



**Vivekanand Education Society's
College of Arts, Science and Commerce
(Autonomous)**

Sindhi Society, Chembur, Mumbai, Maharashtra – 400 071.

*Accredited by NAAC "A Grade" in 3rd Cycle - 2017
Best College Award – Urban Area, University of Mumbai (2012-13)
Recipient of FIST Grant (DST) and STAR College Grant (DBT)*

**Affiliated to the
University of Mumbai**

Syllabus for

Program: B.Com. (Financial Markets)

(Program code: VESUCFM)

**As per Choice Based Semester and Grading System (CBSGS)
with effect from Academic Year 2022 - 2023**

Program Outcomes (PO):

A learner completing B.Com.(Financial Markets) will be able to:

- PO1 Develop basic economic analysis skills in finance for making reasonable investment decisions and conduct basic research in finance.
- PO2 Understand the world of Financial Services and its operations and importance in the present world.
- PO3 Compete and project their knowledge and skills necessary to become employable in the financial service industry.
- PO4 Evaluate the structure of financial markets, the different types of securities, and the performance of market participants.
- PO5 Provide a detailed explanation of financial instruments such as options, futures, swaps and other derivative securities.
- PO6 Evaluate the trends that make financial planning an emerging profession.
- PO7 Evaluate the economic environment and the impact of governmental economic policies on consumers and financial institutions.

Program Specific Outcomes (PSO's)

On completion of B.Com.(Financial Markets) program, learners will be enriched with knowledge and be able to

- PSO1 Understand the functions of financial markets and intermediary institutions.
- PSO2 Understand the concept of Stock Market Index and its calculation.
- PSO3 Know the basics of Currency, Fixed Income Securities and Mutual Funds.
- PSO4 Master the concept of Time Value of Money.
- PSO5 Understand the selection of portfolio of securities that maximizes return while minimizing risk.
- PSO6 Explain how derivatives products can be used in portfolio management.

F.Y.B.Com. (Financial Markets)

(SEMESTER I)

Course Code	Title	Credits & Lectures per Semester	Lectures per Week
VESUCFM101	Financial Accounting - I	03	04
	Unit I: Nature and purpose of Accounting	15 Lectures	
	Unit II: Books of Accounts	15 Lectures	
	Unit III: Introduction to Financial Statements	15 Lectures	
	Unit IV: Preparation of Final Accounts	15 Lectures	
VESUCFM102	Introduction to Financial Systems	03	04
	Unit I: Overview of Financial System	15 Lectures	
	Unit II: Financial Markets	15 Lectures	
	Unit III: Financial Regulators	15 Lectures	
	Unit IV: Financial Instruments	15 Lectures	
VESUCFM103	Business Mathematics	03	04
	Unit I: Ratio, Proportion and Percentage	15 Lectures	
	Unit II: Profit and Loss	15 Lectures	
	Unit III: Interest and Annuity	15 Lectures	
	Unit IV: Shares and Mutual Fund	15 Lectures	
VESUCFM104	Business Communication – I	03	04
	Unit I: Theory of Communication	15 Lectures	
	Unit II: Obstacles to Communication in Business World	15 Lectures	
	Unit III: Business Correspondence	15 Lectures	
	Unit IV: Language and Writing Skills	15 Lectures	

Course Code	Title	Credits & Lectures per Semester	Lectures per Week
VESUCFM105	Foundation Course – I	02	03
	Unit I: Overview of Indian Society	05 Lectures	
	Unit II: Concept of Disparity- 1	10 Lectures	
	Unit III: Concept of Disparity-2	10 Lectures	
	Unit IV: The Indian Constitution	10 Lectures	
	Unit V: Significant Aspects of Political Processes	10 Lectures	
VESUCFM106	Business Environment	03	04
	Unit I: Business and its Environment	15 Lectures	
	Unit II: Business and Society	15 Lectures	
	Unit III: Contemporary Issues	15 Lectures	
	Unit IV: International Environment	15 Lectures	
VESUCFM107	Business Economics – I		04
	Unit I: Introduction	10 Lectures	
	Unit II: Demand Analysis	10 Lectures	
	Unit III: Supply and Production Decisions and Cost of Production	15 Lectures	
	Unit IV: Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition	15 Lectures	
	Unit V: Pricing Practices	10 Lectures	

F.Y.B.Com. Financial Markets

(SEMESTER II)

Course Code	Title	Credits & Lectures per Semester	Lectures per Week
VESUCFM201	Financial Accounting -II	03	04
	Unit I: Shares and Debentures	15 Lectures	
	Unit II: Corporate Accounting	15 Lectures	
	Unit III: Share Valuation	15 Lectures	
	Unit IV: Indian Accounting Standards	15 Lectures	
VESUCFM202	Principles of Management	03	04
	Unit I: Introduction	15 Lectures	
	Unit II: Planning and decision making	15 Lectures	
	Unit III: Organizing	15 Lectures	
	Unit IV: Management Control	15 Lectures	
VESUCFM203	Business Statistics	03	04
	Unit I: Population and Sample	12 Lectures	
	Unit II: Measures of Central Tendency	12 Lectures	
	Unit III: Measures of Dispersion	12 Lectures	
	Unit IV: Correlation and regression (for ungrouped data)	12 Lectures	
	Unit V: Linear Programming Problems	12 Lectures	
VESUCFM204	Business Communication – II		04
	Unit I: Presentation Skills	15 Lectures	
	Unit II: Group Communication	15 Lectures	
	Unit III: Business Correspondence	15 Lectures	
	Unit IV: Language and Writing Skills	15 Lectures	

