NAAC ACREDITATION: 'A' GRADE

BEST COLLEGE AWARD BY THE UNIVERSITY OF MUMBAI

BACHELOR OF COMMERCE
(B. COM)
(First Year: Semester I and II)

REVISED SYLLABUS
AND
QUESTION PAPER PATTERN
(Credit Based Semester and Grading System)

(Year of Implementation:2021-2022)

Programme Code : 2C00141			Programme Code : 2C00142		
Courses Code	**Semester I**	**Credits**	**Courses Code**	**Semester II**	**Credits**
UBCOMFSI.1	Accountancy and Financial Management-I	**03**	**UBCOMFSII.1**	Accountancy and Financial Management-II	**03**
UBCOMFSI.2	Commerce-I	**03**	**UBCOMFSII.**2	Commerce-II	**03**
UBCOMFSI.3	Business Economics-I	**03**	**UBCOMFSII.**3	Business Economics-II	**03**
UBCOMFSI.4	Business Communication-I	**03**	**UBCOMFSII.**4	Business Communication-II	**03**
UBCOMFSI.5	Environmental Studies-I	**03**	**UBCOMFSII.**5	Environmental Studies-II	**03**
UBCOMFSI.6.1	Foundation Course-I	**02**	**UBCOMFSII.**6.1	Foundation Course-II	**02**
UBCOMFSI.7	Mathematical and Statistical Techniques-I	**03**	**UBCOMFSII.**7	Mathematical and Statistical Techniques-II	**03**
	Total Credits	**20**		**Total Credits**	**20**

Note: Course selected in Semester I will continue in Semester II

Semester-I

No.of Courses	Semester I	Credits
1	***Elective Courses(EC)***	
1A	***Discipline Specific Elective(DSE)Courses***	
1	Accountancy and Financial Management I	**03**
1B	***Discipline Related Elective(DRE)Courses***	
2	Commerce I	**03**
3	Business Economics I	**03**
2	***Ability Enhancement Courses(AEC)***	
2A	***Ability Enhancement Compulsory Courses(AECC)***	
4	Business Communication I	**03**
5	Environmental Studies I	**03**
2B	****Skill Enhancement Courses(SEC)***	
6	Foundation Course-I	**02**
3	***Core Courses(CC)***	
7	Mathematical and Statistical Techniques I	**03**
	Total Credits	**20**

Elective Courses (EC) Discipline Specific Elective (DSE) Courses

Accountancy and Financial Management I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	**Accounting standards issued by CAI and Inventory valuation**	15
2	**FINALACCOUNTS& CAPITAL AND REVENUE ITEMS**	15
3	**ACCOUNTING FOR HIRE PURCHASE**	15
4	**DEPARTMENTAL ACCOUNTS**	15
	Total	**60**

Sr.No.	Modules/Units
1	**Accounting standards issued by ICAI and Inventory valuation**
	ACCOUNTING STANDARDS: AS 1, 2, and 9 and Inventory Valuation A general knowledge of Need, Necessity and procedure of issue of accounting standards. • **AS 1 Disclosure of accounting Policies** : Purpose, Accounting Policies, Accounting Principles, Disclosure of Accounting Policies and change in Accounting Policies • **AS 2: Valuation of Inventories(stock)** Meaning, Definitions, Applicability, and Disclosure on Accounts. • **AS 9 : Revenue Recognition** Meaning and Scope, Transactions excluded, Basis of recognizing revenue from Sale of Goods, Rendering Services and Other Incomes **INVENTORY VALUATION** Meaning of Inventories Cost for Inventory Valuation Inventory Systems: Periodic & Perpetual Methods of Valuation as per AS-2, FIFO and Weighted Average Method Stock Reconciliation
2	**FINALACCOUNTS& CAPITAL AND REVENUE ITEMS**
	FINALACCOUNTS& CAPITAL AND REVENUE ITEMS1.Preparation of Manufacturing Accounts 2.Adjustment entries relating to preparation of final accounts like • Closing stock • Outstanding expenses • Prepaid expenses • Goods lost/stolen etc with and without insurance claim Goods distributed as free samples • Goods withdrawn by proprietor for personal use • Bad and doubtful debts

- Bills dishonoured
- Unrecorded purchases and sales
- Hidden adjustments like interest on loans etc
- Rectification of errors

3.Preparation of Final Accounts
  i. Manufacturing account
  ii. Trading and Profit & Loss account
  iii. Balance Sheet

Simple practical problem of proprietary business Classification of expenses into capital, revenue and deferred revenue expenditures

Classification of receipts into capital and revenue receipts
Simple problem based on classification of expenses and receipts

3	ACCOUNTING FOR HIRE PURCHASE
	ACCOUNTING FOR HIRE PURCHASE • Introduction and concepts • Accounting for hire purchase transactions with credit purchase/sale method(Full cash price method) and **Interest Suspense method** • Computation of interest • Simple problem on hire purchase
4	DEPARTMENTAL ACCOUNTS
	DEPARTMENTAL ACCOUNTS • Introduction and meaning • Basis of allocation of expenses and incomes • Simple practical problems of two departments including inter – departmental transfers at cost • Preparation of Departmental Trading and Profit & loss Account and Balance Sheet

Elective Courses(EC)

Discipline Related Elective(DRE) Courses

Commerce I

Modules at a Glance

Sr. No.	Modules	No.of Lectures
1	Business	12
2	Business Environment	11
3	Project Planning	12
4	Entrepreneurship	10
	Total	**45**

Sr.No.	Modules/Units
1	**Introduction to Business**
	Introduction to Business Introduction: Concept, Characteristics of Contemporary Business, Dynamics of Modern Business, Significance of Business. Business Objectives: Goals and Objectives, Steps in Objective formulation, Importance, Hierarchy, Classification , Reconciliation of Economic & Social Objectives Strategy Alternatives in the Changing Scenario, Restructuring strategy, Turnaround strategy
2	**Business Environment**
	Business Environment – Concept, Importance, Inter-Relationship between Business and Environment; Classification of Business Environment - Internal Environment, External Environment Educational Environment; International Environment - ASEAN, SAARC, NAFTA, EU,WTO - Functions, Objectives.
3	**Project Planning**
	Project Planning Project Planning - Concept, Importance, Project Report; Feasibility Study – Concept, Types, Importance of Feasibility Study; Business Unit Promotion – Concept, Stages, Factors determining business location, Role of Government in Promotion; Statutory requirements in promoting business unit - Licensing and Registration Procedure, Filling Returns and other Documents.
4	**Entrepreneurship**
	Entrepreneurship Entrepreneurship: Concept and importance of entrepreneurship, factors Contributing to Growth of Entrepreneurship, Entrepreneur, Manager and Intrapreneur-Comparative analysis, Types of Entrepreneurs, Legal provisions for entrepreneurship, Incentives to Entrepreneurs in India, Social entrepreneurship, Women Entrepreneurs: Opportunities and Challenges. **Success & failure stories of Entrepreneurs Start-Up : Concept , Case study**

