

AC: 29/06/2024

Item No.: 1.1.3



**SIES (Nerul) College of Arts, Science and Commerce (Autonomous)
Syllabus for Approval**

B.COM (Accounting & Finance)

Sr. No.	Heading	Particulars
1	Title of the Programme	B.Com. (Accounting & Finance)
2	Eligibility for admission	HSC or Equivalent
3	Minimum Percentage	45%
4	Semesters	I & II
5	Level	UG
6	Pattern	3-4 years & 6-8 semesters Choice Based Grading System
7	To be implemented from	From Academic year 2024-25 in a progressive manner

Date: 29th June, 2024

Signature:

Dr. Koel Roychoudhury
AC Chairperson



Dr. Priyanka Mohan
Head of Department-Accountancy

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SIES (Nerul) College of Arts, Science and Commerce (Autonomous)
(Affiliated to University of Mumbai)
RE-ACCREDITED GRADE "A" BY NAAC (3rd CYCLE)

BOARD OF STUDIES
SYLLABUS FOR
(WITH EFFECT FROM THE ACADEMIC YEAR 2024-2025)
B.COM (ACCOUNTING & FINANCE)

OBJECTIVES OF THE PROGRAMME:

- To help learners understand and appreciate the implications of Accounting and Finance on the **dynamic business environment**.
- To help learners acquire in-depth knowledge regarding the inter-relationship between **Money, taxation, management skills and legal framework**
- To encourage the learners to **imbibe values** and become ethical businessmen/entrepreneurs/managers/consultants.
- To **develop a personality** relevant to technology-driven business.
- To help learners **pursue research** in the field of Accountancy, Commerce and Finance.



SCHEME OF MODULES

SEMESTER I			
Sr. No.	Course code	Credits	Course Name
I	Major Department Specific Course (DSC)		
1	U24AF1MJ01	04	Financial Accounting - I
2	U24AF1MJ02	02	Financial Management - I
II	Open Electives(OE)/ Generic Electives		
1	U24BE1E01	02	Business Economics - I
2	U24COM1E02	02	Commerce- I
III	VOCATIONAL COURSE (VC) & SKILL ENHANCEMENT COURSE (SEC)		
1	U24AF1VSC01	02	Applications of Digital Tools
2	U24AF1SEC01	02	Introduction to Financial System
IV	ABILITY ENHANCEMENT COURSE(AEC)/VALUE EDUCATION COURSE (VEC) / INDIAN KNOWLEDGE SYSTEM (IKS)		
1	U24AF1AEC01	02	Effective Communication - I
2	U24AF1VEC01	02	Understanding Indian Society and Constitutional Values
3	U24AF1IKS01	02	Indian Ethos in Business Management
V	ON JOB TRAINING, FIELD PROJECT, RESEARCH PROJECT, CO-CURRICULAR		
1	U24CC1LS01/ U24CC1NSS01/ U24CC1DLLE01	02	Co-Curricular Course in Life Skills I/ Co-Curricular Course in NSS/ Co-Curricular Course in DLLE
TOTAL CREDITS		22	



FINANCIAL ACCOUNTING - I

COURSE CODE: U24AF1MJ01

COURSE CREDIT: 04

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To acquaint the students with the fundamentals of Accounting Standards, Procedure, Practices, issues with the purpose of Disclosure of Accounting Policy.
- To understand the basics of Financial Accounting and Preparation of Balance sheet.
- To study the nature of Incomes and Expenditures bifurcated into Revenue and Capital Natured Items.
- To develop a basic understanding of Departmental Accounting and thereby make the final accounts of a manufacturing firm.

Course Outcome:

- Students will be able to use the double entry accounting system to record and maintain basic business transactions.
- Students will be able to understand and prepare the trial balance and the final accounts with and without adjustments.
- Learners will be able to comprehend the various concepts in relation to manufacturing accounting.
- Students will be able to evaluate the departmental final accounts with inter-departmental transfers at cost & at selling price.

Sr. No	Syllabus	No. of lectures
01	<p>Module 1 - ACCOUNTING STANDARDS ISSUED BY ICAI</p> <p>Accounting Standards: Concepts, Benefits, Procedure for Issue of Accounting Standards various AS:</p> <p>AS-1: Disclosure of Accounting Policy (a) Purpose (b) Areas of Policy (c) Disclosure of Policies (d) Disclosure of Change in Policies (e) Illustrations</p> <p>AS-2: Valuation of Inventories (Stock) (a) Meaning, Definition (b) Applicability (c) Measurement of Inventory (d) Disclosure in Final Account (e) Explanation with illustrations</p> <p>AS-9: Revenue Recognition (a) Meaning and scope (b) Transactions excluded (c) Sale of Goods (d) Rendering of services (e) Effects of uncertainties (f) Disclosure (g) Illustrations</p>	15



02	Module 2 - CAPITAL AND REVENUE EXPENDITURE AND RECEIPTS Expenditure a) Capital b) Revenue Receipts a) Capital (b) Revenue • Adjustments and Closing Entries • Final Accounts of Manufacturing Concerns (Proprietary Firm)	15
03	Module 3- PREPARATION OF FINAL ACCOUNTS Basics of Trial Balance, Preparation of Trading Account, Profit and Loss Account Understanding the Balance Sheet Sums of Final Accounts -Without Adjustments -With Adjustments	15
04	Module-4 DEPARTMENTAL ACCOUNTS Meaning Basis of Allocation of Expenses and Incomes / Receipts Inter Departmental Transfer: At Cost Price and Invoice Price Stock Reserve Departmental Trading and Profit and Loss Account and Balance Sheet	15

References:

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwickh, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida.
- Compendium of Statement and Standard of Accounting, ICAI
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 40 marks
- Semester end examination 60% i.e. 60 marks

(A) Internal Assessment 40 marks

Description	Marks
Internal tests of 20 marks each	20
Q.1 Multiple choice Questions/True or False - 10 Marks	
Q.2. Attempt 2 questions out of 3 Questions 10 Marks	
One Project and Viva voce/Presentation/Case studies/Assignments	20
Total	40

B) Semester end examination 60 marks

PAPER PATTERN

Duration : 2 Hours	
Total Marks: 60	
Q.1 15 Marks OR 15 Marks	15
Q.2 15 Marks OR 15 Marks	15
Q.3 15 Marks OR 15 Marks	15
Q4. 15 Marks OR 15 Marks	15
Three short notes of 5 Marks each or Case study	
Total	60
Note: 15 marks question may be divided into sub questions of 7 & 8 Marks each if required. or 5 questions of 12 marks each. Q5 may contain short notes of 5 marks each	

Passing criteria:

Minimum 40% in Internal (16 out of 40) and
40% (24 out of 60) in semester end examination



FINANCIAL MANAGEMENT -I

COURSE CODE : U24AF1MJ02

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To understand the basics of Financial Management
- To understand the concept of Leverage
- To compute Cost of Capital

Course Outcome: After completion of this course students will be able to

- Describe the effects of decision making of finance managers on shareholders wealth maximization.
- Understanding various risk with the help of Leverage
- Interpret and illustrate the investment, financing and Cost of capital in an organization.

Sr. No	Syllabus	No. of lectures
01	Module 1- INTRODUCTION TO FINANCIAL MANAGEMENT Introduction & meaning, Importance, scope & objectives profit vs value maximization. Portfolio analysis and Managerial finance, Investment appraisal.	5
02	Module-2 LEVERAGE Introduction, EBIT & EPS analysis, Types of Leverage-Operating, Financial and Composite.	10
03	Module-3 COST OF CAPITAL Introduction, Definition and importance of cost of capital, Definition and importance of cost of capital, Measurement of cost of capital, weighted average cost of capital. Designing capital structure-Tax Planning; and Capital Structure Practices in India.	15

References:

- Khan, M.Y & Jain, P.K.: Financial Management; Tata McGraw Hill, New Delhi, 2008.
- Pandey, I. M.: Financial Management; Vikas Publishing House, New Delhi, 2005.
- Chandra, Prasana: Financial Management; Tata McGraw Hill, New Delhi, 2008.
- Brealey and Meyers: Principles of Corporate Finance: Tata McGraw Hill, New Delhi, 2008.
- Keown, Martin, Petty and Scott (Jr): Financial Management: Principles and Applications; Prentice Hall of India, New Delhi, 2002. Gitman, L.J: Principles of Managerial Finance; Addison Wasley, 2009.
- Vanhorne, James C: Financial Management and Policy; Prentice Hall of India, New Delhi, 2002. 8. Kishor Ravi, M: Financial Management; Taxman, 2006.



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30 marks

(A) Internal Assessment 20 marks

Description	Marks
Internal tests of 20 marks each	10
Q.1 Multiple choice Questions/True or False - 5 Marks	
Q.2. Attempt 1 questions out of 2 questions (5 marks each)- 5 Marks	
One Project and Viva voce/Presentation/Case studies/Assignments	10
Total	20

B) Semester end examination 30 marks

PAPER PATTERN

Duration : 1 hours	
Total Marks: 30	
Q.1 10 marks OR 10 marks	10
Q.2 10 marks OR 10 marks	10
Q.3 10 marks OR 10 marks	10
Note:10 marks questions may be divided into sub questions of 5 marks each if required.	

Passing criteria:

**Minimum 40% in Internal (8 out of 20) and
40% (12 out of 30) in the semester end examination.**



SIES (Nerul) College of Arts, Science and Commerce (Autonomous)
BOARD OF STUDIES (ECONOMICS)
SYLLABUS FOR

Bachelor of Commerce in Accounting and Finance (BAF)

(WITH EFFECT FROM THE ACADEMIC YEAR 2023-2024)
Business Economics- I

COURSE CODE: U24BE1E01

1 credit - 15 lectures

COURSE CREDIT: 02

1 lecture is 60 minutes

Course Objectives:

- To examine the basic principles of Business Economics and their applications in business decisions
- To orient students with cost, output and pricing decisions based on different market structures.

Course Outcomes:

- Students will be able to explain basic principles of Business Economics and its applications in the real world.
- Students will be able to classify market structures with respect to various economic variables.

Sr. No	Syllabus	No. of lectures
01	<p>Module -1: Fundamental Concepts and Business Decision Principles</p> <ul style="list-style-type: none"> • Scope and Importance of Business Economics, basic tools of Economic Analyses. • Demand and Supply Analyses-Various Concepts of Demand, Law of Demand, Nature of Demand Curve under different markets, Law of Supply. • The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium. • Elasticity of Demand- significance, types and measurement of elasticity of demand (Price, income cross and promotional) <i>(numerical illustrations, Case Study)</i> 	15



02	<p>Module-2: Production Function, Cost concepts and Market structure</p> <ul style="list-style-type: none"> • Production function: Meaning, Types of Production Function, Concept of isoquants, Theories of Production – Short Run Production Function-Law of Variable Proportions, Long run production function and Laws of Returns to Scale, Least Cost Factor Combination for a given output. • Cost concepts: Accounting cost and economic cost, implicit and explicit cost, Opportunity Cost, fixed and variable cost - total, average and marginal cost –Behavior of Cost and Cost Output Relationship in the Short Run and Long Run (<i>hypothetical numerical problems</i>), LAC and Learning curve • Break even analysis (<i>with business applications- case Studies</i>) • Market structure: Perfect Competition –Features, Firm as a price taker. • Monopoly – Features, Price Discrimination under Monopoly. • Monopolistic competition: Features, Product differentiation. • Oligopolistic markets: key attributes of oligopoly - Collusive and non collusive oligopoly market. 	15
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REFERENCES:

- Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)
- Hirchey .M., Managerial Economics, Thomson South western (2003)
- Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)
- Frank Robert. H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)
- Gregory Mankiw., Principles of Economics, Thomson Southwestern (2002 reprint) • Samuelson & Nordhaus.: Economics (Tata McGraw Hills, New Delhi, 2002)
- Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30 marks

(A) Internal Assessment 20 marks

Description	Marks
Internal tests of 10 marks each Q.1. Multiple choice Questions/True or False - 10 Marks OR Q.1. Multiple choice Questions/True or False - 5 Marks Q.2. Attempt 1 question out of 3 questions (5 marks each)- 5 Marks	10
One Project and Viva voce/Presentation/Case studies/Assignments	5
Attendance and Class behaviour	5
Total	20

B) Semester end examination 30 marks

PAPER PATTERN

Duration : 1 hour	
Total Marks: 30	
Q.1 10 marks OR 10 marks	10
Q.2 10 marks OR 10 marks	10
Q.3 10 marks Two short notes out of four for 5 marks each/ numerical/ case study	10
Total	30
Note: Q.1, 2 - 10 marks questions may be divided into sub questions if required. Q.3 May include theory (short notes) / Numerical/ case study.	