Course Code	Title	Credits & Lectures per Semester	Lectures per Week
VESUCFM205	Foundation Course – II	02	03
	Unit I: Globalization and Indian Society	7 Lectures	
	Unit II: Human Rights	10 Lectures	
	Unit III: Ecology	10 Lectures	
	Unit IV: Understanding Stress and Conflict	10 Lectures	
	Unit V: Managing Stress and Conflict in Contemporary Society	8 Lectures	
VESUCFM206	Environmental Science	03	04
	Unit I: Environment: An overview	15 Lectures	
	Unit II: Natural Resources	15 Lectures	
	Unit III: Environment and Economic Activities	15 Lectures	
	Unit IV: Environment Management	15 Lectures	
VESUCFM207	Computer Skills -I	03	04
	Unit I: Computer Hardware	10 Lectures	
	Unit II: Windows	10 Lectures	
	Unit III: Internet	10 Lectures	
	Unit IV: Word Processing	15 Lectures	
	Unit V: Advanced Excel	15 Lectures	

Detailed Syllabus: Unit wise / Module wise with number of lectures

Course title: Financial Accounting – I

Course code: VESUCFM101

Objective:

1. To show the importance of accounting it's ways and practices.
2. To understand how to value stock and how accounting of the same is done.
3. To show the way an accounting of issue of share is done and how it affects the balance sheet.
4. To show different ways of depreciation and accounting of hire purchases.
5. To understand the basic final accounts and preparation of different statements.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

- LO1 Students will be able to develop a logical and practical approach in the area of accounting.
- LO2 Students will understand the applicability of accounting by studying the topics like accounting standards and hire purchase.
- LO3 Students will be able to enhance their ability in understanding and absorbing the various topics and courses which will follow in the next semester.

Unit no.	Details of topics	No of lectures
1	Nature, Purpose of Accounting Meaning and scope of Accounting: Need, development & Definition of Accounting, persons interest in accounting disclosure, Branches of accounting (Added) Accounting concepts. Accounting Standard (Shifted to SEM II)	15 Lectures
2	Books of Accounts Journals, ledger, subsidiary books Trial Balance, Financial Accounting framework	15 Lectures
3	Books of Accounts Treatment of Capital & Revenue Depreciation Accounting; methods of recording depreciation and methods of providing depreciation as per AS-4, Valuation of Shares. (Added), Bank Reconciliation Statement (Deleted)	15 Lectures

4.	Final Accounts of Sole Traders- Manufacturing Account, Trading, Profit & Loss Account and Balance Sheet Final Accounts of Partnership Firm, Manufacturing Account, Trading, Profit & Loss Account and Balance sheet	15 Lectures
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References:

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

Additional references:

- *Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi*
- *Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc*
- *Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida*
- *Compendium of Statement and Standard of Accounting, ICAI*
- *Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai*
- *Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai*
- *Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi*
- *Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi*
- *Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi*
- *Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi*

Course title: Introduction to Financial Systems

Course code: VESUCFM102

Objective:

1. To get an idea about the financial systems of the country.
2. Overview of the Financial Markets and its regulators.
3. To develop insights of different financial instruments.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

- LO1 Students will get an overview of the financial systems of the country.
- LO2 Students will get an idea about financial markets and role of financial regulators.
- LO3 Students will be able to understand the different financial instruments that are introduced in the financial markets.

Unit no.	Details of topics	No of lectures
1	Overview of Financial System An introduction to the financial system, Overview of financial system, Functions of a financial system, Evolution of financial systems (capital market oriented), Financial systems in India compared with those in developed nations and developing nations, Constituents of the financial system and interrelationships between various components	15 Lectures
2	Financial Markets Capital markets, Money Markets, Foreign Exchange Market, Commodity Markets, Derivative Markets, Meaning, classification and structure, sub-segments, Role played, participants	15 Lectures
3	Financial Regulators Meaning and features of financial regulators, Role and functions of financial regulators, Kinds of financial regulators, markets regulated by each regulator	15 Lectures
4.	Financial Instruments Meaning and classification of financial instruments (multiple ways of classifying financial instruments), Types of financial instruments, Evaluation of financial instruments (risk return trade-off), Characteristics of financial instruments, New financial instruments	15 Lectures

References:

- *Gordon E. & Natarajan K. Financial Markets & Services, Himalaya Publishing House.*
- *Indian Financial System, Machiraju.R.H, Vikas Publishing House.*
- *Indian Financial System, Khan M.Y Tata Mcgraw Hill.*
- *Financial Institutions and Markets, BholeL.M,TataMcgraw Hill.*
- *The Indian Financial System, Desai, Vasantha Himalaya Publishing House.*



Since 1962

Course title: Business Mathematics

Course code: VESUCFM103

Objective:

1. To familiarize the students with the basic concept of mathematical problems.
2. To make students understand the application of mathematical tools in Finance, Commerce and Management.
3. Explain the concepts and use equations, formulae, and mathematical expressions and relationships in a variety of contexts.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

- LO1 Apply the knowledge of mathematics in solving business problems.
- LO2 Analyse and demonstrate mathematical skills required in mathematically intensive areas.

