S P Mandali's

R. A. PODAR COLLEGE OF COMMERCE AND ECONOMICS (AUTONOMOUS),

Matunga, Mumbai-400019

Course Structure

Bachelor of Commerce
(Financial Markets)
Semester I & II

HYPERLINK "http://www.rapodar.ac.in" **www.rapodar.ac.in**

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R. A. Podar College of Commerce and Economics (Autonomous),

Matunga, Mumbai-400019

Syllabus
And
Question paper pattern of Course

Bachelor of Commerce
(Financial Markets)
F.Y. B.F.M. Semester I & II

Syllabus as per National Education Policy 2020
To be implemented from Academic Year 2023-2024

HYPERLINK "http://www.rapodar.ac.in" www.rapodar.ac.in

Bachelor of Commerce (Financial Markets) Programme

Syllabus as per National Education Policy 2020

Course Structure
F.Y.B.F.M. (Level 4.5)

(To be implemented from Academic Year- 2023-24)

No. of Course s	Semester I	Credits	No. Of Courses	Semester II	Credits
1	**Major (06 credits)**		**1**	**Major (06 credits)**	
1.A	**Financial Markets – I**		**1.A**	**Financial Markets – II**	
1.A.a	Introduction to Financial Systems	**03**	1.A.a	Fundamentals of Business Management	**03**
1.A.b	Financial Accounting-I Theory and Practice	**03**	1.A.b	Financial Accounting-II Analysis of Financial Statements	**03**
2	**Minor (03 credits)**		**2**	**Minor (03 credits)**	
2.A.a	Economics – I	**03**	2.A.a	Economics - II	**03**
3	**General Elective (GE)/ Open Elective (OE) (03 Credits)**		**3**	**General Elective (GE)/ Open Elective (OE) (03 Credits)**	
3.A.a	Financial Planning – I Personal Financial Planning	**03**	3.A.a	Financial Planning – II Corporate Finance	**03**
4	**Vocational & Skill Enhancement Courses (VSEC) (02 credits)**		**4**	**Vocational &Skill Enhancement Courses (VSEC) (04 credits)**	
4A	**Vocational Skill Course (VSC)**			**Vocational Skill Course (VSC)**	
	-		4.A.a	Intellectual Property Rights	**02**
4.B	**Skill Enhancement Courses (SEC)**		**4.B**	**Skill Enhancement Courses (SEC)**	
4.B.a	Office Automation	**02**	4.B.a	Financial modeling using Excel	**02**
5	**Ability Enhancement Course, Value Enhancement Course, Indian Knowledge System (08 credits)**		**5**	**Ability Enhancement Course, Value Enhancement Course, Indian Knowledge System (06 credits)**	
5.A	**Ability Enhancement Course (AEC)**		**5.A**	**Ability Enhancement Course (AEC)**	
5.A.a	Language & Literature I	**03**	5.A.a	Language & Literature II	**03**
5.B	**Value Enhancement Course (VEC)**		**5.B**	**Value Enhancement Course (VEC)**	
5.B.a	Business Mathematics	**03**	5.B.a	Business Statistics	**03**
5.C	**Indian Knowledge System (IKS)**				
5.C.a	Indian Traditional approach in conservation and sustainability	**02**		NA	
TOTAL	**CUMULATIVE CREDITS**	**22**	**TOTAL**	**CUMULATIVE CREDITS**	**22**

Exit option at the end of the first year (on completion of semester I and semester II):
Under Graduate Certificate in **Financial Markets** will be awarded to a learner on fulfilment of the following conditions:
1. The learner should have acquired 44 credits in Semester I and II considered together.
2. The learner should acquire an additional 4 credits as per norms by completing recognized courses under the National Skill Qualification Framework (NSQF) such as Fundamentals of Banking & Financial Services, Entrepreneurial Development Course, and Internship.

Syllabus of courses of FYBFM Programme
(With effect from the Academic Year 2023-2024)
1. Major
1.A Financial Markets I

1.A.a. Introduction to Financial Systems (3 Credits)

Semester I

1.Major	
1.A Financial Markets I	
1.A.a Introduction to Financial Systems	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To Develop a comprehensive understanding of the Indian financial system, including its structure, participants, and functions.
CObj 2	Familiarize students with the various financial markets in India, such as the money market, capital market, and foreign exchange market.
CObj 3	Introduce students to the key regulators and regulatory frameworks governing the Indian financial system. Discuss the role of technology in the financial system.
CObj 4	Provide an overview of different financial products available in India, including banking products, insurance products, mutual funds, and securities.
Course Outcomes	
COut 1	Learner demonstrates a thorough understanding of the structure, participants, and functions of the Indian financial system.
COut 2	Learner is able to identify and describe the different types of financial markets in India.
COut 3	Learner is able to compare Financial systems in India with those in developed nations and developing nations.
COut 4	Learner understand the subsegments under different types of financial markets and their roles in facilitating economic activities.
COut5	Learner is able to explain the meaning and features of financial regulators in India such as the Reserve Bank of India (RBI), Securities and Exchange Board of India (SEBI), and Insurance Regulatory and Development Authority of India (IRDAI).
COut 6	Learner understands the Role and Functions of the financial regulators.
COut 7	Learner understands the meaning and classification of various financial instruments.
COut 8	Learner understands evaluation and characteristics of financial instruments and new financial instruments.
COut 9	Evaluate and compare different financial products available in India including their features, risks, and benefits.
COut10	Analyze the interdependencies and interactions between various components of the Indian financial system.

Modules at a Glance

Introduction to Financial Systems		
Sr. No.	**Modules**	**No. of Lectures**
1	Overview of Financial Systems	15
2	Financial Markets	15
3	Financial Regulators & Financial Instruments	15
	Total No. of Lectures:	**45**

Sr. No.	Modules
1	**Overview of Financial System**
	An introduction to the financial system, Overview of the financial system, Functions of a financial system, Evolution of financial systems (capital market-oriented), Financial systems in India compared with those in developed nations and developing nations, Constituents of the financial system and interrelationships between various components.
2	**Financial Markets**
	Capital markets, Money Markets, Foreign Exchange Markets, Commodity Markets, Derivative Markets, Meaning, classification and structure, sub-segments, Role played, participants.
3	**Financial Regulators & Financial Instruments**
	Meaning and features of financial regulators, Role and functions of financial regulators, Kinds of financial regulators, and markets regulated by each regulator Meaning and classification of financial instruments (multiple ways of classifying financial instruments), Types of financial instruments, Evaluation of financial instruments (risk-return trade-off), Characteristics of financial instruments, New financial instruments.

Financial Markets I
Introduction to Financial Systems

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 100 Marks

A] Internals-40 Marks

Method of evaluation	Total marks
1. Assignment	20
2. Case study analysis/ Project	20
TOTAL	**40**

B] Semester End Examination (SEE)- 60 Marks

Maximum Marks   60
Duration   : 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	25	20
Q-2	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	25	20
Q-3	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	25	20
	Total	**75**	**60**

Reference Books (with Chapters):

1. Gordon E. & Natarajan K. Financial Markets & Services, Himalaya Publishing House.
2. Indian Financial System, Machiraju.R.H, Vikas Publishing House.
3. Indian Financial System, Khan M.Y Tata Mcgraw Hill.
4. Financial Institutions and Markets, Bhole L.M,Tata Mcgraw Hill.
5. The Indian Financial System, Desai, Vasantha Himalaya Publishing House.

Syllabus of courses of FY B. F.M. Programme
(With effect from the Academic Year 2023-2024)
1. Major
1.A Financial Markets I
1.A.b. Financial Accounting - I Theory and Practice (3 Credits)
Semester I

1.Major
1.A Financial Markets I
1.A.b Financial Accounting – I Theory and Practice
Course Objectives and Course Outcomes
Course Objectives

CObj 1	Develop a fundamental understanding of the principles and concepts underlying financial accounting. Familiarize students with the basic financial accounting terminology, principles, and techniques used in recording, classifying, and summarizing financial transactions.
CObj 2	Introduce students to the accounting equation and its application in preparing financial statements.
CObj 3	Provide an overview of the accounting cycle, including the steps involved in journalizing, posting, adjusting, and closing entries. Explain the importance of accurate financial reporting and its impact on decision-making processes within an organization.
CObj 4	Introduce students to the ethical considerations and professional standards that govern the practice of financial accounting.
Course Outcomes	
COut 1	Learner demonstrates a solid understanding of the fundamental principles and concepts of financial accounting.
COut 2	Learner is able to apply accounting terminology, principles, and techniques to record, classify, and summarize financial transactions.
COut 3	The learner is able to prepare basic financial statements, including the income statement, balance sheet, and statement of cash flows, using the accounting equation and appropriate accounting standards.
COut 4	The learner is able to execute the steps involved in the accounting cycle, including journalizing, posting, adjusting, and closing entries.
COut 5	The learner is able to collaborate effectively in group settings to solve accounting problems and discuss accounting concepts.
COut 6	The learner is able to analyze and interpret financial statements to assess the financial performance and position of an organization.
COut 7	The learner is able to analyse the financial status of an organization to make proper investment decisions
COut 8	The learner is able to communicate financial information clearly and effectively, both orally and in written form, using appropriate accounting technology and formats.

