



# **R. A. Podar College of Commerce & Economics (Autonomous)**

**Syllabus of F.Y.B.Com ( Accountancy and Management)  
Programme**

**With effect from the Academic Year  
2022-2023**

*Discipline Specific Elective (DSE) Courses*

**1. Accountancy and Financial Management (3 Credits)**

**Objectives:**

1. To impart the knowledge of various accounting concepts, conventions, policies and related accounting standards to the learners.
2. To impart the knowledge to learners about accounting procedures, methods and techniques in solving problems and issues relating to various areas of accounting.
3. To acquaint learners with practical aspects of 'accounts writing' by giving them exposure to special areas of accounting such as Co-operative Housing Societies, Trust, Branches, Installment Sale, Lease Accounting, Single Entry, etc.

**Semester I**

**Modules at a Glance**

<b>Accountancy and Financial Management - Paper I (3 Credits)</b>		
<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Accounting Concepts, Conventions, Important Accounting terms and related Accounting Standards	15
2	Valuation of Inventories: AS-2	15
3	Final Accounts of Manufacturing Enterprise	15
4	Accounting for Installment Sale and Lease (Financial lease)	15
<b>Total No. of Lectures:</b>		<b>60</b>

<b>Sr. No.</b>	<b>Modules</b>
<b>1</b>	<b>Accounting Concepts, Conventions, Important Accounting terms and related Accounting Standards</b>

	<ul style="list-style-type: none"> <li>● <b>Accounting Concepts:</b> Business Entity, Going Concern, Money Measurement, Periodicity, Accrual, Matching, Realisation, Historical Cost, Fair Value, Dual Aspect Important Terms: Contingent Assets, Contingent Liabilities, Provisions v/s Reserves, Charge v/s Appropriation</li> <li>● <b>Accounting Conventions:</b> Conservatism, Materiality, Consistency, Uniformity</li> </ul>
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	<ul style="list-style-type: none"> <li>● <b>Accounting Standards:</b> <b>AS-1:</b> Disclosure of Accounting Policies: Purpose, Areas of Policies, Illustrations <b>AS-9:</b> Revenue Recognition: Meaning and Scope, Transactions excluded, Sale of Goods, Rendering of Services, Effects of Uncertainties, Disclosure, Illustrations <b>AS-10:</b> Property Plant and Equipments: Introduction, Definitions, Applicability, Disclosure, Illustrations</li> </ul>
<b>2</b>	<b>Valuation of Inventories: AS-2</b>
	<ul style="list-style-type: none"> <li>● <b>AS-2:</b> Valuation of Inventories: Meaning and Definition, Applicability, Measurement of Inventory, Disclosure in Final Account, Explanation with Illustrations</li> <li>● <b>Inventory Valuation (Stock):</b> Cost for Inventory Valuation, Inventory Systems, Periodic Inventory, Perpetual Inventory, Valuation: Meaning and Importance, Methods of Stock Valuation as per AS-2, First in First Out (FIFO) Method, Weighted Average Method</li> <li>● <b>Stock Reconciliation</b> (when physical stock taken on, before or after the balance sheet date)</li> </ul>
<b>3</b>	<b>Final Accounts of Manufacturing Enterprise</b>
	<ul style="list-style-type: none"> <li>● Capital and Revenue Items: (Payment, Receipt, Income, Expenditure, Loss &amp; Profit)</li> <li>● Adjustment &amp; Closing entries</li> <li>● Final accounts of Manufacturing concern (Proprietary Firm)</li> </ul>
<b>4</b>	<b>Accounting for Installment Sale and Lease (Financial lease)</b>
	<ul style="list-style-type: none"> <li>● <b>Installment Sale:</b> Meaning, Distinction between Hire Purchase and Installment Sale, Calculation of Interest, Accounting for Installment Sale by Asset Purchase (Credit Purchase) Method, Interest Suspense Method, Including Default, Repossession</li> <li>● <b>Lease: Meaning of lease, Types of Leases, Identification of Financial &amp; Operating lease</b> Basic practical problems on financial lease.</li> </ul>

## Semester II

### Modules at a Glance

Accountancy and Financial Management - Paper II		
Sr. No.	Modules	No. of Lectures
1	Accounting from Incomplete Records	15
2	Accounting for Non-Profit Organization w.r.t. Co-operative Housing Society and Trusts	15
3	Departmental Accounts	15
4	Branch Accounts	15
<b>Total No. of Lectures:</b>		<b>60</b>

Sr. No.	Modules
<b>1</b>	<b>Accounting from Incomplete Records</b>
	Introduction, Problems on preparation of final accounts of Proprietary Trading Concern (By Conversion Method)
<b>2</b>	<b>Accounting for Non-Profit Organisation w.r.t. Co-operative Housing Society and Trusts</b>
	Basic theory of Trust, Co-operative Housing Society, Earmarked Funds, Earmarked Investments, Interest Accounting of Earmarked Investments, Other provisions in relation to preparation of Final Accounts, Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet
<b>3</b>	<b>Departmental Accounts</b>
	Meaning, Basis of Allocation of Expenses, Basis of Allocation of Incomes/Receipts, Inter Departmental Transfers, At Cost Price, At Invoice Price, Stock Reserve, Illustrations –Departmental Trading and Profit & Loss Account, General Profit & Loss a/c, and Balance Sheet
<b>4</b>	<b>Branch Accounts</b>
	Meaning, Classification of Branch, Accounting of Independent Branch, not maintaining full books by Debtors Method and Stock and Debtors Method.

## 2. Commerce (3 Credits)

1. To create awareness among the learners regarding the concept and importance of business
2. To appraise the learners regarding the Business Environment and Entrepreneurship.
3. To familiarize learners regarding setting up of a Business Unit.

### **Learning Outcome:**

1. It is expected that the learners become fully conversant with the aspects of business, Elements of business environment, Entrepreneurship and Setting up of the business unit.
2. Learners appreciate the importance of business in a developing economy.
3. Learners consider Entrepreneurship as a career option.

## Semester I

### Modules at a Glance

Commerce I- Introduction to Business		
Sr. No.	Modules	No. of Lectures
1	Introduction to Business	11
2	Business Environment	11
3	Entrepreneurship	11
4	Setting up of Business	12
<b>Total No. of Lectures:</b>		<b>45</b>

Sr. No.	Modules
<b>1</b>	<b>Introduction to Business</b>
	<ul style="list-style-type: none"> <li>Business: Concept</li> <li>Significance to Business Firms, Customers and Society</li> <li>Business Functions</li> <li>Objectives of Business: Classification of business objectives, Reconciliation of Economic with Social Objectives.</li> <li>Social Responsibility of a Business Firm towards various Stakeholders.</li> <li>Corporate Social Responsibility: Concept, Relevance and Importance of CSR</li> <li>Strategy Alternatives: Growth, Stability, Retrenchment, Restructuring, Turnaround / Business Combinations.</li> </ul>

	<ul style="list-style-type: none"> <li><b>Case-studies:</b></li> <li>A) Business organization's such as Apple, Google, TCS, Sony</li> <li>B) Companies that perished- lessons to be learned- Encyclopedia Britannica, Lehman Brothers, Kodak etc.</li> </ul>
<b>2</b>	<b>Business Environment</b>