Unit no.	Details of topics	No of lectures
1	Ratio, Proportion and Percentage: Ratio- Definition, continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse Proportion, Variation - Inverse variation, Joint variation, Percentage- Meaning and computation of the percentage.	15 Lectures
2	Profit and Loss: Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage	15 Lectures
3	Interest and Annuity: Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest Annuity immediate- present value and future value	15 Lectures

	Stated annual rate and effective annual rate	
4	Shares and Mutual Fund: Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value	15 Lectures

References:

- *Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand*
- *Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.*
- *Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill*
- *Mathematics of Finance 2nd Edition Schaum's Tata McGrawHill*
- *Business Mathematics by Dr.AmarnathDikshit&Dr.Jinendra Kumar Jain.*
- *Business Mathematics by Bari – New Literature publishing company, Mumbai*
- *Mathematics for Economics and Business, RS Bhardwaj, 2010, Excel Books*
- *Business Mathematics, Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Vikas Publishing House*



Course title: Business Communication – I

Course code: VESUCFM104

Objective:

1. To help learners develop interpersonal skills that contribute to effective and satisfying personal, social and professional relationship.
2. To facilitate understanding of the nuances of verbal and non-verbal communication as it plays a vital role in the accomplishment of organizational goals.
3. To impart knowledge regarding exchange of information both within and outside the organization.
4. To upskill learners with the use of the latest digital tools and techniques to facilitate effective communication at workplace.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

LO1 Students will develop the understanding of various aspects of business communication.

LO2 Students from vernacular medium will be able to improve their speaking and writing skills.

Unit no.	Details of topics	No of lectures
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 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	15 Lectures

	Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing	
2	<p>Obstacles to Communication in Business World</p> <p>Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p>Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p>Introduction to Business Ethics: Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility</p> <p>Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices: Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child Labour</p>	15 Lectures
3	<p>Business Correspondence</p> <p>Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing.</p> <p>Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]</p>	15 Lectures
4.	<p>Language and Writing Skills Commercial</p> <p>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. 	15 Lectures

	<ul style="list-style-type: none"> ▪ Reading Comprehension: Analysis of texts from the fields of Commerce and Management 	
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References:

- 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.
- Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) *How to Write First Class BusinessCorrespondence*, N.T.C. Publishing Group USA.
- Banerjee, Bani P (2005) *Foundation of Ethics in Mangement Excel Books 10.Businessworld SpecialCollector’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*, HarperCollins 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.,New Delhi.
- 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.
- 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.
- 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.

Additional References:

- *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*
- *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*
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- *Montagu, A and Matson, Floyd (1979) The Human Connection, McGraw Hill, New York.*
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- *Parry, John (1968) The Psychology of Human Communication.*
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- *Phillip, Louis V. (1975) Organisational Communication- The Effective Management, Columbus Grid Inc*
- *Business Communication by J.K. Sinha, Galgotia Publishing House, Delhi*
- *Effective Communication in Business by Walf and Warner, Southern Western Publications Cine Innali, U.S.A.*
- *Today's Business Letter Writing by Avett Elizabeth Maynard, Prentice Hall, New Delhi*

Since 1962

Course title: Foundation Course – I

Course code: VESUCFM105

Objective:

1. To get an overview of Indian Society.
2. To develop an understanding towards the multiculturalism of the Indian society understand the resource endowment of earth and systems that promote sustainable development.
3. To 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.
4. To oversee the structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen
5. To understand the party system in Indian politics; Local self-government in urban and rural areas.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

- LO1 To understand the framework of the multi-cultural diversity of Indian society.
- LO2 To Examine the causes and effects of conflicts arising out of regionalism and Linguistic.
- LO3 To analyze and understand the Philosophy of the Constitution as set out in the Preamble.
- LO4 To understand the party system in Indian politics and the role and significance of women in politics.

Unit no.	Details of topics	No of lectures
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; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference	05 Lectures
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, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities	10 Lectures
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	10 Lectures
4.	The Indian Constitution: 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	10 Lectures
5	Significant Aspects of Political Processes: 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	10 Lectures

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References:

- *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 Inequilities in India* Bhat L SSSRD- New Delhi
- *Urbanisation in India: Challenges, Opportunities & the way forward*, I J Ahluwalia,

Ravi Kanbur, P KMohanty, 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 Communilism in india, Ravindra Kumar Mittal Pub*

Combating communalism in India: Key to National Integration, KawalKishor Bhardwaj, Mittal Pub



Since 1962

Course title: Business Environment

Course code: VESUCFM106

Objective:

1. To get an overview of different components of the environment.
2. To understand the resource endowment of earth and systems that promote sustainable development.
3. To develop, implement, monitor and maintain environmental strategies, policies, programs and systems that promote sustainable development.
4. To oversee the environmental performance including compliance with environmental legislation across the organization.
5. To understand environment management with respect to environment auditing.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

LO1 To understand the environmental, social, and economic framework of the world.

LO2 To understand the process of auditing.

LO3 To analyze and report environmental performance.