Passing criteria: Minimum 40% in Internal (8 out of 20) and 40% (12 out of 30) in the semester end examination.



Commerce - Paper I

COURSE CODE :U24COM1E02

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To understand the internal and external business environment.
- To identify and analyse potential opportunities for growth and innovation, as well as potential threats to the external environment.
- Business Environment education helps in developing decision-making skills by providing a comprehensive understanding of the business.
- To understand the rapidly changing business landscape where businesses need to adapt quickly to stay competitive.
- To develop responsible business leadership skills

Sr. No	Syllabus	No. of lectures
01	Module -1- Business and its Environment Business Objectives, Dynamics of Business and its Environment, Types of Business Environment b) Environmental Analysis: Importance, Factors, PESTEL Analysis, SWOT Analysis	8
02	Module-2 -.2 Business and Society a) Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate	7
03	Module-3 Entrepreneurship and Economic Development Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, Entrepreneurship as a Career Option	8
04	Module-4 Consumer Protection Act 1986 Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 1986	7



References:

- Business Environment Text and Cases by M.B. Shukla, Taxman Publications, New Delhi
- Global Economy and Business Environment by Francis Cherunilam, Himalaya Publication House, Mumbai
- Business Environment: Text and Cases by Francis Cherunilam, Himalaya Publication House, Mumbai
- Indian Economy by Dutt and Sundaram, S. Chand and Company Pvt. Ltd., New Delhi
- Essentials of Business Environment by K. Aswathappa, Himalaya Publication House, Mumbai
- Business Environment by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Indian Economy by Misra and Puri, Himalaya Publishing House, Mumbai
- Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi
- Dynamics of Entrepreneurship by Vasanta Desai, Himalaya Publishing House, Mumbai
- Entrepreneurship and Small Development Business Management by C.B. Gupta and S.S. Khanka,

Sultan Chand and Sons, New Delhi

- Entrepreneurship by David H. Holt, PHI Learning Pvt. Ltd., New Delhi
- Management of Small-Scale Industries by Vasant Desai, Himalaya Publishing House, Mumbai
- Business and Government by Francis Cherunilam, Himalaya Publishing House, Mumbai
- Corporate Governance in India by Jayati Sarkar and Subrata Sarkar, Sage Publications, New Delhi
- Corporate Governance: Principles, Policies and Practices by A.C. Fernando, Pearson Education Ir. New Delhi

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30 marks

(A) Internal Assessment 20 marks

Description	Marks
Internal tests of 10 marks each	10
Q.1 Multiple choice Questions - 05 Marks	
Q.2. Attempt 01 questions out of 3 questions (5 marks each)- 05 Marks	
Role Plays /Group Discussion/Mock Interviews/Presentation/Case studies/Assignments	5
Attendance and Class behavior	5
Total	20

B) Semester end examination 30 marks

Question no.1	A) Descriptive Question OR B) Short Notes -2 out of 3 (5 Marks each) Module no.1	10 Marks
Question no.2	A) Descriptive Question OR B) Short Notes-2 out of 3 (5 Marks each) Module no.2	10 Marks
Question no.3	A) Descriptive Question OR B) Short Notes-2 out of 3 (5 Marks each) Module no.3	10 Marks

Passing criteria:

Minimum 40% in Internal (8 out of 20) and
40% (12 out of 30) in the semester end examination



APPLICATION OF DIGITAL TOOLS

COURSE CODE :U24AF1VSC01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To understand the basics of various tools in g-suites and use them to enhance the proficiency.
- To understand and apply the knowledge on Powerpoint and create a winning presentation.
- To be familiarized with the Presentation Tool Prezi and learn the art of making interactive presentations.

Course Outcome:

- The learner would be able to Store, Navigate, Communicate, Manage and Collaborate the documents using Google Docs, Slides, Google Drive, Google Hangouts, Google Calendar, Google Sheets and Forms.
- The learners would be able to Identify the names and functions of the PowerPoint interface and be equipped to Create, Format, Insert graphics in the presentations.
- The learners shall be equipped to create and innovate the presentations using the zooming-in online tool-Prezi.

Sr. No	Syllabus	No. of lectures
01	Module 1- Understanding the Basics of G-Suite <ul style="list-style-type: none"> ● Google Sheets- Online spreadsheet editor ● Google Docs- Online word processor ● Google Slides- Creating, presenting and collaborating online ● Google Forms ● Gmail Productivity ● Google Meet ● Google Keep/ ● Google Calendar ● Google Sites- Webpage creation Tool 	10
02	Module -2 Basics of Presentation Skill with Powerpoint <ul style="list-style-type: none"> ● Getting Started with PowerPoint ● Developing a PowerPoint Presentation ● Performing Advanced Text Editing Operations ● Adding Graphical Elements to Your Presentation ● Modifying Objects in Your Presentation ● Adding Tables to Your Presentation 	8



	<ul style="list-style-type: none"> • Adding Charts to Your Presentation • Preparing to Deliver Your Presentation 	
03	<p>Module-3 Presentation Skill Enhancement with Prezi</p> <ul style="list-style-type: none"> • Comparison between Prezi and Powerpoint • Computer Requirement and Interface update • Creating an Account with Prezi • Getting started with prezi-How to Plan & Quick Review of Prezi • Editing Tools • Templates • Transformations • Basic Elements (Adding text, Frames, Shapes, Understanding Pathing, Favourite elements) • Adding Media (Images, Videos, PDF) • Adding links • Keyboard shortcuts • Group work and remote presentation • Publishing 	12

References:

- The Ridiculously Simple Guide to Google Apps (G Suite): A Practical Guide to Google Drive Google Docs, Google Sheets, Google Slides, and Google Forms by Scott La Counte
Scott La Counte
- KHAIRUDDIN, K. B. G-SUITE DIGITAL SCHOOL FOR EDUCATION.
- Altman, R. B. (1999). PowerPoint 2000/98: Visual QuickStart Guide. Peachpit Press.
- Wempen, F. (2010). PowerPoint 2010 Bible. John Wiley & Sons.
- Marcovitz, D. M. (2012). Powerful PowerPoint for educators: using Visual Basic for applications to make PowerPoint interactive. Abc-Clio.
- Foulkes, L. (2020). Learn Microsoft Office 2019: A Comprehensive Guide to Getting Started with Word, PowerPoint, Excel, Access, and Outlook. Packt Publishing Ltd.
- Ladores, M. M. (2013). Instant Prezi Starter. Packt Publishing.
- Van Groenendaal, H. (2014). Prezi hotshot. Packt Publishing Ltd.
- Arar, S. (2015). The Ultimate Prezi Course: Master Prezi in 10 Easy Lessons. CreateSpace Independent Publishing Platform.



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30 marks

(A) Internal Assessment 20 marks

Description	Marks
Internal tests of 10 marks Q.1 Multiple choice Questions/True or False - 5 Marks Q.2. Attempt 1 question out of 2 questions- 5 Marks	10
One Project and Assignment	5
Attendance and Class behavior	5
Total	20

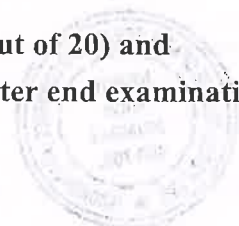
B) Semester end examination 30 marks

PAPER PATTERN

Duration : 1 hour	
Total Marks: 30	
Q.1 10 marks OR 10 marks	10
Q.2 10 marks OR 10 marks	10
Q.3 10 marks OR 10 marks	10
Total	30

Passing criteria:

**Minimum 40% in Internal (8 out of 20) and
40% (12 out of 30) in the semester end examination.**



Introduction to Financial System

COURSE CODE: U24AF1SEC01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

1. To provide students with the complete understanding of the Indian financial system and its evolution.
2. To give an overview of financial markets , its classification and importance.

Sr. No	Syllabus	No.of lectures
1.	Module-1: Introduction to the Financial System. An introduction to the financial system, Overview of 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.	15
2.	Module-2: Financial Markets. Capital markets, Money Markets, Foreign Exchange Market, Commodity Markets, derivative Markets, Meaning, classification and structure, sub-segments, Role played, participants.	15

References:

1. Indian Financial System, Machiraju.R.H, Vikas Publishing House.
2. Indian Financial System, Khan M.Y Tata Mcgraw Hill.
3. The Indian Financial System, Desai, Vasantha Himalaya Publishing House.



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30 marks

(A) Internal Assessment 0 marks

Description	Marks
Internal tests of 10 marks Q.1 Multiple choice Questions/True or False - 5 Marks Q.2. Attempt 1 question out of 2 questions- 5 Marks	10
One Project	5
Attendance and Class behavior	5
Total	20

B) Semester end examination 30 marks

PAPER PATTERN

Duration : 1 hour	
Total Marks: 30	
Q.1 10 marks OR 10 marks	10
Q.2 10 marks OR 10 marks	10
Q.3 10 marks OR 10 marks	10
Total	30

Passing criteria:

Minimum 40% in Internal (8 out of 20) and
40% (12 out of 30) in semester end examination



COURSE NAME: EFFECTIVE COMMUNICATION SKILLS-1

Programme Name: FY BAF

COURSE CODE: U24AF1AEC01

1 credit - 15 lectures

COURSE CREDIT: 02

1 lecture is 60 minutes.

Course Objectives:

1. To develop an awareness among learners about the complexity of the communication process.
2. To develop effective letter writing skills among students with reference to prescribed layouts and formats.
3. To demonstrate the effective use of communication skills applicable for the employability in the present situation.

Course Outcomes:

1. Learners will be aware about the general nature of the Communication process.
2. Learners will be able to write business letters in prescribed layouts and formats.
3. Learners will be able to use different types of oral and written skills to face employability conditions.

Sr.No	Syllabus	No. of lectures
01	Module-1 .Theory of Communication Introduction and Process of Communication, Channels of Communication: Formal /Informal, Vertical, Downward, Upward, Horizontal, Grapevine, Methods of Communication: Verbal/Nonverbal, Barriers in Communication: Physical, Linguistic, Psychological, Sociocultural, Mechanical, Modern Modes of Communication	10
02	Module-2.Business Correspondence -1 Theory of Business Letter Writing, 7 Cs of Writing, Format of Letter Writing, Full Block Format, Modified Block Format, Parts of Letter : Major Parts/Minor Parts, Personnel Correspondence: Job Application Letter, Resume, Job Acceptance Letter, Resignation Letter, Recommendation Letter, Goodwill Letter . Professional Email Writing: Format, Principles of Email writing	10
03	Module-3.Language and Writing Skills Paragraph Writing: Developing an idea, Use of appropriate linking devices, Interpretation of Data, Composition on given situation Listening Comprehension, Public Speaking Skills, ICT Enabled Communication, Appropriate use of Non-Verbal Communication, Multilingual Competency.	10

Reference Books:

1. A Handbook of Commercial Correspondence by Ashley, A, Oxford University Press, 1992.
2. Basic Business Communication: Skills for Empowering the Internet Generation by Raymond Lesikar and Marie Flatley, 9th Edition, Tata McGraw Hill, New Delhi, 2002.
3. Business Communication, by D Chaturvedi and Mukesh Chaturvedi, Third Edition, Pearson Publications Ltd, 2013.



4. Business Communication by Meenakshi Raman and Prakash Singh ,Oxford University Press,2007.
5. Business Communication Strategies by Monippally, Matthukutty, M,Tata McGraw Hill New Delhi,2001.
6. Effective Business Communication by Herta Murphy, Herbert Hildebrandt,,Jane Thomas,McGraw Hill Education,2009.
7. Effective Communication by Balan K.R. and Rayadu C.S., Beacon Publication, New Delhi, 1996.
8. Effective Technical Communication by M.Ashraf, Rizvi,McGraw Hill Publications,2006.