	<ul style="list-style-type: none"> <li>• Concept and importance of Business Environment</li> <li>• Inter relationship between Business and Environment</li> <li>• Internal Business Environment – Elements</li> <li>• External Business Environment Analysis: Micro &amp; Macro (PESTLE)</li> <li>• SWOC Analysis: Concept and Importance</li> <li>• WTO Agreements (TRIPs, TRIMs, GATS, AoA)</li> <li>• Major Trading Blocs (EU, ASEAN, SAARC, NAFTA)</li> <li>• Case studies:</li> </ul> <p>A) Microsoft B) NOKIA C) Geographical Indicators (GI)-Turmeric &amp; Basmati rice</p>
<b>3</b>	<b>Entrepreneurship</b>
	<ul style="list-style-type: none"> <li>• Introduction: Concept and importance of entrepreneurship,</li> <li>• Factors Contributing to Growth of Entrepreneurship</li> <li>• Entrepreneur and Manager, Entrepreneur and Intrapreneur</li> <li>• Types of Entrepreneurs</li> <li>• Competencies Of An Entrepreneur</li> <li>• Training and Development centers in India.</li> <li>• Incentives to Entrepreneurs in India (Govt)</li> <li>• Startup space in India: Importance, Challenges and Solutions available in the changing scenario.</li> <li>• Women Entrepreneurs: Problems and Promotion.</li> <li>• Case studies-</li> </ul> <p>A) Nykaa B) Lenskart C) Shaadi.com</p>
<b>4</b>	<b>Setting up of Business</b>
	<ul style="list-style-type: none"> <li>• Introduction: Business Planning Process;</li> <li>• Concept and importance of Project Planning; Project Report;</li> <li>• Feasibility Study-Types, Importance.</li> <li>• Business Unit Promotion: Concept and Stages of Business Unit Promotion.</li> <li>• Location - Factors determining location,</li> <li>• Role of Government in Promotion Business Units</li> <li>• Licensing and Registration Procedure, Filing returns and other documents,</li> <li>• Ease of doing business In India: Importance, India's position worldwide</li> <li>• Sources of funding for starting up new business</li> <li>• Project on the preparation of Business Plan.</li> <li>• Case studies-</li> </ul> <p>A) OYO B) Muthoot Finance C) Review of the report on 'Ease Of Doing Business' by Ministry of Commerce &amp; Industry (Government of India)</p>

## Commerce -II-Service Sector

### **Objectives:**

1. To make aware the learners regarding the broad framework of different types of Services.
2. To provide insights into the key requirements, opportunities, and challenges in the services sector.

### **Learning Outcomes:**

1. It is expected that the learners acquaint themselves with the opportunities and challenges in the services sector.
2. The learners are expected to develop skills relating to the marketing of services.
3. The learners are expected to understand the present E-Commerce Scenario.
4. Learners are encouraged to consider various career options in the service sector.

Commerce -II-Service Sector		
Sr. No.	Modules	No. of Lectures
1	Introduction to Services Sector	15
2	Retailing	10
3	Recent Trends in Services Sector	10
4	E – Commerce	10
Total No. of Lectures:		45

## Semester II

Sr. No.	Modules
<b>1</b>	<b>Introduction to Services Sector</b>
	<ul style="list-style-type: none"> <li>• Concept of Services, Characteristics</li> <li>• Scope of Services</li> <li>• Importance of Service sector in the Indian context.</li> <li>• Marketing Mix for Services</li> <li>• Consumer Expectations,</li> <li>• Managing Demand and Capacity, Role of Customer Relationship Management in Services Marketing</li> <li>• Case-studies: A) Uber B) Urban Clap C)Practo App D)Aarogya Setu</li> </ul>
<b>2</b>	<b>Retailing</b>
	<ul style="list-style-type: none"> <li>• Concept of organized and unorganized retailing</li> <li>• Trends in retailing in India</li> <li>• Survival strategies for unorganized Retailers.</li> <li>• Retail Format: Store format, Non-Store format</li> <li>• Store Planning, design and layout.</li> <li>• IT in retailing</li> <li>• Mall Management, Retail Franchising, FDI in Retailing, Careers in</li> </ul>
	<ul style="list-style-type: none"> <li>• Retailing.</li> <li>• Legal and ethical aspects in retailing</li> <li>• Case-studies: A) Flipkart B)Amazon C) D-Mart</li> </ul>
<b>3</b>	<b>Recent Trends in Services Sector</b>
	<ul style="list-style-type: none"> <li>• ITES Sector: Concept and scope of BPO/ KPO/LPO</li> <li>• Enterprise Resource Planning</li> <li>• Trends in Aviation Sector</li> <li>• Trends in Banking Sector</li> <li>• Trends in Insurance Sector</li> <li>• Trends in Tourism Sector</li> <li>• Trends in Logistics Sector</li> <li>• Trends in Health and Wellness</li> <li>• Trends in Hospitality Sector</li> <li>• Case studies: A) LIC B)Deloitte C) Indigo Airlines D)IRCTC</li> </ul>
<b>4</b>	<b>E – Commerce</b>



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|--|---|
|  | <ul style="list-style-type: none"><li>• E-Commerce-Concept, Functions.</li><li>• Benefits of E-Commerce</li><li>• Challenges of E-Commerce</li><li>• Internet Payment systems</li><li>• E-Commerce Business Strategies</li><li>• Business Models of E-Commerce</li><li>• Principles of Website Design</li><li>• E-Marketing- Techniques</li><li>• Cyber Security.</li><li>• Case studies-</li></ul> |
|--|---|

A) PhonePe B) NPCI C) OLX D) Myntra

**Semester End Examination (SEE) - 60 Marks**

Maximum Marks: 60

Duration: 2 Hours

Note: (1) All questions are Compulsory.

Question No.	Particulars (Nature of Questions)	Marks
Q-1 (Module-I)	Answer the following a) b) <b>OR</b> Descriptive Question	12
Q-2 (Module-II)	Answer any 2 out of 3 a) b) <b>OR</b> Descriptive Question	12
Q-3 (Module-III)	Answer any 2 out of 3 a) b) <b>OR</b> Descriptive Question	12
Q-4 (Module-IV)	Answer any 2 out of 3 a) b) <b>OR</b> Descriptive Question	12
Q-5	A) Case Study <b>OR</b> Write short notes on( Any 3 out of 4) Based on entire syllabus	12
<b>Total</b>		<b>60</b>

## **References:**

1. Kew John, Business Environment: Managing in a Strategic Context, Jaico Publications 2006
2. Hanke John K, Business Forecasting, Prentice Hall India, 2002
3. Paul Justin, Business Environment, Tata McGraw Hill, 2008
4. Butter David, Business Planning: A Guide to Business Start-up, Butterworth Heinemann, 2003
5. Piramal Gita, Business Legends, Penguin Books, 1998
6. Hitt Michael A, Strategic Management, Cengage Learning ,2016
7. Zeithaml, Valarie A, Services Marketing, McGraw Hill Education,2011
8. Gupta S L, Retailing & E- tailing, International Book House, New Delhi, 2011
9. Raghuram G, Logistics & Supply Chain Management: Cases and Concepts, Macmillan Business Books,
10. Joseph P T, E-Commerce an Indian Perspective, Prentice Hall India, 2015

**Draft of the proposed F.Y.B.Com  
Syllabus and Question Paper Pattern  
*Semester: I & II***

***Course: Business Economics***  
***(Under Choice Based Credit, Grading and Semester System)***  
***With effect from Academic Year-2022-2023***

***Prepared and approved by Board of Studies (Economics) on 12/02/2022***

# Business Economics-I

Sr. No.	On completing the course, the student shall be able to:
CO 1	Understand the concept of consumer demand and be able to analyse it using demand forecasting.
CO 2	Explain consumer behaviour using ordinal utility analysis and be able to apply in the analysis of a variety of public policy issues.
CO 3	Interpret the relationship between short run and long run production and supply.
CO 4	Differentiate between various types of costs and also be able to illustrate the the cost-output relationship in the short-run and long-run.