Unit no.	Details of topics	No of lectures
1	Business and its Environment: Business Objectives, Dynamics of Business and its Environment, Types of Business Environment Environmental Analysis: Importance, Factors, PESTEL Analysis, SWOT Analysis	15 Lectures
2	Business and Society: a) Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate b) Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006 Entrepreneurship as a Career Option c) Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 1986	15 Lectures
3	Contemporary Issues a) Corporate Social Responsibility and Corporate	15 Lectures

	Governance: Social Responsibility of Business, Ecology and Business, Carbon Credit b) Social Audit: Evolution of Social Audit, Benefits of Social Audit, Social Audit v/s Commercial Audit	
4	International Environment a) Strategies for going Global: MNCs and TNCs, WTO b) Foreign Trade in India- Balance of Trade, FDI Investment Flows and its Implication for Indian Industries	15 Lectures

References:

- *Business Environment Text and Cases by M.B. Shukla, Taxman Publications, New Delhi*
- *Global Economy and Business Environment by Francis Cherunilam, Himalaya Publication House, Mumbai*
- *Business Environment: Text and Cases by Francis Cherunilam, Himalaya Publication House, Mumbai*
- *Indian Economy by Dutt and Sundaram, S. Chand and Company Pvt. Ltd., New Delhi*
- *Essentials of Business Environment by K. Aswathappa, Himalaya Publication House, Mumbai*
- *Business Environment by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi*
- *Indian Economy by Misra and Puri, Himalaya Publishing House, Mumbai*
- *Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi*
- *Dynamics of Entrepreneurship by Vasanta Desai, Himalaya Publishing House, Mumbai*
- *Entrepreneurship and Small Development Business Management by C.B. Gupta and S.S. Khanka, Sultan Chand and Sons, New Delhi*
- *Entrepreneurship by David H. Holt, PHI Learning Pvt. Ltd., New Delhi*
- *Management of Small-Scale Industries by Vasant Desai, Himalaya Publishing House, Mumbai*
- *Business and Government by Francis Cherunilam, Himalaya Publishing House, Mumbai*
- *Corporate Governance in India by Jayati Sarkar and Subrata Sarkar, Sage Publications, New Delhi*
- *Corporate Governance: Principles, Policies and Practices by A.C. Fernando, Pearson Education India, New Delhi*

Course title: Business Economics – I

Course code: VESUCFM107

Objective:

1. To familiarize the students with the basic concept of microeconomics.
2. To make student understand the demand and supply analysis in business applications
3. To familiarize students with the production and cost structure under different stages of production.
4. To understand the pricing and output decisions under various market structure.
5. To help students understand and apply the various decision tools to understand the market structure.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

- LO1 Students will be able to understand the concepts of cost, nature of production and its relationship to Business operations.
- LO2 Students can apply marginal analysis to the “firm” under different market conditions.
- LO3 Students can analyze the causes and consequences of different market conditions.
- LO4 Students will be able to integrate the concept of price and output decisions of firms under various market structure.

Unit no.	Details of topics	No of lectures
1	Introduction: Scope and Importance of Business Economics - basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making, the basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium	10 Lectures
2	Demand Analysis: Demand Function - nature of demand curve under different markets	10 Lectures

	<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 (Numerical illustrations on trend analysis and simple linear regression)</p>	
3	<p>Supply and Production Decisions and Cost of Production</p> <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, 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>), LAC and Learning curve - Break even analysis (<i>with business applications</i>)</p>	15 Lectures
4	<p>Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition</p> <p>Short run and long run equilibrium of a competitive firm and of industry - 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 (<i>Topics to be taught using case studies from real life examples</i>)</p> <p>Oligopolistic markets: key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity - Cartels and price leadership models (<i>with practical examples</i>)</p>	15 Lectures
5	<p>Pricing Practices: Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing (<i>Case studies on how pricing methods are used in business world</i>)</p>	10 Lectures

References:

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

F.Y.B.Com. Financial Markets

(SEMESTER II)

Objective: Course title: Financial Accounting – II

Course code: VESUCFM 201

1. To remove valuation of every business by valuation its goodwill and shares.
2. To understand the process of buyback.
3. To understand the process of redemption of preference shares.
4. To understand the process of redemption of debentures.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

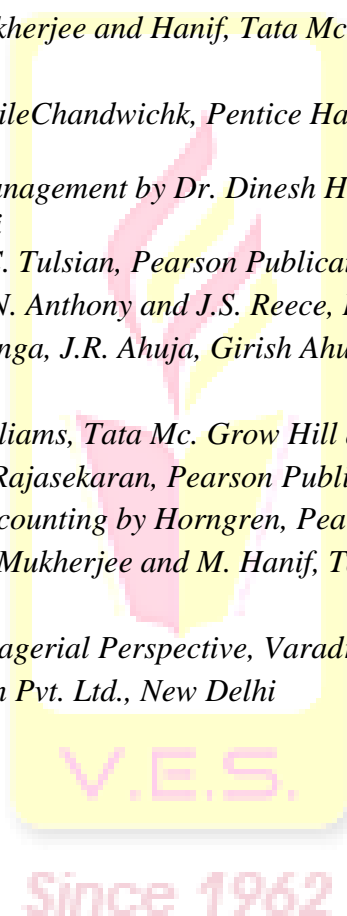
- LO1 Students will be able to develop a logical and practical approach in the area of accounting.
- LO2 Students will understand the applicability of accounting by studying the topics like shares and debentures.
- LO3 Students will be able to enhance their ability in understanding and absorb the various topics and courses which will follow in the following semesters