Elective Courses (EC)-
Discipline Related Elective(DRE) Courses

Business Economics I

Modules at a Glance

Sr. No.	Modules	No.of Lectures
1	Demand, Supply, Market Equilibrium and Its Applications.	12
2	Theory of Consumer Behavior	10
3	Theory of Production	12
4	Cost Analysis	11
	Total	45

Sr.No.	Modules/Units
1	**Demand, Supply, Market Equilibrium and Its Applications.**
	• Introduction to Business Economics • Basics of market equilibrium: Market Demand- meaning, factors affecting demand, market demand curve. Market Supply- meaning, factors affecting supply, Market Supply curve. Market Equilibrium and changes due to shifts in market demand and market supply. • Elasticity of Demand: meaning, types: price, income, cross and promotional, various methods of measurement- point and arc methods, percentage method, total outlay method and geometric method. • Applications of demand and supply analysis: Government intervention - price control and rationing, Minimum Support Prices in agriculture. • Theoretical and practical applications/significance of elasticity of demand.
2	**Theory of Consumer Behavior**

	• Consumer Surplus: meaning, measurement, change in consumer surplus.
	• Producer Surplus: meaning and measurement.
	• Applications of producer and consumer surplus
	   – Evaluating loss of benefit from tax,
	   – Evaluating gain from subsidy and efficiency cost of taxes.

3	**Theory of Production**
	• Production function- meaning and types. • Short run Production function- Law of Variable Proportions- concepts, stages and causes. Stage of operation and applicability. • Long run Production function- Isoquants– meaning and properties, Marginal Rate of Technical Substitution. Economic region of production. Iso-cost line- meaning and slope. • Producer's Equilibrium- maximization of output and minimization of cost. Scale Line/ Expansion Path. Law of Returns to Scale- stages and causes

4	**Cost Analysis**
	• Cost concepts: Opportunity cost, implicit and explicit costs, accounting and economic costs, sunk and incremental costs, historical and replacement costs, private and social costs, fixed and variable cost.
	• Short cost curves: TFC, TVC, TC, AFC, AVC, ATC, MC - behavior and inter-relationship.
	• Long run cost curves- derivation of LAC and LMC curves- behavior and inter-relationship.
	• Economies and diseconomies of scale: meaning, types: Internal and External and their impact on cost. Break-Even Analysis.

Ability Enhancement Courses (AEC)

Business Communication I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Theory of Communication	15
2	Business Correspondence	15
3	Language and Writing Skills	15
	Total	**45**

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

Sr.No.	Modules/Units
1	**Theory of Communication**
	Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world
	Channels and Methods of Communication: Channels- Formal and informal- Vertical, Horizontal, Diagonal and Grapevine. Methods- Verbal / Non Verbal- including Visual, Business Etiquettes.
	Problems/Barriers to Communication : Physical/Semantic/Language / Socio-Cultural / Psychological / Barriers ,Ways to Overcome these Barriers
	Collaboration at work place: Team work-Importance, Ways to build and collaboration at work place (project management such as Wrike, Trello, Slack. Collaraborative Documentation-Google Drive, Canva Google Classroom, Online Meeting tools.)
	Digital Communication Tools– Intranet & Internet, E – Mail, Moodle ,Social Media – Facebook / Twitter/ Blogs/ Instagram/What's app- threat and precautions.
	Business Ethics : Important of Business Ethics, Personal Ethics, Computer Ethics, Corporate Social Responsibility
2	**Business Correspondence**
	Theory of Business Letter Writing : Parts, Structure, Layouts—Full Block , Semi – Block. Principles of Effective Letter Writing (7 C's),Principles of effective Email Writing.
	Personnel Correspondence : AIDA technique, persuasive strategy. Statement of Purpose Job Application Letter and Resume Letter of Acceptance of Job Offer Letter of Resignation Letter of Appointment, Letter of Recommendation Letter of Appreciation

3	**Language and Writing Skills**
	Few Commercial Terms used in Business Communication Fundamentals of Legal drafting(To be discussed not to be evaluated)
	Commercial Terms Paragraph Writing : Developing an idea, using appropriate linking devices/ Cohesion and Coherence(To be discussed not be evaluated)

Ability Enhancement Courses (AEC)

Environmental Studies I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Environment and Ecosystem	13
2	Natural Resources and Sustainable Development	13
3	Populations and Emerging Issues of Development	13
4	Urbanisation and Environment	13
5	Reading of Thematic Maps and Map Filling	8
	Total	**60**

Sr.No.	Modules/Units
1	**Environment and Ecosystem**
	Environment: Components- Lithosphere, Hydrosphere, Biosphere, Atmosphere; Concept of an Ecosystem- Biotic and A biotic Components, Types of Ecosystems, functioning and structure of an Ecosystem; Food Chain and Food Web - Ecological Pyramids - Man and environment relationship; Importance and scope of Environmental Studies specifically in the sector of energy. **Important terminologies such as Bioaccumulation and Biomagnification**
2	**Natural Resources and Sustainable Development**
	Meaning and definitions; Classification and types of resources, factors influencing resource utilisation; Resource conservation - meaning and methods - conventional and non-conventional resources, problems associated with and management of water, forest and energy resources - resource utilization and sustainable development
3	**Populations and Emerging Issues of Development**
	Population explosion in the world and in India and arising concerns - Demographic Transition Theory - pattern of population growth in the world and in India and associated problems - Measures taken to control population growth in India; Human population and - Environment and Human Health – Human Development Index – The World Happiness Index- **Carrying capacity, Sustainable Development Index, J and S shaped curves**
4	**Urbanisation and Environment**
	Concept of Urbanisation - Problems of migration and urban environment - changing land use, crowding and stress on urban resources, degradation of air and water, loss of soil cover impact on biodiversity, Urban heat islands - Emerging Smart Cities and safe cities in India - Sustainable Cities, **Green buildings- IGBC and GRIHA certification**
5	**Reading of Thematic Maps and Map Filling**
	Reading of Thematic Maps Located Bars, Circles, Pie Charts, Isopleths, Choropleth, and Flow Map, Pictograms - Only reading and interpretation. Map Filling Map filling of World (Environmentally significant features) using point, line and polygon segment- **Locations of important conferences, Environmental features such as oceans, mountains, forests etc., Mineral Resources, Million cities, Indices of development**