## *Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Demand Analysis	10
2	Consumer Behaviour Theory	15
3	Supply and Production Decisions	10
4	Cost of Production	10
	<b>Total</b>	45

**First Year B.Com**  
**Semester I**  
**Business Economics Paper I**

Sr. No.	Modules / Units
<b>Unit I</b>	<b>Demand Analysis</b>
	<p>Demand Function and determinants of demand - Concept and Importance of Elasticity of Demand: Income, Cross and Promotional.</p> <p><b>Demand Estimation and forecasting:</b> Meaning and significance - methods of demand estimation- survey and statistical methods (numerical examples on trend analysis and simple linear regression)</p>
<b>Unit II</b>	<b>Consumer Behaviour Theory</b>
	<p>Ordinal Utility theory: (Indifference curve approach): Consumer's preferences; Indifference curves; Budget line; Consumer's equilibrium (necessary and sufficient conditions)</p> <p>Income and substitution effect; Price consumption curve.</p> <p>Indifference curves as an analytical tool (Cash subsidy v/s kind subsidy)</p> <p>Consumer surplus</p>
<b>Unit III</b>	<b>Supply and Production Decisions</b>
	<p><b>Production function:</b> short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs-Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale.</p>
<b>Unit IV</b>	<b>Cost of Production</b>
	<p><b>Cost concepts:</b> accounting cost and economic cost, implicit and explicit cost, social and private cost, historical cost and replacement cost, sunk cost and incremental cost -fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run- (hypothetical numerical problems to be discussed)</p>

**References:**

- 1) Pindyck, R. S., & Rubinfeld, D. L. (2017). Microeconomics. Upper Saddle River, N.J: Pearson/Prentice Hall.
- 2) Hirschey .M.,(2005) Managerial Economics, Thomson South western
- 3) Salvatore, D., (2007) Managerial Economics in a global economy (Thomson South Western Singapore)
- 4) Frank R.H, Bernanke.B.S. (2005), Principles of Economics (Tata McGraw Hill)
- 5) Gregory Mankiw, (2015) Principles of Economics, Thomson South western
- 5) Samuelson & Nordhaus, (2019) Economics (Tata McGraw Hills, New Delhi)
- 6) Koutsoyiannis, A. (2003) Modern Microeconomics. English Language Book Society, Macmillan.
- 7) Gravelle, H., & Rees, R. (2007). Microeconomics. London, Longman. MLA (3rd.)

**Evaluation scheme**

**Business Economics Semester-I**

**I. Continuous Assessment ( C.A.) - 40 Marks**

(i) C.A.-I : Test – (Objective type of questions)- 20 Marks

(ii) C.A.-II : Case Studies/Assignments/Industrial Visits- 20 Marks

**II. Semester End Examination ( SEE)- 60 Marks**

**QUESTION PAPER PATTERN OF SEE**

**Maximum Marks:** 60 Marks

**Time:** 2 Hours

**Note:** 1) Attempt all Questions

2) All Questions carry equal marks

3) Attempt any one question out of three in each question

<b>Question No</b>	<b>Particulars</b>	<b>Marks</b>
Q-1 (from Module I)	A) Full Length Question B) Three Short Notes C) Application/Numerical Question	15 Marks
Q-2 (from Module II)	A) Full Length Question B) Three Short Notes C) Application/Numerical Question	15 Marks
Q-3 (from Module III)	A) Full Length Question B) Three Short Notes C) Application/Numerical Question	15 Marks
Q-4 (from Module IV)	A) Full Length Question B) Three Short Notes C) Application/Numerical Question	15 Marks



## Business Economics – II

Sr. No.	On completing the course, the student shall be able to:
CO 1	Understand and identify the functioning of the market structures of perfect competition, monopoly,
CO 2	Explain the market imperfections that is seen in monopolistic competition and oligopoly.
CO 3	Acquire knowledge about the factor market and the determination of their pricing strategies under perfect and imperfect market conditions.
CO 4	Recognise market failure and the causes leading to it.

### *Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Market Structure-I	10
2	Market Structure-II	10
3	Factor Markets	15
4	Market Failure	10
	<b>Total</b>	<b>45</b>

**F.Y. B.Com  
Semester II**

**Business Economics Paper II**

Sr. No.	Modules / Units
<b>Unit I</b>	<b>Market Structure-I</b>
	<p><b>Perfect Competition:</b> Assumption; Equilibrium of the firm in the short run and long run, The long run industry supply curve</p> <p><b>Monopoly:</b> Short-run and long-run equilibrium of monopoly firm; Concept of supply curve under monopoly; Allocation inefficiency and dead-weight loss monopoly. Discriminating Monopoly- third degree price discrimination</p>
<b>Unit II</b>	<b>Market Structure-II</b>
	<p><b>Monopolistic Competition:</b> Assumption; Short run Equilibrium; Long run Equilibrium; Concepts of excess capacity</p> <p><b>Oligopoly</b> and interdependence- Kinked demand curve, collusive oligopoly-price leadership model- dominant firm. Non- collusive oligopoly-Game theory- Prisoner's Dilemma</p>
<b>Unit III</b>	<b>Factor Markets</b>
	<p>Factor markets- Factor pricing in the case of short and long run under conditions of perfect and imperfect commodity markets;</p> <p>Determination of factors rewards under conditions of Monopsony, bilateral monopoly and role of labour unions</p> <p>Economic rent and quasi rent</p>
<b>Unit IV</b>	<b>Market Failure</b>
	<p>Market failure Externalities: Environment and its impact on market, Common property resources and public goods, Asymmetric Information and Signalling, moral hazard, principal-agent problem.</p>

**References:**

- 1) Pindyck, R. S., & Rubinfeld, D. L. (2017). Microeconomics. Upper Saddle River, N.J: Pearson/Prentice Hall.
- 2) Hirschey .M., Managerial Economics, Thomson South western
- 3) Salvatore, D., (2007) Managerial Economics in a global economy (Thomson South Western Singapore)
- 4) Frank R.H, Bernanke.B.S., Principles of Economics (Tata McGraw Hill)
- 5) Gregory Mankiw, (2015) Principles of Economics, Thomson South western
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- 6) Koutsoyiannis, A. (2003) Modern Microeconomics. English Language Book Society, Macmillan.
- 7) Gravelle, H., & Rees, R. (2007). Microeconomics. London, Longman. MLA (3rd.)

## **Evaluation scheme**

### **Business Economics** **Semester- II**

#### **I. Continuous Assessment ( C.A.) - 40 Marks**

(i) C.A.-I : Test – (Objective type of questions)- 20 Marks

(ii) C.A.-II : Case Studies/Assignments/Industrial Visits- 20 Marks

#### **II. Semester End Examination ( SEE)- 60 Marks**

### **QUESTION PAPER PATTERN OF SEE**

**Maximum Marks:** 60

**Time:** 2Hours

**Note:** 1)Attempt all Questions

2) Attempt any two out of three questions from each question

<b>Question No</b>	<b>Particulars</b>	<b>Marks</b>
Q-1(from Module I )	A) Full Length Question B) Three Short Notes C) Application/Numerical Question	15 Marks
Q-2 (from Module II)	A) Full Length Question B) Three Short Notes C) Application/Numerical Question	15 Marks
Q-3 (from Module III)	A) Full Length Question B) Three Short Notes C) Application/Numerical Question	15 Marks
Q-4 (from Module IV )	A) Full Length Question B) Three Short Notes C) Application/Numerical Question	15 Marks

## Syllabus of courses of F.Y.B.Com Programme

With effect from the Academic Year 2019-2020 onwards

Ad hoc bos english 14/02/2022

### *Ability Enhancement Courses (AECC)*

#### **4. Business Communication (3 Credits)**

##### **Objective:**

1. To develop learners' awareness of the communication process
2. To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener
3. To develop effective spoken language skills so as to enable students to speak confidently, interpersonally as well as in groups
4. To develop effective writing skills so as enable students to write in a clear, concise, domain-specific and audience-centered manner
5. To develop ability to communicate effectively with the help of electronic media
6. To familiarize the learners with the nuances of corporate communication
7. To develop global communication competency in learners
8. To use innovative and progressive evaluation techniques
9. To integrate E-learning and M-learning in instruction and assessment

##### **Course Outcome:**

On completion of the course, the learner will have the skill and knowledge of:

1. various types of oral, written and digital communication modes
2. effective business writing
3. effective presentations
4. effective interpersonal communication
5. communication that maximises team effectiveness
6. soft skills and employability skills
7. communication that makes effective personality

**Semester I**  
**Modules at a Glance**

Business Communication-I		
Sr. No.	Modules	No. of Lectures
1	Theory of Communication	12
2	Obstacles to Communication in Business World	12
3	Business Correspondence	12
4	Writing Skills	09
<b>Total No. of Lectures:</b>		<b>45</b>

**Note: One tutorial per batch per week in addition to number of lectures stated above (Batch size as per the University norms)**

