



University of Mumbai

Uttari Bharat Sabha's

Ramanand Arya D.A.V. College
(Autonomous)



NAAC ACREDITATION: 'A' GRADE
BEST COLLEGE AWARD BY THE UNIVERSITY OF MUMBAI

BACHELOR OF COMMERCE
(BCOM – BANKING & INSURANCE)

Three Year Integrated Programme-
Six Semesters
Course Structure

(Credit Based Semester and Grading System)

(Year of Implementation:2021-2022)



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Ramanand Arya D.A.V. College

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Bachelor of Commerce(Banking & Insurance) (BBI)
Programme
Under Choice Based Credit, Grading and Semester System
Course Structure

FYBBI

(To be implemented from Academic Year- 2021-2022)

Programme Code : 2C00341			Programme Code : 2C00342		
(Banking & Insurance)					
Course Code	Semester I	Credits	Course Code	Semester II	Credits
UBIFS1.1	Environment and Management of Financial Services	3	UBIFSII.1	Principles and Practices of Banking & Insurance	3
UBIFS1.2	Principles of Management	3	UBIFSII.2	Business Law	3
UBIFS1.3	Financial Accounting - I	3	UBIFSII.3	Financial Accounting - II	3
UBIFS1.4	Business Communication- I	3	UBIFSII.4	Business Communication-II	3
UBIFS1.5	Foundation Course - I	2	UBIFSII.5	Foundation Course - II	2
UBIFS1.6	Business Economics- I	3	UBIFSII.6	Organizational Behaviour	3
UBIFS1.7	Quantitative Methods-I	3	UBIFSII.7	Quantitative Methods-II	3
Total Credits		20	Total Credits		20



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SYBBI

Programme Code : 2C00343			Programme Code : 2C00344		
(Banking & Insurance)					
Course Code	Semester III	Credits	Course Code	Semester IV	Credits
UBIFSIII.1	Financial Management - I	3	UBIFSIV.1	Financial Management –II	3
UBIFSIII.3	Organizational Behaviour	3	UBIFSIV.2	Entrepreneurship Management	3
UBIFSIII.5	Mutual Fund Management	3	UBIFSIV.3	Customer Relationship Management	3
UBIFSIII.6	Information Technology in Banking & Insurance- I	3	UBIFSIV.4	Information Technology in Banking & Insurance- II	3
UBIFSIII.7.1	Foundation Course – III (An Overview of Banking Sector)	2	UBIFSIV.5	Foundation Course - IV (An Overview of Insurance Sector)	2
UBIFSIII.8	Financial Markets	3	UBIFSIV.6	Corporate & Securities Law	3
UBIFSIII.9	Direct Taxation	3	UBIFSIV.7	Business Economics-II	3
Total Credits		20	Total Credits		20



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TYBBI

Programme Code : 2C00345			Programme Code : 2C00346		
(Banking & Insurance)					
Course Code	Semester V	Credits	Course Code	Semester VI	Credits
UBIFSV.1	INTERNATIONAL BANKING & FINANCE	4	UBIFSVI.1	Central Banking	4
UBIFSV.2	RESEARCH METHODOLOGY	4	UBIFSVI.2	Security Analysis and portfolio Management	3
UBIFSV.3	FINANCIAL REPORTING & ANALYSIS (Co. B. & I.)	3	UBIFSVI.3	Human Resource Management	3
UBIFSV.5	STRATEGIC MANAGEMENT	3	UBIFSVI.4	Turnaround Management	3
UBIFSV.6	FINANCIAL SERVICES MANAGEMENT	3	UBIFSVI.5	International Business	3
UBIFSV.7	BUSINESS ETHICS & CORPORATE GOVERNANCE	3	UBIFSVI.6	Project Work in Banking & Insurance	4
			UBIFSVI.7		
Total Credits		20	Total Credits		20

✓ **Note:** Project work is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/ difficult problem. Project work would be of 04 credits. A project work may be undertaken in any area of Elective Courses/ study area selected



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BACHLOR OF COMMERCE (BANKING & INSURANCE)

Bachelor of Banking & Insurance (BBI) is a three-year undergraduate course divided into six semesters. It is structured in such a way that it provides training in the field of finance, banking, accounting, insurance law, and insurance regulations, among others.

PROGRAM OBJECTIVES:

1. To create for the students of University of Mumbai on additional avenue of employment and also to benefit Banks, Insurance Companies & Industries providing them with suitable trained person in the field of Banking and Insurance.
2. To prepare student to exploit opportunities, being newly created, in the field of Banking & Insurance due to Globalisation. Privatization & Liberalisation.
3. To provide adequate basic understanding about Banking, Insurance and other financial services among the student.
4. To give and adequate exposure to operational environment in the field of Banking Insurance & other related financial services through practical projects, industrial visits, job orientation and placements .
5. To include training and practical approach among the student by using modern technologies in the field of Banking Insurance etc.

PROGRAM OUTCOMES:

The curriculum is designed to mold the learners who aspire to become managers and banker. A successful completion of the program will help students through:

PO-1 Understanding the fundamental aspects in the field of Banking, Insurance

PO-2 Develop an ability of critical thinking, Problem analysis and interpretation of data generated from experiments done in project work or Assignments.

PO-3 Design and develop the strategies, tools and various mechanisms to solve the functional level issues arise in banking and insurance sector.

PO-4 Discover the progressive ways to bring structural modifications in societal functions by performing the role of professionals in banking and insurance.

PO-5 Operate different modern presentations and Financial technical tools to be competitive with changing business environment.

PO-6 Acquire various Financial and accounting skills for better professional opportunities in banking and insurance industry.

PO-7 Demonstrate the Management and entrepreneurial skills in societal and environmental contexts to achieve the sustainable development.

PO- 8 – Apply code of ethics and enhance the level of social literacy thereby remaining committed to professional and business ethics. Comprehend various legislations, regulatory authorities, their role and importance to administer the banking as well as insurance industry.