Unit no.	Details of topics	No of lectures
1	Shares and Debentures: Issue of Shares & Debentures: Types of Shares & Debentures (in India) Accounting Treatments for issue of shares & debentures with new market and SEBI rules	15 Lectures
2	Corporate Accounting: Capitalization of reserves & issue of Bonus Shares Preparation of corporate financial statements in vertical form.	15 Lectures
3	Share Valuation: Valuation of shares (Shifted to SEM I) Buy-back of shares & own debentures. Investment Accounting	15 Lectures

4.	Indian Accounting Standards: AS, GAAP & their impact on Income Statement & B/S. Latest Development: Computerization of accounting & accounting	15 Lectures
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References:

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



Course title: Principles of Management

Course code: VESUCFM202

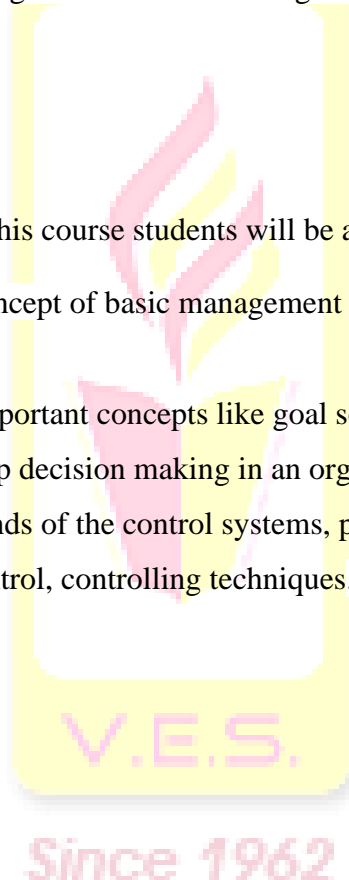
Objective:

1. It aims at equipping students with the fundamentals of management.
2. It helps in understanding the nature and process of management.
3. To understand the Fundamentals of organizing.
4. It is also aimed at imparting a basic understanding of the Nature, purpose, and process of controlling.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

- LO1 Students understand the concept of basic management roles and skills, contemporary issues and challenges.
- LO2 They get an idea about important concepts like goal setting, MBO, decision making, conditions, forms of group decision making in an organization.
- LO3 They are introduced to kinds of the control systems, prerequisites of effective control systems, resistance to control, controlling techniques.



Unit no.	Details of topics	No of lectures
1	Introduction: Nature and process of management, basic management roles and skills, nature of managerial work, approaches to management, classical behavioral, systems and contingency approaches, contemporary issues and challenges	15 Lectures
2	Planning and decision-making Concept, purpose and process of planning, kinds of plans, strategies, policies and planning, premises, goal setting, MBO, decision making, conditions, forms of group decision making in organization.	15 Lectures

3	Organizing: Fundamentals of organizing, bases of departmentation, distribution of authority, coordination, organization structure, and design, leadership- nature and significance, leading and managing, leadership styles, leadership theories	15 Lectures
4.	Management control: Nature, purpose and process of controlling, kinds of control system, prerequisites of effective control systems, resistance to control, controlling techniques	15 Lectures

References:

- *Principles of Management - P.C. Tripathi & P.N. Reddy.*
- *Essentials of Management - Wehrich and Koontz.*
- *Principles of Management - L.M. Prasad*
- *Principles of Management - Dinkar Pagare*
- *Business Management - C.B. Gupta*
- *Business Management - N. Premavathy*
- *Principles of Management - J. Jayasankar*



Course title: Business Statistics

Course code: VESUCFM203

Objective:

1. Understand relevance & need for quantitative methods for making business decisions
2. Demonstrate a sound knowledge of the fundamentals of statistics and statistical techniques
3. Be able to read and interpret statistical information
4. Be able to perform statistical analysis
5. Be able to apply quantitative methods to solve a variety of business problems

Learning Outcomes (LO):

On successful completion of this course students will be able to:

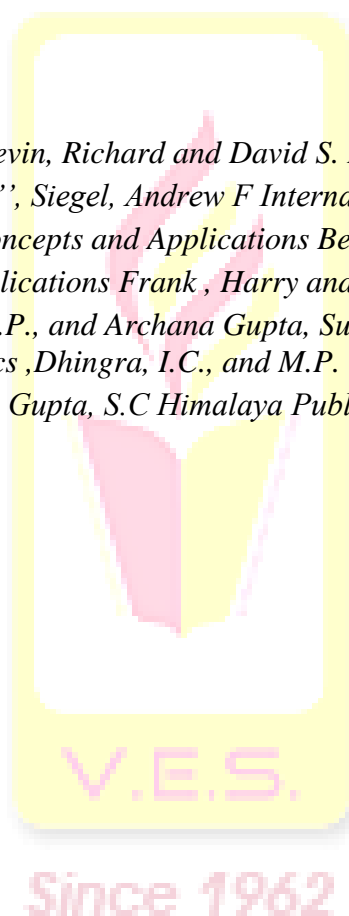
- LO1 Understand various quantitative & statistical methods
- LO2 Understand data and draw inference from data
- LO3 Calculate and interpret statistical values by using statistical tool (correlation & regression)
- LO4 Demonstrate an ability to apply various statistical tool to solve business problems.