Skill Enhancement Courses(SEC)

Foundation Course –I

Modules at a Glance

Sr. No.	Modules	No. ofLectures
1	OVERVIEW OF INDIAN SOCIETY	05
2	CONCEPT OF DISPARITY –1	10
3	CONCEPT OF DISPARITY – 2	12
4	THE INDIAN CONSTITUTION AND THE POLITICAL PROCESSES	18
	Total	**45**

Sr. No.	Modules/Units
1	**Overview of Indian Society:**
	• Understand the multi-cultural diversity of Indian society through its demographic composition: • Population distribution according to religion, caste, and gender; • Understand regional variations according to rural, urban and tribal characteristics; • Importance of education, infrastructure, plans, problems and need to improve educational standards; • Skill Development - meaning, methods and benefits.
2	**CONCEPT OF DISPARITY – 1:**
	• Understand the concept of disparity as arising out of stratification and inequality; • Explore the disparities arising out of gender with special reference to violence against women; • Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities • Steps initiated by legislature and executive to protect women's rights and life in India.
3	**CONCEPT OF DISPARITY – 2:**
	• Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof, • Understand inter-group conflicts arising out of communalism; • Examine the causes and effects of conflicts arising out of regionalism and linguistic differences. • Practical projects or case studies.
4	**The Indian Constitution and the Political Processes:**
	• Philosophy of the Constitution as set out in the preamble; • The structure of the Constitution-the Preamble, Main body and Schedules, • Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; • Basic features of the Constitution. • The making of the Indian Constitution. • Fundamental Rights of the citizen. • The party system in Indian politics, • Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; • Role and significance of women in politics.

Topics for Project Guidance

e: ***Growing Social Problems in India:***

- *Substance abuse-impact on youth & challenges for the future*
- *HIV/AIDS-awareness,prevention,treatment and services*
- *Problems of the elderly-causes,implications and response*
- *Issue of child labour- magnitude, causes, effects and response*
- *Child abuse-effects and ways to prevent*
- *Trafficking of women-causes,effects and response*

Note:

Out of the 45 lectures allotted for 4 units for Semester I, about 15 lectures may be allotted for project guidance

Core Courses(CC)

Mathematical and Statistical Techniques I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Shares and Mutual Funds	15
2	Permutation, Combination and Linear Programming Problems	15
3	Summarization Measures	15
4	Elementary Probability Theory	15
5	**Probability& Probability Distributions**	15
	Total	**75**

Note:

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

Sr.No.	Modules/Units
1	**Share sand Mutual Funds**
	• Shares:Conceptofshare,facevalue,marketvalue,dividend,equityshares,preferentialshares,bonusshares.Simpleexamples. • Mutual Funds: Simple problems on calculation of Net income after considering entryload,dividend,changeinNetAssetValue(N.A.V.)andexitload.AveragingofpriceundertheSystematicInvestmentPlan(S.I.P.)
2	**Permutation, Combination and Linear Programming Problems**
	• Permutation and Combination: Factorial Notation, Fundamental principle of counting, Permutationasarrangement,Simpleexamples,combinationasselection,Simpleexamples,Relationbetween$^{n}C_{r}$ and $^{n}P_{r}$ Examples on commercial application of permutation and combination • Linear Programming Problem: Sketching of graphs of (i)linear equation A x +B y +C =0 (ii) linear in equalities. Mathematical Formulation of Linear Programming Problems upto 3 variables. Solution of Linear Programming Problems using graphical method upto two variables.
3	**Summarization Measures**
	Introduction and Summarization of Measures : **a.** Introduction: Meaning, Scope and Limitations of Statistics, Basic Statistical Concepts: Population, Sample, variate, Attributes, Parameter, Statistic. Types of data, Sources of data: Primary and secondary, sample and census survey. (No question is to be asked) **b.** Measures of Central Tendency: Definition of Average, Types of Averages: Arithmetic Mean, Combined and Weighted arithmetic mean, median, and Mode for raw data, Un grouped frequency distribution, grouped frequency distribution. Quartiles, Deciles and Percentiles. Using Ogive locate median and Quartiles. Using Histogram locate mode. **c.** Measures of Dispersions: Concept of dispersion. Absolute and relative measures of dispersion, Range, Quartile Deviation, Mean Deviation, Standard Deviation and corresponding coefficients. Combined Standard deviation.

4	Transportation Problem
	Transportation Problem Introduction, Mathematical function Definition Optimal solution- 1. North West Corner Rule, 2. Least Cost Method, 3. Vogel's Approximation Method
5	Probability& Probability Distributions

	Probability& Probability Distributions
	
	  a. Probability Theory
	Definition of Probability, Terminology in probability, law of probability, Discrete Random Variable and Expectation of Random Variable.
	      (No Questions to be asked on this)
	
	  b. Probability Distributions:
	
	Discrete Probability Distribution: Binomial, Poisson (Properties and applications only, no derivations are expected)
	
	Continuous Probability distribution: Normal Distribution. (Properties and applications only, no derivations are expected)

Semester II

No.of Courses	Semester II	Credits
1	***Elective Courses(EC)***	
1A	***Discipline Specific Elective(DSE)Courses***	
1	Accountancy and Financial Management II	**03**
1B	***Discipline Related Elective(DRE)Courses***	
2	Commerce II	**03**
3	Business Economics II	**03**
2	***Ability Enhancement Courses(AEC)***	
2A	***Ability Enhancement Compulsory Courses(AECC)***	
4	Business Communication II	**03**
5	Environmental Studies II	**03**
2B	*****Skill Enhancement Courses(SEC)***	
6	Foundation Course-II	**02**
3	***Core Courses(CC)***	
7	Mathematical and Statistical Techniques II	**03**
	Total Credits	**20**

Elective Courses (EC)-
Discipline Specific Elective(DSE) Courses

Accountancy and Financial Management II

Modules at a Glance

Sr. No.	Modules	No.of Lectures
1	Accounting from Incomplete 7Records	12
2	Branch Accounts	12
3	Consignment Accounts	12
4	ISSUE OF SHARES	12
5	ISSUE OF DEBENTURES	12
	Total	**60**