PO-9 illustrate the application of techniques to develop and manage team, create positive organizational culture. Utilize time and stress management tactics to successfully encountered issues of employee management.



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PO- 10 Develops the decision making ability, market knowledge, communication and presentation skills, team management and target oriented attitude essential in global competitive businesses.

PO-11 Develop skills, attitude and values required for self-directed, lifelong learning and professional development.

PO-12 Prove proficiency with the ability to engage in competitive exams such as CA, CS, ICWA and MBA/PGDM.



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NAAC ACREDITATION: 'A' GRADE
BEST COLLEGE AWARD BY THE UNIVERSITY OF MUMBAI

BACHELOR OF COMMERCE
(BCOM – BANKING & INSURANCE)
(First Year: Semester I and II)

REVISED SYLLABUS
AND
QUESTIONPAPERPATTERN

(Credit Based Semester and Grading System)

(Year of Implementation:2021-2022)

**Ramanand Arya D.A.V. College****(Autonomous)****Bachelor of Commerce(Banking & Insurance) (BBI)****Programme***Under Choice Based Credit, Grading and Semester System***Course Structure****FYBBI***(To be implemented from Academic Year- 2021-2022)*

No. of Courses	Semester I	Credits	No. of Courses	Semester II	Credits
1	Elective Courses (EC)		1	Elective Courses (EC)	
1	Environment and Management of Financial Services.	03	1	Principles and Practices of Banking & Insurance	03
2	Principles of Management	03	2	Business Law	03
3	Financial Accounting - I	03	3	Financial Accounting - II	03
2	Ability Enhancement Courses (AEC)		2	Ability Enhancement Courses (AEC)	
2A	Ability Enhancement Compulsory Course (AECC)		2A	Ability Enhancement Compulsory Course (AECC)	
4	Business Communication-I	03	4	Business Communication-II	03
2B	*Skill Enhancement Courses (SEC)		2B	**Skill Enhancement Courses (SEC)	
5	Foundation Course - I	02	5	Foundation Course - II	02
3	Core Courses (CC)		3	Core Courses (CC)	
6	Business Economics-I	03	6	Organisational Behaviour	03
7	Quantitative Methods-I	03	7	Quantitative Methods-II	03
Total Credits		20	Total Credits		20



B.Com. (Banking & Insurance) Programme

Under Choice Based Credit, Grading and Semester System

Course Structure

(To be implemented from Academic Year- 2021-2022)

Semester I

No. of Courses	Semester I	Credits
1	<i>Elective Courses (EC)</i>	
1	Environment and Management of Financial Services.	03
2	Principles of Management	03
3	Financial Accounting-I	03
2	<i>Ability Enhancement Courses (AEC)</i>	
2A	<i>Ability Enhancement Compulsory Course (AECC)</i>	
4	Business Communication-I	03
2B	<i>*Skill Enhancement Courses (SEC)</i>	
5	Foundation Course - I	02
3	<i>Core Courses (CC)</i>	
6	Business Economics-I	03
7	Quantitative Methods-I	03
Total Credits		20

**Elective Courses (EC)****1. Environment and Management of Financial Services**

Sr. No.	Modules / Units	No. Of Lectures
1	Introduction to Financial System	15 Lectures
	Financial System Institutional set – up Marketing Structure Instruments Overview of different kinds of financial services. (eg. Leasing, Hire purchase, factoring, forfaiting, Bill financing/ Bill discounting, house finance, letter of credit, insurance, venture capital, merchant banking, stock broking and insurance Meaning, Definition and Scope of Banking and Credit Rating) Case Studies based on factoring and the practical process of credit rating.(Complete process with detailed explanation of the ratings)	
2	Phases of Development of Banking and Insurance	15 Lectures
	Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth. Functions and working of banking and insurance companies. Challenges faced by banking and insurance sector during the pandemic and changes made. RBI Policies with regards to credit amidst Pandemic.	
3	Management, Regulation and Development	15 Lectures
	Risk management within the organizations of Banks and Insurance companies Asset – Liability Management in Banking and Insurance Organisational structure and management Working Capital of Banking & Insurance Companies and process to study and analyze them (Introductory level) Difference between the financial statements of banking & insurance and manufacturing companies with regards to asset classification and other terms.	



4	Regulatory and Developmental Framework of Banking & Insurance	15 Lectures
	Banking companies and RBI Acts and legal framework governing the insurance. Developmental Activities of RBI and IRDA Mechanism of supervision and regulation Prudential Norms	

Reference Books:

Title	Author(s)	Publisher
Investment Management	Preeti Singh	Himalaya
Investment Analysis and Securities in India	V.A. Avadhani	Himalaya
Investment for Beginners	V.A. Avadhani	Himalaya
Modern Banking	R.S. Sayers	-
Modern Life Insurance	M J Oster and W, Robert, Macmillan NY	-



Elective Courses (EC)
Principles of Management

Sr. No.	Modules / Units	No. Of Lectures
1.	Introduction to Management	15 Lectures
	Definition of Management Management as a Profession Traditional Vs Contemporary Management (Henry Fayol, F.W. Taylor, Peter Drucker) (C.K.Pralhad, Mr. Vijay Govindarajan)	
2.	Management Processes	15 Lectures
	Management Process, Practices Functions of Management related to Banking and Insurance companies	
3.	Organization Structure of Banking and Insurance Companies	15 Lectures
	<u>Organization structure - 1</u> Meaning, importance, features and types of Organization structure Factors determining organization structure Steps in designing organization structure Departmentation Centralization Authority and responsibility Relationship <u>Organization Structure - 2</u> Banking companies General Organization Planning Organization Functional organization Operational Organization Full - fledged Organization Insurance Companies Centralised Organization Decentralised Organization Regional Organization	
4.	Business Leaders	15 Lectures