Modules at a Glance

Sr. No.	Modules	No. of Lectures
	Financial Accounting – I Theory and Practice	
1	Nature, Purpose of Accounting	15
2	Books of Accounts	15
3	Introduction to Financial Statements & Preparation of Final Accounts	15
	Total No. of Lectures:	**45**

Sr. No.	Modules
1	**Nature, Purpose of Accounting**
	Meaning and scope of Accounting: Need, development & Definition of Accounting, personal interest in Accounting disclosure, branches of accounting. Accounting Concepts and Accounting Standards
2	**Books of Accounts**
	Journals, ledger, subsidiary books Trial Balance, Financial Accounting framework
3	**Introduction to Financial Statements & Preparation of Final Accounts**
	Bank Reconciliation Statements Treatment of Capital & Revenue Depreciation Accounting; methods of recording depreciation and methods of providing depreciation as per AS-4 Final Accounts of Sole Traders- Manufacturing Account, Trading, Profit & Loss Account and Balance sheet Final Accounts of Partnership Firm, Manufacturing Account, Trading, Profit & Loss, Account and Balance sheet

Financial Markets I
Financial Accounting - I Theory and Practice

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 100 Marks

A] Internals-40 Marks

Method of evaluation	Total marks
1. Assignment	20
2. Case study analysis/ Project	20
TOTAL	**40**

B] Semester End Examination (SEE)- 60 Marks

Maximum Marks 60
Duration: 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	25	20
Q-2	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	25	20
Q-3	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	25	20
	Total	**75**	**60**

Reference Books :

1. Financial Accounts by S.N. Maheshwari, Vikas Publishing house Pvt. Ltd.
2. Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
3. Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
4. Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd.

Syllabus of courses of FY B. F.M. Programme
(With effect from the Academic Year 2023-2024)
2. Minor
2.A.a Economics - I (3 Credits)

Semester I

2. Minor
2.A.a. Economics - I
Course Objectives and Course Outcomes
Course Objectives

CObj 1	To understand and remembering the fundamentals of Economics at micro and macro levels.
CObj 2	Basic understanding and analysis of money markets, its constituents, role, money market instruments and money reforms introduced in recent years.
CObj 3	Understanding and evaluation of capital markets, structure, functions, reforms. Acquire basic theoretical knowledge and apply them towards investment decisions.
CObj 4	To understand and evaluate impact of macro-economic dynamics on the financial markets
Course Outcomes	
COut 1	Learner understands the basics of demand, supply and price determination.
COut 2	Analyse and evaluate the process of price determination.
COut 3	The learner understands and remembers various markets including financial markets.
COut 4	Learner is able to analyze the impact of inflation, and trade cycle on the financial markets.
COut 5	Learners are able to apply the concepts of the impact of inflation on maximizing profits.
COut 6	Learners understand the problems of Indian Money Markets and recent reforms introduced in the Money Market.
COut 7	The learner is able to understand and remember the functioning of the banking system and process of credit creation.
COut 8	Learner understands the role of the Central Bank as a supreme banking authority.
COut 9	The learner remembers the functions of the Central Bank as a regulator of credit money.
COut10	The learner remembers the recent changes in Monetary Policy.

Modules at a glance

Economics of Financial Markets I		
Sr. No.	Modules	No. of Lectures
1	Introduction to Economics and Basic Concepts	15
2	Indian Money Market	15
3	Indian Capital Market	15
	Total No. of Lectures:	45

Sr. No.	Modules
1	**Introduction to Economics and Basic Concepts**
	• Meaning of Micro Economics and Macro Economics • Concept of Demand, its determinants • Concept of Supply and its determinants • Determination of Equilibrium Price • Concept of Market, various types of Market – Money Market, Capital Market • Savings, Investments and Determination of Interest Rates • Foreign Exchange Market, determination of Equilibrium Exchange Rate • Inflation and its impact on the economy & Trade Cycles
2	**Indian Money Market**

	• Meaning and Role of Money Markets
	• Structure of Indian Money Markets – Organised and Un-organised
	• Constituents of Organised Money Market
	   - Reserve Bank of India – functions, credit control
	   - Commercial Banks – functions, credit creation
	   - Co-operative Banks – functions
	   - Financial instruments
	   - Problems of Money Market and Reforms introduced in recent years.

3	**Indian Capital Market**

	• Meaning and Role
	• Structure of Capital Market
	   - Government Securities
	   - Industrial Securities – Primary and Secondary market
	   - Development Financial Institutions
	   - Financial intermediaries

Economics - I

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 100 Marks

A] Internals-40 Marks

Method of evaluation	Total marks
1. Assignment – Annual Report of Reserve Bank of India and other Financial Entities	20
2. Case study analysis/ Project	20
TOTAL	**40**

B] Semester End Examination (SEE)- 60 Marks

Maximum Marks 60
Duration: 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	**25**	**20**
Q-2	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	**25**	**20**
Q-3	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	**25**	**20**
	Total	**75**	**60**

Reference Books:

1. Indian Financial Systems and Financial Markets – Siddharth Sankar Saha
2. Indian Financial Systems – Bharti Pathak
3. Indian Financial Systems – H.R. Machiraju
4. Indian Financial Systems – D.K. Murali
5. Dynamics of Indian Financial Systems – Preeti Singh
6. Indian Financial Systems – M. Vora
7. Learn to earn – Peter Lynch
8. Indian Financial System and Development – Vasant Desai
9. Indian Financial System – M.Y. Khan
10. Indian Financial System – P.M. Varshiney and D.K. Mittal
11. Indian Financial System – Niti Bhasin
12. Indian Financial System – Bharathi Pathak

Syllabus of courses of FY B. F.M. Programme
(With effect from the Academic Year 2023-2024)
3.General Electives (GE)/ Open Elective (OE)
3.A.a. Financial Planning -I Personal Financial Planning (3 Credits)

Semester I

3. General /Open Electives
General Electives (GE)/ Open Elective (OE)

**3.A.a. Financial Planning – I Personal Financial Planning**

Course Objectives and Course Outcomes

Course Objectives	
CObj 1	Develop a foundational understanding of personal financial planning and its importance in achieving financial goals and overall financial well-being.
CObj 2	Familiarize students with the principles, theories, and concepts underlying personal financial planning. Introduce students to the various components of personal financial planning, including budgeting, savings, investments, risk management, and retirement planning.
CObj 3	Provide an overview of different financial products and instruments available for personal financial planning, such as savings accounts, stocks, bonds, mutual funds, insurance policies, and retirement accounts. Discuss the role of taxes and tax planning in personal finance.
CObj 4	Explore the ethical considerations and professional standards in personal financial planning. Equip students with the skills to evaluate financial information, analyze personal financial situations, and make informed decisions.
Course Outcomes	
COut 1	Learner develops a comprehensive personal financial plan that incorporates budgeting, savings, investments, risk management, and retirement planning.
COut 2	Learners understand how to apply financial principles and theories to analyze personal financial situations and make informed decisions.
COut 3	Learner demonstrates an understanding of different financial products and instruments, including their features, benefits, and risks.
COut 4	Learner evaluates various financial products for personal financial goals.
COut 5	Learner develops skills in budgeting, tracking expenses, and managing personal cash flow effectively.
COut 6	Learners develop skills to evaluate and manage financial risks through appropriate insurance coverage and risk management strategies.
COut 7	Learner understands the importance of retirement planning and develops strategies to achieve retirement goals.
COut 8	Learner understands tax planning strategies to minimize tax liabilities and optimize personal finances.
COut 9	Learner understands the basic investor psychology toward personal financial goals.
COut10	Learner demonstrates knowledge of ethical considerations and professional standards in personal financial planning.