Unit no.	Details of topics	No of lectures
1	Population and sample Definition of statistics, scope of statistics in Management and financial markets, Concept of population and sample with illustration Methods of sampling- SRSWR, SRSWOR, stratified, systematic (description of sampling procedures only) Data condensation and graphical methods: Raw data, attributes and variables, classification, frequency distribution, cumulative frequency distribution Graphs- Histogram and frequency polygon Diagrams- Multiple bar, pie, subdivided bar	12 Lectures
2	Measures of Central tendency Criteria for good measures of central tendency, arithmetic mean, median mode for grouped and ungrouped data, combined mean	12 Lectures
3	Measures of Dispersion	12 Lectures

	Concept of dispersion, absolute and relative measures of dispersion, range variance, standard deviation, coefficient of variation, quartile deviation, coefficient of quartile deviation	
4.	Correlation and regression (for ungrouped data) Concept of correlation, positive and negative correlation, Karl Pearson's Coefficient of Correlation, meaning of regression, two Regression equations, Regression coefficients and properties	12 Lectures
5.	Linear Programming Problems Meaning of LPP, Formulation of LPP, solution by graphical methods, problems relating to two variables only.	12 Lectures

References:

- *Statistics for Management Levin, Richard and David S. Rubin Prentice Hall of India.*
- *Practical Business Statistics*’, Siegel, Andrew F International Edition
- *Basic Business Statistics: Concepts and Applications Berenson and Levine Prentice Hall.*
- *Statistics: Concepts and Applications Frank , Harry and Steven C. Althoen,*
- *Statistical Methods Gupta, S.P., and Archana Gupta, Sultan Chand and Sons, New Delhi.*
- *Lectures in Business Statistics ,Dhingra, I.C., and M.P. Gupta Sultan Chand.*
- *Fundamentals of Statistics*’, Gupta, S.C Himalaya Publishing House.





Since 1962

Course title: Business Communication – II

Course code: VESUCFM204

Objective:

1. To build on the principles of communication.
2. To carry out the basics of Presentations, Group Discussion & Interview Etiquette.
3. To inculcate basic professional writing techniques by developing a practical approach to utilize the principles of business correspondence.
4. To enable the students to prepare a business report & proposal.
5. To carry out the basics of Presentations, Group Discussion & Interview Etiquette.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

- LO1 Students will get an overview of group communication common in organizations.
- LO2 Apply the basics of Business Correspondence through various formats of letters and emails.
- LO3 Analyze the principle of an effective business Proposal.
- LO4 Integrate the concept of effective writing skills for business report.

Unit no.	Details of topics	No of lectures
1	Presentation Skills: Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation How to make a Power-Point Presentation	15 Lectures
2	Group Communication 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 Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR	15 Lectures
3	Business Correspondence Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)	15 Lectures

	<p>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.]</p>	
4.	<p>Language and Writing Skills Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarization: Identification of main and supporting/sub points Presenting these in a cohesive manner</p>	15 Lectures

References:

- 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 SpecialCollector'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, HarperCollins 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.*

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- 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.
- Montagu, A and Matson, Floyd (1979) *The Human Connection*, McGraw Hill, New York.
- Murphy, Herta and Hilde Brandt, Herbert W (1984) *Effective Business Communication*, McGraw Hill, New York.
- Parry, John (1968) *The Psychology of Human Communication*.
- Parson, C.J. and Hughes (1970) *Written Communication for Business Students*, Great Britain.
- Peterson, Robert A and Ferrell, O.C (2005) *Business Ethics: New Challenges for Business Schools and Corporate Leaders* Prentice Hall of India Pvt., Ltd
- Phillip, Louis V. (1975) *Organisational Communication- The Effective Management*, Columbus Grid Inc. 49.
- Ross, Robert D. (1977) *The Management of Public Relations*, John Wiley and Sons, U.S.A.

Course title: Foundation Course – II

Course code: VESUCFM205

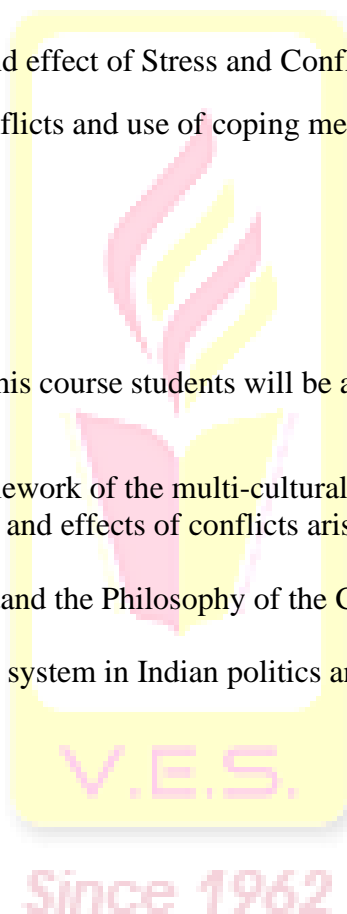
Objective:

1. To understand the concepts of liberalization, privatization, and globalization.
2. To get an overview of the concept of Human Rights.
3. To develop an understanding of the Importance of Environment Studies in the current developmental context.
4. To Understand the cause and effect of Stress and Conflict.
5. To oversee the types of conflicts and use of coping mechanisms for managing individual stress.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

- LO1 To understand the framework of the multi-cultural diversity of Indian society.
- LO2 To Examine the causes and effects of conflicts arising out of regionalism and Linguistic.
- LO3 To analyze and understand the Philosophy of the Constitution as set out in the Preamble.
- LO4 To understand the party system in Indian politics and the role and significance of women in politics.