Sr.No.	Modules/Units
1	**Accounting from Incomplete Records**
	ACCOUNTING FROM INCOMPLETE RECORDS • Introduction • Features, benefits and defects • Preparation of final accounts Simple practical problems with missing debtors, creditors, sales and purchases
2	**Branch Accounts**
	BRANCH ACCOUNTS • Introduction • Types of branch • Methods of accounts Simple practical problems using Debtors Method and Stock and Debtor Method of Dependent Branch
3	**CONSIGNMENT ACCOUNTS**
	CONSIGNMENT ACCOUNTS • Introduction • Concepts, features, advantages and disadvantages • Proforma Invoice • Account Sales • Commission Simple practical problems (with loading)
4	**ISSUE OF SHARES**
	ISSUE OF SHARES • Different modes issue of Securities, Private placements, Preferential, Rights, EMPLOYEES STOCK OPTION, SWEAT EQUITY SHARES and ESCROW account • Issue of shares at par, premium and discount, Under subscription and Over subscription of shares • Forfeiture and reissue of forfeited shares Issue of shares for consideration other than cash (only theory)

5	ISSUE OF DEBENTURES
	ISSUE OF DEBENTURES • Types of Debentures • Issue of debentures at par, premium and discount • Issue of Debentures with consideration of Redemption • Issue of Debentures for Cash receivable in installments or at a time Issue of Debentures for consideration other than Cash (only theory)

Elective Courses (EC)-
Discipline Related Elective(DRE)Courses

Commerce II

Modules at a Glance

Sr. No.	Modules	No.of Lectures
1	Concept of Services	12
2	Retailing	12
3	Recent Trends in Service Sector	10
4	E-Commerce	11
	Total	**45**

Sr.No.	Modules/Units
1	**ConceptofServices**
	Concept of Services : Services – Concept, Characteristics, Scope/ Classification of Services, Importance of Service Sector in India; Services Mix – Elements, Services Development Cycle, Managing Demand and Capacity; Opportunities in Service Sector, Challenges in Service Sector, **Careers in service sector.**
2	**Retailing**
	Retailing : Organised and Unorganised Retailing –Concept, Distinction, Survival Strategies for Unorganised Retailers, Retail Scenario in India and Global Context; Store and Non-Store Format, Store Planning, Design and Layout, Mall Management, Retail Franchising; Prospects and Challenges of Retailing in India, Careers in Retailing **Reasons for Success & failure of Mall (case studies)**
3	**RecentTrendsinServiceSector**
	Recent trends in service sector Concept and Scope of Business Process Outsourcing (BPO) , Knowledge Process Outsourcing (KPO), Legal Process Outsourcing (LPO), Prospects of Insurance Sector in India; Logistics – Concept, Importance, Challenges of Logistics Management; Internet Banking- Concept, Advantages and Disadvantages, Comparison of ATM, Debit and Credit cards **Digital Payment System- UPI third party payment applications**
4	**E-Commerce**
	E- Commerce : E-Commerce – Concept, Features, Functions and Scope of E-Commerce, Importance of E-Commerce, Limitation of E-Commerce; Types of E-Commerce (B2B, B2C, C2C), Transition to E-Commerce in India;Enterprise Resource Planning (ERP) – Concept and Scope, **Success stories in E-Commerce.**

Elective Courses (EC)-
Discipline Related Elective(DRE)Courses

Business Economics II

Modules at a Glance

Sr. No.	Modules	No.of Lectures
1	**Introduction to market structure**	10
2	**Monopoly and Monopolistic competition**	10
3	**Oligopoly**	15
4	**Market Failure**	10
	Total	**45**

Sr.No.	Modules/Units
1	**Introduction to market structure**
	• Revenue concepts. Revenue curves: nature and inter-relationship under perfect competition and monopoly. Relationship between average revenue, marginal revenue and price elasticity of demand. • Concepts of profit: normal, super-normal and sub-normal profit. Profit maximization: total revenue-total cost approach and marginal revenue-marginal cost approach. **Perfect Competition** • Perfect Competition: features and nature of demand curve • Equilibrium of a firm and industry in the short and long run under identical and differential cost conditions. • Supply curve of a competitive firm and industry in the short and long run.
2	
	Monopoly and Monopolistic competition • Monopoly: features and nature of demand curve, Sources of monopoly power • Equilibrium in the short and long run. Allocative inefficiency and dead-weight loss • Government policies – regulation of natural monopoly, encouraging new competition, Anti-trust Law. • Monopolistic Competition: features and nature of demand curve. Equilibrium of firm and industry in the short and long run. Price-output decisions with optimal advertising expenditure. Excess capacity- benefits and critique. • Economic inefficiency in price-output decisions comparison with perfect competition. • Theoretical and practical applications/significance
3	**Oligopoly**
	• Oligopoly: features, kinked demand curve, discontinuous marginal revenue curve, price rigidity. Collusive and non-collusive oligopoly. Cartels.Price leadership: meaning and types- low-cost firm, dominant firm and barometric firm. • Introduction to Game theory under Oligopoly, using Game theory to analyse strategic decisions • Theoretical and practical applications/significance,Case studies

4	**Market Failure**
	• Meaning, causes- monopoly and missing markets- public goods and free riders problem, merit goods, positive and negative externalities, markets with asymmetric information (the market for lemons) • Problem of adverse selection and its solution, • Problem of moral hazard • Allocative inefficiency and role of government. • Role of the government in cases of market failure. • Theoretical and practical applications/significance

Ability Enhancement Courses (AEC)

Business Communication II

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Group Communication	15
2	Business Correspondence	15
3	Language and Writing Skills	15
	Total	**45**

Note:

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

Sr.No.	Modules/Units
1	**Group Communication**
	Presentation skills: Introduction-Purpose/Preparation/Delivery, Evaluating presentation-Use of visual aids/Types of visual aids
	Committees & Conferences: Importance & Types of Committee, Meaning and Importance of Conference, Organizing a Conference, Modern Methods: Webinar and Skype.
	Interview and Meetings : Preparing for an Interview, Types of Interviews – Recruitment, Appraisal, Grievance, Exit, Group & Panel Interviews & Online Interviews, Need, Types of Meetings, Conduct of Meeting/ Role of the Chairperson, Role of the Participants ,Drafting of Notice, Agenda and Drafting of minutes
	Secretarial Functions in Business: Types of Secretaries – Company Secretary/ Private Secretary/Functions/ Importance
	Public Relations : Meaning & Importance of PR, Elements of P.R.(Functions, Ethics),Press Release, Crisis Management. Ethics in P.R.
2	**Business Correspondence**
	Trade Letters : Letters of Inquiry, Letters of Complaints, Claims, Adjustments, Sales Letters, Promotional leaflets and fliers, Consumer Grievance Letters, Letters under Right to Information (RTI) Act **Reports and Business Proposals** Parts, Types - Feasibility Reports, Investigative Reports Drafting of a Business Proposal (Internal and external)
3	**Language and Writing Skills**
	Content Development(to be discussed not to be evaluated) **Summarization** Identification of main and supporting/sub points - Presenting these in a cohesive manner (to be discussed not to be evaluated)