Modules at a Glance

Financial Planning – I Personal Financial Planning		
Sr. No.	**Modules**	**No. of Lectures**
1	Personal Financial Planning Process & Statement Analysis	15
2	Financial Mathematics	15
3	Investor Psychology	15
	Total No. of Lectures:	**45**

Sr. No.	Modules
1	**Personal Financial Planning Process & Statement Analysis**
	i. Establish and Define the Relationship with the Client ii. Gathering relevant information iii. Analyse financial status, Risk Profile and Determine Financial Goals iv. Develop Financial Planning Recommendations and Present them to the Client v. Implement Client's Financial Planning Recommendations vi. Monitor and Review the performance vii. Cash inflows and outflows – Cash Management viii. Income and expenditure statement ix. Budgeting and forecasting x. Monitoring budgets and provisions for savings xi. Personal Balance sheet and Net Worth
2	**Financial Mathematics**
	i. Calculation of Returns-Nominal Rate of Return, Effective Rate of Return, Internal Rate of Return, and Compounded Annual Growth rate (CAGR), Real Rate of Return, Rate of Return after adjusting taxes, Analysis of Return. ii. Time value of money iii. Loan Calculations iv. Total Asset, Net Worth and Financial Ratios

3	**Investor Psychology**
	i. Value investing and Behavioural Finance ii. Role of emotions in finance decision making –Common errors iii. Skewness of Asset Allocation due to cultural or historical bias iv. Basic investment style and its drawbacks

Financial Planning – I Personal Financial Planning

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 100 Marks

A] Internals-40 Marks

Method of evaluation	Total marks
1. Assignment	20
2. Case study analysis/ Project	20
TOTAL	**40**

B] Semester End Examination (SEE)- 60 Marks

Maximum Marks 60
Duration: 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	**25**	**20**
Q-2	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	**25**	**20**
Q-3	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	**25**	**20**
	Total	**75**	**60**

References Books:
1. Financial Management, Theory and Practice by Prasanna Chandra
2. Financial Management by Pearson
3. Padhuka's Students Guide on Financial Management
4. Financial Accounting by P.C. Tulsian
5. Retire Rich by P V Subramanyam
6. Let's Talk Money by Monika Halan
7. The Richest Engineer by Abhishek Kumar
8. You can get rich too: With goal-based investing by PV Subramanyam and M Pattabiraman
9. I will teach you to be rich by Ramit Sethi

Syllabus of courses of FY B.F.M. Programme
(With effect from the Academic Year 2023-2024)
4. Vocational & Skill Enhancement Courses (VSEC)
4.A Skill Enhancement Course (SEC)
4.A.a Office Automation (2 Credits)

Semester I

4. Vocational & Skill Enhancement Courses (VSEC)	
4.A Skill Enhancement Courses (SEC)	
4.A.a Office Automation	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To build an understanding of how to use excel from scratch.
CObj 2	Gradually scale up to higher levels of competence.
Course Outcomes	
COut 1	Learner is equipped with MS Excel features which will develop their foundation of using spreadsheet.
COut 2	Learner gets insights into the data analysis tools in Excel so that they can extract meaningful information from vast arrays of data.
COut 3	Learner is familiarized with the important functions and data visualization features available in Excel which help in performing data mining.
COut 4	Learner is enabled to assign validations and protections on their excel based templates and files so that unintended / malicious intrusions over the workings may be prevented.
COut 5	Learners understands application of their knowledge in Excel in day to day working of a business organization.

Modules at a Glance

Office Automation		
Sr. No.	**Modules**	**No. of Lectures**
1	Introduction to Excel and Essential Functions	15
2	Data Analysis, validation and Visualizations	15
	Total No. of Lectures:	**30**

Sr. No.	Modules
1	**Introduction to Excel and Essential Functions**
	• Creating and opening workbooks • Cell basics • Modifying columns, rows and cells • Worksheet basics • Introduction to formulas • Freeze Panes • Formatting features of cells • Sort • Filters • Fill Handle • Copy a sheet • Find and Replace • Relative and Absolute Cell Referencing • Text to columns • Paste Special • Subtotals • Comments • Sum, Count, Min, Max, Average, Median, Subtotal • Date, Today, Now • If, And, Or • Vlookup and Hlookup • Round, Roundup and Rounddown • Sumif and Sumifs • Countif and Countifs • Averageif and Averageifs • Concatenate and Trim
2	**Data Analysis, validation and Visualizations**
	• Pivot Tables and Pivot Charts • Remove Duplicates • Conditional formatting • Charts of various kinds • Data Validation • Protect Workbook • Protect Worksheet • Assigning read /write access passwords to files

Office Automation

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 50 Marks

A] Internals-20 Marks

Method of evaluation	Total marks
Practical Work	20
TOTAL	**20**

B] Semester End Examination (SEE)- 30 Marks

Maximum Marks 30
Duration: 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	**Attempt Any 2 of the following:**		
	A. Theory/Concept-based question B. Theory/Concept-based question C. Theory/Concept-based question	15	10
Q-2	**Attempt Any 2 of the following:**		
	A. Theory/Concept-based question B. Theory/Concept-based question C. Theory/Concept-based question	15	10
Q-3	**Attempt Any 2 of the following:**		
	A. Theory/Concept-based question B. Theory/Concept-based question C. Theory/Concept-based question	15	10
	TOTAL	**45**	**30**

Syllabus of courses of FY B. F.M. Programme
(With effect from the Academic Year 2023-2024)
5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System
5.A Ability Enhancement Course (AEC)
5.A.a Language and Literature I (3 Credits)

Semester I

5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System	
5.A Ability Enhancement Course (AEC)	
5.A.a Language and Literature I	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To understand the effective use of PowerPoint presentation, relevance and importance of interpersonal communication skills
CObj 2	To enhance written communication skills
CObj 3	To enable the learners to adapt to the requirements of the industry.
Course Outcomes	
COut 1	Learner understands the Concept of Communication: and its importance as a key concept in the Corporate and Global world.
COut 2	Learner understands the impact of technological advancements on Communication Channels and Objectives of Communication
COut 3	The learner understands various Methods and Modes of Communication - Verbal and Nonverbal.
COut 4	The learner understands problems in Communication /Barriers to Communication and ways to overcome these Barriers in Communication.
COut 5	The learners learn to use statistical tools in PowerPoint presentations,
COut 6	Learners are able to write letters of inquiry and letters of complaint.
COut 7	Learners are able to demonstrate the Practical application of preparing flyers and leaflets help the learners demonstrate their creativity.
COut 8	Learners demonstrate Listening, Comprehension, and Speaking Skills. The nonverbal communication skills of learners are enhanced.
COut 9	Learners acquire Presentation skills in News Items, Dialogue and Speeches, and Paragraph writing.
COut 10	Learners are able to analyse texts from the fields of Commerce and Management

Modules at a Glance

Language and Literature I		
Sr. No.	**Modules**	**No. of Lectures**
1	Theory of Communication & Obstacles to Communication in Business World	15
2	Business Correspondence	15
3	Language and Writing Skills	15
	Total No. of Lectures:	**45**

Sr. No.	Modules
1	**Theory of Communication & Obstacles to Communication in Business World**
	Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees(A brief introduction to these objectives to be given) Methods and Modes of Communication: Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Computers and E- communication: Organizing and use of Video and Satellite. Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers Listening: Importance of Listening Skills, Cultivating good Listening Skills Introduction to Business Ethics: Concept and Interpretation, Importance of Business Ethics.
2	**Business Correspondence**
	Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Principles of Effective Letter Writing, Principles of effective Email Writing, Personnel Correspondence: 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 Recommendation

3	**Language and Writing Skills**
	Commercial Terms used in Business Communication Paragraph Writing: Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, etc [Interpretation of technical data, Composition on a given situation, a short informal report & improvisation Activities] Listening, Comprehension, Speaking Skills: Presenting a News Item, Dialogue and Speeches Paragraph Writing: Preparation of the first draft, Revision and Self Editing, Rules of spelling. Reading Comprehension: Analysis of texts from the fields of Commerce and Management.

Language and Literature I

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 100 Marks

A] Internals-40 Marks

Method of evaluation	Total marks
1. Book Review	20
2. Translation of Newspaper article	20
TOTAL	**40**

B] Semester End Examination (SEE)- 60 Marks

Maximum Marks 60
Duration: 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	25	20
Q-2	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	25	20
Q-3	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	25	20
	Total	**75**	**60**

Reference Books

1. Agarwal, AnjuD(1989) A Practical Handbook for Consumers, IBH.
2. Alien, R.K.(1970) Organisational Management through Communication. Podar : Nurturing Intellect Creating Personalities
3. Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
4. Aswathapa, K (1991)Organisational Behaviour, Himalayan Publication, Mumbai.
5. Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
6. Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.
7. Balan,K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
8. Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA
9. Banerjee, Bani P (2005) Foundation of Ethics in Management Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager
10. Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
11. Basu,C.R.(1998) Business Organisation and Management, T.M.H.New Delhi.
12. Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.
13. Bhargava and Bhargava91971) Company Notices, Meetings and Regulations
14. Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
15. Bovee Courtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.
16. Burton, G and Thakur, (1995) Management Today- Principles and Practices. T.M.H.,New Delhi.
17. Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, TheDartwellCo., Chicago. ☐ Dayal, Ishwar(9810) Managing Large Organizations: A Comparative Study.
18. Drucher,P.F.((1970) Technology, Management and Society, Pan Books London.
19. Drucher,P.F.(1974)Management Responsibilities Practices, Heinemann, London.
20. Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.
21. Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.
22. Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
23. Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
24. French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New Delhi.
25. Fritzsche, David J (2005) Business Ethics: A Global and Managerial Perspective McGraw Hill

Syllabus of courses of FY B.F.M. Programme
(With effect from the Academic Year 2023-2024)
5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System
5.B Value Enhancement Course (VEC)
5.B.a Business Mathematics (3 Credits)

Semester I

5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System	
5.B Value Enhancement Course (VEC)	
5.B.a Business Mathematics (03 Credits)	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To understand the various concepts of financial mathematics such as simple interest, compound interest, and annuity.
CObj 2	To enable the learner to understand the calculations related to investment options
CObj 3	To enable the learner to apply the applications of derivatives
Course Outcomes	
COut 1	Learners can distinguish the difference between continuous, nominal effective rates of interest.
COut 2	Ease in understanding and application of Derivatives.
COut 3	The learner is able to calculate the earnings based on dividends earned.