<p>Business leaders :</p> <p>Leaders in the Indian Industry (J.R.D Tata, Ratan Tata, Aditya Birla, Kumar Mangalam Birla, MrDhirubhai Ambani and Sons, Kiran Mazumdar Shaw, VergheseKurien)</p> <p>Leaders in the Banking and Insurance Industry</p> <p>Indian Leaders (Banking & Insurance: H.Shanbagh. Uday Kotak, K.V. Kamath Naina Kidwai, Deepak Parekh, Chanda Kochhar, Hinduja, Godrej, AzizPremzi, Narayan Murthy, Anand Mahindra , Governor of RBI)</p> <p>International Leader President of World bank, President of Asian Development Bank, President of Fed Reserve, President of International Monetary Fund</p>	
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Reference Books

Title	Authors	Publishers
Principle of Management	Kale - Ahmed	Vipul
Principles of Management	T. Ramaswamy	Himalaya
Management:A Global Perspective	Heinz Wehrich Harold Koontz	Tata McGraw Hill
Management principles processes & practices	Anil Bhat Arya Kumar	Oxford University Press
Principles & Practice of Management	L.M.Prasad	Sultan Chand & Sons
Total Quality Management - an integrated approach	Shailendra Nigam	Excel
Total Quality Management	Joel E Ross	CRC Press
Total Quality Management	Besterfield Urdhwareshe	Pearson



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Elective Courses (EC)

Financial Accounting

Sr. No.	Modules / Units	No. Of Lectures
1	Introduction to Accounting	12 Lectures
	Meaning, scope, objectives, need, importance and limitations of accounting. Basic accounting terminology. Branches of accounting. Accounting concepts, Conventions and Principles. Double Entry System, Classifications of accounts, Rules of debit and credit. Writing of journal Entries and Ledger, Sub division of journal and Trial Balance	
2	Classification of Income & Expenses & Accounting Standards	12 Lectures
	Classifications of Income, Expenditure and Receipts on the basis of capital and revenue. Accounting Standard & International Financial Reporting Standards (IFRSs).	
3	Stock Valuation & Issue of Share	20 Lectures
	Net Relisable Value (NRV Introduction) Stock valuation (FIFO and Weighted Average Method only) Issue of Share at par , Premium , Discount & Forfeiture of share	
4	Final Accounts	16 Lectures
	Manufacturing , Trading Account, Profit and Loss Account, Balance Sheet, Adjustment	



Reference Books:

Title	Author(s)	Publisher
Introduction to Accountancy	T. S. Grewal	S.Chand& Co.
Double Entry Book Keeping	J. R. Batliboi	J. R. Batliboi
Advanced Accounts	Shukia& Grewal	S.Chand& Co.
Advanced Accountancy	R.L.Gupta& M. Radhaswamy	R.L.Gupta& M. Radhaswamy
Double Entry Book Keeping	M. M. Chokshi	M. M. Chokshi



Ability Enhancement Courses (AEC)

Business Communication- I

Sr. No.	Modules / Units	No. Of Lectures
1	Theories of Communication	15 Lectures
	<ul style="list-style-type: none"> • Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication • Channels and Objectives of Communication: Channels Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine • Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given) • Methods and Modes of Communication: Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Facsimile Communication [Fax] Computers and E- communication Whatsapp, Telegram app, Effective team spirit at workplace 	
2	Obstacles to Communication to Business World	15 Lectures
	<ul style="list-style-type: none"> • Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers • Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4 <p>Introduction to Business Ethics: Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics</p>	
3	Business Correspondence	15 Lectures
	<ul style="list-style-type: none"> • Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing, Personnel Correspondence:, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)] 	



4	Language and Writing Skills	15 Lectures
	<p>Commercial Terms used in Business Communication</p> <p>Paragraph Writing: Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.]</p> <p>Activities</p> <ul style="list-style-type: none"> • Listening Comprehension • Remedial Teaching • Speaking Skills: Presenting a News Item, Dialogue and Speeches • Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling. <p>Reading Comprehension: Analysis of texts from the fields of Commerce and Management</p>	