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e.20 marks
- Semester end examination 60% i.e.30 marks

(A) Internal Assessment 20 marks

Description	Marks
* Continuous Evaluation	10
Project/ Activity Report /Assignments	5
Attendance and Class behavior	5
Total	20

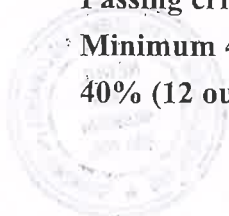
**Application oriented activities will be conducted*

B) Semester end examination 30 marks

Question no.1	A) Descriptive Question OR B) Short Notes -2 out of 3 (5 Marks each) Module no.1	10 Marks
Question no.2	A) Descriptive Question OR B) Short Notes-2 out of 3 (5 Marks each) Module no.2	10 Marks
Question no.3	A) Descriptive Question OR B) Short Notes-2 out of 3 (5 Marks each) Module no.3	10 Marks

Passing criteria:

- Minimum 40% in Internal (8 out of 20) and
- 40% (12 out of 30) in the semester end examination.



Course Name: Understanding Indian Society and Constitutional Values

COURSE CODE: U24AF1VEC01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

1. To introduce students to the overview of the Indian Society.
2. To help them understand the constitution of India.
3. To acquaint them with the socio-political problems of India.
4. To introduce students to a basic understanding of the Indian Political System.

Course Outcome:

1. Students will understand Indian Social conditions.
2. Students will be acquainted with features of Indian Constitutions.
3. Learners will be aware of the measures to tackle societal problems
4. Learners will understand the intricacies of Indian political system.

Syllabus:

UNIT	TOPICS	LECTURES
Unit-I <u>Salient features of Indian Society</u>	<ol style="list-style-type: none"> 1. Understand the multi-cultural diversity of Indian society through its demographic composition: Population distribution according to religion, caste, geographical location and gender and age. (3) 2. Co-existence of traditionalism and Modernism in Indian Society (1) 3. Values emerging from the diversity in Indian Society (1) 	5 Lectures
Unit-II <u>Challenges of Diversity to Unity</u>	Disparity Arising out of- <ol style="list-style-type: none"> 1. Regionalism and Linguism-Meaning, causes and Impact (2) 2. Casteism and Communalism - Meaning, History, measures to solve these problems. (2) 3. Social Inequalities: Meaning, Causes and Effects, (1) 4. Gender Inequalities- Treatment and exclusiveness of Women and Other Genders in the society (2) 5. Economic/ Wealth Inequalities-Class System and Economic Segregation of the Society (2) 6. Measures to improve Equality and Social Justice in the society (1) 	10 Lectures



Unit-III <u>Constitutional Values</u>	<ol style="list-style-type: none"> 1. Philosophy of the Constitution as set out in the Preamble (2) 2. Features of the Constitution (2) 3. Fundamental Rights (2) 4. Fundamental Duties (1) 5. Directive Principles of State Policy (1) 6. Federal structure (2) 	10 Lectures
Unit-IV <u>Significant Aspects of Political Processes</u>	<ol style="list-style-type: none"> 1. The party system in Indian politics; (2) 2. Local self -government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics (2) 3. Role and significance of women in politics (1) 	5 Lectures

References-

1. Social and Economic Problems in India, Naseem Azad, R Gupta Pub (2011)
2. Indian Society and Culture, Vinita Padey, Rawat Pub (2016)
3. Urbanization in India: Challenges, Opportunities & the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)
4. Regional Inequalities in India Bhat L SSSRD- New Delhi
5. The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub
6. Problems of Communalism in india, Ravindra Kumar Mittal Pub
7. Combating Communalism in India: Key to National Integration, KawalKishor Bhardwaj, Mittal Pub
8. Khare, R. S. (1998). Cultural diversity and social discontent: Anthropological studies on contemporary India
9. Ganesh, K., & Thakkar, U. (Eds.). (2005). Culture and the making of identity in contemporary India. SAGE Publications India.
10. Das, B., & Khawas, V. (2009). Gender issues in development: concerns for the 21st century. (No Title).
11. Mandal, B. P. (2011). Cultural Sociology. Centrum Press.
12. Rapport, N. (2014). Social and cultural anthropology: The key concepts. Routle
13. Oxford Concise Dictionary of Politics, Iain Mclean / Alistair McMillan, Oxford University Press
14. Politics, 2nd Edition, Andrew Heywood, Ane Books.
15. Dictionary of Politics, D. Robertson, Penguin Books India.
16. An Introduction to Political Theory, Gauba, O. P., Macmillan
17. Political ideas and concepts : An introduction, Heywood Andrew, Macmillan, Houndmills
18. Political ideologies : An introduction, Heywood Andrew, Macmillan, Houndmills
19. Oxford Companion to Politics of the World, Krieger Joel Joseph William A Kahler



Miles Nzongola – Ntalaja Georges Stallings Barbara B. Weir Margaret, Oxford University Press New York.

20. Political Theory, Das Hari Hara and Chaudhari B. C., National Publishing House.
21. Introduction to the Indian Constitution, Basu D.D., Wadhwa Publications.
22. An Introduction to the Constitution of India, Pylee M V, Vikas Publishing House.
23. Introduction to the Constitution of India, Sharma, Brij Kishore, Prentice-Hall of India.
24. Our Constitution Kashyap Subhash, National Book Trust.
25. Indian Policy for Preliminary Examination, Lakshmikant, Tata McGraw Hill.
26. Indian Government and Politics, Narang A.S., Gitanjali Publishing House, New Delhi.
27. Introduction to Media and Politics, Sarah Oates, Sage publishers.
28. Principles of Modern Political Science, J.C. Johari, Sterling publishers

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30 marks

(A) Internal Assessment 20 marks

Description	Marks
Internal tests of 10 marks Q.1 Multiple choice Questions/True or False - 5 Marks Q.2. Attempt 1 question out of 2 questions- 5 Marks	10
One Project and Assignment	5
Attendance and Class behaviour	5
Total	20

B) Semester end examination 30 marks

PAPER PATTERN

Duration : 1 hour	
Total Marks: 30	
Q.1 10 marks OR 10 marks	10
Q.2 10 marks OR 10 marks	10
Q.3 10 marks OR 10 marks	10
Total	30

Passing criteria:

**Minimum 40% in Internal (8 out of 20) and
40% (12 out of 30) in the semester end examination.**



COURSE NAME: INDIAN ETHOS IN BUSINESS MANAGEMENT
COURSE CODE: U24AF1IKS01
1 credit - 15 lectures

COURSE CREDIT: 02
1 lecture is 60 minutes.

Course Objectives:

- To understand the concept of Indian Ethos in Management of Business
- To link the Traditional Management System to Modern Management System through various Scriptures
- To understand the Evolution of Learning Systems in India
- To Understand the Law of Karma in Indian Business Management

Learning Outcomes:-

- Student will be able to learn set of Values and ethics derived from Indian Culture for application in Management of Business
- Students will be able to relate between Traditional Management System & Modern Management System through various Scriptures which will also help them to be morally and socially responsible.
- Students will be able to apply morality conscious living within the frame of certain principles by understanding the Evolution of Learning Systems in India
- Students will be able to Classify and understand the effective classification of Karmas, recognize the Karma Yoga Organization and to formulate the strategy for organization & ethical personality development

Sr. No	Syllabus	No. of lectures
01	Unit-I Indian Ethos – An Overview Indian Ethos Meaning, Features, Need, History, Relevance, Principles Practiced by Indian Companies, Requisites, Elements, Role of Indian Ethos in Managerial Practices	5
02	Unit-II Management Lessons from Scriptures Management Lessons from Vedas, Management Lessons from Mahabharata, Management Lessons from Bible, Management Lessons from Quran, Management Lessons from Kautilya's Arthashastra, Indian Heritage in Business, Management, Production and Consumption. Ethics v/s Ethos Indian Management v/s Western Management	10



03	Unit-III Indian Systems of Learning Learning: Meaning, Mechanisms Gurukul System of Learning : Meaning, Features, Advantages, Disadvantages Modern System of Learning: Meanings, Features, Advantages, Disadvantages	5
04	Unit-IV Karma in Management Karma: Meaning, Importance of Karma to Managers, Nishkama Karma Laws of Karma: The Great Law, Law of Creation, Law of Humility, Law of Growth, Law of Responsibility, Law of Connection Corporate Karma: Meaning, Methodology, Guidelines for good Corporate Karma Self-Management: Personal growth and Lessons from Ancient Indian Education System	10

References-

- R Nandagopal, Ajith Sankar RN: Indian Ethics and Values in Management, Tata Mc Graw Hill . Bhatta, S.K., Business Ethics & Managerial Values.
- Dave, Nalini V: Vedanta and Mana
- Chakraborty, S.K.: Foundation of Managerial Work-Contributions from Indian Thought, Himalaya Publication House, Delhi 1998
- Chakraborty, S.K.: Managerial Effectiveness and Quality of Work life – Indian Insights, Tata McGraw Hill Publishing Company, New Delhi – 1987
- Chakraborty, S.K.: Management by Values, Oxford University Press 1991.
- Nandagopal, Ajith Shankar, Indian Ethos and Values in Management, Tata Mc Graw Hill, 2010
- Khandelwal Indian Ethos and Values for Managers, Himalaya Publishing House, 2009
- Biswanath Ghosh, Ethics In Management and Indian Ethos, Vikas Publishing House, 2009
- Joseph Des Jardins, An Introduction to Business Ethics , Tata Mc Graw Hill, 2009
- S K Chakraborty, Management by Values, Oxford University Press, New Delhi, 2008



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30 marks

(A) Internal Assessment 0 marks

Description	Marks
Internal tests of 10 marks Q.1 Multiple choice Questions/True or False - 5 Marks Q.2. Attempt 1 question out of 2 questions- 5 Marks	10
One Project	5
Attendance and Class behavior	5
Total	20

B) Semester end examination 30 marks

PAPER PATTERN

Duration : 1 hour	
Total Marks: 30	
Q.1 10 marks OR 10 marks	10
Q.2 10 marks OR 10 marks	10
Q.3 10 marks OR 10 marks	10
Total	30

Passing criteria:

Minimum 40% in Internal (8 out of 20) and
40% (12 out of 30) in semester end examination



Co-Curricular Course in Life Skills I

COURSE CODE: U24CC1LS01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes.

Course Objectives:

1. To enhance one's ability to be fully self-aware by helping oneself to overcome all fears and insecurities and to grow fully from inside out and outside in.
2. To increase one's knowledge and awareness of emotional competency and emotional intelligence at place of study/work
3. To develop interpersonal skills and adopt good leadership behavior for empowerment of self and others
4. Provide the opportunity for realizing self-potential through practical experience.

Course outcomes: After completion of the course, learners would be able to:

1. Demonstrate a set of practical skills such as self-management.
2. Practice active listening and persuasion.
3. Adopt good leadership practice.
4. Realize their potential as human beings and conduct themselves properly in the ways of the world.

Module No	Syllabus	No. of Hours	
1	A) Self -Awareness- Self -Concept, Self Esteem, Techniques of Self-awareness- SWOT analysis, Johari Window	4	10
	B) Self -Management- Mindfulness, Innovation, Adaptability, Agility, trustworthiness, Self -Motivation, Emotional Quotient	6	
2	A) Listening as an Active Skill- Types of listeners, Techniques of Effective Listening Listening and Comprehension Probing Questions Barriers to Listening	6	10
	B) Art of Persuasion- Importance, Techniques	4	
3	A) Creative Problem Solving- Six Thinking hats, Mind Mapping, Forced Connections	6	10
	B) Leadership Spiritual leadership, Servant leadership, Value driven authentic leadership	4	
Total Hours			30



References:

1. Goleman, D, Working with Emotional Intelligence. Bloosbury Publication, 1998
2. Ghosh, S., Universal Values: As reflected in literature. Ramakrishna Mission Institute of Culture, 2004
3. Wadkar, A. J, Life Skills for success.SAGE, 2016

Pedagogy- Practical session / experiential learning / Demonstration /Biographies /Reflection Journal

SCHEME OF EXAMINATION

Total Marks: 50

Continuous Evaluation pattern.