Modules at a Glance

Business Mathematics		
Sr. No.	Modules	No. of Lectures
1	Annuities	15
2	Shares and Mutual Funds	15
3	Derivatives and Applications of Derivatives	15
	Total No. of Lectures:	**45**

Sr. No.	Modules
1	**Annuities**
	• Simple interest, compound interest, interest compounded more than once a year nominal, effective and continuous rates of interest. • Types of Annuities • Immediate (ordinary) annuity, its present value and future value. Equated • Monthly Instalments (EMI) using reducing interest system, amortization of loans. • Sums based on Sinking Fund.
2	**Shares and Mutual funds**
	• Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, • Mutual Fund- Simple problems on calculation of net income after considering Entry load, exit load, dividend, change in net asset value
3	**Derivatives and Applications of Derivatives**
	• Introduction and Concept: Derivatives of constant function, logarithmic functions, polynomial and exponential function. • Rules of derivatives: addition, multiplication, quotient. • Second order derivatives. • Application of Derivatives: Maxima, Minima, Average Cost and Marginal Cost. Total revenue, Marginal revenue, Average revenue. Average and Marginal profit. Price elasticity of demand.

Business Mathematics

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 100 Marks

A] Internals-40 Marks

Method of evaluation	Total marks
1. Written Test	20
2. Assignment	20
TOTAL	**40**

B] Semester End Examination (SEE)- 60 Marks

Maximum Marks   60
Duration   : 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt **any four** of the following. A. Numerical/Case study-based question B. Numerical/Case study-based question C. Numerical/Case study-based question D. Numerical/Case study-based question E. Numerical/Case study - based question	25	20
Q-2	Attempt **any four** of the following. A. Numerical/Case study-based question B. Numerical/Case study-based question C. Numerical/Case study- based question D. Numerical/Case study-based question E. Numerical/Case study-based question	25	20
Q-3	Attempt **any four** of the following. A. Numerical/Case study-based question B. Numerical/Case study-based question C. Numerical/Case study-based question D. Numerical/Case study-basedd question E. Numerical/Case study-based question	25	20
	Total	**75**	**60**

<u>Reference Books</u>

1. Mathematics for Economics and Finance, Martin Anthony, Norman Biggs,Cambridge lowprice editions, 2000.
2. Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand & SonsPublications, 2006.
3. Business Mathematics, J.K. Singh, 2009,Himalaya Publishing House.
4. Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan,Tata McGrawHill Publishing Company Ltd.
5. Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, RobertBrows Tata McGraw-Hill Publishing Company Ltd.
6. Business Mathematics by Dr.AmarnathDikshit &Dr.Jinendra Kumar Jain.
7. Business Mathematics by Bari - New Literature publishing company, Mumbai.
8. Mathematics for Economics and Business, RS Bhardwaj, 2010,Excel Books.
9. Business Mathematics, Zameerudin, Qazi, V.K. Khanna& S.K. Bhambri, VikasPublishing House Pvt. Ltd, New Delhi

Syllabus of courses of FY B.F.M. Programme
(With effect from the Academic Year 2023-2024)
5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System
5.C Value Enhancement Course (VEC)
5.C.a <u>Indian traditional approach in conservation and sustainability</u> **(2 Credits)**

Semester I

5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System	
5.C Indian Knowledge System (IKS)	
5.C.a, Indian traditional approach in conservation and sustainability	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	The course will enable the learner to understand the scientific and moral value of traditional ancient Indian knowledge.
CObj 2	The course is expected to convert ancient wisdom to the applied aspects of the modern scientific paradigm.
CObj 3	The course is expected to create interest and excitement in the learner to explore more on the specific area of knowledge.
CObj 4	The course is expected to empower the learner to inspire others in learning our own traditional practices of sustainability.
CObj 5	The course is expected to develop the interest of the learner to do further research in the specific area of knowledge.
Course Outcomes	
COut 1	The learners shall be able to acknowledge the contribution of traditional Indian wisdom in various commercial fields.
COut 2	The learner should be able to draw connections between the trade and commercial activities along with their influence on the environment and the efforts to address the same.
COut 3	The learners shall be able to identify traditional eco-friendly options for current modes of transportation.
COut 4	The learner should be able to understand the ancient practices of resource conservation and to have a holistic approach towards sustainable development in modern times.
COut 5	The learners should be able to analyze the current practices of land management with respect to ancient Indian practices for the conservation of the same.
COut 6	The syllabus shall enable the learners to correlate the conventional practices of water conservation with special reference to ancient wisdom in the same regards.
COut 7	The learners shall be able to suggest measures for forest conservation through various ancient Indian solutions.
COut 8	The learners should be able to evaluate the Indian contribution in various contemporary fields of social sciences and technologies.
COut 9	The learners should be able to describe the case studies to illustrate the significant contribution of Indian scholars in various conventional fields of social sciences.

| COut 10 | The learners should be able to examine the future perspectives and possibilities of various aspects of the Indian Knowledge System to enrich the society |

Modules at a Glance

	Indian Traditional Approach in Conservation and Sustainability	
Sr. No.	Modules	No. of Lectures
1	Conventional Trade and Commerce and Environment	15
2	Resource Conservation and Sustainability	15
3	Significant Indian Contributions to the World	Internal Component/ Assessment
Total No. of Lectures:		**30**

Sr. No.	Modules
1	**Conventional Trade and Commerce and Environment**
	A. Introduction and overview of the Indian Knowledge System. Indian disciplinary knowledge system in different fields like architecture, science & technology, nature, astronomy, agriculture, health & medicine, and Defence (case study of Rani Abbakka Chowta who defeated Portuguese) B. Traditional commercial activities and trade practices with reference to environmental conservation: Agricultural trade, Silk, Cotton, Spices, Metallurgy, Textile industry, etc. C. Transportation and its modes: Grand Trunk road, Boat & ship-building, Energy efficiency in the transport sector: a current scenario, mobility. Impact of transport on climate, impact of climate on transport.
2	**Resource Conservation and Sustainability**
	A. Land Management & Conservation: Ancient & traditional agricultural activities, Conservation strategies, Harappan civilization-town planning, etc. B. Water Management & Conservation: Harappan civilization, ancient practices of irrigation, Tanks, Lakes, Stepwells, Traditional rain-water harvesting, Community involvement. C. Forest & Wildlife Conservation: Sacred forests, sacred groves, sacred hills, Social forestry, Agroforestry, Animal worshiping, Worshiping natural forces. Women and conservation- Ecofeminism.

3	**Significant Indian contributions to the world** **(Internal component/assessment)**
	A. Contribution in the field of agriculture: Food crops, Cotton, Animal husbandry, etc. B. Contribution in the field of science and technology: Invention of zero, etc. C. Contributions in the field of health and medicine: Ayurveda, Meditation, Yoga, etc. D. Case studies on Indian Knowledge System in any particular/ specific area of knowledge: Ayurveda, Agriculture, Astronomy, Architecture, Economics, Mathematics, Philosophy, Yoga, Medicine, Nature, Politics, Weaponry, Military science, Literature, Poetics, or any other area of knowledge. Indian Knowledge System- Future perspectives: Challenges and Opportunities.