Tutorial Activities:

Presentations, Group Discussion, Mock Interviews, Mock Meetings / Conferences, Book Reviews/Summarization, Reading Comprehension: Analysis of texts from the field of Literature

[Suggested Books for Book Reviews: Books from the fields of Management, Finance, and Literature Like – Sun Tzu :The Art of War, Eliyahu M. Goldratt : The Goal , Eliyahu M. Goldratt: It's Not Luck , Spencer Johnson: Who Moved My Cheese, Stephen Lundin, Ph.D, Harry Paul, John Christen: Fish, ChetanBhagat One Night At A Call Center, ChetanBhagat My Three Mistakes , ArindamChoudhary: Count Your Chickens Before They Hatch ,Stephen Covey :Seven Habits of Successful People, George Orwell: Animal Farm, Dr. Abdul Kalam: Wings of Fire]

[N.B.: The above list is only indicative and not prescriptive.]

Ability Enhancement Courses

(AEC)Environmental Studies II

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Solid Waste Management for Sustainable Society	13
2	Agriculture and Industrial Development	13
3	Tourism and Environment	13
4	Environmental Movements and management	13
5	Map Filling	8
	Total	**60**

Sr.No.	Modules/Units
1	**Solid Waste Management for Sustainable Society**
	Classification of Solid Wastes – Types and Sources of Solid Waste ; Effects of Solid Waste Pollution - Health hazards, Environmental Impacts**; Solid Waste Management for sustainable society : E -waste and Plastic waste** Solid Waste Management –**Biomedical Waste management**- solid waste management in Mumbai - Schemes and initiatives run by MCGM – Role of citizens in waste management in urban and rural areas.
2	**Agriculture and Industrial Development**
	Environmental Problems Associated with Agriculture-Loss of productivity and Land Degradation (Desertification, Soil erosion, water logging, use of chemical pesticides and fertilizers, hybrid seeds, etc), Sustainable Agricultural practices Uneven Food Production, **Causes of Hunger, Malnutrition** and Food Security **and Climate change** Environmental Problems Associated with Industries – Pollution - Global warming, Ozone Layer Depletion, Acid rain - Sustainable Industrial practices – Green Business and Green Consumerism, Corporate Social Responsibility towards environment, **Eco-industrial park**
3	**Tourism and Environment**
	Tourism : Meaning, Nature, Scope and importance –Typology of tourism - classification; Tourism potentials in India and challenges before India; New Tourism Policy of India; Consequences of tourism : Positive and Negative Impacts on Economy, Culture and environment – Ecotourism
4	**Environmental Movements and Management**
	Environmental Movements in India; Environmental Management: Concept, need and relevance; Concept of ISO 14000; Concept of Carbon Bank and Carbon Credit, EIA, Ecological footprint;**Stockholm Conference, 1972 , Article 51A (g)Environment Protection Act, 1986, Extended producer responsibility;Examples of Environmental Leadership**,Concept and Components of Geospatial Technology - Applications of GST in Environmental Management
5	**Map Filling**
	Map Filling of Konkan and Mumbai (Environmentally Significant Features) **Tourist spots, Dumping grounds, Power plants, Industrial pollution, Important stations of Kokan railway, Environmental problems**

Skill Enhancement Courses(SEC)

Foundation Course -II

Modules at a Glance

Sr. No.	Modules	No. ofLectures
1	**GLOBALIZATION AND INDIAN SOCIETY**	07
2	**HUMAN RIGHTS**	08
3	**ECOLOGY**	12
4	**UNDERSTANDING AND MANAGING STRESS & CONFLICT**	18
	Total	**45**

Sr.No	Modules/Units
1	**Globalization and Indian Society:**
	• Understanding the concepts of liberalization, privatization and globalization: • Growth of information technology and communication and its impact manifested in everyday life; • Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; • Rise in corporate farming and increase in farmer's suicides. • Project work on positive and negative impact of globalization
2	**Human Rights:**
	• Concept of Human Rights; • Origin and evolution of the concept; • The Universal Declaration of Human Rights
3	**Ecology:**
	• Importance of Environment Studies in the current developmental context; • Understanding concepts of Environment, Ecology and their interconnectedness; • Environment as natural capital and connection to quality of human life Environmental Degradation - causes and impact on human life; • Sustainable development - concept and components; poverty and environment. • Poverty and environment : Theory & Project Work
4	**Understanding and Managing Stress & Conflict:**
	• Causes of stress and conflict in individuals and society; • Agents of socialization and the role played by them in developing the individual; • Significance of values, ethics and prejudices in developing the individual; • Stereotyping and prejudice as significant factors in causing conflicts in society. • Aggression and violence as the public expression of conflict. • Types of conflicts and use of coping mechanism for managing individual stress; • Maslow's theory of self-actualization; • Different methods of responding to conflicts in society; • Conflict-resolution and efforts towards building peace and harmony in society.

Core Courses(CC)

Mathematical and Statistical Techniques II

Modules at a Glance

Sr. No.	Modules	No.of Lectures
1	Functions, Derivatives and Their Applications	15
2	Interest and Annuity	15
3	Bivariate Linear Correlation and Regression	15
4	Time series and Index Numbers	15
5	Elementary Probability Distributions	15
	Total	**75**

Note:

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

Sr.No.	Modules/Units
1	**Interest and Annuity**
	Interest and Annuity: a. **Interest:** Simple Interest, Compound Interest (Nominal & Effective Rate of Interest),. Calculations involving upto 4 time periods. b. **Annuity**: Annuity Immediate and its Present value, Future value. Equated Monthly Installments (EMI) using reducing balance method & amortization of loans. Stated Annual Rate & Effective Annual Rate Perpetuity and its present value. (Simple problems involving up to 4time periods).
2	**Functions , Derivatives and Their Applications**
	Functions, Derivatives and Their Applications a. **Concept of real functions:** Constant function, linear function, x^n, e^x, a^x, log x. Demand, Supply, total Revenue, Average Revenue, Total cost, Average cost and Profit function. Equilibrium Point, Break-even point. b. **Derivative of functions:** i. Derivative as rate measure, Derivative of x^n, e^x, a^x, log x. ii.Rules of derivatives: Scalar multiplication, sum, difference, product, quotient (Statements only), Simple problems. Second order derivatives. iii. Marginal Cost, Marginal Revenue, Elasticity of Demand. Maxima and Minima for functions in Economics and Commerce. (Examination Questions on this unit should be application oriented Only.)
3	**Bivariate Linear Correlation and Regression**
	Bivariate Linear Correlation and Regression a. **Correlation Analysis:** Meaning, Types of Correlation, Determination of Correlation: Scatter diagram, Karl Pearson's method of Correlation Coefficient (excluding Bivariate Frequency Distribution Table) and Spearman's Rank Correlation Coefficient. b. **Regression Analysis:** Meaning, Concept of Regression equations, Slope of the Regression Line and its interpretation. Regression Coefficients (excluding Bivariate Frequency Distribution Table), Relationship between Coefficient of Correlation and Regression Coefficients, Finding the equations of Regression lines by method of Least Squares.