Sr. No.	Modules
1	<b>Theory of Communication</b>
	<p><b>Concept of Communication:</b> Meaning, Definition, Process, Need, Feedback, and impact of technological advancements on communication</p> <p><b>Channels and Objectives of Communication:</b> Channels: Formal and Informal, Vertical, Horizontal, Diagonal and Grapevine</p> <p><b>Objectives of Communication:</b> Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees.</p> <p><b>Methods and Modes of Communication:</b> Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication Modes: Telephone, Computers and E- communication, Video and Satellite Conferencing, Social media, Online meeting.</p>

2	<b>Obstacles to Communication in Business World, Listening and Communication Etiquette</b>
	<b>Problems in Communication /Barriers to Communication:</b> Physical/ Semantic/Language / Socio-Cultural / Psychological Barriers, ways to overcome these barriers <b>Listening:</b> Importance of Listening Skills, Process of listening, Cultivating good Listening Skills, types of listening skills <b>Communication etiquette:</b> Etiquette of letter writing, E-mail etiquette, Telephone etiquette, Social media etiquette, Corporate etiquette.
3	<b>Business Correspondence</b>
	<b>Theory of Business Letter Writing and Email:</b> Parts, Structure, Layouts—Full Block, Principles of Effective Letter Writing, Principles of effective Email Writing, Email Drafting- regular office correspondence. <b>Personnel Correspondence:</b> Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment, Promotion and Termination, Letter of Reference, Letter of Refusal, office circular, office order, Memo - to be taught but not to be tested in the examination]
4	<b>Language and Writing Skills</b>
	<b>A. Paragraph Writing:</b> Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation etc.] <b>B. Activities (Tutorial)</b> <ul style="list-style-type: none"> <li>● Speaking Skills: Telephonic communication, Debate, Dialogue and Speeches</li> <li>● Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling and punctuation</li> <li>● Use of mobile-based dictionary</li> </ul>

**Semester II**  
**Modules at a Glance**

<b>Business Communication-II</b>		
Sr. No.	Modules	No. of Lectures
1	Group Communication	15
2	Business Correspondence	15
3	Presentation Skills	05
4	Language and Writing Skills	10
<b>Total No. of Lectures:</b>		<b>45</b>

**Note: One tutorial per batch per week in addition to number of lectures stated above (Batch size as per the University norms)**

Sr. No.	Module s
1	<b>Group Communication</b>
	<p><b>Interviews:</b> Definition of interview, types of Interviews – Selection – face to face, telephonic/online, Appraisal, Grievance, Exit, Basics of job interview, preparing for a job Interview, how to use social media – job portal like timesjobs, naukari etc., professional portals like LinkedIn etc.</p> <p><b>Meetings:</b> Need and Importance of Meetings, Conduct of Meeting and Group Dynamics, Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions</p> <p><b>Conference:</b> Meaning and Importance of Conference, Organizing a Conference, Modern Methods: Video and Tele-Conferencing</p> <p><b>Public Relations:</b> Meaning, Functions of PR Department, External and Internal Measures of PR</p>
2	<b>Business Correspondence</b>
	<p><b>Trade Letters:</b> Precautions to be taken while drafting trade letters. Order, Credit and Status Enquiry, Purchase order.</p> <p><b>Only following to be taught in detail: -</b></p> <ol style="list-style-type: none"> <li>1. Letters of Inquiry and reply to inquiry</li> <li>2. Letters of Complaints, Claims, Adjustments</li> <li>3. Letters under Right to Information (RTI) Act</li> <li>4. Consumer Grievance and Redressal Letters</li> <li>5. Promotional leaflets, fliers and Sales letter</li> </ol>



3.	<b>Presentation Skill</b>
	Selection of topics, structure of presentation, Use of PPT, Body language and non-verbal cues
4	<b>Language and Writing Skills</b>
	A. <b>Reports:</b> Parts, Types, Feasibility Reports, Investigative Reports, Project Report, Drafting Business Proposal. B. <b>Summarisation:</b> Identification of main and supporting/sub points. Presenting these points in a cohesive manner.

## **Business Communication Paper I and Paper II**

***Question Paper Pattern (Academic Year:  
2019-2020)***

### **I. Tutorial Activity: 40 Marks**

Vocabulary building exercises (scrabble, crosswords, word games etc.) Scrap book of all the letters

Making of a dictionary / Creating functional dictionary

1. Speech (10 marks)
2. Debate (10 marks)
3. Role Play (10 marks)
4. SWOC – Self Analysis of the student (05 Marks) – online submission
5. Paragraph Writing- (05 Marks) – online submission

### **II. Semester End Examination (SEE):**

60 Marks Maximum Marks 60

Duration : 2 Hours

Note: (1) All questions are compulsory.

<b>Question No.</b>	<b>Particulars (Nature of Questions)</b>	<b>Marks (To Be Attempted)</b>
Q-1 (Module-I & II)	Short Notes – Any 3 out of 5	15
Q-2 (Module -I & II)	Essay type question – Any 2 out of 4	20/15
Q-3 (Module -III)	*Job Application and Resume Writing (Fresher/Experience) –Any 1 out of 2 **Letter of inquiry Letters of Complaints, Claims, Adjustments Letters under Right to Information (RTI) Act Consumer Grievance and Redressal Letters	10/15
Q-4 (Module -IV)	*Letter Writing (SOP, Job Acceptance, Job Resignation, e-mail) – Any 2 out of 4 **Report Writing/ Business Proposal & Summarization	15
	<b>Total</b>	<b>60</b>

**\*Semester I \*\*Semester II**

## **References:**

1. Raman Meenakshi and Singh Prakash. *Business Communication*. Oxford University Press , 2007. 24x19 - 275 PB 0-19-567695-5, Meenakshi X45.
2. Deshmukh Sandeep. *Group Communication: Theory and Methods*. Ane Books India, 2008. 22x15 - 495 HB 81-8052-146-X, Sandeep X45
3. Riel Cees B.M. *Essentials of Corporate Communication: Implementing Practices for Effective Reputation Management*. 23x15 - 495 PB 0-415-32826-8, Riel, Cees B.M. X45
4. Bhatia R.C. *Business Communication*. Ane Books India, 2008. 24x18 - 250 PB 81-8052-016-1, Bhatia, R. C. X45.
5. Ober Scat. *Contemporary Business Communication (with CD)*. Bizatantra , 2005. 26x20 - 349 PB 81-7722-522-7. Scat X45.
6. Kumar Raj. *Basic Business Communication ( With CD # C01130 ) : Concepts, Applications and Skills*. Excel Books, 2010. 295 PB 978-81-7446-866-6, Kumar Raj X45.
7. Lesikar, Raymond.V., Pettit John D and Flatley Marie . *Basic Business Communication*. Richard D. Irwin, INC. 1993. 26x20c.m. HB 0 256 10936 2, Lesikar, R.V. X:8(22).
8. Naterop, B. Jean and Revell, Rod. *Telephoning in English*. Cambridge University. 2007. 24x18 + C00942 - C00943 - 375 PB 0-521-70893-1, B. Jean X45.

## **Suggested List of MOOCs**

1. <https://www.mooc-list.com/tags/communication-skills>
2. <https://www.mooc-list.com/.../effective-communication>
3. <https://www.mooc-list.com/tags/business-communication>
4. <https://www.skilledup.com/.../learn-communications-online-free>
5. <http://www.about.com/Communication+Skills+List>

## **Courses:**

1. <https://www.coursera.org/learn/management-leadership-english#>
2. <https://www.coursera.org/learn/business#>
3. <https://www.coursera.org/learn/powerpoint-presentations>

## Syllabus of courses of F.Y.B.Com Programme

Ad hoc bos environmental studies 15/02/2022

*Ability Enhancement Compulsory Courses (AECC)*

### 5. Environmental Studies (3 Credits)

With effect from the Academic Year 2022-23

#### Course Outcome

1. The successful completion of the course will create an environmental awareness among Commerce students.
2. It will make students aware about various environmental factors and their relation to the field of Commerce.
3. The course will highlight functional and spatial links between environment, economy and society.
4. The course will create an insight into various environmental issues at various levels and environmental movements towards making environment sustainable.