Indian traditional approach to conservation and sustainability

Internal Examination & Semester End Examination – 50 Marks

A] Internals-20 Marks

Allocation of 20 Marks---Internal evaluation

Method of evaluation	Total marks
MODULE-III is given for internal assessment. Students will be writing assignments on the selected topics	20
Total	**20**

B] Semester End Examination (SEE)- 30 Marks

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	**Attempt Any One**		
	A. Concept/ Theory -Essay type question B. Concept/ Theory -Essay-type question	10 10	10
Q-2	**Attempt Any One**		
	A. Concept/ Theory -Essay type question B. Concept/ Theory -Essay-type question	10 10	10
Q-3	**Write Short Notes on Any Two**		
	A. Short Note B. Short Note C. Short Note D. Short Note	5 5 5 5	10
	TOTAL		**30**

Syllabus of courses of FYBFM Programme
(With effect from the Academic Year 2023-2024)
1. Major
1.A Financial Markets II
1.A.a.Fundamentals of Business Management (3 Credits)

Semester II

1.Major	
1.A Financial Markets II	
1.A.a Fundamentals of Business Management	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To develop an understanding of how business organizations manage business in the dynamic global environment, develop and maintain competitive advantage.
CObj 2	To understand the process of Business decision-making using various tools and techniques to remain competitive. To understand and enable learners to use problem-solving strategies and critical thinking and apply these skills in real-life situations.
CObj 3	To understand different areas of the business (i.e., Manufacturing/Service, Marketing, Finance and Human Resource Management).
CObj 4	To understand and enable learners to implement successful planning of business processes.
Course Outcomes	
COut 1	Learners will be able to analyse and evaluate the influence of historical forces on the current practice of management.
COut 2	Learners will be able to identify and evaluate social responsibility and ethical issues involved in business situations and logically articulate their own position on such issues.
COut 3	Learners will understand the types of organizations and various roles and functions within an organization.
COut 4	Learners will be able to understand how organizations adapt to an uncertain environment.
COut 5	Learners will be able to identify techniques managers use to influence and control the internal environment of an organization.
COut 6	Learners will be able to understand the basics of developing the process of management's four functions: planning, organizing, leading, and controlling.
COut 7	Learners will be able to understand the basics of developing the process of management's four functions: planning, organizing, leading, and controlling.
COut 8	Learners will be able to evaluate leadership styles to anticipate the consequences of each leadership style.
COut 9	Learners will be able to identify the areas to control and Selecting the Appropriate controlling methods/Techniques.
COut 10	Learners will understand the Importance and Theory of Motivation, Communication, relationship between planning and control.

Modules at a Glance

	Financial Markets II (Fundamentals of Business Management)	
Sr. No.	**Modules**	**No. of Lectures**
1	Introduction, Concepts, Objectives, Nature, Scope and Significance of Management	15
2	Planning and organizing	15
3	Directing and Controlling: Concept, Principles & Techniques	15
Total No. of Lectures:		**45**

Sr. No.	Modules
1	**Introduction, Concepts, Objectives, Nature, Scope and Significance of Management**
	Introduction Concepts, Objectives, Nature, Scope and Significance of Management Evolution of management thought-Contribution of Taylor, Weber, and Fayol management.
2	**Planning and Organizing :**
	Concept, Objectives, Nature, Limitation, Process of planning, Importance, Forms, Techniques and Process of decision making, Types of Organization, delegation of authority, Authority and responsibilities, Centralization and Decentralization, Span of control
3	**Directing and Controlling: Concept, Principles & Techniques**
	Directing and Controlling: Concept, Principles & Techniques of directing and Coordination. Concept of Leadership-Style. Importance, Styles, Supervision, Motivation, Importance and Theory of Motivation, Communication, Relationship between planning and controlling.

Financial Markets II
Fundamentals of Business Management

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 100 Marks

A] Internals-40 Marks

Method of evaluation	Total marks
1. Assignment	20
2. Case study analysis/ Project	20
TOTAL	**40**

B] Semester End Examination (SEE)- 60 Marks

Maximum Marks 60
Duration: 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	**25**	**20**
Q-2	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	**25**	**20**
Q-3	Attempt **any four** of the following. A. Theory / Case study/ Concept-based question B. Theory / Case study/ Concept-based question C. Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	**25**	**20**
	Total	**75**	**60**

Reference Books :

1. Pagare Dinkar; Principles of Management
2. L M Prasad; Principles and Practice of Management
3. Satya Narayan and Raw VSP; Principles and Practice of Management
4. Srivastava and Chunawalla; Management Principles and Practice

Syllabus of courses of FYBFM Programme
(With effect from the Academic Year 2023-2024)
1. Major
1.A Financial Markets II
1.A.b.Financial Accounting -II Analysis of Financial Statements (3 Credits)

Semester II

1.Major
1.A Financial Markets II
1.A.b Financial Accounting – II Analysis of Financial statements
Course Objectives and Course Outcomes
Course Objectives

CObj 1	Develop a comprehensive understanding of financial statement analysis and its importance in assessing the financial performance and position of an organization. Familiarize students with the different financial statements (income statement, balance sheet, statement of cash flows) and their components.
CObj 2	Introduce students to the various techniques and ratios used in financial statement analysis. Provide students with the skills to interpret and analyse financial statements to make informed decisions about an organization's financial health.
CObj 3	Explore the role of financial statement analysis in evaluating investment opportunities and making investment decisions. Examine the limitations and challenges of financial statement analysis and develop strategies to overcome them.
Course Outcomes	
COut1	Learner understands the objectives and importance, uses and limitations of Financial statement analysis.
COut2	Learner understands the various types of financial statements generated by organisations.
COut3	Learner applies financial statement analysis techniques to assess the financial performance and position of an organization.
COut 4	Learner is able to interpret and analyze the income statement, balance sheet, and statement of cash flows to gain insights into an organization's financial health.
COut 5	Learner is able to calculate and interpret key financial ratios, such as profitability ratios, liquidity ratios, and solvency ratios, to evaluate an organization's financial performance.
COut 6	The learner is able to evaluate and compare the financial performance of different organizations using financial statement analysis tools and techniques.
COut 7	The learner is able to use various valuation techniques to assess the financial status of an organization.
COut 8	The learner is able to understand financial analysis of special situations such as Mergers and Acquisitions, Restructuring and Bankruptcy.
COut 9	Learner is able to assess the creditworthiness of an organization using financial statement analysis.
COut 10	Learner is able to identify potential risks and opportunities based on financial statement analysis and make informed decisions regarding investment and financing.

Modules at a Glance

	Financial Accounting – II Analysis of Financial Statements	
Sr. No.	**Modules**	**No. of Lectures**
1	Introduction to Financial Statement Analysis and Key Ratios	15
2	Tools and Techniques of financial analysis	15
3	Advanced topics in Financial Statement Analysis	15
Total No. of Lectures:		**45**

Sr. No.	Modules
1	**Introduction to Financial Statement Analysis and Key Ratios**
	Overview, Objectives and Importance Uses and Limitations of Financial Statement Analysis. Understanding Financial Statements: Income Statement, Balance Sheet, and Cash Flow Statement Analyzing Income Statement: Revenue, Expenses, and Profitability Ratios Analyzing Balance Sheet: Assets, Liabilities, and Liquidity Ratios Analyzing Cash Flow Statement: Operating, Investing, and Financing Activities Key Financial Ratios: Profitability, Liquidity, Solvency, and Efficiency
2	**Tools and Techniques of Financial Analysis**
	Vertical Analysis: Common-Size Statements Horizontal Analysis: Trend Analysis and Common-Size Analysis Ratio Analysis: DuPont Analysis and Benchmarking Cash Flow Analysis: Free Cash Flow and Cash Flow Ratios Quality of Earnings Analysis: Accruals and Earnings Manipulation
3	**Advanced topics in Financial Statement Analysis**
	Earnings per Share (EPS) Analysis Dividend Analysis: Dividend Payout Ratio and Dividend Yield Valuation Techniques: Price-Earnings (P/E) Ratio, Price-to-Sales (P/S) Ratio, and Price-to-Book (P/B) Ratio Credit Analysis: Creditworthiness and Credit Ratings Special Situations Analysis: Mergers and Acquisitions, Restructuring, and Bankruptcy.

Financial Markets II
Financial Accounting II Analysis of Financial Statements

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 100 Marks

A] Internals-40 Marks

Method of evaluation	Total marks
1. Assignment	20
2. Case study analysis/ Project	20
TOTAL	**40**

B] Semester End Examination (SEE)- 60 Marks

Maximum Marks 60
Duration: 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt **any four** of the following. A.Theory / Case study/ Concept-based question B.Theory / Case study/ Concept-based question C.Theory / Case study/ Concept-based question D.Theory / Case study/ Concept-based question E.Theory / Case study/ Concept-based question	**25**	**20**
Q-2	Attempt **any four** of the following. A.Theory / Case study/ Concept-based question B.Theory / Case study/ Concept-based question C.Theory / Case study/ Concept-based question D.Theory / Case study/ Concept-based question E.Theory / Case study/ Concept-based question	**25**	**20**
Q-3	Attempt **any four** of the following. A.Theory / Case study/ Concept-based question B.Theory / Case study/ Concept-based question C.Theory / Case study/ Concept-based question D.Theory / Case study/ Concept-based question E.Theory / Case study/ Concept-based question	**25**	**20**
	Total	**75**	**60**

Reference Books :

1. Financial Accounts by S.N. Maheshwari, Vikas Publishing house Pvt. Ltd.
2. Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
3. Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
4. Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd.