4	Time series and Index Numbers
	Time series and Index Numbers a. **Time series**: Concepts and components of a time series. Representation of trend by Freehand Curve Method, Estimation of Trend using Moving Average Method and Least Squares Method (Linear Trend only). Estimation of Seasonal Component using Simple Arithmetic Mean for Additive Model only (For Trend free data only). Concept of Forecasting using Least Squares Method. b. **Index Numbers:** Concept and usage of Index numbers, Types of Index numbers, Aggregate and Relative Index Numbers, Lasperye's, Paasche's, Dorbisch - Bowley's, Marshall-Edge worth and Fisher's ideal index numbers, Test of Consistency: Time Reversal Test and Factor Reversal Test. Chain Base Index Nos. Shifting of Base year. Cost of Living Index Numbers, Concept of Real Income, Concept of Wholesale Price Index Number. (Examples on missing values should not be taken)

5	**Decision Theory**
	Decision Theory : a. **Introduction** : Decisionmakingsituation,Decisionmaker,CoursesofAction,StatesofNature,Pay-offand Pay-off matrix; b. **Decision making under uncertainty**: Maximin, Maximax, Minimax regret and Laplace criteria; Formulation of Pay off matrix. c. **Decision making under Risk**: Expected Monetary Value(EMV); Expected Opportunity Loss (EOL), Expected value of perfect Information. Decision Tree for multistage decision making..

Tutorial:

Two tutorials to be conducted on each unit i.e. 10 tutorials per semester. At the end of each semester one Tutorialassignmentof10marksshouldbe given.

ReferenceBooks

Reference Books		
Accountancy and Financial Management		

Semester-I

Title	Author(s)	Publisher
Advance Accounts, Volume 1 & 2	Shukla-Grewal	Sultanchand& Sons
Financial Accounting	R L Gupta & M. Radhaswamy	Sultanchand& Sons
Indian Accounting Standards	Ashish Bhattacharya	Tata Mc. Grow Hill & Co. Ltd
Financial Accounting	P. C. Tulsan	Pearson Publications
Financial Accounting	Monga, J.R. Ahuja, Girish Ahuja and Sehgal Ashok	Mayur Paperbacks

Semester-II

Title	Author(s)	Publisher
Advance Accounts, Volume 1 & 2	Shukla-Grewal	Sultanchand& Sons
Modern Accountancy	Mukherjee & Hanif	Tata Mc Grow Hill
Financial Accounting for Management	Dr. Dinesh Harsalekar	Multi-Tech. Publishing Co. Ltd., Mumbai.
Introduction to Accountancy	T. S. Grewal	S. Chand and Company (P) Ltd

Commerce

Semester-I

Title	Author(s)	Publisher
Business Organisation Management IntroductionTo Commerce	Maheshwari, Rajendra P, Mahajan, J.P. Vikram, Amit	International Book House Atlantic Publication
Essential ofBusiness Environment (Texts, Cases & Exercises), 13th Revised edition Business Environment: Text & Cases,Revised edition	K. Aswathappa Francis Cherunilam	Himalaya Publishing House Himalaya Publishing House
Strategic Management	Kapoor, Veekkas	Taxmann
Strategic Management, Concept and Cases Strategic Management	David,Fred R., Phi Leraning Bhutani, Kapil,	Pearson Mark Publication
Strategic management and Business Policy, Third edition:	Azhar Kazmi	TATA McGraw Hill
Entrepreneurship, First edition	Dr. Achut P. Pednekar	Himalaya Publishing House
Before You Start Up: How to Prepare to Make Your Startup Dream a Reality	Pankaj Goyal	Cloud tail India

Entrepreneurship, Second edition	Rajeev Roy	Oxford University Press
Entrepreneurship	Hisrich, Robert D,	Mc Graw Hill
Entrepreneurship Development	Sharma, K.C.,	Reegal Book Depot

Semester- II

Title	Author(s)	Publisher
Service Sector in India	Gaurav Nayyar	Cambridge University
Service Sector in India	Vijay Kumar	Nalanda Prakashan
Introduction To Retailing	Lusch, Robert F., Dunne, Patrick M., Carver, James R	Cengage Learning
Retailing Management	Levy Michael., Weitz Barton A	Tata Mcgraw Hill
Service Marketing,	Temani, V.K	Prism Pub
Shopping Mall	Matthew Newton	Bloomsbury Academic
Management of Service Sector	Bhatia B S	V P Publication
Introduction To E – Commerce	Dhawan, Nidhi	International Book House

Reference Books		
Business Economics		
Title	**Author(s)**	**Publisher**
Principles of Economics	Frank Robert H, Bernanke. Ben S.	Tata McGraw Hill
Principles of Economics	Gregory Mankiw.	Thomson South western
Economics	Samuelson &Nordhas	Tata McGraw Hills, New Delhi
Microeconomics	R. Pindyck, D. Ruinfeld, P. Mehta	Pearson Education Inc.
Managerial Economics – Analysis, Problem and Cases	Mehta, P.L	S. Chand & Sons, N. Delhi
Managerial Economics	Hirchey M.	Thomson South western
Managerial Economics in a global economy	Salvatore, D.	Thomson South Western Singapore
Modern Microeconomics: Theory and Applications	Ahuja H. L.	S. Chand & Co
Economics	Lipsey and Chrystal	Oxford University Press