Business Communication - Paper I

- Agarwal, AnjuD(1989) *A Practical Handbook for Consumers*, IBH.
- Alien, R.K.(1970) *Organisational Management through Communication*.
- Ashley,A(1992) *A Handbook Of Commercial Correspondence*, Oxford University Press.
- Aswalthapa, K (1991)*Organisational Behaviour*, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) *Effective Credit Management*, MMC School of Management, Mumbai.
- Bahl,J.C. and Nagamia,S.M. (1974) *Modern Business Correspondence and Minute Writing*.
- Balan,K.R. and Rayudu C.S. (1996) *Effective Communication*, Beacon New Delhi.
- Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) *How to Write First Class Business Correspondence*, N.T.C. Publishing Group USA.
- Banerjee, Bani P (2005) *Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager*
- Barkar, Alan(1993) *Making Meetings Work*, Sterling Publications Pvt. Ltd., New Delhi.
- Basu,C.R.(1998) *Business Organisation and Management*, T.M.H.New Delhi.
- Benjamin, James (1993) *Business and Professional Communication Concepts and Practices*, Harper Collins College Publishers, New York.
- Bhargava and Bhargava91971) *Company Notices, Meetings and Regulations*
- Black, Sam (1972) *Practical Public Relations*, E.L.B.S. London.
- BoveeCourtland,L and Thrill, John V(1989) *Business Communication*, Today McGraw Hill, New York, Taxman Publication.
- Burton, G and Thakur, (1995) *Management Today- Principles and Practices*. T.M.H.,New Delhi.
- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) *Public Relations Handbook*, TheDartwell Co., Chicago.
- Dayal, Ishwar(9810) *Managing Large Organizations: A Comparative Study*.
- Drucher,P.F.((1970) *Technology, Management and Society*, Pan Books London.
- Drucher,P.F.((1974)*Management Responsibilities Practices*, Heinemann, London. 22.Eyre, E.C. (1985) *Effective Communication Made Simple*, Rupa and Co.Calcutta.
- Ecouse Barry, (1999), *Competitive Communication: A Rhetoric for Modern Business*, OUP.
- Fisher Dalmar, (1999), *Communication in Organisation*, Jaico Pub House, Mumbai, Delhi.
- Frailley, L.E. (1982) *Handbook of Business Letters*, Revised Edn. Prentice Hall Inc.
- French, Astrid (1993) *Interpersonal Skills*. Sterling Publishers, New delhi.
- 27 Fritzsche, David J (2005) *Business Ethics: A Global and Managerial Perspective* McGraw Hill
- Garlside, L.E. (1980) *Modern Business Correspondence*, McDonald and Evans Ltd. Plymouth.
- Ghanekar,A(1996) *Communication Skills for Effective Management*. Everest Publishing House, Pune.
- Graves, Harold F. (1965) *Report Writing*, Prentice Hall, New Jersey.
- Gupta, Anand Das (2010) *Ethics, Business and Society: Managing Responsibly Response Books*
- 32.Gupta, Dipankar (2006) *Ethics Incorporated: Top Priority and Bottom Line Response Books*
- Krevolin, Nathan (1983) *Communication Systems and Procedures for Modern Office*, Prentice Hall, New Jersey.
- Lesikar, Raymond V and Petit, John D.(1994) *Business Communication: Theory and Application* , Richard D. Irwin Inc. Illinois.
- Ludlow,Ron.(1995) *The Essence of Effective Communication*, Prentice , New Delhi.
- 36.M. Ashraf, Rizvi (2006) *Effective Technical Communication* Tata McGraw Hill
- Martson, John E. 1963) *The Nature of Public Relations*, McGraw Hill, New Delhi.
- Majumdar,P.K.(1992) *Commentary on the Consumer protection Act*, Prentice, New Delhi.
- McQuail, Denis (1975), *Communication*, Longman.
- Merrihue, William (1960) *Managing by Communication*, McGraw Hill, New York. 41.Mishra Rajiv K (2006) *Code of Conduct for Managers* Rupa Company
- Monippalli, M.M. (1997),*The Craft of Business Letter Writing*, T.M.H. New Delhi.



Skill Enhancement Courses (SEC)

Foundation Course –I

Sr. No.	Modules / Units	No. Of Lectures
1	Overview of Indian Society	05 Lectures
	<p>Overview of Indian Society: Understand the multi-cultural diversity of Indian society through its demographic composition:</p> <p>Population distribution according to religion, caste, and gender; Understand regional variations according to rural, urban and tribal characteristics;</p> <p>Importance of education, infrastructure, plans, problems and need to improve educational standards;</p> <p>Skill Development - meaning, methods and benefits.</p>	
2	Concept of Disparity- 1	10 Lectures
	<p>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;</p> <p>Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities</p> <p>Steps initiated by legislature and executive to protect women's rights and life in India.</p>	
3	Concept of Disparity-2	12 Lectures
	<p>CONCEPT OF DISPARITY – 2:</p> <p>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.</p> <p>Practical projects or case studies.</p>	



4	The Indian Constitution	18 Lectures
<p><u>The Indian Constitution and the Political Processes:</u></p> <p>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.</p>		

Reference Books	
Foundation Course - I	
<ul style="list-style-type: none"> • <i>Social and Economic Problems in India, Naseem Azad, R Gupta Pub (2011)</i> • <i>Indian Society and Culture, Vinita Padey, Rawat Pub (2016)</i> • <i>Social Problems in India, Ram Ahuja, Rawat Pub (2014)</i> • <i>Faces of Feminine in Ancient , medieval and Modern India, Mandakranta Bose Oxford University Press</i> • <i>National Humana rights commission- disability Manual</i> • <i>Rural, Urban Migration : Trends, challenges & Strategies, S Rajagopalan, ICFAI- 2012</i> • <i>Regional Inequilities in India Bhat L SSSRD- New Delhi</i> • <i>Urbanisation in India: Challenges, Opportunities & the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)</i> • <i>The Constitution of India, P M Bakshi 2011</i> • <i>The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub</i> • <i>Politics in India: structure, Process and Policy SubrataMitra, Routledge Pub</i> • <i>Politics in India, Rajani Kothari, Orient Blackswan</i> • <i>Problems of Communalism in india, Ravindra Kumar Mittal Pub</i> • <i>Combating communalism in India: Key to National Integration, Kawalkishor Bhardwaj, Mittal Pub</i> 	



Core Courses (CC)

Business Economics – I

Sr. No.	Modules / Units	No. Of Lectures
1	Introduction to Business Economics and Demand Analysis:	16 Lectures
	<p>Scope and Importance of Business Economics, The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium</p> <p>- Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts</p> <p>Demand estimation and forecasting: Meaning and significance - methods of demand estimation: survey and statistical methods</p>	
2	Supply and Production Decisions and Cost of Production`	16 Lectures
	<p>Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale.</p> <p>Cost concepts: Accounting cost and economic cost, implicit and explicit cost, Opportunity Cost fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run (<i>hypothetical numerical problems to be discussed</i>),</p> <p>LAC and Learning curve Break even analysis (<i>with business applications</i>)</p>	
3	Market structure	16 Lectures
	<p>Revenue Concepts: Revenue Structure under perfect competition and monopoly. Concept of Profit and Loss- Normal profit, Supernormal Profit, Loss. Short run and long run equilibrium of a competitive firm and of industry</p> <p>Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition</p> <p>Monopoly - short run and long- run equilibrium of a firm under Monopoly Monopolistic competition: Equilibrium of a firm under monopolistic competition, debate over role of advertising. (topics to be taught using case studies from real life examples) Oligopolistic markets: key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity - Cartels and price leadership models (with practical examples)</p>	



4	Pricing Practices	12 Lectures
	<p>Pricing Objectives. Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing (case studies on how pricing methods are used in business world)</p>	

Reference Books:

Title	Author(s)	Publisher
Managerial Economics	Mehta, P.L.	S. Chand & Sons, N. Delhi, 2000
Managerial Economics	Hirchey .M.	Thomson South western (2003)
Managerial Economics in a global economy	Salvatore, D.	Thomson South Western Singapore, 2001
Principles of Economics	Frank Robert.H, Bernanke. Ben S.,	Tata McGraw Hill (ed.3)
Principles of Economics,	Gregory Mankiw.,	Thomson South western (2002 reprint)
Economics	Samuelson & Nordhas.	Tata McGraw Hills, New Delhi, 2002
Economics cases and concepts	Pal Sumitra, Managerial	(Macmillan, New Delhi,2004)
-Economics, 19th Edition,	Paul Samuelson and William Nordhaus	McGraw Hill
Microeconomics	Robert Pindyck and Daniel Rubin Feld	8th Edition, Pearson
Principles of Microeconomics with Course mate,	N.Gregory Mankiw,	7 th Edition
Managerial Economics	H.L.Ahuja, 8 th Edition	S Chand
Microeconomic Theory	C. E. Ferguson, J. P. Gould,	6 th Edition, Homewood



Core Courses (CC)
Quantitative Methods –I

Sr. No.	Modules / Units	No. of Lectures
1	Introduction, Organising, Data, Frequency Distribution, Data Representation	10 Lectures
	Organizing Data, Frequency Distribution, Measure of Central tendency, Org Data, preparation of frequency distribution graphical and diagrammatic representation histogram, frequency polygon and gives. Definition of averages and objective of averages types of average. Arithmetic mean, Geometric, harmonic mean and its usages, mode and medium (using graph also) for both) for grouped as well as ungrouped data	
2	Measures of Central Tendencies	10 Lectures
	Definition of Averages and objective of Averages Types of Averages. Arithmetic mean, Geometric Mean, Harmonic Mean and its advantages, Disadvantages and usages, mode, median, quartiles, deciles and percentiles for both grouped as well as ungrouped data.	
3	Measures of Dispersion	08 Lectures
	Concept and idea of dispersion. Various measures Range, quartile deviation, Mean Deviation, Standard Deviation and corresponding relative measure of dispersion. Geographical representation and utility of various is measure of Dispersions	
4	Co-variance, Correlation and Regression	10 Lectures
	Meaning, definition and Application of covariance, concept of correlation. Rank correlation, regression concept, relationship with correlation, Assumptions in simple Regression, Estimation using Simple Regression: Fitting of straight line, method of least square, construction of characteristic line/estimation line	
5	Probability, Probability Distribution and decision Theory	10 Lectures
	Concept of probability yen diagrams, Rules of Probability conditional & unconditional probability, Baye theorem. Discrete and continuous variable. Expected value of the variable, Decision theory normal distribution	



6	Index Nos.	06 Lectures
	Concept and usage of index nos. Construction of index nos. Types of index nos. Aggregate and Relative method of constructing index nos. Chain base index nos. Test of consistency: Time reversal factor reversal and circular test . Quantity and Value index nos for agricultural, industrial production, Retail Prices, Consumer price index nos. for security prices, etc.	
7	Insurance	06 Lectures
	Meaning, Objective, Purpose and need for Insurance. Fundamentals of Insurance Calculation of age, Premiums, Bonuses, Paid up value of a policy, Maturity Value of the Policy. Claim Calculation and Surrender Value.	

Reference Books

Quantitative Methods-I

- *Mathematics for Economics & Finance* by Martin Anthony & Norman Biggs.
- *Fundamentals of Statistics* - D. N. Elhance,
- *Statistical Methods* - S.G. Gupta (S. Chand & Co.
- *Statistics for Management* - Lovin R. Rubin D.S, (Prentice Hall of India)
- *Statistics - Theory, Method & Applications* D.S.Sancheti & V. K. Kapoor.
- *Modern Business Statistics - (Revised)*-B. Pearles & C. Sullivan -Prentice Hall of India.
- *Business Mathematics & Statistics* : B Aggarwal, Ane Book Pvt. Limited
- *Business Mathematics* : D C Sancheti & V K Kapoor, Sultan Chand & Sons
- *Business Mathematics* : A P Verma, Asian Books Pvt. :Limited.
- IRDA: IC. 33
- *Fundamentals of Applied Statistics*: S G Gupta and V K Kapoor, Sultan Chand & Co



Semester II

No. of Courses	Semester II	Credits
1	<i>Elective Courses (EC)</i>	
1	Principles and Practices of Banking & Insurance	03
2	Business Law	03
3	Financial Accounting -II	03
2	<i>Ability Enhancement Courses (AEC)</i>	
2A	<i>Ability Enhancement Compulsory Course (AECC)</i>	
4	Effective Communication-II	03
2B	<i>**Skill Enhancement Courses (SEC)</i>	
5	Foundation Course - II	02
3	<i>Core Courses (CC)</i>	
6	Organisational Behaviour	03
7	Quantitative Methods-II	03
	Total Credits	20

**Elective Courses(EC)**

Principles and Practices of Banking & Insurance

Sr. No.	Modules / Units	No. Of Lectures
1	Introduction to Banking Basic Concepts	15 Lectures
	Origin, Need, Types, Scope and Functions of Banking - Need for Regulation and Supervision	
2	Banking Scenario in India Banking Operations	15 Lectures
	Types of accounts - Banking Services - Current Scenario, Financial Inclusion and Banking Regulations & Role of RBI.	
3	Introduction to Insurance Understanding Risk	15 Lectures
	Kinds of business risks - Need and Scope of insurance - Evolution of. insurance - Principles of insurance - Types of insurance and policies - Risk and Return relationship	
4	Insurance Business Environment in India	15 Lectures
	Growth of Insurance Business - Actuarial Role - Claim and Settlement Procedures - Insurance Regulations Role of IRDA	

Reference Books:

Title	Author(s)	Publisher
Principles and Practices of Banking and Insurance	V.S.Gopal& Sumathi Gopal	Himalaya Publishing House
Principles and Practices of Banking and Insurance	Dr.Seethalekshmy& Jitendra Aherkar	Sheth Publishing House
Insurance and Risk Management	Dr.P.K.Gupta	Himalaya Publishing House



Elective Courses (EC)

Business Law

Sr. No.	Modules / Units	No. Of Lectures
1	Introduction to Law	15 Lectures
	<p>Meaning, Definitions, Features, Types, Sources and Classification, Indian Legal System, Classification of Courts</p> <p>Indian Constitution Features Natural Justice, Right to equality, Right to Freedom, Right to Constitutional remedies, Writs. Special Leave to Appeal Special leave application.</p>	
2	The Indian Contract Act , 1872	15 Lectures
	<p>Meaning- Features Proposal, Acceptance, Consideration.</p> <p>Classification of Contract, E Contracts Free Consent, Coercion, Undue Influence, Fraud, Misrepresentation ,Mistake Consideration, Capacity to enter contract, Legality of Object Quasi, Contingent , Wager Performance of Contract, Discharge of contract, Remedies for breach of contract</p>	
3	Special Contracts	15 Lectures
	<p>Contract of Indemnity Meaning, Definitions, Features ,Indemnifier, Indemnity holder, Rights and duties of Indemnity holder</p> <p>Contract of Guarantee, Meaning, Definitions, Features, Principal Debtor, Principal Creditor, Surety, Rights of surety, Rights of Principal Debtor & Creditor</p> <p>Contract of Bailment. Meaning, Definitions, Features ,Bailor, Bailee, Rights & Duties of Bailor and Baliee, Contract of Agency Meaning, Definitions, Features, Principal, Agent, Creation & Termination of Agency Rights of principal and Agent.</p> <p>Sale Of Goods Act Introduction, Meaning, Features, Terms, Classification Sale and Agreement to sale, Unpaid Seller Conditions and Warranties</p>	
4	The Negotiable Instruments Act, 1881	15 Lectures
	<p>Meaning- Features</p> <p>Cheque Crossing and types of crossing. Criminal penalties for Dishonour of cheque</p> <p>Information Technology Act, 2000 bjectives, Scheme, Digital Signature Authorization, E- Governance Certifying Authorities, Digital signature</p>	



Certificates. Banking Regulation (Amendment) Act, 2020 Introduction, Definition, Regulations, Power of RBI, Winding Up, Offences and Penalties	
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Reference Books

Title	Author(s)	Publisher
Business Laws	<u>P. P. S. GOGNA</u>	Vipul
Business Laws	M C Kuchhal	Vipul
Tulsian's Business Laws	<u>Bharat Tulsian</u>	McGraw Hill
Indian Constitutional Law	M P Lain	LexisNexis
Banking Law	CL Bansal	Tax Man
Banking Law	Dr,G.KVarsheney	Sahitya Bhavan
Banking Law	PPS Gogna	S Chand
Banking Law	Vivek Kucchal& MC Kucchal	S Chand



Elective Courses (EC)

Financial Accounting – II

Sr. No.	Modules / Units	No. Of Lectures
1	Valuation of Goodwill and Shares	15 Lectures
	Valuation of Goodwill Maintainable Profit method, Super Profit Method Capitalization method, Annuity Method Valuation of Shares Intrinsic Value Method, Yield method and Fair Value Method	
2	Buyback of equity shares	15 Lectures
	Company Law/ Legal Provisions (including related restrictions, power, transfer to capital redemption reserve account and prohibitions) Compliance of conditions including sources, maximum limits and debt equity ratio	
3	Redemption of preference shares	15 Lectures
	Company Law / Legal Provisions for redemption of preference shares in Companies Act Sources of redemption including divisible profits and proceeds of fresh issue of shares Premium on redemption from security premium and profits of company Capital Redemption Reserve Account - creation and use, excluding revised schedule VI balance sheet.	
4	Introduction of Accounting Software	15 Lectures
	Introduction Features Important Types Difference between Accounting Software and ERP	



Reference Books:

Title	Author(s)	Publisher
Financial Accounting	P.C. Tulsian	Pearson Publications, New Delhi
Financial Accounting	M. Mukherjee and M. Hanif, ,	Tata McGraw Hill Education Pvt. Ltd., New Delhi
Advanced Accounts	Shukia& Grewal	S.Chand& Co.
Advanced Accountancy	R.L.Gupta& M. Radhaswamy	R.L.Gupta& M. Radhaswamy
Financial Accounting a Managerial Perspective	Varadraj B. Bapat, Mehul Raithatha	Tata McGraw Hill Education Pvt. Ltd., New Delhi



Ability Enhancement Courses (AEC)

Business Communication – II

Sr. No.	Modules / Units	No. Of Lectures
1	Presentation Skills	15 Lectures
	Presentations: How to make a Power-Point Presentation, Social media profiling, Negotiation	
2	Group Communication	15 Lectures
	Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions Conference: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing , Platforms of Communication – Microsoft Teams, Google Meet, Zoom Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR	
3	Business Correspondence	15 Lectures
	Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) Only following to be taught in detail:- Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]	
4	Language and Writing Skills	15 Lectures
	Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner	