Syllabus of courses of FYBFM Programme
(With effect from the Academic Year 2023-2024)
2. Minor
2.A.a.Economics- II ((3 Credits)

Semester II

2. Minor	
2.A.a. Economics-II	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To understand the meaning of financial markets and intermediaries.
CObj 2	Develop an understanding of the role and functions of the Reserve Bank of India as bank regulator.
CObj 3	To understand the role and functions of SEBI as a market regulator. Overview of Global Regulatory Principles.
CObj 4	To understand the functioning of various financial institutions.
Course Outcomes	
COut 1	Learner understands the meaning and structure of financial market intermediaries.
COut 2	Learner comprehends the role of SEBI as a market regulator.
COut 3	Learner remembers reforms introduced in Capital Markets by the market regulator.
COut 4	The Learner understands the functioning of Stock Exchanges in India.
COut 5	The learner understands and remembers the role and functions of the Reserve Bank of India, its functions as a regulator of banks.
COut 6	The Learner understands the functions of Commercial Banks, their Assets and Liabilities.
COut 7	The Learner gains insight into credit- creating capacity of Commercial Banks.
COut 8	The Learner understands the functioning of Non-Banking Financial Intermediaries.
COut 9	Learner understands the roles of Merchant Banking in the Financial Markets.
COut10	Learner understands the role of various Global Regulators in the Global Financial System.

Modules at a Glance

Economics of Financial Markets II		
Sr. No.	**Modules**	**No. of Lectures**
1	Introduction to Financial Market and Intermediaries	15
2	Securities and Exchange Board of India	15
3	Financial Institutions	15
Total No. of Lectures:		**45**

Sr. No.	Modules
1	**Introduction to Financial Market and Intermediaries**
	● Meaning of Financial Markets ● Stock exchanges ● National Stock Exchange of India ● Discount and Finance House of India
2	**Securities and Exchange Board of India**
	● Role and Functions ● Stock Holding Corporation of India ● Security Depositories ● Global Regulatory principles
3	**Financial Institutions**
	● Reserve Bank of India – Its role in bank management and regulation. ● Commercial Banks – Assets and Liabilities ● Non-banking Financial Institutions ● Merchant Banking

Economics - II

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 100 Marks

A] Internals-40 Marks

Method of evaluation	Total marks
1. Assignment	20
2. Case study analysis/ Project	20
TOTAL	**40**

B] Semester End Examination (SEE)- 60 Marks

Maximum Marks 60
Duration: 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt **any four** of the following. ATheory / Case study/ Concept-based question B.Theory / Case study/ Concept-based question C.Theory / Case study/ Concept-based question D.Theory / Case study/ Concept-based question E.Theory / Case study/ Concept-based question	**25**	**20**
Q-2	Attempt **any four** of the following. A.Theory / Case study/ Concept-based question B.Theory / Case study/ Concept-based question C.Theory / Case study/ Concept-based question D.Theory / Case study/ Concept-based question E.Theory / Case study/ Concept-based question	**25**	**20**
Q-3	Attempt **any four** of the following. A.Theory / Case study/ Concept-based question B.Theory / Case study/ Concept-based question C.Theory / Case study/ Concept-based question D.Theory / Case study/ Concept-based question E.Theory / Case study/ Concept-based question	**25**	**20**
	Total	**75**	**60**

Reference Books:

1. Indian Financial Systems and Financial Markets – Siddharth Sankar Saha
2. Indian Financial Systems – Bharti Pathak
3. Indian Financial Systems – H.R. Machiraju
4. Indian Financial Systems – D.K. Murali
5. Dynamics of Indian Financial Systems – Preeti Singh
6. Indian Financial Systems – M. Vora
7. Learn to earn – Peter Lynch
8. Indian Financial System and Development – Vasant Desai
9. Indian Financial System – M.Y. Khan
10. Indian Financial System – P.M. Varshiney and D.K. Mittal
11. Indian Financial System – Niti Bhasin
12. Indian Financial System – Bharathi Pathak

Syllabus of courses of FYBFM Programme
(With effect from the Academic Year 2023-2024)
3. General Electives (GE) /Open Electives (OE)
3.A.aFinancial Planning II
Corporate Finance (3 Credits)

Semester II

3. General /Open Electives	
General Electives (GE)/ Open Elective (OE)	
3.A.a .Financial Planning – II (Corporate Finance)	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To learn about various concepts of financial management
CObj 2	To study the time value of money and its impact in depth
CObj 3	To help bring the role of finance in maintaining the business
Course Outcomes	
COut 1	This subject gives an opportunity for students to develop their understanding of corporate finance which is useful for financial business.
COut 2	The learner understands concepts of Capitalisation, Working and Fixed Capital
COut 3	Learner understands and remembers various types of Shares, Bonds and Debentures and the concept of Private Placement of Securities
COut 4	Learner understands the concept of Cost of Capital and Leverage in a business entity.
COut 5	Learner understands the concepts of Time Value of Money and the basics of Capital Budgeting.
COut 6	Learner understands the importance of Risk and Return Analysis in Corporate Finance.
COut 7	Learner understands the importance of Mobilisation of Funds in an organization and various sources of funds such as Private and Public Deposits and regulations governing them, FDIs, GDRs, and various regulations.
COut 8	Learners understand the basics of short-term Finance Bank Overdraft, Cash Credit, Factoring,Recent developments regulation, and legislation.
COut 9	It ensures a focus on sensitizing and understanding the importance of financial management.
COut 10	It ensures awareness about various Innovative Business Models in relation to corporate finance which canbe used by them as future entrepreneurs.

Modules at a Glance

Sr. No.	Modules	No. of Lectures
	Financial Planning – II (Corporate Finance)	
1	Introduction To Corporate Finance	15
2	Capital Structure and Leverage	15
3	Time Value of Money	15
	Total No. of Lectures:	**45**

Sr. No.	Modules
1	**Introduction To Corporate Finance**
	Meaning, Principles of Corporate Finance, Significance of Corporate Finance, Amount of Capitalisation, OverCapitalisation and Under Capitalisation, Fixed capital and Working Capital funds. Ordinary Shares, Reference Shares, Creditor ShipSecurities, Debtors and Bonds, Convertible Debentures, Concept of Private Placement of Securities. Introduction to Capital Structure theories, EBIT – EPS analysis forCapital Structure decision. Cost of Capital – Cost of Debt, Cost of Preference Shares, Cost of Equity Shares and Cost ofRetained Earnings, Calculation of Weighted Cost of Capital. Introduction to the concept of Leverage - Operating Leverage, Financial Leverage and CombinedLeverage.
2	**Time Value of Money**
	• Introduction to Time Value of Money – compounding and discounting • Introduction to basics of Capital Budgeting (time value of money-based methods) – NPV andIRR (Net Present Value and Internal Rate of Return) Importance of Risk and Return analysis in Corporate Finance
3	**Mobilisation of Funds**
	• Public deposits and RBI regulations, Company deposits and SEBI regulations, Protection ofdepositors, • RBI and public deposits with NBFC's. Foreign capital and collaborations, Foreign Direct Investment (FDI)Emerging trends in FDI • Global Depositary Receipts, Policy development, Capital flows and Equity Debt. • Brief introduction and sources of short-term finance Bank Overdraft, Cash Credit, Factoring,Recent developments regulation, and legislation.

Financial Planning – II (Corporate Finance)

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 100 Marks

A] Internals-40 Marks

Method of evaluation	Total marks
1. Written Test	20
2. Assignment	20
TOTAL	**40**

B] Semester End Examination (SEE)- 60 Marks

Maximum Marks 60
Duration: 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt **any four** of the following. A.Theory / Case study/ Concept-based question B.Theory / Case study/ Concept-based question C.Theory / Case study/ Concept-based question D.Theory / Case study/ Concept-based question E.Theory / Case study/ Concept-based question	**25**	**20**
Q-2	Attempt **any four** of the following. A.Theory / Case study/ Concept-based question B.Theory / Case study/ Concept-based question C.Theory / Case study/ Concept-based question D.Theory / Case study/ Concept-based question E.Theory / Case study/ Concept-based question	**25**	**20**
Q-3	Attempt **any four** of the following. A.Theory / Case study/ Concept-based question B.Theory / Case study/ Concept-based question C.Theory / Case study/ Concept-based question D.Theory / Case study/ Concept-based question E.Theory / Case study/ Concept-based question	**25**	**20**
	Total	**75**	**60**

<u>Reference Books</u>

1. Foster, George Financial Statement Analysis, 2nd ed., Pearson Education Pvt Ltd

2. Damodaran, A. (2008). Damodaran on Valuation, Security Analysis for Investment and Corporate Finance(2nd ed.). Wiley India Pvt. Ltd.