BusinessCommunication

- Agarwal,AnjuD(1989)APracticalHandbookforConsumers,IBH.
- Alien,R.K.(1970)OrganisationalManagementthroughCommunication.
- Ashley,A(1992)AHandbookOfCommercialCorrespondence,OxfordUniversityPress.
- Aswalthapa,K(1991)OrganisationalBehaviour,HimalayanPublication,Mumbai.
- AtreyaNandGuha(1994)EffectiveCreditManagement,MMCSchoolofManagement,Mumbai.
- Bahl,J.C.andNagamia,S.M.(1974)ModernBusinessCorrespondenceandMinuteWriting.
- Balan,K.R.andRayuduC.S.(1996)EffectiveCommunication,BeaconNewDelhi.
- Bangh,LSue,Fryar,MaridellandThomasDavidA.(1998)HowtoWriteFirstClassBusinessCorrespondence,N.T.C. Publishing GroupUSA.
- Banerjee,Bani P(2005)FoundationofEthicsinMangementExcel Books 10.Businessworld SpecialCollector'sIssue: Ethics andthe Manager
- Barkar,Alan(1993)MakingMeetingsWork,SterlingPublicationsPvt.Ltd.,NewDelhi.
- Basu,C.R.(1998)BusinessOrganisationandManagement,T.M.H.NewDelhi.
- Benjamin,James(1993)BusinessandProfessionalCommunicationConceptsandPractices,HarperCollinsCollegePublishers,New York.
- BhargavaandBhargava91971)CompanyNotices,MeetingsandRegulations
- Black,Sam(1972)PracticalPublicRelations,E.L.B.S.London.
- BoveeCourtland,LandThrill,JohnV(1989)Business Communication,Today McGraw Hill, New York, Taxman Publication.
- Burton,GandThakur,(1995)ManagementToday-PrinciplesandPractices.T.M.H.,NewDelhi.
- Darrow,Richard,Forrstal,DanandCoolman,Aubrey(1967)PublicRelationsHandbook,TheDartwellCo.,Chicago.
- Dayal,Ishwar(9810)ManagingLargeOrganizations:AComparativeStudy.
- Drucher,P.F.((1970)Technology,ManagementandSociety,PanBooksLondon.
- Drucher,P.F.((1974)ManagementResponsibilitiesPractices,Heinemann,London.22.Eyre,E.C.(1985)EffectiveCommunication MadeSimple,RupaandCo.Calcutta.
- EcouseBarry,(1999),CompetitiveCommunication:ARhetoricforModernBusiness,OUP.
- FisherDalmar,(1999),CommunicationinOrganisation,JaicoPubHouse,Mumbai,Delhi.
- Frailley,L.E.(1982)HandbookofBusinessLetters,RevisedEdn.PrenticeHallInc.
- French,Astrid(1993)InterpersonalSkills.SterlingPublishers,Newdelhi.
- 27Fritzsche,DavidJ(2005)BusinessEthics:AGlobalandManagerialPerspectiveMcGrawHill
- Garlside,L.E.(1980)ModernBusinessCorrespondence,McDonaldandEvansLtd.Plymouth.
- Ghanekar,A(1996)CommunicationSkillsforEffectiveManagement.EverestPublishingHouse,Pune.
- Graves,HaroldF.(1965)ReportWriting,PrenticeHall,NewJersey.
- Gupta,AnandDas(2010)Ethics,BusinessandSociety:ManagingResponsiblyResponseBooks32.Gupta,Dipankar(2006)EthicsIncorporated:TopPriorityandBottomLineResponseBooks
- Krevolin,Nathan(1983)CommunicationSystemsandProceduresforModernOffice,PrenticeHall,NewJersey
- Lesikar,RaymondVandPetit,JohnD.(1994)BusinessCommunication:TheoryandApplication,RichardD.IrwinInc.Ilinois.

ReferenceBooks

- *Ludlow,Ron.(1995)TheEssenceofEffectiveCommunication,Prentice,NewDelhi.*
- *36.M.Ashraf,Rizvi(2006)EffectiveTechnicalCommunicationTataMcGrawHill*
- *Martson,JohnE.1963)TheNatureofPublicRelations,McGrawHill,NewDelhi.*
- *Majumdar,P.K.(1992)CommentaryontheConsumerprotectionAct,Prentice,NewDelhi.*
- *McQuail,Denis(1975),Communication,Longman.*
- *Merrihue,William(1960)ManagingbyCommunication,McGrawHill,NewYork.41.MishraRajivK(2006)Code ofConductforManagers RupaCompany*
- *Monippalli,M.M.(1997),TheCraftofBusinessLetterWriting,T.M.H.NewDelhi.*
- *Montagu,AandMatson,Floyd(1979)TheHumanConnection,McGrawHill,NewYork.*
- *Murphy,HertaandHildeBrandt,HerbertW(1984)EffectiveBusinessCommunication,McGrawHill,NewYork.*
- *Parry,John(1968)ThePsychologyofHumanCommunication.*
- *Parson,C.J.andHughes(1970)WrittenCommunicationforBusinessStudents,GreatBritain.*
- *Peterson,RobertAandFerrell,O.C(2005)BusinessEthics:NewChallengesforBusinessSchoolsandCorporateLe aders PrenticeHallof IndiaPvt.,Ltd*
- *Phillip, Louis V. (1975) Organisational Communication- The Effective Management, Columbus Grid Inc.49..Ross, RobertD.(1977)TheManagementofPublicRelations,JohnWileyandSons,U.S.A.*
- *Sadri Sorab, Sinha Arun and Bonnerjee peter (1998) Business Ethics: Concepts and Cases Tata McGrawHillPublicCompanyLimited*
- *Shekhar,R.C(1997)EthicalChoicesinBusinessResponseBooks*
- *Stephenson,James(1988)PrinciplesandPracticeofCommercialCorrespondence,PilmanandSonsLtd.London.*
- *53..Shurter,RobertL.(1971)WrittenCommunicationinBusiness,McGrawHill,Tokyo*

EnvironmentalStudies

Semester-I

Modu le No	Module	Reference books	Author	Publisher
I	Environment and Ecosystem	William P Cunningham, Mary Ann Cunningham, Environmental Science – Enquiry & Applications	William P Cunningham, MaryAnn Cunningham	McGraw Hill Education
II	Natural Resources and Sustainable Development	Natural Resource Management Pandey, B ed.	Pandey, B ed.	Mittal Publications
III	Populations and Emerging Issues of Development	Environment and Sustainable Development	Sundar I	APH Publishing Corporation
		Human Geography	Majid Hussain.	Generic publisher
		Human Development Report-2019 India: Human Development Report 2019 Census of India Environmental Status report of MCGM	-	Online reading

IV	Urbanisation and Environment	Basics in Environmental Studies	Dr.Pushpendra	International book house ltd , Delhi
		Ministry of Urban Development official Website for Smart Cities	-	Online reading
V	Reading of Thematic Maps and Map Filling	-	-	8