Business Communication - II

- Agarwal, Anju D(1989) *A Practical Handbook for Consumers*, IBH.
- Alien, R.K.(1970) *Organisational Management through Communication*.
- Ashley,A(1992) *A Handbook Of Commercial Correspondence*, Oxford University Press.
- Aswalthapa, K (1991)*Organisational Behaviour*, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) *Effective Credit Management*, MMC School of Management, Mumbai.
- Bahl,J.C. and Nagamia,S.M. (1974) *Modern Business Correspondence and Minute Writing*.
- Balan,K.R. and Rayudu C.S. (1996) *Effective Communication*, Beacon New Delhi.
- Banerjee, Bani P (2005) *Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager*
- Barkar, Alan(1993) *Making Meetings Work*, Sterling Publications Pvt. Ltd., New Delhi.
- Basu,C.R.(1998) *Business Organisation and Management*, T.M.H.New Delhi.
- Benjamin, James (1993) *Business and Professional Communication Concepts and Practices*, Harper Collins College Publishers, New York.
- Bhargava and Bhargava(1971) *Company Notices, Meetings and Regulations*
- Black, Sam (1972) *Practical Public Relations*, E.L.B.S. London.
- BoveeCourtland,L and Thrill, John V(1989) *Business Communication*, Today McGraw Hill, New York, Taxman Publication.
- Burton, G and Thakur, (1995) *Management Today- Principles and Practices*. T.M.H.,NewDelhi.
- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) *Public Relations Handbook*, TheDartwell Co., Chicago.
- Dayal, Ishwar(1981) *Managing Large Organizations: A Comparative Study*.
- Drucher,P.F.(1970) *Technology, Management and Society*, Pan Books London.
- Drucher,P.F.(1974)*Management Responsibilities Practices*, Heinemann, London. 22.Eyre, E.C. (1985) *Effective Communication Made Simple*, Rupa and Co.Calcutta.
- Ecouse Barry, (1999), *Competitive Communication: A Rhetoric for Modern Business*, OUP.
- Fisher Dalmar, (1999), *Communication in Organisation*, Jaico Pub House, Mumbai, Delhi.
- Frailley, L.E. (1982) *Handbook of Business Letters*, Revised Edn. Prentice Hall Inc.
- French, Astrid (1993) *Interpersonal Skills*. Sterling Publishers, New delhi.
- Garlside, L.E. (1980) *Modern Business Correspondence*, McDonald and Evans Ltd. Plymouth.
- Ghanekar,A(1996) *Communication Skills for Effective Management*. Everest Publishing House, Pune.
- Graves, Harold F. (1965) *Report Writing*, Prentice Hall, New Jersey.
- Gupta, Anand Das (2010) *Ethics, Business and Society: Managing Responsibly Response Books 32*.Gupta, Dipankar (2006) *Ethics Incorporated: Top Priority and Bottom Line Response Books*
- Lesikar, Raymond V and Petit, John D.(1994) *Business Communication: Theory and Application* , Richard D. Irwin Inc. Illinois.
- Ludlow,Ron.(1995) *The Essence of Effective Communication*, Prentice , New Delhi.
- 36.M. Ashraf, Rizvi (2006) *Effective Technical Communication* Tata McGrawHill
- Martson, John E. 1963) *The Nature of Public Relations*, McGraw Hill, New Delhi.
- Majumdar,P.K.(1992) *Commentary on the Consumer protection Act*, Prentice, New Delhi.
- McQuail, Denis (1975), *Communication*, Longman.



Skill Enhancement Courses (SEC)

Foundation Course – II

Sr. No.	Modules / Units	No. Of Lectures
1	Globalisation and Indian Society	07 Lectures
	<p>Globalization and Indian Society:</p> <p>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.</p> <p><i>Project work on positive and negative impact of globalization</i></p>	
2	Human Rights	08 Lectures
	<p>Human Rights:</p> <p>Concept of Human Rights; Origin and evolution of the concept; The Universal Declaration of Human Rights;</p>	
3	Ecology	12 Lectures
	<p>Ecology:</p> <p>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.</p> <p><i>Poverty and environment : Theory & Project Work</i></p>	
4	Understanding and Managing Stress & Conflict	18 Lectures
	<p>Understanding and Managing Stress & Conflict:</p> <p>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.</p>	



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.	

Reference Books
Foundation Course - II
<ul style="list-style-type: none"> • <i>A decade of economic reforms in India (The past, the present, the future)</i>-Edited by Raj Kapila and Uma Kapila, Academic Foundation (2002) • <i>Impact of the policies of WTO on Indian agriculture</i> - S. Nehru, Serial Pub. (2012) • <i>Privatisation of public enterprises – Emerging dimensions</i> – Edited by G.S. Batra, NarinderKaur , Anmol Pub. (1995) • <i>Economics of development</i> – Dwight Perkins, Steven Radelet, David Lindauer, Norton company(2006) • <i>Industrial Policy and economic development in India (1947 -2012)</i> – AnupChatterjeeNew Century Pub. (2012) • <i>Globalisation and development of backward areas</i> – Edited by G. Satyanarayana New Century Pub. (2007) • <i>Contemporary issues in globalisation – An introduction to theory and policy in India</i> SoumyenSikder , Oxford University Press (2002) • <i>Environmental Studies</i> – Dr. Vijay Kumar Tiwari , Himalayan Pub. (2010) • <i>Ecology and environment</i> – Benu Singh, Vista International Pub. (2006) • <i>Universal Human Rights : In theory and practice</i>, Jack Donnelly, (2014) • <i>Stress Management</i> – Dr. N. Tejmani Singh ,Maxford books (2011) • <i>Stress blasters</i> – Brian Chchester, Perry Garfinkel and others , Rodale Press (1997)



Core Courses (CC)

Organizational Behavior

Sr. No.	Modules / Units	No. Of Lectures
1	Introduction to Organizational Behaviour	15 Lectures
	Meaning, Nature and scope of OB, Models of OB, Theories of Motivation : • Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory • Application of the Theories • Motivational techniques in Banking and Insurance Industry	
2	Group Dynamics	15 Lectures
	Individual Behavior (IQ, EQ, SQ) • Group Formation, Team Building, Team Development. • Goal Setting • Soft Skills, Interpersonal Skills, Multicultural Skills, Cross Cultural Skills. • Introduction to Psychology - Meaning and Nature of Psychology. • Benefits of Psychology. • Importance of Psychology • Johari Window	
3	Organizational Culture and Change Management	15 Lectures
	• Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts. • Blake & Mouton – Managerial Grid • Organizational Change, effects of Resistance to Change, ways to overcome resistance to change. • Time and Stress Management	
4	Organisational Development	15 Lectures
	• Meaning and Nature of OD. • Techniques of OD. • Importance of OD.	