### Semester I

#### Modules at a Glance

Environmental Studies-I		
Sr. No.	Modules	No. of Lectures
1	Environment and Ecosystem	13
2	Natural Resources and Sustainable Development	13
3	Populations and Emerging Issues of Development	13
4	Urbanisation and Environment	13
5	Reading of Thematic Maps and Map Filling	08
<b>Total No. of Lectures:</b>		<b>60</b>

Sr. No.	Modules
<b>1.</b>	<b>Environment and Ecosystem</b>
	Environment: Meaning, definition, scope; Various spheres of environment (Atmosphere, lithosphere, hydrosphere and biosphere), Layers of atmosphere; concept of an ecosystem: definition, Characteristics, components and types, functioning and structure; Food Chain and Food Web- Ecological Pyramids- Man and environment relationship; Importance and scope of Environmental Studies
<b>2.</b>	<b>Natural Resources and Sustainable Development</b>
	Meaning and definitions; Classification and types of resources, factors influencing resource utilisation; Resource conservation-meaning and methods - conventional and non-conventional resources, problems associated with and management of water, forest and energy resources- resource utilization and sustainable development
<b>3.</b>	<b>Populations and Emerging Issues of Development</b>
	Population explosion in the world and in India and arising concerns- Demographic Transition Theory-pattern of population growth in the world and in India and associated problems-Measures taken to control population growth in India; Human population and environment- Environment and Human Health- Human Development Index – The World Happiness Index
<b>4.</b>	<b>Urbanisation and Environment</b>
	Concept of Urbanisation-Problems of migration and urban environment - changing land use, crowding and stress on urban resources, degradation of air and water, loss of soil cover impact on biodiversity, Urban heat islands- Emerging Smart Cities and safe cities in India - Sustainable Cities
<b>5.</b>	<b>Reading of Thematic Maps and Map Filling</b>
	Reading of Thematic Maps (4 Lectures) Located bars, Circles, Pie charts, Isopleths, Choropleth and Flow map, Picograms- Only reading and interpretation. Map Filling: (4 Lectures) Map filling of World (Environmentally significant features) using point, line and polygon segment.

## Semester II

### Modules at a Glance

Environmental Studies-II		
Sr. No.	Modules	No. of Lectures
1	Solid Waste Management for Sustainable Society	13
2	Agriculture and Industrial Development	13
3	Tourism and Environment	13
4	Environmental Movements and Management	13
5	Map Filling	08
<b>Total No. of Lectures:</b>		<b>60</b>

Sr. No.	Modules
<b>1.</b>	<b>Solid Waste Management for Sustainable Society</b>
	Classification of solid wastes–Types and Sources of Solid Waste; Effects of Solid Waste Pollution-Health hazards, Environmental Impacts; Solid Waste Management–solid waste management in Mumbai- Schemes and initiatives run by MCGM- Role of citizens in Waste Management in Urban and Rural areas.
<b>2.</b>	<b>Agriculture and Industrial Development</b>
	Environmental Problems Associated with Agriculture: Loss of Productivity, Land Degradation, desertification- Uneven Food Production– Hunger, Malnutrition and Food Security–Sustainable Agricultural practices, GMO/Crops, Environmental Problems Associated with Industries- pollution- Global warming, Ozone Layer Depletion, Acid rain, Sustainable Industrial practices– Green Business and Green Consumerism, Corporate Social Responsibility towards environment
<b>3.</b>	<b>Tourism and Environment</b>
	Tourism: Meaning, Nature, Scope and importance– Typology of tourism with special reference to Ecotourism; Tourism potentials in India and challenges before India; Consequences of tourism: Positive and Negative Impacts on Economy, Culture and environment- Ecotourism
<b>4.</b>	<b>Environmental Movements and Management</b>
	Environmental movements in India: Save Narmada Movement, Chipko Movement, Appiko Movement, Save Western Ghats movement and other contemporary environmental movements; Environmental Management: Concept, need and relevance; Concept of ISO 14000; Concept of Carbon Bank and Carbon Credit, EIA, ecological footprint; Environment Protection Acts; Concept and components of Geospatial Technology- Applications of GST in Environmental Management
<b>5.</b>	<b>Map Filling</b>
	Map filling of Konkan (4 Lectures) and Mumbai (4 Lectures) (Environmentally significant features)

**Environmental Studies**  
**Semester I & II**  
***Question Paper***  
***Pattern***  
***(Academic Year: 2022-2023)***

- I. Class test** : 10 marks  
**II. Map practice work/ Exhibition** : 10 marks  
**III. Project / Field Work** : 20 marks

Project/Field Work shall include:

- a. Composting
- b. E-waste management
- c. Tetra pack management
- d. Field tours/ Nature trails
- e. Beach clean up
- f. Group assignments/projects
- g. Case studies
- h. Article review
- i. Book review
- j. visit to a solid waste/ medical waste/ e-waste recycling unit
- k. Industrial visit
- l. Visit to an NGO
- m. Debate club
- n. Documentary review
- o. Plastic waste management
- p. Case studies related to other projects mentioned above ( National/International level)
- q. Swachh Bharat Abhiyaan (in different areas)
- r. Develop a game for waste management/green campus/environmental conservation
- s. Best out of Waste Project
- t. Environmental / Green Audit.

**Total: 40 marks**

**IV. Semester End Examination (SEE)- 60 Marks**

Maximum Marks 60

Duration : 2 Hours

- Note: (1) All questions are compulsory, subject to internal choice.  
(2) Draw diagrams wherever necessary.  
(3) Figures to the right indicate full marks.

Question No.	Particulars (Nature of Questions)	Marks (To Be Attempted)
Q-1	* A) Reading and interpretation of World thematic map (05 Marks) B) Map filling-World map (05 Marks)  ** A) Map filling- Mumbai Map (05 Marks) B) Map filling- Konkan Map (05 Marks)	10
Q-2 (Module-I)	A) Full length question OR B) Full length question	10
Q-3 (Module-II)	A) Full length question OR B) Full length question	10
Q-4 (Module-III)	A) Full length question OR B) Full length question	10
Q-5 (Module IV)	A) Full length question OR B) Full length question	10
Q-6	Write a short notes (Any Two) a. From Unit-I b. From Unit-II c. From Unit-III d. From Unit-IV	10
<b>Total</b>		<b>60</b>

**\*Semester-I \*\*Semester-II**



## **References:**

1. Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner
2. Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad – 380 013, India, Email:mapin@icenet.net
3. Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
4. Clark R.S., Marine Pollution, Clarendon Press Oxford
5. Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumbai, 1196p
6. De A.K., Environmental Chemistry, Wiley Eastern Ltd.
7. Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press. 473p
8. Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay
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10. Jadhav, H &Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p.
11. Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition. 639p.
12. Mhaskar A.K., Matter Hazardous, Techno-Science Publication
13. Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co.
14. Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p
15. Rao M N. &Datta, A.K. 1987. Waste Water treatment. Oxford & IBH Publ. Co. Pvt. Ltd. 345p.
16. Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut
17. Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science XI
18. Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Standards, Vol I and II, Enviro Media (R)
19. Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication
20. Ecotourism Economics and Environment” by Nagarajan K and Alex K Thottunkel
21. Indian Ecotourism: Environmental Rules and Regulations” by Ratandeep Singh
22. Ecotourism and Sustainable Development” by Ravishanker Singh
23. K. Agarwal et al (1996) Biodiversity and Environment, APH, Dehra Dun.
24. S.S. Negi (1993) Biodiversity and its Conservation in India, Indus Publications, New Delhi.
25. W.W. Collins and C.O. Qualset (1998) Biodiversity in Agro-ecosystem, CRC, Boston.
26. V.K. Krishnamurthy (2003) Text Book of Biodiversity, Science Publisher, Chennai
27. Bharucha Erach, Textbook of Environmental Studies for Undergraduate Courses, Universities Press, 2005.