Evaluation Criteria	Marks
Prepare a report/presentation/movie/video	10
Roleplay /Discussions /Tests /Projects /Assignments	10
Class Participation	10
Reflective journal evaluation	20
Total	50



Co-Curricular Course in NSS

COURSE CODE: U24CC1NSS01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes.

Sr. No.	Heading	Particulars
1	Title of the course	National Service Scheme (NSS)
2	Semesters	I
3	Level	UG
4	Pattern	03 years & 06 semesters CBGS
5	To be implemented from	From Academic year 2024-25 in a progressive manner

Course Objectives:

The syllabus is aimed to achieve the following objectives:

1. To understand the Working, Framework and Contribution of NSS.
2. To Concept of Social Justice and its Importance
3. To understand themselves in relation to their community.
4. To identify the needs and problems of the community and involve them in problem-solving
5. To develop among themselves a sense of social and civic responsibility.
6. To utilise their knowledge in finding practical solutions to individual and community problems.

Learning Outcome:

The learners will be able to:

1. To understand Structural framework of NSS from National Level to College Level
2. Define Social Justice and how it helps the community
3. Enabling the students to contribute towards development of Community
4. Get involved in community betterment and active problem solving
5. Better Sense of social and civic responsibility. Have a better sense of Reduce, Recycle and Reuse
6. Collaborate and Work towards Solving Individual and Community Problems.



Unit No.	Topic	No. of Lectures required
Unit-I	<p>Introduction to National Service Scheme (NSS)</p> <ul style="list-style-type: none"> • Formation and development of NSS in India • Structural framework of NSS from National Level to College Level • Objectives of NSS • Symbol and Moto of NSS and its meaning • Basic Social Issues in India (Family System, Division of labour, Cast System in India, Gender Issues, Regional Imbalance) <p>Introduction to Social justice Social Justice – the Concept and its features, Contribution for Social Justice – Mahatma Jyotiba Phule, Dr. Babasaheb Ambedkar, Shahu Maharaj, Chhatrapati Shivaji Maharaj, Savitribai Phule.</p>	15
Unit-II	<p>Suggested Projects:</p> <ul style="list-style-type: none"> • Environment awareness – Waste management & segregation, Reduce, Reuse & Recycle, • Organic waste management by composting (maintenance of compost project) • Volunteering at study centers managed by Stree Mukti Sanghatana 	15
	Total Lectures	30

COURSE OUTCOME

Unit	Topics	CO	LO
Unit 1	Introduction to National Service Scheme (NSS)	CO1, CO2	LO1, LO2
Unit 2	Introduction to Social justice	CO3, CO4	LO3, LO3
Unit 3	Community Welfare	CO5, CO6	LO5, LO6



The scheme of Examination shall be divided as follows.

- **Continuous Evaluation Pattern**

Description	Marks
30 hours activity related work such as <ul style="list-style-type: none"> • Attending lectures/ training sessions (10 Marks) • Field work & Maintenance of work record (25) 	35
Project Report	5
Viva-voce by faculty in charge and attendance	10
Total	50

References:

1. National Service Scheme Manual (Revised) Government of India, Ministry of Youth Affairs and Sports, New Delhi
2. National Service Scheme Manual University of Mumbai
3. National Service Scheme Manual for NSS District Coordinators National Service Scheme Cell, Dept. of Higher and Technical Education, Mantralaya
4. Rashtriya Seva Yojana Sankalpana Prof. Dr. Sankey Chakane, Dr. Pramod Diamond Publication, Pune
5. Annual Report of National Service Scheme (NSS) Dept. of Higher and Technical Education Mantralaya. Dept. of Higher and Technical Education Mantralaya.
6. Training Programme on National Programme scheme, TISS.
7. Orientation Courses for N.S.S. Programme officers, TISS.
8. Social Problems in India, Ram Ahuja.
9. National Service Scheme in India : A Case Study of Karnataka, M. B. Dishad, Trust Publications, 2001
10. <http://www.thebetterindia.com/140/national-service-scheme-nss/>
11. <http://en.wikipedia.org/wiki/national-service-scheme>
12. <http://nss.nic.in/adminstruct>
13. <http://nss.nic.in/propexpan>
14. <http://nss.nic.in>
15. <http://socialworkness.org/about.html>





SIES (Nerul) College of Arts, Science and Commerce (Autonomous)

Department of Lifelong Learning and Extension

Sr. No.	Heading	Particulars
1	Title of the course	Introduction to DLLE
2	Semesters	I
3	Level	UG
4	Pattern	03 years & 06 semesters CBGS
5	To be implemented from	From Academic year 2024-25 in a progressive manner



DLLE - Introduction to DLLE

COURSE CODE: U24CC1DLLE01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes.

Course Outcome

1. Students will acquire knowledge on the structure of DLLE.
2. It will enable students to connect and understand the social realities and work for social welfare. It would help students to enhance leadership skills and apply them in their careers.
3. Students will be more aware of the practicality of real life and can face challenges in a better way and will be able to connect to the unreached section of society and help them

Learning outcome:

1. Learners will understand the structure and working of DLLE.
2. Students will connect to the people in society and work for social welfare.
3. Students will gain experience to work in society on various social aspects.

Unit No	Topic	No of Lectures
Unit - 1	<ul style="list-style-type: none">● Introduction to DLLE● Aim & Objectives of DLLE● The Extension Dimension (Reach to Unreached)● Importance of Extension and Community work services in NGOs and the society● Role of Extension Teacher, Student Manager and Volunteers● Understanding community-related issues around the region and developing a sensitive approach towards society● Engage in community partnership practices and provide leadership in promoting changes to improve community well-being, Community engagement, and leadership	15



Unit - 2	Participation in community-based activities for the following Campaign Anna Poorna Yojna /Population Education/Career Guidance / Consumer Guidance/ Environmental Education/ Civic Education in the form of Street play/ Seminar/ Poster competition/ Essay writing/ Creative Writing competition/ Elocution, Discussion/ Rally/ Start-up business ideas & Presentations/ Interviews/ survey/ Waste collection drive/ Social & environmental awareness campaign/ Cleanliness drive/. Literacy Awareness/ Beach Cleaning/ Tree plantation/ Forest conservation/ Mental Health and Hygiene/ Yoga Meditation. Nutrition and Diet/ Field- Visit to different NGO's and Industries	15
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Evaluation Pattern of 50 marks:
Continuous evaluation pattern.

Evaluation Criteria	Marks
Participation in social activity	10
Field visit/ community visit and report	10
Essay/ assignment /poster and report	10
Test/discussion/presentation and viva	10
Attendance in seminar /workshop & Training session	10
Total	50

References :

- <https://www.mudlle.ac.in>





SIES

RISE WITH EDUCATION

**(Nerul) College
of Arts, Science
& Commerce**



SEMESTER II



SIES (Nerul) College of Arts, Science and Commerce (Autonomous)
(Affiliated to University of Mumbai)
RE-ACCREDITED GRADE "A" BY NAAC (3rd CYCLE)

BOARD OF STUDIES
SYLLABUS FOR
(WITH EFFECT FROM THE ACADEMIC YEAR 2024-2025)
B.COM (ACCOUNTING & FINANCE)

OBJECTIVES OF THE PROGRAMME:

- To help learners understand and appreciate the implications of Accounting and Finance on the dynamic business environment.
- To help learners acquire in-depth knowledge regarding the inter-relationship between Money, taxation, management skills and legal framework
- To encourage the learners to imbibe values and become ethical businessmen/entrepreneurs/managers/consultants.
- To develop a personality relevant to technology-driven business.
- To help learners pursue research in the field of Accountancy, Commerce and Finance



SEMESTER II



SEMESTER II			
Serial No	Course code	Credits	Course Name
I	Major Department Specific Course (DSC)		
1	U24AF2MJ01	04	Financial Accounting - II
2	U24AF2MJ02	02	Cost Accounting I
II	Minor Department Specific Course		
1	U24AF2MI01	02	Principles of Management
III	Open Electives(OE)/ Generic Electives		
1	U24AF2E02	02	Business Mathematics
2	U24BI2E01/ U24CS2E01/ U24MS2E01/ U24COM2E01	02	Basics of Banking/ Basics of R Programming/ Personality Development - Achieving Personal and Professional Success/ Logistic & Supply Chain Management
IV	VOCATIONAL COURSE (VSC) & SKILL ENHANCEMENT COURSE (SEC)		
1	U24AF2VSC01	02	Data Handling & Visualization
2	U24AF2SEC01	02	Management Accounting I
V	ABILITY ENHANCEMENT COURSE(AEC)/ VALUE EDUCATION COURSE (VEC) / INDIAN KNOWLEDGE SYSTEM (IKS)		
1	U24AF2AEC01	02	Effective Communication - II
2	U24AF2VEC01	02	Environment and Sustainable Development
VI	ON JOB TRAINING, FIELD PROJECT, RESEARCH PROJECT, CO-CURRICULAR		
1	U24CC2SP02/ U23CA2CC01/ U24CC2DLLE02/ U24CC2NSS02/ U24AF2DE01 U24CC2LS02/	02	Sports/ Cultural/ DLLE/ NSS/ Departmental events/ Co-Curricular Course in Life Skills II
TOTAL CREDITS		22	



FINANCIAL ACCOUNTING-II

COURSE CODE : U24AF2MJ01 COURSE CREDIT: 04

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To acquaint the students with the fundamentals of Accounting related to Hire Purchase
- To understand the concept of Consignment and accounting treatment related to Consignment.
- To develop a basic understanding of Branch Accounting.
- To study the concept of Fire insurance and compute claims.

Course Outcome:

- Students will be able to compute interest on outstanding balance under hire purchase.
- Students will be able to understand and prepare the consignment account.
- Students will be able to evaluate the branch accounts as per debtors method and stock and debtors method as well.
- Students will be able to comprehend the various concepts in relation to Insurance.

Sr. No	Syllabus	No. of lectures
1	UNIT I-. Accounting for Hire Purchase Meaning Calculation of Interest Accounting for Hire Purchase Transactions by Asset Purchase Method Based on Full Cash Price Journal Entries, Ledger Accounts and Disclosure in Balance Sheet for Hirer and Vendor	15
2	UNIT II- Accounting from Incomplete records Introduction Problems on preparation of Final Accounts of Proprietary Trading Concern (Conversion Method)	15



3	UNIT III- Branch Accounts: Meaning/Classification of Branch Accounting for Dependent Branch not maintaining full books Debtors Method, Stock and Debtors Method	15
4.	UNIT IV-Fire Insurance Claims Computation of Loss of Stock by Fire Ascertainment of Claim as per the Insurance Policy Exclude: Loss of Profit and Consequential Loss	15

References:

- Introduction to Accountancy by T.S. Grewal; S. Chand and Company (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
- Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
- Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Financial Accounting a Managerial Perspective, Varadraj B. Bapat, MehulRaithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 40 marks
- Semester end examination 60% i.e. 60marks

(A) Internal Assessment 40 marks

Description	Marks
Internal tests of 20 marks each	20
Q.1 Multiple choice Questions/True or False - 10 Marks	
Q.2. Attempt 2 questions out of 3 Questions 10 Marks	
One Project and Viva voce/Presentation/Case studies/Assignments	20
Total	40

Duration : 2 Hours	
Total Marks: 60	
Q.1 15 Marks OR 15 Marks	15
Q.2 15 Marks OR 15 Marks	15
Q.3 15 Marks OR 15 Marks	15
Q4. 15 Marks OR 15 Marks	15
Three short notes of 5 Marks each or Case study	
Total	60
<p>Note: 15 marks question may be divided into sub questions of 7 & 8 Marks each if required. or 5 questions of 12 marks each. Q5 may contain short notes of 5 marks each</p>	

B) Semester end examination 60 marks PAPER PATTERN

Passing criteria:

Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination.



COST ACCOUNTING-I

COURSE CODE : U24AF2MJ02

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- Acquire the basic knowledge on cost accounting concepts, elements and classification of cost and overheads
- To compute and understand problem solving on material cost.
- To understand the format of Cost Sheet and to learn the applicability of cost sheet to ascertain pricing of any product.

Course Outcome: After completion of this course students will be able to:-

- Learners will read and understand the role of Cost Accounting in the business management of manufacturing and non-manufacturing companies and also understand the basic concept of cost and how they are presented in the books.
- Analyze and understand the accounting and control of material cost.
- Interpret and Solve cost sheet problems and acquire skill of application of cost sheet. One of the important techniques to determine prices.

