

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

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S P Mandali's
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

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 Courses	Course Codes	Semester I	Credits	No. Of Courses	Course Codes	Semester II	Credits
1		Major (06 credits)		1		Major (06 credits)	
1.A		Financial Markets – I		1.A		Financial Markets – II	
1.A.a	PUD101101	Introduction to Financial Systems	03	1.A.a	PUD102101	Fundamentals of Business Management	03
1.A.b	PUD101102	Financial Accounting-I Theory and Practice	03	1.A.b	PUD102102	Financial Accounting-II Analysis of Financial Statements	03
2		Minor (03 credits)		2		Minor (03 credits)	
2.A.a	PUD201103	Economics – I	03	2.A.a	PUD202103	Economics - II	03
3		General Elective (GE)/ Open Elective (OE) (03 Credits)		3		General Elective (GE)/ Open Elective (OE) (03 Credits)	
3.A.a	PUD301104	Financial Planning – I Personal Financial Planning	03	3.A.a	PUD302104	Financial Planning – II Corporate Finance	03
4		Vocational & Skill Enhancement Courses (VSEC) (02 credits)		4		Vocational & Skill Enhancement Courses (VSEC) (04 credits)	
4.A		Vocational Skill Course (VSC)				Vocational Skill Course (VSC)	
		-		4.A.a	PUB402105	Intellectual Property Rights	02
4.B		Skill Enhancement Courses (SEC)		4.B		Skill Enhancement Courses (SEC)	
4.B.a	PUB401105	Office Automation	02	4.B.a	PUB402106	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	PUB501106	Language & Literature I	03	5.A.a	PUB502107	Language & Literature II	03
5.B		Value Enhancement Course (VEC)		5.B		Value Enhancement Course (VEC)	
5.B.a	PUD501107	Business Mathematics	03	5.B.a	PUD502108	Business Statistics	03
5.C		Indian Knowledge System (IKS)					
5.C.a	PUA501109	Indian traditional approach in conservation and sustainability	02			NA	
TOTAL		CUMULATIVE CREDIT	22	TOTAL		CUMULATIVE CREDIT	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	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	Learner is able to execute the steps involved in the accounting cycle, including journalizing, posting, adjusting, and closing entries.
COut 5	Learner is able to collaborate effectively in group settings to solve accounting problems and discuss accounting concepts.
COut 6	Learner is able to analyze and interpret financial statements to assess the financial performance and position of an organization.
COut 7	Learner is able to analyse financial status of an organization to make proper investment decisions
COut 8	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

Financial Accounting – I Theory and Practice		
Sr. No.	Modules	No. of Lectures
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. F. Theory / Case study/ Concept-based question G. Theory / Case study/ Concept-based question H. Theory / Case study/ Concept-based question I. Theory / Case study/ Concept-based question J. Theory / Case study/ Concept-based question	25	20
Q-2	Attempt any four of the following. F. Theory / Case study/ Concept-based question G. Theory / Case study/ Concept-based question H. Theory / Case study/ Concept-based question I. Theory / Case study/ Concept-based question J. Theory / Case study/ Concept-based question	25	20
Q-3	Attempt any four of the following. F. Theory / Case study/ Concept-based question G. Theory / Case study/ Concept-based question H. Theory / Case study/ Concept-based question I. Theory / Case study/ Concept-based question J. 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	
COout 1	Learner understands the basics of demand, supply and price determination.
COout 2	Analyse and evaluate the process of price determination.
COout 3	Learner understands and remembers various markets including financial markets.
COout 4	Learner is able to analyze the impact of inflation, trade cycle on the financial markets.
COout 5	Learners are able to apply the concepts of impact of inflation on maximizing profits.
COout 6	Learners understands the problems of Indian Money Markets and recent reforms introduced in the Money Market.
COout 7	Learner is able to understand and remember the functioning of banking system and process of credit creation.
COout 8	Learner understands the role of the Central Bank as a supreme banking authority.
COout 9	The learner remembers functions of the Central Bank as a regulator of credit money.
COout10	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
	<ul style="list-style-type: none"> ● 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
	<ul style="list-style-type: none"> ● Meaning and Role of Money Markets ● Structure of Indian Money Markets – Organised and Un-organised ● Constituents of Organised Money Market <ul style="list-style-type: none"> - 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
	<ul style="list-style-type: none"> ● Meaning and Role ● Structure of Capital Market <ul style="list-style-type: none"> - 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. K. Theory / Case study/ Concept-based question L. Theory / Case study/ Concept-based question M. Theory / Case study/ Concept-based question N. Theory / Case study/ Concept-based question O. Theory / Case study/ Concept-based question	25	20
Q-2	Attempt any four of the following. K. Theory / Case study/ Concept-based question L. Theory / Case study/ Concept-based question M. Theory / Case study/ Concept-based question N. Theory / Case study/ Concept-based question O. Theory / Case study/ Concept-based question	25	20
Q-3	Attempt any four of the following. K. Theory / Case study/ Concept-based question L. Theory / Case study/ Concept-based question M. Theory / Case study/ Concept-based question N. Theory / Case study/ Concept-based question O. 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. Varshney 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 develops 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 develop 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 towards 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
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none">i. Value investing and Behavioural Financeii. Role of emotions in finance decision making –Common errorsiii. Skewness of Asset Allocation due to cultural or historical biasiv. 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. P. Theory / Case study/ Concept-based question Q. Theory / Case study/ Concept-based question R. Theory / Case study/ Concept-based question S. Theory / Case study/ Concept-based question T. Theory / Case study/ Concept-based question	25	20
Q-2	Attempt any four of the following. P. Theory / Case study/ Concept-based question Q. Theory / Case study/ Concept-based question R. Theory / Case study/ Concept-based question S. Theory / Case study/ Concept-based question T. Theory / Case study/ Concept-based question	25	20
Q-3	Attempt any four of the following. P. Theory / Case study/ Concept-based question Q. Theory / Case study/ Concept-based question R. Theory / Case study/ Concept-based question S. Theory / Case study/ Concept-based question T. 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
	<ul style="list-style-type: none"> ● 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
	<ul style="list-style-type: none"> ● 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 power point 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	Learner understands various Methods and Modes of Communication - Verbal and Nonverbal.
COut 4	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 enquiry and letters of complaint.
COut 7	Learners are able to demonstrate Practical application of preparing flyers and leaflets help the learners demonstrate their creativity.
COut 8	Learners demonstrate Listening, Comprehension, Speaking Skills. Nonverbal communication skills of learners are enhanced.
COut 9	Learners acquire Presentation skills of a News Item, Dialogue and Speeches, 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
	<p>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.</p>
2	Business Correspondence
	<p>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</p>
3	Language and Writing Skills
	<p>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.</p>