**R. A. Podar College of Commerce & Economics  
(Autonomous)**

**F.Y.B.Com  
Draft Syllabus and Question Paper Pattern  
*Semester: I & II***

**Course: Foundation Course**

***(Under Choice Based Credit, Grading and Semester System)***

***With effect from Academic Year: 2022-23***

***Prepared and approved by Adhoc Board of Studies (Foundation Course) on 08/02/2022***

***Approved by the Board of Studies (Economics) on 12/02/2022***

## Foundation Course-I

Sr. No.	On completing the course, the student shall be able to:
CO 1	Understand the socio-economic fabric of Indian society and foster peace and harmony as a youth
CO 2	Understand gender differences and the challenges faced by differently abled people and the role of society to address the issues arising out of it.
CO 3	Examine the problems faced by the youth in the 21 <sup>st</sup> century and address the problems with appropriate intervening strategies.
CO 4	Develop a sense of social responsibility and participatory approval towards society.

### *Modules at a Glance*

Sr.No.	Modules	No.of Lectures
1	Indian Society- Unity in Diversity and Inter group conflicts	9
2	Social issues I : Inequalities and disparities - pertaining to women and the differently abled	9
3	Social issues-II- Issues of the Indian youth	9
4	The Indian Constitution- Amendments and the Political System	9
5	Assignment/ Project	9
	<b>Total</b>	45

**First Year B.Com  
Semester- I  
Foundation Course Paper-I**

Sr.No.	Modules/Units
<b>Unit I</b>	<b>Indian Society- Unity in Diversity and Inter group Conflicts</b>
	(a) Concept of diversity vs disparity- Understand the multi -cultural diversity of Indian society. (b) Inequalities and Inter group conflicts arising due to Religion – Communal Violence Casteism and Social unrest Linguistic differences- Linguistic Regionalism Economic – Naxalism (c) Affirmative action by the government to address the conflicts (d) Measures to foster Unity in diversity by Society
<b>Unit II</b>	<b>Social issues- I-Inequalities and disparities : Issues pertaining to women and the differently abled</b>
	(a) Explore the disparities arising out of gender with specific reference to violence against women and psycho social and economic inequalities arising thereafter; (b) Role of the civil society to enhance the status of women- Women emancipation through participation in the political process. (c) Understand the issues of people with physical and mental disabilities and the (d) Role of society in facilitating rehabilitation of people with disabilities.
<b>Unit III</b>	<b>Social issues-II- Issues of the Indian youth</b>
	(a) Peer pressure- Causes and coping mechanism (b) Substance Abuse - alcoholism, drug addiction, smoking - causes and effects - Preventive and curative measures. (c) Digital addiction- measures to cope (d) Food habits amongst youth/ OR Mental health concerns like loneliness and depression as emerging problems of Modern world
<b>Unit IV</b>	<b>The Indian Constitution- Amendments and the Political System</b>
	(a) Features of the Indian Constitution (b) The 73 <sup>rd</sup> and 74 <sup>th</sup> Amendments of the Indian Constitution and their implications for inclusive politics (c) The party system in Indian politics (d) Participation in the electoral process- voting as a civic duty

**References:**

1. Indian Society and Culture, Vinita Padey, Rawat Publications (2016)
2. Social Problems in India, Ram Ahuja, Rawat Publications (2021)
3. Urbanisation in India: Challenges, Opportunities & the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Publications (2014)
4. The Constitution of India, P M Bakshi, 17th Edition, LexisNexis (2011)
5. Politics in India: structure, Process and Policy Subrata Mitra, Routledge Publications(2017)
6. Politics in India, Rajani Kothari, Orient Blackswan (2020)
7. The Psychology of Adolescence, Arthur Thomas Jersild, Judith S. Brook, David W. Brook, MacMillan Publishing Company; 3rd edition (1978)
8. Psychosocial health issues In Indian youth, Emerging trends and Intervention, Alka Wadekar , Sage India (2019)
9. Handbook of Developmental Psychology, Jaan Valsiner, Kevin J Connolly, SAGE Publications Ltd (2002)
10. Developmental Psychology, Elizabeth B. Hurlock McGraw-Hill Companies (1953)

**Teaching pedagogy:**

Unit I) Short films, role play , group discussion, chalk & talk

Unit II) Short films, case study discussions, field visit and group discussion, traditional method

Unit III) Expert lecture, group discussion, chalk & talk

Unit IV) Expert lecture, group discussion, chalk & talk

**Evaluation scheme**

**Foundation Course Semester-I**

I. **Continuous Assessment (C.A.)**– 40 Marks

**Experiential Learning / Projects** ( 20 Marks each)

- (a) “I am .....
- (b) Note Books project

II. **Semester End Examination (SEE)**- 60 Marks

**Credit-2**

**QUESTION PAPER PATTERN OF SEE**

**Maximum Marks:** 60 Marks

**Time:** 2 Hours

**Note:** 1) Attempt all Questions

2) All Questions carry equal marks

3) Attempt any two questions out of three in each question

<b>Question No</b>	<b>Particulars</b>	<b>Marks</b>
Q-1 (from Unit I)	A) Full Length Question B) Full Length Question C) Reflective Question	15 Marks
Q-2 (from Unit II)	A) Full Length Question B) Full Length Question C) Reflective Question	15 Marks
Q-3 (from Unit III)	A) Full Length Question B) Full Length Question C) Reflective Question	15 Marks
Q-4 (from Unit IV)	A) Full Length Question B) Full Length Question C) Reflective Question	15 Marks



## Foundation Course–II

Sr. No.	On completing the course, the student shall be able to:
CO 1	Understand the impact of globalization on Indian society.
CO 2	Trace the evolution of Human Rights and their significance with respect to the Indian constitution.
CO 3	Inculcate the concept of self and personality development.
CO 4	Understand various causes of stress and conflict and the mechanism to address the same.

### *Modules at a Glance*

Sr.No.	Modules	No.of Lectures
1	Globalisation and Indian Society	9
2	Human Rights	9
3	Understanding oneself	9
4	Stress and conflict management	9
5	Assignment/Project	9
	<b>Total</b>	45



**First Year B.Com  
Semester- II**

**Foundation Course Paper-II**

Sr.No.	Modules/Units
<b>Unit I</b>	<b>Globalisation and Indian Society</b>
	Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.
<b>Unit II</b>	<b>Human Rights</b>
	Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution
<b>Unit III</b>	<b>Understanding oneself</b>
	Defining self and Personality development; determinants of Personality development; agents of socialisation and roles played by them in Individual development, Maslow's theory of self-actualisation. Aggression and Violence as the public expression of internal conflict .
<b>Unit IV</b>	<b>Stress and conflict management</b>
	Meaning of stress ; it's causes and Coping mechanisms for managing stress, Meaning of conflict; It's causes and response in society; Individual Conflict – resolution and efforts towards building peace and harmony in society.



**References:**

1. The World is Flat, 3.0- Thomas L Friedman, Picador(2007)
2. Impact of the policies of WTO on Indian agriculture - S. Nehru, Serial Publications (2012)
3. Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra, Narinder Kaur, Anmol Publications (1995)
4. Industrial Policy and economic development in India (1947 -2012) – Anup Chatterjee New Century Pub.(2012)
5. Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub. (2007)
6. Contemporary issues in globalisation – An introduction to theory and policy in India Soumyen Sikder, Oxford University Press (2002)
7. Universal Human Rights: In theory and practice, Jack Donnelly, (2014)
8. Stress Management – Dr. N. Tejmani Singh, Maxford books (2011)
9. Stress blasters – Brian Chichester, Perry Garfinkel and others, Rodale Press (1997)
10. Handbook of Developmental Psychology, Jaan Valsiner, Kevin J Connolly, SAGE Publications Ltd (2002)
11. Developmental Psychology, Elizabeth B. Hurlock McGraw-Hill Companies (1953)