Sr. No	Syllabus	No. of lectures
1	UNIT I- Introduction to Cost Accounting Evolution, Objectives and Scope of Cost Accounting Importance and Advantages of Cost Accounting Difference between Cost Accounting and Financial Accounting Limitations of Financial Accounting Definitions: Cost, Costing and Cost Accounting Classification of Cost on Different Bases Cost Allocation and Apportionment	05
2	UNIT II- Material Cost Material Cost: The Concept Material Control Procedure Documentation Stock Levels Economic Order Quantity (EOQ)	10
3	UNIT III- Classification of Costs and Cost Sheet Classification of costs, Cost of Sales, Cost Centre, Cost Unit, Profit Centre and Investment Centre Cost Sheet, Total Costs and Unit Costs, Different Costs for different purpose Problems on preparation of cost sheet & Estimated	15



References:

- Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi
- Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Cost Accounting by JawaharLal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi
- Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta
- Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi
- Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi
- Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana
- Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi.



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30marks

(A) Internal Assessment 20 marks

Description	Marks
Internal tests of 10 marks each	10
Q.1 Multiple choice Questions/True or False - 5 Marks	
Q.2. Attempt 1 questions out of 2 Questions 5 Marks	
One Project and Viva voce/Presentation/Case studies/Assignments	10
Total	20

Duration : 1 Hour	
Total Marks: 30	
Q.1 10 Marks OR 10 Marks	10
Q.2 10 Marks OR 10 Marks	10
Q.3 10 Marks OR 10 Marks	10
Total	30
Note: 10 marks question may be divided into sub questions of 5 Marks each if required.	

B) Semester end examination 30 marks PAPER

PATTERN

Passing criteria:

Minimum 40% in Internal (8 out of 20) and 40% (12 out of 30) in semester end examination.





PRINCIPLES OF MANAGEMENT-II

COURSE CODE : U24AF2MI01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

1. To study in depth about the management principles.
2. To understand the roles and functions of managerial level.
3. To acquire knowledge about planning, organizing, decision making, Management control.

Course Outcome

After studying the course, students will be able to:

1. Understand the concepts related to Business, demonstrate the roles, skills and functions of management.
2. Analyze various plans, strategies, policies and develop ability to make optimal managerial decisions.
3. Develop leadership qualities and effective organization of resources.
4. Evaluate the complexities associated with management of human resources in the organization and apply various controlling techniques.

Sr. No	Syllabus	No. of lectures
01	<p>Module 1: Introduction to Principles of management</p> <ol style="list-style-type: none"> 1. Nature and process of management, basic management roles and skills, nature of managerial work, approaches to management, classical behavioural, systems and contingency approaches, contemporary issues and challenges 2. Planning and decision making: Concept, purpose and process of planning, kinds of plans, strategies, policies and planning, premises, goal setting, MBO, decision making, conditions, forms of group decision making in organization. 	12
02	<p>Module 2: Organizing and Management control.</p> <ol style="list-style-type: none"> 1. Organizing Fundamentals of organising, bases of departmentation, distribution of authority, coordination, organisation structure, and design, leadership-nature and significance, leading and managing, leadership styles, leadership theories. 2. Management control Nature, purpose and process of controlling, kinds of control system, prerequisites of effective control systems, resistance to control, controlling techniques. 	18



Reference Books:

1. Essentials of Management - Wehrich and Koontz.
2. Principles of Management - L.M. Prasad
3. Principles of Management - Dinkar Pagare
4. Business Management - C.B. Gupta
5. Business Management - N. Premavathy
6. Principles of Management - J. Jayasankar
7. Principles of Management - P.C. Tripathi & P.N. Reddy.

Reference Links:

1. <https://byjus.com/commerce/henri-fayol-14-principles-of-management/>
2. <https://www.simplilearn.com/principles-of-management-by-henri-fayol-article>
3. <https://ncert.nic.in/textbook/pdf/lebs102.pdf>



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30marks

(A) Internal Assessment 20 marks

(A) Internal Assessment 20 marks

Description	Marks
Internal tests of 10 marks	10
One Project	05
Attendance and Class behavior	05
Total	20

B) Semester end examination 30 marks

PAPER PATTERN

Duration : 1 hours	
Total Marks: 30	
Q.1 Explain the term/ Define the term (any five out of 7)	10
Q.2 Write a short note on any 2 out of three OR	10
Q.2 Long answer (essay type)	10
Q.3 Write a short note on any 2 out of three OR	10
Q.3 Long answer. (essay type)	10

Passing criteria: Minimum 40% in Internal (8 out of 20) and 40% (12 out of 30) in the semester-end examination.



Business Mathematics

COURSE CODE : U24AF2E02

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To make the students understand usage of Ratio, Proportion and Percentage, Profit and Loss.
- To make students learn Interest and Annuity.

Course Outcome: At the end of the course, students will be able to

- Recognize the importance and value of mathematical thinking.
- Recollect the connections between mathematical theory and applications and can solve problems on their own by analyzing the topics.

Sr. No	Syllabus	No. of lectures
1	Ratio, Proportion & Percentage Ratio Definition, Continued Ratio, Inverse Ratio, Proportion, Continued Proportion, Direct Proportion, Inverse proportion, Variation, Inverse Variation, Joint Variation, Percentage: Meaning & Computation of Percentage. Profit and Loss Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage	15
2	Interest and Annuity Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest Annuity immediate- present value and future value Stated annual rate and effective annual rate Shares and Mutual Fund Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Problems on calculation of net income after considering entry load, exit load, dividend, dividend reinvestment plan, change in net asset value, Systematic Investment Plan(SIP)	15
	Total	30

References:

- Mathematics for Economics & Finance by Martin Anthony & Norman Biggs,1996.
- Statistical Methods - S.G. Gupta (S. Chand & Co.),2012
- Statistics - Theory, Method & Applications D.S.Sancheti & V. K. Kapoor.,2017
- Business Mathematics & Statistics : B Aggarwal, Ane Book Pvt. Limited,2015
- Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons,2012
- Business Mathematics: A P Verma, Asian Books Pvt.: Limited,2009
- Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand & Co,2014



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30marks

(A) Internal Assessment 20 marks

Description	Marks
Internal tests of 10 marks each	10
Q.1 Multiple choice Questions/True or False - 5 Marks	
Q.2. Attempt 1 Question out of 2 Questions 5 Marks	
Tutorials(Presentation/Case studies/Assignments/Open book test)	05
Attendance and Class behaviour	05
Total	20

B) Semester end examination 30 marks PAPER

PATTERN

Duration : 1 Hour	
Total Marks: 30	
Q.1 10 Attempt any two out of three questions (5 marks each) UNIT 1	10
Q.2 Attempt any two out of three questions (5 marks each) UNIT 2	10
Q.3 Attempt any one out of two questions. UNIT 1 & 2	10
Total	30
Note: 10 marks question may be divided into sub questions of 5 Marks each if required.	

Passing criteria:

Minimum 40% in Internal (8 out of 20) and
40% (12 out of 30) in the semester end examination.



BASICS OF BANKING

COURSE CODE: U24BI2E01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

1. To describe the types of banks in India & their features.
2. To interpret various types of Bank accounts & the services attached to them including NRI accounts.
3. To assess the importance of digital banking in India.
4. To evaluate the role of RBI in India.

Course Outcomes:

On successful completion of this course, the learners will be able:

1. To identify, recall and describe various types of Banks in India.
2. To understand and differentiate services provided by banking sector in India.
3. To differentiate NRI products & other privileged services.
4. To analyze various online payment systems practiced in India
5. To evaluate the contribution of RBI towards the economic development of India.

Sr.No.	Modules	Number of lectures
1	Unit I – a)Introduction to Banking - Meaning, Definitions, Features, Types of Banks b) Role of RBI in Banking Sector – Introduction to RBI, Services & Facilities, Role of RBI in the economy of India & Nation Development	15
2	Unit II – a) Products & Services by Banks – Types of Bank accounts, services & Facilities for each accounts, NRI accounts, Fee based & Fund based services of Banks, Non Performing Assets b) Digital Banking – Services, Cards, e banking, Payment system,	15
	Total Lectures	30

References

- Essentials of Business Finance - RH. Srivastava,
- Management of Financial Institution - R. .N. Srivastava, Himalaya publication
- Modern Banking- R.S. Sayers
- Banking In India. S.G. Panandikar, Worli, Mumbai.



- Indian Financial System (Vol. I & II) B.D. Ghonasgi & Maloti Anagol
- Indian Financial System M.Y. Khan, Tata Mcgrow Hill.
- Financial Institutions in India - Vadilal Dagli, Mumbai.
- Financial Institutions in Indian Markets - L. M. Bhole, Tata Mcgrow Hill
- Structure of Financial Institutions - V.V. Bhatt, Varadeo

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

Internal assessment	40% i.e. 20 marks
Semester end examination	60% i.e. 30 marks

(A) Internal Assessment 20 marks

Description	Marks
Internal tests of 10 marks each	10
Q.1 Multiple choice Questions/True or False - 5 Marks	
Q.2. Attempt 1 questions out of 2 questions (5 marks each)- 5 Marks	
One Presentation/Project and Viva voce/Presentation/Case studies	5
Class Participation	5
Total	20

B) Semester end examination 30 marks

PAPER PATTERN

Duration : 1 hours	
Total Marks: 30	
Q.1 10 marks OR 10 marks	10
Q.2 10 marks OR 10 marks	10
Q.3 10 marks OR 10 marks Two short notes of 5 marks each or Case study	10
Total	30
Note: Q.1, 2 - 10 marks question may be divided into sub questions if required. Q.3 May include theory (short notes) /Case Study in one of the options.	

Passing criteria:

Minimum 40% in Internal (8 out of 20) and
40% (12 out of 30) in semester end examination



Basics of R programming

COURSE CODE: U24CS2E01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To Understand the data reading and manipulation using R, for data analysis.
- Knowledge on various control structures and design of user-defined functions, load, install and build various packages of R.

Course Outcomes:

- The ability to develop an R script and execute it.
- Visualize and summarize the data, design application with database connectivity for data analysis.

Unit	Syllabus	No. of lectures
1.	<p>Introduction: R interpreter, Introduction to major R data structures like vectors, matrices, arrays, list and data frames, Control Structures, vectorized if and multiple selection, functions.</p> <p>Installing, loading and using packages: Read/write data from/in files, extracting data from web-sites, Clean data, Transform data by sorting, adding/removing new/existing columns, centering, scaling and normalizing the data values, converting types of values, using string in-built functions.</p>	15
2.	<p>Statistical analysis of data: for summarizing and understanding data, Visualizing data using scatter plot, line plot, bar chart, histogram and box plot.</p>	15

Reference:

1. Cotton, R., Learning R: a step by step function guide to data analysis. 1st edition. O'reilly Media Inc,

Additional References:

1. Gardener, M.(2017). Beginning R: The statistical programming language, WILEY Lawrence, M., &Verzani, J. (2016).
2. Programming Graphical User Interfaces in R. CRC press. (ebook)



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30 marks

Question Paper Pattern

(A) Internal Assessment: Total 20 Marks

Description	Marks
Internal Test	
Q.1 Multiple choice Questions/True or False - 5 Marks	10 Marks
Q.2. Attempt 1 question out of 3 questions- 5 Marks	
Assignment/Presentation/Group Discussion/Role Play/Mock Interviews / Subject Specific Activities	05 Marks
Attendance	05 Marks

B) Semester end examination 30 marks

PAPER PATTERN

Duration: 1 hours	
Total Marks: 30	
Description	Marks
Q.1 10 marks OR 10 marks	10
Q.2 10 marks OR 10 marks	10
Q.3 10 marks OR 10 marks	10
Total	30
Note:	
3. Q.1, 2, 3 may be divided into sub questions if required.	
4. Q.3 May include theory (short notes) /Case Study in one of the options.	

Passing criteria:

Minimum 40% in Internal (8 out of 20) and
40% (12 out of 30) in the semester end examination.