Unit no.	Details of topics	No of lectures
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 farmers' suicides.	07 Lectures

2	Human Rights Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution	10 lectures
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	10 Lectures
4.	Understanding Stress and 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.	10 Lectures
5.	Managing Stress and Conflict in Contemporary Society Types of conflicts and use of coping mechanisms 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.	8 Lectures

References:

- *A decade of economic reforms in India (The past, the present, the future)-Edited by Raj Kapila and Uma Kapila, Academic Foundation (2002)*
- *Impact of the policies of WTO on Indian agriculture - S. Nehru, Serial Pub. (2012)*
- *Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra, NarinderKaur , Anmol Pub. (1995)*
- *Economics of development – Dwight Perkins, Steven Radelet, David Lindauer, Norton company (2006)*
- *Industrial Policy and economic development in India (1947 -2012) – AnupChatterjeeNew Century Pub. (2012)*
- *Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub. (2007)*
- *Contemporary issues in globalisation – An introduction to theory and policy in India SoumyenSikder , Oxford University Press (2002)*
- *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)*

Additional references:

- *National Service Scheme Manual (Revised) 2006, Government of India, Ministry of Youth Affairs and Sports, New Delhi.*
- *University of Mumbai National Service Scheme Manual 2009.*
- *Avhan Chancellor's Brigade - NSS Wing, Training camp on Disaster Preparedness Guidelines, March 2012*
- *RashtriyaSevaYojanaSankalpana -Prof.Dr.SankayChakan Dr.Pramod\Pabrekar, Diamond Publication, Pune*
- *National Service Scheme Manual for NSS District Coordinators, National Service Scheme Cell, Dept. of Higher and Technical Education, Mantralaya,*
- *Annual report of National Service Scheme (NSS) published by Dept. of Higher and Technical Education, Mantralaya,*
- *NSS Cell, Dept. of Higher and Technical Education, Mantralaya, UTKARSHA- Socio and cultural guidelines*
- *Case material as a Training Aid for Field Workers, Gurmeet Hans.*
- *Social service opportunities in hospitals, Kapil K. Krishnan, TISS*
- *New Trends in NSS, Research papers published by University of Pune*
- *ANOOGUNJ Research Journal, published by NSS Unit C. K. Thakur college*
- *Training Manual for Field Work published by RGNIYD, Chreeperumbudur*
- *Prof.Ghatole R.N. Rural Social Science and Community Development.*
- *PurushottamSheth, Dr.Shailaja Mane, National Service Scheme*
- *Joint programme of National Service Scheme, University of Mumbai & DISHA - DEEPSHIKHA Projects, Nair Hospital, 2011-12*
- *National Service Scheme in India: A Case study of Karnataka, M. B. Dishad, Trust Publications, 2001*
- <http://www.thebetterindia.com/140/national-service-scheme-nss/>
- <http://en.wikipedia.org/wiki/national-service-scheme> 19=<http://nss.nic.in/adminstruct>
- <http://nss.nic.in/propexpan>
- <http://nss.nic.in>
- <http://socialworknss.org/about.html>

V.E.S.
Since 1962

Course title: Environmental Science

Course code: VESUCFM206

Objective:

1. To get an overview of different components of the environment.
2. To understand the resource endowment of the earth and systems that promote sustainable development.
3. To develop, implement, monitor, and maintain environmental strategies, policies, programs, and systems that promote sustainable development.
4. To oversee the environmental performance including compliance with environmental legislation across the organization.
5. To understand environment management with respect to environmental auditing.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

- LO1 To understand the environmental, social and economic framework of the world.
- LO2 To understand the process of auditing.
- LO3 To analyze and report environmental performance.

Unit no.	Details of topics	No of lectures
1	Environment: An overview Environment- structure, components and typology Ecosystem as part of environment- Functioning and levels of organization Biodiversity- Classification, value, threats to biodiversity.	15 Lectures
2	Natural Resources Definition, importance and classification of natural resources Utilization o and conservation of water, forest, soil and energy resources Issues associated with natural resources.	15 Lectures
3	Environment and Economic Activities	15 Lectures

	Economic activities-nature and pattern- primary, secondary and tertiary Environmental problems associated with economic activities, Case studies with reference to India.	
4.	Environment Management Environment management- Concept, need and relevance of environmental education Environmental Impact Assessment, Environmental audit Role of technology in Environment Management- GIS, GPS, Remote sensing as tools.	15 Lectures

References:

- *Environmental Geography, Singh, Savindra, Prayag Pustak Bhavan,*
- *Environmental Geography, Gautam Alka, Sharda Pustak Bhavan, Allahabad,*
- *Environmental Management, Dr Swapan C Deb- Jaico*
- *Principles of Environmental Science, W Cunningham & M Cunningham*
- *Environmental Science, McKinney M.L. & Schoch, Jones & Bartlett*
- *Basics of Environmental Sciences, Allaby M. 2002, Routledge, London*
- *Man's Impact on Environment, Detwyler T.R. McGraw-Hill, New York*
- *India's Water Wealth, Orient Longman Ltd. New Delhi, Rao K.L*



Course title: Computer skills-I

Course code: VESUCFM 207

Objective:

1. To provide computer skills and knowledge for commerce students and to enhance the usefulness information technology tools for business operations.