**Teaching pedagogy:**

Unit I) Short film, expert lecture, group discussion, chalk and talk, textra

Unit II) Short film, expert lecture, chalk and talk

Unit III) Role play session, short film, chalk and talk, flip flop

Unit IV ) Case study, group discussion, short film and chalk and talk



## Evaluation scheme

### Foundation Course Semester- II

#### **I. Continuous Assessment (C.A.)– 40 Marks**

##### **Experiential Learning / Projects ( 20 Marks each)**

- (a) Clean Campus
- (b) Pencil Pouch project

#### **II. Semester End Examination ( SEE)- 60 Marks**

**Credit-2**

### QUESTION PAPER PATTERN OF SEE

**Maximum Marks:** 60

**Time:** 2 Hours

**Note:** 1)Attempt all Questions

2) Attempt any two out of three questions from each question

<b>Question No</b>	<b>Particulars</b>	<b>Marks</b>
Q-1(from Unit I )	A) Full Length Question B) Full Length Question C) Reflective Question	15 Marks
Q-2 (from Unit II)	A) Full Length Question B) Full Length Question C) Reflective Question	15 Marks
Q-3 (from Unit III)	A) Full Length Question B) Full Length Question C) Reflective Question	15 Marks
Q-4 (from Unit IV)	A) Full Length Question B) Full Length Question C) Reflective Question	15 Marks

**Modified and approved by Ad Hoc BoS Mathematics on Wednesday, 9th February 2022 and approved by BoS Commerce on Monday, 21st February 2022**

***Core Courses (CC): Mathematical and Statistical Techniques (3 Credits)***  
**(With effect from the Academic Year 2022-2023)**

**Course Objectives:**

- to understand the flow of reasoning while solving a Mathematical problem
- to apply the knowledge and skills acquired learning Mathematical concepts
- to solve Mathematical problems by more than one method
- to think, analyze logically
- to develop interest in the course and participate in inter collegiate mathematic competitions and in college mega event Mathematrix
- to acquaint learners with applying mathematics in daily life
- to focus on the overall development of the students
  
- to help gain mathematical knowledge and skill sets required for further studies in Post Graduation.

## Semester I

### Modules at a Glance

Mathematical and Statistical Techniques-I		
Sr. No.	Modules	No. of Lectures
1	Linear Programming Problems, Graphical and Simplex	15
2	Net Present Value, Annuity and Perpetuity	15
3	Summarization Measures	15
4	Elementary Probability Theory	15
5	Decision Theory	15
Total No. of Lectures:		75

Total number of lectures 75 +Notional 75 = 150 lectures = 3 CREDITS

Sr. No.	Modules
1	<b>Linear Programming Problems</b>
	(Pre requisites Co-ordinate Geometry: Linear equations, concept of slope & Y-intercept, Slope point form, Sketching of graphs of linear equation and linear inequalities.) <b>Linear Programming Problem:</b> Mathematical Formulation of Linear Programming Problems up to 3 variables. Graphical Method of Solution of Linear Programming Problems up to two variables. <b>Simplex Method:</b> with maximum 3 variables and 2 constraints problems only.
2	<b>Net Present Value, Annuity and Perpetuity</b>

	<p>(Prerequisites: Interest: Simple Interest, Compound interest, Accumulated value and Present Value)</p> <p><b>Annuity and Perpetuity:</b> Annuity Immediate and its Present value, Future value, Equated Monthly Instalments, (EMI) using reducing balance method &amp; amortization of loans. Stated Annual Rate &amp; Effective Annual Rate, Perpetuity and its present value. Simple problems involving up to 3 time periods.</p> <p><b>Net Present Value:</b> Concept of NPV for Deterministic and Probabilistic Cash flows. Problems on Deterministic Cash flows.</p>
<b>3</b>	<b>Summarization Measures:</b>
	<p>(Prerequisites: Collection of Data, Tabulation, Graphs.)</p> <p><b>Measures of Central Tendencies:</b> Definition of Average, Types of Averages: Arithmetic Mean, Median, Mode and Geometric Mean for ungrouped as well as grouped data. Combined, Weighted Arithmetic and Geometric mean. Quartiles, Deciles and Percentiles. Using Ogive locate median and Quartiles. Using Histogram locate mode.</p> <p><b>Measures of Dispersions:</b> Concept and idea of dispersion. Various absolute and relative measures -Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of Variance. Variance, Combined Variance.</p>
<b>4</b>	<b>Elementary Probability Theory:</b>
	<p>(Prerequisites: Factorial Notation, Fundamental principle of counting, Permutation as arrangement, Simple examples, combination as selection, Simple examples, Relation between <math>{}^n C_r</math> and <math>{}^n P_r</math> Examples on commercial application of permutation and combination.)</p> <p><b>Probability Theory:</b> Concept of random experiment/trial and possible outcomes; Sample Space and Discrete Sample Space; Events their types, Algebra of Events, Mutually Exclusive and Exhaustive Events, Complementary events. Classical definition of Probability, Addition theorem (without proof), conditional probability. Independence of Events: <math>P(A \cap B) = P(A) P(B)</math>. Bayes Theorem.</p>



	<b>Random Variable:</b> Probability distribution of a discrete random variable; Expectation and Variance of random variable, simple examples on probability distributions.
<b>5</b>	<b>Decision Theory</b>
	Decision making situation, Decision maker, Courses of Action, States of Nature, Pay-off and Pay-off matrix; Decision making under uncertainty, Maximin, Maximax, Minimax regret and Laplace criteria. Formulation of Payoff Matrix. Decision making under Risk, Expected Monetary Value (EMV); Decision Tree; Simple Examples based on EMV. Expected Opportunity Loss (EOL), simple examples based on EOL Expected Payoff with Perfect Information (EPPI) and Expected Value of Perfect Information (EVPI).

### Course Specific Outcomes of Mathematical and Statistical Techniques I

<b>Modules</b>	<b>After the successful completion of the course students will be able to</b>
LPP	-formulate the Linear Programming Problem, apply coordinate geometry to optimize the solution and understand various optimization techniques.
NPV and Annuity	compare the valuation of the principle with different interest rates for different periods and conclude the better proposal.
Summarization Measures	understand formulae of various measures of central tendencies and dispersion, apply the appropriate formula to derive the conclusions, understand & prepare different types of data, graphical representation the data
Elementary Probability Theory	understand basic elements of probability theory and apply them to solve real life problems
Decision Theory	understand the different decision-making techniques with certainty and under risk and to compare and conclude the optimal decision, solving problems based on the industrial decision making process

Learning activities of MST are discussed after the syllabus of semester II

## Mathematical & Statistical Techniques

### Semester I

#### *Question Paper Pattern* (Academic Year: 2022-2023)

- I. Tutorial Test I : 15 marks  
II. Tutorial Test II : 15 marks  
III. Assignments : 10 marks

**Total: 40 marks**

#### **I. Semester End Examination (SEE)- 60 Marks**

- Maximum Marks : 60  
Number of Questions to be Set : 5 (Five)  
Duration : 2 Hours

Note: (1) All questions are compulsory.

(2) Attempt **any two out of three sub questions** from each question.

Question No.	Particulars (Nature of Questions)	Marks (To Be Attempted)
Q-1 (Module-I)	A) Numerical B) Numerical C) Numerical	12
Q-2 (Module-II)	A) Numerical B) Numerical C) Numerical	12
Q-3 (Module-III)	A) Numerical B) Numerical C) Numerical	12
Q-4 (Module-IV)	A) Numerical B) Numerical C) Numerical	12
Q-5 (Module-V)	A) Numerical B) Numerical C) Numerical	12
	<b>Total</b>	<b>60</b>

## Semester II

### Modules at a Glance

Mathematical and Statistical Techniques-II		
Sr. No.	Modules	No. of Lectures
1	Shares and Mutual Funds	15
2	Functions, Derivatives and Their Applications	15
3	Bivariate Linear Correlation and Regression	15
4	Time series and Index Numbers	15
5	Elementary Probability Distributions	15
<b>Total No. of Lectures:</b>		<b>75</b>

Total number of lectures 75 + Notional 75 = 150 lectures = 3 CREDITS

Sr. No.	Modules
1	<b>Shares and Mutual Funds</b>
	<b>Shares:</b> Concept of share, face value, market value, dividend, equity shares, preferential shares, Cumulative preferential shares, bonus shares, brokerage, splitting of shares and right issue shares. <b>Mutual Funds:</b> Problems on calculation of Net income after considering entry load, dividend, change in Net Asset Value (N.A.V.) and exit load. Averaging of price under the Systematic Investment Plan (S.I.P.)
2	<b>Derivatives and Their Applications</b>