PERSONALITY DEVELOPMENT – ACHIEVING PERSONAL AND PROFESSIONAL SUCCESS

COURSE CODE: U24MS2E01

1 credit - 15 lectures

COURSE CREDIT: 02

1 lecture is 60 minutes

Course Objectives:

- The course aims to train students on the importance of self-awareness, personal growth, soft skills, and life skills.
- The course facilitates the participants to understand the skill of influencing, being an effective team member and understanding self-motivation.
- The course aims to foster talent and facilitate employability, empowering the participant to thrive in the fiercely competitive corporate world.

Sr. No	Syllabus	No. of lectures
01	Concept of Self Introduction to Personality Development: Personality traits and theories, MBTI, Self-Image and Self-Concept, Locus of Control, Managing Oneself. Concept, Emotional Intelligence , Importance of Emotional Intelligence and Role of Emotional Intelligence in developing effective personality , Positive Attitude, Self-esteem, Self- confidence	15
02	Understanding Self in Relation with others Concept of Influencing , Art of Influencing , Johari Window , FIRO – B , Interpersonal Relations, Communication in organizations, Personal Branding, Leadership Skills, Presentation Skills, Personal skills- Stress Management, Negotiation skills, Conflict Management, Time Management and Anger Management.	15

References:

- Organisational Behaviour by Fred Luthans
- Organisational Behaviour by Neharika Vohra Stephen P. Robbins, Timothy A. Judge
- The 7 Habits of Highly Effective People by Stephen Covey
- The Art and Science of Personality Development Dan P. McAdams



SCHEME OF EXAMINATION

The scheme of examination shall be divided as follows:
Comprehensive Internal assessment 100% i.e. 50 marks

Description	Marks
Case Study/ Case-let/ Situation Analysis – (Group Activity or Individual Activity)/ Group Discussion/ Role Play/ Story Telling/ Presentation/ Practical Assignment/ Written Home Assignment/ Industry Analysis – (Group Activity or Individual Activity)/ Literature Review/ Book Review/ In-depth Viva/ Student Driven Activities/ Newspaper reading/ Report Writing/Precis Writing. (Any one of these)	15
Project	20
Class Test/ Open Book Test/ Quiz	10
Class Participation	5
Total	50

Passing criteria:
Minimum 40% (20 out of 50) in Comprehensive Internal Assessment.



LOGISTIC AND SUPPLY CHAIN MANAGEMENT

COURSE CODE: U24COM2E01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

1. To provide students with a basic understanding of concepts of logistics and supply chain management.
2. To introduce students to the key activities performed by the logistics function.
3. To understand global trends in logistics and supply chain management

Course Outcome:

After studying the course, students will be able to:

1. Understand the concepts of logistics and supply chain management.
2. Familiarise the students with logistic functions.
3. Identify the global trends in logistics and supply chain management.

Sr. No	Syllabus	No. of lectures
01	<p>Module 1: Overview of Logistics and Supply Chain Management</p> <p>a) Introduction to Logistics Management • Meaning, Basic Concepts of Logistics- Logistical Performance Cycle, Inbound Logistics, In process Logistics, Outbound Logistics, Logistical Competency, Integrated Logistics , Reverse Logistics and Green Logistics • Objectives of Logistics, Importance of Logistics, Scope of Logistics, Logistical Functions/Logistic Mix, Changing Logistics Environment</p> <p>b) Introduction to Supply Chain Management • Meaning, Objectives, Functions, Participants of Supply Chain, Role of Logistics in Supply Chain, Comparison between Logistics and Supply Chain Management, Channel Management and Channel Integration</p> <p>c) Customer Service: Key Element of Logistics • Meaning of Customer Service, Objectives, Elements, Levels of customer service, Rights of Customers</p>	15
02	<p>Module 2: Recent Trends in Logistics and Supply Chain Management</p> <p>a) Elements of Logistics Mix: Transportation- Introduction, Factors Influencing Transportation Decisions, Modes of Transportation- Railways, Roadways, Airways, Waterways, Ropeways, Pipeline, Transportation Infrastructure Warehousing: Introduction, Factors affecting Warehousing. Materials Handling: Equipments used for Materials Handling, Factors affecting Materials Handling Equipments, Packaging: Objectives of Packaging, Types of Packaging Material</p> <p>b) Information Technology in Logistics: Introduction, Objectives, Role of Information Technology in Logistics and Supply Chain Management, Information Technology Infrastructure, Logistics in the Global Environment: Managing the Global Supply Chain, Impact of Globalization on Logistics and Supply Chain Management, Global Logistics Trends, Global Issues and Challenges in Logistics and Supply Chain Management</p>	15

Reference Books:



1. David Simchi Levi, Philip Kaminshy, Edith Simchi Levi, Designing & Managing the Supply Chain - Concepts, Strategies and Case Studies Logistics
2. Donald Waters, An Introduction to Supply Chain
3. Martin Christopher, Logistics & Supply Chain Management - Strategies for Reducing Cost & Improving Services
4. Donald J. Bowersox & David J Closs, Logistical Management-The Integrated Supply Chain Process, McGraw Hill Education
5. Ronald H Ballou & Samir K Srivastava, Business Logistics/ Supply Chain Management- Pearson
6. Donald J Bowersox, David J Closs & M Bixby Cooper, Supply Chain Logistics Management- The McGraw Hill Companies

SCHEME OF EXAMINATION

The performance of the learners shall be evaluated into two components. The learner's Performance shall be assessed by Internal Assessment with 40% marks in the first component by conducting the Semester End Examinations with 60% marks in the second component. The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below: -

(A) Internal Assessment : 40%

20 Marks

Sr. No.	Particulars	20 Marks
01	One periodical class test / online examination to be conducted in the given semester	10 Marks
02	One case study / project with presentation based on curriculum to be assessed by the teacher concerned/ Write up on selected topics of the subject/ test based on practical's/Open Book test	05 Marks
03	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05Marks

Periodical class test Question paper pattern

Sr. No.	Particulars	10 Marks
Q.1.	Match the column/ Fill in the blanks/ MCQ's/ Answer in one or two lines concept based question (1 Mark / 2 Mark each)	05 Marks
Q.2.	Answer in Brief / Practical question (Attempt any two out of four 5 marks each)	05 Marks



(B) Semester End Examination : 60%

30 Marks

Duration: The examination shall be of 1 hour duration.

Question Paper Pattern

Duration : 1 hour	Total Marks: 30
Q.1 10 marks OR 05/05 marks	10
Q.2 10 marks OR 05/05 marks	10
Q.3. 10 Marks OR 05/05 marks Two short notes of 05 marks each or Case study	10
Total	30
Note: 1. Q.1, 2, 3 10 marks questions may be divided into sub questions if required. 2. Q.3 May include theory (short notes) /Case Study in one of the options.	

Passing criteria:

Minimum 40% in Internal (08 out of 20) and
40% (12 out of 30) in semester end examination

Passing criteria:

Minimum 40% in Internal (8 out of 20) and
40% (12 out of 30) in the semester end examination.



DATA HANDLING AND VISUALISATION

COURSE CODE: U24AF2VSC01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Outcomes:

- To be able to format, organize and calculate data in a spreadsheet by understanding Microsoft Excel and its Functions.
 - To understand the basic concepts, terminologies and working of Microsoft Power BI.
- Learning Objectives:** After the completion of this course, students will be able to understand the concept of data management with the help of Microsoft Excel and its various functions. They will also be able to understand the basic concept, terminologies and functions of Power BI.

Unit No.	Modules/ Units	No. of Lectures
1	Excel introduction and using basic functions of Excel	15
	Navigating a worksheet, Spreadsheet terminologies, Shortcut Keys, Entering and editing text and values, Saving, and updating workbooks, moving and copying data and formulas, Inserting and deleting ranges, inserting and deleting rows and columns and cell comments.	
	Using functions and Formatting- Sum, Average, Max, Min, Count, Counta, Autosum and other common functions, Basic Formatting and Printing. Formatting- Text formatting, Rows and Columns, Number Formatting. Sorting and Filtering of data	
	Lookup Functions and Pivot Tables- Vlookup/Hlookup, Index and Match, Creating Smooth User Interface Using Lookup, Nested, VLookup. Creating Simple Pivot Tables, Basic and Advanced Value Field Setting, Classic Pivot table, Choosing Field, Filtering Pivot Tables, Modifying PivotTable Data, Grouping based on numbers and Dates, Calculated Field & Calculated Items	
2	Introduction to Power Business Intelligence	15
	Overview of Power BI- Need for and Importance of Power BI, Advantages and Scalable options of Power BI, Installation and Settings.	
	Data Transformation- Types of data connectors, The Query Editor, Loading Data, Sorting a column or data, Filter application- Data and Text and other Basic functions.	
	Visualizing data with Report- Introduction to report view, adding simple objects, Inserting Basic Charts and Visuals, Formulating Options, Line and Area Charts	
Total Lectures		30



References:

- Mastering Power BI Paperback – 30 September 2021 by Chandraish Sinha
- Microsoft Power Bi Dashboards Step By Step, 1e Paperback – 6 March 2020 by Errin O'Connor
- Introducing Microsoft Power BI Kindle Edition by Alberto Ferrari
- Microsoft Power Bi 2022 user Guide: The definitive guide to collect, combine and transform Data using Power Query in Excel and Power Bi Kindle Edition by Howard J. Wall
- EXCEL & POWER BI GUIDE 2022: The Concise Step-by-Step Practical Guide to Master Everything About Microsoft Excel & Power BI for Data Modelling, Analysis, Visualization & Transformation by CARTY BINN
- Power Query for Power BI and Excel Paperback – 30 July 2014 by Christopher Webb
- Simplified Practical Guide to Microsoft Excel: Learning Microsoft Excel from Basic to Advanced by Karl Brian.
- Advanced Analytics with Excel 2019 Paperback – 1 January 2020 by Manisha Nigam.



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30marks

(A) Internal Assessment 20 marks

Description	Marks
Internal tests of 10 marks each	10
Q.1 Practical Exam	5 Marks
Q.2. Attempt 1 Question out of 2 Questions	5 Marks
One Project and Viva voce/Presentation/Assignments	10
Total	20

B) Semester end examination 30 marks PAPER

PATTERN

Duration: 1 Hour	
Total Marks: 30	
Q.1 10 Marks OR 10 Marks	10
Q.2 10 Marks OR 10 Marks	10
Q.3 10 Marks OR 10 Marks	10
Total	30
Note: 10 marks question may be divided into sub questions of 5 Marks each if required.	

Passing criteria:

Minimum 40% in Internal (8 out of 20) and
40% (12 out of 30) in the semester end examination.



MANAGEMENT ACCOUNTING-I

COURSE CODE : U24AF2SEC01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To understand the basics of Management Accounting
- To compute, analyze and interpret financial statements.
- To Judge and understand working capital requirement estimations of the firm.

Course Outcome: After completion of this course students will be able to:-

- To identify the importance and utility of management accounting to top management in making prominent decisions in business
- To identify the mechanisms available to evaluate and analyze the income statement and balance sheet with the help of comparative and common size analysis, trend analysis and ratio analysis .
- The learners will be able to estimate working capital requirements of business enterprises.