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. U. Theory / Case study/ Concept-based question V. Theory / Case study/ Concept-based question W. Theory / Case study/ Concept-based question X. Theory / Case study/ Concept-based question Y. Theory / Case study/ Concept-based question	25	20
Q-2	Attempt any four of the following. U. Theory / Case study/ Concept-based question V. Theory / Case study/ Concept-based question W. Theory / Case study/ Concept-based question X. Theory / Case study/ Concept-based question Y. Theory / Case study/ Concept-based question	25	20
Q-3	Attempt any four of the following. U. Theory / Case study/ Concept-based question V. Theory / Case study/ Concept-based question W. Theory / Case study/ Concept-based question X. Theory / Case study/ Concept-based question Y. 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 Mangement 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 Bhargava(1971) 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, Forstal, 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. 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. 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 continues, nominal effective rate of interest.
COut 2	Ease in understanding and application of Derivatives.
COut 3	The learner is able to calculate the earning based on dividend 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
	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • 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. .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. Mathematics for Economics and Finance, Martin Anthony, Norman Biggs, Cambridge low price editions, 2000.
2. Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand & Sons Publications, 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 McGraw Hill Publishing Company Ltd.
5. Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns Tata McGraw-Hill Publishing Company Ltd.
6. Business Mathematics by Dr. Amarnath Dikshit & 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, Vikas Publishing 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 Indian traditional approach in conservation and sustainability (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 the 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 in the learner to do further research in the specific area of knowledge.
Course Outcomes	
COout 1	The learners shall be able to acknowledge the contribution of traditional Indian wisdom in various commercial fields.
COout 2	The learner should be able to draw connections between the trade & commercial activities along with their influence on the environment and the efforts to address the same.
COout 3	The learners shall be able to identify traditional eco-friendly options for current modes of transportation.
COout 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.
COout 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.
COout 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.
COout 7	The learners shall be able to suggest measures for forest conservation through various ancient Indian solutions.
COout 8	The learners should be able to evaluate the Indian contribution in various contemporary fields of social sciences and technologies.
COout 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.
COout 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
	<p>A. Introduction and overview of Indian Knowledge System. Indian disciplinary knowledge system in different fields like, architecture, science & technology, nature, astronomy, agriculture, health & medicine, Defence (case study of Rani Abbakka Chowta who defeated Portuguese)</p> <p>B. Traditional commercial activities & trade practices with reference to environmental conservation: Agricultural trade, Silk, Cotton, Spices, Metallurgy, Textile industry, etc.</p> <p>C. Transportation and its modes: Grand Trunk road, Boat & ship-building, Energy efficiency in the transport sector: a current scenario, ecomobility. Impact of transport on climate, impact of climate on transport.</p>
2	Resource Conservation and Sustainability
	<p>A. Land Management & Conservation: Ancient & traditional agricultural activities, Conservation strategies, Harappan civilization-town planning, etc.</p> <p>B. Water Management & Conservation: Harappan civilization, ancient practices of irrigation, Tanks, Lakes, Stepwells, Traditional rain-water harvesting, Community involvement.</p> <p>C. Forest & Wildlife Conservation: Sacred forests, sacred groves, sacred hills, Social forestry, Agroforestry, Animal worshiping, Worshiping natural forces. Women and conservation- Ecofeminism.</p>

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

Indian traditional approach in 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	10	
	B. Concept/ Theory -Essay type question	10	10
Q-2	Attempt Any One		
	A. Concept/ Theory -Essay type question	10	
	B. Concept/ Theory -Essay type question	10	10
Q-3	Write Short Notes on Any Two		
	A. Short Note	5	
	B. Short Note	5	10
	C. Short Note	5	
	D. Short Note	5	
	TOTAL		30