3. Chandra, P. (2011).Corporate Valuation and Value Creation, (1st ed). TMH

4. Weston, Chung, Hoag, Mergers, Restructuring and Corporate Control, Prentice Hall Of India. 5. M.Y. Khanand P.K. Jain - Financial Management - Tata - McGraw Hill Publishing co. Ltd., New Delhi.

6. Prasanna Chandra - Financial Management - Tata - McGraw Hill

Syllabus of courses of FYBFM Programme
(With effect from the Academic Year 2023-2024)
4. Vocational Skill Courses (VSC)
4.A.a.Intellectual Property Rights (2 Credits)

Semester II

4. Vocational & Skill Enhancement Courses (VSEC)	
4.A Vocational Skill Courses (VSC)	
4.A.a Intellectual Property Rights	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To recognize the importance of IP and to educate the pupils on basic concepts of Intellectual Property Rights.
CObj 2	To make the students understand the statutory provisions of different types of IPRs in simple forms.
CObj 3	To learn the procedure of obtaining a Patent, Copyright, Geographical Indication, Trademark, Industrial Design and Trade Secret
Course Outcomes	
COut 1	Distinguish and explain various forms of IPRs
COut 2	Analyse rights and responsibilities of the holder of Patent, Copyright, Trademark, Industrial Design etc.
COut 3	Develop skills in making searches using modern tools and techniques.

Modules at a Glance

Intellectual Property Rights		
Sr. No.	**Modules**	**No. of Lectures**
1	Introduction to Intellectual Property Rights	10
2	Types of Intellectual Property Rights	10
3	Application and Emerging Trends	10
Total No. of Lectures:		**30**

Sr. No.	Modules
1	**Introduction to Intellectual Property Rights**
	Meaning of Intellectual Property and Property Rights: Basic concepts of Intellectual Property; Nature, Scope and Significance of Intellectual Property.
2	**Types of Intellectual Property Rights**
	Patent, Copyright, Geographical Indication, Trademark, Industrial Design and Trade Secret.
3	**Application and Emerging Trends**
	Technology and Legal developments in Intellectual Property; Advantages and Disadvantages of IPR; Recent changes in IPR laws; Registration procedure

<div align="center"><u>**Intellectual Property Rights**</u></div>

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 50 Marks

A] Internals-20 Marks

Method of evaluation	Total marks
Case Study Analysis	20
TOTAL	**20**

B] Semester End Examination (SEE)- 30 Marks

Maximum Marks 30
Duration: 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	**Attempt Any 2 of the following:**		
	A. Theory/Concept-based question B. Theory/Concept-based question C. Theory/Concept-based question	15	10
Q-2	**Attempt Any 2 of the following:**		
	A. Theory/Concept-based question B. Theory/Concept-based question C. Theory/Concept-based question	15	10
Q-3	**Attempt Any 2 of the following:**		
	A. Theory/Concept-based question B. Theory/Concept-based question C. Theory/Concept-based question	15	10
	TOTAL	**45**	**30**

Reference books:
- "Law Relating to Intellectual Property Rights" by V K Ahuja
- "Law Relating To Intellectual Property Rights" by by R Radhakrishnan and S Balasubramanian
- "Law Relating to Intellectual Property, 2011 (Reprint)" by B L Wadehra

Syllabus of courses of FYBFM Programme
(With effect from the Academic Year 2023-2024)
4. Vocational & Skill Enhancement Courses (VSEC)
Financial Modelling using Excel (2 Credits)

Semester II

4. Vocational & Skill Enhancement Courses (VSEC)	
4.B Skill Enhancement Courses (SEC)	
4.B. Financial Modelling using Excel	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To empower students with core financial skills and methods in business financing to analyse, assess, and strategies the operations of any organisation.
CObj 2	To enable students to understand forecasting future financial performance based on historical data and other assumptions, such as revenue, expenses, and cash flows.
CObj 3	To enable students to understand how financial models evaluate investments, develop budgets, plan for future expenses, and measure the performance of a business.
Course Outcomes	
COut 1	Learners demonstrate fast, efficient and accurate Excel skills
COut 2	Learner's design and construct functional and robust financial modelling applications.
COut 3	Learners are able to apply efficient financial forecasting modeling techniques
COut 4	Learners are able to apply data analysis tools in Excel for forecasting and budgeting, Sensitivity analysis and Scenario planning.
COut 5	Learners are able to understand various Valuation Methods for ROI Calculations and Risk assessment.
COut 6	Learners understand Data Manipulation and Consolidation and Advanced Charting and Visualisation Techniques.
COut 7	Create a basic 3-statement financial model.

Modules at a Glance

Sr. No.	Modules	No. of Lectures
**Financial Modelling using Excel**	
1	Introduction to Financial Modeling and Excel Basics	15
2	Valuation, Investment Analysis and Advanced Financial Modelling Techniques	15
	**Total No. of Lectures:**	**30**

Sr. No.	Modules
1	**Introduction to Financial Modeling and Excel Basics**
	Introduction to Financial Modeling, Overview of Excel and its Features, Understanding Excel Formulas and Functions, Data Entry and Formatting in Excel, Working with Worksheets and Workbooks, Creating Basic Charts and Graphs. Best Practices for Financial Modeling, Advanced Excel Functions for Financial Modeling, Forecasting Techniques and Assumptions, Financial Statement Modeling (Income Statement, Balance Sheet, Cash Flow Statement), Cash Flow Forecasting and Budgeting, Sensitivity Analysis and Scenario Planning, Data Analysis Tools in Excel (Goal Seek, Solver).
2	**Valuation, Investment Analysis and Advanced Financial Modeling Techniques**
	Overview of Valuation Methods, Discounted Cash Flow (DCF) Analysis, Equity Valuation using Dividend Discount Model (DDM), Company Valuation using Comparable Company Analysis, Building Investment Models and ROI Calculations, Risk Assessment and Monte Carlo Simulation. Data Manipulation and Consolidation Techniques, Advanced Charting and Visualization Techniques, Automation and Macros in Excel, Incorporating Macros in Financial Models, Financial Modeling Best Practices and Error Checking.

Financial Modelling using Excel

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 50 Marks

A] Internals-20 Marks

Method of evaluation	Total marks
Practical Work	20
TOTAL	**20**

B] Semester End Examination (SEE)- 30 Marks

Maximum Marks 30
Duration: 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	**Attempt Any 2 of the following:**		
	A. Theory/Concept-based question B. Theory/Concept-based question C. Theory/Concept-based question	15	10
Q-2	**Attempt Any 2 of the following:**		
	A. Theory/Concept-based question B. Theory/Concept-based question C. Theory/Concept-based question	15	10
Q-3	**Attempt Any 2 of the following:**		
	A. Theory/Concept-based question B. Theory/Concept-based question C. Theory/Concept-based question	15	10
	TOTAL	**45**	**30**

Reference Books :

1. Financial Modeling Using Excel and VBA Book by Chandan Sengupta
2. Mastering Financial Modelling in Microsoft Excel – Alastair Day
3. Financial Modeling in Practice: A Concise Guide for Intermediate and Advanced Levels – Michael Rees
4. Financial Modeling – Simon Benninga
5. Building Financial Models – John Tjia

Syllabus of courses of FYBFM Programme
(With effect from the Academic Year 2023-2024)
5. Ability Enhancement Course (AEC)
5A.a.<u>Language and Literature II</u> (3 Credits)

Semester II

5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System	
5.A Ability Enhancement Course (AEC)	
5.A.a Language and Literature II	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To understand the effective use of power point presentation, relevance, and importance of conducting meetings
CObj 2	To teach the formats of letter writing
CObj 3	To enable the learners to adapt to the requirements of the industry.
Course Outcomes	
COut 1	The learners learn to use statistical tools in power point presentations, write letters of enquiry and letters of complaint.
COut 2	Learners acquire skills of Group discussions and Interviews.
COut 3	Learners understand the basics of Group Dynamics and Roles of Participants in Organisational meetings. The understand the roles of Notices, Agenda and Resolutions at the meetings.
COut 4	Learners understand the various kinds of Trade letters.
COut 5	Learners are able to write various letters such as complaints, claims, sales letters, Letters under Right to Information Act, Consumer Grievance Letters, etc.
COut 6	Learners demonstrate the practical application of preparing flyers and leaflets to help the learners demonstrate their creativity.
COut 7	Learners are able to understand various parts and types of Feasibility and Investigative Reports.
COut 8	The Learners are able to identify the important points and present them in a cohesive report.
COut 9	Learners are able to generate letters, reports and various promotional letters as per industry norms.

