop / Conference / Seminar (as decided by the Teacher)<br><b>OR</b><br>Field Visit<br><b>OR</b><br>Attendance | 5            |

**Semester End Examination (30 Marks)**

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

**Reference Books**

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