Learning Outcomes (LO):

On successful completion of this course students will be able to:

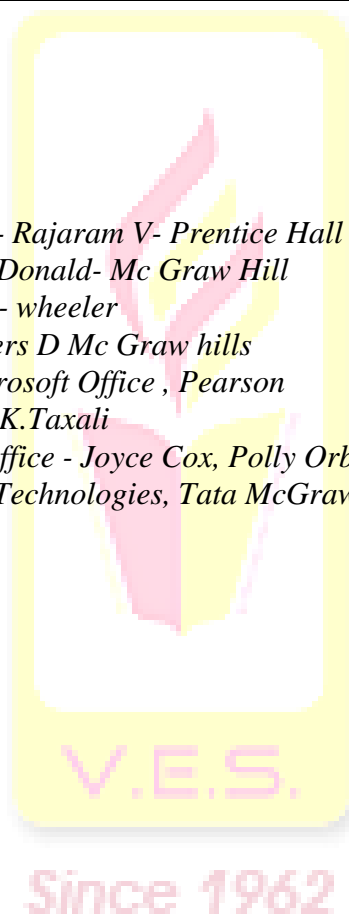
- LO1 It will help the students in creating Business Documents.
- LO2 Students will be equipped with the different tools to create Business Presentations.
- LO3 Students will be familiar with the generally used Spreadsheet functions like Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions which will help them incorporate functioning.
- LO4 Students will learn to manage the data records of the business.

Unit no.	Details of topics	No of lectures
1	Computer Hardware Personal Computers- identification/demonstration of different storage Devices like CD and CD drive, hard disk- HDD, storing and retrieving data from various storage devices, identification of various input and output devices. Primary memory, RAM and ROM- Processor- CPU, it's speed- machine cycle, ports, computer buses, Different types of printers. Introduction to trouble shooting of personal computers.	10 Lectures
2	Windows Introduction, features, various versions of windows, My computer, my documents, recycle bin, network neighborhood, start menu, taskbar, file and folder operation (creating, copying, moving, deleting), system tools, creating shortcuts.	10 Lectures
3	Internet What is internet, most popular internet services, functions of internet like email, WW, FTP, UseNet, Instant messaging, internet telephony, using address book, working with task list, scheduling appointments, reminders, events	10 Lectures

4.	Word Processing: Introduction to word-Processing, word-processing concepts, Use of Templates, working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Google drive, Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents	15 Lectures
5.	Advanced Excel: Excel Interface & using basic functions of menus/ribbons on basic data, Creating & manipulating worksheets and records, Formatting, Lay outing & Changing Views, Cell Referencing, formulas & functions, Charting and Visualizations, Data Analysis Tools, Saving, Printing & Protection, Collaborating & Including Graphics, Macros, Using Excel in real life world.	15 Lectures

References:

- *Fundamentals of Computers- Rajaram V- Prentice Hall*
- *Computers Today- Sanders, Donald- Mc Graw Hill*
- *Computers- Subramaniam N- wheeler*
- *Computers in Business- Saners D Mc Graw hills*
- *Woody Leonhard, using Microsoft Office , Pearson*
- *PCSoftware Made Simple-R.K.Taxali*
- *Quick course in Micro-soft office - Joyce Cox, Polly Orban*
- *Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)*



Modality of assessment

The performance of the learners shall be evaluated into two parts. The learner's performance shall be assessed by Internal Assessment with 25% marks in the first part & by conducting the Semester End Examinations with 75% marks in the second part. Practical Examination will consist of End Sem examination.

Student will have to score 40% of marks in Internal assessment as well as End Sem examination to pass the course.

The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below: -

Internal Assessment: It is defined as the assessment of the learners on the basis of internal evaluation as envisaged in the Credit & Choice based system by way of participation of learners in various academic and correlated activities in the given semester of the programme.

Semester End Assessment: It is defined as the assessment of the learners on the basis of Performance in the semester end Theory/ written/ Practical examination.

A. Theory - Internal assessment 25%

25 marks

Sr No	Evaluation type	Marks
1.	<ul style="list-style-type: none">- Tests, Assignments,- Project based learning activities (Group Research/ Case studies/ Reports / Assignments / Presentations / Skit / Poster / etc.),- Class Test (multiple choice questions / objective)	20
2.	<ul style="list-style-type: none">- Active participation in routine class activity- Overall conduct as a responsible student, with respect to good behaviour, leadership qualities, interpersonal skills etc.	05

B. Theory - External examination - 75%

75 marks

Semester End Theory Assessment

Question Paper Pattern

(Theoretical Courses)

Maximum Marks: 75

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	15 Marks
Q-2	Full Length Question OR	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question OR	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question OR	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	A) Theory questions B) Theory questions OR	08 Marks
Q-5	Short Notes To be asked 05 To be answered 03	07 Marks 15 Marks

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

Overall Examination and Marks Distribution Pattern

SEMESTER I

Course	Theory	Internal	Total
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VESUCFM101	75	25	100
VESUCFM102	75	25	100
VESUCFM103	75	25	100
VESUCFM104	75	25	100
VESUCFM105	75	25	100
VESUCFM106	75	25	100
VESUCFM107	75	25	100
SEMESTER I GRAND TOTAL			700

SEMESTER II

Course	Theory	Internal	Total
VESUCFM 201	75	25	100
VESUCFM 202	75	25	100
VESUCFM 203	75	25	100
VESUCFM 204	75	25	100
VESUCFM 205	75	25	100
VESUCFM 206	75	25	100
VESUCFM 207	75	25	100
SEMESTER II GRAND TOTAL			700