Modules at a Glance

Sr. No.	Modules	No. of Lectures
	Language and Literature II	
1	Presentation Skills	15
2	Business Correspondence	15
3	Language and Writing Skills	15
Total No. of Lectures:		**45**

Sr. No.	Modules
1	**Presentation Skills**
	Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of PPT Effective use of statistical tools How to make a Power-Point Presentation **Interviews:** Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit **Meetings:** 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 **Conference:** Meaning and Importance of Conference Organizing a **Public Relations:** Meaning, Functions of PR Department, External and Internal Measures of PR
2	**Business Correspondence**
	Trade Letters: Purchase Order, Credit and Status Enquiry, Collection Explain in detail along with the specimens. **Only following to be taught in detail:-** Letters of Inquiry, Letters of Complaints, Claims, Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act
3	**Language and Writing Skills**
	Reports: Parts, Types, Feasibility Reports, Investigative Reports **Summarization:** Identification of main and supporting/sub points Presenting these in a cohesive manner

Language and Literature II

Question Paper Pattern (Academic Year: 2023-24)

Internal Examination & Semester End Examination – 100 Marks

A] Internals-40 Marks

Method of evaluation	Total marks
1. Activity in Language Lab	20
2. Translation of Newspaper article	20
TOTAL	**40**

B] Semester End Examination (SEE)- 60 Marks

Maximum Marks   60
Duration   : 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt **any four** of the following. A.Theory / Case study/ Concept-based question B.Theory / Case study/ Concept-based question C.Theory / Case study/ Concept-based question D.Theory / Case study/ Concept-based question E.Theory / Case study/ Concept-based question	**25**	**20**
Q-2	Attempt **any four** of the following. A.Theory / Case study/ Concept-based question B.Theory / Case study/ Concept-based question C.Theory / Case study/ Concept-based question D. Theory / Case study/ Concept-based question E. Theory / Case study/ Concept-based question	**25**	**20**
Q-3	Attempt **any four** of the following. A.Theory / Case study/ Concept-based question B.Theory / Case study/ Concept-based question C.Theory / Case study/ Concept-based question D.Theory / Case study/ Concept-based question E.Theory / Case study/ Concept-based question	**25**	**20**
	Total	**75**	**60**

Reference Books

1) Agarwal, Anju D(1989) A Practical Handbook for Consumers, IBH.
2) Alien, R.K.(1970) Organizational Management through Communication.
3) Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
4) Aswathapa, K (1991)Organisational Behaviour, Himalayan Publication, Mumbai.
5) Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
6) Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.
7) Balan,K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi. • Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.
8) Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager
9) Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
10) Basu,C.R.(1998) Business Organisation and Management, T.M.H.New Delhi.
11) Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.
12) Bhargava and Bhargava91971) Company Notices, Meetings and Regulations
13) Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
14) BoveeCourtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.
15) Burton, G and Thakur, (1995) Management Today- Principles and Practices. T.M.H.,New Delhi.
16) Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, TheDartwell Co., Chicago.
17) Dayal, Ishwar(9810) Managing Large Organizations: A Comparative Study.
18) Drucher,P.F.((1970) Technology, Management and Society, Pan Books London.
19) Drucher,P.F.((1974)Management Responsbilities Practices, Heinemann, London. 22.Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co.Calcutta.
20) Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.
21) Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
22) Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc. French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New Delhi.
23) 27 Fritzsche, David J (2005) Business Ethics: A Global and Managerial Perspective McGraw Hill
24) Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
25) Ghanekar, A (1996) Communication Skill for Effective Management. Everest Publishing House, Pune.
26) Graves, Harold F. (1965) Report Writing, Prentice Hall, New Jersey.
27) Gupta, Anand Das (2010) Ethics, Business and Society: Managing Responsibly Response Books 32.Gupta, Dipankar (2006) Ethics Incorporated: Top Priority and Bottom Line Response Books
28) Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, New Jersey.
29) Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application , Richard D. Irwin Inc. Ilinois.
30) Ludlow,Ron.(1995) The Essence of Effective Communication, Prentice , New Delhi.
31) 36.M. Ashraf, Rizvi (2006) Effective Technical Communication Tata McGraw Hill
32) Martson, John E. 1963) The Nature of Public Relations, McGraw Hill, New Delhi.
33) Majumdar,P.K.(1992) Commentary on the Consumer protection Act, Prentice, NewDelhi.
34) McQuail, Denis (1975), Communication, Longman.

Syllabus of courses of FY B.F.M. Programme
(With effect from the Academic Year 2023-2024)
5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System
5.B Value Enhancement Course (VEC)
5.B.a <u>Business Statistics</u> **(3 Credits)**

Semester II

5. Ability Enhancement Courses, Value Enhancement Course, Indian Knowledge System	
5.B Value Enhancement Course (VEC)	
5.B.a Business Statistics	
Course Objectives and Course Outcomes	
Course Objectives	
CObj 1	To understand the basics of statistics and learn the various modes of presentation of data.
CObj 2	To acquire knowledge of probability and standard statistical distribution
CObj 3	To understand the concept of decision theory by using various methods
Course Outcomes	
COut 1	The learners are able to distinguish between different types of model for time series analysis and there is understanding of data interpretation.
COut 2	The learner is able to interpret data using methods for summarizing data assets, including common graphical tools such as box plots, histograms, frequency polygon and ogive curves.
COut 3	Different types of decision theory and the practical application of the same is well understood.

Modules at a Glance

Business Statistics		
Sr. No.	**Modules**	**No. of Lectures**
1	Correlation and Regression	15
2	Time Series	15
3	Decision Theory	15
	Total No. of Lectures:	**45**

Sr. No.	Modules
1	**Correlation & Regression**
	• Correlation Analysis: Meaning, Types of Correlation, Scatter diagram, Karl Pearson's method of Correlation Coefficient • Regression Analysis: Meaning, Concept of Regression equations, Slope of the Regression • Regression Coefficients, Relationship between Coefficient of Correlation and Regression coefficients, Coefficient of Determination • Finding the equations of regression lines by method of least squares.
2	**Time Series**
	• Time series: 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). Additive and Multiplicative Model • Estimation of Seasonal Component using Simple Arithmetic Mean for Additive Model (For Trend free data only). • Concept of Forecasting.
3	**Decision Theory**
	• Concept of Decision theory: - Decision maker, Courses of Action, States of Nature, Pay-off matrix; • Decision making under uncertainty: - Maximin, Maximax, Minimax regret and Laplace criteria; simple examples to find optimum decision. 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.

Business Statistics

Question Paper Pattern (Academic year: 2023-24)

Internal Examination & Semester End Examination – 100 Marks

A] Internals-40 Marks

Method of evaluation	Total marks
1. Written Test	20
2. Project/ Assignment/ Worksheets/ Written Test	20
TOTAL	**40**

B] Semester End Examination (SEE)- 60 Marks

Maximum Marks 60
Duration: 2 Hours

Question No.	Particulars (Nature of Questions)	Marks (Given)	Marks (To Be Attempted)
Q-1	Attempt **any four** of the following. A.Numerical/Case study-based question B. Numerical/Case study-based question C.Numerical/Case study-based question D. Numerical/Case study-based question E. Numerical/Case study-based question	25	20
Q-2	Attempt **any four** of the following. A.Numerical/Case study- based question B. Numerical/Case study-based question C.Numerical/Case study-based question D. Numerical/Case study-based question E. Numerical/Case study-based question	25	20
Q-3	Attempt **any four** of the following. A.Numerical/Case study based question B. Numerical/Case study- based question C.Numerical/Case study- based question D. Numerical/Case study- based question E. Numerical/Case study- based question	25	20
	Total	**75**	**60**

Reference Books

1. Statistics by Schaum Series.
2. Operations Research by Gupta and Kapoor.
3. Operations Research by Schaum Series.
4. Fundamentals of Statistics - D. N. Elhance.
5. Statistical Methods - S.G. Gupta (S. Chand & Co.
6. Statistics for Management - Lovin R. Rubin D.S. (Prentice Hall of India).
7. Statistics - Theory, Method & Applications D.S.Sancheti& V. K. Kapoor.
8. Modern Business Statistics - (Revised}-B. Pearles& C. Sullivan –Prentice Hall of India.
9. Business Mathematics &Statistics : B Aggarwal, Ane Book Pvt. Limited.
10. Business Mathematics : D C Sancheti& V K Kapoor, Sultan Chand & Sons.
11. Mathematics for Economics and Finance, Martin Anthony, Norman Biggs,Cambridge lowprice editions, 2000.