Sr. No	Syllabus	No. of lectures
1	UNIT I- Introduction to Management Accounting Meaning, Features, Scope, Importance, Functions, role of Management Accounting, Management Accounting Framework, Tools, Management Accounting and Financial Accounting	05
2	UNIT II- Analysis and Interpretation of Accounts a) Vertical Forms of Balance Sheet and Profit and Loss Account suitable for analysis b) Trend Analysis. c) Comparative Statement. d) Common Size Statement.	15
3	UNIT III- Working Capital Management A. Concept, Nature of Working Capital , Planning of Working Capital B. Estimation / Projection of Working Capital Requirement in case of Trading and Manufacturing Organization	10





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References:

- Khan, M.Y and P.K. Jain; Management Accounting: Text, Problems and Cases”, Tata-McGraw Hill, New Delhi, 2007.
- Dearden and Bhattacharya: Management Accounting
- M.N. Arora: Cost Accountancy: Vikash Publishing, New Delhi, 2004.
- Anthony and Dearden: Management Accounting : Books and Cases
- Grewal and Ramanathan: Management Accounting
- Cost Management by Saxena & Vashist
- Cost & Management Accounting by Ravi N.Kishor ,Publication Taxmonth
- Essential of Management Accounting by P.N.Reddy,Himalaye
- Advanced Management Accounting by Robert S Kailar,Holl
- Financial Of Management Accounting by S.R.Varshney,Wisdom
- Introduction Of Management Accounting by Charbs T Horngram, PHI Learning
- Management Accounting by I.m.Pandey, Vikas
- Cost & Management Accounting by D.K.Mattal,Galgotia
- Management Accounting by Khan & Jain,Tata Megaw
- Management Accounting by R.P.Resstogi



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30marks

(A) Internal Assessment 20 marks

Description	Marks
Internal tests of 10 marks each	10
Q.1 Multiple choice Questions/True or False - 5 Marks	
Q.2. Attempt 1 Question out of 2 Questions 5 Marks	
One Project and Viva voce/Presentation/Case studies/Assignments	10
Total	20

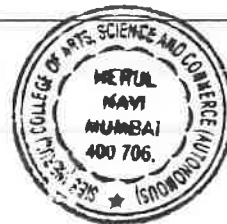
B) Semester end examination 30 marks PAPER

PATTERN

Duration : 1 Hour	
Total Marks: 30	
Q.1 10 Marks OR 10 Marks	10
Q.2 10 Marks OR 10 Marks	10
Q.3 10 Marks OR 10 Marks	10
Total	30
Note: 10 marks question may be divided into sub questions of 5 Marks each if required.	

Passing criteria:

Minimum 40% in Internal (8 out of 20) and
40% (12 out of 30) in the semester end examination.



Effective Communication Skills-2 (AEC)

COURSE CODE : U24AF2AEC01 COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

1. To develop effective interpersonal skills among learners for corporate employability.
2. To develop effective business letter writing skills among students applicable in the corporate world.
3. To develop professional skills among learners for better personality development.

Course Outcomes:

1. Learner will be able to apply interpersonal skills for better employability.
2. Learner will be able to utilize effective business letter writing skills required in the corporate world.
3. Learner will be able to use specified oral and written skills for professional development.

Sr. No	Syllabus	No. of lectures
01	Module-1.Group Communication Interview Skills: Preparing for Interview, Types of Interviews, Group Discussion: Nature and Ingredients, Process and Preparation, Corporate Meetings: Theory, Group Dynamics, Process of Conducting Meeting, Notice, Agenda and Minutes of Meeting, Conference: Types, Organization, Advanced Methods of conducting conferences	10
02	Module-2.Business Correspondence -2 Trade Letters: Inquiry Letter, Complaint Letter, Adjustment Letter, Sales Letter, RTI and Consumer Grievance Letter ,Report Writing: Types of Report, Format of Report, Investigative Report, Feasibility Report	10
03	Module-3. Language and Writing Skills Presentation Skills: Principles of Effective Presentation, Effective use of OHP, Use of PPT, Summarization: Identification of main points and sub points, Presenting in cohesive manner, Paraphrasing and summarizing,	10



Reference Books:

9. A Handbook of Commercial Correspondence by Ashley, A, Oxford University Press, 1992.
10. Basic Business Communication: Skills for Empowering the Internet Generation by Raymond Lesikar and Marie Flatley, 9th Edition, Tata McGraw Hill, New Delhi, 2002.
11. Business Communication by D Chaturvedi and Mukesh Chaturvedi, Third Edition, Pearson Publications Ltd, 2013.
12. Business Communication by Meenakshi Raman and Prakash Singh, Oxford University Press, 2007.
13. Business Communication Strategies by Monippally, Matthukutty, M, Tata McGraw Hill New Delhi, 2001.
14. Effective Business Communication by Herta Murphy, Herbert Hildebrandt, Jane Thomas, McGraw Hill Education, 2009.
15. Effective Communication by Balan K.R. and Rayadu C.S., Beacon Publication, New Delhi, 1996.
16. Effective Technical Communication by M.Ashraf, Rizvi, McGraw Hill Publications, 2006.

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30 marks

(A) Internal Assessment 20 marks

Description	Marks
* Continuous Evaluation	10
Project/ Activity Report /Assignments	5
Attendance and Class behavior	5
Total	20

**Application oriented activities will be conducted*



B)Semester end examination 30 marks

Question no.1	A) Descriptive Question OR B) Short Notes -2 out of 3 (5 Marks each) Module no.1	10 Marks
Question no.2	A) Descriptive Question OR B) Short Notes-2 out of 3 (5 Marks each) Module no.2	10 Marks
Question no.3	A) Descriptive Question OR B) Short Notes-2 out of 3 (5 Marks each) Module no.3	10 Marks

Passing criteria: Minimum 40% in Internal (8 out of 20) and 40% (12 out of 30) in semester end examination.



ENVIRONMENT AND SUSTAINABLE DEVELOPMENT-II

COURSE CODE: U24AF2VEC01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course objective

- To develop knowledge and understanding of strategies for Sustainable Economic development
- To facilitate learners about Innovative Practices for Sustainable Development

Course Outcomes

At the end of the course, students will be able to

- Implement knowledge of sustainability for industrial development
- Apply knowledge of Innovative Practices for Sustainable Governance and Economy

Sr. No	Syllabus	No. of lectures
01	Unit I: Environmental Sustainability Interrelationship between Environment, Society, and Development. Principles of Environmental Management: Concept, need, and relevance; Concept of ISO 14000, Process of Environmental Clearance, Environmental Impact Assessment, Ecological Footprint; Environment Protection Acts; Concept and components of Geospatial Technology- Applications of GST in Environmental Management. Sustainable Agriculture Practices, Sustainable Industrial Practices – Sustainable Business and Sustainable Consumerism. Sustainable Waste Management Practices	15
02	Unit II: Introduction to Innovative Practices for Sustainable Development UN Sustainable Development Goals, The United Nations and Global Sustainability, Concept of Smart and Sustainable Cities. Life Cycle Overview and LCA Application. The Challenges of Sustainable Supply Chain Management., Corporate Social Responsibility, Sustainable products and services, Corporations and Ecological Sustainability. Introductions to ESG, Overview of recent ESG. SEBI - Framework for Business Responsibility and Sustainability Report (BRSR). Green Growth Programme of India.	15



SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 20 marks
- Semester end examination 60% i.e. 30marks

(A) Internal Assessment 20 marks

Description	Marks
Internal tests of 10 marks Online/ Offline	10
One Project based on tourism development	05
Attendance and Class behavior	05
Total	20

B) Semester end examination 30 marks

PAPER PATTERN

Duration : 1 hours	
Total Marks: 30	
Q.1 Explain the term/ Define the term (any five out of 7)	10
Q.2 Write a short note on any 2 out of three OR	10
Q.2 Long answer (essay type)	10
Q.3 Write a short note on any 2 out of three OR	10
Q.3 Long answer. (essay type)	10

Passing criteria: Minimum 40% in Internal (8 out of 20) and 40% (12 out of 30) in the semester-end examination.

References Books

1. Sustainable Development and India by Bimal N. Patel and Ranita Nagar, Publisher: OUP India, Language: English, ISBN: 9780199474622
2. Voluntary National Review Report on Implementation of Sustainable Development Goals United Nations High Level Political Forum 2017
3. SUSTAINABLE DEVELOPMENT GOALS INDIA, Mapping of Central Sector Schemes and Ministries of Government of India, AUGUST 2018 NITI AAYOG New Delhi
4. Environmental management for sustainable development, By: Barrow, Language: EN Publication details: Routledge 2006
5. Environmental management, By: Saxena H M, Publication details: Jaipur Rawat 2000
6. Sustainable environmental management, By: Gangawane, Language: ENG Publication details: Delhi Daya 2007



Co –Curricular Course in Sports

Course Code: U24CC2SP02

Course Type: Co-curricular

Credits: 2

Objectives of the course

- 1) To gain understanding of the learner's preferred game and sport.
- 2) To master various physical fitness routines for daily use in order to maintain a healthy lifestyle.
- 3) To determine one's degree of physical fitness by calculating a fitness index.
- 4) To comprehend diverse ways of physical training.
- 5) To encourage the student to participate in sports/games for general personality development.

COURSE OUTCOMES:

- 1) After completing the course, the learner will be able to: Understand the fundamental concepts of Physical Education, health, and total well-being.
- 2) Recognise the significance of physical activity in maintaining a healthy lifestyle.
- 3) Discover the benefits of physical activity on various bodily systems and the most basic method of maintaining and enhancing health.
- 4) Encourage students to participate in physical activities, sports, or games.
- 5) Make people aware of the relevance of sports and physical education in their daily lives for physical and mental well-being.

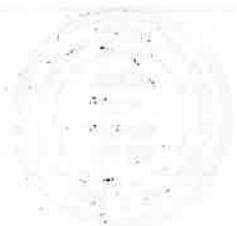
Sr. No	Syllabus	No. of lectures
01	Physical Education Introduction of Physical Education History of Physical Education - Vedic period - Indus Valley civilization - Rome, Greece Foundation of Physical Education Principles of Physical Education	05
02	Health Physical fitness Components of HRPF Components of SRPF Factors affecting fitness and wellness.	10
03	Indigenous games in India Kabaddi Kho kho Tug of war One leg hops step jump Seven stones (Any 2 games only)	15
	Total no. of hours	30



The scheme of Examination shall be divided as follows.

Continuous Evaluation Pattern (50 Marks):

1. 30 Hours of Practice (25 Marks) Sports training/practice/coaching sessions on a regular basis (choose any game/sport).
(If a learner participates in training/practice/coaching sessions/camps organised by other organisations or clubs of sports and games, the proof of attendance and participation presented by a learner may be considered for evaluation.)
2. Participation in the organisation of sporting events, workshops, seminars, and so on - 5 hours (15 marks)
3. Participation/performance in sports events at the State, National, International, University, and Intercollegiate levels. 5 hours approx. (10 marks)



Co –Curricular Course in Cultural Activities

Course Code: U23CA2CC01

Course Type: Co-curricular

Credits: 2

Course Objectives:

The syllabus is aimed to achieve the following objectives:

1. To train students in skills to plan, manage and implement various types of events and to enable them to effectively undertake any activity in the real world.
2. To develop a sense of discipline and commitment as an educated individual towards the society.
3. To develop social values respecting differences among individuals, respecting diverse value and cultures.

Learning Outcome:

The learners will be able to:

1. Learner will be able to solve problems utilizing various concepts, solutions etc.
2. Learner will be able to understand the power of expressions listening to others, public speaking.
3. Learner will be able to take initiatives and responsibilities, influencing others in working for a good purpose, taking accountability.

Unit No.	Topic	No. of Lectures required
Unit-I	<p>Theory</p> <ol style="list-style-type: none"> 1. Event Communication & Presentation Skills. 2. Special Events, Research & Planning 3. Advance Event Accounting & Costing 4. Event Marketing, Advertising & PR 5. Event Production & Logistics 	5
Unit-II	<p>Training</p> <ol style="list-style-type: none"> 1. Event Communication & Presentation Skills. 2. Special Events, Research & Planning 3. Advance Event Accounting & Costing 4. Event Marketing, Advertising & PR 5. Event Production & Logistics 	5
	Department level Cultural activities/Performances	15
	Report Writing and Operations and Marketing	05
	TOTAL (HOURS)	30



	Semester – II
Course Name: CC in Cultural Activities	Course Code: U23CA2CC01
Course Type	Co-curricular
Focuses on	Skill Development
Caters to	Local
Total Lectures per week (1 Period is 60 minutes)	1
Credits	2

The scheme of Examination shall be divided as follows.