	<p>(Prerequisites-Concept of real functions: constant function, linear function, <math>x^n</math>, <math>a^x</math> and constant functions. Demand, Supply, Revenue, Cost, and Profit function.)</p> <p><b>Derivative of functions:</b> Derivative as rate measure, Derivative of <math>x^n</math>, <math>a^x</math>, constant functions. Rules of derivatives: Scalar multiplication, sum, difference, product, quotient (Statements only), Simple problems. Second order derivatives.</p> <p><b>Applications:</b> Slope of Curve , Increasing and Decreasing functions , Maxima and Minima for functions in Economics and Commerce, Average Revenue, Marginal Revenue, Average Cost, Marginal Cost, Elasticity of Demand. Profit Function, Maximisation of Profit, Equilibrium Point, Break-even point. Marginal Propensity to consume and Marginal Propensity to Save.</p>
<b>3</b>	<b>Bivariate Linear Correlation and Regression</b>
	<p><b>Correlation Analysis:</b> Meaning, Types of Correlation, Scatter diagram, Karl Pearson's method of Correlation Coefficient and Spearman's Rank Correlation Coefficient, Repetition of Ranks. Coefficient of Determination.</p> <p><b>Regression Analysis:</b> Meaning, Concept of Regression equations, Slope of the Regression Line and its interpretation. Regression Coefficients, Relationship between Coefficient of Correlation and Regression Coefficients, Finding the equations of Regression lines by method of Least Squares.</p>
<b>4</b>	<b>Time series and Index Numbers</b>
	<p><b>Time series:</b> Concepts and components of a time series. Representation of trend by Freehand Curve Method, Estimation of Trend using Moving Average Method and Least Squares Method (Linear Trend only). Estimation of Seasonal Component for Additive Model and Multiplicative Model. Concept of Forecasting.</p> <p><b>Index Numbers:</b> Concept and usage of Index numbers (wholesale price index, Sensex index), Types of Index numbers, Aggregate and Relative Index</p>

	Numbers, Lasperye's, Paasche's, Dorbisch-Bowley's, Marshall-Edgeworth and Fisher's ideal index numbers. Cost of Living Index Numbers, Concept of Real Income, Index of Real Numbers, Chain Base Index Nos., Shifting of Base period, Splicing of Indexes.
<b>5</b>	<b>Probability Distributions</b>
	<b>Discrete Probability Distribution:</b> Binomial Distribution, Poisson Distribution. <b>Continuous Probability distribution:</b> Normal Distribution.

### Course Specific Outcomes Mathematical and Statistical Techniques II

<b>Modules</b>	<b>After successful completion of the course students will be able to</b>
Shares and Mutual Funds	understand the concepts of stock and MF from arithmetic viewpoint, their differences, calculate dividends, returns, annualized returns through investments in stocks and MF
Application of Derivatives	understand the meaning of derivatives, applications of derivatives in commerce (decreasing/increasing and maxima/minima of cost/profit/revenue/demand/supply functions) and economics (elasticity of demand).
Correlation and Regression	understand the linear regression model, estimate the value of one variable using another
Time Series and Index Numbers	identify the patterns of business trends over a period of time and predict the future, formulate suitable economic policies and planning.
Probability Distribution	identify an appropriate probability distribution for a given discrete or continuous random variable and use its properties to calculate probabilities, calculate statistics such as the mean and variance of different probability distributions

### Learning activities in Mathematical and Statistical Techniques I & II

It will consist of a combination of lectures, tutorials, group or individual work, homework problem sets, assignments, and assignments using spreadsheets, mobile apps like GEOGEBRA, softwares like R or computers, tutorial tests and final exam. The specific choice will depend upon the individual instructor. Outside of class, students are expected to do a significant amount of homework to achieve the learning goals. Students can use their personal devices or on campus computer labs for their outside class work. By giving students a multitude of ways to learn and do mathematics and statistics, the learning activities promote a deeper understanding of the concepts. It will certainly contribute to the learning objectives of this course.

## **Mathematical & Statistical Techniques**

### **Semester II**

#### ***Question Paper Pattern (Academic Year: 2022-2023)***

- |                            |                   |
|----------------------------|-------------------|
| <b>IV. Tutorial Test I</b> | <b>: 15 marks</b> |
| <b>V. Tutorial Test II</b> | <b>: 15 marks</b> |

**VI. Assignments** : 10 marks

**Total: 40 marks**

**II. Semester End Examination (SEE)- 60 Marks**

Maximum Marks : 60

Number of Questions to be Set : 5 (Five)

Duration : 2 Hours

Note: (1) All questions are compulsory.

(2) Attempt **any two out of three sub questions** from each question.

<b>Question No.</b>	<b>Particulars (Nature of Questions)</b>	<b>Marks (To Be Attempted)</b>
Q-1 (Module-I)	A) Numerical B) Numerical C) Numerical	12
Q-2 (Module-II)	A) Numerical B) Numerical C) Numerical	12
Q-3 (Module-III)	A) Numerical B) Numerical C) Numerical	12
Q-4 (Module-IV)	A) Numerical B) Numerical C) Numerical	12
Q-5 (Module-V)	A) Numerical B) Numerical C) Numerical	12
	<b>Total</b>	<b>60</b>

### **Reference Books :**

1. Mathematics for Economics and Finance Methods and Modelling by Martin Anthony and Norman Biggs, Cambridge University Press, Cambridge low-priced edition, 2000, Chapters 1, 2, 4, 6 to 9 & 10.
2. Applied Calculus: By Stephen Waner and Steven Constenoble, Brooks/Cole Thomson Learning, second edition, Chapter 1 to 5.
3. Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006, Chapter 1, 5, 7, 9 & 10.
4. Mathematics for Business Economics: By J. D. Gupta, P. K. Gupta and Man Mohan, Tata Mc-Graw Hill Publishing Co. Ltd., 1987, Chapters 9 to 11 & 16.
5. Quantitative Methods-Part-I By S. Saha and S. Mukerji, New Central Book Agency, 1996, Chapters 7 & 12.
6. Mathematical Basis of Life Insurance By S.P. Dixit, C.S. Modi and R.V. Joshi, Insurance Institute of India, Chapters 1 and 2
7. Securities Laws & Regulation of Financial Market : Intermediate Course Paper 8, Institute of Company Secretaries of India, Chapter 11.
8. Investments By J.C. Francis & R.W. Taylor, Schaum's Outlines, Tata Mc-Graw Hill Edition 2000, Chapters 2,4 & section 25.1.
9. Indian Mutual Funds Handbook : By Sundar Shankaran, Vision Books, 2006, Sections 1.7,1.8.1, 6.5 & Annexures 1.1to 1.3.
10. STATISTICS by Schaum Series.
11. Operations Research by Gupta and Kapoor.
12. Operations Research by Schaum Series.
13. Fundamentals of Statistics - D. N. Elhance.
14. Statistical Methods - S.G. Gupta (S. Chand & Co.
15. Statistics for Management - Lovin R. Rubin D.S. (Prentice Hall of India)



16. Statistics - Theory, Method & Applications D.S.Sancheti & V. K. Kapoor.
17. Modern Business Statistics - (Revised)-B. Perles & C. Sullivan –Prentice Hall of India.
18. Business Mathematics & Statistics : B Aggarwal, Ane Book Pvt. Limited.
19. Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons.
20. Business Mathematics : A P Verma, Asian Books Pvt. :Limited.
21. Statistics of Management , Richard Levin & David S. Rubin, Prentice Hall of India ,  
NewDelhi.
22. Statistics for Business & Economics, David R Anderson, Dennis J Sweney, Thomson  
Publication.
23. Business Statistics , Bharadwaj , Excel Books,Delhi
24. Business Mathematics, S.K Singh & J.K Singh, Brijwasi Book Distributor & Publisher.
25. Mathematics for Economics and Finance, Martin Anthony, Norman Biggs, Cambridge  
low price editions,2000.
26. Business Mathematics, J.K. Singh, 2009,Himalaya PublishingHouse.
27. Mathematics of Finance 2nd Edition Schaum’s Outline Series Peter Zima, Robert Browns  
Tata McGraw-Hill Publishing CompanyLtd
28. Mathematics for Economics and Business, Bhardwaj R S ,