Semester-II

Modu le No	Module	Reference books	Author	Publisher
I	Solid Waste Management for Sustainable Society	Handbook of Solid waste management	George Tchobanoglous Frank Kreith	McGrew Hill
II	Agriculture and Industrial Development	Economic Geography	Goh Cheng Leong	Oxford Press
III	Tourism and Environment	Tourism in India The Encyclopedia of Ecotourism	K.Vijaya Babu David B Weaver	Zenon Academic Publishing CABI Publishing
IV	Environmental Movements and management	Green Business, Sage reference series on Green Society	Nevin Cohen, Paul Robins	SAGE Publication
V	Map Filling	-	-	-

FoundationCourse

Social and Economic Problems in India, Naseem Azad, R Gupta Pub (2011)

• Indian Society and Culture, Vinita Padey, Rawat Pub (2016)

• Social Problems in India, Ram Ahuja, Rawat Pub (2014)

• Faces of Feminine in Ancient , medieval and Modern India, Mandakranta Bose Oxford University Press

• National Humana rights commission- disability Manual

• Rural, Urban Migration : Trends, challenges & Strategies, S Rajagopalan, ICFAI- 2012

• Regional Inequalities in India Bhat L S SSRD- New Delhi

• Urbanisation in India: Challenges, Opportunities & the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)

• The Constitution of India, P M Bakshi 2011

• The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub

• Politics in India: structure, Process and Policy SubrataMitra, Rouutlege Pub

• Politics in India, Rajani Kothari, Orient Blackswan

• Problems of Communalism in india, Ravindra Kumar Mittal Pub

• Combating communalism in India: Key to National Integration, Kawal Kishor Bhardwaj, Mittal Pub
• Environmental Studies – Dr. Vijay Kumar Tiwari , Himalayan Pub. (2010)

• Ecology and environment – Benu Singh, Vista International Pub. (2006)

• Universal Human Rights : In theory and practice, Jack Donnelly, (2014)

• Stress Management – Dr. N. Tejmani Singh ,Maxford books (2011)

• Stress blasters – Brian Chchester, Perry Garfinkel and others , Rodale Press (1997)

ReferenceBooks		
MathematicalandStatisticalTechniques		
Title	**Author(s)**	**Publisher**
Business Mathematics	D. C. Sancheti and V. K. Kapoor	Sultan Chand &Sons,2006,
Mathematics for Business Economics:	J. D.Gupta, P. K. Gupta andManMohan,	TataMc-Graw Hill Publishing Co. Ltd., 1987
SchaumSeries STATISTICS	Murray Spiegel, Larry Stephens	Mc-Graw Hill
Operations Research	Gupta and Kapoor	S. Chand & Sons Co.
StatisticalMethods	S.G.Gupta	S. Chand & Sons Co.
Business Mathematics & Statistics	B Aggarwal	Ane Book Pvt.Limited
Statistics for management	Richard Levin, David S. Rubin	Sanjay Rastogi/MAsoos Husain Siddiqui.
Mathematics & Statistics	Ajay Goel & Alka Goel.	Taxmann's Publication
Quantitative Techniques of Decision Making	Anand Sharma	S. Chand & Co
Business Statistics Using Excel & SPSS	Nick Lee & Mike	SAGE
Mathematical & Statistical Techniques	R.K.Singh&S.H.Kulkarni	Aradhana Prakashan.
Matrices	A.R.Vasishtha	KrishnasPrakashan
Business Mathematics	D. C. Sancheti and V. K. Kapoor	Sultan Chand &Sons,2006,
Mathematicsfor Business Economics:	J. D.Gupta, P. K. Gupta andManMohan,	TataMc- Graw Hill Publishing Co. Ltd., 1987
SchaumSeries STATISTICS	Murray Spiegel, Larry Stephens	Mc Graw Hill
StatisticalMethods	S.G.Gupta	S. Chand & Sons Co.
Business Mathematics & Statistics	B Aggarwal	Ane Book Pvt.Limited
Business mathematics and statistics	V.R.Nikam	(Chandralok Prakashan)

Question Paper Pattern
(Theoretical Courses)

Maximum Marks: 60

Questions to be set: 03

Duration: 02 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 12 and to be answered any 10 B) Sub Questions to be asked 12 and to be answered any 10 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	15 Marks
Q-2 Q-2	Full Length Question **OR** Full Length Question	15 Marks 15 Marks
Q-3 Q-3	Full Length Question **OR** Full Length Question	15 Marks 15 Marks
Q-4 Q-4	A) Theory questions B) Theory questions **OR** Short Notes To be asked 03 To be answered 02	08 Marks 07 Marks 15 Marks

Note:
Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5Marks.

Question Pape rPattern
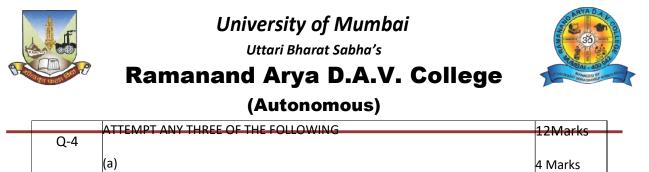## *(Practical Courses)*

Maximum Marks: 60

Questions to be set: 03

Duration:02Hrs.

All Questions are Compulsory Carrying 12 Mark seach.

Question No	Particular	Marks
Q-1	ATTEMPT ANY THREE OF THE FOLLOWING (a) (b (c) (d) (e)	12Marks 4 Marks 4 Marks 4 Marks 4 Marks 4 Marks
Q-2	ATTEMPT ANY THREE OF THE FOLLOWING (a) (b (c) (d) (e)	12Marks 4 Marks 4 Marks 4 Marks 4 Marks 4 Marks
Q-3	ATTEMPT ANY THREE OF THE FOLLOWING (a) (b (c) (d) (e)	12Marks 4 Marks 4 Marks 4 Marks 4 Marks 4 Marks

Q-4	ATTEMPT ANY THREE OF THE FOLLOWING	12Marks
	(a)	4 Marks
	(b	4 Marks
	(c)	4 Marks
	(d)	4 Marks
	(e)	4 Marks
Q-5	ATTEMPT ANY THREE OF THE FOLLOWING	12Marks
	(a)	4 Marks
	(b	4 Marks
	(c)	4 Marks
	(d)	4 Marks
	(e)	4 Marks

Note:

Practical question of 12 marks may be divided into two sub questions of 6 /6 and

4/4/4 Marks.