**Reference Books:**

Title	Author(s)	Publisher
Organisational Behaviour	Vinay Prabhu	Vipul Prakashan
Organizational Behaviour	S. Robbins	Prentice Hall
Organizational Behaviour	K. Aswathappa	Himalaya Publishing House
Psychology – Indian Sub continent Edition	Robert A Baron	Pearson

Core Courses (CC)

Quantitative Methods-II

Sr. No.	Modules / Units	No. of Lectures
1	Testing of Hypothesis	10 Lectures
	Testing of hypotheses: Null Hypothesis, Alternative Hypothesis, Decision Criterion, Critical Region, Type I and Type II Error, level of significance, Test based on large Sample for Means and Proportion/s	
2	Linear Programming Techniques	10 Lectures
	Meaning, Advantages, limitations, business applications, basic terminology, formulation of linear Programming Problems, Graphical Method of solving Linear Programming Problems, Simplex method (upto 3 variables) with Maximisation and Minimisation. Duality in Linear Programming (concept only)	
3	Matrices & Determinants (Application in Business and Economics)	10 Lectures
	Matrices, Types of Matrices, Transpose, Addition, Multiplication, Subtraction of a Matrix, Determinants, Type of Determinants, inverse of a matrix by Pivotal Reduction Method, Adjoint Method and Row / Column Transformation. Application of Matrices and Determinants to Business and Economics. (Please concentrate on application of Matrices and Determinants to Business & Economics)	
4	Ratio, Proportion & Percentage	10 Lectures



	Ratio Definition, Continued Ratio, Inverse Ratio, Proportion, Continued Proportion, Direct Proportion, Inverse proportion, Variation, Inverse Variation, Joint Variation, Percentage: Meaning & Computation of Percentage.	
5	Statistical Applications In Investment Management	15 Lectures
	Expected return from shares (using probability) Measuring total risk from investigator shares (using standard deviations) Partitioning risk into systematic and unsystematic component (using co-variance) Measuring risks of portfolio (using co-relation) to draw conclusions regarding share prices (using testing of hypothesis).	
6	Economic indicators	05 Lectures
	GDP, Real growth in GDP price level Inflation rate, Money supply, Index for agricultural production Index for industrial production, Electrical	

Reference Books:

Quantitative Methods-II
<ul style="list-style-type: none"> • <i>Mathematics for Economics & Finance</i> by Martin Anthony & Norman Biggs. • <i>Fundamentals of Statistics</i> - D. N. Elhance, • <i>Statistical Methods</i> - S.G. Gupta (S. Chand & Co. • <i>Statistics for Management</i> - Lovin R. Rubin D.S, (Prentice Hall of India) • <i>Statistics - Theory, Method & Applications</i> D.S.Sancheti & V. K. Kapoor. • <i>Modern Business Statistics - (Revised)</i>-B. Pearles & C. Sullivan -Prentice Hall of India. • <i>Business Mathematics & Statistics</i> : B Aggarwal, Ane Book Pvt. Limited • <i>Business Mathematics</i> : D C Sancheti & V K Kapoor, Sultan Chand & Sons • <i>Business Mathematics</i> : A P Verma, Asian Books Pvt. :Limited. • IRDA: IC. 33 • <i>Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand & Co</i>



Scheme of Evaluation

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 40% marks and the second component will be the Semester-wise End Examination component carrying 60% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

A) Internal Assessment: 40 %

Question Paper Pattern

(Internal Assessment- Courses without Practical Courses)

Sr. No.	Particular	Marks
1	One class test (20 Marks)	
	Match the Column/ Fill in the Blanks/ Multiple Choice Questions <i>(1 Mark each)</i>	08 Marks
	Answer in Brief (Attempt Any Three of the Five) <i>(04 Marks each)</i>	12 Marks
02	One case study / project based on curriculum to be assessed by the teacher concerned	10 Marks
03	Presentation/ Viva / 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	10 Marks



Question Paper Pattern

(Internal Assessment- Courses with Practical Courses)

Sr. No.	Particular	Marks
1	Semester End Practical Examination (20 Marks)	
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 Marks
02	One case study / project with presentation based on curriculum to be assessed by the teacher concerned	10 Marks
03	Presentation / Viva / 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	10 Marks



B) Semester End Examination: 60 %

- i) Duration: The examination shall be of 2 Hours duration
- ii) Theory question paper pattern
 - There shall be five questions each of 12 marks.
 - All questions shall be compulsory with internal choice within the questions.
 - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

(Detail question paper pattern has been given separately)

Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.



Question Paper Pattern (Practical Courses)

Maximum Marks: 60

Questions to be set: 03

Duration: 2 Hrs.

All Questions are Compulsory Carrying 12 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 06 B) Sub Questions to be asked 10 and to be answered any 06 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	12 Marks
Q-2	Full Length Practical Question OR	12 Marks
Q-2	Full Length Practical Question	12 Marks
Q-3	Full Length Practical Question OR	12 Marks
Q-3	Full Length Practical Question	12 Marks
Q-4	Full Length Practical Question OR	12 Marks
Q-4	Full Length Practical Question	12 Marks
Q-5	A) Theory questions B) Theory questions OR	06 Marks 06 Marks
Q-5	Short Notes To be asked 05 To be answered 03	12 Marks

Note:

Practical question of 12 marks may be divided into two sub questions of 6/6 and 4/4/4 Marks. If the topic demands, instead of practical questions, appropriate theory question may be asked.

Note :

University of Mumbai

Uttari Bharat Sabha's



Ramanand Arya D.A.V. College
(Autonomous)



First year Syllabus has been Revised in the Academic year 2021-2022 however second and third year syllabus will be revised in 2022-2023 and 2023-2024 respectively .