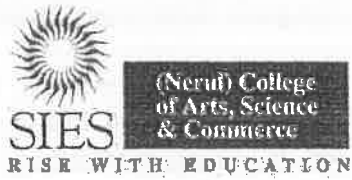
- Continuous Evaluation Pattern

Description	Marks
30 hours activity related work such as <ul style="list-style-type: none"> • Attending lectures • Training sessions • Seminars, Conference 	10 10 10
Maintenance of work records and presentation of activity report	10
Test/ Discussion/ Presentations /Viva-voccc by faculty in charge	10
Total	50

References:

1. S.N. Maheshwari, Cost Accounting
2. B.M. Lal, Cost Accounting
3. Senge, Peter : The Learning Organization
4. Successful Event Management By Anton Shone & Bryn Parry
5. Event management, a professional approach By Ashutosh Chaturvedi





SIES (Nerul) College of Arts, Science and Commerce (Autonomous)

Co- curricular Course (CC)Department of Lifelong Learning and Extension

Sr. No.	Heading	Particulars
1	Title of the course	NGO Collaboration
2	Semesters	II
3	Level	UG
4	Pattern	03 years & 06 semesters CBGS
5	To be implemented from	From Academic year 2024-25 in a progressive manner



DLLE - NGO Collaboration

COURSE CODE: U24CC2DLLE02
1 credit - 15 lectures

COURSE CREDIT: 02
1 lecture is 60 minutes.

Course Objectives:

1. Students will have a thorough understanding working of NGOs, their contributions to society, and the skills needed to work effectively within or alongside these organizations.
2. Interns would develop skills in project management, communication, research, and advocacy while working on impactful projects addressing poverty, education, healthcare, and human rights. The experience fosters professional growth, facilitates networking, and would help to promote and develop social responsibilities towards society.

Learning Outcome:

1. It will enable learners to contribute their best skills to society through social work.
2. Internship will give hands-on training to work along with various social groups through NGOs

2.

Sr. No.	Syllabus	No of Hrs.
1	<p>Module - I: Introduction to NGO</p> <p>Concept of NGO, Role, and formation of NGO in India, Contribution of NGO in services in India i.e. Social Services, Advocacy, and Human Rights, Economic Development and Skill Enhancement, Environmental Conservation, Disaster Relief and Rehabilitation, Community Development, Gender Equality, Research, and Innovation. Contribution to weaker sections of the community i.e. Old age homes, Orphanages, children's homes, and Rehabilitation centres. Examples of Local, State, National, and International Level NGOs. Scope of Social Entrepreneurship</p>	15
2	<p>Module II: Social Internship</p> <p>Collaboration with any NGO or any other organization at an individual level or in a group of 5-8 volunteers. Students can work on Community Development, Environmental Conservation, Healthcare Services, Human Rights and Advocacy, Education, and Youth Programs Students are expected to work at least for 15-20 hrs with an NGO. The interns are expected to work on projects like community surveys, educational workshops, or program implementation. With the training on the organization's mission and procedures paired with mentors for guidance. Engagement in fieldwork with communities and participation in research, data collection, and report preparation.</p>	15
Total Lectures		30



SCHEME OF EXAMINATION

Total Marks: 50

Continuous evaluation pattern.

Evaluation Criteria	Marks
MCQ/ Class test	10
Skit/ Short film/ content development in the form of posters, leaflets or any other form on NGO worked with collaboration	10
Collaboration with NGO for any of the project from 20-30 hrs. per semester and detail report based on social internship and Viva	30
Total	50

References :

- Brager, G., & Specht, H. (1973). Community organizing. New York: Columbia University Press
- Chambers, R. (1992). Rural Appraisal: Rapid, Relaxed and Participatory. Sussex: Institute of Development Studies 9
- Chatterjee, P. (1975). Towards a typological paradigm of community organization The Indian Journal of Social Work, XXXVI (1),1-14
- Dunham, A. (1958). Community Welfare Organization. Principles and practice. New York: Thomas Y. Crowell.
- Meenai, Z. (2007). Participatory Community work. New Delhi : Concept publications
- Ross, M G. (1967). Community Organization; Theory, Principles, and Practice. New York: Harper & Row.
- Siddiqui, H.Y. (1997). Working with Communities: An Introduction to Community Work. New Delhi: Hira Publications.
- York, A. S. (1984). Towards a conceptual model of community social Work. The British Journal of Social Work, 14(3), 241-255.
- Wilson, G., & Ryland, G. (1949). Social group work practice: The creative use of the social process. Boston: Houghton Mifflin.
- Konopka, G. (1983). Social Group Work: A Helping Process (3rd Edition). New Jersey: Prentice Hall International Pathak, S. H. (1981)
- <https://www.mudlle.ac.in>



National Service Scheme (NSS) Studies Paper-II

Course Code: U24CC2NSS02

Course Type: Co-curricular

Credits: 2

Sr. No.	Heading	Particulars
1	Title of the course	National Service Scheme (NSS)
2	Semesters	II
3	Level	UG
4	Pattern	03 years & 06 semesters CBGS
5	To be implemented from	From Academic year 2024-25 in a progressive manner

National Service Scheme (NSS) Studies Paper-II

Course Code:

Course Type: Co-curricular

Total Lectures per week (1 Period is 60 minutes) :2

Credits: 2

Unit No.	Topic	No. of Lectures required
Unit-I	Social Integration: <ul style="list-style-type: none"> • Social Integration Meaning of value and types • Human values and social responsibilities Concept of NGOS: <ul style="list-style-type: none"> • Definition, Formation, objective, functions, types • Government Organizations Vs NGO's • Case studies 	15
Unit-II	Community Welfare in Association with NGO - <ul style="list-style-type: none"> • Environment awareness • Water Management • Energy conservation • Gender sensitization, • Healthy society 	15
	Total Lectures	30



Course Outcomes (CO):

- Upon successful completion of this course, students will be able to:
 - CO1: Define and analyze the concept of social integration and its value in a community.
 - CO2: Explain the various types of NGOs and their function in promoting social integration and community development.
 - CO3: Evaluate the impact of NGO initiatives on specific areas of community well-being (environment, water management, energy conservation, gender equality, health).
 - CO4: Develop strategies for collaborating with NGOs to address community needs in the aforementioned areas.

Learning Outcomes (LO):

Unit 1: Social Integration

- LO 1.1: Define social integration and explain its importance in a diverse society.
- LO 1.2: Analyze the different types and values of social integration.
- LO 1.3: Explain how human values and social responsibilities contribute to a more integrated society.
- LO 1.4: Discuss the potential challenges to social integration and their impact on communities.

Unit 2: Concept of NGOs

- LO 2.1: Define NGOs and differentiate between various types (e.g., charitable organizations, advocacy group, service providers).
- LO 2.2: Explain the core objectives and functions of NGOs in promoting social good.
- LO 2.3: Analyze a case study to understand the practical work of an NGO.
- LO 2.4: Evaluate the strengths and limitations of NGOs as agents of social change.

Unit 3: Community Welfare in Association with NGOs

- LO 3.1: Identify the specific areas of community development addressed by NGOs (environment, water management, energy conservation, gender equality, health).
- LO 3.2: Analyze strategies employed by NGOs to promote community participation and empowerment in the areas.
- LO 3.3: Critically evaluate the effectiveness of specific NGO interventions related to environment, water management, energy conservation, gender sensitization, or healthy society initiatives.
- LO 3.4: Develop strategies for building and maintaining successful partnerships between NGOs and communities to address these specific needs.



Unit	Topics
Unit 1	Social Integration
Unit 2	Concept of NGOS
Unit 3	Community Welfare in Association with NGO

Course Name: National Service Scheme (NSS)		Semester – II	
Course Type		Course Code:	
Course Type		Co-curricular	
Focuses on		Skill Development	
Caters to		Local, National, Global	
Total Lectures per week (1 Period is 60 minutes)		2	
Credits		2	
Evaluation System	Continuous Evaluation	Hours	Marks
		30	50
		Total Marks	50

*For the Unit III – Students will be assigned Community Activity as per availability. They will be divided in a group of 10 and will be engaged for 20 hrs.

The scheme of Examination shall be divided as follows.

- **Continuous Evaluation Pattern**

Description	Marks
30 hours activity related work such as <ul style="list-style-type: none"> • Attending lectures/ training sessions (10 Marks) • Field work & Maintenance of work record (25) 	35
Project Report/Poster	5
Viva-voce by faculty in charge/ Internal Test	10
Total	50

References:



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1. National Service Scheme Manual (Revised) Government of India, Ministry of Youth Affairs and Sports, New Delhi
2. National Service Scheme Manual University of Mumbai
3. National Service Scheme Manual for NSS District Coordinators National Service Scheme Ccell, Dept. of Higher and Technical Education, Mantralaya
4. Rashtriya Seva Yojana Sankalpana Prof. Dr. Sankey Chakane, Dr. Pramod Diamond Publication, Pune
5. Annual Report of National Service Scheme (NSS) Dept. of Higher and Technical Education Mantralaya. Dept. of Higher and Technical Education Mantralaya.
6. Training Programme on National Programme scheme, TISS.
7. Orientation Courses for N.S.S. Programme officers, TISS.
8. Social Problems in India, Ram Ahuja.
9. National Service Scheme in India : A Case Study of Karnataka, M. B. Dishad, Trust Publications, 2001
10. <http://www.thebetterindia.com/140/national-service-scheme-nss/>
11. <http://en.wikipedia.org/wiki/national-service-scheme>
12. <http://nss.nic.in/adminstruct>
13. <http://nss.nic.in/propexpan>
14. <http://nss.nic.in>
15. <http://socialworkness.org/about.html>



Co-Curricular Course in Life Skills II

COURSE CODE: U24CC2LS02

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes.

Course Objectives:

1. To understand and achieve various states of human well-being.
2. To increase one's knowledge and awareness about yoga and pranayama.
3. To develop sense of gratitude amongst learners
4. To strengthen positive relationships within the family.
5. To understand responsibilities as a social being.

Course outcomes:

After completion of the course, learners would be able to:

1. Demonstrate different states of well-being for holistic development.
2. Practice yoga and Pranayama for living healthy life.
3. Adopt gratitude as a regular practice.
4. Strengthen family relationships and achieve emotional balance.
5. Become a Responsible citizen of society

Module No	Syllabus	No. of hours
1 Integral Human Well-being	<ol style="list-style-type: none"> 1. Importance of well-being, inter-relatedness of different kinds of well-being and definition of well-being 2. Well-being and its kinds- Physical well-being, Emotional well-being, Aesthetic well-being, Intellectual well-being, Relational well-being, Moral well-being, Spiritual Well- being 3. Establish and recognize various states of well-being, embedded in different creatures, but consciously understood by humans. 4. Identify the most pronounced emotions in the individual through given activities anecdotes, videos, activity to help identify different states of well-being. 5. Discussion of related values to well-being: Aesthetics, ethics, gratitude, forgiveness, and spiritual health, that is, thinking beyond the senses and the self and for the welfare of others. 6. Importance and practice of well-being through case study and or activity. 7. Ways to attain different states of well-being. 8. Activities. 	10
2 Yoga and Pranayama	<ol style="list-style-type: none"> 1. Importance of Yoga and Pranayama: a. Yoga and pranayama for the integral well-being and balance in life. b. Yoga and pranayama: Introduction. c. Mind – Body – Intellect. d. Difference between yoga and pranayama and their interrelatedness. 2. Basic Yogasanas and Pranayama for Learners: a. Every morning. b. Before bedtime. c. Before a presentation. d. Before examination. e. To fight stress 3. Healthy Diet. 4. Healthy Mind. 	5



	5. Recommended Routine for Yoga and Pranayama.	
3 Gratitude	1. Gratitude — A great embellishment to a person's mental quality. 2. Duty versus Rights. 3. Wonderment and Simplicity. 4. Gratitude to: a. The family. b. The teachers. c. The society. d. The nation. e. The universe. 5. Activity: Count your blessings; Live in an attitude of gratitude	5
4 Relationship and Family	1. Family: Meaning and constitution. 2. Importance of family relationships 3. Characteristics of a strong family 4. Build strong family relationships	5
5 Role in Society	1. Meaning of Society. 2. Social roles — Meaning and various types. 3. Individual as a Social Being. 4. Responsibilities as Social Being 5. Role conflict versus role strain	5
	Total No of hours	30

References:

1. https://www.ugc.gov.in/pdfnews/4371304_LifeSKill_JeevanKaushal_2023.pdf

Pedagogy- Practical session / case study / experiential learning / Demonstration /Biographies /Reflection Journal

SCHEME OF EXAMINATION

Total Marks: 50

Continuous Evaluation pattern.

Evaluation Criteria	Marks
Prepare a report/presentation/movie/video	10
Roleplay /Discussions /Tests /Projects /Assignments	10
Class Participation	10
Reflective journal evaluation	20
Total	50

